

**STATE OF VERMONT
AGENCY OF ADMINISTRATION**

Subject: **VISION Appropriation Control/Transfers**

Effective Date: **June 1, 2004**

Applicable To: **All State Agencies and Departments**

Issued By: **Department of Finance & Management**

Approved By: **Robert D. Hofmann, Commissioner**

PURPOSE

This procedure outlines the level of budgetary control (appropriations) and the transfer of appropriation balances in the State of Vermont's VISION financial system.

BACKGROUND

Historically, budgetary control has been at the major object level with further control by the fund, particularly where the funding source is from General, Transportation, Fish and Wildlife or Education Funds. This level of control for Special and Federal Funds has not been so tightly controlled since most expenditures associated with these funds flowed through the so-called "9-account". Appropriation revisions will continue to be accomplished through appropriation transfers (Form DAB-26) pursuant to Title 32 of the Vermont Statutes Annotated, Section 706 or through excess receipts as authorized in Section 511 of Title 32. While the major object controls will not exist on VISION, legislative appropriations will continue to be established at the major object level and departments will need to be prepared to explain significant variances in expenditures of major object appropriated amounts.

PROCEDURE

The following will govern the requirements related to budgetary control by Finance & Management and the transfer of appropriation balances:

- 1) Budgetary control will be established at the "Source of Funds" level as appropriated by the legislature, including subsequent appropriation adjustments, i.e. appropriation transfers, excess receipts, etc. Departments will have the ability to establish additional budget controls at lower levels using "Organizational Budgets".
- 2) Where multiple funding sources are included in the source of funds line, i.e. Special, Transportation and Fish & Wildlife, budgetary control will be established for each fund as reflected in the departmental budget submission. Budgetary control of federal funds will be controlled at the Federal Fund appropriated amount with the respective department maintaining control of the federal funding sources by some chartfield combination other than Fund, Dept ID and Account. Generally, that control will be maintained in the Project/Grant chartfield.
- 3) Appropriation transfers will be accomplished using Form DAB-26 within the limitations imposed by Title 32 of the Vermont Statutes Annotated, Section 706(a)(1) and (2), except as noted in (4) below.

- 4) When the Special Fund appropriation is comprised of multiple individual special funds, transfer of spending authority between those funds is permitted using Form AAF-200. This form will be submitted to the Director of Finance & Management for approval.

If you have any questions or need clarification on any aspects of this procedure, please contact VISION Support at 828-6700, Option 2 or at VISION.FinHelpDesk@Vermont.gov