

Carryforward Memo:

Date: October 14, 2010

To: Deans/Chairs/Directors

From: Dan Greenlee/CFO and Treasurer

Re: New General Fund Carryforward Policy

The Board of Control recently approved that budget units may carryforward, up to 2% of their current year's General Fund operating budget (without fringes). This carryforward will be aggregated at the Dean/Vice President level.

Please note that the lab fee carryforward policy has not changed.

If you have questions concerning this new carryforward policy, please contact either Accounting Services or the Budget Office.

Details:

1. The 2% is based upon original budget minus fringes, and is not affected by any budget adjustments made during the year.
2. Roll-up to VP/Dean level and must be "net" positive balance (deficits must be cleaned-up first). If, at the VP/Dean level, there is not a budget surplus, no carryforward will be available.
3. Fringes aren't included in carryforward.
4. Utilities are not included in carryforward.
5. Grad and UG FinAid is not included in the carryforward calculation.
6. Clearing accounts will be established at the VP/Dean level and Carryforwards will be budgeted into these clearing accounts and be available for distribution by the VP/Deans in the new budget year.
7. Utilities and FinAid are part of University Wide commitments - University Wide Commitments are the only areas excluded from the calculation.