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Owner: *Matthew Fortman: Fiscal Administrator*
Policy Area: *Mental Health Board*
References:

BHD Fund Transfer Process

Approved by the Mental Health Board on 08/28/14

Overview

Wisconsin Statutes 51.41 authorizes the Milwaukee County Mental Health Board (MHB) to propose an annual budget to the County Executive for the Behavioral Health Division (BHD). Once this budget is approved by the County Executive, the budget provides the total spending authority for BHD for one calendar year. This budget reflects total expenditures, revenues and property tax levy required for the operation of programs and services within BHD.

Throughout the course of the year, certain adjustments to the budget may be necessary to better reflect BHD's actual experience. In most cases, these adjustments, or appropriation transfers, would increase or decrease BHD's expenditures and revenues compared to its base budget while maintaining the same tax levy as established in the original budget.

Policy

Administrative Only Fund Transfer: BHD may transfer funds between accounts within its budget if such accounts have established appropriations. An administrative transfer cannot increase the department's total property tax levy originally established in the calendar year budget for BHD.

This type of transfer would adjust all account series as necessary (5000 – Personal Services, 6000 – Services, 7000 – Commodities, 8000 – Other Charges, 8500 – Capital Equipment and 9700/9800 – Crosscharges & Abatements) and all revenue accounts provided that there is no tax levy change as a result of the transfer. This type of transfer would not require MHB approval. Please see section titled "Process" below for the review and approval process.

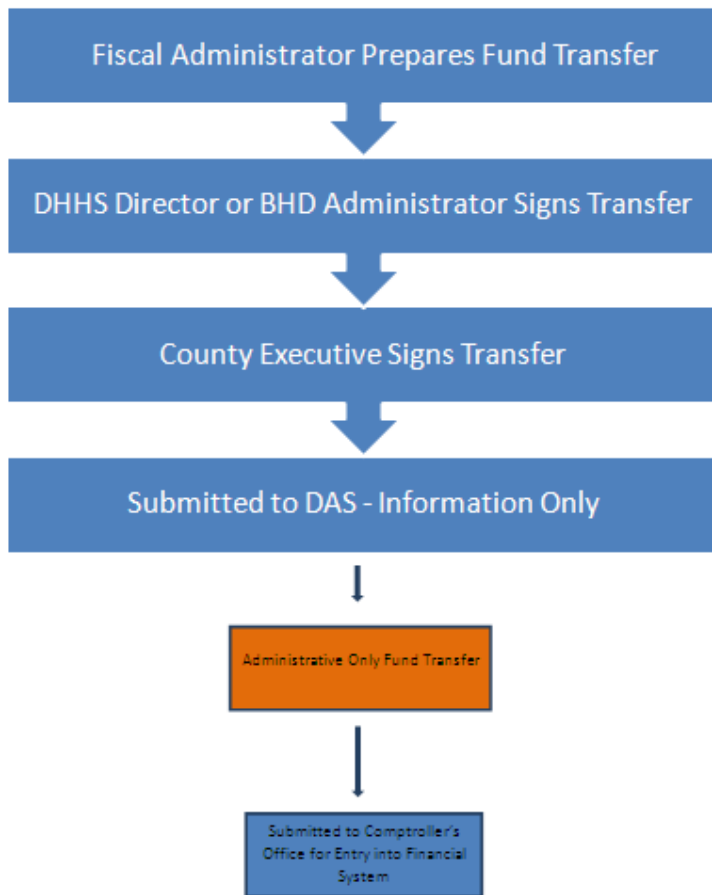
On a quarterly basis, the BHD Fiscal Administrator will provide an informational report notifying the MHB as to any administrative fund transfers that may have occurred during the previous quarter.

Process

A request for an appropriation transfer within the Behavioral Health Division shall be prepared by the BHD Fiscal Administrator on the appropriation fund transfer form (Schedule A). The form shall contain an explanation and justification for the transfer as well as identify the organizational units and accounts affected. Once complete, the BHD Administrator or DHHS Director will sign the fund transfer and submit it to the County

Executive for signature. The form is then submitted to the Department of Administrative Services (DAS) for information only and DAS submits it to the Comptroller's Office for entry into the county's financial system.

Please refer to the flow chart below for a summary of the approval process.



Attachments

[Appropriation Transfer Request](#)

Approval Signatures

Step Description	Approver	Date
Mental Health Board	Michael Lappen: BHD Administrator	8/11/2020
	Michael Lappen: BHD Administrator	8/11/2020
	Matthew Fortman: Fiscal Administrator	8/5/2020