



***2023-24 UNC
Carryforward and
Closeout Kickoff***

May 2, 2024

Integrity

Innovation

Teamwork

Excellence

Agenda

- Carryforward Process
- Operating Closeout
- Capital Closeout
- Q&A



Timeline

- June 7 – Deadline to encumber funds
- June 14 – Preliminary carryforward requests from limited agencies
 - DHHS
 - DPI
 - All universities
- June 28 – Final carryforward requests submitted to OSBM
- Mid July – OSBM decisions complete and agencies/universities are notified
- July 26 – OSC Cash Closing Deadline - Final date when cash can move between budget codes
- **Balanced Budget** – Carryforward approvals depend on statewide cash availability after all agencies have closed for the fiscal year

**The UNC carryforward process applies to all universities including NCSSM*



Carryforward Authority

OSBM will review and approve funds requested to be carried forward from one fiscal year to the next, in compliance with G.S. 143C and other General Statutes

Carryforward is defined in G.S. 143C-1-1 modified by S.L. 2023-134 as:

- (6a) Carryforward. – The balance of a General Fund operating budget appropriation which would otherwise revert at the close of the fiscal year but instead is made available in the succeeding fiscal year as is specified in law or to liquidate an encumbrance of the prior fiscal year. Funds may not be carried forward for any other purpose.

Encumbrance is defined in G.S. 143C-1-1 modified by S.L. 2023-134 as:

- (12) Encumbrance. – A financial obligation created by a purchase order, contract, ~~salary commitment~~, unearned or prepaid collections for services provided by the State, or other legally binding agreement.



Carryforward Authority, pt. 2

Carryforward funds shall follow the guidelines set forth in G.S. 143C-6-4.1 modified by S.L. 2023-134:

"§ 143C-6-4.1. Carryforward of funds.

(a) Unless otherwise specified by law, funds carried forward at the end of the fiscal year may only be spent in the succeeding fiscal year for the purpose for which they were carried forward. Carryforward funds that have not been liquidated in the year in which they were carried forward shall revert at the end of the fiscal year.

(b) Unless otherwise specified by law, funds carried forward under this authorization may not be transferred, or otherwise moved, out of the General Fund. This subsection does not apply to The University of North Carolina System.

(c) Funds carried forward to support encumbrances are subject to cash availability. If there is insufficient cash to support all allowable carryforward, the Director of the Budget shall prioritize funds specified in law over funds necessary to liquidate an encumbrance."



Carryforward Authority, pt. 3

G.S. 116-30.3 also outlines UNC's management flex authority, not to exceed 2.5% of General Fund appropriation in that budget code:

§ 116-30.3. Reversions.

(a) Of the General Fund current operations appropriations credit balance remaining at the end of each fiscal year in each of the budget codes listed in this subsection, any amount of the General Fund appropriation for that budget code for that fiscal year (i) may be carried forward to the next fiscal year in that budget code, (ii) is appropriated in that budget code, and (iii) may be used for the purposes set out in subsection (f) of this section. However, the amount carried forward in each budget code under this subsection shall not exceed two and one-half percent (2.5%) of the General Fund appropriation in that budget code. The Director of the Budget, under the authority set forth in G.S. 143C-6-2, shall establish the General Fund current operations credit balance remaining in each budget code.

The budget codes that may carry forward a General Fund current operations appropriations credit balance remaining at the end of each fiscal year pursuant to this section are the budget codes for each of the following:

- (1) Each special responsibility constituent institution.
- (2) The Area Health Education Centers of the University of North Carolina at Chapel Hill.
- (3) University of North Carolina System Office Budget Code 16010.
- (b) Repealed by Session Laws 1998-212, s. 11(b).
- (c) Repealed by Session Laws 1998-212, s. 11(a).
- (d) Repealed by Session Laws 1998-212, s. 11(b).
- (e) Repealed by Session Laws 2014-100, s. 11.17(a), effective July 1, 2014.
- (f) Funds carried forward pursuant to subsection (a) of this section may be used for one-time expenditures; provided, however, expenditures authorized by this subsection shall not impose additional financial obligations on the State and shall not be used to support positions.



