



# Capital Budgeting

First Friday Training Series – September 5, 2025

Integrity

Innovation

Teamwork

Excellence

Curiosity

# Agenda

- Introduction to Capital
- Capital Budgeting Process
  - Budget Code
  - Budget Fund
  - Budget Revision
  - Budget Allotment
- Transfers
- Project & Year/Quarter  
End Closeout



# Introduction to Capital



# What is Capital?

## 143C-1-1(d)(5):

- Over \$100,000
- Real property acquisition
- New Construction
- Repairs & Renovations (R&R) to existing facilities

## "4 Types"

- Budget Code – 4xxxx  
(holds that year's projects)
- Budget Fund – 4xxxxxx  
(the individual project)
- Non-reverting



# Capital Fund Sources

## State Capital and Infrastructure Fund (SCIF)

- “Named” Project in legislation
- Repair and Renovation Funds
- Flex Funds (Flex21 from SL2021-180)

## University Receipts

- Available receipts eligible for capital
- Carryforward

## Bond/Debt

## Grants only if authorized

**SECTION 40.1.(b)** This subsection authorizes the following capital projects in the 2023-2025 fiscal biennium based upon projected cash flow needs for the authorized projects. The authorizations provided in this subsection represent the maximum amount of funding from the State Capital and Infrastructure Fund that may be expended on each project and do not reflect authorizations from other non-State Capital and Infrastructure Fund sources. An additional action by the General Assembly is required to increase the maximum authorization for any of the projects listed:

<b>Capital Improvements– State Capital and Infrastructure Fund Authorization</b>	<b>Previous New/Updated Project Authorization</b>	<b>Project</b>
DACS21-2	\$3,518,000	\$7,018,000
DACS21-4	4,000,000	8,100,000
DACS23-1	N/A	2,500,000
DACS23-2	N/A	200,000
DACS23-3	N/A	13,000,000
DACS23-4	N/A	1,750,000
DACS23-5	N/A	749,000
DACS23-6	N/A	750,000
DACS23-7	N/A	4,000,000
DACS23-8	N/A	5,000,000
DACS23-9	N/A	750,000
DACS23-10	N/A	6,200,000
DACS23-11	N/A	3,000,000
DACS23-12	N/A	4,000,000
DACS23-13	N/A	5,000,000
DACS23-14	N/A	12,000,000
DEQ21-1	55,000,000	68,300,000
DHHS23-1	N/A	1,352,000
DHHS23-2	N/A	5,983,000
DHHS23-3	N/A	5,405,000
DHHS23-4	N/A	20,000,000



# Capital Project Authority

Capital projects  
must be authorized  
before setup

## NON-GENERAL FUND/NON-SCIF CAPITAL PROJECT AUTHORIZATIONS

**SECTION 40.4.(a)** The General Assembly authorizes the following capital projects to be funded with receipts or from other non-General Fund and non-State Capital and Infrastructure Fund sources available to the appropriate department:

**Amount of Non-General Fund/Non-SCIF**  
**Name of Project** **Funding Authorized**  
**FY 2023-2024** **FY 2024-**

Department of Natural and Cultural Resources  
Electric Vehicle Fast Chargers \$2,000,000

Page 596 Session Law 2023-134 House Bill

Brunswick Town State Historic Site–  
Historical Restorations 150,000

Department of Agriculture and Consumer Services  
Arena and Barn Replacement 1,900,000  
ASC Lab Renovation 400,000  
Grain Storage and Drying Improvements 370,000  
Equipment Shelters Replacement 0  
NCFS Facility and Infrastructure Improvements 1,000,000  
PTFM Facility and Infrastructure Improvements 1,000,000  
Raleigh EM Facility and Infrastructure Improvements 1,000,000



ROY COOPER  
GOVERNOR

STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT



Employment First State for Individuals with Disabilities

KRISTIN WALKER  
STATE BUDGET DIRECTOR

December 17, 2024

TO: Brian Matteson, Director, Fiscal Research Division

FROM: Mark Bondo, Assistant State Budget Officer

SUBJECT: Allocations from the Repairs and Renovations Reserve

S.L. 2023-134, Sec. 40.1 appropriated \$200 million to the Reserve for Repairs and Renovations to State Agencies to repair and renovate State General Fund supported facilities. Sec. 40.2 of the same Act provided an intended allocation of \$200 million per year until FY 2028-29. This memo is to notify the Fiscal Research Division of the initial allocation of funds appropriated for \$200,000,000 of repairs and renovations to General Fund supported state agency facilities, as required by G.S. 143C-8-13(b)(2). In addition to the allocation of FY 2024-25, our office is also allocating \$48.9 million of funds from the intended allocation in FY 2025-26.

Our Office also targeted \$25 million of funds towards projects that specifically addressed utility

## § 143C-8-7. When a State agency may begin a capital improvement project.

(a) No State agency may expend funds for the construction or renovation of any capital improvement project except as needed to comply with this Article or as otherwise authorized by (i) an act of the General Assembly or (ii) subsection (b) of this section. Funds that become available by gifts, federal or private grants, receipts becoming a part of special funds by act of the General Assembly, or any other funds available to a State agency or institution may be utilized for advanced planning through the working drawing phase of capital improvement projects, upon approval of the Director of the Budget.

(b) Notwithstanding any other provision of law to the contrary, the following agencies are authorized to utilize the types of funds described in subsection (a) of this section for capital improvement projects with a total project cost less than one hundred fifty thousand dollars (\$150,000) as follows:

- (1) The Department of Agriculture and Consumer Services, for equipment structures that meet the description contained in G.S. 143-138(b4)(1)c. on an as-needed basis.
- (2) The Wildlife Resources Commission, for equipment storage or maintenance buildings. (2006-203, s. 3; 2020-81, s. 4(b); 2023-69, s. 1.1(a); 2023-134, s. 4.10(v).)



# Common Capital Project Authorities

## Project Types & Authority

Project Type	Authority
<b>General Assembly Named Project</b>	Session Law
<b>Repair &amp; Renovations</b>	BOG, SL 2023-134 40.1.(a)
<b>Emergency Project</b> -DOA declares the Emergency -Threat to Public Health or Life Safety	GS 120-76.1 GS 143C 6-4(b)
<b>Chancellor's R&amp;R</b>	GS 143C 8-13(d)
<b>Delegated Authority</b>	Signed corresponding memo



# Common Capital Budget Increase Authorities

## Increase Types & Authority

Increase Type	Authority
General Assembly	Session Law
BOG Repair & Renovations Reallocation	BOG Meeting
Flex Funds	SL 2021-180, 40.1.(w) + OSBM Memo
Delegated Authority	Signed corresponding memo





# Self-Liquidating Bonds

- Campuses may issue debt that is supported from their own revenue under:
  - GS 116D, Article 3 (Self-Liquidating Debt)
  - GS 116, Article 21B (Millennial Campus Revenue Debt)
- All approvals must be obtained before budget set up and contract approval:
  - The Director of the Budget must approve financing under the above referenced statutes and GS 143c-8-7.1
- OSBM can allow more limited set up with campus cash and refunded via a reimbursement resolution for a later authorized bond issue

# 725 Report



## NC Capital Improvements (725) Report (RPTRTR137).xdo

/shared/Custom/FBR Custom/Report/General Ledger/NC Capital Improvements (725) Report (RPTRTR137)

