

## **Intra-Fund Transfers Between Programs**

### **Objective**

To transfer amounts appropriated between programs within the same agency and fund.

### **Policy**

Pursuant to [Minnesota Statutes section 16A.285](#), an agency may transfer state agency operational money between programs within the same fund if: (1) the agency first notifies the Commissioner of Finance as to the type and intent of the transfer; and (2) the transfer is consistent with legislative intent. If an amount is specified for an item within an activity, that amount must not be transferred or used for any other purpose.

The Commissioner of Finance shall report the transfers to the chairs of the Senate Finance and House of Representatives Ways and Means committees.

### **Forms**

[FI-00521 Anticipated Transfer of Appropriation \(AT\)](#)

[FI-00522 Transfer of Appropriation \(TA\)](#)

[FI-00575 Intra-Fund Transfer Between Programs Memorandum](#)

### **General Procedures**

<b>Step #</b>	<b>Actions to be Performed</b>	<b>Responsible Party</b>
1.	Determine the need to transfer amounts appropriated for a program to another program within the same fund.	Agency
2.	Prepare Intra-Fund Transfer Between Programs Memorandum ( <a href="#">FI-00575</a> ) and send it to the agency assigned executive budget officer. This Memorandum must contain the following information for each transfer:  Appropriation name from the laws and legal reference for the from and to transfer appropriations, fiscal year, and the amount of each transfer.	Agency Head

	<p>Clearly describe the reason for the transfer, stating the name of each program.</p> <p>The total amount of operational dollars within the appropriation in question and what percentage is being transferred out.</p> <p>Explain how this transfer is consistent with legislative intent.</p> <p>Narrative explanation describing how the transfers will enable the program receiving funds to reach desired performance outcomes or goals.</p>	
3.	Prepare Anticipated Transfer of Appropriation Form <a href="#">FI-000521</a> following the Appropriation Transfers procedure <a href="#">0307-01</a> .	Agency Accounting Unit
4.	Obtain required authorized agency signatures on form.  NOTE: Sufficient unallotted balance must exist in the transfer-out account.	Agency Accounting Unit
5.	Enters the Anticipated Transfer into MAPS.	Agency Accounting Unit
6.	Submit the Intra-Fund Transfer Between Programs Memorandum and screen printout of anticipated transfer to your agency assigned executive budget officer for approval.	Agency Accounting Unit
7.	Review transfer with any attachments for appropriateness. If appropriate and consistent with legislative intent, approves the Anticipated Transfer in MAPS and prepares cover memo for notification to Senate Finance and Ways and Means committees, and forwards signed forms to Finance, Budget Operations. If executive budget officer takes exception to the transfer the process stops and the agency is notified.	Executive Budget Officer
8.	Log in and forward copies of the agency submission and executive budget officer cover memo to the Senate Finance and House of Representative Ways and Means committees. Retain a copy of the form for the file and return a copy to the agency.	Finance Budget Operations
9.	The Agency Unit processes the Transfer of Appropriation.	Finance Agency Assistance

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**See Also**

[0307-01 - Appropriation Transfers](#)