**Where Do My Funds Go at Year-End?**

**The university has many types of accounts and determining whether funds roll forward from one fiscal year into the new fiscal year can be learned by reviewing two factors-account numbering sequence and year-end processing codes.**

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| **Description** | **Account Prefix** | **Rules for closing out funds at year end** |
| State accounts, includes lab fee accounts | “12”, “13”, “16”, “17” & “18” | ***Unspent/uncommitted funds lapse*** and are returned to the state treasury. ***Funds to cover encumbrances are carried forward*** to the next fiscal year. |
| Research Development | “140” | Funds may be carried over to next year if within the biennium |
| HEF funds | “1609xx” | ***Unspent project/uncommitted funds lapse*** and are returned to the HEF fund balance. ***Funds to cover encumbrances are carried forward*** to the next fiscal year. |
| Designated Tuition- funded accounts | “28” | ***Unspent/uncommitted funds lapse*** and are returned to the original fund source. Reserves and future operational needs make up the fund balance of this fund source. ***Funds to cover encumbrances are carried forward*** to the next fiscal year. |
| Fee-funded accounts-usually have the word “Fee” in the title | “2” & “3” | ***Funds to cover encumbrances are rolled forward*** to the new fiscal year. Unspent funds are returned to the account’s fund balances for reserves and future operational needs. |
| Program accounts | Usually “2” | These accounts have been opened for a program or event and year-end processing of funds is determined by the account manager or program needs. |
| Material, field trip and course fees | “2” | All funds roll forward into the new fiscal year. |
| IDC | “225” | All funds roll forward into the new fiscal year. |
| Gift Accounts | “2” , “65” & “8307” | All funds roll forward into the new fiscal year. |
| Scholarship Spending Accounts | “4” | All funds roll forward into the new fiscal year, with the exception of those accounts funded by transfers from the University. Those accounts do not roll forward unless encumbered. |
| Grants and Contracts | “6” | Fiscal year and project length are determined by the awarding entity and funds are rolled forward according to the grant or contract. |
| Construction | “830xxx”  “8307xx” | Most construction related accounts only roll forward funds to cover encumbrances.  Construction accounts funded by gifts roll forward. |

For further details about year-end processing, see screen 006 in FAMIS as shown in the example below:

**Screen: 006 SL 6 Digit Account**

**Account: 120012 BUDGET**

**Account Title: BUDGET**

**Resp Person: WEDGEWORTH, KEMBERLY**

**Year-End Process: E**

**Year-End Acct: \_\_\_\_\_\_\_\_\_\_**

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| **Year-End Process Code** | **Description** |
| **F** | All funds roll forward into the new fiscal year. |
| **E** | Funds to cover encumbrances roll forward into the new fiscal year. Unspent funds are transferred back to the original funding source. |
| **T** | Funds to cover encumbrances roll forward into the new fiscal year. Unspent funds are transferred back to the account noted in the Year-end Acct field, usually the account’s original fund source. |
| **P** | This code designates that the account is set up on a “Project” status. Year-end processing is determined by the award or contract. This code is used primarily for grants, contracts and some construction projects. |