Chapter 4b. Fund Transfers

Introduction

A fund transfer is a request to reallocate appropriated funds between or among ARS research projects. Appropriated (in-house) funds and soft funds (from incoming agreements) cannot be mixed; therefore, this process is only used for appropriated funding.

Fund transfers are initiated at any level, from Management Unit (MU) to Office of National Programs (ONP).

Types of Fund Transfers

There are two types of fund transfers - **Permanent and Temporary**. A **temporary** fund transfer is a one-time only transfer in a specific fiscal year. At the beginning of the next fiscal year, the funds revert to the giving project. A **permanent** fund transfer remains in the receiving project year after year.

Reasons for Fund Transfers

Temporary transfers are done to receive Administrator funded post-doc funds, transfer funds across management units or Areas, or fund cooperative research between ARS laboratories. Permanent fund transfers are done to fund replacement projects, budget increases, or redirection of funding.

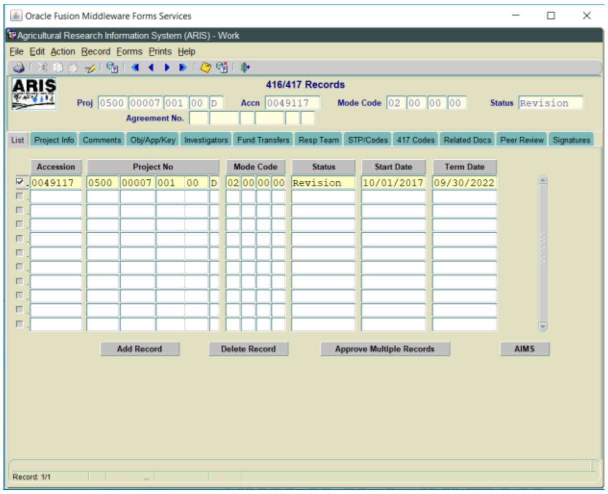
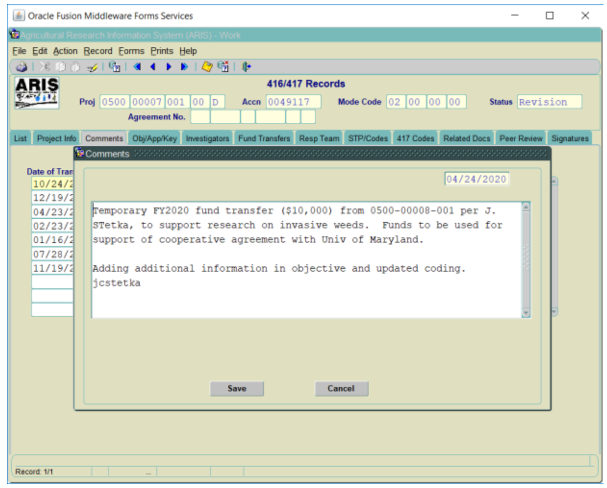
Fund Transfer Process

Initiation of a fund transfer is the responsibility of the MU/project receiving the funds. The MU Research Leader initiates the request by modifying the AD-416 of the project receiving the funds. The request is forwarded through the ARIS approval levels to the Area Director for review. If approved, the request is forwarded to ONP and BPMS for review, approval and implementation. If disapproved, the request returns to the MU level.

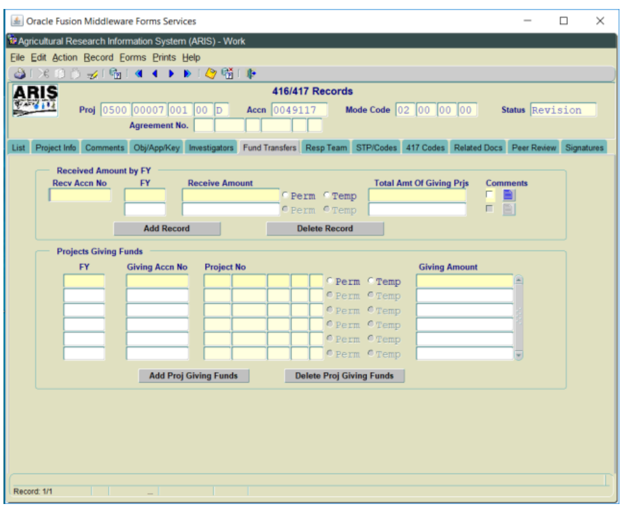
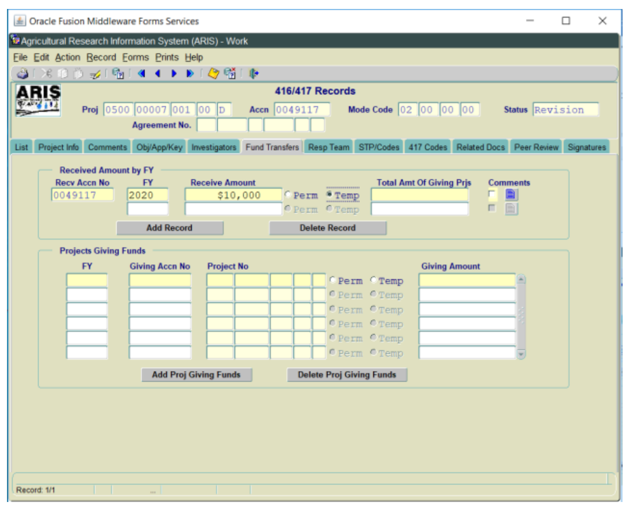
To initiate a fund transfer:

