



Administrative Manual of Operating Procedures

Procedure #: 03.06	Procedure Title: Fund Transfer Process		Revision #: 2.0
Original Issue Date: 03/10/2020	Revised Issue Date: 1/10/2023	Next Review Date: 1/10/2025	Responsible Department: Strategy, Budget, and Performance (SBP)
Statutory References: Wis. Stat. § 59.60(8)		Ordinance References: MCO 56.03	
Appendices: Appendix B – 03.06 LMS Training PowerPoint Appendix C – 03.06 Flowchart		Forms: Form 03.06(a) – Appropriation Transfer Request	

1. OBJECTIVE:

The purpose of this procedure is to establish a standardized process for fund transfers (including administrative transfers) and to provide an overview of the fund transfer process to Milwaukee County departments.

2. DEFINITIONS:

- A. Administrative Fund Transfer. A transfer that is authorized/approved through resolution, in any separate file other than the fund transfer packet, that provides the Office of the Comptroller and SBP the legal authority to process and move funds as designated.
- B. Agency. An organizational subdivision of the County that is usually the same as the department level, defined with three digits.
- C. Allocated Contingency. Money that is set aside for uncertain costs, such as cost overruns in a project. Allocated contingency accounts may be found in a departmental budget, a central County reserve, or capital projects.
- D. Appropriation Transfer. A formal change/amendment to the adopted budget, also known as a fund transfer.
- E. Capital Coordinator. An employee in SBP who oversees, in conjunction with capital staff in the Comptroller’s office, all details of all capital projects.
- F. Chart of Accounts. The Chart of Accounts (COA) is an index of all the financial accounts in the general ledger. It provides a breakdown of all the financial transactions that Milwaukee County conducted during a specific accounting period.
- G. Contingency Fund. Money that is reserved in order to fund unforeseen expenses in the future.
- H. County Executive (CEX). The independently elected Chief Executive of Milwaukee County government who oversees all day-to-day operations.
- I. Department Fiscal Staff. Employees responsible for budgeting and/or fiscal transactions for a given department. They may be an employee of another department under a service level agreement.
- J. Departmental Fund Transfer. The movement of appropriations within a department into a different account series.
- K. Departmental/Other Changes Fund Transfer. Utilized by a Department when a transfer seeks to move funding from a trust fund or balance sheet account, including the establishment of an impress fund as well as a transfer within the 72000-75218 series.
- L. Departmental/Receipt of Revenue Fund Transfer. Utilized by a Department in order to recognize revenue that has not been realized in the budget.
- M. DocuSign. Milwaukee County tool/application used for obtaining electronic legal signatures.
- N. Fund Transfer Administrator. Designated Strategy, Budget, and Performance staff member tasked with processing fund transfers.
- O. Fund Transfer Report. Report created by the Fund Transfer Administrator that is submitted to the Board of Supervisors that details the fund transfers, the resolution, the explanation

for each transfer, and grants authority for processing them.

- P. Fund Transfer. A movement of monies from one appropriation line to another. Fund Transfers are generally done during the current budget year but can also be done for a previous or subsequent year. Fund transfers must be approved by the County Board.
- Q. Interdepartmental Fund Transfer. The movement of monies that involves more than one Department/Division and where funds are being transferred from one Department/Division to another. In accordance with State law, interdepartmental fund transfers are only allowed October through December.
- R. Legistar. A software application linked to CLIC, the County Legislative Information Center, and allows Department Heads, County officials and designees to upload and approve items contained therein.
- S. Low Org. The smallest organizational subdivision of the County represented by four digits. Each expenditure is charged to a certain low org which rolls up to an Agency.
- T. Operating Budget Manager. SBP employee charged with oversight of all operating budget related items, details, and departments.
- U. Strategy, Budget, and Performance (SBP). SBP provides staff resources to the County Executive and the County Board on budget, fiscal and management matters as well as assisting and overseeing departments, boards and commissions in managing and controlling budget and fiscal plans, as required by Wisconsin State Statute 59.60.
- V. Unallocated Contingency. Money that is set aside for uncertain costs in the annual budget for unplanned and unexpected expenditures.

