

## JOB AID: ALLOTMENTS POST NCFS IMPLEMENTATION

*Changes effective April 2021 with 4<sup>th</sup> Quarter allotment requests*


### Overview

The NC Office of the State Controller (OSC) will implement Phase I of the NC Financial System (NCFS) on April 5, 2021. This implementation will impact the quarterly reversion process for agencies/universities, which in turn creates changes to the allotment process for general fund budget codes.

Beginning with the third quarter-end of fiscal year 2020-2021, agencies will no longer revert unspent funds on a quarterly basis. **Agencies/universities will be required to revert unspent funds at year-end only** (June 30<sup>th</sup>). Since this change may increase the cash availability at the end of the quarter, the IBIS allotment request form has been updated to include a field for the estimated cash balance at quarter-end (example below).

### Guidelines

- The estimated cash balance must be included on the allotment request form. Take into consideration any outstanding deposits or check writes at the time you are submitting the form. If the estimate is zero put zero on the form.
- Estimated cash will not be included in the formula which calculates the amount of appropriation needed (requirements – receipts = appropriation).
- Cash availability will be considered when analyzing and approving allotment requests but will not prohibit agencies/universities from receiving available appropriated funds.
- Include a detailed justification and/or attachments that will aid in analysis.
- Additional allotments for receipts or appropriations may be submitted during the quarter as needed and should include the current cash on hand.
- Identifying cash availability will help inform needs, encourage use of cash on hand, and provide a systematic allocation of cash from the General Fund.

**Cash Balance** 

Estimated Prior Quarter Cash Balances	\$125,000
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**Requirements**

Account	Allotment Amount
1XXX-Personal Services	\$500,000
2XXX-Purchased Services	\$100,000
3XXX-Supplies	\$50,000
4XXX-Property, Plant and Equipment	\$0
5XXX-Other Expenses and Adjustments	\$0
6XXX-Aid and Public Assistance	\$50,000
7XXX-Agency Reserve	\$0
8XXX-Intergovernmental Transactions	\$50,000
<b>Planned Requirements</b>	<b>\$750,000</b>

**Receipts**

Account	Allotment Amount
Federal Receipts	\$150,000
Other	\$0
Highway Receipts	\$0
Local Receipts	\$0
<b>Estimated Receipts</b>	<b>\$150,000</b>

<b>Requested Appropriation</b>	<b>\$600,000</b>
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