June 19, 2015

Dear Colleagues,

Following are the guidelines for carry forward of FY 14-15 unrestricted funds:

**FY 14-15 UNRESTRICTED FUNDS CARRYFORWARD GUIDELINES**

**As in the past, all balances of unrestricted funds at the end of the fiscal year will be swept for distribution to other budgetary priorities as defined by the President. However, up to 5% of the FY 14-15 budget for salaries and supply and expense funds, net of deficits that may occur within the division, will be returned to the division head for discretionary use.  Departments may submit requests to carry forward funds to cover actual commitments for 14-15 that cannot be paid until the next fiscal year.**

IMPLEMENTATION:

* All balances of salary savings in subs 0, 1, 2 and 6 will be swept for distribution to other budgetary priorities as defined by the President.
* All non-salary balances in Subs 3, 4, 5, 7 and 8 will be swept; however, the balance of funds, up to 5% of the 14-15 permanent operating budget (non-flow through and excluding 14-15 one-time funding) at the account-fund-sub level, will be returned to the division.  These funds will be used for divisional initiatives and/or to meet department obligations crossing fiscal years at the discretion of the division head. If a fiscal year-end deficit occurs within the division, then that deficit will be covered utilizing the funds intended to be returned to the division head.
* Departments can request to carry forward available balances of non-salary funds.  Departmental requests should be approved by the Division Head and then submitted to the UCOP Budget Office.  Once approved by the President, the amounts will then be escrowed and distributed to the department by the OP Budget Office upon receipt of proof of the expenditure.  *See attached Guidelines for Carryforward Exception Requests form.*

This process should not be used to request funds for unanticipated expenses in FY 15-16 or new one-time project expenses. Please use the Decision Memo Process for those requests.

* Carryforward of 14-15 one-time funds may be requested by submitting the One-Time Funding Update form. *See attached One-Time Funding Update form.*
* Please complete the One Time Funding Update for all previously approved installments of multi-year funding needed in FY 15-16. *See attached form.*

All forms are due to the Budget Office **by July 17, 2015**.

If you have any questions, please contact your budget coordinator or me at x7-9589.

Éva Goode

UCOP Budget Director