Chapter 5

Budget

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Budget: Introduction

Budgets are essential to good financial management and are in some instances required by law. Without a budget, the governing body can only make general estimates of expenditures and revenue required for the next year. This can result in either levying more taxes than necessary or not providing enough revenue to carry out municipal functions.

It is usually the clerk's duty to prepare the budget. In order for the governing body to determine the amount of expenditures needed to carry out municipal activities in the next year, it is recommended that these amounts be based on prior years' spending. Anticipated revenue for the coming year can be estimated on the basis of revenue received in the past and on projections by the Minnesota Department of Revenue. The historical information can be found in the clerk's records.

Accessing the Budget Section

The Budget section of CTAS provides tools to prepare and print budget documents. To access the Budget section, click the Accounting tab (circled) in the Task bar, then click on the Budget icon (boxed). The Budget screen will open to the Budget List tab.

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Budget Year	Fund Number		Accour	nt Number		_	
2016 🛓			•		•		<u>S</u> earch
Fund	⊽ a Account	⊽ P Object Codes	7₽	Previous Amount	マ₽ Current Amount	マ ₽ Revised Amount	∆ +5
<u>1</u>) View/Edi	2) Dele	te <u>3)</u> Export to	SV	4) Roll-Forward Budget			

From the budget screen you can Add, View/Edit, Delete, Export to CSV (a spreadsheet format), or Roll-Forward budget information.

Budget: Entering a Budget Account

To begin entering a budget, click on the Add Budgets tab at the top of the Budget screen (circled).

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	iew/Edit	<u></u>) D	elete	3) Export to CSV		4) Roll-Forward Budget				

After the Add Budgets tab is selected, you will be able to enter the information for a new budget account.

Budget: Entering a Budget Account (continued)

CTAS uses line-item budgeting, which requires that you enter an amount for each account. You will not be able to enter a total budget amount for a fund or group of accounts.

When the Add Budgets tab opens, complete the following steps:

- Choose the Budget Year by using the up-down arrows.
- Choose a fund number to indicate the fund for this budget account. You can enter the fund by either typing in the number in the Funds column or by selecting from the dropdown list using the down arrow at the end of the field. *After you select a Fund Number, an option to enter the monthly budgets will appear (circled).*

Note: to enter information in a column for the first time, click in the space below the column heading.

- Enter the Account Number to indicate where to allocate the revenue or expenditure budget. You can enter the Account Number by either typing in the number or by selecting from the drop-down list using the down arrow at the end of the field.
- Enter the Object Code (for expenditures only). You can enter the Object Code by either typing in the number or by selecting from the drop-down list using the down arrow at the end of the field. This defines the type of expenditures, such as wages, supplies, gravel, electricity, etc.

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Accounting	<u>P</u> ayroll <u>I</u> nves	stments I <u>n</u>	debtedness	<u>R</u> eports	Ad <u>m</u> in	<u>E</u> xit							
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Budget: Entering a Budget Account (continued)

If your entity manages its budget on a monthly basis, CTAS allows you to allocate an amount for each month. Once a fund number has been entered, a plus sign appears on the left side of the fund's line (see previous page).

When you click on the plus sign, a sub-list opens up showing each month, with spaces to enter amounts for each one (as shown below.) Enter an amount for each month where money is expected to be received or expended for this budget account.

If you are doing yearly totals, there is no need to use this feature.

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Accounting Payroll	Investments	I <u>n</u> debtedness	<u>R</u> eports	Ad <u>m</u> in	<u>E</u> xit					
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📮 铼 100: General Fund	31005: Pr	operty Tax		•						
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July										
August										
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Funds	+ Account N	Numbers		₽ Object	Codes		⇔ Amount		+ Revised Amount	+
*										
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When you have completed entering your budget accounts, click the Save button (circled).

Budget: Editing a Budget Account

To edit a budget account, open the Budget List tab (see page 5-1 for instructions). Choose the Budget Year by using the up-down arrows under "Budget Year". Highlight the account you wish to edit and click the View/Edit button (circled).

▼ ▼+ Current Amount ▼ 000.00 \$120.000.0	12:18 PN <u>Search</u> Revised Amount ▼+= 7 0 \$0.00
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Budget: Editing a Budget Account (continued)

After the View/Edit button is selected, a tab for that budget year will appear (circled) with the account you chose highlighted.

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ccounting <u>P</u> ayroll <u>I</u> nvestments I <u>n</u> debtedness <u>R</u> eports Ad <u>m</u> in	Exit		
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lget			12:20
udget List Add Budgets 2015 ×			
kudget Year			
Funds 🚦 Account Numbers 🕫 Object Codes	Previous Year Amount	+ Revised Amo	ount
100: General F 31005: Property Tax	\$120,000.00	\$120,000.00	\$0.0
100: General F 31050: Tax Increments	\$1,500.00	\$1,500.00	\$0.0
100: General F 31301: Tax Local	\$1,500.00	\$1,500.00	\$0.0
100: General F 31410: Hotel-Motel Tax	\$1,750.00	\$1,750.00	\$0.0
100: General F 31810: Franchise Taxes	\$3,500.00	\$3,500.00	\$0.0
100: General F 31820: Gambling Tax	\$1,750.00	\$1,750.00	\$0.0
100: General F 32210: Building Permits (Excl	\$750.00	\$750.00	\$0.0
100: General F 32240: Animal Licenses	\$80.00	\$80.00	\$0.0
100: General F 33130: Federal Grants - Com	\$1,500.00	\$1,500.00	\$0.0
100: General F 33160: Federal Payments in	\$3,500.00	\$3,500.00	\$0.0
100. General Fill 35100. Federal Fayments Int.		\$1,500.00	\$0.0
100: General F 33401: Local Government Aid	\$1,500.00	φ1,000.00	4
	\$1,500.00 \$1,200.00	\$1,200.00	\$0.0
100: General F 33401: Local Government Aid			

In this tab, you can edit any field.

