

Chapter 1 : Municipal Budgets - FY - Cities

Municipal Budgets (-) This page contains municipal budget workbooks organized by county. Under each county you will find links to city, county, recreation commission, township, and other budgets for taxing entities within the county and for taxing entities for which the county selected is the 'home county'.

What Is a Municipal Budget? Bengue - Updated September 26, A municipality is an urban area, usually a city or town, that governs itself and manages its own income and expenditures. Municipalities must create formal budgets, typically on an annual basis. These are formal plans that outline financial status and account for projected spending on essential services. Municipal Budget Overview A municipal budget is the projected financial operating plan. In general, a budget accounts for expected revenues and allocates resources to particular expenditures. In large cities, a municipal budget can be a complex set of documents outlining the means by which resources from many sources will be allocated to a variety of departments and services. The municipal budget of a small town can be a short, concise one-page outline. Revenues and Expenditures Generally, a municipal budget contains two broad types of categories: The number of subcategories that make up the total revenues and expenditures varies according to the size of the municipality, taxes and fees the local government imposes, and the number of services the municipality provides to its residents. Video of the Day Brought to you by Techwalla Brought to you by Techwalla Revenue Sources The anticipated revenues in municipal budgets will usually include a detailed account of expected income and the sources from which the income will be derived. Common sources of municipal revenue include taxes -- property, occupation income , motor vehicle usage and hospitality hotel, restaurant and liquor. In areas where utilities such as water, sewer, electric and gas are owned or operated by the municipality, residents may pay a utility tax. Fees collected from business licenses and building permits are part of many municipal budgets. In some areas, incorporated towns and cities receive a portion of state-shared revenue. Expenditure Types Expenditures in a municipal budget include anticipated expenses for services the local government provides. Common among these expenditures are salaries, wages and benefits for municipal employees, and expenses for supplies and housing to maintain and operate government offices. Larger municipalities may provide schools and fund social agencies for their residents. However, many municipalities, both large and small, provide public safety services such as law enforcement, fire protection and a service. Many urban areas also provide public parks, libraries, swimming pools and other common areas. Maintenance of these public areas, as well as roadways and public transit systems, are other common expenditures.

Chapter 2 : LOCAL GOVERNMENT CODE CHAPTER MUNICIPAL BUDGET

Understanding Municipal Budgets & Financial Reports The Michigan Municipal League in cooperation with the Michigan Government Finance Officers Association.

Managing the money flow Importance of effective municipal financial planning and management Effective financial management can help municipalities to transform their local areas into a better place to live and work. Most councillors and members of the community know what municipal services they would like to have in their area. This dream of the ideal community is known as a "vision" for the municipality. This work should be done in consultation and co-operation with the ward committee. The community should be involved as much as possible in deciding what should be the spending priorities for the area they live in. Ward councillors and ward committees should report to ward meetings about the broad budget plans and consult the residents about programmes and projects that will affect them. Without funds to implement the policies, councillors will not be able to "make a difference" or serve their communities well. Effective financial management ensures that there are funds available to implement council policies. Councillors, committee members and officials all have a duty to ensure that these monies are managed carefully, transparently and honestly. What is financial management? The table below sets out the financial management processes that are used in municipalities.

Budgeting Working out what income the municipality will get and balancing this with the planned expenditure, by preparing detailed plans and forecasts. **Safeguarding** Putting in place controls to ensure that the income, capital and assets such as money, motor vehicles, computer equipment etc. **Monitoring Financial Reporting** Monitoring actual income and expenditure and comparing this to the budget, through regular financial reporting and corrective action when needed. **Auditing Accountability** Reporting financial results to all stakeholders by preparing municipal financial statements that are audited by the Auditor-General, who reports to Parliament. Ward committees have the right and duty! That is good financial management! The budgeting cycle and community participation

