



***SFY 2025-26  
Carryforward and  
Closeout Kickoff for  
State Agencies***

*May 8, 2026*

*OSBM First Friday Training Series*

Integrity

Innovation

Teamwork

Excellence

# Agenda

- Carryforward Authority
- Carryforward Timeline
- Carryforward Template
- Operating Closeout
- Capital Closeout
- Q&A



## 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” as defined by 143C-1-1(6a):

*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” as defined by 143C-1-1(12):

*A financial obligation created by a purchase order, contract, unearned or prepaid collections for services provided by the State, or other legally binding agreement.*

### “Carryforward of funds” in 143C-6-4.1.:

- 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 – OSBM Categories

**Category A** - Required by General Statutes or session law (funds are designated as non-reverting), including monies owed to the Civil Penalty and Forfeiture Fund, and carryforward special provisions enacted or proposed by the General Assembly

- *Please note, agencies may submit carryforward requests under Category A if pending legislation passed by either the Senate or the House includes non-reverting language for 2025-26 fiscal year.*

**Category B** - Unearned revenue received in the current fiscal year for goods or services that will be provided in the following fiscal year, such as permit or certification fees.

**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 5, 2026)



## Carryforward Timeline

**June 5:**

Deadline to Encumber Funds for Carryforward Eligibility



**June 17:**

Preliminary Carryforward Estimates Due to OSBM – DHHS, DPI & UNC ONLY



**July 2:**

Final Carryforward Requests Due to OSBM – ALL AGENCIES



**Mid-July:**

OSBM Carryforward Decisions Finalized and Agencies/Universities Notified



## Carryforward Timeline Continued

### Mid-Late July:

After Agency Notification, Submit Carryforward Budget Revisions to OSBM, OSBM Approves Carryforward Revisions and Carryforward Cash Transferred to OSC



### July 27

OSC Cash Closing Deadline:

FINAL DATE WHEN CASH CAN BE TRANSFERRED BETWEEN BUDGET CODES



### July 28

Reversion Allotment due to OSBM



# Carryforward Template

Highlighted cells identify where data needs to be entered:

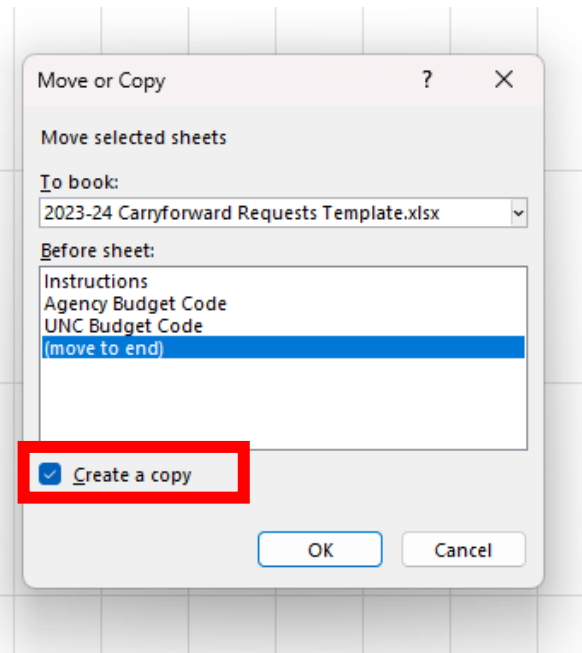
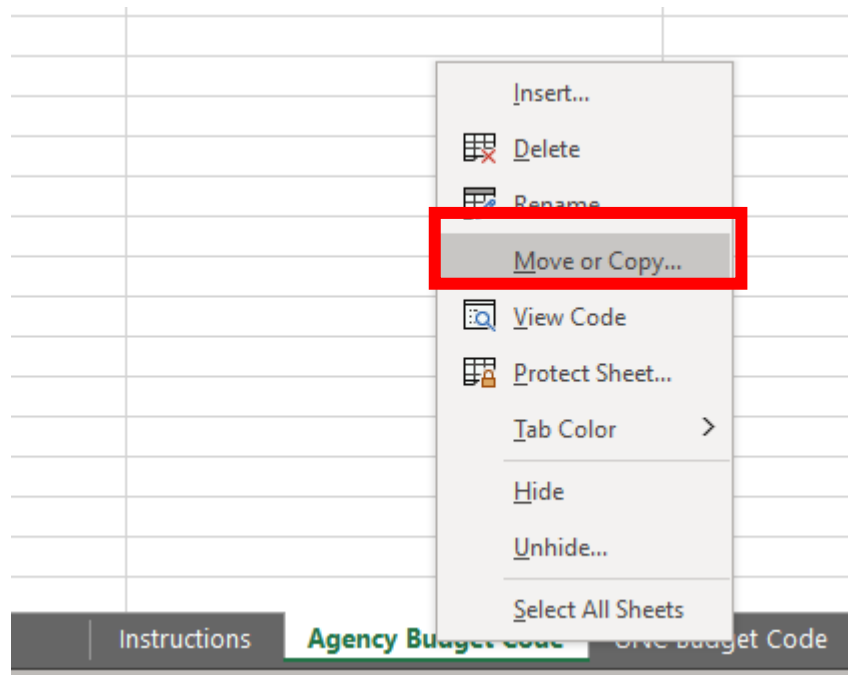
Summary of State Agency Carryforward Requests For Fiscal Year 2025-26								
<b>Note: Only enter data in the yellow highlighted cells.</b>								
Name:	First Name Last Name							
Email:	firstname.lastname@osbm.nc.gov							
Telephone:	919-555-5555							
Account Details		Carry-Forward Request						
11000	Budget Fund	Chart of Accounts Combination	Budget Code Description	Category of Request	Item Description	Statutory/Sp. Prov. Citation Required for	Justification/Comments	Amount of Request
11000			General Assembly					
11000			General Assembly					
11000			General Assembly					





## Carryforward Template

- If submitting for more than one budget code, create a duplicate tab in the same workbook
- If more rows are needed, 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.





# Carryforward Template

Agency name will auto-populate

Account Details				Carry-Forward
11000	Budget Fund	Chart of Accounts String	Budget Code Description	
11000			General Assembly	
11000			General Assembly	
11000			General Assembly	
11000			General Assembly	

As you enter data, relevant cells will remove their highlight

Account Details					Carry-Forward Request
11000	Budget Fund	Chart of Accounts String	Budget Code Description	Category of Request	
11000	100002	11000-100002-Account-AMU-AgyProg-FundSrc-Project-IntFnd	General Assembly	Category A: Required by General Statute	
11000			General Assembly		
11000			General Assembly		



# Carryforward Template

Include specific budget fund(s) where cash is available; only enter one budget fund per line

Begin typing the budget fund and the drop-down will assist in auto populating the selections

**Note: Only enter data in the yellow highlighted cells.**

Name:

Email:

Telephone:

Account Details		Carry-Forward E	
11000	Budget Fund	Chart of Accounts String	Budget Code Description
11000	100002		General Assembly
11000			General Assembly
11000			General Assembly
11000			General Assembly
11000			General Assembly
11000			General Assembly
11000			General Assembly

Input the Budget Fund where cash is available to be carried forward. Begin typing and the Budget Fund will appear in the dropdown.