Carryforward Categories

Category A - Required by General Statutes or Session Law (funds are designated as non-reverting), Monies owed to the Civil Penalty, Forfeiture Fund, and carryforward special provisions enacted or proposed by the General Assembly

Category B1 - Unearned revenue received in the current fiscal year for goods or services that will be provided in the following fiscal year

Category B2 - Unearned revenue received in the current fiscal year and deposited into a liability account

Category C - Funds to support encumbrances made on or before the encumbrance date set by OSBM (June 7, 2024)

Carryforward Template



UNC Carryforward Template

- Make sure to fill out the UNC Budget Code tab
- Highlighted cells identify where data needs to be entered

A	B	D	E	F	G	H	I
Summary of University Carryforward Requests For Fiscal Year 2023-24							
Note: Only enter data in the highlighted cells.							
Name:							
Email:							
Telephone:							
Budget Code	Carry-Forward Request						
16012	Budget Fund	University Budget Code Name	Request Category	Item Description	Statutory/Sp. Prov. Citation Required for Category A (include the statute title)	Notes /Comments or Adequate Justification	Amount of Request
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					



UNC Carryforward Template

- Dropdown menus reduce keying and standardize data
- Only one budget code per tab

A	B	D	E	F	G	H	I
Summary of University Carryforward Requests For Fiscal Year 2023-24							
Note: Only enter data in the highlighted cells.							
Name:							
Email:							
Telephone:							
Budget Code	Carry-Forward Request						
16012	Budget Fund	University Budget Code Name	Request Category	Item Description	Statutory/Sp. Prov. Citation Required for Category A (include the statute title)	Notes /Comments or Adequate Justification	Amount of Request
16010	0	UNC - Related					
16011		Education Programs					
16012	0	UNC - Related					
16015		Education Programs					
16020							
16021	0	UNC - Related					
16022		Education Programs					
16030	0	UNC - Related					
16031		Education Programs					
16032	0	UNC - Related					
16040		Education Programs					
16050							
16012	0	UNC - Related					
		Education Programs					
16012	0	UNC - Related					
		Education Programs					



UNC Carryforward Template

- When you fill out Budget Code in Column A, Column D - University Budget Code Name will auto-populate
- As you enter data, relevant cells will remove their highlight

A	B	D	E	F	G	H	I
Summary of University Carryforward Requests For Fiscal Year 2023-24							
Note: Only enter data in the highlighted cells.							
Name:							
Email:							
Telephone:							
Budget Code	Carry-Forward Request						
16012	Budget Fund	University Budget Code Name	Request Category	Item Description	Statutory/Sp. Prov. Citation Required for Category A (include the statute title)	Notes /Comments or Adequate Justification	Amount of Request
16012	0	UNC - Related Education Programs	Category A: Required by General Statute				
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					

Select the item you are requesting to carryforward below. If your item is not on this list, select "Other" and enter appropriate details in Column H.



UNC Carryforward Template

- Budget Fund (Column B) and Chart of Account String (Hidden Column C) are not required for universities

A	B	D	E	F	G	H	I
Summary of University Carryforward Requests For Fiscal Year 2023-24							
Note: Only enter data in the highlighted cells.							
Name:							
Email:							
Telephone:							
Budget Code	<u>Carry-Forward Request</u>						
16012	Budget Fund	University Budget Code Name	Request Category	Item Description	Statutory/Sp. Prov. Citation Required for Category A (include the statute title)	Notes /Comments or Adequate Justification	Amount of Request
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					



UNC Carryforward Template

- Column E - Select carryforward request category from dropdown

A	B	D	E	F	G	H	I
Summary of University Carryforward Requests For Fiscal Year 2023-24							
Note: Only enter data in the highlighted cells.							
Name:							
Email:							
Telephone:							
Budget Code		Carry-Forward Request					
16012	Budget Fund	University Budget Code Name	Request Category	Item Description	Statutory/Sp. Prov. Citation Required for Category A (include the statute title)	Notes /Comments or Adequate Justification	Amount of Request
16012	0	UNC - Related Education Programs	Category A: Required by General Statute				
16012	0	UNC - Related Education Programs	Category A: Required by General Statute				
16012	0	UNC - Related Education Programs	Category B: Unearned Revenue				
16012	0	UNC - Related Education Programs	Category B2: Liability Accounts Unearned Revenue				
16012	0	UNC - Related Education Programs	Category C: Documented Encumbrances				
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					