What is a budget? A budget is a financial plan. It summarises, in financial figures, the activities planned for the forthcoming year by setting out the costs [expenses] of these activities, and where the income will come from to pay for the expenses. The "Financial Year" and budget consultation The financial year of South African municipalities runs from 1 July of each year to 30 June the following year. Municipalities must prepare budgets for each financial year. Council must approve these budgets before the new financial year begins, after proper planning and consultation with ward committees and other stakeholder groups in the area. For example, the budget for the financial year beginning in July must be approved before the end of June The draft budget should be ready a few months before so that it can be used for consultation. Around March The approval of the budget is one of the most important tasks undertaken by councillors, after consultation with ward committees and other stakeholders. Ward committees should carefully look at the parts of the budget that affect the people in their area. Ward councillors can also call ward meetings to discuss the budget. If your organisation is affected by the municipal budget and plans, invite a councillor to come and discuss the budget and plans with you. All members of the community also have the right to observe the special council meeting at which the budget is debated and voted on. Types of budgets There are two types of budgets: Operating expenditure is the cost of goods and services from which there will be short-term benefit - that is, the services will be used up in less than one year. They could resign, next month, and the municipality would not have the benefit of their skills anymore. Examples of operating costs are salaries, wages, repairs and maintenance, telephones, petrol, stationery. Operating income is the amount received for services delivered for a short-term period. For example, ratepayers pay rates monthly or annually as payment to their municipality for receiving municipal services. Examples of operating income are property rates, service charges, investment interest, and traffic fines. The capital budget - The capital budget puts money aside, for planned expenditure on long-term purchases and big investments such as land, buildings, motor vehicles, equipment and office furniture that will be a municipal asset for more than a year - probably for many years to come. The difference between the operating and capital budgets A useful way for to look at the difference between operating and capital expenditure is to think about the purchase of a car. The purchase

of a car is capital as the expected life of the motor vehicle is much more than one year. The cost of fuel and repairs only provide short-term benefit less than a year and therefore is operating expenditure. The capital budget and operating budget have to be prepared and discussed together. This link between capital and operating budgets can be explained by using the car example again. The increase in operating expenditure needs to be considered when making a decision on whether or not to buy a new car. If fuel, tyres, repairs and wages costs cannot be included in the operating budget because of insufficient funds to pay for them, then the municipality should not buy the car! Sources of municipal income Municipalities must ensure that there will be adequate money to pay for their planned expenditure if they are to "balance the budget". There are various sources of income that can be used by municipalities to finance their expenditure. Main sources of capital budget financing External loans - External loans from a bank or other financial institution are an expensive form of financing the capital budget because of the high interest rates in South Africa. External loans should only be used to finance the purchase of major capital items such as roads, buildings, sewerage works and water systems. These funds can make internal loans to the municipality for the purchase or development of capital items, usually at a lower interest rate than for an external loan and the municipality is paying the interest back to its own "savings fund", which can later be used for another capital project. Contributions from revenue - When purchasing a small capital item, the small total cost can be paid for from the operating income in the year of purchase. This financing source is known as "contributions from revenue". In most municipalities, this source of financing is used to pay for smaller capital items, such as one or two items of furniture and equipment. As no interest is payable, this source of financing is considerably cheaper than external or internal loans. Government grants - Municipalities may apply to national government for grants for infrastructure development. The two main funds available are: Donations and public contributions - Local and foreign donors may sometimes donate a capital item or money to be used specifically for the purchase of a capital item, in a disadvantaged area. They may want publicity for their donation, which the municipality can arrange to acknowledge their sponsorship. Main sources of operational budget financing Property Rates - All people and businesses who own fixed property land, houses, factories, and office blocks in the municipal area are charged "Property Rates" - a yearly tax based on the value of each property. Rates income is used by the municipality to pay for the general services to all people, which cannot easily be charged to a specific service user as a "service charge" for example roads, pavements, parks, streetlights, storm water management, etc. That is, to charge a price or "tariff" for services such as water, electricity or approval of building plans; where the exact usage of the service can be measured, to the person or business who actually used that service. Fines -Traffic fines, late library book fines, penalties for overdue payment of service charges: Equitable share - The equitable share is an amount of money that a municipality gets from national government each year. The constitution says that all revenue collected nationally must be divided equitably [fairly] between national, provincial and local spheres of government. The local government equitable share is meant to ensure that municipalities can provide basic service and develop their areas. Most municipalities only get a small part of their operating budget from the equitable share. Tariffs for municipal services A "tariff" means a service charge that the municipality charges for the use of services. The prices of these services should be affordable, to the people who use the services, and to the municipality itself. Ward committees should advise councillors on the services needed in the area, what is an affordable price or "tariff" for the services, and how to ensure that people pay for their services. Community organisations should get involved in consultation meetings to discuss efficient and cost-effective service delivery. Every year, as part of the budget preparation cycle, there should be a review of tariffs "price list" for: Decisions should be taking the following into account: Tariffs should be reasonable and affordable, for the people who use these services. Based on a sliding scale, so that everybody gets the basic amount free, then pay increasingly higher tariff amounts, for the amount of water or electricity they use. These higher-volume tariffs are essential, to cover the free basic supply to those who only use a little, to survive. Policy to deal with poor households that cannot afford to pay anything Fair to the municipality, to recover most or all! Property rates In South Africa and in many other democratic countries , property rates are an important source of income for the municipality, to pay for the general services and facilities which the municipality provides to the people of the area. The "Rate in the Rand" is set each year by

