

Budget Carry Forward Policy

The Budget Carry Forward policy is a framework which services can use to apply to carry forward unspent revenue budget from one financial year to another.

Budget carry forwards may be automatic or based on specific requests.

Automatic carry forwards:

The categories for automatic carry forwards include:

- Funds held on behalf of partners
- Grants that are ring-fenced for specific purposes
- Transformation Fund allocations

All automatic requests need to be evidenced that the budget meets the criteria. Those not meeting the criteria for automatic carry forward may be submitted for consideration as non-automatic carry forward requests.

- Township fund allocations – Township fund allocations should be considered as automatic carry forwards unless the Council is forecasting to overspend overall, in which case they revert to being considered non-automatic

Non-automatic carry forwards:

Only directorates that have an overall underspend in the relevant financial year may request specific budget carry forwards, and the de-minimis level per request is £100k. It is felt that directorates should be able to accommodate lower levels of funding.

It is expected that requests will be minimal and should primarily relate to where the service has not been able to complete a specific piece of work in-year.

All budget carry forward applications must have the support of the relevant Portfolio Holder and Service Director before being submitted. Requests will be subject to scrutiny by Leadership Team and then reviewed and approved as appropriate by the Portfolio Holder for Corporate Delivery, with support from the Section 151 Officer.