



# State of Arizona Accounting Manual

Topic 15 Accounting Transactions and Structures  
Section 23 Cash Transfers from Restricted Funds

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## INTRODUCTION

In order to facilitate the management of State finances, the Legislature passes and the Governor signs into law bills containing provisions allowing, subject to certain limitations, the transfer of cash, within an agency, from a restricted fund to other funds. These cash transfers are impelled by budget reductions or transfers required by State law and are often the subject of specific guidance in relevant appropriation bills. This section of SAAM sets forth the policies that govern and the procedures agencies are to follow in requesting such transfers.

The reports listed below are produced using InfoAdvantage, the data extraction and reporting module of AFIS.

## POLICY & PROCEDURES

1. Except as specifically authorized by law or with the express written permission of the State Comptroller, an agency is not allowed to transfer monies from a restricted fund to another fund.
2. Cash transfers from or to restricted funds shall not involve general fund appropriations.
3. Written requests to transfer cash from a restricted fund to another fund are to be directed to the State Comptroller.
  - 3.1. Such requests are to be made as soon as possible, but, in any event, not later than forty-five (45) days before the contemplated date of the transfer. (This implies that, for any given fiscal year, the request is to be delivered to the State Comptroller no later than May 15.)
  - 3.2. Such requests are to be accompanied by a completed FIN-AZ-GL-N339, Cash Flow Report, for each fund affected by the transfer for the fiscal year under consideration.
    - 3.2.1. The completed FIN-AZ-GL-N339 shall reflect the effects of the contemplated transfers.
  - 3.3. Requestors must reconcile completed transfers reflected on the FIN-AZ-GL-N339 with the activity reflected on the related FIN-AZ-GL-C016, Transfer Report.

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4. In response to such requests, the State Comptroller will:
  - 4.1.1. Coordinate cash transfer activity with the OSPB.
  - 4.1.2. Submit any contemplated cash transfers between funds to the JLBC for review.
  - 4.1.3. Conduct a final review of transfer requests.
  - 4.1.4. Process approved transfers.
  - 4.1.5. Identify specific requirement that may apply to any specific appropriation bills.