



Administrative Procedure 4550 BUDGET TRANSFERS

Responsibility:	<i>Superintendent of Business Services & Treasurer of the Board</i>
Legal References:	<i>N/A</i>
Related References:	<i>Administrative Procedure 4500 – School Operating Budgets FS-19-AS8 Request for Budget Transfer</i>
Revisions:	<i>October 2019, September 2026</i>
Reviewed:	<i>May 2019</i>

1. Preamble

The following procedure provides guidelines and expectations pertaining to budget transfers.

2. Definition of a Budget Transfer

A budget transfer is used to reallocate budget funds from one account to another; this is different from a journal entry, which is used to move expenses from one account to another.

The budget transfer should typically be initiated by the budget services department or the person responsible for managing the budget and must be done in accordance with the procedures outlined here.

3. When to Use a Budget Transfer

After the annual budget has been approved, it may be necessary to make changes to the Expense Budget. When a need for a budget transfer arises, the budget services department is responsible for identifying the need, preparing a request for the transfer, and submitting the request to the Controller of Financial Services for approval.

The budget services department will work closely with other departments or individuals identifying the need, but ultimately the responsibility for initiating and managing the budget transfer process lies with budget services.

Below are some examples of when a budget transfer is needed:

- Prior year School operating budget deficit carry over
- Central budget fund to be distributed to schools
- School operating budget Fall update for Oct 31 enrolment

Secondary schools can request school operating budget transfer within a school from one program to another.

Once the School operating budget is updated for Oct 31 enrolment, secondary schools are encouraged to review and send any budget transfer requests to the budget services.

The Budget Transfer form must be approved by personnel authorized to sign such transactions on behalf of the school, i.e. Principal or Superintendent.

Schools are advised to monitor their total school operating budget and ensure spending does not exceed the budgeted amount.

If you require assistance on budget monitoring, or have questions regarding budget transfers, please contact finance-budget@wrdsb.ca.