



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

# 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

# Fund Types and Year-end Priority

| Fund Type          | Priority | Notes  |
|--------------------|----------|--|
| State              | High     | 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.”   |
| Trust              | High/Low | 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. |
| F&A                | Low      | Ending F&A balance will automatically rollover on all program codes.   |
| Sponsored Research | Low      | Not managed on the UNC fiscal year basis, but rather by the individual grant agreement. Contact your OSR sponsored project specialist with questions.  |

# 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

# 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](https://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

| Item*                          | Finance Shared Services Deadline | College/Campus Final Deadline | Notes  |
|--------------------------------|----------------------------------|-------------------------------|--|
| Campus vouchers                | 5/22                             | 5/29                          |  |
| Employee travel reimbursements | 5/22                             | 5/29                          |  |
| Non-June PAATs                 | 6/5                              | 6/12                          | Before campus deadline; After 6/12 any non-June PAATs adjusting pay on State funds will not be approved to post.   |
| Journal entries                | 6/11                             | 6/12                          | 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. |
| Receiving open purchase orders | 6/12                             | 6/12                          | Before campus deadline.  |

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

# 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

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL



# College SAS Reports

[Infoporte](#) → [Home](#) → [School 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

# 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

| Division                          | Budget Analyst                   |
|-----------------------------------|----------------------------------|
| Dean's Office                     | <a href="#">Joe Daley</a>        |
| Undergraduate Education           | <a href="#">Kristen Rogister</a> |
| Fine Arts & Humanities            | <a href="#">Kristen Rogister</a> |
| Social Sciences & Global Programs | <a href="#">Heather Yousef</a>   |
| Natural Sciences & Mathematics    | <a href="#">Lindsay Gangl</a>    |



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL