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# **FY 2026 Year-End Close Budget Instructions**

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**Virginia Department of  
Planning and Budget**

**May 2026**

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# Introduction

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The following instructions provide information for agencies to close out FY 2026 from a budget execution perspective, as offered by the Department of Planning and Budget (DPB).

**Instructions for the start-up of FY 2027 will be included in a separate document.**

The Department of Accounts (DOA) distributes a separate memorandum detailing accounting procedures and payroll information for year-end close (see

<https://www.doa.virginia.gov/reference/generalAccounting/yearend.shtml>). **Do not confuse these instructions as a substitute for DOA’s instructions.**

In addition, this year DPB has issued a separate set of instructions for the annual Capital Project Review. Please see those separate instructions and contact your DPB Budget analyst for information on making that submission.

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

<i>Date</i>	<i>Action</i>
<b>May 15, 2026</b>	Deadline for agencies to submit capital execution transactions for FY 2026 that will be incorporated in the partial reappropriation amounts initially made available in FY 2027 prior to official reappropriation in late July/early August
<b>May 31, 2026</b>	75% of allotted appropriation balances as of this date will initially be made available in FY 2027 prior to official reappropriation in late July/early August
<b>June 4, 2026</b>	Deadline for agencies to submit the capital project review template to their DPB analyst
<b>June 12, 2026</b>	Deadline for agencies to submit execution transactions for FY 2026

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

- **FY 2026** means the fiscal year beginning July 1, 2025, and ending on June 30, 2026.
- **FY 2027** means the fiscal year beginning July 1, 2026, and ending on June 30, 2027.
- **Chapter 7** means the Act to amend and reenact Chapter 725 of the 2025 Acts of Assembly, and is now the Appropriation Act for the 2024-2026 biennium, as passed by the 2026 Session of the General Assembly.

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

# Final FY 2026 Appropriation and Allotment Actions

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## Deadline for FY 2026 execution transactions

The deadline to submit budget execution adjustments in the Performance Budgeting system to DPB for FY 2026 appropriation and allotment actions, both operating and capital, is:

**5:00 p.m., June 12, 2026**

Upon receipt and approval, DPB will process the final FY 2026 actions and transmit them to the Department of Accounts (DOA). **Agency pending budget execution adjustments that no longer need processing must be voided by the agency in the PB system before the closing date.** After this date, agencies will no longer be able to submit FY 2026 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.

## Capital Carryforward Process

Sometime in late July or early August, DOA and DPB will bring forward into FY 2027 the June 30, 2026, capital project appropriation balances for those amounts not identified for reversion in the Capital Project Review process (see separate instructions posted to the DPB website). Prior to this reappropriation, DOA will calculate 75 percent of the May 31, 2026, allotted appropriation balance and will process an entry in FY 2027 to grant the calculated amount of allotted appropriation to each applicable capital project. This initial partial reappropriation will enable project expenditures to continue until the carryforward of capital balances has been completed; however, agencies must ensure that expenditures do not exceed 100 percent of the authorized appropriation during this time.

**Appropriation allotments, transfers, and other execution actions needed through early August must be requested by May 15, 2026**, in order to be approved and factored into the initial FY 2027 partial reappropriation entry.

# Budgetary Only Fund Codes

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Before June 12, 2026, agencies **MUST** clear out any budgetary only fund detail in their operating plan. These fund codes are temporary in nature and **cannot** be used for execution purposes. These codes must be removed from an agency's 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