The Previous Year Amount column is the amount that was budgeted for the previous year. The Revised Amount column is for entering amounts when the governing body changes the budget during the year.

When all the desired budget accounts have been changed, click the Save button.

Note: To change monthly budget amounts, click on the plus sign at the left of the line you wish to use (see page 5-4 for more information).

Budget: Deleting a Budget Account

The need to delete a budget account could result from an error that was made when the budget was entered. To delete a budget, open the Budget List tab (see page 5-1).

÷			CTAS				
<u>A</u> ccounting <u>P</u> ayroll	Investments Indebte	edness <u>R</u> eports Ad	d <u>m</u> in <u>E</u> xit				
	sements Budget Cash Ch	hart of Vendors counts					
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Budget List Add B	Budgets						
Budget Year	Fund Number		Account Number				
2015		T			•		<u>S</u> earch
Fund 5	7 ₽ Account 🛛 🖛	Object Codes	⊽ ₽ Previous Amour	nt ⊽⊅	Current Amount 🛛 🕫	Revised Amount	Δħ
	31005: Property Tax			\$120,000.00	\$120,000.00)	\$0.00
₽ 100: General Fund	31050: Tax Increm			\$1,500.00	\$1,500.00)	\$0.00
				\$1,500.00	A4 E00.00	`	\$0.00
🖶 100: General Fund	31301: Tax Local			\$1,500.00	\$1,500.00		
	31301: Tax Local 31410: Hotel-Motel			\$1,750.00			\$0.00
₽ 100: General Fund				• •	\$1,750.00)	
 a 100: General Fund a 100: General Fund 	31410: Hotel-Motel			\$1,750.00	\$1,750.00)	\$0.0
 100: General Fund 100: General Fund 100: General Fund 	31410: Hotel-Motel 31810: Franchise T			\$1,750.00 \$3,500.00	\$1,750.00 \$3,500.00)	\$0.00 \$0.00
 100: General Fund 	31410: Hotel-Motel 31810: Franchise T 31820: Gambling Tax			\$1,750.00 \$3,500.00 \$1,750.00	\$1,750.00 \$3,500.00 \$1,750.00 \$750.00)))	\$0.00 \$0.00 \$0.00
 100: General Fund 	31410: Hotel-Motel 31810: Franchise T 31820: Gambling Tax 32210: Building Per			\$1,750.00 \$3,500.00 \$1,750.00 \$750.00	\$1,750.00 \$3,500.00 \$1,750.00 \$750.00 \$80.00)))	\$0.00 \$0.00 \$0.00 \$0.00
 100: General Fund 	31410: Hotel-Motel 31810: Franchise T 31820: Gambling Tax 32210: Building Per 32240: Animal Lice			\$1,750.00 \$3,500.00 \$1,750.00 \$750.00 \$80.00	\$1,750.00 \$3,500.00 \$1,750.00 \$750.00 \$80.00 \$1,500.00		\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

To delete a budget account:

- Highlight the row you wish to delete and click the Delete button (circled) or you can delete multiple rows by holding down the Control key (Ctrl) on your keyboard as you click on the lines you wish to delete.
- When you have selected the line items, click the Delete button and the Confirm Delete Budget screen will appear.



Click on the Yes button to delete the budget account.

Budget: Roll-Forward Budget

To roll a budget forward to the next fiscal year, you must be in the Budget List tab (see page 5-1).

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Accounting Payroll	Investments I	i <u>n</u> debtedness <u>R</u> e	oorts Ad <u>m</u> in	<u>E</u> xit			
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Budget							12:21 F
Budget List Add Bu							
Budget Year	Fund Number		Acci	ount Number		_	
2015			_		•		<u>S</u> earch
Fund V	+ Account	⊽ a Object Coo	es ⊽⊀	Previous Amount	v + Current Amount	⊽ + Revised Amount	\. A
a 100: General Fund	31005: Property	Tax			\$120,000.00	\$120,000.00	\$0.00
a 100: General Fund	31050: Tax Incre	em			\$1,500.00	\$1,500.00	\$0.00
	31301: Tax Loca	1			\$1,500.00	\$1,500.00	\$0.00
✤ 100: General Fund	31410: Hotel-Mo	otel			\$1,750.00	\$1,750.00	\$0.00
	31810: Franchise	е Т			\$3,500.00	\$3,500.00	\$0.00
	31820: Gambling	j Tax			\$1,750.00	\$1,750.00	\$0.00
	32210: Building	Per			\$750.00	\$750.00	\$0.00
	32240: Animal L	ice			\$80.00	\$80.00	\$0.00
	33130: Federal (Gra			\$1,500.00	\$1,500.00	\$0.00
	33160: Federal F	Pay			\$3,500.00	\$3,500.00	\$0.00
🛥 100: General Fund	33401: Local Go	ver			\$1,500.00	\$1,500.00	\$0.00
1) View/Edit	2) Delete	3) Exp	rt to CSV	4) Roll-Forward Budge			

Next, click on the Roll-Forward Budget button (circled). The Create Budget screen will appear.

