

How do I transfer funds to cover cost share expenses?

The transfer of funds from the cost sharing source to the cost share fund (8xxxxx) needs to be done periodically. It is important that expenses occurring during a fiscal year are covered within that same year.

To transfer funds to cover cost share expenses, the department must complete a Request for Budget Transfer. Once completed, the form needs to be mailed to Budget at Mail Stop 9602. If the department cost shares from a general fund it will be a two part entry. For example, if \$10,000 in salaries is required for cost sharing, the following entries are required:

Part 1:

	<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Program</u>	<u>Amount</u>
Transfer From:	100000	xxxxxx	401000	011000	\$10,000
Transfer To:	100000	xxxxxx	409000	011000	\$10,000

Part 2:

	<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Program</u>	<u>Amount</u>
Transfer From:	100000	xxxxxx	409101	011000	\$10,000
Transfer To:	8xxxxx	xxxxxx	359101	xxxxxx	\$10,000

If the department cost shares from a designated fund, the following entry is required:

	<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Program</u>	<u>Amount</u>
Transfer From:	25xxxx	xxxxxx	409101	xxxxxx	\$10,000
Transfer To:	8xxxxx	xxxxxx	359101	xxxxxx	\$10,000