NC STATE UNIVERSITY

Executive Vice Chancellor and Provost,
Vice Chancellor for Finance and Administration,
and
Vice Chancellor for Research and Innovation

Holladay Hall
Raleigh, NC 27695

MEMORANDUM

TO: Vice Chancellors and Deans

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost
Charles A. Maimone, Vice Chancellor, Finance and Administration
Mladen A. Vouk, Vice Chancellor, Research and Innovation

SUBJECT: Facilities & Administrative Receipts Carry Forward Planning

DATE: April 5, 2021

As you are aware, careful planning for the use of the university's available resources is imperative. An important element of the university's budget is the judicious use of Facilities & Administrative (F&A) Receipts.

As Institutional Trust Funds, the F&A Receipts are generally available for carry forward from the current fiscal year to the next fiscal year with approval by the Executive Vice Chancellor and Provost, Vice Chancellor for Finance and Administration, and Vice Chancellor for Research and Innovation. We believe carry forward of these funds will be an option for the current fiscal year; however, this will be determined by the approved legislative budget.

Therefore, we are asking you to carefully review your F&A budgets, expenditures to date, encumbrances and planned expenditures between now and June 30, 2021. Following this review, please complete the accompanying template and submit to budgetoffice@ncsu.edu no later than **Friday, April 30, 2021**.

To facilitate our review of your request, please clearly describe your intended use of the F&A carryforward funds. It is important that you provide strong, detailed justifications for your intended use. For example, if the requested funds are being carried forward for startups, the faculty name and specifics about the startup must be provided in order for your request to be considered. In addition to your description, please select the category from the dropdown list provided on the template that best fits your intended use.

If you have questions, please contact Lorrie Nichols, Senior Budget Analyst, University Budget Office llnicho2@ncsu.edu.

Attachment: F&A Carry Forward Request Template 2022

cc: Adam Brueggemann, University Budget Director, University Budget Office
Adrian Day, Assistant Vice Provost for Finance and Planning, Provost Office
Duane Larick, Senior Vice Provost, Academic Strategy and Resource Management and Chief of Staff
Rick Liston, Assistant Vice Chancellor, Research and Innovation
Barbara Moses, Associate Vice Chancellor, Budget and Resource Management
Lorrie Nichols, Senior Budget Analyst, University Budget Office
Margery Overton, Senior Vice Provost, Institutional Strategy and Analysis
Business Partners