UNC Carryforward Template

- **New!** Select the item you are requested to carryforward in Column F - Item Description. These are the most common types of carryforward requests
- If your item is not on this list, select “Other “ and enter appropriate details in Column H - Notes/Comments or Adequate Justification

A	B	D	E	F	G	H	I
Summary of University Carryforward Requests For Fiscal Year 2023-24							
Note: Only enter data in the highlighted cells.							
Name:							
Email:							
Telephone:							
Budget Code	Carry-Forward Request						
16012	Budget Fund	University Budget Code Name	Request Category	Item Description	Statutory/Sp. Prov. Citation Required for Category A (include the statute title)	Notes /Comments or Adequate Justification	Amount of Request
16012	0	UNC - Related Education Programs	Category A: Required by General Statute				
16012	0	UNC - Related Education Programs		A: Management Flex - max 2.5%			
16012	0	UNC - Related Education Programs		A: Energy Conservation Savings			
16012	0	UNC - Related Education Programs		A: ARPA Temporary Savings			
16012	0	UNC - Related Education Programs		A: FRIP			
16012	0	UNC - Related Education Programs		A: NC Policy Collaboratory			
16012	0	UNC - Related Education Programs		A: NC Promise Summer Semester			
16012	0	UNC - Related Education Programs		A: SFRF Funds			
16012	0	UNC - Related Education Programs		A: Other - Enter Detail in Column H			
16012	0	UNC - Related Education Programs		B: Community Service Crossover (142)			
16012	0	UNC - Related Education Programs		B: Dual Employment Crossover (101)			
16012	0	UNC - Related Education Programs		B: Extension Education 23-24 (103)			
16012	0	UNC - Related Education Programs		B: Extension Education Crossover (103)			



UNC Carryforward Template

- Column G - Statutory or Session Law citations are required for all Category A
- Column H – Use this to provide detail on items not in the dropdown in Column F OR to provide any notes/justification required for the requested items
 - Add as much detail as possible - this is the opportunity for the university to stress the need for carryforward consideration

A	B	D	E	F	G	H	I
Summary of University Carryforward Requests For Fiscal Year 2023-24							
Note: Only enter data in the highlighted cells.							
Name:							
Email:							
Telephone:							
Budget Code	Carry-Forward Request						
16012	Budget Fund	University Budget Code Name	Request Category	Item Description	Statutory/Sp. Prov. Citation Required for Category A (include the statute title)	Notes /Comments or Adequate Justification	Amount of Request
16012	0	UNC - Related Education Programs	Category A: Required by General Statute	A: Management Flex - max 2.5%	G.S. 116-30.3		
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related					

If the Type of Request is Category A, list the statutory or special provision citation required to support the request. Otherwise, leave this cell blank.



UNC Carryforward Template

- The final line will sum all submitted requests

A	B	D	E	F	G	H	I
Summary of University Carryforward Requests For Fiscal Year 2023-24							
Note: Only enter data in the highlighted cells.							
Name:							
Email:							
Telephone:							
Budget Code	Carry-Forward Request						
16012	Budget Fund	University Budget Code Name	Request Category	Item Description	Statutory/Sp. Prov. Citation Required for Category A (include the statute title)	Notes /Comments or Adequate Justification	Amount of Request
16012	0	UNC - Related Education Programs	Category A: Required by General Statute	A: Management Flex - max 2.5%	G.S. 116-30.3		\$ 100,000.00
16012	0	UNC - Related Education Programs	Category A: Required by General Statute	A: ARPA Temporary Savings	S.L. 2023-134, Section 4.9(a)		\$ 200,000.00
16012	0	UNC - Related Education Programs					
16012	0	UNC - Related Education Programs					
							\$ 300,000.00



New Rows/Multiple Budget Codes - Carryforward Template

- Make sure insert new rows in the middle of the range. The formatting and formulas will not be correct if you insert at the top or bottom of the table
- If submitting for more than one budget code, create a duplicate tab in the same workbook. Name each tab with the budget code

The screenshot illustrates the process of creating a duplicate tab in an Excel workbook. A context menu is open over a table with columns 'Education Program' and 'UNC - Related'. The 'Move or Copy...' option is selected. The 'Move or Copy' dialog box is open, showing 'To book: 2023-24 Carryforward Request Template.xlsx' and 'Before sheet: Instructions, Agency Budget Code, UNC Budget Code (move to end)'. The 'Create a copy' checkbox is checked. Red arrows point to the 'Move or Copy...' option in the context menu and the 'Create a copy' checkbox in the dialog box.