**Note: Only enter data in the yellow highlighted cells.**

Name:

Email:

Telephone:

Account Details		Carry-Forward E	
11000	Budget Fund	Chart of Accounts String	Budget Code Description
11000	100002		General Assembly
11000	100001		General Assembly
11000	100002		General Assembly
11000	100003		General Assembly
11000	100004		General Assembly
11000	100005		General Assembly
11000	100006		General Assembly
11000	100007		General Assembly
11000	100008		General Assembly
11000	100009		General Assembly
11000	100010		General Assembly
11000	100011		General Assembly
11000	100012		General Assembly

Budget Fund where cash is available to be carried forward. Begin typing and the Budget Fund will appear in the dropdown.



# Carryforward Template

Enter the **Full** Chart of Accounts Combination

Budget Code-BudgetFund-NaturalAccount-AMU-AgencyProgram-FundingSource-Project-Inter Fund

Workbook last saved: Just now

**Note: Only enter data in the yellow highlighted cells.**

Name:

Email:

Telephone:

Account Details			Carry-Forward Req	
11000	Budget Fund	Chart of Accounts String	Budget Code Description	Ca F
11000	100002	11000-100002-Account-AMU-AgyProg-FundSrc-Project-IntFnd	General Assembly	
11000				
11000				
11000				
11000				

Input the Chart of Accounts string where cash is available to be carried forward.

Example: 14460-133403-48100001-3001690-0000000-2000-2000400000-101186



# Carryforward Template

Select carryforward category from dropdown

Summary of State Agency Carryforward Request For Fiscal Year 2024-25						
<b>Note: Only enter data in the yellow highlighted cells.</b>						
Name:	FirstName LastName					
Email:	firstname.lastname@nc.gov					
Telephone:	(919) 867-5309					
Account Details			Carry-Forward Request			
11000	Budget Fund	Chart of Accounts Combination	Budget Code Description	Category of Request	Item Description	Sta Pro Re
11000	100002	11000-100002-Account-AMU-AgyProg-FundSrc-Project-IntFnd	General Assembly	Category A: Required by General Statute		
11000			General Assembly	Category A: Required by General Statute Category B: Unearned Revenue Category B2: Liability Accounts Unearned Revenue Category C: Documented Encumbrances		
11000			General Assembly			
11000			General Assembly			
11000			General			



# Carryforward Template

For item description, please reference specific items eligible for carryforward separately:

- For **Category A**, what is the statutory carryforward for?
- For **Category C**, reference specific PO# and Vendor name in "Item Description" and send the PO Balance Report to your Budget Execution Analyst

Summary of State Agency Carryforward Request For Fiscal Year 2024-25					
<b>Note: Only enter data in the yellow highlighted cells.</b>					
Name:	FirstName LastName				
Email:	firstname.lastname@nc.gov				
Telephone:	(919) 867-5309				
Account Details			Carry-Forward Request		
13085	Budget Fund	Chart of Accounts Combination	Budget Code Description	Category of Request	Item Description
13085	100276	13085-100276-Account-AMU-AgyProg-FundSrc-Project-IntFnd	Office of State Budget and Management-Special Appropriations	Category A: Required by General Statute	Directed Grant to a Safe Place, Inc.
13085	100276	13085-100276-Account-AMU-AgyProg-FundSrc-Project-IntFnd	Office of State Budget and Management-Special Appropriations	Category C: Documented Encumbrances	PO# NC12345 - Office Furniture from Correction Enterprises



# Carryforward Template

Requests must include correct statutory or special provision citations for Category A

Summary of State Agency Carryforward Requests For Fiscal Year 2024-25						
<b>Note: Only enter data in the yellow highlighted cells.</b>						
Name:	FirstName LastName					
Email:	firstname.lastname@nc.gov					
Telephone:	(919) 867-5309					
Account Details		Carry-Forward Request				
13085	Budget Fund	Chart of Accounts Combination	Budget Code Description	Category of Request	Item Description	Statutory/Sp. Prov. Citation Required for
13085	100276	13085-100276-Account-AMU-AgyProg-FundSrc-Project-IntFnd	Office of State Budget and Management-Special Appropriations	Category A: Required by General Statute	Directed Grant to a Safe Place, Inc.	S.L. 2023-134, Section 5.3.(b)(4)



# Carryforward Template

- Justification or Comments
  - **Add as much detail as possible** - this is the opportunity for an agency to stress the need for carryforward consideration
  - **Category A** - include the language of the statute/session law if it's a Category A request, could also reference the committee report item.
  - **Category C** – include an explanation as to why the encumbrance could not be liquidated prior to the end of the SFY.

Summary of State Agency Carryforward Requests For Fiscal Year 2024-25							
<b>Note: Only enter data in the yellow highlighted cells.</b>							
Name:	FirstName LastName						
Email:	firstname.lastname@nc.gov						
Telephone:	(919) 867-5309						
Account Details		Carry-Forward Request					
13085	Budget Fund	Chart of Accounts Combination	Budget Code Description	Category of Request	Item Description	Statutory/Sp. Prov. Citation Required for	Justification/Comments
13085	100276	13085-100276-Account-AMU-AgyProg-FundSrc-Project-IntFnd	Office of State Budget and Management-Special Appropriations	Category A: Required by General Statute	Directed Grant to a Safe Place, Inc.	S.L. 2023-134, Section 5.3.(b)(4)	Notwithstanding any provision of G.S. 143C-1-2(b) to the contrary, nonrecurring funds appropriated in this act for the 2023-24 fiscal year as directed grants shall not revert until two years after this act becomes law, and nonrecurring funds appropriated in this act for the 2024-25 fiscal year as directed grants shall not revert until June 30, 2026. Directed grants for SFY2024-25 was \$500,000 and there is a remaining balance not yet awarded to a Safe Place, Inc. in the amount of \$25,000.
13085	100276	13085-100276-Account-AMU-AgyProg-FundSrc-Project-IntFnd	Office of State Budget and Management-Special Appropriations	Category C: Documented Encumbrances	PO# NC12345 - Office Furniture from Correction Enterprises	N/A	PO# NC12345 was created on March 31, 2025, but due to supply chain delays, the furniture was not received/invoiced until June 27, 2025. There is insufficient funding available to cover the invoice under this PO in SFY2025-26.



# Carryforward Template

Budget funds cannot be rolled up, they need to be broken out

- Why? OSC requires the specific budget fund to reference as the interfund for end-of-year transfers to the Carryforward Reserve

The final line will total all submitted requests:

Summary of State Agency Carryforward Requests For Fiscal Year 2024-25								
<b>Note: Only enter data in the yellow highlighted cells.</b>								
Name:	FirstName LastName							
Email:	firstname.lastname@nc.gov							
Telephone:	(919) 867-5309							
Account Details			Carry-Forward Request					
13085	Budget Fund	Chart of Accounts Combination	Budget Code Description	Category of Request	Item Description	Statutory/Sp. Prov. Citation Required for	Justification/Comments	Amount of Request
13085	100276	13085-100276-Account-AMU-AgyProg-FundSrc-Project-IntFnd	Office of State Budget and Management-Special Appropriations	Category A: Required by General Statute	Directed Grant to a Safe Place, Inc.	S.L. 2023-134, Section 5.3.(b)(4)	Notwithstanding any provision of G.S. 143C-1-2(b) to the contrary, nonrecurring funds appropriated in this act for the 2023-24 fiscal year as directed grants shall not revert until two years after this act becomes law, and nonrecurring funds appropriated in this act for the 2024-25 fiscal year as directed grants shall not revert until June 30, 2026. Directed grant for SFY2024-25 was \$500,000 and there is a remaining balance not yet awarded to a Safe Place, Inc. in the amount of \$25,000.	\$ 25,000.00
13085	100276	13085-100276-Account-AMU-AgyProg-FundSrc-Project-IntFnd	Office of State Budget and Management-Special Appropriations	Category C: Documented Encumbrances	PO# NC12345 - Office Furniture from Correction Enterprises	N/A	PO# NC12345 was created on March 31, 2025, but due to supply chain delays, the furniture was not received/invoiced until June 27, 2025. There is insufficient funding available to cover the invoice under this PO in SFY2025-26.	\$ 300,000.00
								<b>\$ 325,000.00</b>



## Carryforward Process – Encumbrance Carryforward Requests

### Guidelines for Encumbrance Carryforward Requests (Category C)

- Only allowed for items for which *funding is not available next fiscal year*
- Items previously approved for carryforward are not eligible (this is the law, not just OSBM policy)
- POs **less than \$5,000** should **not be requested** for carryforward
- Individual POs \$5,000 and greater must be requested as separate line items
- Encumbrances for *grants awarded to third parties* should be requested separately regardless of amount
- Encumbrance Carryforward requests should provide back-up documentation in the form of the *NC PO Balance by Various COA Elements Report (RPT0001)* found in NCFS



# Carryforward Process – Encumbrance Carryforward Requests

**Summary of State Agency Carryforward Requests  
For Fiscal Year 2024-25**

**Note: Only enter data in the yellow highlighted cells.**

Name:	FirstName LastName							
Email:	firstname.lastname@nc.gov							
Telephone:	(919) 867-5309							

Account Details		Carry-Forward Request						
13005	Budget Fund	Chart of Accounts Combination	Budget Code Description	Category of Request	Item Description	Statutory/Sp. Prov. Citation Required for	Justification/Comments	Amount of Request
13005	134503	13005-134503-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	PO #1234	N/A	PO #1234 and why remaining balance needs to be carried forward.	\$ 10,000.
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	PO #5678	N/A	PO #5678 and why it needs to be carried forward	\$ 2,500.
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	PO #91011	N/A	PO #91011 and why it needs to be carried forward.	\$ 125,000.
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	PO #4321	N/A	PO #4321 was originally encumbered in SFY2023-24 and the remaining balance was carried forward into 2024-25. The balance on PO #4321 remains \$5001	\$ 5,001.
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	Grant #1234	N/A	Grant contract #1234 and why it needs to be carried forward	\$ 10,000.
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	Grant #5678	N/A	Grant contract #1234 and why it needs to be carried forward	\$ 3,500.



# Carryforward Process – Encumbrance Carryforward Requests

**Summary of State Agency Carryforward Requests  
For Fiscal Year 2024-25**

**Note: Only enter data in the yellow highlighted cells.**

Name:	FirstName LastName
Email:	firstname.lastname@nc.gov
Telephone:	(919) 867-5309

Account Details		Carry-Forward Request							
13005	Budget Fund	Chart of Accounts Combination	Budget Code Description	Category of Request	Item Description	Statutory/Sp. Prov. Citation Required for	Justification/Comments	Amount of Request	
13005	134503	13005-134503-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	PO #1234	N/A	PO #1234 and why remaining balance needs to be carried forward.	\$ 10,000.00	OK to request!
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	PO #5678	N/A	PO #5678 and why it needs to be carried forward	\$ 2,500.00	Do not request.
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	PO #91011	N/A	PO #91011 and why it needs to be carried forward.	\$ 125,000.00	OK to request!
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	PO #4321	N/A	PO #4321 was originally encumbered in SFY2023-24 and the remaining balance was carried forward into 2024-25. The balance on PO #4321 remains \$5001	\$ 5,001.00	Do not request.
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	Grant #1234	N/A	Grant contract #1234 and why it needs to be carried forward	\$ 10,000.00	OK to request!
13005	134503	13005-133403-48100001-3001690-0000000-2000-2000400000-101186	Office of State Budget and Management	Category C: Documented Encumbrances	Grant #5678	N/A	Grant contract #1234 and why it needs to be carried forward	\$ 3,500.00	OK to request!

# Operating Closeout



# Agency Operating Closeout - Certification Checklist

## Closeout Certification Checklist

- Located at the end of the OSBM Closeout memo and available on OSBM website
- Completed and signed by agency CFO or Budget Director
- Certifies that the June 2026 agency budget complies with OSBM guidelines



STATE OF NORTH CAROLINA  
CERTIFICATION

2025-26 Quarter and 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 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 for the complete NCFS chart of account combination (ex. Agency-Budget Code-Budget Fund-Account-AMU-Agency Program-Funding Source-Project-Interfund)
  - 2. No negative certified or authorized budgets:
    - At the NCFS Natural Account AND Funding Source group for accounts 51XXXXXX
    - At the NCFS Natural Account level for accounts 52XXXXXX through 58XXXXXX;
  - 3. No over-expended NCFS Budget Funds (Note: agencies that elect to budget at the AMU/Agency Program/Project level should ensure no over expenditures at the level at which they budget)
  - 4. No over-expended accounts:
    - At the NCFS Natural Account level (full 8-digit) AND Funding Source group for accounts 51XXXXXX
    - At the NCFS parent account level 1 (rolled up to the 3<sup>rd</sup> digit) for accounts 520XXXXX through 550XXXXX
    - At the NCFS Natural Account level (full 8-digit) for accounts 56XXXXXX through 58XXXXXX;
  - 5. Over-realized receipts were budgeted and approved by OSBM prior to expenditure of receipts
  - 6. Type 14 revisions follow OSBM guidelines. Type 14 revisions conform with Budget Manual Sec. 3.8.6 requirements; all Type-14 revenue changes are below the agency [type-14 receipt adjustment threshold](#).
  - 7. No negative salary reserve balances at the Budget Fund/Natural Account/Fund Source level (Note: agencies that elect to budget at the AMU/Agency Program/Project level should ensure no negative salary reserve at the level at which they budget). FTEs should match between IBIS and FIORI.
  - 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 (*year-end requirement*)
  - 11. Reserve accounts (57XXXXXX) are distributed (unless reverting or carried forward) (*year-end requirement*)
  - 12. Clearing budget funds and accounts are not budgeted and all expenses have been correctly categorized (*year-end requirement*)
  - 13. Carryforward is correctly recorded in NCFS and IBIS (*year-end requirement*)
- #### BD 702 Report
- 14. Year-to-date allotment totals reconcile between NCFS and IBIS
  - 15. Year-to-date requirements and appropriation:
    - Do not exceed total allotment and available cash on hand (*quarter-end requirement*); OR
    - Equals total allotment with no available cash on hand (*year-end requirement*)
  - 16. Unexpended appropriation indicates proper cash reversions (*year-end requirement only*)

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

*\*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.*

\_\_\_\_\_  
Signature (Budget Director or CFO)

