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# **FY 2021 Year-End Close Budget Instructions**

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**Virginia Department of  
Planning and Budget**

**May 2021**

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# Introduction

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## About these budget execution year-end close instructions

This package provides instructions to close out FY 2021 from a budget execution perspective, as offered by the Department of Planning and Budget (DPB). Instructions for the start-up of FY 2022 will be included in a separate document.

It should be noted that the Department of Accounts (DOA) has distributed a separate memorandum detailing accounting procedures and payroll information for year-end close. Do not confuse these instructions as a substitute for DOA's instructions.

The following are definitions of key terms used in these instructions:

- **FY 2021** means the fiscal year beginning July 1, 2020, and ending on June 30, 2021.
- **FY 2022** means the fiscal year beginning July 1, 2021, and ending on June 30, 2022.
- **Chapter 552** means the Act to amend and reenact Chapter 1289 of the 2020 Acts of Assembly as amended by Chapter 56 of the 2020 Acts of Assembly, Special Session I, and is now the Appropriation Act for the 2020-2022 biennium, as passed by the 2021 Special Session I of the General Assembly.

If you encounter any problems or need specific advice or assistance, please contact your budget analyst.

## Budget execution year-end close dates

The significant budget deadlines for year-end close are as follows:

<i><b>Date</b></i>	<i><b>Action</b></i>
<b>June 11, 2021</b>	Deadline for agencies to submit capital project review work items in the Performance Budgeting system
<b>June 15, 2021</b>	Deadline for agencies to submit execution transactions for FY 2021

# Final FY 2021 Appropriation and Allotment Actions

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## Deadline for FY 2021 execution transactions

The deadline to submit budget execution adjustments in the Performance Budgeting system to DPB for FY 2021 appropriation and allotment actions, both operating and capital, is:

**5:00 p.m., June 15, 2021**

Upon receipt and approval, DPB will process the final FY 2021 actions and transmit them to the Department of Accounts (DOA). Agency pending budget execution adjustments that no longer need processing should be voided in the PB system before the closing date. After this date, agencies will no longer be able to submit FY 2021 budget execution adjustments in the PB system. You will, however, have access to Performance Budgeting system reports after the deadline to allow you to view voided or completed transactions.

## Budgetary Only Fund Codes

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Before June 15, 2021, agencies should clear out any budgetary only fund detail in their operating plan. As these fund codes are temporary in nature and cannot be used for execution they should not remain in an agencies budget at the close of the fiscal year. Please see the list of budgetary fund details below:

- 02998 Special Fund - Budgetary Only
- 06998 Internal Service Fund -Budgetary Only
- 07998 Trust And Agency Fund - Budgetary Only
- 09998 Ded Spec Rev - Budgetary Only
- 10998 Federal Trust - Budgetary Only

# Capital Projects

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## Review of Active Projects

All active capital outlay projects, including projects authorized in prior biennia or under §4-4.01 I. of the General Provisions of the Appropriation Act, must be reviewed to identify projects that either i.) have been completed and can be closed out with all remaining appropriation balances reverted, or ii.) are active projects with unobligated appropriation balances that can be reverted. As a result of this review, agencies are required to submit a report through the PB System for **only those projects that are ready to be closed out or for which some unobligated balances can be reverted.**

Entries must be submitted by **June 11 2021**, for each project identified to be closed or have unobligated balances reverted using the Capital Project Review module.

Using the Capital Project Review Module:

To submit entries in PB, find the Capital Project Review module in the PB System by placing your cursor over the “Capital Budget” tab. Then, from the drop-down list of tasks displayed, place the cursor over “Capital Project Review” and, click on “Capital Project Review” from the list of tasks displayed. Use the following steps to complete a submission **for each project to be closed or with unobligated balances to be reverted:**

