



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**



JOSH STEIN
GOVERNOR

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STATE BUDGET DIRECTOR

April 30, 2025

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

FROM: Kristin Walker *Kristin Walker*
State Budget Director

SUBJECT: Budget Guidelines for Closing State Fiscal Year 2024-25

The Office of State Budget and Management (OSBM) is beginning the closeout process for state fiscal year 2024-25. This memo contains information, links to OSBM website containing job aids and instructions agencies should follow, and deadlines for carryforward and closeout. We appreciate your partnership and collaboration in ensuring this process goes as smoothly as possible. OSBM will review this information during our Carryforward and Closeout Kick-Off, and we strongly encourage attendance.

**SFY 2024-25 Carryforward & Closeout Kick-Off
Part of the OSBM First Fridays Training Series**

**Friday, May 2, 2025
10:00 a.m. - 11:30 a.m.
Blue Ridge Training Room (A309)**

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

RSVP Link: <https://forms.office.com/g/3NMWymVAHv>

***Please note: If you have already signed up for the May 2nd training,
please do not RSVP again!***

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

Job Aids

OSBM has developed job aids for Carryforward, Operating Closeout, and Capital Improvement Closeout, which can be found on the OSBM website here: [OSBM Carryforward & Closeout Job Aids](#). These documents will provide additional reference and technical assistance to assist you and your staff in completing the budget closeout process. Please refer to these resources that provide step-by-step guidance. If after consulting these resources you have questions about these procedures, please contact your OSBM budget execution analyst.

Deadlines

May 23, 2025	Deadline to encumber items included in carryforward requests Review the Agency Carryforward Job Aid, which explains procedures for Encumbrance Carryforward requests. Agencies should only include items encumbered by this date on their carryforward request.
June 2, 2025	Requests to close capital improvement budget codes due to OSBM Review all capital improvement budget codes and close all completed projects. Please refer to the Capital Budget Code Closure Job Aid.
June 2, 2025	Capital allotment requests for June due to OSBM
June 5, 2025	Complete last General Fund Supported Debt Requisition (Certificates of Participation/COPS, Two Thirds Bonds, General Obligation Bonds/ConnectNC) After June 13 , OSBM will not allow budget revisions and allotments to Capital unless specifically authorized.
June 13, 2025	Preliminary carryforward request estimates due to OSBM from: Department of Health and Human Services (NC DHHS) and Department of Public Instruction (DPI) using the OSBM Carryforward Template.
June 20, 2025	Certification of <u>capital improvement</u> budget reports due to OSBM
June 27, 2025	Final carryforward requests for all agencies due to OSBM Submit carryforward requests using the updated OSBM Carryforward Template along with any required supporting documentation.
Mid-July	OSBM approves carryforward and notifies state agencies and universities OSBM will review requests to carryforward funds from FY 2024-25 to FY 2025-26 in compliance with G.S. 143C and other general statutes.
July 25, 2025	OSC Cash Closing Deadline This is the final date when cash can move between budget codes. Once all cash adjustments are completed, agencies will submit year-end reversion allotments to OSBM for approval by close of business.

Allotments for the First Quarter 2025-26

If the General Assembly does not enact the 2025-27 biennial budget (Current Operations Appropriations Act) by July 1, 2025, first quarter allotments will be estimated using the BD 307 Certified Budget for FY 2024-25. Allotments are subject to adjustment by OSBM in the event the General Assembly later passes the Current Operations Appropriations Act.

Thank you for your attention to these guidelines as you continue to serve the citizens of North Carolina as excellent stewards of taxpayer dollars.



**STATE OF NORTH CAROLINA
CERTIFICATION
2024-25 Fiscal Year End Budget Reports
(and Subsequent Quarterly/Fiscal Year End)**

AGENCY / DIVISION NAME:

This certification should be completed and provided to your OSBM analyst at the time of pre-certification of budget reports with the Office of the State Controller at the end of each quarter and fiscal year.

BUDGET REPORT REVIEW CHECKLIST

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

BD 701 Report

- ☐ 1. Certified and authorized budgets reconcile between NCFS and IBIS 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 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 AND Funding Source for accounts 51XXXXXX
 - At the NCFS parent account level 1 for accounts 520XXXXX through 550XXXXX
 - At the NCFS Natural Account level for accounts 56XXXXXX through 58XXXXXX;
- ☐ 5. Over-realized receipts were budgeted and approved by OSBM prior to expenditure of receipts
- ☐ 6. 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)
- ☐ 7. No negative cash balances in special Budget Funds
- ☐ 8. Federal Funds: Receipt-supported expenditures and related receipts reconcile
- ☐ 9. Federal Funds: Excess receipts in the General Fund are returned to 3XXXX federal budget code
- ☐ 10. Reserve accounts (57XXXXXX) are distributed (unless reverting or carried forward) (*year-end requirement*)
- ☐ 11. Clearing budget funds and accounts are not budgeted and all expenses have been correctly categorized (*year-end requirement*)
- ☐ 12. Carryforward is correctly recorded in NCFS and IBIS (*year-end requirement*)

BD 702 Report

- ☐ 13. Year-to-date allotment totals reconcile between NCFS and IBIS
- ☐ 14. 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*)
- ☐ 15. 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.

Signature (Budget Director or CFO)

Date

***If any requirements outlined above are not checked,
please explain to your OSBM Analyst why the step was not completed via a memorandum or email.***