

Fund 10 Carryover Policy/Process

v. 7/15/26

Purpose

This process allows divisions/colleges/units to request the carryover of eligible unspent Fund 10 budgets from the previous fiscal year into the current fiscal year. The intention is to limit the loss of budgets for valuable work from unexpected delays or interruptions on a one-time basis. It is not intended to replace sound and appropriate budget planning or to be a source of permanent budget funds. The availability of carryover budgets is subject to the overall budgetary situation of the University and may not be feasible in every year.

This is a distinctly different process from the carryforward process for Fund 11 (Auxiliary), Fund 12 (Revenue Centers), Fund 13 (Special Program Fees), and Fund 14 (F&A/Indirect Costs) aka the self-supporting programs.

Eligibility Criteria

This carryover process applies **only to Fund 10 non-personnel budgets** that meet the following conditions:

1. Threshold Requirement:

- Divisions/colleges must have an unspent Fund 10 non-personnel budget greater than **\$50,000** from the previous fiscal year (excluding reserves and chargebacks). The underspend must be across the entire non-personnel budget, not individual account codes (e.g. not just 60101:Materials and Supplies) and across the entire operating unit (not individual cost centers).

2. Carryover Amount:

- Divisions/colleges are eligible to request carryover for **20% of their total remaining non-personnel Fund 10 budget** (excluding reserves and chargebacks), provided the threshold is met.

3. Purpose of Carryover:

- Carryover fund requests must be for identified approved purposes, not for general reserves and uses to be determined. The purpose should not be for a proposal already not approved in the annual budgeting process. Requests must be for **temporary one-time** budget amendments, not permanent budget items, such as:
 - **Existing commitments:** Ongoing projects or contractual obligations.
 - **Strategic Initiatives:** High-priority initiatives delayed from the previous fiscal year.
 - **Operational Needs:** Specific needs critical for enhancing operations.

Timeline

1. September 15:

- The carryover request process opens when the annual audit process is sufficiently progressed that prior year financials are reliable.
- The Budget Office will notify all divisions/colleges of the carryover request timeline and guidelines and provide a template for requests.
- Divisions/colleges begin reviewing their unspent Fund 10 budgets.

2. October 1:

- Deadline for all carryover requests to be submitted, including:
 - i. Division/College Name
 - ii. Amount Requested (up to 20% of total remaining budget)
 - iii. Justification for Carryover
 - iv. Breakdown of Unspent Budget (Category & Purpose)
 - v. Supporting Documentation (if applicable)

3. By November 1:

- The Budget Office will evaluate requests based on:
 - i. Remaining Fund 10 budget and eligibility threshold.
 - ii. Justification and documentation provided.
 - iii. Alignment with organizational priorities.
 - iv. Overall University budget set aside for Fund 10 carryovers
 - v. Clarifications or adjustments requested during the review process.
- If the total sum of eligible and appropriate requests is less than the budgeted Fund 10 carryover pool, the Budget Office will approve them without Presidential involvement.
- If the total sum of eligible and appropriate requests exceeds the budgeted Fund 10 carryover pool, the Budget Office will involve the COO, Provost, and President in selecting an approved list of proposals
- Decisions then communicated to units

4. By November 15:

- Budget Office makes temporary budget transfers accordingly into specific cost center accounts
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