

CARRYFORWARD & DESIGNATED FUTURE COMMITMENTS

POLICY AND PROCESS

Colorado State University

CARRYFORWARD

1. Up to 1.5% of unexpended year-end balances in the combined EG (13) and RARSP (16) subfunds may be carried forward into the new fiscal year, without restriction, to fund college and unit priorities. This policy also applies to the Professional Veterinary Medicine PVM (14) subfund and to the CSU Agencies' EXPSTA (15), EXTEN (17) and CSFS (19) subfunds. The 1.5% carryforward limit is calculated on the revised budget for the General Fund appropriations [EG (13), PVM (14), EXPSTA (15), RARSP (16), EXTEN (17) and CSFS (19) subfunds].
2. Except as provided below in the Designated Future Commitments (DFCs) process, amounts in excess of the 1.5% limit will be swept for reallocation by the Operations Committee of Cabinet and used to meet university one-time needs and commitments.

EXCEPTIONS TO THE CARRYFORWARD- DESIGNATED FUTURE COMMITMENTS

Unexpended year-end balances in excess of the 1.5% carryforward limit may be retained for certain specific purposes. These include: faculty start-ups, department/unit commitments not including start-ups, and multiyear priority projects/purposes. Requests for DFCs must be specific as to University Strategic Plan (USP), goal, purpose, outcome and amount. DFC requests must be submitted by the dean or vice president/vice provost through the Office of Budgets for review by the Provost/EVP and the Operations Committee.

A request form will be provided to each business officer of each college and vice president to complete and facilitate the request process and to ensure consistent and complete information. They are responsible for disseminating and coordinating with their departments. Please submit requests electronically by August 6, 2018 to Angela Nielsen angela.nielsen@colostate.edu , Office of Budgets.

- **Faculty Start-up and Retention Packages**

Start-up packages (SU) provide one-time enhancement funding for new and replacement faculty. Start-ups for existing/replacement (attrition) faculty are normally funded 1:1:1 by colleges, departments, and the Vice President for Research (VPR). Requests to the Provost/EVP and Operations Committee to set aside college/department year-end funds over the 1.5% limit for SUs should be accompanied by a copy of the *Faculty Search Request Form and/or Institutional Commitment Form, if available*, for the position being filled. Some known high-cost start-ups (e.g. new dept. chair) may involve requests for multiyear funding. Funds requested for start-ups in out years (not the upcoming FY) will be held centrally in the University Strategic Reserves (RESERV 75 subfund) (see Multiyear Priority Projects/Purposes below). Any college or department SU funds that remain unspent at year-end will automatically be subject to the carryforward limit unless a specific request to extend the remaining balance/commitment into the new fiscal year has been approved by the Operations Committee. All unspent SU funds provided by the Vice President for Research (VPR) revert to the Office of the VPR. Note: SUs for expansion faculty must be coordinated with the VPR.

On occasion, start-ups are provided for new or promoted administrators. These are typically funded centrally or by the Provost/EVP, assigned a specific time limit, and transferred to the college or unit on an “as needed” basis. Unspent balances at year-end will be included in the carryforward limit unless a request to extend the funding and the commitment into the new fiscal year has been approved as described above.

Retention packages including one-time funding may be provided to faculty with critical retention issues. DFCs for retention packages may be requested if the faculty member is unable to spend out the one-time funding provided in the current fiscal year. Unspent balances at year-end will be included in the carryforward limit unless a request to extend the funding and the commitment into the new fiscal year has been approved as described above.

- **College/Unit Commitments Not Including Start-ups (Note: These funds are expected to be spent out in the next fiscal year.)**

If approved by the Operations Committee, colleges and units may retain available funds for use in the following fiscal year to achieve specific goals in the University Strategic Plan (USP) or to provide for defined emergencies. Approved DFCs are expected to be spent by the end of the following fiscal year. Any that remain unexpended will be swept to Central for reallocation unless an exception is approved by the Operations Committee.

- **Multiyear Priority Projects/Purposes**

Subject to approval by the Operations Committee, colleges and units may set aside available funds over the 1.5% carryforward limit for special projects or purposes that require multi-year accumulations. Examples include major equipment acquisitions, building construction and renovations, or any significant undertaking where a multi-year accumulation of funding will be necessary. Except for unusual circumstances, the accumulation period will be limited to three consecutive fiscal years for a proposed total of at least \$50,000. Each request must fully describe the project and be linked to one or more USP goals. Once approved, the funds requested for multiyear priority projects/purposes will be transferred to the University Strategic Reserve (RESERV 75 subfund) and remain there until the acquisition can be accomplished or project draws can begin. Any residual balance will be swept to Central for reallocation.

APPROPRIATE USE OF PLANT FUND ACCOUNTS

Plant fund transfers must be related to a specific project that has already been approved for funding and has an established plant fund project account. Transfers can be made to Plant Fund project accounts for any projects that meet the criteria for Plant Fund Expenditures (e.g. facilities projects and the purchase of large equipment items). Plant fund transfers should be strategically planned for and completed prior to June 30th in any given fiscal year. Projects over \$100,000 require advanced approval from the Vice President for University Operations and/or the Operations Committee of Cabinet. Allow sufficient time for the approval process and for the creation and approval of a plant fund (project) account in Kualu.