

TO: BSAG and Business Services listservs members

FROM: Chad Cleveland, Interim Assistant VP & Controller

RE: Changes to Streamline the Carry-Forward Process

In an effort to reduce administrative burden and streamline the carry forward process, departments will no longer be required to complete a carry forward request form for their departmental sales and service (DSS), indirect cost return (IDC), and continuing education accounts. This change will also eliminate the higher-level approval process for carry forward funds.

Requests for the carry forward of funds in student technology fee (STF) accounts will still need to be completed and submitted to the Accounting Department by June 15, 2015. These requests will be forwarded to the Vice President for Information Technology (VPIT) for approval. The STF carry forward request form is located at <http://www.busfin.uga.edu/forms/stf.pdf>.

After the fiscal year is closed, Accounting will run the necessary queries to determine the available carry forward funds. Accounting will notify each school/college/unit and the Budget Department of the various carry forward funds (DSS, IDC, Continuing Education, and STF) available.

Excess funds in departmental sales and indirect cost return accounts will be carried forward at the school/college/unit level. Each school/college/unit will have discretion on how to implement a process for distribution of these excess funds at the account number level.

Excess funds in each continuing education account will be automatically carried forward to the next fiscal year.

VPIT-approved carry forward requests in student technology fee accounts will be automatically carried forward to the next fiscal year.

Each school/college/unit should follow carry forward requirements as outlined in the Board of Regents Business Procedures Manual section 2.2.1: http://www.usg.edu/business_procedures_manual/section2/manual/C1086/#p2.2.1_current_funds

In addition, each school/college/unit should internally document how the carry forward funds will be used. This information may be needed at the request of the Board of Regents.

If you have any questions, please contact Celise Elder in Accounting at celder@uga.edu or 706-542-1197.