3. PROCEDURE:

A. Timeline

- i. Fund transfers are conducted each cycle during the Legislative Calendar. To request a copy of the Legislative Calendar, departments can email or call the Office of the Milwaukee County Clerk.
- ii. In January through year end close (February/March), fund transfers may be requested that cover the previous fiscal calendar year.
- iii. Deadlines for departmental submissions to SBP are approximately two (2) weeks before the Legistar deadline. If departments are in need of the current calendar, they are to contact SBP analyst.
- iv. SBP is responsible for submitting fund transfers into Legistar by the deadline that is set by the Legislative Calendar.
- v. The County Board Chair may refer the item to the Committee on Finance Chair, who then chooses to add the item to the agenda. If approved by the Committee on Finance, the item goes before the full County Board for approval. (MCO Ch. 1.18(a))

B. Initial Departmental Responsibilities

- i. When a department decides they need a fund transfer, the department fiscal staff or department head is required to fill out an Appropriation Transfer Request excel file as well as a signed PDF copy of the Appropriation Transfer Request. These two documents are electronically submitted to their departmental SBP Budget Analyst and the Fund Transfer Administrator. The Appropriation Transfer Request must contain:
 - a. Fiscal Year - The budget year that applies to the appropriation transfer.
 - b. Department Number - Agency number.
 - c. Department Name - Agency department name.
 - d. Credits and Debits - These two-line items must equal each other. The debit is where the money is coming from and the credit is where the money is going to.
 - e. Fund - This five-digit code is the highest level where the department's money resides and is found in the Chart of Accounts.

- f. Agency - A three-digit number representing the department and is found in the Chart of Accounts. The capital agency is always 120 while Operating agency numbers vary.
- g. Org Unit - This four-digit is the low org within the department and/or division. For Capital fund transfers, the Fund and Org Unit will always match.
- h. Revenue/Expense Object - The object line where the money is coming from or going to. The object is either an expense object (50001-99899) or revenue object (11201-49999).
 - i. Fund transfers should not include objects 55017, 55018, 55019, or 55020 (fringe benefit accounts) without written pre-approval from the Office of the Comptroller.
- i. Activity Codes - Specific characterization that is utilized in order to track usage of resources (e.g., time or money). These codes can be found within the Chart of Accounts. Activity is optional and should generally be used only if included in the Adopted Budget.
- j. Project Codes - Specific characterization that is used in order to determine resource usage for Capital projects. These codes are used only for Capital purposes and can be found in the Chart of Accounts. This is optional based on requirements needed.
- k. Object Code Description - The name that describes the item that is found in the object revenue or expense. This description can be found in the Chart of Accounts.
- l. Transfer Request - Amount listed for each object in dollars. Debits and Credits need to be equal, if not it results in an automatic rejection by the SBP office.
- m. Explanation - Justification should be extensive and should describe the need. It is important to include the history of transfer (if there is a history).
 - ii. If the Appropriation Transfer Request template is found to be incomplete, it will be returned to the Department and asked to be revised (e.g., credits and debits don't equal, lack of explanation).

C. Department Responsibilities for Administrative Transfers

- i. For any transfer that is not found in the transfer packet and is requested through separate resolution, it is known as administrative. It is the department's sole responsibility to submit an excel and signed PDF of the fund transfer that is cited in the resolution to the SBP analyst and fund transfer administrator no later than the date of the Legistar deadline. Note: fund transfer files (excel and signed PDF) are not submitted into Legistar.
- ii. Once the excel and signed PDF are submitted to the SBP analyst and fund transfer administrator, no later than Legistar deadline, the SBP analyst will review for issues, errors, and appropriateness.
- iii. If there are concerns from SBP, the SBP analyst will contact the department for corrections.
- iv. Once resolution is fully adopted by the County Board, and not vetoed by the County Executive, SBP will submit the received excel and signed PDF to Central Accounting for processing.

