

Fund Balance & Carry Forward Budgeting

At the beginning of the fiscal year it may be necessary to carry forward unexpended budget balances or budget residual fund balance in the current year. The method for both of these processes is the same and must meet the following criteria.

1. Fund Manager Approval is required.
 - Fund Manager Approval is necessary as there may be more than one FOP in a Fund. The manager approval is agreement that the organization requesting the fund is allowed access to the associated fund balance.
2. Prior year fund balance must be available.
 - The prior year uncommitted budget is not always equal to the prior year ending fund balance. (One reason this may occur is when prior year revenue estimates are not met)
 - Prior year fund balances can be viewed in Cognos.
Public Folders>Budget>Budget Financial Reports>RPT_GEL_001
3. Fund Balance/Carry Forwards may only be processed on annual budgets, excluding state funds (state exceptions include 12A008 and RDF).
 - Annual budgets that may carry forward include funds beginning with 16,17,18,31.
 - Annual budgets are 1 of 3 types of budgeting. These are defined in detail on the Types of Budgets document.

***It is important to note that certain funds are not allowed to accumulate fund balances as the revenue must be in line with the expenditures. See the attached link for more information.

<http://www.depts.ttu.edu/afism/training/documents/codeSerchDemo.htm>

How to carry forward prior year budgets

Carry forwards are also considered a budget from fund balance. To request a carry forward, submit an Option 2 (Budget of Fund Balance) budget revision via the Budget Revision System. The system will verify fund balance availability when the Expense Acct Entry section is populated (see attached screen shot). Include justification in the description section explaining the intended use of the funds and why they were not utilized in the year the revenue was collected or the original budget was allocated. Large requests will be routed according to the Regents' Rules.