

# City of Waukesha Budget Carryover Request

According to Section F-2 of the City of Waukesha Financial Policies and Procedures:

**"All budgeted appropriations, *except continuing appropriations*, lapse at the end of the fiscal year, unless encumbered during the fiscal year."**

This means that all monies requested and approved in the City's annual budget must be used in the budgeted year, and may not be carried over into the new fiscal year. Exceptions to this rule, are Continuing Appropriations. Continuing Appropriations are:

**"those monies budgeted for capital improvements, programs, facilities and equipment in a fund other than the General Fund or an enterprise fund."**

Continuing Appropriations do NOT lapse at the end of the fiscal year, but will be reviewed annually by the City Administrator.

## **There are two types of Continuing Appropriations:**

### **1) CIP Appropriations:**

These are the usual requests in the CIP budget for Capital Projects, Equipment and Fleet. For these routine budget items, you **DO NOT** need to fill out this form. All CIP appropriations will be reviewed by the City Administrator and the Finance Director. You will need to **schedule a meeting with the Finance Director** to go over your 2015 budgets, and prepare a schedule of those items that will be carried forward to 2016.

### **2) Special Appropriations:**

Special Appropriations are the non-capital budget items, for which the City received budget authority to spend monies in a fiscal year, but the project or purchase was delayed or incomplete in that fiscal year. These non-capital appropriations are very rare, and **must be requested on the Budget Carryover Request Form** on the next tab.

If there are funds left at the end of the fiscal year that qualify as a Special Appropriation, a Budget Carryover Request must be made **by March 4th, 2016**.

# City of Waukesha

## Budget Carryover Request for Special Appropriations

Date:

Department:

Responsible Person:

Original Budget Year:

Carry-Over to Budget Year:

Fund	Org.	Object	Project	Amount
100	5132			<b>\$914.00</b>

**Reason:**

**These are funds from grants and private donations to be used for Waukesha Reads.**

**Workflow Signatures:**

Department Director

Date

Finance Director

Date

City Administrator

Date