### NC Capital Improvements (725) Report (RPTRTR137)



North Carolina Financial System  
Office of State Controller  
NC Capital Improvements (725) Report (RPT-RTR-137)  
09/03/2025 01:55:28 PM

Page: 1

#### Parameters

Mode	Agency	Budget Code	Budget Fund	Period
Budget Fund Detail	1300-DEPARTMENT OF ADMINISTRATION	42201-DOA CI 2022	402420	Sep-25

#### 1300-DEPARTMENT OF ADMINISTRATION

42201-DOA CI 2022

402420-DOA 4011 DOBBS BLDG RESTROOM RENO BC 42201

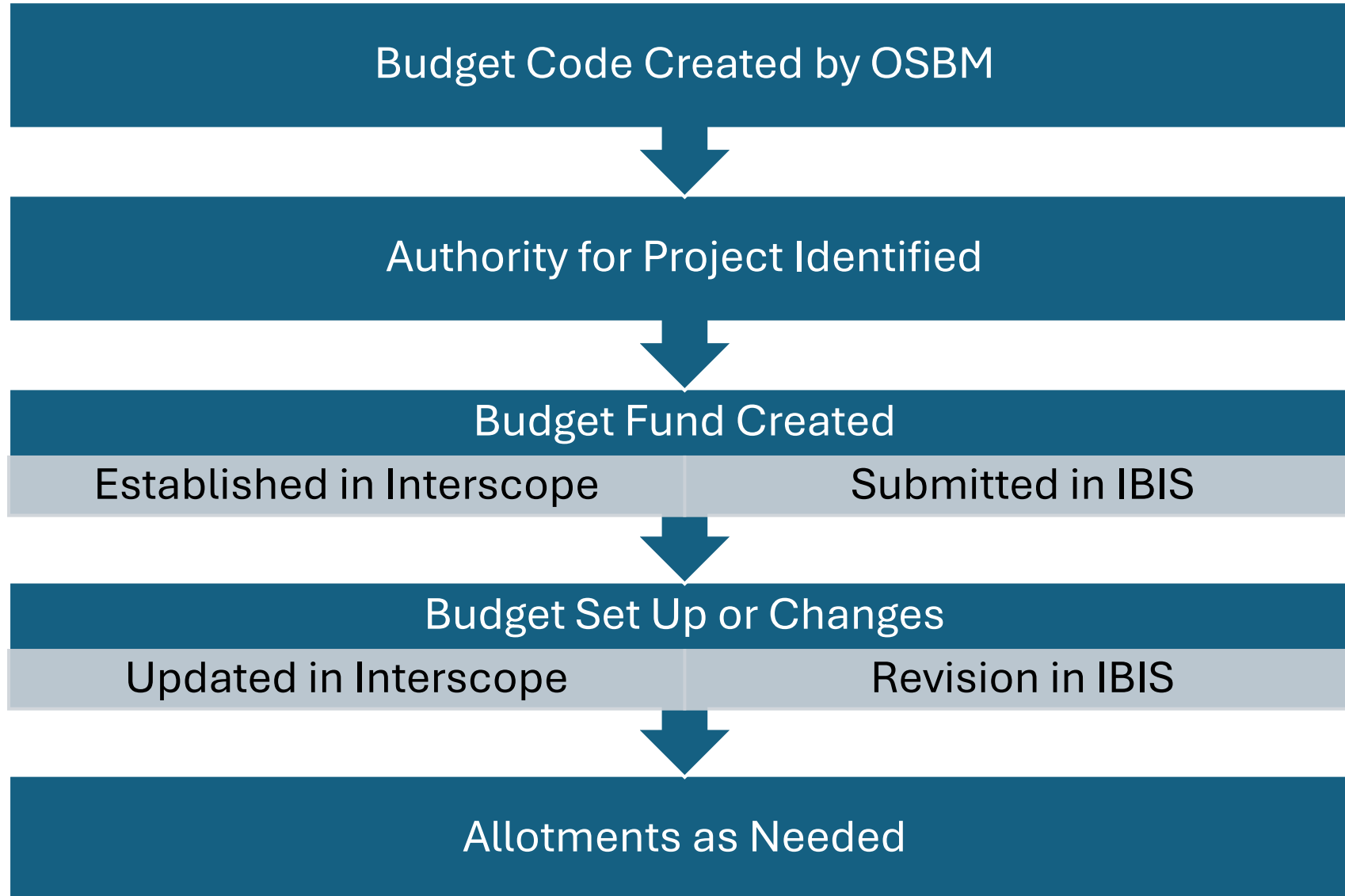
Account	Funding Source	Inter Fund	Account Description	Total Budget	Unallotted	Total Allotments	Current	Year to Date	Life to Date	Allotment Balance
<b>Expenditures - Budget and Actual</b>										
54320000	0000	000000	BLDG-DESIGN CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	230,758.00	0.00	230,758.00	0.00	42,440.60	153,390.20	77,367.80
54331000	0000	000000	BLDG-GENERAL CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	1,578,158.00	0.00	1,578,158.00	0.00	196,641.95	840,378.57	737,779.43
57010000	0000	000000	RESERVE-CI PROJECTS-UNDESIGNATED-DEFAULT BUDGET FUND	44,766.81	0.00	44,766.81	0.00	0.00	0.00	44,766.81
<b>Total Expenditures</b>				<b>1,853,682.81</b>	<b>0.00</b>	<b>1,853,682.81</b>	<b>0.00</b>	<b>239,082.55</b>	<b>993,768.77</b>	<b>859,914.04</b>
<b>Revenues - Estimated and Actual</b>										
48S00001	2022	201353	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS- FUNDING YEAR 2022-GOV 2D04 SCIF FY 2022 BC 24001	473,682.81	0.00	473,682.81	0.00	0.00	473,682.81	0.00
48S00001	2023	201354	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS- FUNDING YEAR 2023-GOV 2D05 SCIF FY2023 BC 24001	1,380,000.00	0.00	1,380,000.00	0.00	0.00	1,380,000.00	0.00
<b>Total Revenues</b>				<b>1,853,682.81</b>	<b>0.00</b>	<b>1,853,682.81</b>	<b>0.00</b>	<b>0.00</b>	<b>1,853,682.81</b>	<b>0.00</b>
<b>Excess of Expenditures Over Revenues</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>239,082.55</b>	<b>(859,914.04)</b>	<b>859,914.04</b>



# Capital Budget Process



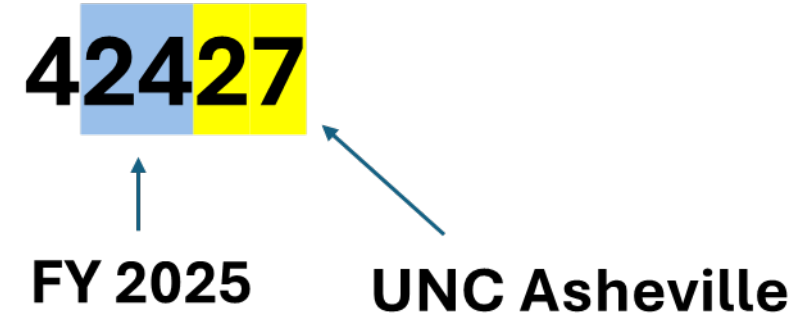
# IBIS & Interscope Steps for Capital Projects





