CARRYFORWARD & DESIGNATED FUTURE COMMITMENTS
POLICY AND PROCESS
Colorado State University

CARRYFORWARD

1. Up to 1.5% of unexpended year-end balances in the combined 13 (EG) and 16 (RARSP) sub funds 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 14 (VETMED) sub fund and to the CSU Agencies’ 15 (EXPSTA), 17 (EXTEN) and 19 (CSFS) sub funds. The 1.5% carryforward limit is calculated on the revised budget for the General Fund appropriations (13 (EG), 14 (VETMED), 15 (EXPSTA), 16 (RARSP), 17 (EXTEN) and 19 (CSFS) sub funds).

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 Provost/Executive Vice President (Provost/EVP) 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 Cabinet Executive Committee.

A request form will be provided to facilitate the request process and to ensure consistent and complete information. Please submit requests electronically by June 15, 2010 to Becky Trentlage, 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 Cabinet Executive 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. 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 (75-RESERV sub...
fund) (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 Cabinet Executive 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 Cabinet Executive 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 Cabinet Executive Committee.

- **Multiyear Priority Projects/Purposes**

Subject to approval by the Cabinet Executive 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 (75-RESERV sub fund) and remain there until the acquisition can be accomplished or project draws can begin. Any residual balance will be swept to Central for reallocation.