D. SBP Responsibilities

- i. SBP staff will receive the Appropriation Transfer Request excel file and signed PDF copy from the Department and create a corresponding Fund Transfer Report.
- ii. Fund Transfer Administrator organizes the transfers into the following categories:
 - a. Allocated Contingency – requires approval from the Committee on Finance and a two-thirds majority vote of the County Board.
 - b. Capital Improvement/Allocated Contingency – requires approval from the Committee on Finance and a two-thirds majority vote of the County Board.
 - c. Capital Improvement – requires approval from the Committee on Finance a majority vote of the County Board.
 - d. Departmental – only requires majority approval from the Committee on Finance.
 - e. Departmental/Other Charges – requires approval from the Committee on Finance

- and a majority vote of the County Board.
 - f. Departmental/Receipt of Revenue – requires approval from the Committee on Finance and a two-thirds majority vote of the County Board.
 - g. Interdepartmental – requires approval from the Committee on Finance and a majority vote of the County Board. May only be processed in the last three months of the year per state statute 59.60(8)(b)2.
 - h. Unallocated Contingency – requires approval from the Committee on Finance and a two-thirds majority vote of the County Board.
 - iii. The Fund Transfer Report is discussed with the SBP Director, Capital Coordinator, and Operating Budget Manager.
 - a. Fund transfers are approved if they are reasonable requests that strategically benefit the County overall.
 - b. Fund transfers are not approved if the long term and current year effects are inconsistent with the County’s overall strategy and goals. The SBP Director or other SBP staff will reach out to the department if the fund transfer was rejected.
 - iv. The SBP Director or their designee schedules a meeting with the County Executive for discussion. The approval of the fund transfer is at the discretion of the County Executive.
 - v. After all meetings, discussion, and verbal approvals, the signed PDFs of the transfers are sent to the SBP Director, or their designee, and the County Executive for signature via DocuSign or in person.
 - vi. The Fund Transfer Administrator submits the Fund Transfer file that is uploaded into Legistar and given a County Board File Number.
 - vii. The SBP Director approves, denies, or amends the document submission.
 - a. After approval by the SBP Director, the Fund Transfer file is sent to the County Clerk’s office, County Board Chair Chief of Staff, and the Comptroller research staff for notification via Legistar (seen in vi above).
 - b. If the SBP Director does not approve, they will provide reasoning regarding the denial to the requesting department and if necessary, request additional information.
 - viii. After the SBP Director’s approval, denial, or amendment of the Fund Transfer file.
- E. Legislative Process
- i. After the fund transfer is approved by the SBP Director, the County Board Chair refers the request to a Standing Committee. Fund transfers are currently in the scope of the Committee on Finance.
 - ii. The Committee on Finance Chair receives files that have been referred by the County Board Chair. The Committee Chair decides whether the item will be placed on the agenda for that cycle’s committee meeting.
 - iii. The Committee on Finance
 - a. If placed on the agenda, the item will be considered at that cycle’s committee meeting. The item/file may be approved, denied, amended, or tabled.
 - i. After the Committee has voted on the file, the Fund Transfer Administrator tallies the votes on the signed PDF.
 - b. If not placed on the agenda, the department head or designated department fiscal staff should speak with the Committee Chair to determine whether additional information is needed for the file to move forward.
 - iv. County Board of Supervisors
 - a. If recommended by the Finance Committee, the item will be considered at that cycle’s Board meeting. The file may be approved, denied, amended, or tabled by the Board of Supervisors.
 - i. After the Board of Supervisors have voted on the file, the Fund Transfer Administrator tallies the votes on the signed PDF.

F. SBP and Comptroller Recording

- i. If approved by the Board of Supervisors, the Fund Transfer Administrator will complete the following:
 - a. Emails all electronic excel files of approved fund transfers to Central Accounting, Comptroller’s Office, and
 - b. Delivers original paper copies of signed and tallied PDFs to Central Accounting.
- ii. After Central Accounting receives the email with all electronic excel files of approved fund transfers and paper copies, Central Accounting puts the fund transfers in the Financial System and assigns a “TR” (Transfer Request) number.
- iii. After TR numbers are assigned, the Comptroller’s office sends a list of TR numbers back to Fund Transfer Administrator via email, identifying which TR number goes with each fund transfer.
- iv. The Fund Transfer Administrator scans all paper PDFs and electronically saves them all individually in the proper cycle folder with the assigned “TR” number.
- v. Physical copies are stapled and returned to Central Accounting and the Comptroller’s Office where they are filed permanently.

4. REVISION HISTORY:

Rev. #	Summary of Changes	Date of Change	Author
1.0	New procedure	03/10/2020	Joshua Scott
2.0	Update and add language for Admin. Transfers	1/10/2023	Josh Scott, Amy McKinney