- Create a work record of the project receiving the funds. (See Chapter 4A for creating Work records.)
- From the Work file List screen, mark the project requiring the fund transfer and go to the **Comments** tab. Click the **Add Comments button**.
- Enter a general explanation of the action(s) taken on the project (e.g., Temporary FY2020 fund transfer ($xxx,xxx) from….to…., for…, modifying objectives, coding, etc.), and **Save**.
- **Note:** The detailed comments related to the fund transfer must also be added in a comment field on the Fund transfer screen.
- If additional information is required, send a note to the Area Program Analyst explaining the circumstances.

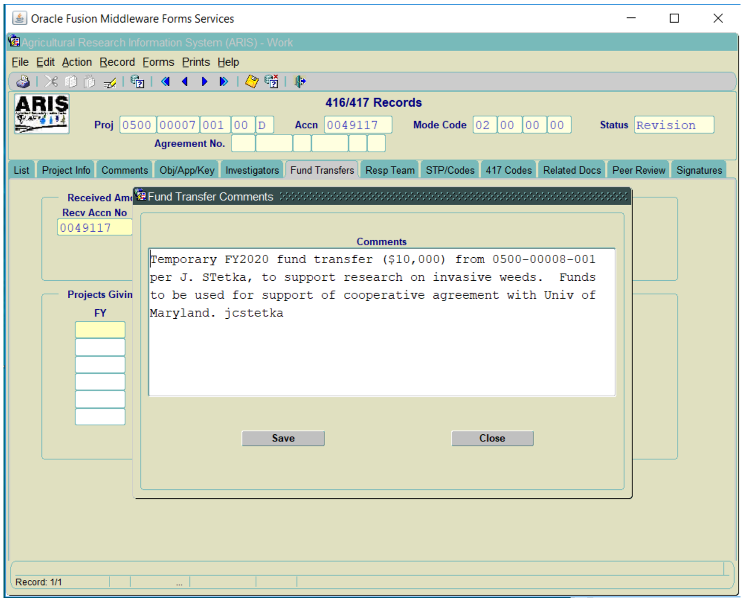
Note: If the fund transfer crosses Areas, provide notification to the Program Analyst in the giving project's Area prior to the initiation of the action. Additionally, documentation of the approval to use funds outside your area must be uploaded to the Related Docs tab.

- After adding comments, click the **Fund Transfer** tab to display the Fund Transfer screen.
- Click the **Add Record** button in the **Received Amount by FY** section. ARIS automatically inserts the accession number and FY of the receiving project.
- Enter the **Receive Amount** of the transfer and check the transfer type, either **Perm** or **Temp**. The system calculates the data for the **Total Amt of Giving Prjs** box.