Final University Carryforward Process

- Each UNC institution must have a cash balance in the NCFS system to support the carryforward request
- OSBM will notify each UNC institution of its final approved amount
- The university will process a check to themselves to move the money to the new fiscal year and enter a requisition in NCFS for the approved amount
- The check and requisition in NCFS must match the carryforward amount **approved by OSBM to the penny**



FY 2023-24 Year-End Carryforward Revision

Summary: Year-End Budget Revision NCFS Accounts		
Requested Item	Realigned on Year-End Budget Revision?	NCFS Account
Category A: Required/Allowed by General Statute		
Energy Savings	Yes	58930000
Other Legislative Carryforward	Yes	5899A000
Management Flex (2.5%)	No - Justification Section Only	N/A
Category B: Unearned Revenue		
Extension Education Crossover (103) and FY 2023-24 Receipts	Yes	58920000
Community Service Crossover	Yes	58920000
Sports Wagering Receipts	Yes	58920000
Other unearned revenue or nonrecurring fees	Yes	58920000
Dual Employment Crossover	No - Justification Section Only	N/A
1102 Summer School Crossover Tuition	No - Justification Section Only	N/A
Summer School Session 2 Tuition	No - Justification Section Only	N/A
1990 Tuition Collected for the Fall 2024 Semester (includes Distance Education)	No - Justification Section Only	N/A



FY 2024-25 Beginning Year Carryforward Revisions

- Each university will prepare one Type-11 revision to budget the amounts approved for carryforward in the new fiscal year
- Dual employment crossover must be budgeted on a Type-12 revision in the new fiscal year
- Refer to your FY 2023-24 budget revision when budgeting carryforward funds in the new year
 - If receipts were budgeted in the year-end revision, the new year revision should budget those funds in the same account lines
 - Please attach a copy of the year-end budget revision to the new year revision
- See **Page 7** of the **UNC Carryforward job aid** for more detail on which accounts to use

Operating Closeout



UNC Closeout Process

- Job has been updated for year-end closeout
- Consists of two documents – Checklist and Job Aid
- Should be used for monthly, quarterly, and year-end closeout
- Can be found on the OSBM website under Budget > Budget Instructions > Job Aids > Closeout and Carryforward Job Aids

[Job Aids | NC OSBM](#)

**NCSSM should follow the agency operating closeout job aid, all other universities should follow the UNC operating closeout job aid*



UNC Closeout Checklist



STATE OF NORTH CAROLINA

CERTIFICATION

2023-24 Quarterly & Fiscal Year-End Budget Reports

UNIVERSITY NAME: _____

This certification should be completed and provided to your OSBM analyst at the time of pre-certification of budget reports with the Office of the State Controller at the end of each quarter and fiscal year.

BUDGET REPORT REVIEW CHECKLIST

BD 701 Report

- 1. Certified and authorized budgets reconcile between NCFS, IBIS, and University ERP Budget System at detailed account level
- 2. No negative certified or authorized budgets at detailed account level
- 3. No over-expended Budget Funds
- 4. No over-expended accounts at the pooled account level
- 5. Consistent use of NCFS program field at the detailed account level; no "000000" program used.
- 6. Type 14 revisions do not affect 57xxxxxx or 58xxxxxx accounts; all Type-14 revenue changes are \$5,000 or less.
- 7. Reserve accounts (57xxxxxxx) are distributed (unless reverting or carried forward) (*year-end requirement*)
- 8. Over-realized receipts were budgeted and approved by OSBM prior to expenditure of receipts
- 9. No appropriation in Budget Funds for Non-Credit Instruction / Program Code U001103.
- 10. No negative cash balances in special funds (*UNC System Office only*)
- 11. FTE counts reconcile between IBIS and University ERP Budget System. Internal salary control systems are in balance and do not contain any negative salary reserves.
- 12. Carryforward is correctly recorded in NCFS and IBIS (*year-end requirement*)

