

# 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	\$	9,366	<i>&lt;= Budget Status Summary Report</i>
+ Column 2: Supplemental allocation during the year		11,556	<i>&lt;= Budget Status Summary Report</i>
= Total Budget Capacity	\$	20,922	
- Column 3: Year-To-Date expenditures (Sep 1 - Aug 31)		(18,796)	<i>&lt;= Budget Status Summary Report</i>
= <b>Unexpended Budget (YE Balance)</b>	<b>\$</b>	<b>2,126</b>	

**Step 2: Maximum Allowable Carryover**

+ Column 1: 75% allocation (fall)	\$	9,366	<i>&lt;= Budget Status Summary Report</i>
+ Column 2: 75% copier allocation (Sept)		4,970	<i>&lt;= Budget JE Detail by Fund, Brc, Date (WBU/115)</i>
+ Column 2: 25% allocation (January)		2,951	<i>&lt;= Budget JE Detail by Fund, Brc, Date (WBU/115)</i>
+ Column 2: 25% copier allocation (January)		1,997	<i>&lt;= Budget JE Detail by Fund, Brc, Date (WBU/115)</i>
= Total Budget at 100%	\$	19,284	
x 10% Carryover limit		10%	
= 10% Carryover amount	\$	1,928	
+ Receipts collected *		323	
= <b>Maximum Allowable Carryover</b>	<b>\$</b>	<b>2,251</b>	

**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 =>	\$	2,126	<i>&lt;= This is your carryover amount **</i>
10% Carryover limit (Max. allowable carryover) =>	\$	2,251	

\*\* 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 occurs during October of the following fiscal year.

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