

# ATTACHMENT 1

City of Lake Forest  
CARRYOVER POLICY  
June 2008

The City has established certain guidelines to govern carryover revenues and appropriations. Any carryovers subject to removal pursuant to this policy will be presented to the City Council in an annual carryover agenda report for reconsideration of status. The following categories will be handled as follows:

Revenues:

Grants	All budgeted outstanding grants will be carried over as long as the grant is in force and until all funding is received by the City.
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Unusual Revenues	All unusual revenues related to capital improvement projects will be carried over when appropriations for the related capital improvement projects are carried over. An example of this would be developer deposits.
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All unusual revenues related to operating projects will be carried over when appropriations for the related operating projects are carried over. An example of this would be developer deposits.

All unusual revenues that are delayed will be carried over for one year only when a known delay in the receipt of funds occurs, unless reinstated by the City. An example of this would be the delay of an anticipated reimbursement from the State for previously withheld local revenues.

Appropriations:

Capital Improvement Projects	All projects currently underway will be carried over until completed.
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All grant funded projects will be carried over as long as the grant is in force and until the project is completed.

All projects about to begin will be carried over until completed. These projects are defined as those for which a Request for Proposal has been approved for distribution by the City Council.

All projects that do not meet the criteria stated above will be carried over no longer than one year, unless reinstated by the City Council.

Multi-Year Operating Projects

All multi-year operating projects will be carried over until completed.

Grant Funded Capital Improvement and Operating Projects

All grant funded projects will be carried over as long as the grant is in force and until the project is completed.

Purchases of Furniture, Equipment, Computer Systems, And Vehicles

Computer systems will be carried over until installation is completed. All other items in this category will be carried over for no longer than one year, unless reinstated by the City Council.