

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 3rd 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 3rd 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 3rd 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 3rd 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 (3rd 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

Insert Remove

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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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			Allotment Reversion	YTD Allotment after Reversion
	Budget	YTD Allotment	YTD Actual		
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	YTD	YTD	Allotment Reversion	YTD Allotment after Reversion
	Budget	Allotment	Actual		
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)
 04/23/2026 12:27:12 PM

Parameters

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

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

[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	BD701 to RK325	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	Negative Budget	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	Over Expenditures	No over-expended Budget Funds (AMU/Programs/Projects, if agency elects to budget to that level)
4	Over Expenditures	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	Over-Realized Receipts	Over-realized receipts were budgeted and approved by OSBM prior to expenditure of receipts
6	Type 14 Revisions	All Type-14 revenue adjustments are below the type-14 receipt adjustment threshold
7	Salary Reserve	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	Special Funds	No negative cash balances in special Budget Funds
9	Federal Receipts	Federal Funds: Receipt-supported expenditures and related receipts reconcile
10	Federal Excess	Federal Funds: Excess receipts in the General Fund are returned to 3XXXX federal budget code.
11	Reserves	Reserve accounts (57XXXXXX) are distributed, unless reverting (year-end requirement)
12	Clearing Budget Funds/Accounts	Clearing budget funds and accounts are not budgeted and all expenses have been correctly categorized (year-end requirement)
13	Carryforward	Carryforward is correctly recorded in NCFCS and IBIS
14	Reversions & Allotments	YTD allotment totals reconcile between NCFCS and IBIS
15	Reversions & Allotments	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	Reversions & Allotments	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.



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](#)