# Budget Codes

- Established for each **Fiscal Year** or **Bond Program**
- OSBM sets up each budget code at the beginning of the fiscal year



\*Year in the budget code is one less than the current fiscal year



# Budget Funds



# Budget Funds: Structure

**Budget Code**

**42401**

**Agency  
Specific**

**Consecutive  
across fiscal  
years**

**402484**

**402485**

**402486**

**402487**



# Budget Funds: Use

- Generally refers to a group of related programs or activities
- In Capital, a budget fund captures a **specific project\***



**FUND CODE - AGRI 4608 MOOSE CAFE RENOVATION BC 42217**

**Status: Approved**

**Budget Code:** 42217  
**Fund Code:** 401008  
**Request Number:** 10F0513  
**Company:** 1000  
**GASB#:** 1400  
**Short Title:** AGRI 4608 MOOSE CAFE RENOVATION BC 42217  
**Long Title:** AGRI 4608 MOOSE CAFE RENOVATION BC 42217

**Created Date:** 08/01/2022  
**Last Modified Date:** 01/18/2024  
**Effective Date:** 01/01/1900  
**Expiration Date:**

**Will payroll be distributed out of this fund?:** No

**Fund Purpose:** To renovate the restaurant facility (Moose Cafe) at the Piedmont Triad Farmers Market by replacing the roof, mechanical systems, windows, and doors; renovating the building envelope; and making site drainage improvements.





# Example of Combined Budget Fund

If there is potential to combine related projects in a budget fund, these can be assessed on a case-by-case basis

## Example: DPS Warehouse in budget bill

55	<b>DPS - Emergency Management Badin Warehouse Expansion</b>  Provides funding to construct a raised addition with 4 loading docks at the NCEM Western Disaster Warehouse. The total amount authorized for the project is \$5 million.	Requirements	\$	1,000,000	NR	\$	2,024,414	NR
		Less: Receipts	\$	-		\$	-	
		Net Change	\$	1,000,000		\$	2,024,414	
		FTE		-			-	
56	<b>DPS - Emergency Management Badin Warehouse Expansion and Lot Acquisition</b>  Provides funding to purchase 2.76 acres of cleared property adjacent to the NCEM Western Disaster Warehouse.	Requirements	\$	-		\$	4,198,414	NR
		Less: Receipts	\$	-		\$	-	
		Net Change	\$	-		\$	4,198,414	
		FTE		-			-	





# Interscope: Program Tab

- Attach any BOT or other Delegated Authority Approval letters
- Letters should include signature date and funding source

## BOARD OF TRUSTEES CAPITAL PROJECT ADVANCE PLANNING APPROVAL FORM

Per delegation by the Board of Governors, Advance Planning is authorized by the University's Board of Trustees. Once the design is completed and the scope and budget have been more clarified, the Capital Request will then be brought to the Board of Governors for approval of full authority.

This is to certify that the Board of Trustees (BOT) of East Carolina University, in consultation with the Chancellor and the Chair of the Finance and Facilities Committee, authorized the following capital improvement advance planning projects on August 6, 2025. We request that a code and item be established in Interscope for each capital project.

Project	Total Project Cost	Previous Authorizations	Requested Authorizations	Total Advance Planning Authority	Funding Source(s)
West End Dining Renovations	\$ 20,000,000	\$ -	\$ 2,000,000	\$ 2,000,000	Dining Receipts

Stephanie M  
Coleman  
Stephanie Coleman  
Vice Chancellor Administration and Finance

Digitally signed by Stephanie  
M Coleman  
Date: 2025.08.19 09:19:53  
-04'00'

8/19/25

Date

Program #: 19365 - East Carolina University - West End Dining Renovations

Program Program Funding Projects Assign Amounts to Projects Program Closeout

\* Department: Educational Institutions (Universities)

\* Agency: East Carolina University

\* Fiscal Year: 2026

Program ID: 19365

Uploads Comments Program Managers

Delete?	Date	Type	File Name
	2025-08-25 14:58:48	PROGRAM	ECU BOGAP West End Dining Kitch and Servery Reno.pdf
	2025-08-25 14:58:01	PROGRAM	ECU BOGAP West End Dining Kitch and Servery Reno BOTAuth.pdf

# Budget Fund Request

Budget Code :

Created Date : 08/15/2025

Last Modified Date : 08/15/2025

Fund(Center) Code :

Effective Date : 08/15/2025

Expiration Date : 12/31/9999

Company :

GASB # :

Short Title :

Long Title :

Can be the date submitted

Will payroll be distributed out of this fund (center)? : ☐ Yes ☒ No

Fund Purpose :

This project is to construct a new building to support... This new facility will...

Justification :

**Authorization:** Session Law 2025-XXX 40.1(a)

Revenue Source :

SCIF

Expenditure/Accounting Activity :

Capital Expenditures



# Budget Fund Tips

- **Long Title:** Should be clear to an external audience
- **Short Title:** 25 characters or less
- **Fund Purpose:** Project description
- **Justification:** Must cite specific authority
  - Session Law
  - General Statute
  - BOG meeting + date (mm/dd/yy)
  - BOT or other Delegated authority +date (mm/dd/yy)
    - Chancellor's Delegated Authority should also cite **GS 143C-8-13(d)**
- **Revenue Source:** Where are receipts coming from?



# Batch Budget Fund Request

- Agencies may use the batch budget fund template when requesting 8 or more budget funds at once
- Follow OSC instructions for file title
- Often used for R&R project setup

AGENCY	BUDGET_CODE	Budget_FUND_CODE	REQUEST_NUMBER	NCFS_COMPANY	GASB_NUMBER	SHORT_TITLE
UNC Asheville	42427	455200	1	U55	4310	Karpen Robinson and Zageir-
UNC Asheville	42427	455201	2	U55	4310	Monumental Stair and Retaini
UNC Asheville	42427	455202	3	U55	4310	Sherrill Center DOAS Rebuild
UNC Asheville	42427	455203	4	U55	4310	Ramsey Library-Replace Specia



# Revisions



# Revisions

Establish new project; increase, decrease, or close an existing project

## Revision Types

Revision Description	11	12	14
Authority	General Assembly; R&R Allocation	Statutory	OSBM Policy
Impacts	Certified & Auth.	Authorized	Authorized
IBIS Revision	External	External	Internal
OSBM Approval	✓	✓	✗
Change Requirements	✓	✓	Realign Expenditures
Change Receipts	✓	✓	Very limited realignments; consult your OSBM analyst
Transfer Across Budget Funds	✓	✓	✗





## Revisions: University-Specific

### **Type 11 Authority**

- Session Law
- BOG SCIF R&R initial allocations

### **Type 12 Authority**

- BOG SCIF reallocations
- BOG non-SCIF allocations
- BOT Authorization
- Chancellor's R&R
- Other Delegated Authority



# Revisions: Project Setup

- **Title:**
  - Action (E.g., Establish budget)
  - Project Name
  - Budget Fund number
- **Justification:** Must cite specific legislative authority
  - Session Law
  - General Statute
  - BOG meeting + date (mm/dd/yy)
  - BOT or other Delegated authority +date (mm/dd/yy)
    - Chancellor's Delegated Authority should also cite **GS 143C-8-13(d)**
- When establishing a **new SCIF project**, budget the **full intended allocation**

