

## **Guidance on rolling budget**

Programme Development and Implementation (PDI)

### **Purpose and scope of this guidance**

The guidance addresses all persons involved in planning and approval of projects/ programmes.

The rolling budget represents a continuous multi-year financial project planning combined with a rolling forecast for the current year and subsequent years. The timeframe is between 3 and 5 years in alignment with CBMs 5-year portfolio management.

### **Information on template, funding sources and planning currency**

#### **Template**

The template for budget planning is integrated in the Project Financial Report ([Template link](#)).

In ProMIS, one budget line is entered in the Finance tab for each year of the project period.

Budget Version 1 represents the planning figures at project approval and needs to match with the total budget in the Project Programmatic Approval document (PPA).

The Overall multi-year budget (Version 1) sets the approved budget for the whole project duration. No need to change annual budgets if MYP budget total remains unchanged.

Any change of the MYP budget requires programmatic approval via the task “Adaptation of budget and project plan” following [Instructions or documenting Changes during Partner Project Implementation](#). Then, if an increase or decrease on the MYP budget has been decided upon, a new budget version is created and sent to Country Director for approval.

LCDF projects must follow donor specific requirements.

#### **Funding sources**

The funding source is selected in the project Idea in ProMIS and affects the approval authority of PPAs:

- Free Funds
- LCDF/ Institutional Donors
- CBM Italy
- Urgency & Emergency

- ⇒ The funding source ‘CBM Italy’ is used for Italy free funds and for Italy LCDF.
- ⇒ The funding source Urgency & Emergency is used for fundings managed by the Inclusive Humanitarian Actions team (not LCDF).
- ⇒ The budget in ProMIS should match the allocated funding (= Incoming funding).

## **Planning currency**

LCDF funded projects are planned in the donor specified currency. Free funds projects are planned in national local currency of the country.

ProMIS uses a defined budget exchange rate per year. In September the exchange rates are updated in ProMIS for the coming year.

For multi-year projects in currencies other than EUR, the existing draft budget version needs to be edited and sent to the Country Director for approval. No change in budget amounts is needed.

## **Rolling budget and forecast**

The Forecast refers to the amount CBM will transfer to partners or pay third parties for partner projects.

During project implementation, the forecast is the leading figure and overrules budget amounts. Requests of funds (RoFs) are made and approved against the final approved forecast and not the budget.

For details on Forecast please see [QPRG Project Status and Financial Forecast.pdf \(sharepoint.com\)](#).

Contact: Renate Weickel (PDI/ PSM)

Published: 08/2024

Last revised: 25-03-2025