

Capital Project Budget Certification Instructions – 2023-25 Biennium

Agencies and Universities will establish individual project certified budgets via type 11 budget revision **after** OSBM certifies all State Capital and Infrastructure Fund (SCIF) projects to Budget Code 24001.

Step by Step Guide for Capital Project Budgeting:

- 1) **Review Enacted Legislation.** Agencies need to review [S.L. 2023-134](#). Make sure to review both the bill language (Part XL) and [Committee Report](#) (beginning on page H1) as either may list projects receiving funding under the State Capital and Infrastructure Fund (SCIF).
- 2) **Use IBIS to submit a request for a new Budget Fund for each new project funded in FY 2023-24 and 2024-25 in S.L. 2023-134.** OSC and OSBM will assign and approve the next available Budget Fund in NCFS. Agencies should set up projects in the 423XX capital Budget Code unless OSBM has granted an exemption. Make sure to write the Interscope item number in the revision’s justification box so that OSBM can match projects in both systems.
- 3) **Create a specific receipt account with an Interfund and Funding Source for each funding year of the SCIF.**

The receipt accounts are as follows:

SCIF Fiscal Year	State Agencies Account	University of North Carolina Account	Interfund	Funding Source
SCIF FY 2020-21	48S00001	42S00001	201352	2021
SCIF FY 2021-22	48S00001	42S00001	201353	2022
SCIF FY 2022-23	48S00001	42S00001	201354	2023
SCIF FY 2023-24	48S00001	42S00001	201356	2024
SCIF FY 2024-25	48S00001	42S00001	201357	2025
SCIF FY 2025-26	48S00001	42S00001	020041	2026
SCIF FY 2026-27	48S00001	42S00001	020041	2027
SCIF FY 2027-28	48S00001	42S00001	020041	2028

- i. A project that has a total authorization that extends beyond the current fiscal year is required to set up the full project budget, as specified in Sec. 40.1(b) and Sec. 40.2 of S.L. 2023-134. The requirements will reflect the total authorization and intended allocation schedules. The receipt accounts will reflect appropriated receipts and, in the case of SCIF appropriations, the SCIF Natural Account with Funding Source to designate the specific year of SCIF funds.
- 4) **Submit a Type 11 budget revision for each project receiving funding.** The revision should include budgeted requirements and receipts so that the net appropriation is zero. The receipt appropriation source should include SCIF and any other appropriated sources.

- 5) Contact OSBM capital analysts via email at ci-osbm@osbm.nc.gov with questions about the capital project budgeting process.