Six-Year Intended Allocation Example: Department of Natural and Cultural Resources

SIX-YEAR INTENDED PROJECT ALLOCATION SCHEDULE

SECTION 40.2. It is the intent of the General Assembly to fund capital improvement projects on a cash flow basis and to plan for future project funding based upon projected availability in the State Capital and Infrastructure Fund. Nothing in this section shall be construed (i) to appropriate funds or (ii) as an obligation by the General Assembly to appropriate funds for the projects listed in future years. The following schedule lists capital improvement projects that will begin or be completed in fiscal years outside of the 2023-2025 fiscal biennium and estimated amounts (in thousands) needed for completion of those projects:

Project Code	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
DNCR21-13	15,000	24,250	86,800	30,950	N/A	N/A
DNCR23-1	3,000	3,000	30,000	24,000	N/A	N/A
DNCR23-7	2,000	7,721.24	7,000	N/A	N/A	N/A

Current Operations  
Appropriations Act  
\*Must wait until fiscal year  
when funding begins to  
establish budget

Conference Report on the Base, Capital and Expansion Budget

			FY 2023-24	FY 2024-25
36	<b>DNCR - NC Zoological Park New Aviary Exhibit Building</b>	Requirements	\$ 3,000,000NR	\$ 3,000,000NR
	Provides funding to construct a new Aviary Exhibit Building at the North Carolina Zoo. The total amount authorized for the project is \$60 million.	Less: Receipts	\$ -	\$ -
		Net Change	\$ 3,000,000	\$ 3,000,000
		FTE	-	-

Joint Conference  
Committee Report on  
the Current Operations  
Appropriations Act

42314-DNCR CI 2023				
425048-DNCR NC ZOO NEW AVIARY EXHIBIT BUILDING 42314				
Account	Funding Source	Inter Fund	Account Description	Total Budget
<u>Expenditures - Budget and Actual</u>				
57010000	0000	000000	RESERVE-CI PROJECTS-UNDESIGNATED-DEFAULT BUDGET FUND	60,000,000.00
Total Expenditures				60,000,000.00
<u>Revenues - Estimated and Actual</u>				
48S00001	2024	201356	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2024-GOV 2D06 SCIF FY2024 BC 24001	3,000,000.00
48S00001	2025	201357	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2025-GOV 2D07 SCIF FY2025 BC 24001	3,000,000.00
48S00001	2026	024001	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2026-GOV 24001 CLEARING	30,000,000.00
48S00001	2027	024001	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2027-GOV 24001 CLEARING	24,000,000.00

# Project Setup Example

## Justification:

Establish budget for [Project Title] per S.L. 2025-XX Section 40.1(a) allocated from the State Capital and Infrastructure Fund for the 2025-2027 fiscal biennium; Item [Number] of the Joint Conference Committee Report Current Operations Appropriations Act of 2025

Fiscal Year : 2025-2026

Reference Number : 11-0002

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture

BudgetCode : 42517-Dept. of Agriculture and Consumer Services Capital Improvements 2025

Recurrence : Non-recurring

Revision Type : ☒ 11 ☐ 12

Effective Date : 08/26/2025

Approval Date :

Journal Entry Number : N/A

Title : Establish budget [Budget Fund] [Project Title]

Statutory : ☐ Yes ☒ No

Special Provision : ☒ Yes ☐ No

Session Law Reference : Session Law 2025-XX Section 40.1(a)

☒ Establish New Project

Please provide information in the following required fields.

Note: The amount entered for Original Allocation needs to equal the total requirements entered on the Budget Detail tab.

Budget Funding Type : General Fund

Budget Adjustment Type : Expansion

Project Type : New Project

Original Allocation : \$10,000,000.00

☐ New Grant

☐ Increase Project

☐ Decrease Project

☐ Change in Authorization

☐ Realignment

☐ Close Project



# Revisions: Project Increase/Decrease

## Must be approved in Interscope first

Authorization Change / Authorization Change Summary

Transfer Request #: 2898

Transaction: Increase/Decrease

Amount: **\$125,000.00**

Status: **Pending**

Remarks:

Increase in delegated authority project, approved under BOT delegation 7/22/2025.

### Increase or Decrease Authority

Institution / Agency: UNC Charlotte

Existing Authorization: 42426-331 - Student Activity Center (SAC) Elevator Modernization Total Authorized:

Source	Original C-I-NCAS/NCFS	Current C-I-NCAS/NCFS	Original Auth Amt	Approved Changes	Pending Changes	Current Auth Amt	Proposed Change	Proposed Total
SD	42426-331	42426-331	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
NSD	42426-331	42426-331	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
GF	42426-331	42426-331	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
NGF	42426-331	42426-331	\$250,000.00	\$0.00	\$0.00	\$250,000.00	<b>\$125,000.00</b>	\$375,000.00
RRSD	42426-331	42426-331	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
RRGF	42426-331	42426-331	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
SCIFG	42426-331	42426-331	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
SCIFS	42426-331	42426-331	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00

Total Change in Authority: **\$125,000.00**

(Click on the Authorization Change Summary tab to Submit)



# Revisions: Project Increase/Decrease

- **Title**

- Action
- Project Title
- Budget Fund number

**Example:** 424096 [*Project Title*] SCIF Increase

- **Justification:**

- Relevant Authority + Approval Date
- Detailed explanation of the need for revision
- Impact of changes on project scope and timeline
- Updated budget total and resource allocation

# 11-Type Increase Example

Basic Information Budget Detail Attachments

**Fiscal Year :** 2025-2026  
**Reference Number :** 11-0001  
**Department/Agency :** The University of North Carolina  
**BRU :** Western Carolina University  
**BudgetCode :** 42529-Western Carolina University Capital Improvements 2025  
**Recurrence :** Non-recurring

**Revision Type :** ☒ 11 ☐ 12

**Effective Date :** 08/27/2025

Approval Date(OSBM Only) :

**Journal Entry Number :** N/A

**Title :** [Budget Fund] [Project Title] Project Increase

**Statutory :** ☐ Yes ☒ No

**Special Provision :** ☐ Yes ☒ No

☐ Establish New Project  
☐ New Grant  
☒ Increase Project  
☐ Decrease Project  
☐ Change in Authorization  
☐ Realignment  
☐ Close Project

## Justification:

Increase budget for [Project Title] per BOG Meeting 8/10/2025. Additional \$500,000 needed due to unforeseen costs and infrastructure work not discovered in initial planning phase. Total budget now \$750,000 from SCIF Repair and Renovation.



