TO: Columbia Campus Business Officers  
FROM: Leslie Brunelli  
Budget Director  
DATE: Thursday, August 3, 2006  
RE: FY2006 Carryforward Balance

Attached is an Adobe document with your responsibility’s carryforward balance at the department fund (account) level for FY2006 based on the July 31, 2006 final post-close. These are the steps taken to calculate your unit’s carryforward:

Step 1: Start with prior year’s carryforward (net of 31533 and 31534)  
Step 2: Add final budget amounts for 3xxxx object codes  
Step 3: Add actual revenue amounts for 4xxxx object codes  
Step 4: Add actual transfer amounts for 81xxx object codes  
Step 5: Subtract actual transfer amounts for 86xxx object codes  
Step 6: Subtract actual expenditure amounts for 5xxxx object codes  
Step 7: Add actual IIT amounts for 6xxxx object codes  
Step 8: Sum = Carryforward balance

The carryforward balance may be retained centrally or distributed to the department level as your dean or director determines to be appropriate. You may find minor rounding errors of a dollar or two in the calculation.

Please prepare a budget transfer allocating the carryforward balance by department fund object code. You will need to submit this via the BD system. Please complete your BD by Friday, August 11, 2006. If we do not receive a BD from your responsibility, we will allocate the total carryforward for your responsibility to your main account. If you have questions, please contact your budget analyst.