\_\_\_\_\_  
Date



# Agency Operating Closeout - Requirements

## Budget Reports Review (BD 701)

1. Certified and authorized budgets reconcile between NCFS and IBIS for the complete NCFS COA combination
2. No negative certified or authorized budgets:
  - At the NCFS natural account **AND** funding source level for accounts 51XXXXXX
  - At the NCFS natural account level for accounts 52XXXXXX through 58XXXXXX
3. No over-expended NCFS budget funds
  - Note: Agencies that elect to budget at the AMU/Agency Program/Project level should ensure no over expenditures at the level at which they budget
4. No over-expended accounts
  - At the NCFS natural account (full 8-digit) **AND** funding source level for accounts 51XXXXXX
  - At the NCFS parent account level 1 (rolled up to the 3<sup>rd</sup> digit) for accounts 520XXXXX through 550XXXXX
  - At the NCFS natural account level (full 8-digit) for accounts 56XXXXXX through 58XXXXXX
5. Over-realized receipts were budgeted and approved by OSBM prior to expenditure of funds



# Agency Operating Closeout - Requirements

## Budget Reports Review (BD 701) – CONTINUED

6. Type-14 revisions follow OSBM guidelines. Type 14 revisions conform with the Budget Manual Sec. 3.8.6 requirements; all Type-14 revenue changes are below the agency type-14 threshold.
7. No negative salary reserve balances at the Budget Fund/Natural Account/Fund Source level. FTEs should match between IBIS and FIORI.
  - Note: Agencies that elect to budget at the AMU/Agency Program/Project level should ensure no negative salary reserve or misaligned FTEs at the level at which they budget.
8. No negative balances in special NCFS budget funds
9. Federal funds – receipt-supported expenditures and related receipts reconcile
10. Federal funds – excess receipts in the General Fund are returned to the 3XXXX federal budget code
11. Reserve accounts (57XXXXXX) are distributed, unless reverting (year-end requirement)
  - Labor Market Adjustment Reserve Funds may have an undistributed balance.



# Agency Operating Closeout - Requirements

## **Budget Reports Review (BD 701) – CONTINUED**

12. Clearing budget funds and/or accounts are not budgeted and all expenses have been correctly categorized (year-end requirement)
13. Carryforward is correctly recorded in NCFS and IBIS (year-end requirement)

## **Cash Reports Review (BD 702)**

14. YTD allotment totals reconcile between NCFS and IBIS
15. YTD requirements and appropriations:
  - Do not exceed total allotment and available cash on hand (quarter-end requirement); OR
  - EQUAL total allotment with no available cash on hand (year-end requirement)
16. Unexpended appropriation indicates proper cash reversion (year-end requirement only)



- Previous Month Comparison of BD 701 and RK 325 (NCFS Segments) vs. **Year End June Balances – Comparison of BD701 and RK325**
- Previous Month Negative Budget (Cert/Auth) vs. **Year End June Balances – Negative Budget**
- Previous Month Over-Expenditure vs. **Year End June Balances – Over Expenditure**



## Over-Expenditures

**Responsibility for Over-Expenditure Check (#3):** agencies that elect to budget at the AMU/Agency Program/Project level, should check for over-expenditures at that level; OSBM reviews over-expenditures at the budget code, budget fund, and fund source level.

In reviewing for **over-expended accounts (#4)**, agencies should review at the following levels:

- At the NCFS Natural Account level (full 8-digit) **AND** Funding Source for accounts 51XXXXXX
- At the NCFS Parent Account level 1 (rolled up to the 3<sup>rd</sup> digit) for accounts 520XXXXX through 550XXXXX
- At the NCFS Natural Account level (full 8-digit) for accounts 56XXXXXX through 58XXXXXX



# Over-Expenditures

**RED:** NCFS Natural Account level (full 8-digit) AND Funding Source for accounts 51XXXXXX

**BLUE:** NCFS Parent Account level 1 (rolled up to the 3<sup>rd</sup> digit) for accounts 520XXXXX through 550XXXXX

**YELLOW:** NCFS Natural Account level (full 8-digit) for accounts 56XXXXXX through 58XXXXXX

Previous Month Over Expenditure for period 09 and Fiscal Year 2026						
Account Code	Fund Source	OSC Actual Amount	OSC Certified Amount	OSC Authorized Amount	OSC Over Expenditure	
51410000	1XXX	\$2,403.90	\$0.00	\$0.00	(\$2,403.90)	
51430002	1XXX	\$2,125.52	\$0.00	\$0.00	(\$2,125.52)	
51440000	1XXX	\$268.50	\$0.00	\$0.00	(\$268.50)	
51560000	1XXX	\$41,381.20	\$0.00	\$0.00	(\$41,381.20)	
523XXXXX		\$8,642.18	\$0.00	\$0.00	(\$8,642.18)	
527XXXXX		\$15,545.13	\$0.00	\$0.00	(\$15,545.13)	
528XXXXX		\$4,413.97	\$0.00	\$0.00	(\$4,413.97)	
531XXXXX		\$2,562.85	\$0.00	\$0.00	(\$2,562.85)	
532XXXXX		\$3,692.13	\$0.00	\$0.00	(\$3,692.13)	
533XXXXX		\$976.77	\$0.00	\$0.00	(\$976.77)	
536XXXXX		\$2,444.90	\$0.00	\$0.00	(\$2,444.90)	
546XXXXX		\$378.90	\$0.00	\$0.00	(\$378.90)	
558XXXXX		\$31.00	\$0.00	\$0.00	(\$31.00)	
5800B000		\$108,983.17	\$0.00	\$108,983.00	(\$0.17)	



# Over-Expenditures

Review at the NCFS Natural Accounts (**8-digit**) **AND** Funding Source for 51XXXXXX accounts

Previous Month Over Expenditure for period 09 and Fiscal Year 2026						
Account Code	Fund Source	OSC Actual Amount	OSC Certified Amount	OSC Authorized Amount	OSC Over Expenditure	
51410000	1XXX	\$2,403.90	\$0.00	\$0.00	(\$2,403.90)	
51430002	1XXX	\$2,125.52	\$0.00	\$0.00	(\$2,125.52)	
51440000	1XXX	\$268.50	\$0.00	\$0.00	(\$268.50)	
51560000	1XXX	\$41,381.20	\$0.00	\$0.00	(\$41,381.20)	
523XXXXX		\$8,642.18	\$0.00	\$0.00	(\$8,642.18)	

Account	Account Description	AMU	AMU Description	Agency Program	Agency Program Description	Funding Source	Funding Source Description	Project	Project Description	Inter Fund	Inter Fund Description	YTD Certified Budget	YTD Authorized Budget	Current Period Actuals	QTD Actuals	YTD Actuals	Certified Balance	Authorized Balance
51560000	MED INS CONTRIB	08A0544	GOVERNOR MOREHEAD SCHOOL	0810380	OFFICE OF EDUCATIONAL SERVICES	1000	APPROPRIATIONS	0000000000	DEFAULT PROJECT	000000	DEFAULT BUDGET FUND	0.00	0.00	0.00	0.00	41,381.20	(41,381.20)	(41,381.20)



# Over-Expenditures

Review at the NCFs Parent Account Level 1 (3<sup>rd</sup> digit) for accounts 520XXXXX through 550XXXXX

