

What is it?

Agencies can transfer budgeted funds within certain parameters.

What are the restrictions on budget transfers?

- Budget transfers cannot move funds across fund types, i.e. General Funds, Earmarked Funds, Restricted Funds, or Federal Funds.
- Funds cannot be transferred out of a special item, which is a funded program containing an “X”, without EBO approval. Exceptions must be based in statute or proviso.
- Budget proviso 117.9 (Transfers of Appropriations) provides two important additional restrictions on budget transfers:
 - 1) No transfer may exceed twenty percent of the program budget. The program budget is considered the roman numeral in the Appropriations Act.
 - 2) Transfers of appropriations from personal service accounts to other operating is restricted. Please see the quick reference guide for the Personnel Service Transfer Limit.

Which transfers are approved by EBO?

While all budget transfer documents are entered using SCEIS, only entries with a special item funded program (with an “X”) workflow to EBO for approval. Supplemental entries (Other Funds and Federal Funds increases and decreases), Interagency transfers, and Carryforward documents also workflow to EBO.

Where do I get more information on entering budget transfers in SCEIS?

Visit <http://www.sceis.sc.gov>

Who do I contact in EBO?

Your assigned budget analyst can assist you with this item.