

Year-End Reversion Allotments Job Aid FY 2024-25

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 will now be facilitated by OSBM, utilizing the allotment form in IBIS, to ensure proper reversion to the General Fund occurs at year-end.**

This process is required for all state agencies and universities, with the exception of the Department of Transportation.

1) Key Date

- Agencies should finalize all NCFS transactions that impact cash, including any transfers necessary for approved carryforward, prior to the OSC Cash Close Deadline, **Friday July 25, 2025**, and submit to OSBM an Allotment Form in IBIS for June 2025 to complete appropriate reversion, to the cent, by COB that day.

2) 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 completed after the agency has transferred approved carryforward to OSC but before the cash close deadline.
 1. Create a new Operating Budget Allotment Request in IBIS
 - Fiscal Year: 2024-25
 - Effective Date: 6/29/2025
 - Title: "Budget Code_Reversion Allotment SFY25"
 - 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.
- 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.
 - For state agencies and NCSSM, no 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.
 - For UNC institutions except for NCSSM: Make to record the year-end reversion allotment in your ERP and that the year-end reversion is included in your year-end ERP interface to NCFS. The three systems won't reconcile until AFTER the interface is done and the 4x/5x clearing accounts have been zeroed out on Interface Agency Reconciliation Report. After OSC approves the interface, then the NCFS BD 702 Report, IBIS RK 457 Report, and the University ERP BD 702 Equivalent should all reconcile.

3) 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 |

4) 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 14 and 15 (UNC items 15 and 16)

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*)

NCFS BD 702 Report



North Carolina Financial System Office of State Controller NC Allotments to Cash Availability (702) Report (RPT-BE-012) 7/29/2025 11:26

Parameters

| | |
|-------------|------------------|
| Agency | XX00-AGENCY NAME |
| Budget Code | All |
| Budget Fund | All |
| Period | Jun-25 |

| | |
|-------------|------------------------------|
| Budget Code | XXXX-AGENCY NAME- GENERAL |
|-------------|------------------------------|

| Titles | Budget | Unallotted | Allotted | Current Month | Quarter To Date | Year To Date | Unexpended |
|---|---------------|------------|---------------|---------------|-----------------|---------------|------------|
| Expenditures | 14,000,000.00 | 531,624.18 | 13,468,375.82 | 1,122,364.65 | 3,367,093.96 | 13,468,375.82 | 531,624.18 |
| Revenues | 2,000,000.00 | 123,376.05 | 1,876,623.95 | 156,385.33 | 469,155.99 | 1,876,623.95 | 123,376.05 |
| Excess of Expenditure - Over (Under) Revenues | 12,000,000.00 | 408,248.13 | 11,591,751.87 | 965,979.32 | 2,897,937.97 | 11,591,751.87 | 408,248.13 |

| Analysis of Cash | | | | Current Month | Quarter To Date | Year To Date | |
|---|-------------------------------|--|--|---------------|-----------------|---------------|------------|
| | Beginning Balance | | | 1,374,227.45 | 306,186.10 | 0.00 | |
| Add: | | | | | | | |
| | (+) Allotments/Revisions | | | (408,248.13) | 2,591,751.87 | 11,591,751.87 | |
| Less: | | | | | | | |
| | (-) Reversions | | | 0.00 | 0.00 | 0.00 | |
| | (-) Excess per BD701 | | | 0.00 | 0.00 | 0.00 | |
| Changes In Assets/Liability/Owners Equity | | | | | | | |
| Direct from Cash Accounts: | | | | | | | |
| 32119800 RESV BAL-MONTHLY ACCRUALS | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 11112000 CSH/BNK-NON INT BEAR CHK | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| | Net Assets/Liabilities/Equity | | | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | |
| | Ending Balance | | | 0.00 | 0.00 | 0.00 | |
| | | | | | | | |
| | Unexpended Appropriations | | | | | | 408,248.13 |

| YTD Allotment Information | | | Allotted | Current Month | Quarter To Date | Year To Date | Unexpended YTD |
|---------------------------|--|--|---------------|---------------|-----------------|---------------|----------------|
| Expenditures | | | 13,468,375.82 | 1,122,364.65 | 3,367,093.96 | 13,468,375.82 | 0.00 |
| Receipts | | | 1,876,623.95 | 156,385.33 | 469,155.99 | 1,876,623.95 | 0.00 |
| Assets/Liabilities/Equity | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Net Allotment | | | 11,591,751.87 | 965,979.32 | 2,897,937.97 | 11,591,751.87 | 0.00 |

End