

Following are the guidelines for carry forward year end unexpended unrestricted funds:

UNEXPENDED FUNDS CARRYFORWARD GUIDELINES

As described in the carryforward policy, all unexpended balances of base budget allocations of core State General Funds (19900, 19912, 19929) and Tuition funds (20095) at the end of the fiscal year will be swept for central campus commitments. However, up to 5% of the base budget for non-salary funds, net of deficits that may occur within the departments, will be returned to the Organization head.

Faculty Startup funds are excluded and must adhere to spending guidelines as provided under the existing policy by Provost and Executive Vice Chancellor.

FACULTY INCIDENTAL BALANCES

Unexpended faculty incidentals balances will be carried forward every year up to a limit of \$9,000. Once a faculty member reaches \$9,000 in incidental funds, he or she will not receive any additional incremental funding until the balance is reduced to below \$9,000. Any incidental funds not distributed due to the \$9,000 limit will be used for campus-wide initiatives.

This threshold does not apply to incidental funds held at Dean and Department Chairs level. These are considered operating funds and are covered under the 5% non-salary fund threshold.

OTHER FACULTY RELATED BALANCES

This policy excludes all funding related to other faculty carryforward such as non-grant research awards, stipends, Academic Senate awards, AP and Department chair awards, Undergrad Chair awards, Grad Chair awards, FAO awards. These follow the timeline and spending threshold as defined by these awards.

IMPLEMENTATION:

Faculty Related Accounts Carryforwards

A. Faculty Incidentals (Item IV.a)

- Faculty Incidental templates will be sent to schools (Finance Point of Contact) after June Prelim **(July 20)** requesting information of projected Faculty Incidental Balances. Completed templates must be returned to budget@ucmerced.edu prior to fiscal close **(July 27)** for Financial Planning & Analysis (FP&A) team to receive projection of estimated commitment and a comprehensive list of Faculty Incidental FAU's to be manually carried forward.
- After fiscal close **(mid August)**, FP&A will review Faculty incidental actual balances and perform verification process.
- Carryforward funding will be sent to units by end of Quarter 1 **(Sept 30)**.

B. Other Faculty related balances (Item IV.b)

- Other Faculty related balances (IV.b) templates will be sent to the schools (Finance Point of Contact) after June Prelim **(July 20)** requesting information of projected Faculty Award balances. Completed templates must be returned to budget@ucmerced.edu prior to fiscal close **(July 27)** for FP&A to receive projection of estimated commitment and a comprehensive list of Faculty All Other FAU's to be manually carried forward.
- After fiscal close **(mid August)**, FP&A to review Faculty All Other actual balances and perform verification process.
- Carryforward funding to be sent to units by end of Quarter 1 **(Sept 30)**.

Non-Faculty related specific one-time state fund allocations

Allocations received from UCOP or other campuses as part of one-time state allocations or a specific restricted purposes or other Intercampus Transfer of Funds (ITF) are excluded from the policy restrictions. These funds follow the spending guidelines as prescribed by the fund award letters or ITF instructions.

- Templates will be sent to the Units (Finance Point of Contact) after June Prelim (**July 20**) requesting information of remaining balances to carry forward. Completed templates are due back to budget@ucmerced.edu prior to fiscal close (**July 27**) for FP&A to receive projections of estimated commitment and comprehensive list of FAU’s to be manually carried forward.
- After fiscal close (**mid August**), FP&A will review actual balances and perform verification process.
- Carryforward funding to be sent to units by end of Quarter 1 (**Sept 30**).

5% of Non-Salary base allocations of unrestricted State General and Tuition funds

- All balances of salary savings in subs 0, 1, 2 and 6 will be swept to fund central university commitments.
- All non-salary balances in Subs 3, 4, 5, 7 and 8 will carryforward funds up to 5% of the current year permanent operating budget (non-flow through and excluding one-time funding) at the account-fund-sub level, will be returned to the Organization level. These funds will be used for Organizational initiatives and/or to meet department obligations crossing fiscal years at the discretion of the Organization head. If a fiscal year-end deficit occurs within the department, then that deficit will be covered utilizing the funds intended to be returned to the organization head.
- FP&A will provide the total 5% balance that is available for carryforward at the Organization level after the final close (**August 15**).
- Departments can request to carry forward available balances of non-salary funds to their organization head. Departmental requests should be approved by the Organization Head and then submitted to FP&A. Once reviewed by FP&A and confirmed that available funds exist at the Organization level, the amounts will then be transferred to the department identified FAU by FP&A. *See attached Guidelines for Carryforward Requests form*

This process should not be used to request funds for unanticipated expenses in next fiscal year or new one-time project expenses.
- Please send any question to budget@ucmerced.edu

Below is a quick reference table for fund carryforward restrictions

<u>Fund Group</u>	<u>Fund #s</u>	<u>Carryforward Policy</u>
<u>State General Funds</u>	19900, 19912	<p>Base allocations of unexpended salary balances in Subs 00, 01, 02, 06 do not carryforward</p> <p>Non-Salary subs 03, 04, 05, 07 and 08 do not carryforward except for 5% of base budget allocation will be provided to the Organization head given the carryforward balance is available</p> <p>Faculty Incidentals, non-grant research awards/stipends for Senate, Ungraduate Chairs, FAO, Graduate Chair, Unit Chairs do carryforward. See restrictions in the policy text.</p>

<u>SAPEP Funds</u>	19924	25% of base budget allocations. See policy text IV.B.2 for additional details
<u>Tuition</u>	20095, 19942	Base allocations of unexpended salary balances in subs 00, 01, 02, 06 do not carryforward Non-Salary subs 03, 04, 05, 07 and 08 do not carryforward except for 5% of base budget allocation will be provided to the Organization head given the carryforward balance is available Non-grant research awards/stipends for Senate, Ungraduate Chairs, FAO, Graduate Chair, Unit Chairs do carryforward. See restrictions in the policy text.
<u>UC General Funds</u>	19941	Automatic Carryforward
<u>Summer Session Revenue</u>	20290/91/95	Automatic Carryforward
<u>Student Fees</u>	20000,20050,20280	Automatic Carryforward
<u>Course Fees</u>	2015x	Automatic Carryforward
<u>Indirect Cost Recovery</u>	19931, 19933, 19934, 19940	Automatic Carryforward
<u>Contracts and Grants, Gifts</u>	18xxx (except 18082), 2xxxxx, 398xx- 4xxxx,5xxxx series	Automatic Carryforward
<u>Endowment</u>	13xxx, 16xxx, 30xxx-39499 series	Automatic Carryforward
<u>Auxiliary Enterprises</u>	70000-74999	Automatic Carryforward
<u>Revenue Generating Self Supporting Programs</u>	6xxxx series	Automatic Carryforward
<u>Other Funds</u>	66xxx and 75xxx series	Automatic Carryforward