

Guidelines for Transferring Monies Across Funds
April 2, 2015, rev. April 24, 2019

1. The [Fund](#) chartfield exists to enable tracking uses against sources.
 - Restricted funds are restricted to specific purposes or projects by the funding entity, and generally cannot be commingled with other sources. For contracts, grants, and gifts, this restriction extends beyond the Fund, to the Project level.
 - Certain unrestricted funds, notably State funds, have reporting requirements that mean they also cannot be commingled with other funds, even though they can be expended for many purposes that are shared with other funds.
2. In general, revenue and equity should not be transferred from one fund to another. Instead, expenses should be recorded against available funds in order to spend down balances. Specifically, revenue should not be transferred in or out of **Funds 1900, 5000, Med Comp Plans (e.g. 5013, 5014)**. **Exceptions require approval of Budget & Resource Management.**
3. Revenue and equity transfers between **Current and Plant funds** are allowed in certain cases, for certain funds. The table below provides a guide to pre-approved revenue and equity transfers:

Transfer Type and Usage	Exceptions
a Transfers to fund capital projects are appropriate for certain unrestricted funds and from restricted funds if approved by the sponsor or consistent with donor intent. These transfers should use Account 78400 Tfr-curr/plant-cap outlay.	The following funds may not be transferred to capital projects: 180C State specific 190C State unrestricted 199D Other sources, UC Programs 300C Student tuition and fees
b Transfers to fund debt service are allowed for certain fund groups/categories. For private restricted gifts and endowment income, such transfers must be consistent with donor intent. Transfers to fund debt service should use accounts under 7905E Transfers – debt.	The following funds may not be transferred to fund debt service: 180C State specific 190C State unrestricted 199D Other sources, UC Programs 300C Student tuition and fees 400C Sponsored contracts and grants
c Transfers to Funds Functioning as Endowments (FFE) are allowed, for certain fund groups/categories. For private restricted gifts and endowment income, such transfers must be consistent with donor intent (Policy on Allocation, Reallocation and Administration of Gifts and Bequests). Transfers to FFEs should use Account 78300 Tfr-curr/FFE-funds as endowt.	The following funds may not be transferred to FFEs: 180C State specific 190C State unrestricted 199D Other sources, UC Programs 300C Student tuition and fees 400C Sponsored contracts and grants 500D Campus core, other

<p>d Excess funds from clinical drug trials and other fixed cost contracts are transferred by Contract and Grants Accounting. Equity is transferred from funds under 400C Sponsored contracts and grants to an unrestricted fund identified by the department, using Account 78070 Tfr-curr/curr-spon proj resid.</p>	<p>Excess funds from fixed cost contracts may not be transferred to the following funds: 180C State specific 190C State unrestricted 199D Other sources, UC Programs 300C Student tuition and fees 500D Campus core, other</p>
<p>e Units may transfer funds from gift and endowment funds to other funds for spending, consistent with Controller’s Office Methods of Spending Gift and Endowment Income Funds. These transfers should use either Account 78080 Tfr-gift/curr – gift bal for gift funds or Account 78090 Tfr-endow/curr – endowmt inc bal for endowment funds.</p>	<p>Gift & Endowment Funds may not be transferred to the following funds: 180C State specific 190C State unrestricted 199D Other sources, UC Programs 300C Student tuition and fees 400C Sponsored contracts and grants</p>
<p>f Transfers of STIP earnings (income) should stay within the fund that originally received the STIP income unless there is a government regulation, UC policy, or specific language in an award that requires STIP income be credited to a Fund or Project. STIP expense may be moved from one current fund to another. Allowable transfers should use Account 78005 Tfr-curr/curr – STIP. See STIP job aids for more information.</p>	
<p>g Transfers to renewal and replacement reserves (Fund 5500) are allowed from various unrestricted funds. Specifically, equipment depreciation amounts for recharge programs must be transferred to the renewal and replacement reserve fund (Academic Support Unit Costing and Billing Guidelines). Once equity is transferred to reserves, it should be spent on equipment replacement (exceptions may be granted), repair and maintenance. These transfers should use Account 59025 Depreciation/amort-curr/rrpl.</p>	<p>The following funds may not be transferred to renewal and replacement reserves: 180C State specific 190C State unrestricted 199D Other sources, UC Programs 300C Student tuition and fees 400C Sponsored contracts and grants 500D Campus core, other</p>

4. Transactions for **recharges, costed central activities, and assessments**, where the paying department records an expense and the receiving unit records revenue, do cross Funds. Typically, the receiving unit will be using a fund under 500C Sales and service or 510D Other sources, other. Transactions involving **transfers from the health system to campus units** also cross funds. Receiving units should record funding under 500C Sales and service or 510D Other sources, other.
5. **Cost sharing transfers** (Fund 4900 Cost Sharing) are expense transfers, as described in the [Cost Sharing on Sponsored Awards](#) guide. Cost sharing transfers use Account 51331 to cost share expense and shift expense to an unrestricted fund. These transfers are only initiated by Contract and Grants Accounting.

6. Other Fund Types:

- a. **Agency Funds:** Expenses should be incurred directly on to Agency Funds for Affiliate expense activities. Only expense, not revenue, should be transferred in or out of an Agency Fund to Current Fund.
- b. **Loan funds:** Transfers of restricted loan funds are not allowed. Units may transfer certain current unrestricted funds to unrestricted loan funds as needed. Transfers to unrestricted loan funds are not allowed for the following current funds:

180C	State specific
190C	State unrestricted
199D	Other sources, UC Programs
300C	Student tuition and fees
400C	Sponsored contracts and grants

- c. **Endowment principal funds:** Generally, endowment principal funds may not be transferred. However, FFE funds may be withdrawn. Withdrawn FFE funds should be transferred to the original current fund.