

## **SECTION H: BUDGET AND ORGANIZATION OF INTEREST (OOI)**

### **H.1. Organization of Interest (OOI):**

All organization relationship changes (i.e. change in Organization Codes) associated with accounts in the sub-funds listed below, need to be final by 5:00 PM Friday, May 19, 2017, to be effective for fiscal year-end 2016-17. Further all changes to organization names that have a relationship to accounts within the below sub-funds need to be final by 5:00 PM Friday, May 19, 2017 as well.

- a. GA – General Fund Operations
- b. GD – General Fund Dean Contingency
- c. GU – General Fund General University

### **H.2. Budget Adjustment/Reallocations:**

Budget Adjustment/Reallocations must have all departmental approvals and be awaiting central Office of Planning and Budgets approval by 5:00 PM Tuesday, June 27, 2017, for inclusion in fiscal year 2016-17. *As a reminder, a Year-End version of this document may be used to record entries in Period 13 (June 2<sup>nd</sup> Close) during the period July 1 – July 13, 2017. Please reference Section A of the year-end cutoff memos for further details.*

### **H.3 General Fund Special Carryforward Requests**

Departments should frequently monitor the available balances of General Fund accounts as year-end (June 30) approaches. As in previous years, units will be permitted to carry forward a certain percentage of general fund balances (when finalized, the carryforward percentage will be publicized). Departments will have the opportunity to submit special carryforward requests to the Office of Planning and Budgets consistent with the schedule published in their calendar. Please visit the Office of Planning and Budgets website at <https://opb.msu.edu/functions/budget/index.html> for more information.