• **Budget reallocations** are appropriate when:
  - Your department needs to move (give away) budget funds to another department.
  - Your department needs to record revised estimates of revenue or expenses. Moving funds between different account codes.

*Note*: Finance monitors budgets on a bottomline basis and not by account line.

• When **NOT** to submit a budget reallocation:
  - When moving actual revenue received or actual expenses paid, this should be processed on a journal entry request form.

• **Checklist** before submission to Finance:
  - The preparer and signer are different individuals and should be employees of the College. This is to ensure accounting controls are in place.
  - The signer must be the authorized approver for that specific fund/org.
  - Indicate the type of reallocation you are requesting by checking the box for either base budget adjustment or a temporary budget adjustment.
  - Description must include reason for the transfer. Which should explain the following:
    - Why are the funds being moved?
    - Who is sponsoring the expense and who is paying for the expense?
  - Changes in allocations should net to zero
  - Completed forms should be submitted to Suzanne Powers at box #2715 or SPowers@rollins.edu. Please do not send BOTH a hard copy and electronic copy, this can cause duplicate entries.

Partial submission will be returned to the preparer for completion and will not be processed.

If there are further questions/concerns, please direct your inquiries to Suzanne Powers at 407.975.6459 or SPowers@rollins.edu.