



*Business & Finance*  
*Financial Planning & Auxiliary & Enterprise Development*

**MEMORANDUM**

**To:** Executive Area Budget Managers  
**From:** Anneyra A. Espinosa  
Director, Office of Financial Planning (OFP)  
**Subject:** FY 2016-17 Year-End E&G Carry Forward Process  
**Date:** July 3, 2017

As you are aware, after the year-end closing process is completed, all FY 2016-17 E&G available budgets will be transferred to the carry forward fund (fund 211). In accordance with University guidelines, 50% of your departmental **Net Available Balance**\* will be established in your department's carry forward activity number. The other 50% will revert to the University to be used to offset potential state budget reductions and to fund strategic initiatives that support the University's overall strategy.

*\* The Net Available Balance will be calculated as follows:*

*Available Balance at the Executive Area rollup as of June 30, 2017*  
*less Purchase Order extensions that have been approved by OFP*  
*less Unbudgeted expenditure requests granted during FY 2016-17*

If the net available balance is negative at the executive area rollup, the executive area's base budget for FY 2017-18 will be automatically reduced by the amount overspent in FY 2016-17.

Please note, this process excludes the College of Medicine as their Carry Forward balance is determined in a separate process.

If your department requires an allocation in excess of 50% of the net available balance, please submit a [Carry Forward Retention Request Form](#) along with supporting documentation (e.g. invoices, contracts, etc.) for approval by the Provost and CFO. Insufficiently documented or incomplete requests will not be considered.

Please limit requests for additional carry forward over 50% to balances resulting from unavoidable delays associated with budgeted departmental programs or initiatives.

The following commitments will be granted carry forward budget authority in the amount of 100% of the net available balance. We will work directly with each executive area budget manager (EABM) who has funds in the following areas to establish the amount. You will not be required to submit a Carry Forward Retention Request Form.

1. **Legislative earmarked funds** - *This category refers to line item appropriations received from the state to fund specific projects such as Life Sciences, Center for Ethics & Professionalism, Center for Leadership, Washington Center for Internships and Academic Seminars, Democracy Conference, IT Performance, Economic Development Study, FIUnique (Panther Life Program, Fostering Pride, Health Embrace, Center for Children and Families), FIU UP:LIFT, and University Security Management Technology.*
2. **Minor construction projects in Facilities**
3. **Other approved major university commitments**

OFP will establish additional budget authority in the department's carry forward activity number for all the requests approved.

### *E&G Cost Share Projects*

Any available balances relating to cost share projects (funds 215 and 216) will be granted budget authority in the amount of 100% of the net available balance. OFP will establish budget authority in the carry forward activity number (fund 211) of the department which originally provided funding for the cost share commitment.

For those cost share projects originally established with current year base budget in fund 215, the budget for the cost share project must be re-established in fund 215 in FY 2017-18 by transferring funds from fund 210. As such, the carry forward budget authority granted to the department in fund 211 will be available to the department to spend on normal operating expenses. This process allows departments to continue using the same project number in fund 215 in the new fiscal year while reducing the work load associated with establishing a new project in the carry forward fund and moving payroll to a new project.

For those cost share projects originally established with carry forward budget in fund 216, the budget on the cost share project must be re-established in fund 216 in FY 2017-18 by transferring funds from fund 211.

OFP will re-establish the cost share budgets in the new fiscal year for each project in both funds 215 and 216 by transferring the net available balance from funds 210 and 211 respectively. Grant managers will not be required to submit a request and supporting documentation to re-establish the net available balance.

### *Next Steps*

Please submit all retention requests to [finplan@fiu.edu](mailto:finplan@fiu.edu) no later than **Monday, July 24, 2017**.

We anticipate the 50% of your departmental Net Available Balance and commitments granted 100% authority as described above, will be established in your department's carry forward activity number by Friday, August 11, 2017.

If you have any questions or need additional information, please feel free to contact me at Ext: 7-1138.