

Carry Forward Requests: Policy and Procedures

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What is a Carry Forward Request

A Carry Forward Request can be made by a Department Head to use available funds from the prior budget period to roll forward to the next budget year. Typically, the requests are due to being unable to complete a project within the fiscal year. The funds must be available within the departments overall budget surplus and cannot have be used to cover other deficits within other departmental budget lines.

Who Can Submit

Only Department Heads can make the requests in writing to the Finance Department.

When to Submit

Requests can be submitted any time after the current year's budget becomes unavailable for use and no later than the first Friday in February. All attempts to pay for the expenditure shall be made in the current year's budget.

These requests must be submitted in a timely manner in order for the Finance Department to compile a list for Finance Committee approval of the Carry Forward Requests in April.

The Finance Director will coordinate the request with a draft completion of the City's Financial Statements to ensure sufficient funds are available to cover the requests.

Important Notes:

- Department Heads are strongly encouraged to discuss appropriateness of requests with the Finance Department before submission.
- Requests that do not adequately address each of the criteria items in the What to Include in a Submission section below will be considered incomplete and will not be approved.

What to Include in a Submission

The request must include the following information:

All Carry Forward requests must be made in writing (or via e-mail) to the Office of the Finance Director.

Requests should be submitted in a timely manner, and must be submitted by the first Friday in February.

All requests shall be accompanied by documentation relative to the request. All requests will need a designated purpose to be carried forward for use in the next budget year.

- 1) Contract – Agreement – Purchase order – Work in Process
- 2) Designated Purpose (what are the funds going to used for)
- 3) Explanation of the reasons why the purchase/project could not be completed.

Review/Approval Process

Not all requests may be approved. Only requests that fit the criteria for a valid Carry Forward Request will be approved and the Department Head will be notified of the recommendation from the Finance Director to approve or deny the carry forward request. All funds approved for carry forward shall be expended within the current budget year.