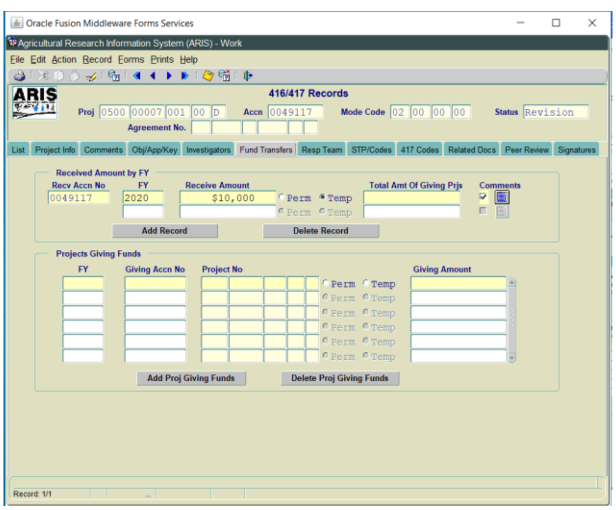



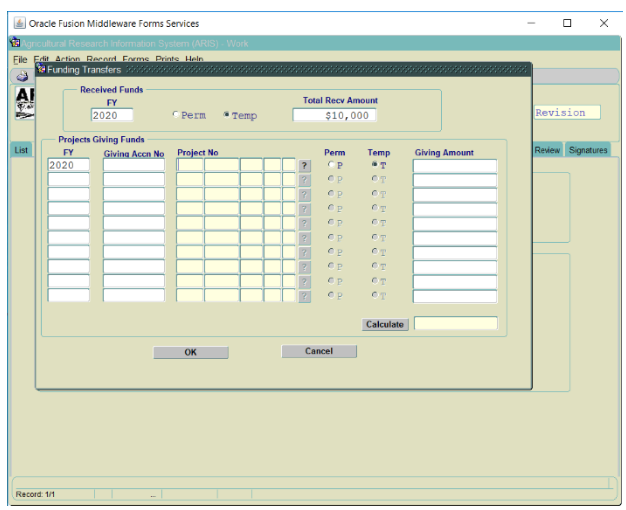
- Enter **Comments** by clicking the Comments icon. Add comments that provide a clear explanation of the reason for the fund transfer *(e.g., Temporary FY2020 fund transfer ($10,000) from 0500-00008-001, per J. Stetka, to support research on invasive species, purchase of equipment……., email 4/23/20. jcs*). (see pg. 7 for examples of fund transfer comments).
- **Note:** These comments will show in the budget transaction file.



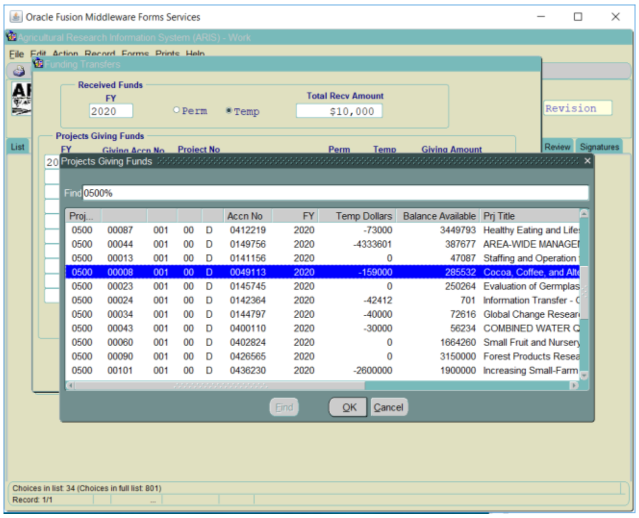
- Click **Save** to return to the Fund transfer screen.

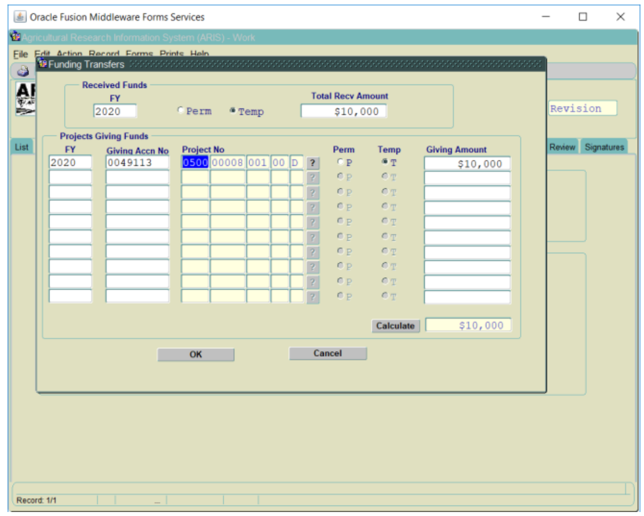
- Next, add the giving project(s) information. Click the **Add Project Giving Funds** button to open the Giving Projects screen.