Create Budget	
Selected Budget Year	2015
New Budget Year	2016 🛓
	New Budget Close

Select a previously-entered Budget Year, then a New Budget Year. Next, click the New Budget button to create a budget for the new fiscal year. When the new budget has been created, the Saved Successfully screen will appear (below). Click the OK button to complete the process.

×
Saved Successfully
ОК

All previously entered fund, account and object code numbers will roll forward to the new fiscal year. The new budgeted amounts for the year can be entered by clicking the View/Edit button. The instructions for using the View/Edit button are on page 5-5.

Budgets: Export to CSV

CTAS allows you to export your data to a CSV file. The **CSV** ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Some CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

Choose the Budget Year by using the up-down arrows under "Budget Year".

Once the budget is selected, click the Export to CSV button (circled).

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Accounting Payroll	<u>I</u> nvestments I <u>n</u> debte	edness <u>R</u> eports Ad	l <u>m</u> in <u>E</u> xit			
	sements Budget Cash Ch	art of Vendors				
Budget						12:22 PM
Budget List Add B	udgets					
Budget Year	Fund Number		Account Number			
2015		•				<u>S</u> earch
Fund 5	Account 🛛 🖛	Object Codes	マ ₽ Previous Amount	⊽ # Current Amount	⊽⇔ Revised Amount	7÷7
▶ 🖶 100: General Fund	31005: Property Tax			\$120,000.00	\$120,000.00	\$0.00
⇔ 100: General Fund	31050: Tax Increm			\$1,500.00	\$1,500.00	\$0.00
🛥 100: General Fund	31301: Tax Local			\$1,500.00	\$1,500.00	\$0.00
🛥 100: General Fund	31410: Hotel-Motel			\$1,750.00	\$1,750.00	\$0.00
	31810: Franchise T			\$3,500.00	\$3,500.00	\$0.00
	31820: Gambling Tax			\$1,750.00	\$1,750.00	\$0.00
	32210: Building Per			\$750.00	\$750.00	\$0.00
	32240: Animal Lice			\$80.00	\$80.00	\$0.00
	33130: Federal Gra			\$1,500.00	\$1,500.00	\$0.00
	33160: Federal Pay			\$3,500.00	\$3,500.00	\$0.00
	33401: Local Gover			\$1,500.00	\$1,500.00	\$0.00
1) View/Edit	2) Delete	3) Export to CSV	4) Roll-Forward Budge	4		

When the Save As window opens, select the location on your computer where you would like the file to be saved (boxed) and change the file name if necessary. Click on Save when finished.

🖳 Save As	a manual					×
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Organize 🔻 New folder						0
Videos	Name	Date modified	Туре	Size		
	\mu Home	12/29/2015 1:01 PM	File folder			
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File name: Budget	t.csv					-
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Office of the State Auditor

Budgets: Export to CSV (continued)

CTAS will save the data as a CSV file in the location selected. Below is an example of the CSV file when opened.

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A1 \checkmark : $\times \checkmark f_x$ Fund									×
АВ	С	D	F	G	Н	I	J	К	L
1 Fund Account	ObjectCode	Fiscal_Year	Fund_ID	Account_Number_	Object_C	c Previous /	Current AIR	evised A M	onthly
2 100: General Fund 31001: General Property Taxes (31001 through 31299)		2016	100	31001		106522.5	106522.5	0	
3 100: General Fund 31301: General Sales and Use Tax		2016	100	31301		900	900	0	
4 100: General Fund 31910: Penalties and Interest on Ad valorem Taxes		2016	100	31910		1200	1200	0	_
5 100: General Fund 32101: Business Licenses		2016	100	32101		5760	5760	0	_
6 100: General Fund 32110: Alcoholic Beverages		2016	100	32110		0	0	0	_
7 100: General Fund 32201: Cat License		2016	100	32201		7.5	7.5	0	_
8 100: General Fund 32202: Chicken Permit		2016	100	32202		45	45	0	
9 100: General Fund 32210: Building Permits (Excludes surcharge)		2016	100	32210		600	600	0	_
10 100: General Fund 32240: Animal Licenses		2016	100	32240		150	150	0	_
11 100: General Fund 33401: Local Government Aid		2016	100	33401		97341	97341	0	
12 100: General Fund 33425: Residential Market Value Credit		2016		33425		0	-	0	_
13 100: General Fund 33470: State Grants and Aids		2016		33470		1884		0	_
14 100: General Fund 33610: County Grants and Aids for Highways		2016		33610		1980		0	_
15 100: General Fund 34001: CHARGES FOR SERVICES		2016		34001		500		0	_
16 100: General Fund 34220: Police 2% State Aid		2016		34220		0	-	0	
17 100: General Fund 34303: HIGHWAYS AND STREETS		2016		34303		0		0	
18 100: General Fund 34901: OTHER CHARGES		2016		34901		0	-	0	
19 100: General Fund 35101: Court Fines		2016		35101		0	•	0	
20 100: General Fund 36100: SPECIAL ASSESSMENTS		2016		36100		0	-	0	
21 100: General Fund 36102: Penalties and Interest		2016		36102		0	-	0	
22 100: General Fund 36200: MISCELLANEOUS REVENUES		2016		36200		100		0	
23 100: General Fund 36205: Debit/Credit Card Fees		2016		36205		500		0	
24 100: General Fund 36210: Interest Earning		2016	100	36210		30	30	0	
 → Budget (+) 									Þ
READY					⊞]	++	100%

Budget: Using the Search Feature

To search, you must be in the Budget List tab (see page 5-1).

