

## Budget Transfers, Journal Entries and Cash Transfers

### Budget Transfers

If any major budget object codes have been over expended a Board Approved, Budget Transfers/Revisions is required. Debits and credits must be equal, use object code 9999 to balance each fund and resource. Do not send budget transfers to the county office unless you are requesting your budget be rolled to Revised.

Single Adoption districts must revise their budgets within 45 days after the budget act is signed. Send them to your district's administrator for approval, request they forward it to be rolled to revised.

### Select Budget Transfer in the Budget

BUDGET TRANSFERS		
INCREASE		DECREASE
REVENUE	DEBIT	CREDIT
EXPENDITURES	CREDIT	DEBIT

**Journal Entries** are used to correct revenue or expenditure codes, they must be the same fund and resource.

**Cash Transfers** are used to correct revenue or expenditure codes. They can be between resources.

Select General Ledger, General Ledger Maintenance, F5 Key for Journal Maintenance or F7 Key for Cash Transfer.

JOURNAL ENTRIES OR CASH TRANSFER (between resources)		
INCREASE		DECREASE
ASSETS (9100-9499)	DEBIT	CREDIT
REVENUE	CREDIT	DEBIT
LIABILITIES (9500-9699)	CREDIT	DEBIT
EXPENDITURES	DEBIT	CREDIT

**Entries between funds** must be sent to the county office on a **Transfer Voucher** form. The county office will make the transfer between funds on the HP system and at the county treasurer