BD 702 Report

- 13. Year-to-date allotment totals reconcile between NCFS, IBIS, and University ERP Budget Systems
- 14. Year-to-date requirements and appropriation do not exceed total allotment and available cash on hand
- 15. Allotted and year-to-date actuals reconcile indicating proper non-cash reversions (*year-end requirement*)

I certify that the BD 701 & 702 Budget Reports are complete, accurate, and comply with OSBM's guidance.

Note: Please submit copies of this signed checklist, your University ERP Budget System 701 and 702 Reports, and documentation of any OSBM-approved exceptions to your OSBM Analyst.

Signature (Budget Director or CFO)

Date

If any requirements outlined above are not checked, please explain to your OSBM Analyst why the step was not completed via a memorandum or email.

- Covers the required items at high level
- Form should be signed and returned to OSBM
- Must also submit copies of University ERP Budget System 701 and 702



Q4 Job Aid Change: New Reports for Detail Account Line Reconciliation

Since universities on University ERP Budget Systems (i.e. Banner or PeopleSoft) no longer interface their budget information directly, universities must reconcile both IBIS, NCFS, and their University ERP System

To reconcile at the detail level:

IBIS

- **Report Name:** Use the Certified and Authorized Budget Report _ ALL Segments
- **Pathway:** Reports > Team Content > Self Service Reports > Budget Execution Reports > RK 325 Certified and Authorized Budget Report_ALL Segments

NCFS:

- **Report Name:** Use the NC Budget to Actual (701) Excel Report (RPTRTR019)
- **Pathway:** Within the “Reports and Analytics” section of NCFS through Custom > FBR Custom > Report > General Ledger> “NC Budget to Actual (701) Excel Report (RPTRTR019)



NCFS Pooled Accounts

Account Group Name	Budget Level	NCFS Account Ranges
1. Personal Services	All Personal Services accounts are at detail level except 2 pools of SPA Premium and Holiday Pay and Worker's Compensation.	
		51110000-51414000
Personal Services	Detail	51450000-51629000
SPA Premium and Holiday Pay	Pool	51640000-51999000
Workers Compensation	Pool	51420000-51449000
		51630000-51639000
2. Purchased Services	Broken up into pools of purchased contractual services, utilities, and purchased services, with academic services required to be budgeted at the detail level.	
Purchased Contractual Services	Pool	52100000-52149000
Academic Services	Detail	52150000
Utilities	Pool	522XXXXX
Purchased Services	Pool	523XXXXX-529XXXXX
3. Supplies	All Supplies accounts can be pooled.	
Supplies	Pool	53XXXXXX
4. Property, Plant & Equipment	All Property, Plant & Equipment accounts can be pooled except for Art, Library, Learning Resources must be pooled separately.	
Property, Plant & Equipment	Pool	54XXXXXX-5479XXXX (excluding 546XXXX)
Art, Library, Learning Resources	Pool	546XXXXX
5. Other Expenses & Adjustments	All Other Expenses & Adjustments accounts can be pooled.	
Other Expenses & Adjustments	Pool	55XXXXXX
6. Grants, State Aid & Public Assistance	All Grants, State Aid & Public Assistance accounts must be budgeted at detail level.	
Grants, State Aid & Public Assistance	Detail	56XXXXXX
7. Reserves	All Reserves accounts must be budgeted at detail level.	
Reserves	Detail	57XXXXXX
8. Intragovernmental Transactions	All Intragovernmental Transactions accounts must be budgeted at detail level.	
Intragovernmental Transactions	Detail	58XXXXXX

- Pooled accounts allow for a budget in a single account line, with expenditures recorded in several other accounts
- All expenditures must be captured at detailed level
- Pooled accounts cannot be used for receipts accounts



