

## **Jefferson County, Wisconsin Budget Carryover Policy**

### **Definition**

Budget carryover refers to funds budgeted but unexpended during a budget year which are brought forward as additions to the subsequent year's budget. This policy excludes restricted funds or funds that statutorily are required to be carried over.

### **Policy**

Carryover of funds can only be approved through County Board action. County Board action for carryover shall be requested after approval by the County Administrator.

To be eligible for carryover funding, the following conditions must be satisfied:

1. Funds must be available in the requesting department's previous year's unspent balance.
2. Carryover is needed for completion of projects or the purchase of specific items approved in the previous year's budget but not accomplished. (Typically for Capital Outlay)
3. Carryover is required to meet existing County Board policy or to comply with accounting requirements (Debt Service, Capital Projects, etc.)

### **Procedure**

The departments shall request carryover of funds around mid-February (date to be determined by the Finance Department and County Administrator). The request should include the account number, the amount and a specific reason for the carryover.

The Finance Department will compile the information to go to the County Administrator for approval. The request then will be sent on to the Finance Committee for approval and then to the County Board for approval.

If the County Board approves the carryover request, the Finance Department is responsible for getting the approvals published as a class 1 notice within 10 days after approval.

### **Administration**

This policy is for use in guiding financing decisions of the County, and can be interpreted by the County Board as part of overall discussions related to budget carryover. It is administered in conjunction with the County's other fiscal policies. It may be amended or revised from time to time as determined by the County Board.

Adopted May 13, 2014 – Resolution No. 2014-15