council, as the "percentage" of the property value that the owner must pay to the municipality. Usually, this tax can be paid either annually, or in twelve, monthly instalments. It is important that these values are updated regularly, as your area develops, people improve their properties, and the price of land changes. Rates must be based on a fair, up-to-date value of each property; otherwise people could accuse your municipality of charging an unfair property tax on them. Here are some important factors for your ward committee and council to remember about property rates: Affordability - Property rates are a democratic form of taxation that is legally enforceable. Although a form of taxation, ratepayers may not be able to afford to pay an extremely high level of rates. Affordability is therefore a very important factor to consider when approving the budget, otherwise there may be a rates boycott. Impact on business organisations - Rates and service charges can be a significant cost to a business organisation in your area. If rates and services charges are too high, a business may relocate their factory or shops to other municipalities where the rates are lower. This could cause job losses or inconvenience to residents of your area. The extent of cross-subsidisation - The extent of cross-subsidisation of rates and service charge tariffs is one of the more difficult factors to consider when approving the budget. Cross-subsidisation is the extent to which one group or richer ratepayers pay an additional amount so that other groups of poorer ratepayers can pay a lesser amount. Rates Rebates - One way of cross-subsidising the property rates from richer to poorer ratepayers is for council to agree a "rebate" like a "discount" for pensioners or small businesses. In other words, these groups will pay less than the normal rate for the real value of their property, provided that they can prove to the municipality that they are earning below a defined amount, that year. When more money has to be paid out than the money that flows in, your municipality could be heading for big financial problems or go "bankrupt". This is when the municipality owes more money than it has in the bank, and has to stop projects that it cannot afford to pay for. Ask questions about how well the money flow is being planned, monitored and followed up, by the treasurer and executive committee or mayoral committee.

Chapter 3 : Municipal Finance Data

A municipal budget is the projected financial operating plan. In general, a budget accounts for expected revenues and allocates resources to particular expenditures. In large cities, a municipal budget can be a complex set of documents outlining the means by which resources from many sources will be allocated to a variety of departments and.

Acts , 70th Leg. The budget officer shall prepare each year a municipal budget to cover the proposed expenditures of the municipal government for the succeeding year. The budget must show as definitely as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each project. In preparing the budget, the budget officer may require any municipal officer or board to furnish information necessary for the budget officer to properly prepare the budget. If the municipality maintains an Internet website, the municipal clerk shall take action to ensure that the proposed budget is posted on the website. Acts , 80th Leg. Any person may attend and may participate in the hearing. The notice must include, in type of a size at least equal to the type used for other items in the notice, any statement required to be included in the proposed budget under Section Added by Acts , 73rd Leg. Amended by Acts , 77th Leg. A vote to adopt the budget must be a record vote. A vote under this subsection is in addition to and separate from the vote to adopt the budget or a vote to set the tax rate required by Chapter 26 , Tax Code, or other law. The property tax revenue to be raised from new property added to the tax roll this year is insert amount computed by multiplying the proposed tax rate by the value of new property added to the roll. A the property tax rate; B the effective tax rate; C the effective maintenance and operations tax rate; D the rollback tax rate; and E the debt rate; and 4 the total amount of municipal debt obligations. Acts , 83rd Leg. A a copy of the budget, including the cover page, is posted on the website; and B the record vote described by Section If the governing body amends the original budget to meet an emergency, the governing body shall file a copy of its order or resolution amending the budget with the municipal clerk, and the clerk shall attach the copy to the original budget. This chapter does not prevent the governing body of the municipality from making changes in the budget for municipal purposes. If a municipality has already adopted charter provisions that require the preparation of an annual budget covering all municipal expenditures and if the municipality conducts a public hearing on the budget as provided by Section After the budget has been finally prepared and approved, a copy of the budget and the amendments to the budget shall be filed with the county clerk, as required for other budgets under this chapter.

