



Budget Office
Business and Finance

TO: Columbia Campus Business Officers

FROM: Leslie Brunelli
Budget Director

DATE: Thursday, August 3, 2006

RE: FY2006 Carryforward Balance

Attached is an Adobe document with your responsibility's carryforward balance at the department fund (account) level for FY2006 based on the July 31, 2006 final post-close.

These are the steps taken to calculate your unit's carryforward:

- Step 1: Start with prior year's carryforward (net of 31533 and 31534)
- Step 2: Add final budget amounts for 3xxxx object codes
- Step 3: Add actual revenue amounts for 4xxxx object codes
- Step 4: Add actual transfer amounts for 81xxx object codes
- Step 5: Subtract actual transfer amounts for 86xxx object codes
- Step 6: Subtract actual expenditure amounts for 5xxxx object codes
- Step 7: Add actual IIT amounts for 6xxxx object codes
- Step 8: Sum = Carryforward balance

The carryforward balance may be retained centrally or distributed to the department level as your dean or director determines to be appropriate. You may find minor rounding errors of a dollar or two in the calculation.

Please prepare a budget transfer allocating the carryforward balance by department fund object code. You will need to submit this via the BD system. Please complete your BD by Friday, August 11, 2006. If we do not receive a BD from your responsibility, we will allocate the total carryforward for your responsibility to your main account. If you have questions, please contact your budget analyst.