



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 9/19/2023

*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Revisions to BOS Policy D22.8, Operating Transfers

***Introduction/Background:**

Originally adopted on July 12, 2011, this policy established guidelines for the operating transfers of monies within and among departments and funds to comply with Arizona Revised Statutes §42-17106 applicable to transfers of monies.

***Discussion:**

This policy has been revised to distinguish between budgeted operating transfers and unbudgeted operating transfers. Minor adjustments have been made to ensure formatting consistency.

***Conclusion:**

The revisions to this policy will clarify the County's operating transfer guidelines for both the departments and the public.

***Recommendation:**

Staff recommends the approval of the revised policy in order to ensure compliance with A.R.S. §42-17106

***Fiscal Impact:**

The County will continue to follow established guidelines for the operating transfers of monies within and among departments and funds to comply with Arizona Revised Statutes §42-17106 applicable to transfers of monies.

***Board of Supervisor District:**

☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Finance and Risk Management

Telephone: 724-3138

Contact: Ellen Moulton

Telephone: 724-3138

Department Director Signature: _____

E. Moulton

Date: _____

9/1/23

Deputy County Administrator Signature: _____

[Signature]

Date: _____

County Administrator Signature: _____

Date: _____

9/1/23

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PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject: Operating Transfers

**Policy
Number**

D 22.8

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Purpose

To establish Pima County policy and guidelines for the operating transfers of monies within and among departments and funds to comply with Arizona Revised Statutes §42-17106 applicable to transfers of monies.

Background

Pima County transfers monies between various funds by means of budgeted operating transfers adopted in the annual budget. Each year, unplanned (unbudgeted) operating transfers are required to address accounting adjustments to close out old grant programs, to implement the Board's decision to purchase buildings or construct infrastructure not anticipated at the time of the budget adoption, etc. An operating transfer is required whenever funds are moved from one type of fund to another. Operating transfers are also necessary to comply with generally accepted accounting principles, correct prior year errors, transfer assets purchased or constructed from the Capital Improvements Fund to custodial departments, and transfer funds for debt service. Operating transfers between funds and departments occur regularly in the ordinary course of business. It is in the interest of Pima County to determine approval thresholds and guidelines for transferring monies between departments and funds.

Policy

Operating transfers between funds and departments are routine occurrences resulting from business transactions between funds and departments. Whenever possible, operating transfers are anticipated and incorporated into the budget process and are, therefore, budgeted operating transfers. In instances where operating transfers were not initially foreseen during the budget adoption, an unbudgeted operating transfer may be requested with the following approval thresholds:

1. The Director of Finance and Risk Management or designee may approve operating transfers up to \$50,000.
2. Operating transfers greater than \$50,000 and up to \$500,000 may be approved by the County Administrator or designee.
3. Operating transfers greater than \$500,000 require the approval of the Board of Supervisors.

Revised Date: July 12, 2011
September 19, 2023
Effective Date: September 19, 2023



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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Purpose

To establish Pima County policy and guidelines for the operating transfers of monies within and among departments and funds in order to comply with Arizona Revised Statutes §42-17106 applicable to transfers of monies.

Background

Pima County transfers monies between various funds by means of budgeted ~~Operating~~ ~~Transfers~~ adopted in the annual budget. Each year, unplanned **(unbudgeted) operating** transfers are required to address accounting adjustments to close out old grant centers ~~programs~~, to implement the Board's decision to purchase buildings or construct infrastructure not anticipated at the time of the budget adoption, etc. Whenever funds are moved from one type of fund to another, an operating transfer is required. **An operating transfer is required whenever funds are moved from one type of fund to another.** Operating transfers are also necessary for to compliance **comply** with generally accepted accounting principles, to correct prior year errors, to transfer of assets purchased or constructed from the Capital Improvements Fund to custodial departments, and to **correct prior year errors, transfer assets purchased or constructed from the Capital Improvements Fund to custodial departments, and** transfer funds for debt service. Operating transfers between funds and departments occur on a regular basis **regularly** in the ordinary course of business. It is in the interest of Pima County to determine approval thresholds and guidelines for the transfer of **transferring** funds **monies** between departments and funds.

Policy

Operating transfers between funds and departments occur on a regular basis due to **are routine occurrences resulting from** business transactions between funds and departments. Whenever possible, operating transfers are **anticipated and incorporated into** identified during the budget process **and are, therefore, budgeted operating transfers. In instances where operating transfers were not initially foreseen during the budget adoption, an unbudgeted operating transfer may be requested with** To facilitate the approval process for operating transfers that were not known at the time of the adopted budget, the following approval thresholds apply:

- Operating transfers up to \$50,000 may be approved by the Director of Finance and Risk Management or designee. **The Director of Finance and Risk Management or designee may approve operating transfers up to \$50,000.**
- Operating transfers greater than \$50,000 and up to \$500,000 may be approved by the County Administrator **or designee**.
- Operating transfers greater than \$500,000 require the approval of the Board of Supervisors.

All operating transfers greater than \$500,000 shall be presented in a report to the Board of Supervisors on a regular basis.



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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Revised **Date:** July 12, 2011
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PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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Purpose

To establish Pima County policy and guidelines for the operating transfers of monies within and among departments and funds ~~in order~~ to comply with Arizona Revised Statutes §42-17106 applicable to transfers of monies.

Background

Pima County transfers monies between various funds by means of budgeted ~~o~~Operating ~~t~~Transfers adopted in the annual budget. —Each year, unplanned ~~(unbudgeted) operating~~ transfers are required to address accounting adjustments to close out old grant ~~centers~~programs, to implement the Board's decision to purchase buildings or construct infrastructure not anticipated at the time of the budget adoption, etc. ~~Whenever funds are moved from one type of fund to another, an operating transfer is required~~An operating transfer is required whenever funds are moved from one type of fund to another. Operating transfers are also necessary ~~for to~~ ~~compliance~~comply with generally accepted accounting principles, ~~to correct prior year errors, to transfer of assets purchased or constructed from the Capital Improvements Fund to custodial departments, and to correct prior year errors, transfer assets purchased or constructed from the Capital Improvements Fund to custodial departments, and~~ transfer funds for debt service. Operating transfers between funds and departments occur ~~on a regular basis~~regularly in the ordinary course of business. — It is in the interest of Pima County to determine approval thresholds and guidelines for ~~the transfer of~~transferring funds-monies between departments and funds.

Policy

~~4.~~ Operating transfers between funds and departments ~~occur on a regular basis due to~~are routine occurrences resulting from business transactions between funds and departments. — Whenever possible, operating transfers are ~~anticipated and incorporated into identified during the budget process and are therefore, budgeted operating transfers.~~— In instances where operating transfers were not initially foreseen during the budget adoption, ~~an unbudgeted operating transfer may be requested with~~—To facilitate the approval process for operating transfers that were not known at the time of ~~budget adoption~~the adopted budget, the following approval thresholds ~~apply~~:

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3. Operating transfers greater than \$500,000 require the approval of the Board of Supervisors.



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