Previous Month Over Expenditure for period 09 and Fiscal Year 2026						
Account Code	Fund Source	OSC Actual Amount	OSC Certified Amount	OSC Authorized Amount	OSC Over Expenditure	
51410000	1XXX	\$2,403.90	\$0.00	\$0.00	(\$2,403.90)	
51430002	1XXX	\$2,125.52	\$0.00	\$0.00	(\$2,125.52)	
51440000	1XXX	\$268.50	\$0.00	\$0.00	(\$268.50)	
51560000	1XXX	\$41,381.20	\$0.00	\$0.00	(\$41,381.20)	
523XXXXX		\$8,642.18	\$0.00	\$0.00	(\$8,642.18)	
527XXXXX		\$15,545.13	\$0.00	\$0.00	(\$15,545.13)	
528XXXXX		\$4,413.97	\$0.00	\$0.00	(\$4,413.97)	
531XXXXX		\$2,562.85	\$0.00	\$0.00	(\$2,562.85)	
532XXXXX		\$3,692.13	\$0.00	\$0.00	(\$3,692.13)	

Account	Account Description	AMU	AMU Description	Agency Program	Agency Program Description	Funding Source	Funding Source Description	Project	Project Description	Inter Fund	Inter Fund Description	YTD Certified Budget	YTD Authorized Budget	Current Period Actuals	QTD Actuals	YTD Actuals	Certified Balance	Authorized Balance
52310000	REPAIRS-BUILDINGS	08A0544	GOVERNOR MOREHEAD SCHOOL	0810380	OFFICE OF EDUCATIONAL SERVICES	1000	APPROPRIATIONS	0000000000	DEFAULT PROJECT	000000	DEFAULT BUDGET FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52331000	REPAIRS-MOTOR VEHICLES	08A0544	GOVERNOR MOREHEAD SCHOOL	0816014	TRANSPORTATION	1000	APPROPRIATIONS	0000000000	DEFAULT PROJECT	000000	DEFAULT BUDGET FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52333000	REPAIRS-OTHER EQUIPMENT	08A0544	GOVERNOR MOREHEAD SCHOOL	0816008	TECHNOLOGY FUNDS	1000	APPROPRIATIONS	0000000000	DEFAULT PROJECT	000000	DEFAULT BUDGET FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52390000	REPAIRS-OTHER	08A0544	GOVERNOR MOREHEAD SCHOOL	0816003	MAINTENANCE	1000	APPROPRIATIONS	0000000000	DEFAULT PROJECT	000000	DEFAULT BUDGET FUND	0.00	0.00	0.00	0.00	8,642.18	(8,642.18)	(8,642.18)



# Over-Expenditures

## Review of NCFS Natural Account (**8-digit**) level for accounts 56XXXXXX through 58XXXXXX

Previous Month Over Expenditure for period 09 and Fiscal Year 2026						
Account Code	Fund Source	OSC Actual Amount	OSC Certified Amount	OSC Authorized Amount	OSC Over Expenditure	
51410000	1XXX	\$2,403.90	\$0.00	\$0.00	(\$2,403.90)	
51430002	1XXX	\$2,125.52	\$0.00	\$0.00	(\$2,125.52)	
51440000	1XXX	\$268.50	\$0.00	\$0.00	(\$268.50)	
51560000	1XXX	\$41,381.20	\$0.00	\$0.00	(\$41,381.20)	
523XXXXX		\$8,642.18	\$0.00	\$0.00	(\$8,642.18)	
527XXXXX		\$15,545.13	\$0.00	\$0.00	(\$15,545.13)	
528XXXXX		\$4,413.97	\$0.00	\$0.00	(\$4,413.97)	
531XXXXX		\$2,562.85	\$0.00	\$0.00	(\$2,562.85)	
532XXXXX		\$3,692.13	\$0.00	\$0.00	(\$3,692.13)	
533XXXXX		\$976.77	\$0.00	\$0.00	(\$976.77)	
536XXXXX		\$2,444.90	\$0.00	\$0.00	(\$2,444.90)	
546XXXXX		\$378.90	\$0.00	\$0.00	(\$378.90)	
558XXXXX		\$31.00	\$0.00	\$0.00	(\$31.00)	
5800B000		\$108,983.17	\$0.00	\$108,983.00	(\$0.17)	

Account	Account Description	AMU	AMU Description	Agency Program	Agency Program Description	Funding Source	Funding Source Description	Project	Project Description	Inter Fund	Inter Fund Description	YTD Certified Budget	YTD Authorized Budget	Current Period Actuals	QTD Actuals	YTD Actuals	Certified Balance	Authorized Balance
5800B000	ENCUMBRNC CARRYFWD	08.A0544	GOVERNOR MOREHEAD SCHOOL	0840947	CARRYFORWARD APPROPRIATIONS	1000	APPROPRIATIONS	0000000000	DEFAULT PROJECT	107001	GMS GOVERNOR MOREHEAD SCHOOL OPERATING BC 13520	0.00	108,983.00	0.00	0.00	108,983.17	(108,983.17)	(0.17)



## Type-14 Revisions

**Type-14** revisions are required to be made in accordance with allowable policy. Section 3.8.6 Internal Budget Revisions (State Agencies) in the [State Budget Manual](#) outlines all changes that can be made to the authorized budget with a Type-14 revision. Agencies will ensure that all Type-14 revisions conform with the State Budget Manual guidance.



# Type-14 Revisions – Using the BD 606 Report

IBIS: Team Content > Self Service Reports > Budget Execution Reports > BD 606 Budget Revision Report

BD 606 Budget Revision Report

1/1 Alerts | What's New | To read about what's new in Cognos Analytics, click More Info.

### Budget Revision Report

**Biennium**  
\* 2025-27

**Budget Reporting Unit**  
\* 031-Office of State Budget and Management

**Budget Code**  
\* 13005-OSBM - General

**Reference Number**  
Keywords:  
Type one or more keywords separated by spaces.  
14 Search

**Options**

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

**Results:**  
14-0016 - Using lapsed Salary to  
14-0017 - Realign Budget to Cover  
14-0018 - Using Lapsed Salary to  
14-0020 - Realign the budget to c  
14-0021 - Realign the budget to c  
14-0027 - Realign Budget to cover  
14-0029 - Realignment to cover J  
14-0030 - Realignment to cover Fe  
14-0031 - Using Lapsed salary to t

**Choice:**  
14-0016 - Using lapsed Salary to Cov

Select all Deselect all | Select all Deselect all



## Type-14 Receipt Adjustment Check

Per the State Budget Manual, agencies will need to ensure that adjustments to revenue accounts comply with the [receipt adjustment threshold](#) for their agency.

- Adjustments to revenue account object classes 44XXXXXX to 47XXXXXX, and account group 488XXXXX within a given budget code based on the BD 307 certified receipts budget for that budget code, subject to the following thresholds:
  - Adjustments up to \$25K for budget codes with a certified receipts budget of less than \$100 million
  - Adjustments up to \$100K for budget codes with a certified receipts budget of equal to or greater than \$100 million



# Type-14 Receipt Revisions Audit Report

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

## Type 14 Receipt Revisions Audit

BRU Code	Budget Code	Budget Fund	Account Code	Budget Revision #	Revision Name	Effective Date	Submitted Date	Approval Date	Year1 Amount	Year2 Amount
031	23013	212800	43110000	14-0002	Realigning to cover negatives in 212800	03/31/2026	04/07/2026	03/31/2026	\$251,684	\$0
031	23028	201276	48043000	14-0001	Revision to correct November 2025 negatives	11/30/2025	12/02/2025	11/30/2025	\$20,000,000	\$0
031	23028	201277	48043000	14-0001	Revision to correct November 2025 negatives	11/30/2025	12/02/2025	11/30/2025	\$850,000	\$0

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NC.GOV State Services Careers Report Fraud



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[Home](#) > [Budget](#) > [Common Agency Requests](#) > [Internal Budget Revision Receipt Adjustment Thresholds](#)

## Internal Budget Revision Receipt Adjustment Threshold

### Type-14 Receipt Adjustment Threshold Fiscal Year 2025-26

As appropriated by S.L. 2025-26, S.L. 2025-89, S.L. 2025-91, S.L. 2025-92, S.L. 2025-93, and S.L. 2025-97.

