Interfund Budget Transfers are for Special Situations Only

Before you prepare an Interfund transfer:

Ask: What is the actual need for the transaction?

Are the charges in the correct Index / FOAPAL?

Will an Accounting Transfer Voucher correct the charges?

Are salaries in the correct Index / FOAPAL?

Will a Payroll redistribution correct the charges?

Contact Financial Planning if you have any questions or need assistance.
How to create a BD04 Interfund Transfer

Interfund transfers are current year transactions between two different Unrestricted Funds

Note: Interfund Budget Transfers are for special situations. Expenses should be charged to the appropriate Index FOPA or moved with an Accounting Transfer Voucher or Requested Payroll Redistribution if correction is needed.

Budget transfers between funds are prepared on a paper BD04 form located on Financial Planning’s website http://bf.memphis.edu/forms/finance.php#finplan

There will be a minimum of four transactions on this form (See Examples )

Due to the Strategic Resource Investment - SRI model  
no Special Transfer Index(s) with Account Code 82610 will be used.  
Do not use the below special Indexes.

<table>
<thead>
<tr>
<th>Code lookup results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>E&amp;G Interfund Transfers</td>
</tr>
<tr>
<td>IDCR Interfund Transfers</td>
</tr>
<tr>
<td>Cost Share Interfund Transfers</td>
</tr>
<tr>
<td>Chairs of Exc Cost Share Transfers</td>
</tr>
</tbody>
</table>

Code lookup results

<table>
<thead>
<tr>
<th>Title</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intrafund Transfers</td>
<td>82610</td>
</tr>
</tbody>
</table>

Refer to Example 1: Transfers between fund 110001 and 114000
Refer to Example 2: Transfers between fund 110001 and 126400
(The Accounting Office will prepare a JE to match the Budget in Account Code 82610)

Note:
Fund 114000, IDCR, Index can only Transfer Funds Out
Fund 124000, TAF, Index cannot Transfer Funds In or Out
## Example 1

### Temporary Current Year Budget Revision (BD04)

#### Name:
Mary Blue

#### Fiscal Year:
2015

#### Date:
January 14, 2015

<table>
<thead>
<tr>
<th>Index</th>
<th>Org Title or Org Code</th>
<th>Account Title</th>
<th>Program</th>
<th>Activity</th>
<th>Expense Budget Amount (+)</th>
<th>Expense Budget Amount (-)</th>
<th>Revenue Budget Amount (+)</th>
<th>Revenue Budget Amount (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>212121</td>
<td>C/S Tom the Tiger</td>
<td>114500</td>
<td>216105</td>
<td>74000</td>
<td>2500</td>
<td>213456</td>
<td>2500</td>
</tr>
<tr>
<td>02</td>
<td>212000</td>
<td>Tom the Tiger Instruction</td>
<td>110001</td>
<td>234118</td>
<td>74000</td>
<td>2000</td>
<td>234118</td>
<td>2000</td>
</tr>
<tr>
<td>03</td>
<td>212121</td>
<td>C/S Tom the Tiger</td>
<td>114500</td>
<td>216105</td>
<td>82610</td>
<td>2500</td>
<td>213456</td>
<td>2500</td>
</tr>
<tr>
<td>04</td>
<td>212000</td>
<td>Tom the Tiger Instruction</td>
<td>110001</td>
<td>234118</td>
<td>82610</td>
<td>2000</td>
<td>234118</td>
<td>2000</td>
</tr>
</tbody>
</table>

**Net Change:**

\[ (J-K)-(M-N) \]

**TOTAL:**

\[ 5,000 \]

\[ 5,000 \]

\[ - \]

\[ - \]

**Document Total:**

\[ 10,000 \]

**The Reason for requesting this revision is as follows:**

Transfer funds for Cost Share on Grant 512345, Why Tigers have Stripes

**Note:** The reason for Example 1 - Department has a Grant Award agreement which included UoM Cost Share match.

### Approved

- **Departmental Authority:**
  - Date
- **Dean/Director/AVP:**
  - Date
- **Provost/Vice President:**
  - Date
- **Director of Financial Planning:**
  - Date

### Reviewed

- **Office of Financial Planning:**
  - Date

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**For Financial Planning Use Only**

<table>
<thead>
<tr>
<th>BR Number:</th>
<th>Fiscal Year:</th>
<th>Entered by:</th>
<th>Date Entered:</th>
<th>Banner JV Number:</th>
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</thead>
</table>
**Temporary Current Year/This Fiscal Year Request for BD04 Budget Revision**

<table>
<thead>
<tr>
<th>Index</th>
<th>Org Title or Index Title</th>
<th>Fund</th>
<th>Org Code</th>
<th>Program</th>
<th>Activity</th>
<th>Expense Budget Amount (+)</th>
<th>Expense Budget Amount (-)</th>
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</thead>
<tbody>
<tr>
<td>01</td>
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<td>234118</td>
<td>74000</td>
<td>2000</td>
<td>8,000</td>
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<tr>
<td>02</td>
<td>UM Online Tom the Tiger</td>
<td>126400</td>
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<td>8,000</td>
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</tr>
</tbody>
</table>

**Net Change**

\[
\text{Net Change} = (J-K)-(N-M) = 0
\]

**Document Total**

\[
\text{Document Total} = (J+K) + (M+N) = 32,000
\]

**Expense**

<table>
<thead>
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</tr>
</thead>
</table>

**Revenue**

| - |

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**The Reason for requesting this revision is as follows:**

To support part-time instruction Position 001234 Mark King for Fall and Spring term

**Note:** The reason for Example 2 - Department has agreed to use Funds to support instructional needs.