Pooled Account Example – Purchased Services

Can use pooled account budgeting when checking for over-expended accounts

BD701 – Summary by Account

*** Summary by Account ***												
Account	Funding Source	Inter Fund	Description	Budgeted		Actual		Unexpended/Unrealized		Encumbrances		Rate
				Certified	Authorized	Current-Month	Year-To-Date	Certified	Authorized	Obligations	Unpaid Invoices + Inventory Receipts	
52109999			PURCHASED CONTRACTUAL SERVICES	3,515,134.00	10,957,404.00	3,278,190.67	10,983,516.58	(7,468,382.58)	(26,112.58)	0.00	0.00	1.00
52209999			UTILITY/ENERGY SERVICES	13,758,969.00	13,559,782.00	1,074,377.83	13,538,047.79	220,921.21	21,734.21	0.00	0.00	1.00
52309999			REPAIR SERVICES	27,072,112.00	35,667,544.00	3,630,540.91	10,664,597.32	16,407,514.68	25,002,946.68	0.00	0.00	0.30
52409999			MAINTENANCE AGREEMENTS	0.00	0.00	1,340,845.81	3,466,858.94	(3,466,858.94)	(3,466,858.94)	0.00	0.00	0.00
52509999			RENTALS/LEASES	0.00	0.00	216,664.51	1,710,350.92	(1,710,350.92)	(1,710,350.92)	0.00	0.00	0.00
52709999			TRAVEL & OTHER EMPLOYEE EXPENSE	0.00	0.00	549,917.23	2,926,395.55	(2,926,395.55)	(2,926,395.55)	0.00	0.00	0.00
52809999			COMMUNICATION AND IT SERVICES	0.00	0.00	2,121,701.96	8,297,453.11	(8,297,453.11)	(8,297,453.11)	0.00	0.00	0.00
52909999			OTHER SERVICES	371,989.00	1,416,147.00	305,151.24	3,714,950.17	(3,342,961.17)	(2,298,803.17)	0.00	0.00	2.62
52099999			PURCHASED SERVICES	44,718,204.00	61,600,877.00	12,517,390.16	55,302,170.38	(10,583,966.38)	6,298,706.62	0.00	0.00	0.90

The BD 701 report above shows some over-expended accounts. However, this group of accounts is not over-expended at the pooled account level per the chart on Page 2 of this job aid.



Q4 Job Aid Change: #5. Consistent Use of NCFS Program Code

- All budgets and expenditures should be recorded with the correct NCFS Program Code in IBIS and NCFS
 - Check verifies that all budget line items have a Program Code (U00XXX) and that no lines items are using the “000000” default Program Code
- To complete the check, use the NC Budget to Actual (701) Excel Report (RPTRTR019) report and filter the Program Code field. No values of “000000” should be used
 - You may need to validate new account combinations with NCFS in order to make correcting budget revisions
 - NCFS Form: [NC COA Maintenance](#)



Q4 Job Aid Change: #6. Consistent Use of Type 14 Revisions

Allows universities to confirm that Type 14 revisions are being made in accordance with allowable policy

For universities, Type 14 revisions are allowed under the following circumstances:

- Realignment within a budget code that do not impact Reserves (57xxxxxx) and Transfers (58xxxxxx) accounts
- Adjustments of \$5,000 or less to a revenue account



Q4 Job Aid Change: How to Perform the Type 14 Revision Check

Use of Reserve (57xxxxxx) and Transfer (58xxxxxx) Accounts

- Run the IBIS RK 15 report for 57xxxxxx and 58xxxxxx accounts for General Fund budget codes
- Ensure that no Type 14 Internally Approved Budget Revisions were made in error
- Recommend running report in separate batches for the 57xxxxxx and 58xxxxxx accounts to speed up processing in IBIS.

