



Carryover Policy

Approved By: President	Related Policies: 351.070
Date Approved: 8/3/2006	Contact Officer: Associate Vice President for Fiscal Affairs
Revised:	Policy Custodian: Vice President for Finance and Administration
Date of Next Review: August 2009	

A. Purpose

The purpose of this policy is to establish approval authority and a process to determine the appropriate distribution of annual general fund carryover.

B. Policy

1. It is the policy of Southern Oregon University to consider the funding of individual department needs and strategic initiatives from annual general fund carryover. Requests for carryover are submitted to financial services with a copy to the appropriate vice president. Financial Services prepares a consolidated report of carryover requests and forwards it to Executive Council for approval.
2. The amount of carryover funds to be distributed is dependent on the fiscal condition of the institution.
3. This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective upon approval.

C. Procedures

1. General Fund (001000) Carryover Process
Shortly after SOU closes the fiscal year, deans/directors/managers, with written approval of his/her vice president, submit a list of carryover requests by index with attached justification. Carryover justifications fall into two categories:
 - a. **Automatic** — contractual, legal, SOU policy, or irrevocable commitments;
 - b. **Strategic** — those requests that, in the opinion of the President and exec council, would be in the best strategic interest of the institution for the coming fiscal year.
2. Financial Services compiles a comprehensive list by organization and index listing the requested general fund carryover amount, the actual/available amount, and eventually the approved amount. The carryover balances for automatic justification and fee supported indexes are pre-approved by the associate vice president for fiscal affairs. The fee supported and all-other justifications by index are reviewed and discussed in Executive Council with each member presenting their requests to the president for final approval. Approval/denial of carryover requests often depends on the impact to programs and services, timing differences across fiscal years, and funding commitments.

Note: Presumes fee-supported funds are dedicated and can't be used for general fund projects.

- a. Other General Funds (001001 through 019999)
Carryover for each fund in the Other General Funds range is automatic based on individual fund year-end balances. This includes endowment match (OUS policy), ECP for credit, ITS general services, Summer Session (APSOU collective bargaining revenue sharing), and ETIC.
- b. Self Support Fund (050000 through 199999)
These balances automatically carryover based on year-end fund balances.