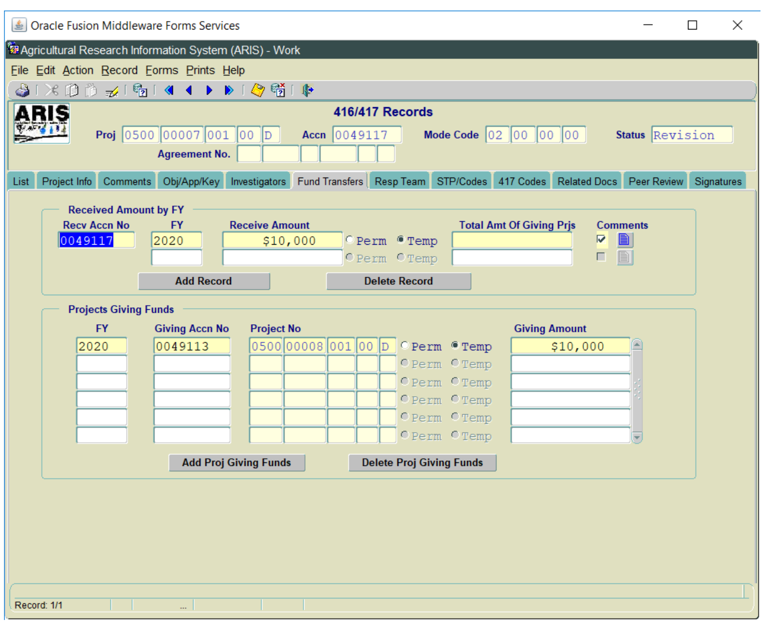




- Click the "**?**" to open the Project Giving List screen. Scroll down the list or search for the appropriate giving project.
- Highlight the giving project and click **OK**. ARIS closes the List screen and inserts the giving project number.
- Enter the dollar amount of the fund transfer from the giving project and click **OK**. ARIS inserts the giving project number and dollar amount of the fund transfer on the Fund Transfer Info screen.



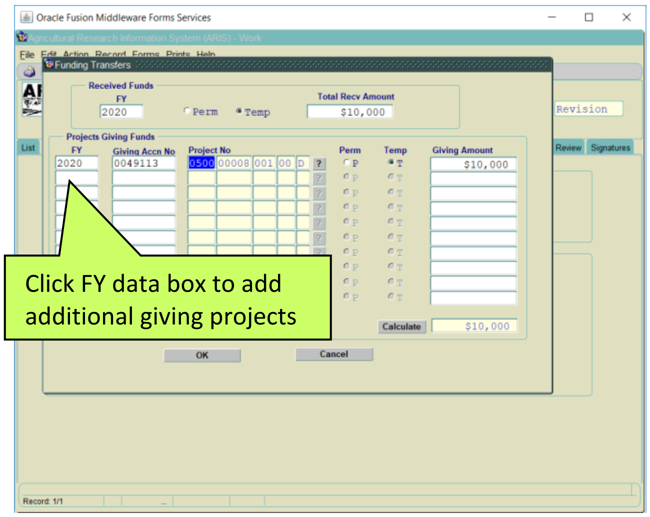




- If more than one project is giving funds, continue adding giving projects in the same manner until the giving amount equals the receiving amount.

Note: Click in the **FY** field below the last giving project entered to add additional giving project data lines.

Note: If the last line on the screen is used and additional fund transfer giving lines are needed, click the down arrow and an additional line will be displayed for data entry.



- After entering all funding projects and funding amounts, click **OK** to return to the Fund Transfer screen.
- Select the **List** tab to return to the List screen. ARIS will ask "**Do you want to save your changes?**" Click **Yes**. You may also save at any time by clicking the **Save** button on the tool bar.

The fund transfer is now complete. Continue following your Area approval process.

Note: The giving amount must always equal receiving amount.

ARS Accountability Policy for Year-End Expenditures

Year-end reported expenditures for each in-house research project are allowed to vary from the allocated amount by +/- 5% or $50,000, whichever is less. Total expenditures within a management unit cannot exceed the total allocated amount for all projects within the management unit. Expenditures may exceed the +/- 50% or $50,000 limitation only if a request is submitted electronically through the program approval lines. (See P&P620.0)

Other Information

- Administrator funded post-docs receive funds from Project No. 0101-88888-016-00D.
- FY Program Increases receive funding from Project No. 0101-88888-028-00D (only used for beginning of FY program increases).
- Fund transfer requests that cross Areas require notification to the giving project's Area Program Analyst and the OAA HQ Program Analyst before approval. **Additionally, approval documentation, such as emails and/or AD-700s must be uploaded to the Related Docs tab prior to submitting the fund transfer for approval.**
- All 0500 (HQ) releases are initiated by Headquarters only.

Examples for Fund Transfer Comments

1. **Administrator Funded Post-doc:**

   Temporary FY2020 fund transfer ($70,000) from 0101-88888-016 for Administrator Funded post doc. Mentor: Jill Stetka; Post-doc: Kendra Mariner; Class of 2019; EOD 4/1/2020; Balance Remaining: $70,000. jcstetka

2. **OSQR Certification:**

   FY2020 Permanent Fund Transfer of $3,129,595 from 0500-00008-001/Accn #400002. Replaces old project 0500-00007-001/400002. Project approved through NP305 OSQR Review Process. (jcstetka)

3. **Temporary fund transfer:**

   Temporary FY2020 fund transfer ($10,000) from 0500-00007-001 per J. Stetka, for research on new invasive weeds. Funds to be used for equipment and supplies. jcstetka

4. **FY Program Increase:**

   Permanent FY2020 fund transfer ($100,000) from 0101-88888-028 for FY2020 Program Increase for Aquaculture research (PDRAM #20). jcstetka