

## Carry Forward Procedures

As established by the Student Government Association Accumulated Cash Balance Policy (ACB) at the end of the fiscal year any funds remaining in an Activity and Service (A&S) fund 451 activity numbers will be swept and placed in the ACB fund. In an effort to maximize the utilization of the A&S Fee, the Activity and Service Business Office has developed a guideline to address consideration to carry forward unused departmental funding resulting from unavoidable delays associated with the budgeted department program or initiative.

The idea of carrying forward funds is not meant to be used as a means to extend the current year budget to alleviate future years' budget recessions or to be used for same item request year-after-year. It should be used as a planning tool for exceptional circumstances.

Departments and/or student organizations can request to have funding carried forward to the next fiscal year by completing the process noted below:

- Complete the Carry Forward Request form and attach supporting documents to further justify the request.
- Fill out activity number, FY allocation, and estimated year-end balance along with carry forward amount requested.
- Identify the reason for your request and timeline for completion.

Request for funding to cover items that were not originally budgeted in your department will not be considered unless the funding is necessary to address needs resulting from, or for minor construction projects. Funding request for special, unanticipated items will be considered on a case-by-case basis. The availability of funds as indicated on the Controller's Office year end closing report will be a factor in the consideration of carry forward request funding.

Carry Forward Requests forms can be submitted after the close of the fiscal year-end (June 30th) but no later than July 31. A response to the request can be expected two weeks after the University Controller's Office closing of the fiscal year's general ledger.