



Financial Management Policies and Procedures

Issued by

Office of Planning and Budget and
State Accounting Office

Policy Number	Section Name	Policy Name	Effective Date	Version
02.01.0201	Budget Amendments	Carry Over of State Funds	July 1, 2008	1.0

I. Purpose/Scope

The purpose of this policy is to define the budget standards for State funds carried over to be used for expenditures planned in the next fiscal year.

II. Background

State agencies are allowed to carry over State funds to spend in the next fiscal year only if they are authorized to be reserved by the State Accounting Officer or if the agency has constitutional or other statutory authority to carry over State funds (i.e. motor fuel funds).

III. Policy

In BudgetNet, State funds carried over must be amended into the budget in the next fiscal year as the specific detailed state fund source of their origination with a “Prior Year funds” designation. The type of detailed State funds must be identified as State General Funds, Motor Fuel Funds, Tobacco Funds, Lottery Funds, Brain & Spinal Funds or Governor’s Emergency Funds.

Funds carried over must be used for the intended purpose of the approved reserve or constitutional/statutory authority.

IV. Procedure/Guidelines

- A. Agencies should reference the current year AOB/Amendment Instructions for additional information/requirements.
- B. Agencies should amend the budget as soon as they anticipate spending the carry over funds.
- C. When applicable agencies should provide OPB with a copy of the authorization letter when amending in carry over funds.

- D. Effective with Fiscal Year 2009 the following new state fund source codes should be used to amend in Carry Over state funds:
1. State General Funds – Prior Year
 2. Motor Fuel Funds – Prior Year
 3. Lottery Proceeds – Prior Year
 4. Tobacco Settlement Funds – Prior Year
 5. Brain and Spinal Injury Trust Fund – Prior Year
 6. Governor’s Emergency Fund – Prior Year

V. Definitions

Carry Over Funds- Funds that are unspent at the end of one budget period (usually the current) to be brought forward into the new budget year for a designated purpose as authorized in writing by the State Accounting Officer (when applicable).

VI. Approval

Agency

Approval Date

State Accounting Office	6-25-08
Office of Planning and Budget	6-25-08

VII. Revision History

Version	Date
1.0	6-25-08