

HERKIMER COUNTY COMMUNITY COLLEGE
BUDGET TRANSFER
POLICY AND PROCEDURES

POLICY:

The Board of Trustees has designated to the President of the College the authority to approve transfers of appropriations from one function or object of expense account to another within the total college operating budget. Written justification shall be maintained to support and control all budget transfers.

The President has designated the following approval levels for budget transfers:

1. Budget transfers within a division/department for equipment or contractual needs would need the approval of the Budget Manager.
2. Budget transfers between divisions/departments would need the approval of each Budget Manager and the applicable Dean.
3. Budget transfers between departments that are overseen by different Deans would need the signature of both Budget Managers and both Deans.
4. The President must also approve all budget transfers involving full time personnel.

PROCEDURES:

1. For type 1 transfers: Budget Managers complete online transactions in Banner.
2. For types 2-4: A budget transfer form is to be completed, all applicable signatures obtained and submitted to the Controller for processing.

Revised: October 21, 2009, March 6, 2020