



WISCONSIN YEAR-END RECONCILIATION MANUAL
 Department of Administration – State Controller’s Office

Section	Expenses
Subsection	Interfund and Intrafund Transfers Out
Accounts	Various (primarily 9500000 & 9700000)
Effective Date	07/01/2016
Revision Date	07/01/2016

TRANSACTION SOURCES AND ACCOUNT VALIDATION PROCEDURES

INTERFUND Account Value	Account Name / Description	INTRAFUND Account Value	Account Name / Description
0000010	NonBud Interfund Transfers Out	0000020	NonBud Intrafund Transfers Out
6511000	Interfund Transfers Out (Type R)	9700000	Interfund Transfers Out
6521000	Interfund Transfers Out Escrow (Type R)	9750000	Interfund Trans Out Fed Revenue
9500000	Interfund Transfers Out	9794000	Intrafund Allocation/Match Tra
9510000	Interfund Trans Out Principal		
9515000	Interfund Transfers Out - Fed		
9520000	Interfund Trans Out Interest		
9501000*	Interfund Trans In BTF/CIF		

*Account 9501000 is considered a ‘Transfer In’ account but is setup as type E (Expenses). For budgetary purposes it is treated like the expense accounts.

The accounts above are the Transfer out accounts, for both inter and intra fund transfers. Agencies should ensure that activity such as aids payments to other state agencies, debt service payments, and other such transfers are appropriately recorded in one of these accounts. Generally, the source on these transactions will be AP or on of the GL sources for Uploads (UPL) or other direct journals. Agencies should take care to ensure that the types of transactions recorded to these accounts are transfers in nature rather than payments for services (such as on a DOAS billing) which are not considered transfers. Agencies should also be aware that both the ‘in’ and the ‘out’ sides of transfer transactions should be accounted for accordingly as transfers. If another agency reported a transfer in, but the ‘out’ was recorded as and aids payment or special purpose, SCO will be unable to appropriately reconcile the whole transaction – in such a case assuming that the transfer does fall within the definition of a transfer, the agency which did not use the transfer code should reclassify the activity.

When reconciling the balance and activities in the transfer accounts it is important to realize that transfers can only be reported to agencies and funds of the State of Wisconsin. Any activity, such as from an AP voucher that lists an entity other than a sub-division of State Government would represent activity improperly reported as a transfer. Similarly, activity reported as aids payments, special purpose or other expenses which is disbursed to a branch of state government *should* likely have been reported as a transfer.



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The obvious exception to this rule would be payments for goods or services, reimbursements, or other transactions at proper business terms.

Agencies should also take steps to familiarize themselves with the other side of their transfers activities – namely, the fund on the other side of the transfer. Knowing which fund or funds are involved helps in determining whether the transfer is interfund or intrafund in nature. Agencies should take a GAAP fund perspective when making this determination, for example, if funds are transferred between DHS’s Mendota Mental Health Institute and DCF’s General fund, the transfer should be reported as interfund even though both funds are part of the statutory general fund.

RELATIONSHIP WITH RELATED CAFR PROCEDURES

Agency staff responsible for recording transfers transactions should be aware of the related GAAP reporting procedures surrounding transfer reporting for the State’s Comprehensive Annual Financial Report (CAFR). Each agency has at least one designated GAAP Accountant responsible for reporting on and assisting with the reconciliation of transfers from a GAAP perspective. Either an agency’s GAAP accountant or the Financial Reporting Section of the State Controller’s Office should be consulted when questions arise with the proper reporting or reconciling of transfer transactions. GAAP procedures for transfers can also be found in Section V, Sub-Section 30 of the State’s ‘GAAP Conversion Manual’.