

Changes for 2017-18 End of FY Closeout Process

Budget Reports (BD 701) - Review Items		Review	Change
1	Certified and Authorized Budgets reconcile between NCAS (BD 701) and IBIS (RK 325). Reconcile requirements, receipts, and appropriations.	<p>OSBM & Agency: reconcile at budget code and fund summary level.</p> <p>Agency: reconciles at detailed account level.</p>	New IBIS report will automate check. (Not available for NCAS Interface Agencies)
2	No negative certified or authorized budgets.	<p>OSBM: review at budget code fund summary level.</p> <p>Agency: reconciles at detailed fund and account level.</p>	New IBIS report will automate check. (Not available for NCAS Interface Agencies)
3	No over expended funds.	<p>OSBM: reconciles at the budget code fund summary level.</p> <p>Agency: reconciles at individual fund level.</p>	New IBIS report will automate check. (Not available for NCAS Interface Agencies)
4	No over expended accounts or line items at the individual account level (pooled account level for UNC).	<p>OSBM: reviews at 2 digit account (ex. 53 21xx) at Summary by Account view.</p> <p>Agency: For NCAS Accounts 531X, 536X, 537X, and 538X reviews at 4 digit account level (ex. 53 2110) at Detail by Fund view. For 532X through 535X reviews at 2 digit level. Universities review using UNC System account pools.</p>	<p>OSBM responsibility: OSBM will no longer provide secondary review at 4 digit account level (ex. 53 2110) or more detailed cost center level at Detail by Fund view.</p> <p>Agency responsibility: New IBIS Report - "Previous Month Over Expenditure" report created for NCAS agencies that automates the identification of over-expended accounts.</p>

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5	Reserve accounts (53 71xx) are distributed unless reverting or agency has authority to carryforward.	Agency Only	Agency responsibility: OSBM will no longer provide secondary check.
6	No missing or incorrect account titles in NCAS. Missing account titles show as "No Desc Found." (If a title is missing, the agency should add the title into NCAS, NCAS will then update IBIS the following day.)	Agency Only	Agency responsibility: OSBM will no longer provide secondary check.
7	Over-realized receipts are budgeted prior to expenditure of those receipts.	Agency Only	Agencies are responsible for monitoring and budgeting over-realized receipts. OSBM will no longer alert agencies about unbudgeted receipts. If agencies spend unbudgeted receipts for an unauthorized purpose, OSBM will not approve budget revisions providing budget authority. Budget reports (BD 701s) will be certified showing the unauthorized expenditure.
8	Salary Reserve balances cannot be negative at the fund and account level within a budget code. (N/A to UNC)	Agency Only	Agency responsibility: OSBM will no longer provide secondary check.
9	Special Funds: No negative cash balances unless approved by OSBM. (N/A to UNC)	OSBM and Agency	No Change
10	Federal Funds: reconcile receipt-supported expenditures and related collection of receipts to ensure they are in balance. Excess federal receipts in General Fund must be returned to 3XXXX federal budget code.	Agency Only	Agency responsibility: OSBM will no longer provide secondary check.
11	Carryforward recorded correctly.	OSBM and Agency	No Change
12	UNC: No appropriation in 1102 Summer School and 1103 NonCredit Instruction	OSBM and Agency	No Change

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Reconciliation of CMCS (BD 702) - Review Items			
13	Quarterly allotment amount reconciles between NCAS (BD 702) and IBIS.	OSBM and Agency	No Change
14	Quarter to date expenditures for requirements and appropriation do not exceed quarterly allotment.	OSBM and Agency	No Change
15	Ensure quarterly reversion entry is correct by comparing YTD allotment and YTD expenditures. If they are not the same amount, the quarterly reversion is incorrect. Requirements and receipts should be compared in addition to appropriation.	Agency Only	Agency responsibility: OSBM will no longer provide secondary check.

Carryforward			
16	Encumbrance carryforward amounts are transferred from OSBM Budget Code back to agencies at beginning of new fiscal year.	OSBM and Agency	OSBM requires documentation of encumbrances before approving carryforward to next fiscal year. OSBM will no longer require evidence that the encumbrance was liquidated. Instead, carryforward funds will automatically be transferred back to the agency when the new fiscal year opens unless OSBM determines special circumstances warrant additional documentation.

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Accountability			
17	Fiscal Year Closeout Certification	Agency	OSBM will require a new closeout certification document. This document will be the closeout checklist and signature block for the Budget Director or CFO to certify that all of the agency/campus reviews have been completed and are accurate. The closeout certification will be submitted to OSBM by email once the agency/campus is ready to close.