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<u>A</u> ccounting <u>P</u> ayroll	Investments Indebte	dness <u>R</u> eports	Ad <u>m</u> in <u>E</u> xit			
Receipts Claims Disburs	ements Budget Cash Ch	art of Vendors				
Budget						12:22 P
Budget List Add Bu	udgets					
Budget Year	Fund Number		Account Number			
2015		•	•	•	(Search
Fund V	+ Account ⊽+	Object Codes	⊽	v ≠ Current Amount	⊽≠ Revised Amount	 ∀+
→ 100: General Fund	31005: Property Tax	-		\$120,000.00	\$120,000.00	\$0.00
⇒ 100: General Fund	31050: Tax Increm			\$1,500.00	\$1,500.00	\$0.00
	31301: Tax Local			\$1,500.00	\$1,500.00	\$0.00
	31410: Hotel-Motel			\$1,750.00	\$1,750.00	\$0.00
	31810: Franchise T			\$3,500.00	\$3,500.00	\$0.00
	31820: Gambling Tax			\$1,750.00	\$1,750.00	\$0.00
	32210: Building Per			\$750.00	\$750.00	\$0.00
	32240: Animal Lice			\$80.00	\$80.00	\$0.00
	33130: Federal Gra			\$1,500.00	\$1,500.00	\$0.00
1	33160: Federal Pay			\$3,500.00	\$3,500.00	\$0.00
100: General Fund				\$1,500.00	\$1,500.00	\$0.00
 100: General Fund 100: General Fund 	33401: Local Gover			¥1,500.00	4-/	
	33401: Local Gover 2) Delete	3) Export to CSV	4) Roll-Forward Budge		4-,	•

You can search for budget information by Budget Year and by Fund and Account Numbers within a budgeted year.

To choose a Budget Year:

- In The Budget Year box, enter a year or use the arrows (circled, left) to select a year.
- Click the Search button (circled, right). All of the budget accounts in the selected Budget Year will be displayed.

You can also narrow the search by Fund and Account. After Budget Year has been selected:

- Click on the down arrow below the "Fund Number" heading to choose a Fund number.
- Click on the down arrow below the "Account Number" heading to choose an Account number.
- Click the Search button (circled, right). All of the budget accounts with the specified Fund and Account Numbers will be displayed.

Budget: Printing Reports

There are four reports that you can create and print from the budget section: the Budget Report, the Budget Report with Original Budgets, the Proposed Budget Report, and the Proposed Budget Worksheet Report. To select a report you want to create and print, click on the Reports tab (circled) in the Task Bar and then select the Budget icon (boxed). A Budget screen will appear listing the four reports.

						CTAS						X
<u>A</u> ccoun	ting	<u>P</u> ayroll <u>I</u> nv	/estments	I <u>n</u> debte	edness	<u>R</u> epor	ts Ad <u>r</u>	<u>n</u> in	<u>E</u> xit			
Receipts	Claims	Disbursements	Budget	Cash Ch		/endors	Financial	Tax	Payroll (Year	Investments	Indebtedness	
			Accounti	•	counts		Reports	Filing	to Date) Imployee	Investments	Indebtedness	
Budget											11:05	5 AM
Report	Name											
Propose	Report wi d Budge	th Original Bud t Report t Worksheet Re	-									
R	un											

To run a report, highlight the report and click the Run button at the bottom of the screen.

Printing a Budget Report

A Budget Report prints the budget for a selected fiscal year, using revised amounts where applicable.

To print a Budget Report, highlight Budget Report and click the Run. The Budget Report screen will appear.

Budget Re	port			×
Fiscal	l Year	2015 🛓		
Fund		100: General Fund		•
			Preview	Close

On the Budget Report screen:

- Enter the Fiscal Year for the report or choose the year by using the up and down arrows at the right edge of the field.
- Select a Fund, either by entering the Fund Number or clicking on the down arrow at the right edge of the field and choosing from the list.
- Click the Preview button. The print preview (Report Viewer screen) will appear.

