



Guidelines
AMENDED BUDGET 2025-26

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Introduction

The following guidelines have been developed to assist officers with the Amended Budget process.

Council “amends” the adopted budget each year in September for internal management reporting purposes following finalisation of the annual accounts for the previous financial year.

The Amended Budget incorporates all operating and capital carry over’s from the prior year ensuring accountability and optimal budget control for management reporting purposes.

The September quarterly financial report reflects this Amended Budget.

Reporting Budget Timeline

Month	Reporting Budget
July	Original Budget
August	
September	Amended Budget (= Original Budget + Carry Overs)
October	
November	
December	
January	Mid Year Budget (= Amended Budget +/- MYB Adjustments) Note – A forecasting process occurs in February but the Mid-Year Budget remains the reporting budget until the end of the financial year.
February	
March	
April	
May	
June	

Amended Budget timetable

Item	Due Date	Responsible
Capital carry over request due to Asset Management	Friday, 27 June 2025	Project Managers
Operating carry over request due to Finance (via online form)	Friday, 4 July 2025	All
Service and Assets Steering Committee to review capital carry overs	Thursday, 31 July 2025	Service and Assets Steering Committee
ET Review of all carry over request	Tuesday, 19 August 2025	ET
Council meeting to adopt carry overs (Amended Budget) and Financial statements	Monday, 22 September 2025	Council



Operating carry overs

These guidelines are provided to ensure that carry overs are treated consistently across the organisation and that there is a clear understanding of what qualifies as a carry over and the treatment of receipt of grant income.

Operating grants

Generally, no operational funds are carried over to the next financial year, except where:

- There is an unexpended tied grant that established an expenditure obligation on Council and which would be required to be repaid if not expended.
- A grant has been paid in advance for the coming financial year and has been recognised as income.

Operational initiatives

It is acknowledged that some instances may also occur where Council has entered into a contractual commitment for one-off operational initiatives that may cross the financial year boundary and incur costs into 2025-26 – and result in a matching under-expenditure in 2024-25. Where such a situation occurs, please email zzFinancialPlanning.

If ET endorses these outcomes as being imperative, unique and the situation unavoidable, these projects will be included for funding in 2025-26 through the Mid-Year Budget process. However, if these tests are not met, ET will require the remaining expenditure to be met from existing 2025-26 budgets.



Accounting Standards and Grant Income

Operating Grants

These guidelines are provided to ensure that carry overs are treated consistently across the organisation and that there is a clear understanding of what qualifies as a carry over and the treatment of receipt of grant income.

The accounting treatment of operating grants is governed by AASB 15 'Revenue from contracts with customers' and/or AASB 1058 'Income of not for profit entities'. These standards require consideration as to whether there is an enforceable contract, with sufficiently specific performance obligations that can be allocated a transaction price and the obligations that can be measured over time.

For each operating grant, the funding agreement/letter will need to be reviewed to determine whether the following conditions are satisfied:

- Contract with customer
- Sufficiently specific performance obligations, which can be measured
- Transaction price can be allocated to performance obligations

If the above conditions are satisfied, the operating grant funding will only be recognised as income in the Income Statement to the extent that the specific performance obligations have been satisfied at 30 June and the balance of income remaining will be transferred to the Balance Sheet as 'unearned income', to be recognised as income in a future year as the outstanding performance obligations are satisfied. Where the operating grant income is transferred to 'unearned income' in the Balance Sheet, no carry over of budget will be required.

If one or more of the above conditions are not satisfied, the operating grant funding is recognised as income immediately in the year of receipt. This is similar to the previous accounting treatment of grant income. Where the operating grant funding has been recognised as income, a carry over is required to the extent of the grant funding not yet spent.



