



## Bassett Creek Watershed Management Commission

### MEMO

Date: February 11, 2013  
 From: Laura Jester, Administrator  
 To: BCWMC Commissioners

**RE: Carryover in BCWMC Budget**

At your meeting on January 17, 2013 you requested that a process be determined to allow for and make notation of the carryover of unspent funds in a budget line item from one year to the next.

In talking with Deputy Treasurer Virnig, the approach she recommends is very straight forward:

Unused funds from all under budget line items go into the "General Fund" each year and are available for use on Commission activities, including over budget line items the following year.

The Commission should take action approving the carryover for a particular budget line item but there is no need to make a notation in the budget or financial report. At some point in the year, it may become appropriate to officially amend the budget to reflect an increase in spending for those budget line items. A budget amendment is a done through action by the Commission but should not be done with every decision to carryover funds.

At your January 17, 2013 meeting, the Commission approved the carryover of 2012 expenses for the continued development of the XP-SWMM and the P-8 models in 2013. This action is noted simply in the list of motions from that meeting.

It is recommended that the Commission also approve the carryover of 2012 unspent funds for the Next Generation Plan and possibly the Administrator.