New Township	2015 Budget Report	5/17/2016	
100: General Fund			
Receipts			
Property Tax(31005)		\$120,000,00	
Tax Increments(31050)		\$1,500.00	
Tax Local(31301)		\$1,500.00	
Hotel-Motel Tax(31410)		\$1,750.00	
Franchise Taxes(31810)		\$3,500.00	
Gambling Tax(31820)		\$1,750.00	
Building Permits (Excludes	surcharge)(32210)	\$750.00	
Animal Licenses(32240)		\$80.00	
Federal Grants - Communit	y Development Block Grants(33130)	\$1,500.00	
Federal Payments in Lieu o		\$3,500.00	
Local Government Aid(334		\$1,500.00	
Taconite Production Tax(3		\$1,200.00	
Taconite Homestead Credi	:(33406)	\$1,500.00	
State - P.E.R.A. Aid(33429)		\$1,500.00	
Disparity Reduction Aid(334	130)	\$750.00	
Fire Aid(33440)		\$4,000.00	
DNR Grant(33480)		\$1,300.00	
Other County Grants and A		\$1,900.00	
	ehabilitation Grants (IRRRB)(33630)	\$1,500.00	
Local-Other Grants and Aid		\$1,400.00	
Sale of Maps and Publicatio		\$1,200.00	
Weed Cleaning and Remov		\$1,500.00	
Library Use Fees (Not Fines	(34700)	\$1,500.00 \$500.00	
Park Fees(34780) Transit Revenues(34910)		\$1,200.00	
Airport Revenues(34910)		\$2,200.00	
Cemetery Revenues(34940		\$7,000.00	
Misc. Service Charge(34980		\$1,500.00	
Fines(35105)		\$500.00	
Forfiets(35205)		\$750.00	
Interest Earning(36210)		\$200.00	
Sale of Investments(36290)		\$1,000.00	
Transfer From Enterprise F		\$95.00	
	Receipts Total	\$171,525.00	

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. By clicking the red "X" (circled, right) you can close the Report Viewer screen.

Budget: Printing Reports (continued)

Printing a Budget Report (continued)

After clicking on the Printer icon, the Print screen appears.

🖶 Print	X
General Layout	
Select Printer	
HP LaserJet 4250 PCL6 Microsoft XPS Document Writer PDF Complete	📾 Send To OneNote 2010
٠	•
Status: Ready	Print to file Preferences
Location: Comment:	Fin <u>d</u> Printer
Page Range	
I I I I I I I I I I I I I I I I I I I	Number of <u>c</u> opies: 1 🚖
Selection Current Page	
Pages: 1-15	Collate
Enter either a single page number or a single page range. For example, 5-12	11 22 33
	int Cancel Apply

By clicking the Pages radio button (circled, left), you can choose to print only certain pages of the report. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the red "X" icon on the Report Viewer screen (previous page).
- Click the Close button on the Budget Report screen.

Budget: Printing Reports (continued)

Sample Budget Report

New Township	2014 Budget Report		08/27/2014
100: General Funds			
Receipts			
Property Taxes(31005)		\$120,000.00	
Tax Increments(31050)		\$1,500.00	
Tax Locals(31301)		\$1,500.00	
Hotel-Motel Tax(31410)		\$1,750.00	
Franchise Taxes(31810)		\$3,500.00	
Gambling Tax(31820)		\$1,750.00	
Building Permits.(Excludes surc	harge)(32210)	\$750.00	
Animal Licenses(32240)		\$80.00	
Community Development Block	(Grants(33130)	\$1,500.00	
Federal Payments in Lieu of Tax		\$3,500.00	
Local Government Aid(33401)		\$1,500.00	
Taconite Production Aid(33405)	\$1,200.00	
Taconite Homestead Credit(334	•	\$1,500.00	
State - P.E.R.A. Aid(33429)	,	\$1,500.00	
Disparity Reduction Aid (33430)		\$750.00	
Fire Aid(33440)		\$4,000.00	
DNR Grant(33480)		\$1,300.00	
Other County Grants and Aids(3	3620)	\$1,900.00	
Iron Range Resource and Rehib		\$1,500.00	
Local-Other Grants and Aids(33		\$1,400.00	
Sale of Maps and Publications(3		\$1,200.00	
Weed Cleaning and Removal Ch		\$1,500.00	
Library Use Fees (Not Fines)(34		\$1,500.00	
Park Fees(34780)		\$500.00	
Transit Revenues(34910)		\$1,200.00	
Airport Revenues(34920)		\$2,200.00	
Cemetery Revenues(34940)		\$7,000.00	
Misc. Service Charge(34980)		\$1,500.00	
Fines(35105)		\$500.00	
Forfiets(35205)		\$750.00	
Interest Earning(36210)		\$200.00	
Sale of Investment(36290)		\$1,000.00	
Contribution From Enterprise Fi	und(39202)	\$95.00	
	Receipts Total	\$171,525.00	

Printing a Budget Report with Original Budgets

A Budget Report with Original Budgets is designed to print the budget for a selected fiscal year, showing both the original budget and the budget using revised amounts, where applicable.

To print a Budget Report with Original Budgets, highlight Budget Report with Original Budgets and click Run (see page 5-12). The Budget Report with Original Budgets screen will appear.

В	udget Report with	n Original Budgets		×
	Fiscal Year	2015 🛓		
	Fund	100: General Fund	•	
			Preview	Close

On the Budget Report with Original Budgets screen:

- Enter the Fiscal Year for the report or choose the year by using the up and down arrows at the right edge of the field.
- Select a Fund, either by entering the Fund Number or clicking on the down arrow at the right edge of the field and choosing from the list.
- Click the Preview button. The print preview (Report Viewer screen) appears.

