



North Carolina Department of Health and Human Services
Division of Budget and Analysis
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Michael F. Easley, Governor
Dempsey Benton, Secretary

James B. Slate, Jr., Director

May 16, 2008

MEMORANDUM #2008-07

TO: Division Directors
Division Budget Officers

FROM: Jim Slate 

SUBJECT: 2008-2009 Carry Forward

In a memorandum dated May 9, 2008 the Office of State Budget and Management notified all state departments that it would review requests to carry forward funds from FY 2007-08 to FY 2008-09 in compliance with G.S. 143-18 and G.S. 116-30. To facilitate the organization of the Department carry forward requests, you should submit your carry forward request (on the attached template) for ***review by the Division of Budget and Analysis by June 11, 2008.***

The carry forward request should be divided into five categories:

Category A – Required by general statutes or session law (funds are designated as non-reverting);

Category B – Obligations for which one time non-recurring funds were appropriated for this fiscal year only;

Category C – Unearned revenue received in FY 2007-08 for goods or services that will be provided in FY 2008-09, such as summer school tuition receipts;

Category D – Federal funds that have been transferred to a General Fund budget code that are in excess of actual disbursements; and

Category E – Documented encumbrances such as outstanding purchase orders or contractual obligations. These requests should be listed in priority order and include the following documentation:

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- Purchase order number or contract number;
- Purchase order date or contract effective date prior to June 1, 2008;
- A brief description of the impact if funding is not carried forward.

The clear proceeds for fines, forfeitures, and penalties as of June 2008 payable to the Civil Penalty and Forfeiture Fund must be carried forward for transfer in July 2008.

The Division of Budget and Analysis will review your carry forward requests and make Department recommendations to OSBM. You will be advised of Department recommendations prior to submission to OSBM.

OSBM will review the carry forward requests in the context to the State's current and projected cash flow. Notifications from OSBM will be given in late June or early July.

The complete letter from the State Budget Officer regarding closing procedures for Fiscal Year 2007-08, including carry forward, is on the OSBM website http://www.osbm.state.nc.us/files/pdf_files/memo05092008GuidelinesforClosingFY2007-08.pdf.

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cc: Dan Stewart
Jackie Sheppard
Laketha Miller
Budget Analysts