



## BPS Business Office “Giving Kids a Helping Hand”



### Accounting – INTRA BAR’S PROCEDURES

**Overview:** This type of BAR is utilized to transfer budgeted funds from one object (expense) code to another object code in order to allow necessary expenditures to be processed to line items that are currently under budgeted.

#### Procedural Steps:

1. The [Intra Bar form](#) must be completed prior to submission to Finance.
2. On the Intra Bar form the School/Department, Principal/Director, and Board Meeting Date must all be entered on the lines for each of those categories.
3. To complete the Intra Bar form the line item(s) where budgeted funds are to be transferred from must be a credit (decrease) amount and the line item(s) where budgeted funds are to be transferred to must be a debit (increase). Further, the purpose for the transfer of funds must be indicated on the “Purpose of the Adjustment” line.
4. The completed Intra Bar form should be submitted to the Finance Department at the District Office. Please submit the form via email to [finance@bernalillops.org](mailto:finance@bernalillops.org). Finance will review the submission and if all is correct will submit the Intra Bar to the Board for approval.
5. Upon Board Approval, Finance will post the line items contained within the Intra Bar to I Visions and advise the Principal/Director and Bookkeeper of the posting as well as provide a pdf file of the entry posted.

**Note:** There are also two other types of BAR’s that are needed very infrequently. First is the Transfer BAR which is used when budgeted funds are transferred between functions. The [Transfer Bar form](#) must be submitted to Finance along with the [BAR Justification form](#) – which PED requires for all Transfer BARS. The Transfer BAR form is completed in the same manner as described above in “Procedural Steps” A transfer BAR, after Board Approval, is submitted to PED for

final approval, so it will take a longer time to post a Transfer BAR to I Visions than with an Intra Bar.

The second type of infrequently used BAR is the [Initial BAR](#) which is used when new funds (from various sources) are received which have not been budgeted. To submit this request you will use the Initial BAR form. The procedures for completing this BAR are the same as for an Intra BAR except that instead of transferring funds between only expense accounts, the offset to the expense account(s), where funds are being transferred to, must be a revenue account (Please contact Finance if you are unsure as to which revenue account to use for the offset). The Initial BAR, after Board approval, is submitted to PED for final approval. Please keep in mind this additional step in the process will extend the time frame for posting the BAR to I Visions.

**Exercise:** Principals and Bookkeepers will need to create an Intra Bar utilizing the Intra Bar form provided as well as referring to the “Accounting – Understanding Line Items” agenda topic material to determine what line items to use for your school for the From/To lines when creating the transfer of budgeted funds.