# 12-Type Increase Example

Basic Information Budget Detail Attachments

**Fiscal Year :** 2025-2026  
**Reference Number :** 12-0003  
**Department/Agency :** Department of Agriculture and Consumer Services  
**BRU :** Department of Agriculture  
**BudgetCode :** 42517-Dept. of Agriculture and Consumer Services Capital Improvements 2025  
**Recurrence :** Non-recurring

**Revision Type :** ☐ 11 ☒ 12

**Effective Date :** 08/26/2025

Approval Date(OSBM Only) :

**Journal Entry Number :** N/A

**Title :** [Budget Fund] [Project Title] Project Increase

**Statutory :** ☐ Yes ☒ No  
**Special Provision :** ☐ Yes ☒ No

☐ Establish New Project  
☐ New Grant  
☒ Increase Project  
☐ Decrease Project  
☐ Change in Authorization  
☐ Realignment  
☐ Close Project

## Justification:

Increase budget for **[Project Title]** per Chancellor's Delegated Authority GS 143C-8-13(d) 8/20/25. Additional \$50,000 needed due to unforeseen costs and infrastructure work not discovered in initial planning phase. Total budget now \$650,000 from Housing Receipts.



# 725 FOLLOW ALONG: Revision



1300-DEPARTMENT OF ADM								
42201-DOA CI 2022								
402420-DOA 4011 DOBBS BLDG RENO BC								
Account	Funding Source	Inter Fund	Account Description	Total Budget	Unallotted	Total Allotments	Life to Date	Allotment Balance
Expenditures - Budget and Actual								
57010000	0000	000000	RESERVE-CI PROJECTS-UNDESIGNATED-DEFAULT BUDGET FUND	1,380,000.00	1,380,000.00	0.00	0.00	0.00
Total Expenditures				1,380,000.00	1,380,000.00	0.00	0.00	0.00
Revenues - Estimated and Actual								
48S00001	2023	201354	STATE CAPTIAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2023-GOV 2D05 SCIF FY2023 BC 24001	1,380,000.00	1,380,000.00	0.00	0.00	0.00
Total Revenues				1,380,000.00	1,380,000.00	0.00	0.00	0.00
Excess of Expenditures Over Revenues				0.00	0.00	0.00	0.00	0.00



# Allotments



## Allotments

Authority to expend funds; cannot exceed total project budget

### IBIS Allotment Types

Allotment Description	External	SCIF	Bond	Internal
OSBM Approval	✓	✓	✓	✗
Request Timing	--	Quarterly for projects >\$3M	Bi-Weekly	--
Used For	Non-SCIF/Receipt-Supported Projects	Named Projects; R&R	Current Invoices Only	<ul style="list-style-type: none"><li>• Realigning Expenditures</li><li>• Will also act as an internal revision and realign the budget</li></ul>



## Allotment Tips

- Effective Date can be the date submitted
- Should be for expected expenditures
- Justification:
  - At month-end, indicate the month when approval is needed
- Make sure the correct allotment type is used



# SCIF Allotments



Using the SCIF allotment will automatically move cash to/from OSBM



# Re-Align SCIF Allotment

In limited cases, an **external allotment** is needed to fix SCIF allotments **within** a budget fund

Account	Funding Source	Inter Fund	Total Budget	Total Allotments	Life to Date
<u>Budget and Actual</u>					
54420000	0000	000000	62,239.00	51,586.00	51,586.00
54431000	0000	000000	237,761.00	248,414.00	248,414.00
			300,000.00	300,000.00	300,000.00
<u>Estimated and Actual</u>					
48S00001	0000	201354	300,000.00	300,000.00	0.00
48S00001	2023	201354	0.00	0.00	300,000.00
			300,000.00	300,000.00	300,000.00
			0.00	0.00	0.00



# SCIF Allotments

## SCIF Allotment Request Timing

SCIF Budget	<\$1M	\$1-3M	>\$3M
Request Timing	Can request up to 100% of total SCIF funds appropriated in the past and current year	Allot via construction phase: <ul style="list-style-type: none"><li>• Planning</li><li>• Construction</li><li>• Close out</li></ul> <p>*Can be guided by construction contract</p>	Quarterly allotment based on projected cash expenditures  *If additional funds are needed during the quarter, supplemental allotments can be approved as needed



## SCIF Allotments: Quarterly Cash Flow

Attached to quarterly allotment requests to help OSBM track:

- SCIF availability
- Project progress/timeline
- Overexpenditure



**Instructions:**

1. This form is for SCIF funded projects with total budgets of \$3 million or greater
2. Each project will need its own form
3. Fill out the highlighted fields with the information for the project
4. The projected future allotments by quarter should be based on projected project need, and not just an even division of the funds among quarters
5. Email the completed form to your capital analyst

AGENCY:

DATE:

PROJECT TITLE:

TOTAL PROJECT BUDGET:

TOTAL ALLOTTED TO DATE:

CASH BALANCE:

PROJECTED BALANCE

\$

-

BUDGET CODE:

FUND CODE:

BRIEF PROJECT DESCRIPTION:

WHAT PHASE IS THE PROJECT IN?

PROJECTED FUTURE ALLOTMENTS BY QUARTER

FY 22-23

Q1:

Q2:

Q3:

Q4:

Total:

\$

-

FY 23-24

Q1:

Q2:

Q3:

Q4:

Total:

\$

-

FY 24-25

Q1:

Q2:

Q3:

Q4:

Total:

\$

-

FY 25-26

Q1:

Q2:

Q3:

Q4:

Total:

\$

-

FY 26-27

Q1:

Q2:

Q3:

Q4:

Total:

\$

-

Total

\$

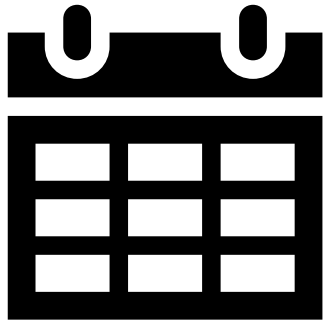
-

# SCIF Cash Flow Quarterly Allotment Tracker

Total Allotments	Current	Year to Date	Life to Date	Allotment Balance
50,000.00	5,750.00	5,750.00	16,890.00	33,110.00
943,907.65	0.00	0.00	1,800.00	942,107.65
461,348.00	0.00	0.00	394,157.66	67,190.34
453,346.63	820.00	76,394.63	450,832.26	2,514.37
118,535.03	0.00	0.00	118,535.03	0.00
981,887.69	0.00	23,646.00	556,057.59	425,830.10
23,825.00	0.00	0.00	23,825.00	0.00
66,150.00	0.00	0.00	66,150.00	0.00
3,000.00	0.00	0.00	880.13	2,119.87
3,102,000.00	6,570.00	105,790.63	1,629,127.67	1,472,872.33
2,602,000.00	0.00	0.00	2,602,000.00	0.00
500,000.00	0.00	0.00	500,000.00	0.00
3,102,000.00	0.00	0.00	3,102,000.00	0.00
0.00	6,570.00	105,790.63	(1,472,872.33)	1,472,872.33



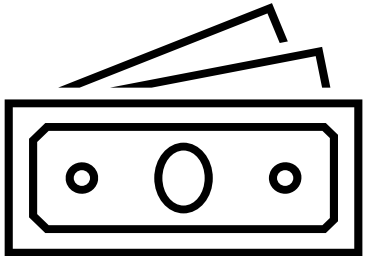
# SCIF Allotments: Quarterly Cash Flow



**Project timing**  
(planning,  
construction  
letting, etc.)



Facilities Staff



**Cash needs**



- Architect
- Construction manager



# SCIF Allotment Tips

**Only current and past fiscal year funds can be requested**

Account	Funding Source	Inter Fund	Account Description
<u>Expenditures - Budget and Actual</u>			
54379000	0000	000000	BLDG-MISC PROJECT COSTS-UNDESIGNATED-DEFAULT BUDGET FUND
			Total Expenditures
<u>Revenues - Estimated and Actual</u>			
42S00025	2025	000000	SCIF FY 2025-RECEIPTS-FUNDING YEAR 2025-DEFAULT BUDGET FUND
42S00026	2026	000000	SCIF FY 2026-RECEIPTS-FUNDING YEAR 2026-DEFAULT BUDGET FUND
42S00027	2027	000000	SCIF FY 2027-RECEIPTS-FUNDING YEAR 2027-DEFAULT BUDGET FUND