Chapter 4 : MRSC - Introduction to Budgeting

Municipal Budgets control the financial operations of the municipality. Local government manages its operations by conforming to the revenue and appropriations budget for that year. Municipal Budgets dating back to can be viewed by clicking the links below.

Funds Requiring A Budget Appropriation: General Fund Current Expense – All general funds must have an annual or biennial appropriated budget. These funds set tax levies and are therefore required by statute to have a lawful appropriation. Special Revenue Funds – Normally, special revenue funds must have a budget appropriation. The nature of a special revenue fund is that the funds are restricted, committed, or assigned to a specific type of activity but these accounting restrictions do not eliminate the statutory budget requirements for a lawful appropriation. Enterprise Funds – Typically, all enterprise funds must have an annual or biennial appropriated budget. Permanent Funds – These funds are typically subject to trust agreements and their use is restricted. However, when agreements allow for the expenditure of funds it would be prudent to include them in the appropriations budget. Debt Service Funds – Appropriations for debt service funds are not normally required. Accordingly, the bond resolution or ordinance serves as a perfectly adequate budget for the entire life of the issue. This also applies to installment purchases and lease purchase agreements. City statutes are also explicit about the unlapsed status of appropriations in capital project funds RCW These statutes are interpreted to permit project budgeting of capital project funds. Fiduciary Funds – While these funds are not generally subject to budget requirements, there are some exceptions. Agency funds that are used to account for pass-through resources may require budgetary integration for adequate fiscal control over sub-grants. Additionally, trust and agency funds typically are not included in the comprehensive budget.

Budget Types and Methods There are several different budget methods used by local government to achieve the goals and priorities of the community. It can be said that local government budgeting has had a succession of methods with each one emphasizing financial control, management, and planning in varying degrees. Over time, local governments have used line-item budgets, program budgets, capital budgets, performance budgeting, budgeting for outcomes , and zero-based budgeting. The majority of local governments in Washington currently use a combination of program and performance budgeting. For an example of priority-based budgeting process and timeline, see Clark County: Priority Based Budgeting adopted in January

Here are just a few resources that explore these optional budget types: Anatomy of a Priority-Based Budget Process – Expands on the model in Budgeting for Outcomes , using examples from cities and counties they have worked with, including Snohomish County.

Chapter 5 : Municipal Budgeting Standards

This page contains the FY Kansas city budgets. Click "download" to open a specific budget file.

