

TOPIC	GAAP REPORTING	SUB-SECTION 27.30.75
SECTION	SUPPORTING SCHEDULES	ISSUANCE DATE June 25, 2009
SUB-SECTION	TRANSFERS BETWEEN FUNDS	REVISED - 2019

TRANSFERS BETWEEN FUNDS

PURPOSE

The Transfers between Funds schedule is prepared to provide detail about GAAP adjustments made to transfer accounts. When a fund transfers an amount to another fund, then the other fund **must verify and record** a corresponding transfer in for the same amount. During the year, agencies should communicate with each other to ensure that transactions between funds are in agreement.

FORM INSTRUCTIONS

Exhibit 27.30.75 contains reference numbers. The instructions for completing the schedule are as follows:

<u>REFERENCE</u>	<u>EXPLANATION</u>
1	The fund number.
2	The business area number and name.
3	The reporting date including the month, day and year.
4	The person who prepared the schedule.
5	The partner agency with the corresponding transfer in/transfer out.
6	The partner fund number with the corresponding transfer in/transfer out.
7	The transfer code.
8	The cost center or internal order to be used on the GAAP entry.
9	The MAGIC grant number, if applicable.
10	The debit amount of the transfer.
11	The credit amount of the transfer.
12	The sum of all debit amounts.
13	The sum of all debit amounts.
14	The total debits from all pages recorded on the last page only.
15	The total credits from all pages recorded on the last page only.