# SCIF Allotment Tips

## Only one SCIF year per allotment request

Basic Information

Budget Detail

Attachments

Fiscal Year : 2025-2026

BRU :

Budget Code :

Budget Fund :

Type of Allotment : SCIF

SCIF Budget Code : 24001

SCIF Budget Fund :

Effective Date :

Submitted Date :

Request Type :

Reference Number :

Title :

201350  
201351 - 2020  
201352 - 2021  
201353 - 2022  
201354 - 2023  
201355  
201356 - 2024  
201357 - 2025  
201358 - 2026  
201359 - 2027  
024001



# SCIF Allotment Tips

## Include correct **Account Number** & **Funding Source** year

### Requirements

Edit Row

Remove Row(s)

Sort Rows

Cancel Edit

Account#

AMU#

Program#

Fnd Src#

Project#

Int Fnd#

Cash Requested

Add

Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Budget	Unallotted to Date	Cash Requested
54331000	BLDG-GENERAL CONTRACTS	0000000	0000000	0000	0000000000	000000	\$0.00	\$0.00	\$750,000.00
Total							\$0.00	\$0.00	\$750,000.00

### Receipts

Edit Row

Remove Row(s)

Sort Rows

Cancel Edit

AMU#

Program#

Fnd Src#

Project#

Int Fnd#

Cash Requested

Add

Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Budget	Unallotted to Date	Cash Requested
42S00025	SCIF FY 2025	0000000	0000000	2025	0000000000	000000	\$0.00	\$0.00	\$750,000.00
Total							\$0.00	\$0.00	\$750,000.00



# Bond Requisition

- Invoice-based request
- Allotment balance should be \$0
- If drawing a bond that hasn't been in a while, specify in justification why there was a time lapse
- Subject to potential legislation to close these out

## Basic Information

## Budget Detail

## Attachments

**Fiscal Year :** 2025-2026

**BRU :** Department of Agriculture

**Budget Code :** 41468-Dept. of Agriculture and Consumer Services 2014 CI Bonds

**Budget Fund :** 400726-AGRI 4T01 WNCAGCTR MCGOUGH ARENA BC 41468

**Type of Allotment :** Bond Requisition

**Requisition Budget Code :** 29015(201430)

**Effective Date :** 08/19/2025

**Submitted Date :** 08/18/2025

**Request Type :** Capital Allotment

**Reference Number :** AB-16K2Z

**Title :** 400726 (4T01) Debt Requisition - 8/18/2025

## Justification

**B** / **U**

Per Session Law 2014-100, Budget Fund 400726 was established. The Department requests \$9,200.00 to pay invoice #1036 to West State Construction



# Internal Allotment

- Can only be used for funds that are already externally allotted
- Often used to realign expenditures for closeout
- Will also realign budget
- When in doubt, submit as an external allotment



**Fiscal Year:** 2025-2026  
**Department:** Department of Adult Correction  
**BRU:** Department of Adult Correction  
**Budget Code:** 42406 - Department of Adult Correction Capital Improvements 2024  
**Budget Fund:** 404413  
**Type of Allotment:** Internal  
**Allotment Number:** CA-5350

## CAPITAL ALLOTMENT - REALIGNMENT OF ALLOTMENT 404413

**Status:** Approved\_Internal

**Effective Date:** 08/13/2025  
**Reference Number:** AR-16JWR  
**Request Type:** Capital Allotment  
**Title:** Realignment of Allotment 404413  
**Ibis ID:** 16JWR  
**Requisition Budget Code:** N.A.

**Justification/Description:** - Realignment of allotment for processing approved invoices. This action is also needed for clearing negative allotment balances and end of month closing.

### REQUIREMENTS

Account Number	Account Description	AMU	NCFS Program	Fund Source	Project	Inter Fund	Budget	Unallotted to Date	Cash Requested
54431000	OTH STR-GENERAL CONTRACTS	0000000	0000000	0000	00000000000	000000	\$0.00	(\$73,065.00)	\$15,219.00
54432000	OTH STR-ELECT CONTRACTS	0000000	0000000	0000	00000000000	000000	\$0.00	(\$2,905.00)	\$1,752.00
57010000	RESERVE-CI PROJECTS	0000000	0000000	0000	00000000000	000000	\$0.00	(\$122,106.00)	(\$19,333.00)
54437000	OTH STR-MECHANICAL CONTR	0000000	0000000	0000	00000000000	000000	\$0.00	(\$48,963.00)	\$468.00
54433000	OTH STR-PLUMBING CONTRACT	0000000	0000000	0000	00000000000	000000	\$0.00	(\$1,894.00)	\$1,894.00
<b>Total</b>							\$0.00	(\$248,933.00)	\$0.00

### RECEIPTS

Account Number	Account Description	AMU	NCFS Program	Fund Source	Project	Inter Fund	Budget	Unallotted to Date	Cash Requested
<b>Total</b>									

### SUMMARY

	Cash Requested
Total Requirements	\$0.00
Total Receipts	\$0.00
Appropriation	\$0.00

# 725 FOLLOW ALONG: Allotment

Allotments - Life to Date = Allotment Balance



402420-DOA 4011 DOBBS BLDG\$TRENO								
Account	Funding Source	Inter Fund	Account Description	Total Budget	Unallotted	Total Allotments	Life to Date	Allotment Balance
<u>Expenditures - Budget and Actual</u>								
54320000	0000	000000	BLDG-DESIGN CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	143,450.00	0.00	143,450.00	84,560.00	58,890.00
54331000	0000	000000	BLDG-GENERAL CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	935,400.00	0.00	935,400.00	165,101.78	770,298.22
57010000	0000	000000	RESERVE-CI PROJECTS-UNDESIGNATED-DEFAULT BUDGET FUND	301,150.00	301,150.00	0.00	0.00	0.00
Total Expenditures				1,380,000.00	301,150.00	1,078,850.00	249,661.78	829,188.22
<u>Revenues - Estimated and Actual</u>								
48S00001	2023	201354	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2023-GOV 2D05 SCIF FY2023 BC 24001	1,380,000.00	301,150.00	1,078,850.00	1,078,850.00	0.00
Total Revenues				1,380,000.00	301,150.00	1,078,850.00	1,078,850.00	0.00
Excess of Expenditures Over Revenues				0.00	0.00	0.00	(829,188.22)	829,188.22



Total Budget- Allotments = Unallotted



Total  
Project  
Spending



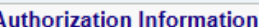


Interscope



**Authorization #: 5441 - Farmers Markets - Moose Cafe Colfax Complete Building Renovations**

## Authorization



**Legislative Authorization:** Yes

Is From Capstat: False

### Funding Information

\* Budget Code: 42217

**Budget Item:**

NCAS/NCFS Center: 4608

Agency Funding Code:

\* Authorized Date: 8/10/2022

**Total Authorized: \$4,500,000.00**

\* **Authorized Purpose:** perform a complete building renovation of the Moose Cafe.

