



**MEMORANDUM**

**DATE:** Tuesday, June 11, 2024  
**TO:** Institutional Data Administrators  
**FROM:** Mr. Tim Jones, Senior Vice Chancellor, Finance/  
Administration and CFO  
**SUBJECT:** Carry Forward Spending Plan and FCO Budget (July 2024  
- June 2025)  
**DUE DATE:** **Tuesday, October 1, 2024**

Pursuant to section 1011.45(2), Florida Statutes, each university that retains a state operating fund carryforward balance in excess of the 7 percent minimum shall submit a Carryforward Spending Plan to the Board of Governors. The Carryforward spending Plan must be approved by the universities' Board of Trustees on or before September 30, 2024. You are encouraged to reference HB 707 (Chapter 2024-124, Laws of Florida) for changes to section 1011.45, Florida Statute, that potentially impact your university's E&G Carryforward Spending Plan for FY 2024-2025.

In addition, Board of Governors Regulation 14.003 requires each university to prepare and submit an annual Fixed Capital Outlay (FCO) budget approved by the university's Board of Trustees. Guidelines for these submissions are provided in Board Regulation 9.007 and 14.003.

The required documents for submission are as follows:

- University E&G Carryforward Spending Plan (Regulation 9.007)
- University fixed Capital Outlay Budget (Regulation 14.003)
- Certification Document for University Operating, Carryforward Spending Plan, and Fixed Capital Outlay Budgets
  - This certification may be used to comply with section 1011.45, Florida Statutes, which requires the CFO to certify unexpended funds annually by September 30.

The Carryforward Spending Plan and Fixed Capital Outlay Budget will be considered at the October Board of Governors' meeting.

Questions regarding the fixed capital outlay budget reporting requirements should be directed to Mr. Kevin Pichard, Director of Finance and Facilities at 850-245-0059 or [Kevin.Pichard@flbog.edu](mailto:Kevin.Pichard@flbog.edu). Questions regarding the carryforward spending plan should be directed to Mrs. Chrissy Rojas at 850-245-0466 or [Chrissy.Rojas@flbog.edu](mailto:Chrissy.Rojas@flbog.edu).

Attachment A

Please send your response to the Board office using the [Information Requests System](#) by **Tuesday, October 1, 2024**.

If you have any questions, please contact Mrs. Chrissy Rojas at [chrissy.rojas@flbog.edu](mailto:chrissy.rojas@flbog.edu) or Mr. Roger Strickland at [roger.strickland@flbog.edu](mailto:roger.strickland@flbog.edu).

cc:

Mr. Kevin Pichard  
Ms. Elizabeth Ellison  
Mr. Roger Strickland  
BOT Liaisons  
SUS Budget Officers  
SUS CAFA  
SUS CAVP  
SUS Facility Planners