

# OPEX OVER EXPENDITURE JUSTIFICATION FORM

(To be completed for all individual expenditures/projects in accordance with the [Revenue and Financing Policy](#))

*\* Fields must be completed*

<b>Date form submitted*</b>		
<b>Cost Centre Manager*</b>		<b>Department*</b>

<b>Project / General Ledger name*</b>			
<b>Cost Centre*</b>		<b>General Ledger code*</b>	
<b>Project life (years)</b>		<b>Project location</b>	
<b>Project start date</b>		<b>Project end date</b>	
<b>Council / Community Board approval?</b>		<b>Date of approval</b>	

## 1. Justification for overspend\*

Include a detailed description reasons for overspend. What factors led to the overspend?

Attach additional documentation as necessary.

**2. Projected overspend costs** (Attach a detailed breakdown of costs)\*

Included in Financial Year Budget?*	YES	NO	Amount \$
	Current budget		Amount \$
	Estimated over spend?		Amount \$
			<b>TOTAL \$</b>

**3. Timing of projected overspend in costs?\***

FY*	Amount \$*
FY	Amount \$
FY	Amount \$
FY	Amount \$
FY	Amount \$
<b>TOTAL PROJECT COSTS \$*</b>	

**4. Funding Sources**

If the project is going to be funded/partially funded by a specific grant/loan account rather than the capital budget pool, please specify the account number and amount of funding below.


Funding Source Name*	Amount \$*
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OR

Funding Cost Centre Name	GL Code	Amount \$
Funding Cost Centre Name	GL Code	Amount \$
		<b>TOTAL</b>

*Additional information if needed*

**5. Authorisation** (Indicates spending on project can begin)

Finance Manager	Ann McDowall	Signature	
Executive Manager – Corporate Services	Leanne Macdonald	Signature	