



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT



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ROY COOPER
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KRISTIN WALKER
STATE BUDGET DIRECTOR

April 30, 2024

TO: Department Heads, Chief Fiscal Officers, and Budget Officers
All State Departments, Institutions, and Agencies

FROM: Kristin Walker *Kristin Walker*
State Budget Director

SUBJECT: Budget Guidelines for Closing Fiscal Year 2023-2024

The Office of State Budget and Management (OSBM) is beginning the closeout process for FY 2023-24. This memo contains information, links to job aids and steps agencies should follow, and deadlines for carryforward and closeout. We appreciate your partnership and collaboration in ensuring this process goes as smoothly as possible. OSBM will review this information during our Closeout Kick-Off, and we strongly encourage attendance.

SFY 2023-24 Closeout Kick-Off & SFY 2024-25 Preview

Thursday, May 2nd

11:00 a.m. – 12:00 p.m.

Agencies: Blue Ridge Training Room (A309)

UNC: Capital City Conference Room (A402)

2 South Salisbury St – Old Revenue Building, Raleigh, NC 27601

RSVP Link: <https://forms.office.com/g/7gYRh15TUg>

This an in-person training with no remote option. A recording will be posted to OSBM's website after the event.

Job Aids

OSBM developed the Carryforward ([Agency](#) and [UNC](#)), Operating Closeout ([Agency](#) and [UNC](#)), and [Capital Closeout](#) job aids linked in this memo to assist you and your staff in completing the budget closeout process. Please refer to these resources, which provide step-by-step guidance. If after consulting these resources you have questions about these procedures, please contact your OSBM budget execution analyst.

Deadlines

- June 3, 2024 **Requests to close capital budget codes due to OSBM**
Review all capital improvement budget codes and close all completed projects. Please refer to the [Capital Budget Code Closure Job Aid](#).
- June 3, 2024 **Capital allotment requests for June due to OSBM**
- June 6, 2024 **Complete last General Fund Supported Debt Requisition (Certificates of Participation/COPS, Two Thirds Bonds, General Obligation Bonds/ConnectNC)**
After **June 15**, OSBM will not allow budget revisions and allotments to Capital unless specifically authorized.
- June 7, 2024 **Deadline to encumber items included in carryforward requests**
Review the [Agency Carryforward Job Aid](#), which explains procedures for Encumbrance Carryforward requests. Agencies should only include items encumbered by this date on their carryforward request.
- June 14, 2024 **Preliminary carryforward request estimates due to OSBM only from:**
Department of Health and Human Services, Department of Public Instruction, and University of North Carolina System using the [OSBM Carryforward Template](#).
- June 21, 2024 **Certification of Capital Improvement reports due to OSBM**
- June 28, 2024 **Final carryforward requests for all agencies and universities due to OSBM**
Submit carryforward requests using the updated [OSBM Carryforward Template](#) along with any required supporting documentation.
- Mid-July **OSBM approves carryforward and notifies agencies and universities**
OSBM will review requests to carryforward funds from FY 2023-24 to FY 2024-25 in compliance with G.S. 143C and other general statutes.
- July 26, 2024 **OSC Cash Closing Deadline**
This is the final date when cash can move between budget codes.



STATE OF NORTH CAROLINA

CERTIFICATION

2023-24 Quarterly & Fiscal Year End Budget Reports

AGENCY / DIVISION 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

Note: Please attach documentation of OSBM approved exceptions, if applicable.

BD 701 Report

- 1. Certified and authorized budgets reconcile between NCFS and IBIS at the four-digit account level (ex. 5 2100)
- 2. No negative certified or authorized budgets at the four-digit NCFS account level
- 3. No over-expended Budget Funds/AMU/Programs/Projects
- 4. No over-expended accounts: 4-digit level for 5 1XXX, 5 6XXX, 5 7XXX, 5 8XXX; 2-digit level for 5 2X-5 5X.
- 5. Reserve accounts (5 71XX) are distributed (unless reverting or carried forward) (*year-end requirement*)
- 6. Over-realized receipts were budgeted and approved by OSBM prior to expenditure of receipts
- 7. No negative salary reserve balances at the Budget Fund/AMU/Project/Program and account level
- 8. No negative cash balances in special Budget Funds
- 9. Federal Funds: Receipt-supported expenditures and related receipts reconcile
- 10. Federal Funds: Excess receipts in the General Fund are returned to 3XXXX federal budget code
- 11. Carryforward is correctly recorded in NCFS and IBIS (*year-end requirement*)

BD 702 Report

- 12. Quarterly allotment totals reconcile between NCFS and IBIS
- 13. Year-to-date requirements and appropriation do not exceed total allotment and available cash on hand
- 14. Allotted and year-to-date actuals reconcile indicating proper non-cash reversions (*year-end Requirement only*)

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

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.



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 (57xxxxxx) 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. Quarterly and/or monthly 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.