

**SECTION H: BUDGET AND ORGANIZATIONAL CHANGES****H.1. Organizational Changes:**

All requests for organization relationship changes (i.e. organization name changes, moves, new organization codes, etc.) can continue to be made. See the budget calendar for the cut off dates for changes to be reflected in the budget system. Please note, organization changes may disrupt fiscal year 2025-26 budget information from loading properly if changes were implemented after budget amounts were submitted in Spartan Financial Navigator.

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

Budget Adjustment/Reallocations must have all departmental approvals by 5:00 PM Friday, June 27, 2025, for inclusion in fiscal year 2024-25. *As a reminder, a Year-End version of this document may be used to record entries in Period 13 during the period July 1 – July 14, 2025. Please reference Section A of the year-end cutoff memos for further details.*

**H.3 General Fund Carryforward**

Departments should frequently monitor the available balances of General Fund accounts as year-end (June 30) approaches. The allowable carryforward will generally be a 3% limit of the General Fund operating budget at Monday, June 30, 2025. As usual, this will be evaluated annually and determined by economic and operational conditions.