

“Work Breakdown Structures (WBS)” – shall mean the structures used to define and organize the work required and track revenues and expenses for each project, program, or initiative.

Policy:

The Budget policy is intended to describe the development, implementation, and monitoring of the annual appropriations and amendments of the North Carolina Global TransPark Authority (Authority). It is for use by the management, Executive Director, Finance Committee, and Board of Directors of the Authority.

Scope:

This policy covers all sources of revenue and all types of expenditures and expenses of the Authority.

Procedures:

The Authority shall follow the budget processes set forth by the Office of State Budget and Management (OSBM) and customized to the needs of the North Carolina Department of Transportation (NCDOT) by the NCDOT Accounting and Budget Operations Director. For requests for additional appropriations and modifications to current appropriations, the Executive Director shall receive the approval of the Finance Committee before submitting those to NCDOT.

The Executive Director shall publish a monthly report on all budgets in their control showing current revisions, expenses, and unexpended balances for each fund center and in aggregate, the reports shall include historical information such as appropriations, revisions, expenses, and projected financial activity, in addition to a comparison of actual results with projections.

The Finance Committee administers the Authority's budget, and:

- Approves all appropriation requests and adjustments – recommended by the Executive Director - before submitting those to NCDOT.
- Receives and implements the budget as approved or modified by the North Carolina General Assembly (NCGA)
- Approves budget revisions during the fiscal year – recommended by the Executive Director or ratify the revisions made by the Executive Director – after these occur.
- Monitors actual expenditures and revenues compared to budgeted amounts on a timely basis.

Fund Centers, Funding Sources, and Restricted Revenues

- The Authority receives its funding from Highway Fund appropriations, SCIF appropriations, funds from the Regional Economic Development Reserve, operating income, and Federal and State Capital grants.
- Restricted revenues and grant revenues and the associated expenses should be managed separately from the Highway Fund and operating revenues to ensure the revenues are used only for restricted purposes. Each project and or grant shall have its own unique WBS number.
- Work Breakdown Structures (WBS) – The Authority should use WBS projects, programs, and initiatives to define and organize the work required and track revenues and expenses for each project, program, or initiative.
- Within the costs centers, align the expenditure budgets with the appropriate revenue source(s):
- Operating Revenues and Highway Fund Appropriations – These fund centers include all revenues, operating costs, and non-operating revenues and expenses used in arriving at “Gain or Loss Before Other Revenues.” These cost centers should combine the operating and non-operating sections that are presented on the annual *Statement of Revenues, Expenses, and Changes in Net Position*.
- Capital Projects – The cost center for a capital budget is likely to include funding from many sources: private capital, governmental – Federal, State, local - grants, contributions from the Foundation, and capital financing provided by the Authority. As each funding source is secured, the project budget (internal order and/or WBS) should be adjusted accordingly. All costs, reimbursable and non-reimbursable, incurred in the construction of the project must be recorded in the cost center and WBS element.

Budget revisions throughout the fiscal year:

- Are necessary to adjust the budget for events that occur during the fiscal year and, or to accommodate events not known at the time of budget adoption.
- Are necessary to budget and appropriate new sources of revenue or increases and decreases in existing sources of revenue.
- Are kept to a minimum – preferably mid-fiscal-year and fiscal-yearend, except for budgeting new sources of revenues and new capital projects.
- Are recommended by the Executive Director
- Require consultation with NCDOT Accounting or OSBM before submitting.
- Are approved by the Finance Committee
- Are approved by OSBM before entering any accounting or budgeting system.
- Must be entered into the accounting and or budgeting systems – SAP, IBIS, NCAS – by someone other than the Executive Director.

Reporting throughout the fiscal year:

- Must be performed at least monthly.
- Demonstrates the Executive Director's knowledge of current operations and a grasp of the broader economic environment in which Global TransPark operates.
- Alerts the Finance Committee and Board to upcoming or potential changes in revenue and expenditure budgets.
- Provides the Authority's Financial Committee with monthly budget updates.
- Provides the Authority's Board with quarterly budget updates.
- Is both quantitative and qualitative – numeric and graphic accompanied by explanatory narratives.
- Updates the Finance Committee and the Board on the status of current revenues and an explanation of any new revenues, as well as provide the status of expenditure budgets.

Communicating Budget Status

- For purposes of transparency, budget reports for all cost centers are distributed to all managers, directors, and supervisors.
- The Deputy Finance Director distributes reports for all fund centers by the 15th business day of the month for the previous month.

Related Documents:

[NCGS § 143C-1-1. Purpose and definitions.](#)

- (a) Title of Chapter – This Chapter is the "State Budget Act" and may be cited by that name.
- (b) The provisions of this Chapter shall apply to every State agency, unless specifically exempted herein, and to every non-State entity that receives or expends any State funds. No State agency or non-State entity shall expend any State funds except in accordance with an act of appropriation and the requirements of this Chapter. The provisions of Chapter 120 of the General Statutes shall continue to apply to the General Assembly and to control its expenditures and in the event of a conflict with this Chapter, the provisions of Chapter 120 of the General Statutes shall control. Nothing in this Chapter abrogates or diminishes the inherent power of the legislative, executive, or judicial branch.
- (c) Purpose – This Chapter establishes procedures for the following:
 - (1) Preparing the recommended State budget.
 - (2) Enacting the State budget.
 - (3) Administering the State budget.

Revision History		
Revision Date	Revision Number	Description
6/20/2019	0	Adopted. Approved via conference call meeting with the GTP Board of Directors.
8/09/2019	1	Revised for technical corrections to include formatting and statutory authority reference.
9/14/2022	2	Revised to remove procedures from policy.
05/29/2024	3	Revised to add procedures for WBS.