

Date: June 21, 2021

To: Campus Unit Financial Leads

From: Henry Price, Associate Director Budget Planning and Analysis

Subject: Plans for FY 2022 Budget Load-*Revision to F&A Carry Forward*

This memo outlines how the fiscal year 2022 (FY2022) budgets for State funds, F&A funds and Trust funds with associated budgets will be loaded. Please see the changes to prior year information highlighted below.

<b>FAST for State Child Expense and State Revenue</b>	
<b>Future budget for FY2023 is copied in June.</b>	June 30, 2021, budget period 2022 budgets will be copied to budget period 2023 to establish the preliminary estimated budget. The journal ID will begin with the letters <b>EBS</b> or <b>EBSR</b> , respectively.
	July 1, 2021, budget period 2022 will be opened to become the estimated budget for FY2022.
<b>State Carry Forwards</b>	Appropriations/Central Receipts (Management Flex) has been designated by the Legislature to be used for CI Repairs & Renovations(R&R). The sum of balances by Budget code will be pooled at the Central department for R&R support.
	State Receipt Supported (SBTI and Unit-Controlled Receipts) will be loaded after OSBM approval. Justifications will be requested in the coming days.

<b>FAST for F&amp;A Child Expense</b>	
<b>Future Estimated budget for FY2023 is copied in June.</b>	June 30, 2021, budget period 2022 estimated budgets will be copied to budget period 2023 to establish the preliminary estimated budget and will be rebased after the prior fiscal year completes and new formula allocation is applied. The journal ID will begin with the letters <b>EBF</b> .
	July 1, 2021, budget period 2022 will be opened to become the estimated budget for FY2022.
<b>Formula Allocation budget is loaded in July after year-end close. The journal ID will begin with FORM22.</b>	The estimated budget for MCUs that generate indirect costs will be removed and replaced with F&A Formula Allocation calculated at 35%.
	DLAM and Clinical Trial taxes have been eliminated.
<b>Carry Forward Balances</b>	Formula generating units will retain all carryforward funds to help build reserves to fund start-ups and special projects. For information purposes, please send an email to <b><u>BudgetProcess 2021-22@unc.edu</u></b> with your requested amount and plan of expenses by <b>August 1, 2021</b> .
	Non-Formula generating units can submit a carryforward request to be reviewed by Central Finance Leadership in July after year-end close. Please send an email to <b><u>BudgetProcess 2021-22@unc.edu</u></b> with your requested amount and plan of expenses by <b>August 1, 2021</b> .
	Any remaining balances within the Non-Formula generating units will be swept and retained centrally.
	Once approved by Central Finance Leadership, the journal ID will begin with the letters <b>FACF</b> .
	Sources 14102, 14103, and 14104 will be carried forward for suspense corrections based on the balance from the previous fiscal year.

FAST for Trust Expense with Associated Budgets	
<b>Beginning budget is loaded in July after year-end close.</b> The journal ID will begin with the letters <b>TRROL</b> .	Fiscal year-end fund balance, based on Fund-Source, is loaded as the beginning budget. <ul style="list-style-type: none"> <li>Owning Department is not part of the equation.</li> <li>Balances on funds 297xx and 298xx are excluded from the beginning budget.</li> </ul>
	Budgets are loaded to the chartfield string indicated on the budget period 2022 row of the Associated Budgets table's Expense tab.
	July 1, 2021, budget period 2022 will be opened to become the operating budget for FY2022.
<b>Strategic Reserves source 15079 allocated budgets will be set to Control for the MCUs that have approved budgets.</b>	

**Associated Budget Table:**

Campus Unit Finance Leads, or designees, may submit a ServiceNow request to add or remove a Trust source from the Associated Budgets table.

Submit a help request through <http://help.unc.edu>, *Search Finance from the Search Bar, and select "Request Help with Finance Application"*. Please include the revenue and expense chartfield strings.

**Requests must be received by COB Friday, June 18.**

**No Action is Taken On:**

- FAST for Trust Revenue budgets.
- FAST for Trust Expense budgets not listed on the Associated Budgets table. To confirm if a trust source has an associated budget, in ConnectCarolina, follow this menu path to view the table: Home > Finance Menu > Commitment Control > Define Control Budgets > Associated Budgets.
  - Beginning July 1, 2021, you can submit budget journals to increase the Trust budget based on its fiscal year 2021 ending balance.
  - OSR budgets.

## **MORE INFORMATION**

Effective 7/1/2021, F&A and Trust budget accounts have expanded to include a separate account for fringes 515000 (range: 515000-515999, 521110, 521210, and 552320). The accounts used for budgeting are 510000-Personnel, 515000-Fringe Benefit, 500100-NonPersonnel

FAST parent for both State and F&A funds will be set to "Track Without Budget," which means that ConnectCarolina will not stop a transaction due to insufficient budget. Campus Unit Finance Leads are responsible for maintaining appropriate spending within their budget. Budget Planning & Analysis will conduct quarterly reviews and contact Campus Units that have overspent.

### **Viewing budgets in InfoPorte:**

- To view all of your current budget period budgets you will need to select current fiscal year along with budget period we are in. You can also leave the fiscal year blank and only select the budget period.
- For historic fiscal year reviews 2020 and older, select the budget period along with that fiscal year and prior fiscal year.
- To see an example of how this works please refer to the [Viewing Budgets in InfoPorte](#) document on ccinfo.unc.edu

You can identify the type of budget entry, by the first few letters of the budget journal ID, which is displayed in both InfoPorte and Budgets Overview:

- Estimated Budget State = EBS
- Estimated Budget State Revenue = EBSR
- Estimated Budget F&A = EBF
- Estimated Budget = ESTBUD
- F&A Carryforward = FACF
- F&A Formula Allocation = FORM##
- Trust Carryforward for Trust sources that are set up as associated budgets = TRROL

cc: Steve Agostini, Associate Vice Chancellor for Finance & Budget  
Nathan Knuffman, Vice Chancellor for Finance and Operations & CFO