Fiscal Year-end Help Session

College of Arts & Sciences

Dean’s Office Budget Team

May 19, 2020
FISCAL YEAR-END 2020

Information About the Fiscal Year-end

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Priority</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>High</td>
<td>State funds are the main priority during fiscal year-end. It is rarely possible to make corrections to current year charges after year-end and most funds are “use-them-or-lose-them.”</td>
</tr>
<tr>
<td>Trust</td>
<td>High/Low</td>
<td>Trust funds can be owned by the department (i.e. the department’s gift fund) or allocated by other units (i.e. DO research allocations). If the funds are department-owned, they are a low priority to clean up before fiscal year-end – the full ending balance will automatically rollover. Funds from other units may or may not carryover – check the notification letter or with the unit who provided the funds. Contact your assigned budget analyst for help determining which sources are department-owned and for question about any DO allocations.</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>Low</td>
<td>Ending F&amp;A balance will automatically rollover on all program codes.</td>
</tr>
<tr>
<td>Sponsored Research</td>
<td>Low</td>
<td>Not managed on the UNC fiscal year basis, but rather by the individual grant agreement. Contact your OSR sponsored project specialist with questions.</td>
</tr>
</tbody>
</table>
State Funds

State Receipts (125XX)
- Managed on a revenue/expense basis, you can spend what you earn
- Typically have to request carryover of unspent balances to OSBM in early June
  - Carryover is not guaranteed by the State, please contact your assigned budget analyst with questions

State Appropriations Carryover
- Includes all State Appropriations budget (12001) on EHRA lines on main State (program 10000), Instructional Budget (program C1302), and the TAP Pool (C1304)
  - Any balances on these funds will be automatically carried over in the IB

State Appropriations Non-carryover
- Includes all State Appropriations budget (12001) except EHRA lines on main State (program 10000), Instructional Budget (program C1302), and the TAP pool (program C1304)
  - All funds in this category will expire on 6/30 and will not be carried over
FISCAL YEAR-END 2020

Trust Funds

• Trust funds owned by the department will automatically rollover their ending balance to next fiscal year
  • Use the Sources database (srcs.oasis.unc.edu) to determine if your unit owns a source
    • This tool will only include the sources owned by your department
    • Make sure department-owned trust funds do not end in deficit, Dean’s Office will reach out to you to create a deficit reduction plan

• Budget on trust funds owned by other departments that are allocated to your department may or may not carryover
  • Consult the notification letter, if accessible, to determine if funds carryover
  • If you have any questions about the unit who owns a source or about carryover on allocations from the Dean’s Office, please contact your assigned budget analyst
## Key Year-end Dates

<table>
<thead>
<tr>
<th>Item*</th>
<th>Finance Shared Services Deadline</th>
<th>College/Campus Final Deadline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus vouchers</td>
<td>5/22</td>
<td>5/29</td>
<td></td>
</tr>
<tr>
<td>Employee travel reimbursements</td>
<td>5/22</td>
<td>5/29</td>
<td></td>
</tr>
<tr>
<td>Non-June PAATs</td>
<td>6/5</td>
<td>6/12</td>
<td>Before campus deadline; After 6/12 any non-June PAATs adjusting pay on State funds will not be approved to post.</td>
</tr>
<tr>
<td>Journal entries</td>
<td>6/11</td>
<td>6/12</td>
<td>Before campus deadline; After 6/12 all journal entries will route to the Dean’s Office for approval, entries received after this deadline might not be approved to post.</td>
</tr>
<tr>
<td>Receiving open purchase orders</td>
<td>6/12</td>
<td>6/12</td>
<td>Before campus deadline.</td>
</tr>
</tbody>
</table>

* Not an exhaustive list of FY20 year-end deadlines, complete list of deadlines available [here](#).
FISCAL YEAR-END 2020

After the department deadlines...

• Most College-specific deadlines are 6/12
  • Gives the Dean’s Office about a week to close the College’s overall budget

• Dean’s Office will process transactions to maximize the College’s budget and ensure spending adheres to budget categories
  • Please approve these actions ASAP when you see them in your worklist
  • All swaps will be budget neutral to the department
  • All swaps will use the program code CSWAP to ensure clarity
  • If you have any questions about a transaction, please reach out to your assigned budget analyst
FISCAL YEAR-END 2020

Tools to Help You Close Your Department’s Budget
College SAS Reports

State Funds Non-Carryover
Ensure your department spends all non-carryover State budget

State Funds Carryover
Project your department’s IB carryover for next FY

Summary Report – State, F&A, Trust
Overview of all budget and expenses in the department
College SAS Reports Notes

State Funds Non-Carryover

- Nets SHRA perm, SHRA temp, terminal leave, and purchased services budget on main State (program 10000)
- Also includes all budget on other program codes (i.e., start-up, DO allocations)
  - Make sure you account for summer salary payments which will not be included in projections

State Funds Carryover

- Nets EHRA budget on main State (program 10000), all Instructional Budget (program C1302), and all TAP Pool budget (program C1304)
- Ending balance from this report will be the department’s IB carryover next fiscal year
  - Make sure you account for the department chair’s summer salary payment which will not be included in projections

Summary Report – FAST

- Captures all State, F&A, and Trust budgets and expenses in the department
- Helpful to quickly look through the department’s funds and identify balances
- Please reach out to your assigned budget analyst with any questions about DO-allocated trust funds
FISCAL YEAR-END 2020

Other Resources

• **Manager’s toolkit** has a presentation on and guide for the College SAS reports

• Contact your division’s assigned budget analyst for a 1:1 fiscal year-end review

<table>
<thead>
<tr>
<th>Division</th>
<th>Budget Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s Office</td>
<td>Joe Daley</td>
</tr>
<tr>
<td>Undergraduate Education</td>
<td>Kristen Register</td>
</tr>
<tr>
<td>Fine Arts &amp; Humanities</td>
<td>Kristen Register</td>
</tr>
<tr>
<td>Social Sciences &amp; Global Programs</td>
<td>Heather Yousef</td>
</tr>
<tr>
<td>Natural Sciences &amp; Mathematics</td>
<td>Lindsay Gangl</td>
</tr>
</tbody>
</table>