

Non Schools Carryover Formula

Carryover usually occurs in October

Using your Aug. 200X Preliminary Budget Status Summary Report, this is how to calculate:

Step 1: Unexpended Budget (YE Balance)

Column 1: Adopted Budget	\$	21,043	<i><= Budget Status Summary Report</i>
+ Column 2: Supplemental allocation during the year		8,675	<i><= Budget Status Summary Report</i>
= Total Budget Capacity	\$	29,718	
- Column 3: Year-To-Date expenditures (Sep 1 - Aug 31)		(27,571)	<i><= Budget Status Summary Report</i>
= Unexpended Budget (YE Balance)	\$	2,147	

Step 2: Maximum Allowable Carryover

Column 1: Adopted Budget	\$	21,043	<i><= Budget Status Summary Report</i>
+ Column 2: 75% copier allocation (Sept)		2,473	<i><= Budget JE Detail by Fund, Brc, Date (WBU/115)</i>
+ Column 2: 25% copier allocation (January)		825	<i><= Budget JE Detail by Fund, Brc, Date (WBU/115)</i>
= Total Budget	\$	24,341	
x 10% Carryover limit		10%	
= 10% Carryover amount	\$	2,434	
+ Receipts collected *		500	
= Maximum Allowable Carryover	\$	2,934	

RULE:

Your carryover amount is the lesser of the 10% Maximum Allowable Carryover or the Unexpended Budget (YE Balance)

In the example above, your carryover is:

Balance (Unexpended budget) at Year End =>	\$	2,147	<i><= This is your carryover amount **</i>
10% Carryover limit (Max. allowable carryover) =>	\$	2,934	

** The allocation is put into the Supplies (Obj 510) account
This amount can be revised (moved) to other accounts to reflect planned expenditures.

NOTE:

The Budget department will process carryover after all actual expenditures have been posted for the current fiscal year. This usually occur during October of the following fiscal year.

- * Samples of Receipts (Revenue 2xxx)
 - Fingerprinting
 - Book fees (library books, text books, etc)
 - Contribution
 - Donation