New Township 2015 Bud	get Report With Original Budgets	5/17/2016
100: General Fund		
Receipts		
	Original	Revised
Property Tax(31005)	\$120,000.00	\$120,000.00
Tax Increments(31050)	\$1,500.00	\$1,500.00
Tax Local(31301)	\$1,500.00	\$1,500.00
Hotel-Motel Tax(31410)	\$1,750.00	\$1,750.00
Franchise Taxes(31810)	\$3,500.00	\$3,500.00
Gambling Tax(31820)	\$1,750.00	\$1,750.00
Building Permits (Excludes surcharge)(32210)	\$750.00	\$750.00
Animal Licenses(32240)	\$80.00	\$80.00
Federal Grants - Community Development Block Gr Federal Payments in Lieu of Taxes(33160)	ants(33130) \$1,500.00 \$3,500.00	\$1,500.00 \$3,500.00
Local Government Aid(33401)	\$1,500.00	\$1,500.00
Taconite Production Tax(33405)	\$1,500.00	\$1,200.00
Taconite Homestead Credit(33406)	\$1,500.00	\$1,500.00
State - P.E.R.A. Aid(33429)	\$1,500.00	\$1,500.00
Disparity Reduction Aid(33430)	\$750.00	\$750.00
Fire Aid(33440)	\$4,000.00	\$4,000.00
DNR Grant(33480)	\$1,300.00	\$1,300.00
Other County Grants and Aids(33620)	\$1,900.00	\$1,900.00
Iron Range Resource and Rehabilitation Grants (IRF		\$1,500.00
Local-Other Grants and Aids(33640)	\$1,400.00	\$1,400.00

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 5-14 for printing instructions)

To close the printing of the report:

- Click the red "X" icon (circled, right) on the Report Viewer screen (previous page).
- Click the Close button on the Budget Report with Original Budgets screen.

•	5/17/201
Original	Revise
\$120,000.00	\$120,000.0
\$1,500.00	\$1,500.0
\$1,500.00	\$1,500.0
\$1,750.00	\$1,750.0
\$3,500.00	\$3,500.0
\$1,750.00	\$1,750.0
\$750.00	\$750.0
\$80.00	\$80.0
\$1,500.00	\$1,500.0
\$3,500.00	\$3,500.0
\$1,500.00	\$1,500.0
\$1,200.00	\$1,200.0
\$1,500.00	\$1,500.0
\$1,500.00	\$1,500.0
\$750.00	\$750.0
\$4,000.00	\$4,000.0
\$1,300.00	\$1,300.0
\$1,900.00	\$1,900.0
\$1,500.00	\$1,500.0
\$1,400.00	\$1,400.0
\$1,200.00	\$1,200.0
\$1,500.00	\$1,500.0
\$1,500.00	\$1,500.0
\$500.00	\$500.0
\$1,200.00	\$1,200.0
\$2,200.00	\$2,200.0
\$7,000.00	\$7,000.0
\$1,500.00	\$1,500.0
\$500.00	\$500.0
\$750.00	\$750.0
\$200.00	\$200.0
\$1,000.00	\$1,000.0
\$95.00	\$95.0
\$171,525.00	\$171,525.0
	\$95.00

Sample Budget Report with Original Budgets

Printing a Proposed Budget Report

A Proposed Budget Report shows a selected fiscal year's budget and the two previous years' budgets and actual amounts.

To print a Proposed Budget Report, highlight Proposed Budget Report and click Run (see page 5-12). The Proposed Budget Report screen will appear.

Proposed Budget F	Report		×
Fiscal Year	2015		
Fund	100: General Fund	•	
		Preview Clo	se

On the Proposed Budget Report screen:

- Enter the Fiscal Year for the report or choose the year by using the up and down arrows at the right edge of the field.
- Select a Fund, either by entering the Fund Number or clicking on the down arrow at the right edge of the field and choosing from the list.
- Click the Preview button. The print preview (Report Viewer screen) appears.

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New Township	Propose	ed Budget Report			5	/17/2016
Receipts						
		2013	2014	2014	2015	
	2013	Actual	as of	Actual	Proposed	Percent
100: General Fund	Actual	Budget	5/17/2016	Budget	Budget	Change
Taxes						
General Property Taxes						
Property Tax	\$0.00	\$135,000.00	\$100,000.00	\$120,000.00	\$120,000.00	0.00
Tax Increments	\$0.00	\$2,000.00	\$1,000.00	\$1,500.00	\$1,500.00	0.00
Total General Property Taxes	\$0.00	\$137,000.00	\$101,000.00	\$121,500.00	\$121,500.00	0.00
General Sales And Use Taxes						
Tax Local	\$0.00	\$2,000.00	\$1,000.00	\$1,500.00	\$1,500.00	0.00
Total General Sales And Use Taxes	\$0.00	\$2,000.00	\$1,000.00	\$1,500.00	\$1,500.00	0.00
Selective Sales And Use Taxes						
Hotel-Motel Tax	\$0.00	\$2,000.00	\$1,000.00	\$1,750.00	\$1,750.00	0.00
Total Selective Sales And Use Taxes	\$0.00	\$2,000.00	\$1,000.00	\$1,750.00	\$1,750.00	0.00
Other Taxes						
Franchise Taxes	\$0.00	\$4,000.00	\$3,000.00	\$3,500.00	\$3,500.00	0.00
Gambling Tax	\$0.00	\$2,000.00	\$1,000.00	\$1,750.00	\$1,750.00	0.00
Total Other Taxes	\$0.00	\$6,000.00	\$4,000.00	\$5,250.00	\$5,250.00	0.00
Licenses And Permits						
Non-Business Licenses And Permits	60 cc	árao ao	6105.00	6750.00	6750.CC	0.00
Building Permits (Excludes surcharge)	\$0.00	\$500.00	\$135.00	\$750.00	\$750.00	0.00
Animal Licenses Total Non-Business Licenses And Permits	\$0.00	\$50.00	\$15.00	\$80.00	\$80.00	0.00
	\$0.00	\$550.00	\$150.00	\$830.00	\$830.00	0.00
Intergovernmental Revenues (Igr) Federal Igr						
Federal Igr Federal Grants - Community Development Block Grants	\$0.00	\$3,000.00	\$2,500.00	\$1,500.00	\$1,500.00	0.00
Federal Payments in Lieu of Taxes	\$0.00	\$3,500.00	\$2,500.00	\$3,500.00	\$3,500.00	0.00
Total Federal Igr	\$0.00	\$6,500.00	\$5,000.00	\$5,000.00	\$5,000.00	0.00
iorari caciari bi	\$0.00	ş6, 300.00	ş3,000.00	şu,000.00	ş3,000.00	0.00

