

TO: Executive Area Budget Managers
FROM: Diane Singh, Assistant Vice-President, Office of Financial Planning
DATE: June 20, 2025
SUBJECT: Fiscal Year 2025-26 E&G Carry Forward Budget Process

The determination of the FY 2025-26 E&G Carry Forward budget allocation to departments consists of the following processes:

- [E&G open purchase order extension request](#): *units request carry forward budget authority for purchase orders that are open at the end of FY 2024-25 which are for furniture, fixtures, and equipment (FF&E). Please see the Fiscal Year 2025-26 E&G Budget Authority Amendment Open Purchase Order (BAAPO) Process memo attached for further details.*
- [Calculation of Executive Area 50% allocation](#): *The Office of Financial Planning (OFP) calculates the 50% allocation to each executive area based on net available balances at the end of FY 2024-25; the Vice President and [Executive Area Budget Manager](#) then determine allocations to departments.*
- [Detailed departmental spending plan](#): *units submit a detailed spending plan of their E&G Carry Forward budget allocation; required by the State University System of Florida Board of Governors (BOG) Regulation [9.007](#) State University Operating Budgets and Florida Statute [1011.45](#) End of Year Balance of Funds.*

We will establish budget authority in Commitment Control in PantherSoft for approved open purchase order extension requests, 50% of executive area net available balances, and commitments granted 100% authority by **Friday, August 8, 2025**. Please note, the university's E&G Carry Forward Spending Plan is subject to approval by the FIU Board of Trustees and Florida Board of Governors at subsequent dates and may change.

Effective July 1, 2023, there is no longer a restriction on the use of carry forward for non-recurring operating expenses; this provides universities with additional flexibility on the use of carry forward funds. However, due to the non-recurring nature of carryforward funds, prudent use of these funds includes expenses that are time-limited such as contracts with end-dates, limited or time specific employment, or temporary personnel. Carryforward funds should not be used for salaries of benefit-earning (permanent) personnel unless time-limited in nature; OFP will be monitoring carry forward expenses and will request a funding plan for any such expenses.

If you have any questions or need additional information, please feel free to contact us via Teams chat, e-mail, or phone. Our contact information is as follows:

[Collette O'Meally](#) | [Teams Direct Chat](#) | 7-7092

[Janet Medina](#) | [Teams Direct Chat](#) | 7-1390

[Diane Singh](#) | [Teams Direct Chat](#) | 7-0255

Calculation of Executive Area 50% Allocation

After the fiscal year-end close process is complete, all available balances in FY 2024-25 E&G current year base budget will be transferred to the E&G Carry Forward fund (211). In accordance with university guidelines, 50% of the executive area's net available balance will be established in departmental carry forward activity numbers as determined by the Vice President and Executive Area Budget Manager of each executive area. The remaining 50% and any existing balances in the E&G Carry Forward fund will revert to the University to be used to fund strategic initiatives that support the University's overall mission and strategy.

The following commitments will be granted carry forward budget authority for 100% of the net available balance.

1. Legislatively earmarked funds: *Line-item appropriations received from the state for specific purposes such as Information Technology Performance Funds, FIUnique, Nursing (PIPELNE) and Nursing (LINE), faculty recruitment and retention, and Adam Smith Center for Economic Freedom.*
2. Construction projects managed by Facilities Construction
3. Other approved major university commitments

The Net Available Balance is calculated as follows:

*Available Balance at the executive area rollup as of June 30, 2025
less Purchase Order extensions that have been approved by OFP
less Budget Authority Amendment requests granted during FY 2024-25*

If the net available balance is negative at the **executive area rollup**, OFP will reduce the executive area's E&G current year base budget for FY 2025-26 by the amount overspent in FY 2024-25.

Detailed Departmental Spending Plan

State University System of Florida Board of Governors (BOG) Regulation [9.007](#) and Florida Statute [1011.45](#) require the university to prepare a spending plan for E&G carry forward balances in excess of the 7 percent statutory reserve. The spending plan must be approved by the Board of Trustees (BOT) and the Board of Governors (BOG) and must include an estimated cost and timeline for completion of each expenditure.

We will reach out via a separate communication during the last week of July, to request further information on how departments will spend their allocations along with the expected completion timeline; we will provide preliminary departmental allocations along with the communication.

As departments prepare their spending plans, please note Florida Board of Governors Regulation [9.007\(7\)](#) requires that, " The approved or amended E&G Carryforward Spending Plan should be used to track actual E&G Carryforward expenditures during the fiscal year to ensure compliance with the spending plan".

E&G Cost Share Projects Process

We have streamlined the process to establish a budget for E&G cost share projects. At the end of the current fiscal year, OFP will coordinate with the Office of Research and Economic Development (ORED) to transfer any available balances from the cost share projects in fund 215 back to the E&G Current Year Operating Fund (210). As such there will no longer be any carry forward balances in the cost share projects. At the start of the new fiscal year, ORED will provide OFP with the amounts to be established for each E&G cost share project.

Grant managers **will not** be required to submit a request and supporting documentation to re-establish the net available balance.