IBIS Pathway: Reports > Team content > Self Service Reports > Budget Execution Reports > RK15 Multi Purpose Report

Budgeting Receipts/Revenue up to \$5,000

- Run the “Type 14 Receipt Revisions Audit” Report to confirm that only receipts up to \$5,000 have been budgeted as part of the Type 14 Internally Approved Revisions

IBIS Pathway: Reports > Team Content > Self Service Reports > Budget Execution Reports > Type 14 Receipt Revisions Audit



Q4 Job Aid Change: #13. Verifying Year-to-Date Allotments

- **New!** OSBM will only be asking for verification that the **year-to-date** requirements, receipts, and appropriation for allotments reconcile between NCFS, IBIS, and the University ERP Budget System
- Standard University ERP BD 702 report should suffice as verification of the three-way reconciliation



Reversions – Year-End Only

- Revert unexpended allotted funds ONLY at fiscal year-end after the carryforward check has processed
- In NCFS, an automated process will cause all year-end cash balances to revert for General Fund budget codes
- At year-end, universities enter reversions in NCFS for requirements, receipts, and appropriations, and check the NCFS BD 702 for accuracy. OSC provides a secondary check for reversion for appropriations only
- Fix any discrepancy by making the correct non-cash reversion entry in NCFS. Corrections will need to be made prior to year-end closeout



North Carolina Financial System
Office of State Controller
NC Allotments to Cash Availability (702) Report (RPT-BE-012)
04/24/2024 09:41:45 AM

Parameters								
Agency	U100-UNC SYSTEM OFFICE							
Budget Code	All							
Budget Fund	All							
Period	Jun-23							
Budget Code	16010-UNC-GA							
Titles	Budget	Unallotted	Allotted	Current Month	Quarter To Date	Year To Date	Unexpended	
Expenditures	58,102,068.00	100,051.50	58,002,016.50	7,925,776.49	17,209,196.34	57,993,017.80	109,050.20	
Revenues	6,727,205.00	100,051.44	6,627,153.56	134,552.43	1,087,625.81	6,618,154.86	109,050.14	
Excess of Expenditure - Over (Under) Revenues	51,374,863.00	0.06	51,374,862.94	7,791,224.06	16,121,570.53	51,374,862.94	0.06	
Analysis of Cash				Current Month	Quarter To Date	Year To Date		
	Beginning Balance			4,116,361.12	2,246,707.59	0.00		
Add:								
	(+) Allotments/Revisions			3,674,863.00	13,874,863.00	51,374,863.00		
Less:								
	(-) Reversions			0.00	0.00	0.00		
	(-) Excess per BD701			7,791,224.06	16,121,570.53	51,374,862.94		
Changes In Assets/Liability/Owners Equity Direct from Cash Accounts:				0.00	0.00	0.00	0.00	
	Net Assets/Liabilities/Equity			0.00	0.00	0.00	0.00	
	Ending Balance			0.06	0.06	0.06		
	Unexpended Appropriations						0.06	
YTD Allotment Information				Allotted	Current Month	Quarter To Date	Year To Date	Unexpended YTD
	Expenditures			58,002,016.50	7,925,776.49	17,209,196.34	57,993,017.80	8,998.70
	Receipts			6,627,153.56	134,552.43	1,087,625.81	6,618,154.86	8,998.70
	Assets/Liabilities/Equity			0.00	0.00	0.00	0.00	0.00
	Net Allotment			51,374,862.94	7,791,224.06	16,121,570.53	51,374,862.94	0.00



Reversion of Funds – Year-End Only

All funds should revert to the source from which they came (GS 143C-1-2(b))

If funds did not come from the General Fund, DO NOT let funds revert to statewide General Fund



Reversions – State Capital and Infrastructure Reversions

- Pursuant to G.S. 143C-4-3.1(g), all unused State Capital and Infrastructure Funds that have been appropriated to university operating budget codes must revert back to the State Capital and Infrastructure Fund based on the requirements in the specific appropriation
- The State Capital and Infrastructure Fund is located in the Office of State Budget and Management, Budget Code 24001, and the reversion interfund is 201355

Capital Closeout



Capital Closeout – Occurs **BEFORE** Operating Close Out

DATES TO REMEMBER:

June 3 – Budget Code Closure Requests Due

June 3 – All June Capital Allotments Due

June 6 – Last Bond Requisition Due

June 14 – All Capital Budget Revisions Due

June 21 – Capital Budget Close

- [Capital Budget Code Closure Job Aid](#)
 - Step-by-step instructions for identifying budget codes that should be closed
- [Budget Code Closure Request Form](#)
 - Linked within the job aid
 - Fillable PDF form

