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3.2 Manage State Year-End Balances

Policy Statement

State funds are intended to be used to support current year operations. Each unit oversees its financial activity in accordance with University of Illinois System policies. Unit administrators are responsible for monitoring, amending, and operating within their budgets.

Procedure

To manage State year-end balances:

1. Review your unit balances and to the extent possible eliminate overdrafts by moving expenditures and/or requesting a budget transfer.
2. Your university budget office handles the budget function. They will provide guidance through the process.

Additional Resources

[Disposition of Year-End Balances](#)

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Business and Finance

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