Possible situations at financial year end depending on the timing of grant funding and the accounting treatment of the operating grant funding include:

1. Grants received in advance

Grant income received in the current financial year (2024-25), that has not been budgeted or has been budgeted to be received next financial year (2025-26) will be either:

- (a) Transferred to the Balance Sheet as 'unearned income' to the extent that it relates to a contract with outstanding performance obligations or specific targets able to be priced. In this situation, no carry over is required.
- (b) Recognised as grant income in 2024-25 because it either does not relate to a contract or have sufficiently specific performance obligations able to be priced. This unspent grant funding will be considered and adjusted as part of the carry over process.

2. Grants budgeted in current year (2024-25) but not received at 30 June 2025

This grant income (and related expenditure) will be adjusted in next year's budget during the Mid-Year Budget Review if the funding is certain. This is not included as part of the carry over process.

Capital Grants

Generally, capital grants are received for a specific purpose. As such, the new Australian Accounting Standards require capital grants to be recognised as income only as and when Council satisfies its obligations under the transfer. For example, a capital grant received to part fund or fully fund the construction of a building will be recognised as each dollar of capital expenditure is incurred in the project.



Purchase Orders

Please note that purchase orders do not guarantee a carry over.

Purchase order commitments may provide support for a carry over request, but they do not trigger or guarantee a carry over.

A carry over request must satisfy a number of requirements.

If a contract has been entered into and a purchase order has been raised for this contract in excess of the approved budget, the additional funds will need to be requested at Mid-Year Budget.

Purchase orders and year end procedures

It is timely to reiterate the year end procedures regarding purchase orders (particularly item 3!):

- 1 Purchase orders can be raised at any time to ensure prompt payment.
- 2 Purchase orders are required to be raised for all invoices requiring payment (unless exempt).
- 3 All purchase orders raised prior to 1 June 2025 that have been approved and not invoiced/or unapproved will be cancelled in order to maintain the finance system. All orders will need to be raised as new orders for the new financial year, unless you have requested a purchase order to be kept open for 2025-26 by contacting Sue Rao (Accounts Payable) before 1 July 2025. Note, this happens occasionally for capital works projects where works are yet to be completed and will occur in the 2025-26 financial year.



Operating carry over requests – Online form

Please submit all operating carry over requests to 2025-26 via the online form (link below).

Note - it is recommended that you copy and paste this address into **Google Chrome** as Internet Explorer doesn't allow you to tab through the online form fields. Press Ctrl key and click on this link.

https://forms.greaterdandenong.vic.gov.au/operating-carry-over-request/?saml_sso

You should now see the following screen.



You will need to click on 'Click Here to Login' to access the online form for the first time.

All fields with *(Required)* next to the heading are mandatory.

Director/Manager Approval

The first two fields require you to select your Manager and Director from the drop down lists. This is to facilitate the workflow approval process so once you submit the online form, it will be emailed to your Manager and then to your Director to approve.

Manager *(Required)*

Director *(Required)*

Program/Project to carry over *(Required)*

Include a program/project/grant name for your carry over request.

Program/Project to carry over *(Required)*



Grant funding

If your carry over request relates to grant funding, you will be required to complete the following fields.

Does your carry over request relate to grant funding? *(Required)*

- ☒ Yes
☐ No

Who did Council receive the grant funding from? *(Required)*

What account was the grant funding recorded in? *(Required)*

If the grant is not fully expended, is there an obligation to refund the unspent grant?

Are there any grant reporting or acquittal requirements?

Objective Link Format *(Required)*

- ☐ Object ID
☐ Objective Reference

Note - it is mandatory that you attach an Objective link to the grant/funding agreement or letter.

There are two options for attaching objective link:

- a. Objective ID

Objective Link Format *(Required)*

- ☒ Object ID
☐ Objective Reference

Please provide a link to the grant agreement in Objective *(Required)*

To get a link find your document in ECM <https://objective.cgd.vic.gov.au>

Or

- b. Objective Reference



Objective Link Format *(Required)*

- ☐ Object ID
☒ Objective Reference

Please provide a link to the grant agreement in Objective *(Required)*

Drop files here or
[Select files](#)

Max. file size: 40 MB.