**The UNC capital closeout process applies to all universities including NCSSM*



Identifying & Closing Inactive Budget Codes

- Revise Budget Codes to Reflect Actual Project Spending (Unallotments & Type 11 or 12 Revisions)
- Return any cash balance to the correct fund source
- Submit Request to Close Prepared Budget Codes by **June 3**



Capital Closeout

- Budget Codes **must be in balance**
- Budget Funds **must be in balance**
- Expenditure lines are **not required** to be in balance as long as budget fund is in balance
- SCIF Receipt Accounts must use **correct account and funding source**



Capital Closeout

Account	Funding Source	Inter Fund	Account Description	Total Budget	Unallotted
<u>Expenditures - Budget and Actual</u>					
54331000	0000	000000	BLDG-GENERAL CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	1,500,000.00	1,000,000.00
Total Expenditures				1,500,000.00	1,000,000.00
<u>Revenues - Estimated and Actual</u>					
42S00024	2024	000000	SCIF FY 2024-RECEIPTS-FUNDING YEAR 2024-DEFAULT BUDGET FUND	1,500,000.00	1,000,000.00
Total Revenues				1,500,000.00	1,000,000.00
Excess of Expenditures Over Revenues				0.00	0.00



Account and Funding Source Correct



Budget Fund in Balance



Total Allotments	Current	Year to Date	Life to Date	Allotment Balance
500,000.00	0.00	0.00	0.00	500,000.00
500,000.00	0.00	0.00	0.00	500,000.00
500,000.00	0.00	500,000.00	500,000.00	0.00
500,000.00	0.00	500,000.00	500,000.00	0.00
0.00	0.00	(500,000.00)	(500,000.00)	500,000.00



Addressing Negative Budgets & Over-expended Account Lines

- Review (RPTRTR137) BD725 for all budgeted expenditures and allotments. Submit any budget revisions and required allotments by **June 3**
- BD725 Reconciliation -
 - Review RK 402 Report in IBIS and BD725 for any inconsistencies where possible (Older Transactions are still not in IBIS)
 - Correct by submitting IBIS budget revisions by **June 14**



All Resources on OSBM's Website + Memo Sign Up Link

Home > Budget

Budget Instructions

The Latest Instructions

OSBM instructions for FY 2023-24 Budget Closeout and Carryforward

[FY 2023-24 Budget Closeout and Carryforward](#)

Home > Budget > Budget Instructions > Job Aids

Job Aids

Closeout/Carryforward Aids	Capital Aids	Change Budget Aids	Salaries, Benefits
Certification	Base Budget Aids	Misc. Aids	

Year-End Carryforward

[Agency Carryforward Job Aid](#) for state agencies

[University Carryforward Job Aid](#) for universities and NCSSM

[OSBM Carryforward template](#) for both agencies and universities

Anyone can sign up to receive OSBM Budget Memos: [Budget Memos | NC OSBM](#)

URL Pathway: OSBM Home > Budget > Budget Memos



OSBM Budget Execution Contacts

Rachel Stallings

rachel.stallings@osbm.nc.gov

Operating Only

- UNC System Office
- UNC-Chapel Hill
- NC State University
- UNC-Greensboro
- East Carolina University
- UNC-Wilmington
- Western Carolina University
- Appalachian State University
- UNC-Pembroke
- Fayetteville State University
- NC Central University
- NC Agricultural & Technical University
- NC School of Science & Mathematics

Cole Justad

cole.justad@osbm.nc.gov

Operating & Capital

- UNC-Charlotte
 - UNC-Asheville
 - Winston-Salem State University
 - Elizabeth City State University
 - UNC School of the Arts
- ### **Capital Only**
- UNC-Chapel Hill
 - East Carolina University
 - NC School of Science & Mathematics

Brian Farmer

brian.farmer@osbm.nc.gov

Capital Only

- NC State University
- UNC-Greensboro
- UNC-Wilmington
- Western Carolina University
- Appalachian State University
- UNC-Pembroke
- Fayetteville State University
- NC Central University
- NC Agricultural & Technical University

Mark Bondo

mark.bondo@osbm.nc.gov

Capital Only

- UNC System Office

Questions?



Stay in touch!

Phone:

984-236-0600

Website:

www.osbm.nc.gov

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