



STATE OF NORTH CAROLINA

CERTIFICATION

2024-25 Quarterly & Fiscal Year-End Budget Reports

UNIVERSITY NAME:

This certification should be completed and provided to your OSBM analyst at the time of pre-certification of budget reports with the Office of the State Controller at the end of each quarter and fiscal year.

BUDGET REPORT REVIEW CHECKLIST

BD 701 Report

- 1. Certified and authorized budgets reconcile between NCFS, IBIS, and University ERP Budget System at detailed account level
- 2. No negative certified or authorized budgets at detailed account level
- 3. No over-expended Budget Funds
- 4. No over-expended accounts at the pooled account level
- 5. Consistent use of NCFS program field at the detailed account level; no “000000” program used.
- 6. Type 14 revisions do not affect 57xxxxxx or 58xxxxxx accounts; all Type-14 revenue changes are \$5,000 or less.
- 7. Reserve accounts (57xxxxxx) are distributed (unless reverting or carried forward) (*year-end requirement*)
- 8. Over-realized receipts were budgeted and approved by OSBM prior to expenditure of receipts
- 9. No appropriation in Budget Funds for Non-Credit Instruction / Program Code U001103
- 10. No negative cash balances in special funds (*UNC System Office only*)
- 11. FTE counts reconcile between IBIS and University ERP Budget System. Internal salary control systems are in balance and do not contain any negative salary reserves.
- 12. Carryforward is correctly recorded in NCFS and IBIS (*year-end requirement*)

BD 702 Report

- 13. Year-to-date allotment totals reconcile between NCFS, IBIS, and University ERP Budget Systems
- 14. Year-to-date requirements and appropriation do not exceed total allotment and available cash on hand
- 15. Allotted and year-to-date actuals reconcile indicating proper non-cash reversions (*year-end requirement*)

I certify that the BD 701 & 702 Budget Reports are complete, accurate, and comply with OSBM’s guidance.

Note: Please submit copies of this signed checklist, your University ERP Budget System 701 and 702 Reports, and documentation of any OSBM-approved exceptions to your OSBM Analyst.

Signature (Budget Director or CFO)

Date

If any requirements outlined above are not checked, please explain to your OSBM Analyst why the step was not completed via a memorandum or email.