STATE OF NORTH CAROLINA
CERTIFICATION
2026-27 Quarterly & Fiscal Year-End Budget Reports

UNIVERSITY NAME:

This certification should be completed and provided to your OSBM analyst at the time of pre-certification with the Office of the State Controller at the end of each quarter and fiscal year. OSBM reviews both operating and capital budgets for each quarterly close. This is the operating checklist.

BUDGET REPORT REVIEW CHECKLIST

BD 701 Report

- ☐ 1. Certified and authorized budgets reconcile between NCFS, IBIS, and University ERP Budget System at detailed account level
- ☐ 2. No negative certified or authorized budgets at detailed account level
- ☐ 3. No over-expended Budget Funds
- ☐ 4. No over-expended accounts at the pooled account level
- ☐ 5. Consistent use of NCFS program field at the detailed account level; no "000000" program used.
- ☐ 6. Type 14 revisions do not affect 57xxxxxx or 58xxxxxx accounts (exception: 58210000 for dual employment receipts); all Type-14 revenue changes are below the type-14 receipt adjustment threshold.
- ☐ 7. Over-realized receipts were budgeted and approved by OSBM prior to expenditure of receipts
- ☐ 8. No appropriation in Budget Funds for Non-Credit Instruction / Program Code U001103.
- ☐ 9. FTE counts reconcile between IBIS and University ERP Budget System. Internal salary control systems are in balance and do not contain any negative salary reserves.
- ☐ 10. No negative cash balances in special funds (*UNC System Office only*)
- ☐ 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 in IBIS (*year-end requirement*)

BD 702 Report

- ☐ 14. Year-to-date allotment totals reconcile between NCFS, IBIS, and University ERP Budget Systems
- ☐ 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*)

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

Note: Please submit copies of this signed checklist and your University ERP Budget System 701 and 702 Reports. 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**