Type 14 Receipt Adjustment Threshold provides the FY 2026 receipt adjustment thresholds for internal budget revisions for all budget codes and will be updated if there are changes to an agency's BD 307 certified receipt budget.

100 entries per page

Search:

Agency Code	Agency Description	Budget Code	Certified Receipts (BD307)	Type-14 Receipt Adjustment Threshold



# Salary Control Review

Agencies should ensure that no negative salary reserve balances exist in salary control **AND** FTEs between IBIS and FIORI are not in misalignment.

BUDGET_CODE	BUD_LONG_TITLE	Budget Fund	Budget Fund Title	Account	Account Title	Funding Source	IBIS FTE	BEACON FTE	IBIS Budget	BEACON Salaries	Salary Reserve	Notes?
13510	Public Instruction - C	101060	DPI 1600 CURRICULUM	51210000	SPA-REG SALARI	1000	59.524	61.174	5,859,118	5,874,365	-15,247	N
13510	Public Instruction - C	101060	DPI 1600 CURRICULUM	51210000	SPA-REG SALARI	2000	2	1	119,395	119,395	0	N
13510	Public Instruction - C	101060	DPI 1600 CURRICULUM	51210000	SPA-REG SALARI	3000	69.894	68.977	6,517,225	6,401,830	115,395	N
13510	Public Instruction - C	101060	DPI 1600 CURRICULUM	51210000	SPA-REG SALARI	3024	0.15	0	17,096	0	17,096	N
13510	Public Instruction - C	101060	DPI 1600 CURRICULUM	51220000	SPA TIME LIMITE	1000	0	0	0	0	0	N
13510	Public Instruction - C	101060	DPI 1600 CURRICULUM	51220000	SPA TIME LIMITE	3000	8.04	8.12	651,240	736,913	-85,673	N
13510	Public Instruction - C	101060	DPI 1600 CURRICULUM	51220000	SPA TIME LIMITE	3024	1.1	0	92,801	0	92,801	N

*IBIS: Team Content>Self-Service Reports>Budget Execution Reports>Salary Control-Transaction Extract Report*

Account	Description	Fnd Src	Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #
51210000	SPA-REG SALARIES	1XXX	APPROPRIATIONS	59.524	61.174	\$5,859,118.00	\$5,874,365.00	\$(15,247.00)	0
51210000	SPA-REG SALARIES	2XXX	RECEIPTS	2.000	1.000	\$119,395.00	\$119,395.00	\$0.00	0
51210000	SPA-REG SALARIES	3XXX	FEDERAL FUNDS	70.044	68.977	\$6,534,321.00	\$6,401,830.00	\$132,491.00	0
51220000	SPA TIME LIMITED SAL	1XXX	APPROPRIATIONS	0.000	0.000	\$0.00	\$0.00	\$0.00	0
51220000	SPA TIME LIMITED SAL	3XXX	FEDERAL FUNDS	9.140	8.120	\$744,041.00	\$736,913.00	\$7,128.00	0

*IBIS Salary Control Module*



## Year-End Reversion Allotment

Prior to NCFS, OSC facilitated the process of ensuring all funds subject to reversion at the end of a fiscal year were returned to the General Fund properly. **This process is now facilitated by OSBM, utilizing the allotment form in IBIS, to ensure proper reversion to the General Fund occurs at year-end.** Agencies can reference the [Year-End Reversion Allotment Entries Job Aid](#) to complete this process.

*This process is required for all state agencies, with the exception of the Department of Transportation & Lottery.*

### Key Dates and Information:

- **July 27, 2026 = OSC CASH CLOSING DEADLINE**
  - Agencies should finalize all transactions that impact cash, including the transfer of approved carryforward to the OSC carryforward reserve, prior to **July 27, 2026**.
  - Agencies should ensure that YTD allotments reconcile between IBIS (RK 427) and NCFS (BD702), AND that Assets/Liabilities/Equity lines are zeroed out on the BD702 prior to completing/submitting the year-end reversion allotment.



# Year-End Reversion Allotment and Reversion Guidance

To create a year-end reversion allotment:

1. Create a new operating budget allotment request in IBIS
2. Fiscal Year = 2025-26
3. Effective Date = 6/29/2026
4. Title: “BUDGET CODE\_Reversion Allotment SFY2025-26”
5. Select the “Year-End Reversion Allotment” Radio Button
6. Amounts in the budget detail tab will be equal, down to the cent, YTD actuals less YTD allotments for requirements, receipts, and appropriation lines of the BD 702.

YTD ACTUALS – YTD ALLOTMENTS = REVERSION  
*APPLIES TO REQUIREMENTS, RECEIPTS AND APPROPRIATION LINES!*

**All funds should revert to their original source of funds (GS 143C-1-2(b))**  
***If funds did not come from the General Fund, DO NOT let funds revert to statewide General Fund***



# Year-End Reversion Allotment Scenarios

## Scenario 1: Agency has YTD Actuals for receipts greater than allotments but within budget

	YTD Authorized Budget	YTD Allotment	YTD Actual	Allotment Reversion	YTD Allotment after Reversion
Requirements	1000	900	845.77	-54.23	845.77
Receipts	500	400	403.63	3.63	403.63
Appropriation	500	500	442.14	-57.86	442.14

## Scenario 2: Agency has YTD Actuals for all lines less than allotments and within budget

	YTD Authorized Budget	YTD Allotment	YTD Actual	Allotment Reversion	YTD Allotment after Reversion
Requirements	1000	900	745.89	-154.11	745.89
Receipts	500	400	350.65	-49.35	350.65
Appropriation	500	500	395.24	-104.76	395.24



## Year-End Reversion Allotment Scenarios

### Scenario 3: Agency has YTD Actuals for receipts greater than budget/allotments

	YTD Authorized Budget	YTD Allotment	YTD Actual	Allotment Reversion	YTD Allotment after Reversion
Requirements	1000	1000	999.21	-0.79	999.21
Receipts	500	500	551.84	51.84	551.84
Appropriation	500	500	447.37	-52.63	447.37



# NCFS BD 702 – Year-End Reversion Reflected



North Carolina Financial System  
 Office of State Controller  
 NC Allotments to Cash Availability (702) Report (RPT-BE-012)  
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**Parameters**

<b>Agency</b>	0300-OFFICE OF THE GOVERNOR
<b>Budget Code</b>	13005-OFF OF STATE BUDGET AND MANAGE
<b>Budget Fund</b>	All
<b>Period</b>	Jun-25