### Authorization Item Summary

### Authorization Item Detail

## Program Allocation

Audit Trail - Authorized

Audit Trail - Allocated

## Uploads

## Comments

[illegible]



# Interscope: Contract Approval

When approving contracts, OSBM reviews both Interscope and funding availability in NCFS (allotment balance + unallotted funds)

Funding Source	Original C-I-NCAS/NCFS	Current C-I-NCAS/NCFS	Assigned Amount
NGF	42117-4507-4507	42117-4507-4507	\$400,000.00
NGF	42317-401125	42317-401125	\$4,305,267.00

## Funding Summary

Assigned Amount:	\$4,705,267.00
Committed:	\$599,812.25
Available to Commit:	\$4,105,454.75
This Contract:	\$3,058,872.00
Available After Commitment:	\$1,046,582.75



# Transfers



# Transfers

## Must be approved in Interscope first

Funds Transfer

Funds Transfer Summary

Workflow

Transfer Request #: 2210

Transaction: Transfer Funds

Status: **Pending**

Remarks: SCIF funds are for construction and work was previously initiated.

Amount: **\$1,500,000.00**

### Source Changes

Institution / Agency: NC A & T State University

Authorization: [42237-320 Elevator Repairs/Replacement \(adding elevator to Benbow Hall\)](#)

#### Authorized Funds

	Before	Pending Transfers	This Request	After
Total Authorized	\$0.00	\$0.00	(\$1,500,000.00)	(\$1,500,000.00)
Avail to Assign	\$0.00	\$0.00	(\$1,500,000.00)	(\$1,500,000.00)

Program: [17423 - Elevator Repairs/Replacement \(adding elevator to Benbow Hall\)](#)

#### Funds Allocated

Source	Original C-I-NCAS/NCFS	Allocated Before	Pending Changes	This Request	Allocated After
SCIFG	42237-320	\$1,500,000.00	\$0.00	(\$1,500,000.00)	\$0.00

### Destination Changes

Institution / Agency: NC A & T State University

Authorization: [41937-301 Benbow Elevator Addition](#)

#### Authorized Funds

	Before	Pending Transfers	This Request	After
Total Authorized	\$701,413.00	\$0.00	\$1,500,000.00	\$2,201,413.00
Avail to Assign	\$0.00	\$0.00	\$1,500,000.00	\$1,500,000.00

Program: [15585 - Benbow Elevator Addition](#)

#### Funds Allocated

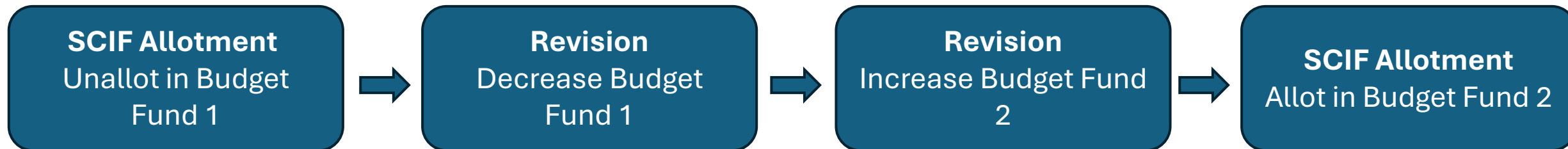
Source	Original C-I-NCAS/NCFS	Allocated Before	Pending Changes	This Request	Allocated After	Authorization#
NGF	41937-301	\$701,413.00	\$0.00	\$0.00	\$701,413.00	
SCIFG	42237-320	\$0.00	\$0.00	\$1,500,000.00	\$1,500,000.00	



# Transfers: SCIF Repair & Renovation

- May transfer funds between R&R projects per **GS 143C-8-13(b)**
- If funds have not been fully allotted, only the revisions are needed

## 4 IBIS Actions Needed





## Other Transfer Types

	Pre-SCIF Repair & Renovation	Operating Transfers
Authority	May transfer funds between R&R projects per GS 143C-8-13(b)	BOG, BOT, Delegated Authority, etc.
Examples	Excess R&R after Pre-SCIF project closes to meet needs for another project	Carryforward, Chancellor's R&R
IBIS requests	<input type="checkbox"/> Expense transfer out of Project 1 <input type="checkbox"/> Receipt transfer in Project 2	<input type="checkbox"/> Operating Revision <input type="checkbox"/> External Capital Revision

# 725 FOLLOW ALONG

402420-DOA 4011 DOBBS BLD@STRENO

Account	Funding Source	Inter Fund	Account Description	Total Budget	Unallotted	Total Allotments	Life to Date	Allotment Balance
<b>Expenditures - Budget and Actual</b>								
54320000	0000	000000	BLDG-DESIGN CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	172,434.00	0.00	172,434.00	110,949.60	61,484.40
54331000	0000	000000	BLDG-GENERAL CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	967,924.00	0.00	967,924.00	330,652.16	637,271.84
57010000	0000	000000	RESERVE-CI PROJECTS-UNDESIGNATED-DEFAULT BUDGET FUND	713,324.81	239,642.00	473,682.81	0.00	473,682.81
<b>Total Expenditures</b>				<b>1,853,682.81</b>	<b>239,642.00</b>	<b>1,614,040.81</b>	<b>441,601.76</b>	<b>1,172,439.05</b>
<b>Revenues - Estimated and Actual</b>								
48S00001	2022	201353	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2022-GOV 2D04 SCIF FY 2022 BC 24001	473,682.81	0.00	473,682.81	473,682.81	0.00
48S00001	2023	201354	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2023-GOV 2D05 SCIF FY2023 BC 24001	1,380,000.00	239,642.00	1,140,358.00	1,140,358.00	0.00
<b>Total Revenues</b>				<b>1,853,682.81</b>	<b>239,642.00</b>	<b>1,614,040.81</b>	<b>1,614,040.81</b>	<b>0.00</b>
<b>Excess of Expenditures Over Revenues</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,172,439.05)</b>	<b>1,172,439.05</b>





Closeout



# Project Closeout

**Must be approved in Interscope first**

Authorization Change

Authorization Change Summary

Transfer Request #: 2922

Transaction: Increase/Decrease

Amount: (\$218,121.35)

Status: Pending

Remarks:

Reducing the authority to actuals so we can close the project out.

