

POLICY

Effective Date: 5-24-19

Approved By: AS Executive Board by motion

Cancels: Carry Over Policy Revised 07/24/08 (ASB-08-SUM-19)

See Also: Distributing Funds to AS Reserves Revised 06/08/16 (ASB-16-S-51)

Defining AS Club Funds Revised (under revision)

POL-AS-FIN-04 CARRYING OVER AS FUNDS

This policy applies to all AS Funds transferring between fiscal years.

Definitions:

Accrual Period- Transactions for June posted after the cutoff date, corrections, or transfers that need to happen for the previous Fiscal Year are processed, this is completed by the end of July.

AS Clubs – Student Organizations officially recognized by AS Activities Council.

AS Funds - Funds allocated and/or used by Associated Students (AS) Organizations (e.g. Service & Activities Fee money or revenue).

AS Operating Budget - AS Funds allocated by the AS Executive Board for the current fiscal year.

AS Organization - AS Executive Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

AS Reserves - Non-operational accounts funded from Residual Dollars.

Budget Authority – An individual authorized by the Financial Fund Manager to perform specific financial duties including approving all use of funds.

Grant - A sum of money given for a particular purpose (repayment not required, unless unused).

Self-Sustaining AS Budget - Revenue covers expenses, no AS Funds allocated for these areas.

1. **AS Operating Budgets are Closed Out after Accrual Period unless exempted by this policy.**
2. **All Carry Over Funds Transferred in September Journal Voucher by Dean Of Students Unit Business Manager.**

Exception: Dean of Students Unit Business Manager can assign a delegate if needed and extend deadline if special circumstances exist.

3. **All Budgets Associated with AS Reserves are Processed According to the Distributing Funds to AS Reserves Procedure, after AS Operating Budget Carry Overs are processed.**



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4. **AS Club Carry Over is Processed According to the AS Club Fund Policy.**
5. **All Self-Staining AS Budgets Listed in this Area Carry Over Without a Request.**
 - a) FXXFIF: Fall Information Fair, balance will carry over yearly.
 - b) FXLACF: The Legislative Action Fund (41007) balance will carry over yearly.
 - c) FXOOT: Western Outdoor Orientation Trip (41008) balance will carry over yearly.
 - d) FXXOVH: Outdoor Center Vehicles, balance transferred to AS Reserves in distribution.
 - e) FXXVEH: AS Vehicles, balance transferred to AS Reserves in distribution.
 - f) FXXWFR: Wilderness Responder Class, balance will carry over yearly.
 - g) 41003: AS Non-Operating Funds, balance will carry over yearly.
6. **Carry Over Request Process Initiated by AS Business Director.**
 - a) In Spring Quarter, AS Business Director emails Budget Authorities opening Requests for Carry Over to the next Fiscal Year and setting a deadline.
 - b) Requests submitted by the deadline are compiled into a Summary Sheet and forwarded to the AS Vice President for Activities.
 - c) AS Vice President for Activities sponsors the Carry Over Request Review at the AS Executive Board Meeting.
 - d) AS Business Director informs the Dean of Students Unit Business Manager of all approved Carry Over Requests.
7. **AS Carry Over Requests will be Considered for the Following Reasons:**
 - a) Specific Project/Event not completed by end of fiscal year. Project fund carry overs shall not exceed the balance left in the specific budget at the end of the fiscal year. This applies to AS Operating Budgets and Club Funds.
 - b) Outside Grants: If an area received a Grant from an outside source, they can request a carry over of the remaining funds.

Exception: The AS Executive Board may grant exceptions.
8. **Limits Exist if a Negative Annual Balance Occurs in AS Operating Funds.**

In the event that a negative annual balance occurs in the AS General Budget, carry overs may be suspended by the Financial Fund Manager and referred to the AS Executive Board for final disposition.



Associated Students of Western Washington University Carry Over Policy

The Associated Students allocates budgets and generally operates on a yearly basis (July 1 -June 30) and all budgets, except as noted, are closed out. This policy outlines the requirements and procedures for carryovers: the orderly transfer of funding from one fiscal year to the next fiscal year. The policy covers all A.S. budgets.

A. Eligibility:

1. **Non-Operating Budgets:** Budgets designated by the A.S. Board as “non-operating” (generally savings, reserve, or clearance type) automatically carry-over from one budget year to the next.
2. **Designated Funds:** The A.S. Board may designate specific funding that will be transferred to the next budget year as a part of the general A.S. budgeting process.
3. **Designated Operating Budgets:** The A.S. Board may designate certain operating budgets to automatically carryover to the next fiscal year. Generally such budgets receive either a minimal or no allocations through the A.S. budgeting process. Only funds that exceed the A.S. allocation will be authorized for carryover.
4. **Project Funds:** The A.S. Board may authorize carry-overs for specific projects/activities that were funded or begun in one budget year but will not be completed until the next budget year. Project fund carryovers shall not exceed the balance left in the specific budget at the end of the fiscal year. Any A.S. program, club, or organization is eligible to apply for a project funds carryover.
5. **Club Receipts:** Any balance (in excess of \$5) left in an A.S. club account at the end of the fiscal year will be automatically carried-over to the next fiscal year, with the deductions noted below. If a club has been inactive for a two (2) complete fiscal year it will be closed-out and any balance will be transferred to the A.S. club fund.
 - a. **Basic Funding:** The balance of any unused basic funding granted by the activities council will not be eligible for carryover.
 - b. **Grants:** Any part of a grant not spent on the specific event/activity for which it was allocated will not be eligible for carryover.
 - c. **Underwrites:** Unresolved underwrites will be evaluated and funds that pertain to a specific underwritten event/activity will not be eligible for carryover.

d. Loans: The balance of any unpaid loans will not be eligible for carryover.

B. Procedures

1. During Spring Quarter, the Business Director will inform, in writing, the A.S. clubs/programs to submit requests for carryovers.
2. The Budget Authority for the program will pick up the carryover request form in the Business Office.
3. Forms must be returned to the Business Office by the date set by the Business Director.
4. The Business Director will prepare summary sheets of the requests and forward them to the AS Vice President for Business and Operations.
5. The AS Vice President for Business and Operations will present these recommendations to the A.S. Board of Directors. Final approval for carryovers will come from the A.S. Board of Directors.
6. The Business Director will inform the Finance Office, in writing, which programs have been approved and the amount of the carryover.
7. After June 30, final budget figures will be obtained for the programs and if enough money exists in the budget, the allocations will be made.
8. In the event that a negative annual balance occurs in the A.S. General Budget, carryovers may be suspended by the AS Vice President for Business and Operations and referred to the A.S. Board of Directors for final disposition.

Interpretation and Enforcement: A.S. Board of Directors, Business Director
CARRYOVER.POL

Approved By: A.S. Board of Directors

Date Approved: 05/09/83, 03/03/97-AC, 03/04/97-ASB, 7/24/08-ASB08-SUM-19

Organization: Associated Students