TO: State College Presidents
FROM: Harry E. Brakebill
Executive Vice Chancellor
SUBJECT: Delegation of Authority - Transfer of Budget Allotments - Executive Order No. 72

July 10, 1969

I am pleased to transmit a copy of Executive Order No. 72 which delegates authority to each State College President to approve Transfer of Budget Allotments subject to certain limitations.

Please address any questions which you may have regarding interpretation of this Executive Order to the Vice Chancellor, Business Affairs.

HEB:rh
Attachment
cc: Vice Presidents for Business Affairs
    Business Managers
    Chancellor's Office Staff

L69-481
This Executive Order is issued pursuant to Section 4, subdivision (e), and Section 1 of the Standing Orders of the Board of Trustees of the California State Colleges.

Effective with the commencement of the 1969-70 fiscal year, authority is hereby delegated to each State College President with respect to his particular State College, including the authority to subdelegate to a single fiscal officer designated by him, to approve Transfer of Budget Allotments (Operating Expense) within the support budget, subject to the following limitations:

1. Transfers may be approved between line items within a major budgetary function, so long as they do not exceed 10% of the original budget for the line item being augmented.

2. No transfers may be approved to or from Administration and Teaching Expense.

3. No transfers may be made which are not in accordance with all applicable statutes, including but not limited to, the Budget Act, or which are not in accordance with all applicable regulations and Board of Trustee policy.

4. The revisions made by each transfer must provide sufficient funding for the affected activities for the entire remaining portion of the fiscal year.

5. Information copies of each Transfer of Budget Allotments (Form 25) shall be submitted to the Vice Chancellor, Business Affairs, for purposes of post-audit review.
6. Transfers must meet the applicable criteria stated in Sections 6713 and 6713.1 of the State Administrative Manual (SAM), a copy of which is attached to this Executive Order.

As a matter of information, it should be observed that transfers between Personal Service Allotments are not authorized by this delegation.

The pre-audit review currently being conducted by the Assistant Vice Chancellor, Business Affairs, is being terminated concurrent with the operative date of this delegation.

It is expected that implementation of this Executive Order will enable the Presidents to effect a significant number of transfers at the campus level.

Dated: July 10, 1969.

Glenn S. Dumke, Chancellor

No. 72 - Delegation of Authority - Transfer of Budget Allotments

L69-481
TRANSFER OF BUDGET ALLOTMENT, FORM 25 (Revised 2/69)

Form 25 may be used only when the following criteria are met:

1. The purposes are consistent with approved programs, with legislative intent and with the Governor's policy, and do not involve a change in policy or program, including a redirection of effort or a change in intensity in this or any subsequent fiscal year.

2. The change does not require augmentation of the appropriation, augmentation of scheduled categories of support appropriations, augmentations of projects of major construction appropriations, increases or decreases in unallotted balances of an appropriation, or a transfer of funds from a salary savings reserve.

3. All pertinent statutory and administrative regulations have been applied.

The Department of Finance exempts from budgetary review and grants advance approval for all Transfers of Budget Allotment which in the judgment of the agency head or his duly authorized officer meet the above criteria. For purposes of control "Operating Expenses and Equipment" have been combined. A transfer from one to the other does not constitute a category transfer.

A transfer to salary savings reserve meeting the criteria for advance approval will be approved by the department, but an information copy of the approved document must be forwarded to the Department of Finance.

The officer or employee signing on behalf of the agency head should use the following certification which shall appear on all copies of the document:

"I hereby certify that all conditions for exemption for budgetary review set forth in State Administrative Manual Section 6713 have been complied with and this document is exempt from budgetary review by the Department of Finance."

The authority to sign this certification is limited to those officers who have been duly authorized by the agency head to execute these documents and whose names and position titles are on record in the department for audit purposes subject to inspection by representatives of the Department of Finance.

Documents processed under the provisions of this section shall be subject to audit by representatives of the Department of Finance, and a copy of such documents shall be retained for this review.

Transactions which do not meet the above criteria must be prepared as a Budget Revision, Form 26.

For accounting information see Allotment Expenditure Ledger, Section 6324.

USING OF TRANSFER OF BUDGET ALLOTMENT (Renumbered & Revised 2/69)

For limitations on the use of the Transfer of Budget Allotment, Form 25, to document transactions, see Section 6713. As indicated there, a transfer serves to make changes only between the allotments of a single appropriation and does not affect any accounts outside the Allotment Expenditure Ledger.

Following are changes in expenditure allotments and receipt allotments which may be made by this means:

1. Transfers between quarters within the same object category and appropriation.

2. Transfers between functions or organization units within the same object category and appropriation.

3. Transfer between Equipment and Operating Expenses.

4. Transfer between minor projects within the same capital outlay appropriation.

5. Transfer of savings realized to Salary Savings Reserve.

6. Redistribution of estimated reimbursements between sources when no net change in estimated total reimbursements for the year is involved.