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 5-14 for printing instructions)

Office of the State Auditor

Budget: Printing Reports (continued)

To close the printing of the report:

- Click the red "X" icon (circled, right) on the Report Viewer screen (previous page).
- Click the Close button on the Proposed Budget Report screen.

Sample Proposed Budget Report

New Township	Propose	ed Budget Report			5	/17/2016
Receipts						
100: General Fund	2013 <u>Actual</u>	2013 Actual <u>Budget</u>	2014 as of <u>5/17/2016</u>	2014 Actual <u>Budget</u>	2015 Proposed <u>Budget</u>	Percent <u>Change</u>
Taxes						
General Property Taxes						
Property Tax	\$0.00	\$135,000.00	\$100,000.00	\$120,000.00	\$120,000.00	0.00
Tax Increments	\$0.00	\$2,000.00	\$1,000.00	\$1,500.00	\$1,500.00	0.00
Total General Property Taxes	\$0.00	\$137,000.00	\$101,000.00	\$121,500.00	\$121,500.00	0.00
General Sales And Use Taxes						
Tax Local	\$0.00	\$2,000.00	\$1,000.00	\$1,500.00	\$1,500.00	0.00
Total General Sales And Use Taxes	\$0.00	\$2,000.00	\$1,000.00	\$1,500.00	\$1,500.00	0.00
Selective Sales And Use Taxes						
Hotel-Motel Tax	\$0.00	\$2,000.00	\$1,000.00	\$1,750.00	\$1,750.00	0.00
Total Selective Sales And Use Taxes	\$0.00	\$2,000.00	\$1,000.00	\$1,750.00	\$1,750.00	0.00
Other Taxes						
Franchise Taxes	\$0.00	\$4,000.00	\$3,000.00	\$3,500.00	\$3,500.00	0.00
Gambling Tax	\$0.00	\$2,000.00	\$1,000.00	\$1,750.00	\$1,750.00	0.00
Total Other Taxes	\$0.00	\$6,000.00	\$4,000.00	\$5,250.00	\$5,250.00	0.00
Licenses And Permits						
Non-Business Licenses And Permits		4	4	4		
Building Permits (Excludes surcharge)	\$0.00	\$500.00	\$135.00	\$750.00	\$750.00	0.00
Animal Licenses	\$0.00	\$50.00	\$15.00	\$80.00	\$80.00	0.00
Total Non-Business Licenses And Permits	\$0.00	\$550.00	\$150.00	\$830.00	\$830.00	0.00
Intergovernmental Revenues (Igr)						
Federal Igr	40.00	40.000.00	40 500 00	4. 500.00	á. 500.00	
Federal Grants - Community Development Block Grants	\$0.00	\$3,000.00	\$2,500.00	\$1,500.00	\$1,500.00	0.00
Federal Payments in Lieu of Taxes	\$0.00	\$3,500.00	\$2,500.00	\$3,500.00	\$3,500.00	0.00
Total Federal Igr	\$0.00	\$6,500.00	\$5,000.00	\$5,000.00	\$5,000.00	0.00
State Igr	40.00	44 500 00	4	4	4. 500.00	
Local Government Aid	\$0.00	\$1,500.00	\$1,000.00	\$1,500.00	\$1,500.00	0.00
Taconite Production Tax	\$0.00	\$2,000.00	\$1,000.00	\$1,200.00	\$1,200.00	0.00
Taconite Homestead Credit	\$0.00	\$1,500.00	\$1,000.00	\$1,500.00	\$1,500.00	0.00
State - P.E.R.A. Aid	\$0.00	\$1,750.00	\$1,000.00	\$1,500.00	\$1,500.00	0.00
Disparity Reduction Aid	\$0.00	\$1,500.00	\$1,000.00	\$750.00	\$750.00	0.00
Fire Aid	\$0.00	\$4,000.00	\$5,000.00	\$4,000.00	\$4,000.00	0.00
DNR Grant	\$0.00	\$1,200.00	\$500.00	\$1,300.00	\$1,300.00	0.00
Total State Igr	\$0.00	\$13,450.00	\$10,500.00	\$11,750.00	\$11,750.00	0.00
Igr From Other Local Governmental Units						

Printing a Proposed Budget Worksheet Report

A Proposed Budget Worksheet Report compares the previous year's budget to the current year's budget.

