

Federal Programs

Transfer of Funds Overview

ESSA Section 5103; GaDOE Federal Programs Handbook



The LEA received its Federal Program allocation, and the LEA has decided to transfer to another Federal Program. A notification must be completed via the CLIP.



A budget must be **OPEN** in the **RECEIVING PROGRAM** for the transfer budgeting process to begin.



The LEA then budgets the transferred funds in the **RECEIVING PROGRAM**. The LEA must incur expenditures in the **RECEIVING PROGRAM** before drawdowns from the **ORIGINATING PROGRAM** may occur.



Next, the LEA budgets the transfer amount in the **ORIGINATING PROGRAM**. Once the **ORIGINATING PROGRAM** budget is approved the transferred amount appears in the **RECEIVING PROGRAM**.



The LEA must **FIRST** draw down 100% of the transferred funds from the **ORIGINATING PROGRAM** to cover the incurred expenditures in the **RECEIVING PROGRAM**.



Then, the LEA can begin to draw down funds from the **RECEIVING PROGRAM** for incurred expenditures over the transferred amount.



IF TRANSFERRED FUNDS ARE NOT COMPLETELY DRAWN DOWN FROM THE ORIGINATING PROGRAM PRIOR TO THE END OF THE BUDGET PERIOD, THE LEA MAY ENCOUNTER A SITUATION WHERE THE COMPLETION REPORT MUST BE REOPENED AND FUNDS RETURNED TO THE GaDOE TO CREDIT THE RECEIVING PROGRAM.