



# 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	April 4, 2013	2.0

## 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 Office of Planning and Budget (OPB) or if the agency has the constitutional or other statutory authority to carry over State funds (i.e. motor fuel). All reserve requests are subject to review by the Department of Audits and Accounts (DOAA).

## 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 and Spinal Injury Trust Funds or Governor's Emergency Funds.

Funds carried over must be used in the same program to which they were originally appropriated and for the intended purpose of the approved reserve or constitutional/statutory authority. Requests for adjusting funds carried over between programs must be facilitated through the Fiscal Affairs process.

## IV. Procedure/Guidelines

- A. To request reservation of State funds, agencies should submit a letter including support to OPB. A copy of the letter should be submitted to SAO and DOAA. Reference OPB year end calendar for applicable deadlines.
- B. Agencies should amend the budget to reflect the available prior year State funds once the amount has been approved by DOAA. Procedures for amending prior year budgets can be found on OPB website
- C. Agencies should provide OPB with a copy of their Budgetary Compliance Report reflecting the final amount of prior year State funds available to carry over when requesting to amend in prior year State funds.
- D. Effective with Fiscal Year 2009, the following new State fund source descriptions should be used to amend in prior year State funds:
  - 1. State General Funds – Prior Year
  - 2. Motor Fuel Funds – Prior Year
  - 3. Lottery Proceeds – Prior Year
  - 4. Tobacco Settlements Funds – Prior Year
  - 5. Brain and Spinal Injury Trust Fund – Prior Year
  - 6. Governor’s Emergency Fund – Prior Year

## V. Definitions

## VI. Approval

(This section lists the approval given from various business owners, etc.)

State Accounting Office	6-25-08; 04-11-13
Office of Planning and Budget	6-25-08; 04-11-13

## VII. Revision History

(This section tracks the changes made to the policy as it goes through the review process.)

Version	Date
2.0	04-05-13