Budget Code		13005-OFF OF STATE BUDGET AND MANAGE					
Titles	Budget	Unallotted	Allotted	Current Month	Quarter To Date	Year To Date	Unexpended
<b>Expenditures</b>	13,096,650.00	356,837.66	12,739,812.34	1,025,664.53	3,114,840.84	12,739,812.34	356,837.66
<b>Revenues</b>	1,487,232.00	352,880.73	1,134,351.27	28,260.02	111,763.99	1,134,351.27	352,880.73
<b>Excess of Expenditure - Over (Under) Revenues</b>	11,609,418.00	3,956.93	11,605,461.07	997,404.51	3,003,076.85	11,605,461.07	3,956.93
<b>Analysis of Cash</b>							
	<b>Beginning Balance</b>			1,001,361.44	198,195.78	0.00	
Add:							
	<b>(+) Allotments/Revisions</b>			(3,956.93)	2,804,881.07	11,605,461.07	
Less:							
	<b>(-) Reversions</b>			0.00	0.00	0.00	
	<b>(-) Excess per BD701</b>			997,404.51	3,003,076.85	11,605,461.07	
<b>Changes In Assets/Liability/Owners Equity Direct from Cash</b>							
				0.00	0.00	0.00	0.00
	<b>Net</b>			0.00	0.00	0.00	0.00
	<b>Ending Balance</b>			(0.00)	(0.00)	0.00	
	<b>Unexpended</b>						3,956.93
<b>YTD Allotment Information</b>							
			<b>Allotted</b>	<b>Current Month</b>	<b>Quarter To Date</b>	<b>Year To Date</b>	<b>Unexpended</b>
<b>Expenditures</b>			12,739,812.34	1,025,664.53	3,114,840.84	12,739,812.34	0.00
<b>Receipts</b>			1,134,351.27	28,260.02	111,763.99	1,134,351.27	0.00
<b>Assets/Liabilities/Equity</b>				0.00	0.00	0.00	0.00
<b>Net Allotment</b>			11,605,461.07	997,404.51	3,003,076.85	11,605,461.07	0.00



# IBIS RK 457 – Year-End Reversion Reflected



Office of State Budget and Management  
 RK 457 Allotment Summary by Budget Code  
 Fiscal Year: 2024-2025



OSBM

## 13005.State Budget and Management - General Fund

Description	Authorized Budget	Fourth Quarter				YTD Total	Reversion Allotment	YTD Total with Reversion Allotment	Gross Remaining From Authorized
	2024-2025	APRIL	MAY	JUNE	Q4 TOTAL				
Requirements	13,096,650	3,076,500	0	0	3,076,500	13,035,192	-295,379.66	12,739,812.34	356,837.6
Receipts	1,487,232	267,662	0	0	267,662	1,425,774	-291,422.73	1,134,351.27	352,880.7
Appropriation	11,609,418	2,808,838	0	0	2,808,838	11,609,418	-3,956.93	11,605,461.07	3,956.9
Monthly % Alloted		24.19%	0.00%	0.00%	24.19%	100.00%		99.97%	0.03%
Cummulative % Alloted					100.00%				

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Page 1 of



## Closeout & Year-End Reversion Job Aids for Agencies and NCSSM:

- Located on OSBM's website
- Details the budget review process and OSBM guidelines
- Includes budget review instructions and location of relevant IBIS budget reports

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

**FY 2025-26 Closeout for State Agencies and NC School of Science and Math (NCSSM)**

[2025-26 Agency Closeout Checklist](#)

[2025-26 Operating Budget Closeout Job Aid](#)

[NCFS Closeout Workbook](#)

[NCFS Closeout Workbook Job Aid](#)

**FY 2025-26 Closeout for Universities (except NCSSM)**

[UNC Operating Closeout Certification Checklist](#)

[UNC Operating Budget Closeout Job Aid](#)

**FY 2025-26 Year-End Job Aids - Carryforward and Closeout**

[Carryforward Requests Template](#)

[State Agency Carryforward job aid](#)

[UNC Carryforward job aid](#)



# Operating Closeout - Excel Workbook and Excel Workbook Job Aid

- Template and checklist are available on OSBM’s website
- The template consolidates all reports into one, easily accessible workbook
- The template mirrors the Closeout Checklist
- The Excel Workbook Job Aid provides step-by-step details on how to use the workbook, conduct the analysis, and what reports to use

Agency/BRU here	Budget codes covered	FY2025-26
1	<a href="#">BD701 to RK325</a>	Certified and authorized budgets reconcile between NCFCS and IBIS for the complete NCFCS chart of account combination (ex. Agency-Budget Code-Budget Fund-Account-AMU-Agency)
2	<a href="#">Negative Budget</a>	No negative certified or authorized budgets at the NCFCS budget fund level At the NCFCS natural account AND funding source group for accounts 51XXXXXX At the NCFCS natural account for accounts 52XXXXXX through 58XXXXXX
3	<a href="#">Over Expenditures</a>	No over-expended Budget Funds (AMU/Programs/Projects, if agency elects to budget to that level)
4	<a href="#">Over Expenditures</a>	No over-expended accounts: At the NCFCS natural account AND funding source group for accounts 51XXXXXX At the NCFCS parent account level 1 for accounts 520XXXXX through 550XXXXX At the NCFCS natural account level for accounts 56XXXXXX through 58XXXXXX
5	<a href="#">Over-Realized Receipts</a>	Over-realized receipts were budgeted and approved by OSBM prior to expenditure of receipts
6	<a href="#">Type 14 Revisions</a>	All Type-14 revenue adjustments are below the type-14 receipt adjustment threshold
7	<a href="#">Salary Reserve</a>	No negative salary balances at the Budget Fund/Natural Account/Fund Source level (AMU/Agency Program/Project if agency elects to budget positions to that level)
8	<a href="#">Special Funds</a>	No negative cash balances in special Budget Funds
9	<a href="#">Federal Receipts</a>	Federal Funds: Receipt-supported expenditures and related receipts reconcile
10	<a href="#">Federal Excess</a>	Federal Funds: Excess receipts in the General Fund are returned to 3XXXX federal budget code.
11	<a href="#">Reserves</a>	Reserve accounts (57XXXXXX) are distributed, unless reverting (year-end requirement)
12	<a href="#">Clearing Budget Funds/Accounts</a>	Clearing budget funds and accounts are not budgeted and all expenses have been correctly categorized (year-end requirement)
13	<a href="#">Carryforward</a>	Carryforward is correctly recorded in NCFCS and IBIS
14	<a href="#">Reversions &amp; Allotments</a>	YTD allotment totals reconcile between NCFCS and IBIS
15	<a href="#">Reversions &amp; Allotments</a>	YTD requirements and appropriations Do not exceed total allotment and available cash on hand (quarter-end requirement) Equals total allotment with no available cash on hand (year-end requirement)
16	<a href="#">Reversions &amp; Allotments</a>	Unexpended appropriation indicates proper cash reversions (year-end requirement)

Insert PDF of signed NCFCS Closeout Checklist below:

### OSBM Quarter and Year-End Closeout NCFCS Workbook Job Aid

\*Details on which NCFCS reports to run for quarterly and year-end closeout is provided at the bottom of these instructions along with a link to the NCFCS Quick Reference Guide on running budget reports.

