

Requesting Roll Forward of Operational Funds Guide

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General Guidelines

Each year, departments are given the opportunity to request a Roll Forward of unspent operational funds from the current fiscal year to help support expenses for the following fiscal year.

- This program is applicable to unspent unrestricted operating funds only (Fund 110002).
- Unspent operating budget must be available to request a Roll Forward.
- Please take into consideration any pending P-Card transactions, open purchase orders, or check requests that have not yet posted.
- Funds for open purchase orders do not automatically Roll Forward, therefore, a Roll Forward request needs to be submitted for those funds using this process.
- All requests must have a specific purpose. Roll Forward requests should be due to unforeseen circumstances, and not for the purpose of increasing the new fiscal year budget.
- Roll Forward requests are good for one-time use only. If not used in the upcoming fiscal year, Roll Forward funds will be forfeited and will not be approved to roll forward a second time.
- All requests must be submitted to the FP&A (Budget) Office by due date, July 15th, 2026.



General Guidelines (continued)

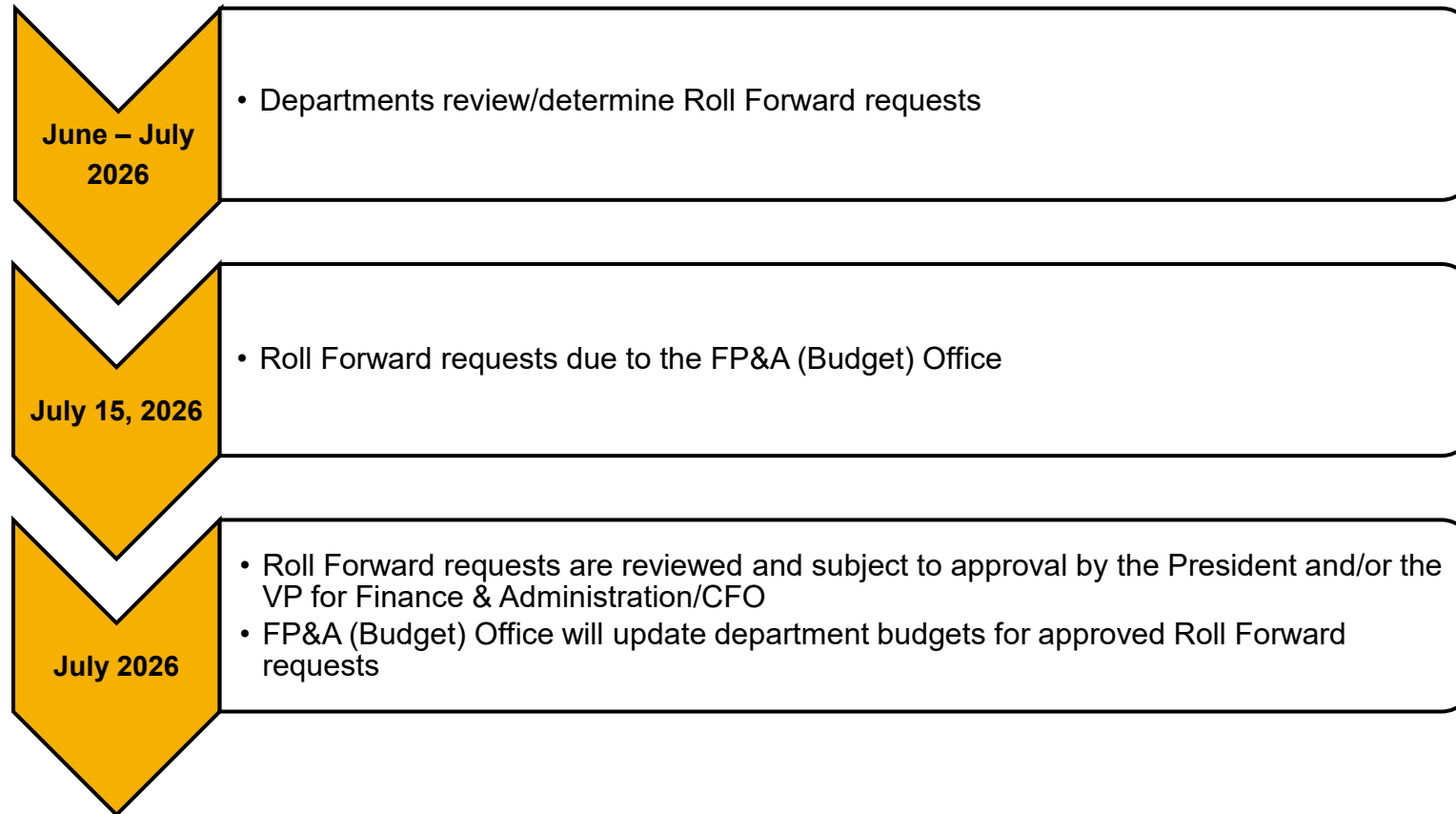
All requests will be reviewed and subject to approval by the President and/or the VP for Finance & Administration/CFO.

Example:

- A speaker was scheduled to visit campus but cancelled last minute. The speaker reschedules for the next available date, which occurs in the next fiscal year.
 - This request has a specific purpose.
 - This request is due to unforeseen circumstances.
 - Budget has been set aside for this purpose.
- The department may request a Roll Forward.



Timeline



Using Roll Forward Template to Submit Roll Forward Requests



Roll Forward Request Template

Organization Code	Organization Title	Account Code	Account Title	Program Code	Program Title	Requested Item/Services	Rationale	Requested Amount	Requestor
Examples:									
132007	Controller's Office	707011	Professional Fees	GA	General and Administration	Keynote Speaker - Budgeting for Private Liberal Arts Colleges	Keynote Speaker cancelled due to illness. The soonest available reschedule date is in the next fiscal year. John Johnson, President of the National Association of Liberal Arts College Budeting and renowned expert in topics of budgeting for private liberal arts colleges will speak on the topics of preparing budgets, analyzing gains and losses, and looking into the future to predict and caluculate specific revenues and expenses in such a way that the budget appears balanced, as well as provide guidance and answer questions. This speaking session will be beneficial to all members of Finance and Administration.	5,000	Jane Smith
140204	Academic Programs	613005	Temporary or On-Call Hourly	SS	Student Services	Temporary Labor	Requesting roll forward funds for the use of temporary labor to assist with New Student Orientation in place of current staff on temporary leave.	2,500	Jim Roberts

- Update the Roll Forward Request Template on the FP&A (Budget) Office website: [FP&A Office - Colorado College](#).
- Complete all sections on the form following the example above.
- Ensure FOAP (Fund-Org-Account-Program Code), Rationale and Request Amount sections are completed fully with a detailed explanation for the Roll Forward request.
- All completed requests should be [emailed to the FP&A](#) (Budget) Office by due date, July 15th, 2026.
- All requests will be reviewed and subject to approval by the President and/or the VP for Finance & Administration/CFO



Need Help?

Email the Financial Planning & Analysis Office:

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