Please drag and drop from Objective Navigator

If your request does not relate to grant funding, it does not meet the automatic carry over requirements. However, you can provide a detailed justification for why the funds should be carried over (in the 'reasons' field which is located further on) and this will be presented to ET for their consideration and approval.

Amount of carry over request

The next step is to indicate the carry over amount requested.

Carry over amount requested? (must be greater than \$10,000) *(Required)*

Please note that Finance will adjust this amount (if required) to the maximum available carry over amount at financial year end.

Given that the financial year has not be finalised, it can be difficult to indicate exactly how much carry over is required at the time of completing the online form. Do not be concerned. Finance will adjust the carry over amount (where required) based on the final year end results, to the maximum carry over amount available at financial year end.



Reason(s) to support the carry over request

Please provide reason(s) why the project/program will be delayed or not delivered by 30 June (the end of this current financial year) and why the proposed carry over amount should be carried forward to the next financial year? *(Required)*

In this field, it is very important that you provide reason(s) why the project/program was delayed or not delivered by 30 June 2025 and why the proposed carry over amount should be carried forward to 2025-26. This will allow ET and Council to determine if the carry over should be approved.

Carried over before

Please indicate whether the carry over has been carried over before in prior years. If yes, you will need to indicate how many times.

Is the proposed carry over an amount that has already been carried over? *(Required)*

- ☒ Yes
☐ No

If yes, how many times? *(Required)*

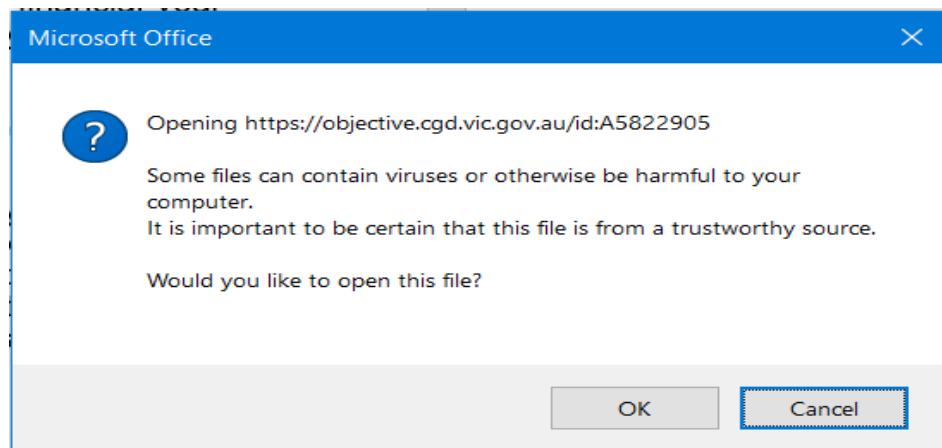
Expenditure accounts, amounts and phasing

The final section of the form requires you to input the expenditure accounts, amounts and phasing of amounts of the carry over budget you have requested.

Please ensure you allocate your anticipated spending for the program/project to the correct expenditure accounts (i.e. – not just to one account).

To assist you with this part of the form, a list of expenditure accounts is available at the following Objective link:

<https://objective.cgd.vic.gov.au:443/id:A5822905>



The system might prompt you the above message. Press OK. Allow the system few seconds to open a list of expenditure accounts.

Please provide the expenditure account numbers for the proposed carry over amount and phasing amounts

Can be multiple accounts (just click the Add Phasing button for each account required), if salaries just put to account 1000 and Finance will allocate across the salary and on cost accounts.

Sub Activity	Account	Sub Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
There are no phasings.															

Add Phasing

Please click on the Add Phasing button for each expenditure account (where there is more than one account) you require the carry over budget to be applied to. You can include multiple line items by continuing to click on the Add Entry button as many times as you like! Please enter all amounts as positive amounts.