Agencies and the NC School for Science and Math (NCSSM) will use the **NCFCS Closeout Workbook** for quarterly and year-end closeout. The workbook should be used in conjunction with the Closeout Checklist and the Operating Closeout Job Aid. Each numbered tab in the workbook corresponds to a step on the Closeout Checklist and create a tab for each of the numbered steps below. This job aid is to provide guidance on how to use Excel to assist in each of the “NCFCS Closeout Checklist” items. The steps in this job aid provide a step-by-step process to complete the Closeout Workbook. **Agencies are required to submit the NCFCS Closeout Workbook to their Budget Execution analyst to review. Any unresolved items must be noted and made a priority in the following month. The signed Closeout Checklist must be submitted with the workbook.**

For steps that require review of the BD701, retrieve the **NC Budget to Actual (701) Excel Report (RPT-RTR-019)** report from NCFCS as an Excel export (NCFCS Location: Tools/Reports and Analytics/Browse Catalog/Shared Folders/Custom/FBR Custom/Report/General Ledger). Select your Agency and run the report for the month you are closing so that it shows all Budget Codes and segments. Copy the BD701 into the NCFCS Closeout Workbook on the last tab labeled ‘NC Budget to Actual (701) Report’. Apply filters to the row with columns headers. For each action that requires use of the BD701, be sure to clear filters prior to setting new filters so all data is being captured.

# Capital Closeout



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

### DATES TO REMEMBER:

**June 1** – All June Capital Allotments Due

**June 12** – All Capital Budget Revisions Due

**June 19** – Capital Budget Close

**First Quarter 2027:** Close Old Capital Budget Codes

- [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



## Capital Closeout

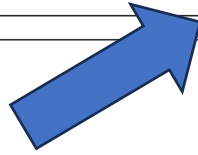
- Budget Codes **must be in balance**
- Budget Funds **must be in balance**
- SCIF and Transfer Receipt Accounts must use **correct interfund**
- Expenditure lines are **not required** to be in balance as long as budget fund is in balance



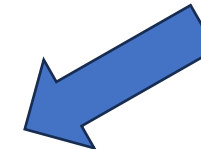
# Capital Closeout

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
<u>Expenditures - Budget and Actual</u>					
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>
<u>Revenues - Estimated and Actual</u>					
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>

Interfund 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



# Addressing Negative Budgets & Over-Realized Receipt Account Lines

- Review (RPTRTR137) BD725 for all budgeted expenditures and allotments. Submit any budget revisions and required allotments by **June 1**
- 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 12**



### Identifying & Closing Inactive Budget Codes

- Moved to FY 2027 First Quarter:
- Revise Budget Codes to Reflect Actual Project Spending (Unallotments & Type 11 or 12 Revisions)
- Close **all** General Fund Supported Bond Budget Codes
- Return any cash balance to the correct fund source
- Submit Request to Close Prepared Budget Codes in **First Quarter FY 2027**



## Special Capital Close Instructions

- The State undertook a bond refinance in FY 2026
- This refinance closed all open General Fund supported debt projects
- All campuses and agencies should reduce General Fund supported debt projects to actuals and close the associated budget codes.



- **SCIF Allotments:**
  - Ensure that adequate SCIF Funds have been allotted to Open FY 2027 from funds appropriated in FY 2026 and prior

# Q&A



# Where do I go to get more information?

All templates and job aids for carryforward and closeout can be found on the [OSBM Website](#)  
Home > Budget > Budget Instructions > Job Aids > Closeout/Carryforward Aids



[Budget](#) ▾ [Facts & Figures](#) ▾ [Grants](#) ▾

[Home](#) > [Budget](#) > [Budget Instructions](#) > [Job Aids](#)

## Job Aids

These job aids help guide state agency staff on various budget processes. If you need assistance or have questions, please contact your agency's [OSBM analyst\(s\)](#).

Visit [Training Resources](#) for information on state budget concepts.

[Base Budget Aids](#)

**[Closeout/Carryforward Aids](#)**

[Capital Aids](#)

[Change Budget Aids](#)

[Salaries, Benefits](#)

[Certification](#)

[Misc. Aids](#)

**FY 2025-26 Closeout for State Agencies and NC School of Science and Math (NCSSM)**

[2025-26 Agency Closeout Checklist](#)

[2025-26 Operating Budget Closeout Job Aid](#)



# OSBM Budget Execution Team

Mark Bondo – Assistant State Budget Officer (JPS, NER, Statewide)

Jennifer Neisner - Assistant State Budget Officer (HHS, Education, General Government)

<u>Agency Name</u>	<u>Analyst</u>	<u>Agency Name</u>	<u>Analyst</u>
Administrative Office of the Courts	Sarah Grimsrud	Education Lottery	Danielle Scheu
Community Colleges	Danielle Scheu	Department of Revenue	Alice Saunders
Department of Administration	Alice Saunders	Department of Transportation	Sherese Bonner
Department of Adult Corrections	Mark Bondo	DHHS – Central Administration	Taylor Coburn
Department of Agriculture/State Fair	Unika Valentine	DHHS – Division of Aging	Alice Saunders
Department of Commerce	Unika Valentine	DHHS – Division of Child and Family Wellbeing	Pam Johnson
Department of Environmental Quality	Sarah Grimsrud	DHHS – Division of Child Development	Pam Johnson
Department of Information Technology	Sam Barber	DHHS – Division of Health Benefits	Taylor Coburn
Department of Insurance	Taylor Coburn	DHHS – Division of Health Service Regulation	Chris Bouzane
Department of Justice	Unika Valentine	DHHS – Division of Mental Health/ IDD/ SUS	Chris Bouzane
Department of Labor	Unika Valentine	DHHS – Division of Public Health	Pam Johnson
Department of Military & Veterans Affairs	Chris Bouzane	DHHS – Division of Services for the Blind/Deaf/Hard of Hearing	Chris Bouzane
Department of Natural & Cultural Resources	Unika Valentine	DHHS – Division of Social Services	Sam Barber
Department of Public Instruction	Danielle Scheu	DHHS – Division of Vocational Rehabilitation	Chris Bouzane
Residential Schools	Danielle Scheu	Disasters	Sarah Grimsrud



# OSBM Budget Execution Team

State Agencies (continued)	
<u>Agency Name</u>	<u>Analyst</u>
General Assembly	Alice Saunders
Governor’s Office/ OSBM	Pam Johnson
Indigent Defense Services	Sarah Grimsrud
Lieutenant Governor’s Office	Alice Saunders
Secretary of State	Pam Johnson
NC Housing Finance Agency	Alice Saunders
NC School of Science & Math	Rachel Stallings
Office of Administrative Hearings	Loretta Peace- Bunch
Office of the State Auditor	Pam Johnson
Office of the State Controller	Sam Barber
Public Safety	Sarah Grimsrud
Highway Safety Patrol	Sarah Grimsrud
State Bureau of Investigation	Sarah Grimsrud
State Treasurer	Sam Barber
Wildlife Resources Commission	Mark Bondo

State Boards	
<u>Board Name</u>	<u>Analyst</u>
Board of Electrolysis	Pam Johnson
Board of Barber Examiners	Pam Johnson
Board of Cosmetic Arts	Pam Johnson
Board of Opticians	Pam Johnson
Board of Psychologists	Pam Johnson
Auctioneer Licensing Board	Pam Johnson
Board of Elections	Alice Saunders

Statewide	
<u>Assignment Area</u>	<u>Analyst</u>
Debt (Financing/Bonds)	Mark Bondo
Salary & Benefits	Sam Barber
Statewide Reserves	Mark Bondo

OSBM staff directory, including email and telephone contact numbers, can be found on the [OSBM Website](#)



Capital Analysts
Mark Bondo
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Abbie Britt

OSBM staff directory, including email and telephone contact numbers, can be found on the [OSBM Website](#)

Questions?



# Stay in Touch

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