

Annexe 2 – Proposed new Annexe to be added to the Council’s published Financial Regulations

Your name / team	Date of request
<u>Why</u> has the need for additional funds which cannot be met from existing budgets arisen?	
<u>How much</u> money is being requested and <u>what</u> will it be spent on?	
<u>When</u> will the money be spent by?	
Value for Money Assessment	
What <u>other options</u> have been considered (including doing nothing)?	
What are the expected <u>benefits</u> will the planned expenditure bring?	
What are the <u>risks</u>, if any, of agreeing or refusing the supplementary estimate?	

Please complete this form and send it to the Head of Finance and s.151 Officer.