When you click this button, you will need to provide the detailed account string (XXXX XXXX XXXX) and the amount for the relevant account phased over the twelve months of the next financial year.



Add Phasing

Sub Activity (Required)

Account (Required)

Sub Account (Required)

Phasing

Jul \$ 0.00	Aug \$ 20,000.00	Sep \$ 0.00	Oct \$ 0.00
Nov \$ 0.00	Dec \$ 0.00	Jan \$ 5,000.00	Feb \$ 0.00
Mar \$ 0.00	Apr \$ 20,000.00	May \$ 0.00	Jun \$ 0.00
Total (Required) \$ 45,000.00			

Cancel
Add Phasing

Press Add Phasing tab

Sub Activity	Account	Sub Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	
2101	9999	3043	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 45,000.00	Edit Delete

Add Phasing

This is the screen you can either edit or add another account phasing.

If you have a budget amount required for salaries, please add one entry for the salaries account (account 1000) and put the total amount in June (don't worry about phasing it). Finance will then allocate this budget across the salaries and on-cost accounts and will phase the budget in accordance with the timing of the fortnightly pay periods.

Total and Variance

Once you have completed all of your expenditure entries, the form will automatically sum the expenditure account entries and will compare this amount to the original carry over amount requested earlier in the form.

The variance amount is a check box and must equal zero. If it does not, please edit one of your expenditure entries to ensure that this check box does equal zero.



Total of phased expenditure accounts

\$ 45,000.00

Variance

This field must equal 0

\$ 0.00

Submit and Workflow process

Submit

 Save and Continue Later

You can save your progress and complete the online form at a later time by clicking on the 'Save and Continue Later' button.

Once you click submit, the workflow approval process will commence.

This will now go to your Manager and then to your Director for approval.

Once approved by your Manager/Director, an email will be directed to Finance to review and accept the carry over request (note that this does not indicate it is an approved carry over item – approval will not occur until the carry over is approved by ET in August and Council in September).

Manager/Director rejection

If your Manager/Director rejects the carry over request, you will receive an email indicating this.

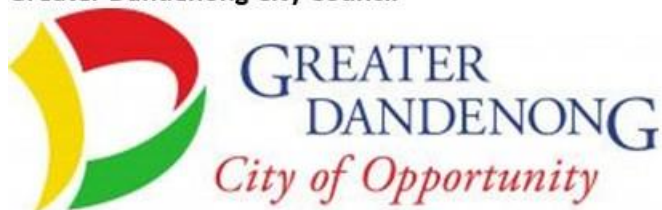
Hi,

A new Operating Carry Over Request form has been Rejected and requires your attention

[Open Operating Carry Over Request Form](#)

Thanks

Greater Dandenong City Council



If you would like to cancel this request, please click the link below

[Cancel Operating Carry Over Request](#)



You can amend the carry over request and resubmit to your Manager/Director for approval or you can click on the link provided in the email to cancel your carry over request. Note, if you do not cancel the carry over request, you will receive reminder emails every two days until it is actioned or cancelled.

Objective access to the requests submitted

Once your carry over request has been approved by the Manager, Director and Finance, you will receive the following email to indicate your carry over request process has been finalised and will be subject to consideration by ET and Council.

The email also provides a link to the Objective folder where your request has been saved.

The Operating Carry Over Request form has been approved and a copy is now in Objective.

Please click on the link below if you would like to access the completed PDF

[Objective](#)

Thanks

Finance

Update in Magiq

Once the overall 2025-26 Amended Budget is approved by Council in September, Finance will then input all necessary adjustments into Magiq.

Finance contacts

Contact	Responsibility	Extension
Email: ZZ Financial Planning		
Kirsten Geri	Manager Financial Services	5360
Maya Mendonca	Coordinator Management Accounting & Systems	5328