

**City of Saratoga Springs**

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**IX. BUDGET TRANSFERS**

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**Office of Finance**

**Adopted February 3, 2004**  
**Amended February 15, 2005**  
**Amended June 20, 2006**  
**Amended November 20, 2007**  
**Amended July 01, 2008**  
**Amended July 21, 2009**  
**Amended July 19, 2011**  
**Updated August 7, 2012**  
**Updated June 18, 2013**

## IX. BUDGET TRANSFERS – City Charter Section 4.4.12

Transfers move funds from one budget line to another.

### A. Procedure

A budget transfer is a reallocation of funds.

All budget transfers, regardless of fund, shall be made in accordance with the following policy and with section 4.4.12 of the City Charter:

1. Certification. All budget transfers of monies shall require the certification of availability of funds by the Commissioner of Finance. The presentation by the Commissioner of Finance of a transfer to the Council for approval shall serve as certification of availability of funds therefore.
2. 10% Rule. Transfer requests that exceed 10% of the amount of a budget line appropriation shall be accompanied by written explanation. Transfers for the purpose of implementing contract agreements regarding personal services shall be permitted, notwithstanding the 10% limitation, on approval by the City Council. (For the purposes of this policy, 'budget line appropriation' shall refer to the 'revised budget' amount.)
3. Payroll/Personal Service Line Items. Transfer requests ~~from or to or from payroll/personal service or employee benefit accounts~~ lines shall require separate City Council approval from other transfers and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. Social security may be grouped in a journal as a personal service line item. See Item 12 for authorization requirements.
4. Contingency Line Item. Transfers from contingency shall be reviewed and approved separately from other transfers and include an update of the remaining contingency balance. Expenditures may not be charged directly to a contingency line.
5. Deadline. Transfer requests shall be submitted to the Deputy Commissioner of Finance by noon on the day before agenda materials are due for the preliminary agenda for the next City Council meeting. Transfer requests received afterwards will be reserved for the following City Council meeting unless there is an emergency certified in writing by the Council member making the request.
6. Format. All transfer requests shall be submitted on the attached transfer request form (see Sample Form BT-1) and signed by the Council member, or his/her designee, making the request. The form is available on the public drive (entitled "2012 Transfer Template). Expense lines, or on occasion revenue lines, included in the request must be for equal amounts and for the same fund. For instance the one account can not be a general fund line and the other a water fund line.

7. Distribution. Transfer requests requiring City Council approval will be distributed prior to the meeting for review by the City Council.
8. Resolution Required. Transfers shall be presented by resolution by the Commissioner of Finance.
9. Year-End Transfers. Transfer requests for year-end items shall be approved on or before the last City Council meeting of December.
10. Errors. Transfer requests containing typographical errors shall be returned to the Council member submitting the request with a cover memorandum explaining the error. The corrected transfer request shall be resubmitted for inclusion at the next available meeting if received in Finance by the deadline in item 5 above.
11. Journal and Post. After approval of transfers, the Deputy Commissioner of Finance shall post to the appropriate general ledger and subsidiary accounts.
12. Transfers Prohibited. No transfers shall be made to or from the ~~following~~ expense lines listed below unless ~~any~~ such transfer has been authorized by the Commissioner of Accounts, in the case of Liability Insurance, Self Insurance, and Liability Medical and the Commissioner of Finance, in the case of all other expense lines listed ~~below~~. ~~Any such transfers~~ so authorized shall require separate City Council approval from other transfers (but may be grouped in a single journal), and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation ~~and may be grouped in a single journal for separate approval~~. The City Center Authority shall be exempt from this Item 12.

Sick Leave	FSA Admin Fee
Vision Insurance	NYS Employees Retirement
Disability Insurance	NYS Police and Fire Retirement
Unemployment Insurance	Liability Insurance
Employee Hospital Opt-Out	Self Insurance
Hospitalization	Liability Medical
HRA Co Pay Reimbursement	Social Security
HRA Admin Fee	

## **B. Interfund "Transfers"**

In certain circumstances, appropriations may be 'transferred' from one fund to another, especially when authorizing the use of reserve funds. An interfund transfer moves budget appropriations from one fund to another. This is handled via a budget amendment. Accordingly, see Section IV. Amendments. In addition, these may require other actions per the City Charter, see e.g., Section 3.1.4. Capital Program Adoption. Please speak to the Finance office for advice on properly handling an interfund transfer.