To print a Proposed Budget Worksheet Report, highlight Proposed Budget Worksheet Report and click Run (see page 5-12). The Proposed Budget Worksheet Report screen will appear.

Proposed Budget	Worksheet Report	
Fiscal Year	2015 💂	
Fund	100: General Fund	•
		Preview Close

On the Proposed Budget Worksheet Report screen:

- Enter the Fiscal Year for the report or choose the year by using the up and down arrows at the right edge of the field.
- Select a Fund, either by entering the Fund Number or clicking on the down arrow at the right edge of the field and choosing from the list.
- Click the Preview button. The print preview (Report Viewer screen) appears.

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New Township	2015 Proposed Budget Worksheet Re	5/17/2016		
Receipts				
100: General Fund	<u>Previous</u>	Proposed	<u>Variance</u>	<u>Change (%)</u>
Taxes				
General Property Taxes				
Property Tax	\$120,000.00	\$120,000.00	\$0.00	0.00
Tax Increments	\$1,500.00	\$1,500.00	\$0.00	0.00
General Sales And Use Taxes				
Tax Local	\$1,500.00	\$1,500.00	\$0.00	0.00
Selective Sales And Use Taxes				
Hotel-Motel Tax	\$1,750.00	\$1,750.00	\$0.00	0.00
Other Taxes				
Franchise Taxes	\$3,500.00	\$3,500.00	\$0.00	0.00
Gambling Tax	\$1,750.00	\$1,750.00	\$0.00	0.00
Licenses And Permits				
Non-Business Licenses And Permits				
Building Permits (Excludes surcharge)	\$750.0C	\$750.0C	\$0.00	0.00
AnimalLicenses	\$80.00	\$80.00	<u> </u>	0.00

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 5-14 for printing instructions)

To close the printing of the report:

- Click the red "X" icon (circled, right) on the Report Viewer screen (previous page).
- Click the Close button on the Proposed Budget Worksheet Report screen.

Sample Proposed Budget Worksheet Report

New Township	2015 Proposed B	Budget Worksheet Re	5/17/2016		
Receipts					
100: General Fund		Previous	Proposed	Variance	Change (%)
Taxes					
General Property Taxes					
Property Tax		\$120,000.00	\$0.00	(\$120,000.00)	-100.00
Tax Increments		\$1,500.00	\$1,500.00	\$0.00	0.00
General Sales And Use Taxes					
Tax Local		\$1,500.00	\$0.00	(\$1,500.00)	-100.00
Selective Sales And Use Taxes					
Hotel-Motel Tax		\$1,750.00	\$0.00	(\$1,750.00)	-100.00
Other Taxes					
Franchise Taxes		\$3,500.00	\$3,500.00	\$0.00	0.00
Gambling Tax		\$1,750.00	\$1,750.00	\$0.00	0.00
Licenses And Permits Non-Business Licenses And Permits					
Building Permits (Excludes surcharge)		\$750.00	\$750.00	\$0.00	0.00
Animal Licenses		\$80.00	\$750.00	\$0.00	0.00
Intergovernmental Revenues (Igr)		380.00	280.00	20.00	0.00
Federal Igr					
Federal Grants - Community Development Blo	ock Grants	\$1,500.00	\$0.00	(\$1,500.00)	-100.00
Federal Payments in Lieu of Taxes		\$3,500.00	\$0.00	(\$3,500.00)	-100.00
State Igr				(00)00000	
Local Government Aid		\$1,500.00	\$1,500.00	\$0.00	0.00
Taconite Production Tax		\$1,200.00	\$0.00	(\$1,200.00)	-100.00
Taconite Homestead Credit		\$1,500.00	\$0.00	(\$1,500.00)	-100.00
State - P.E.R.A. Aid		\$1,500.00	\$1,500.00	\$0.00	0.00
Igr From Other Local Governmental Units					
Other County Grants and Aids		\$1,900.00	\$1,900.00	\$0.00	0.00
Iron Range Resource and Rehabilitation Gran	ts (IRRRB)	\$1,500.00	\$1,500.00	\$0.00	0.00
Local-Other Grants and Aids		\$1,400.00	\$1,400.00	\$0.00	0.00
Charges For Services					
General Government					
Sale of Maps and Publications Sanitation		\$1,200.00	\$1,200.00	\$0.00	0.00
Weed Cleaning and Removal Charges		\$1,500.00	\$1,500.00	\$0.00	0.00
Culture And Recreation					
Library Use Fees (Not Fines)		\$1,500.00	\$1,500.00	\$0.00	0.00
Park Fees		\$500.00	\$500.00	\$0.00	0.00
Other Charges For Services					
Cemetery Revenues		\$7,000.00	\$7,000.00	\$0.00	0.00
Misc. Service Charge		\$1,500.00	\$1,500.00	\$0.00	0.00
Fines And Forfeits					
Fines					
Fines		\$500.00	\$500.00	\$0.00	0.00
Miscellaneous Revenues		·			
Interest Earning		\$200.00	\$200.00	\$0.00	0.00
Sale of Investments		\$1,000.00	\$1,000.00	\$0.00	0.00
Other Financing Sources					
Inter Fund Transfers In		605.00	605.00	\$0.00	0.00
Transfer From Enterprise Fund		\$95.00	\$95.00	\$0.00	0.00
	Receipts Total	\$171,525.00	\$40,575.00	(\$130,950.00)	-76.34