Increase or Decrease Authority

Institution / Agency: UNC Chapel Hill

Existing Authorization: 42023-311-4O11 - Marsico Hall 9.4T MRI

Total Authorized:

Source	Original C-I-NCAS/NCFS	Current C-I-NCAS/NCFS	Original Auth Amt	Approved Changes	Pending Changes	Current Auth Amt	Proposed Change	Proposed Total
SD	42023-311	42023-311-4O11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NSD	42023-311	42023-311-4O11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GF	42023-311	42023-311-4O11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NGF	42023-311	42023-311-4O11	\$25,500.00	\$913,900.00	\$0.00	\$939,400.00	\$0.00	\$939,400.00
RRSD	42023-311	42023-311-4O11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RRGF	42023-311	42023-311-4O11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NGF	42123-314	42023-311-4O11	\$0.00	\$2,860,600.00	\$0.00	\$2,860,600.00	\$-218,121.35	\$2,642,478.65

Total Change in Authority: \$-218,121.35



# Project Closeout

	SCIF Named Project	R&R	Non-SCIF
Closeout Process	Revert remaining balance to SCIF	Transfer remaining balance to another R&R project	<ul style="list-style-type: none"><li>• Project-specific</li><li>• Depends where the funds came from</li></ul>

## Pre-SCIF

- Check with your analyst
- Named project - Will depend on how project was set up
- R&R - Can still move to another R&R project; Check with UNCSO re: account preferences



# Year-End & Quarterly 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



# Capital Closeout

## **Addressing Negative Budgets & Over-expended Account Lines**

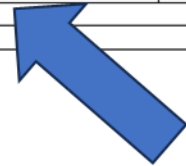
- Review (RPTRTR137) BD725 for all budgeted expenditures and allotments. Submit any budget revisions and required allotments
- BD725 Reconciliation -
  - Review RK 402 Report in IBIS and BD725 for any inconsistencies where possible (Older Transactions are still not in IBIS)



# Capital Closeout

1300-DEPARTMENT OF ADMINISTRATION  
42301-DOA CI 2023  
402467-DOA-ALBEMARLE BLDG IMP BC 42301

Account	Funding Source	Inter Fund	Account Description	Total Budget	Unallotted
<b>Expenditures - Budget and Actual</b>					
54331000	0000	000000	BLDG-GENERAL CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	3,948,365.14	0.00
54379000	0000	000000	BLDG-MISC PROJECT COSTS-UNDESIGNATED-DEFAULT BUDGET FUND	218,669.90	0.00
57010000	0000	000000	RESERVE-CI PROJECTS-UNDESIGNATED-DEFAULT BUDGET FUND	832,964.96	832,964.96
<b>Total Expenditures</b>				<b>5,000,000.00</b>	<b>832,964.96</b>
<b>Revenues - Estimated and Actual</b>					
48S00001	2024	201356	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2024-GOV 2D06 SCIF FY2024 BC 24001	5,000,000.00	832,964.96
<b>Total Revenues</b>				<b>5,000,000.00</b>	<b>832,964.96</b>
<b>Excess of Expenditures Over Revenues</b>				<b>0.00</b>	<b>0.00</b>



Funding Source  
Correct



Budget Fund in Balance



Total Allotments	Current	Year to Date	Life to Date	Allotment Balance
3,948,365.14	1,410,874.85	3,541,989.97	3,541,989.97	406,375.17
218,669.90	0.00	0.00	0.00	218,669.90
0.00	0.00	0.00	0.00	0.00
<b>4,167,035.04</b>	<b>1,410,874.85</b>	<b>3,541,989.97</b>	<b>3,541,989.97</b>	<b>625,045.07</b>
4,167,035.04	287,448.32	4,167,035.04	4,167,035.04	0.00
<b>4,167,035.04</b>	<b>287,448.32</b>	<b>4,167,035.04</b>	<b>4,167,035.04</b>	<b>0.00</b>
0.00	1,123,426.53	(625,045.07)	(625,045.07)	625,045.07



# Year-End Capital Closeout Schedule (Example)

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

## **DATES TO REMEMBER:**

**June 2** – Budget Code Closure Requests Due

**June 2** – All June Capital Allotments Due

**June 2** – Last Bond Requisition Due

**June 13** – All Capital Budget Revisions Due

**June 20** – **Capital Cash Close; OSBM**  
**reviews and requests revisions as needed**

Updated Job Aid to be shared in Q3



# Budget Code Closeout

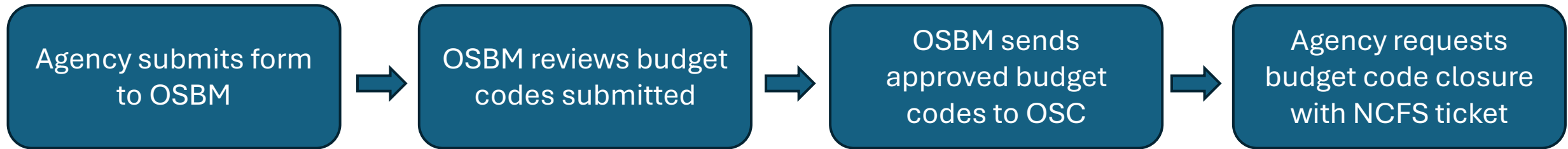
## Identifying & Closing Inactive Budget Codes

- All budget funds must have \$0 allotment balance
  - Revise budget funds to reflect actual project spending (Unallotments & Type 11 or 12 Revisions)
  - Return any cash balance to the correct fund source or transfer
- Budget codes with YTD spending can still be submitted, but OSC cannot remove from reports until the fiscal year has fully closed





# Budget Code Closeout



# 725 FOLLOW ALONG: Closeout

## 402420-DOA 4011 DOBBS BLDEST/ENO

Account	Funding Source	Inter Fund	Account Description	Total Budget	Unallotted	Total Allotments	Year to Date	Life to Date	Allotment Balance
<u>Expenditures - Budget and Actual</u>									
54320000	0000	000000	BLDG-DESIGN CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	230,758.00	0.00	230,758.00	42,440.60	153,390.20	77,367.80
54331000	0000	000000	BLDG-GENERAL CONTRACTS-UNDESIGNATED-DEFAULT BUDGET FUND	1,578,158.00	0.00	1,578,158.00	196,641.95	840,378.57	737,779.43
57010000	0000	000000	RESERVE-CI PROJECTS-UNDESIGNATED-DEFAULT BUDGET FUND	44,766.81	0.00	44,766.81	0.00	0.00	44,766.81
Total Expenditures				1,853,682.81	0.00	1,853,682.81	239,082.55	993,768.77	859,914.04
<u>Revenues - Estimated and Actual</u>									
48S00001	2022	201353	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2022-GOV 2D04 SCIF FY 2022 BC 24001	473,682.81	0.00	473,682.81	0.00	473,682.81	0.00
48S00001	2023	201354	STATE CAPITAL INFRASTRUCTURE FUND-RECEIPTS-FUNDING YEAR 2023-GOV 2D05 SCIF FY2023 BC 24001	1,380,000.00	0.00	1,380,000.00	0.00	1,380,000.00	0.00
Total Revenues				1,853,682.81	0.00	1,853,682.81	0.00	1,853,682.81	0.00
Excess of Expenditures Over Revenues				0.00	0.00	0.00	239,082.55	(859,914.04)	859,914.04

# Questions?

## OSBM Budget Execution

### Capital Analysts

Anna Carney - [anna.carney@osbm.nc.gov](mailto:anna.carney@osbm.nc.gov)

Brian Farmer - [brian.farmer@osbm.nc.gov](mailto:brian.farmer@osbm.nc.gov)

Cole Justad - [cole.justad@osbm.nc.gov](mailto:cole.justad@osbm.nc.gov)

### Assistant State Budget Officer

Mark Bondo – [mark.bondo@osbm.nc.gov](mailto:mark.bondo@osbm.nc.gov)