McCarthy, Principal Analyst You asked whether 1 there are any nationwide, generally accepted municipal budgeting standards and 2 whether any states require municipalities to comply with statewide budget standards. The recommendations include the rationale for each practice and the associated outputs. This document is available online at <http://www.kansas.gov>. In addition, there are standards for municipal accounting, promulgated by the Government Accounting Standards Board <http://www.gasb.org>. At least five states require their municipalities to comply with statewide budget standards Kansas, New Hampshire, New Jersey, Utah, and Washington. All of these laws impose procedural requirements, e. In each of these states except New Jersey, budgets must be prepared in accordance with uniform state accounting systems. Kansas, New Jersey, and Washington restrict the establishment of contingency or miscellaneous budget lines. Kansas restricts the use of carryover funds. New Jersey requires that local budgets be approved by a state agency, and caps increases in municipal expenditures subject to a wide range of exceptions. The state Department of Revenue publishes several budgeting manuals for these entities and provides detailed forms and spreadsheets for preparing their budgets. The budget law requires that the budget for each municipal fund include a separate itemized financial statement. The financial statement must show receipts and expenditures for the prior, current, and proposed budget years. The statement must be presented in a three-column format, one column for each year. The budget law requires that a balanced budget be presented for each fund that would be supported by a tax levy in the proposed budget year. Budgeted expenditures must equal estimated revenues, including the amount of ad valorem taxes to be levied. The city or county must hold a public hearing on the proposed budget before it can be certified to the county clerk. The county clerk must submit budgets for all municipalities in the county to the Department of Administration by December 1st. Additional information on the Kansas municipal budgeting law and procedures is available at <http://www.kansas.gov>. New Hampshire By law, municipal budgets must be prepared in accordance with rules adopted by the Department of Revenue Administration N. Under the rules N. The revenue part of the budget must indicate anticipated revenues from taxes, fees, and intergovernmental transfers. Expenditures must be disaggregated into 14 functions, each of which is further broken down to accounts and subaccounts. For example, the public safety function is broke down into six accounts, most of which have several subaccounts. Similarly, the revenue part must specify nine revenue sources, most of which have several components. It imposes procedural, format, and substantive requirements. Among the former are requirements for advertising and holding public hearings on the proposed budgets. The budget must have separate sections for the current fund, any dedicated assessment budget, and the budget for the municipal public utility, if applicable. The budget must be itemized according to the objects and purposes for which appropriations are made. The form and level of detail of the itemization are left up to the local government, but must be designed to facilitate review by the state comptroller. The separate items must include specific information on the costs of administering and operating each agency. The budget must provide information on appropriations for the prior and current year as well as actual expenditures. The law specifies how information about revenues must be conveyed. However, there are a wide range of expenditures that are excluded from the cap, including debt service; any amount approved at referendum; appropriations from federal, state, or county funds and any local match required by law; costs attributable to federal and state mandates; and emergency temporary appropriations. No budget or amendment to the budget can be adopted until the director of the Division of Local Government Services certifies it. The director must determine whether: If the director rejects a budget, he must state his reasons and provide instructions to the local government on how to correct the budget. Utah Utah law establishes uniform accounting, budgeting, and financial reporting procedures for cities Utah code Sec. It requires the budget for each fund general, special, capital, etc. Each budget has to include estimates of all anticipated revenues and all appropriations, both using the account titles prescribed in the Uniform Accounting Manual for Utah Cities. The total of the anticipated revenues must equal the total of appropriated expenditures. The law also provides for the optional use of performance budgeting and related accounting and

reporting procedures. The law is available on-line at <http://> In the case of municipalities, all estimates of receipts and expenditures for the budget year must be fully detailed in the annual budget and be classified according to a standard classification of accounts. The classification must be prescribed by the state auditor after consultation with the Washington finance officers association, the association of Washington cities, and the association of Washington city managers. The municipality must prepare a preliminary budget. The revenue section of the budget must present in comparative and tabular form for each fund the actual receipts for the last fiscal year, the estimated receipts for the current fiscal year and the estimated receipts for the ensuing fiscal year. These amounts must include the amount to be raised from ad valorem taxes and unencumbered fund balances estimated to be available at the close of the current fiscal year. The expenditure section must present in comparative and tabular form for each fund and every department operating within each fund the actual expenditures for the last fiscal year, the appropriations for the current fiscal year, and the estimated expenditures for the ensuing fiscal year. The salary or salary range for each office, position, or job classification must be presented separately. However, salaries may be set out in total amounts under each department if a detailed schedule of such salaries and positions is attached to the budget document. The municipality must hold a hearing before adopting the final budget. Following the hearing, and before the beginning of the fiscal year, the legislative body must make any adjustments and changes as it deems necessary or proper and adopt the final budget by ordinance. Municipalities can maintain contingency funds, but they are limited to Such funds lapse at the end of each fiscal year unless they are reappropriated to another fund. The state auditor is authorized to establish the forms and classifications required by the law to define what expenditures are chargeable to each budget class and to establish the accounting and cost systems necessary to secure accurate budget information.

Chapter 6 : What Is a Municipal Budget? | Bizfluent

Municipal Budget Proposed. In , Mayor Fadness presented the first draft of the budget to City Council. The total budget comes in at just over \$90 million dollars with an anticipated \$16 million dollars in cash reserves, and a \$3 million dollar surplus over the budget.

Chapter 7 : Municipal Budgets

The Municipal Budget Process C. Christine Fillmore, Staff Attorney September 10 and 17, NEW HAMPSHIRE MUNICIPAL ASSOCIATION.

Chapter 8 : Municipal Budgets | Borough of Englishtown

1 Guidelines for Preparing the Municipal Budget "The Budget - Yuck! There is nothing worse than doing the budget every year!" It is easy to understand why those who.

Chapter 9 : Municipal Budgets | calendrierdelascience.com

Municipal and County Budgets. Chapter Certification Form for State and Federal Grants Annual Debt Statement - SFY (xls). Supplemental Debt Statement - SFY (xls).