State Agency Year-End Reversion Allotment
Job Aid FY 2025-26

The year-end reversion process is facilitated by OSBM using IBIS's allotment form to ensure proper reversion to the General Fund at year-end.

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

This process is required for all state agencies and universities except for the Department of Transportation. This job aid is intended for state agencies and NCSSM, NOT universities. The UNC job aid is available on OSBM's website under Job Aids:

Key Date

- Agencies should finalize all NCFS transactions that impact cash, including any transfers necessary for approved carryforward, by the OSC Cash Close Deadline, **Monday, July 27, 2026**

1) General Guidance and Reminders

- Agencies should ensure that the YTD allotments reconcile between IBIS (RK 457) and NCFS (BD 702), and Assets/Liabilities/Equity line is zeroed out on the BD 702 before completing this entry.
- Allotment Form should be the agency's final transaction and should be completed by COB Tuesday, July 28, 2026 AFTER the agency finalized all NCFS transactions that impact cash (including transfer of approved carryforward to OSC).
    1. Create a new Operating Budget Allotment Request in IBIS
        - Fiscal Year: 2025-2026
        - Effective Date: 6/29/2026
        - Title: "Budget Code_XXXXX Reversion Allotment FY26"
        - Year End Reversion Allotment: Select "Year End Reversion Allotment"
    2. Amounts in the Budget Detail tab will be equal to, to the cent, YTD Actuals minus YTD Allotments for Requirements, Receipts, and Appropriation lines of the BD 702.

    3. After this entry is approved, both the RK 457 and BD 702 reports should reflect YTD Allotments equal to YTD Actuals for Requirements, Receipts, and Appropriation lines, and Unexpended Appropriation on the BD 702 should reflect the total reversion for the budget code.
        - The reversion allotment will hit an agency's control budget fund in NCFS.
        - For state agencies and NCSSM, no further action is needed as OSC will make automatic entries to move cash balances, as appropriate, out of the control budget fund into their operating budget funds.

2) Most Common Reversion 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

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

3) Final Review of BD 702 Report

- Agencies should review the BD 702 report in NCFS once the reversion allotment has interfaced with NCFS and certify the following items on their closeout checklist.

OSBM Year End Checklist, items 15 and 16

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*)

NCFS BD 702 Report

North Carolina Financial System
Office of State Controller
NC Allotments to Cash Availability (702) Report (RPT-BE-012)
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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				**Current Month**	**Quarter To Date**	**Year To Date**	
	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 Report Review – AFTER Year- End Reversion Allotment

- **YTD Total:** All allotments YTD without year-end reversion allotment
- **Reversion Allotment:** Year-End Reversion allotment amounts
- **YTD Total with Reversion Allotment:** Includes YTD Total with Reversion Allotment and should match BD 702 YTD Total **for NCFS** after reversion allotment interfaces.
  Gross Remaining From Authorized: Reflects year-end reversion amount and should match NCFS BD 702.

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**	**Gros Remaining Fror Authorize**
	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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