1. Enter agency code.
2. Select project from drop down list.
3. Project title field should automatically fill.
4. Year field should default to 2021.
5. Carryforward type field:
  - a) Select “B” if the project is to remain active, but some balances can be reverted.
  - b) Select “C” if the project is to be closed and all balances reverted.
  - c) Note that if type “A” (remain active and no balances reverted) is applicable, no action is needed. You do not need to complete a capital project review work item for carryforward type “A” projects.
6. Entries in the “Total Amount to be Reverted” Section should include a separate row for each fund detail applicable to the project for the following two fields:
  - a) “Current Project Budget” field: Reflect the current available appropriation amount for each fund detail. Note that this field will auto-populate with the amount of appropriation the project had *at the beginning of FY 2021*, by fund detail, and is not necessarily reflective of the current appropriation balance. Therefore, you will need to identify the current appropriation in either Cardinal or the project’s [operating plan](#) by fund detail and make any necessary changes in order to reflect the current available appropriation amount by fund detail.
  - b) “Amount” field:
    - (1) If you selected “B” (active, partial reversion) in the Carryforward type field, enter the amount of appropriation to be reverted for each fund detail; or
    - (2) If you selected “C” (closed, complete reversion) in the Carryforward type field, enter the amount of the balance anticipated to be available on June 30,

2021 for each fund detail. (For projects designated to be closed, the Department of Accounts will revert the entire June 30 balance.)

- To submit entries to DPB, follow the instructions in the Help feature in the PB System on how to submit to DPB.

Agencies must complete their entries **no later than June 11, 2021**.

Sometime in late July or early August, DOA and DPB will bring forward into FY 2022 the June 30, 2021, capital project appropriation balances for those amounts not identified for reversion in the Capital Project Review process described above. Prior to this reappropriation, DOA will calculate 75 percent of the May appropriation/allotment balance and will process an entry in FY 2022 to grant the calculated amount of appropriation/allotment to each applicable capital project in mid-June. This will enable project expenditures to continue until the carryforward of capital balances has been completed.

You may run a report of your Capital Project Review submissions by clicking on the “[BE2.40 - Capital Project Review](#)” report within the Performance Budgeting system reports menu. This report contains a simple listing of active capital projects along with an indication of whether a Capital Project Review work item has been completed for a project. A snapshot of a sample report is shown on the next page.

### Sample Capital Project Review Report

Capital Project Review

Hide Filter | Help
View Bookmarks | Save Bookmark | Export to [Excel](#) [CSV](#) [PDF](#)

☒ Secretarial Areas ☐ Groups

Administration  
 Agriculture and Forestry  
 Central Appropriations  
 Commerce and Trade  
 Education  
 Executive Offices

**Agencies**

129: Department of Human Resource Manager  
 131: \*Department of Veterans Affairs  
 132: Department of Elections  
 136: Virginia Information Technologies Agency  
 149: Administration of Health Insurance  
 157: Compensation Board

**Year Submitted**

2020

**Output Options**

☒ Show Submission Status  
☐ Tabular Report for DOA

Shows 1 row per project and whether it has been started, is at the agency, or has been submitted to DPB

Submit

Agcy Cd	Agency Name	Project Code	History	Project Title	Workflow Status	FY 2020 Current Amount	FY 2020 YTD Expenditures
194	Department of General Services	14260	<a href="#">history</a>	Maintenance Reserve	Not Started	\$27,993,548	\$17,731,903
194	Department of General Services	17091	<a href="#">history</a>	Renovation of the 9th Street Office Building and Parking Deck	<a href="#">Submitted to DPB</a>	\$223,547	
194	Department of General Services	18008	<a href="#">history</a>	Monroe Exterior Repairs and Jefferson Building Window Replacement <span style="color: red;">[Inactive]</span>	<a href="#">Submitted to DPB</a>	\$0	
194	Department of General Services	18064	<a href="#">history</a>	Renovate Morson Row <span style="color: red;">[Inactive]</span>	<a href="#">Submitted to DPB</a>	\$0	
194	Department of General Services	18081	<a href="#">history</a>	Capitol Complex Infrastructure and Security	Not Started	\$258,892,403	\$41,842,563
194	Department of General Services	18148	<a href="#">history</a>	Make Critical Repairs and Improvements to Consolidated Lab	Not Started	\$5,817,661	\$211,989