

Carry Forward Process for End-of-Year Balances at the End of FY 2023

End-of-Year Balances Include the Following:

- **Committed** refers to current year **encumbered purchase orders** that were completed (services or good received in current year) where funds will need to roll forward as payment to vendor will occur in new year. Voucher process occurred after deadlines for current year.
- **Unexpended** funds are from **current year budget** or from **prior year carryforwards**.

Lapse vs. Roll Forward:

- Lapse = current year budget transfer of the year-end balance to the RESERVE cost center that the roll-forward will be recorded in for the next year.
- Roll Forward = the process in PeopleSoft to transition the cost center ending balance from old year to new year.

E&G and Designated Tuition (DT) Funds		
Fund Description	Fund Number	Process
E&G (excludes select group of cost centers for E&G lab fees – see below)	2100	<p style="text-align: center;">Academic Revenue Units</p> <ul style="list-style-type: none"> • All E&G and DT unexpended balances lapse to dean’s Reserve Cost Centers. This includes current year salary savings (both faculty and staff). • Certain exceptions will not be lapsed to Reserve, but will roll forward to the same cost center for a dedicated purpose (start-up, scholarships, plant, etc.). • Committed balances roll forward to same cost center regardless of purpose.
Designated Tuition	3105	<p style="text-align: center;">Academic and Admin Support Units</p> <ul style="list-style-type: none"> • All E&G and DT unexpended balances, including staff salary savings, roll forward to SVP/VP Reserve Cost Center. • Committed balances roll forward to the same cost center.

All Other Funding Sources		
Fund Description	Fund Number	Process
E&G Fee Cost Centers	Select Group 2100	Committed and unexpended balances roll forward to same cost center.
Non-Formula State Appropriations	2115	Unexpended balances are returned to the state.
CORE State Appropriations	2110	Unexpended balances in year one of the biennium roll forward to the same cost center. Unexpended balances in year two of the biennium are returned to the state.
Other State Awards	2120 and 2150	Committed and unexpended balances roll forward to same cost center to be used for purpose awarded.
Mandatory Fees	3100	All Mandatory Fee Funds
Mandatory Student Services Fee	3115	In accordance with the expected use of the Mandatory Fee, unexpended balances roll forward to a Reserve Cost Center, set up specifically for each Mandatory Fee. Executive level (i.e., SVP or VP) will be involved with the appropriate fee unit lead to determine the strategic use moving forward.
All Other Designated	3100	Committed and unexpended balances roll forward to same cost center,

Fund Description	Fund Number	Process
Service Centers (Re-charge Centers)	3200	Committed and unexpended balances roll forward to same cost center.
Auxiliary	4100 thru 4700	Unexpended balances roll to a Reserve Cost Center for each auxiliary type. Executive Level (i.e., SVP/VP) will be involved with the appropriate auxiliary lead to determine the strategic use moving forward.
Grant/Contract	5100 thru 5400	Committed and unexpended balances roll forward to same cost center.
Gift and Endowment	5500 thru 5600	Committed and unexpended balances roll forward to same cost center.
Other Restricted (GASB 84)	5800	Committed and unexpended balances roll forward to same cost center.
Plant	71XX	Committed and unexpended balances roll forward to same cost center.
Loan	81XX	Unexpended balances roll forward to same cost center.
Agency	92XX	Unexpended balances roll forward to same cost center.

Reserve Cost Centers at the Executive and Division Levels

(Includes E&G 2100, Designated Tuition 3105, Mandatory Fees Fund 3100 and 3115, and Auxiliary Fund 4XXX)

- Departments should address the strategic use of all funds by monitoring their various funding sources throughout the year and planning for expenditures in each year. This allows the department to create a balance of spending each year based upon needs for that year (i.e., replacement of computers based on appropriate cycles, etc.), along with thinking strategically regarding the use of balances not spent in previous years (i.e., salary savings, etc.)
- Reserve Cost Centers will capture unexpended carryforward balances at the vice president or dean levels and above.
- All **Reserve** roll-forwards in PeopleSoft will be loaded into A9000 budgetary account in the next year. The **Reserve** cost centers will be restricted to budget transfers only and not allow expenditures within that cost center.
- The **Reserve** cost centers should be used for one-time budget transfers approved at the SVP/VP/dean level. Budget transfers created in PeopleSoft should include in the justification the approval obtained along with the strategic use the approval was based on.
- All **Reserve** cost centers are coded with the funding source that it represents and the cost center description includes the word "**Reserve**" at the beginning. There may be other costs centers with similar wording formats in the description, however those are considered internal to an area/division and not the "official Reserve" cost center for these funds.