

Chapter 5

Budget

This Page Left Blank Intentionally

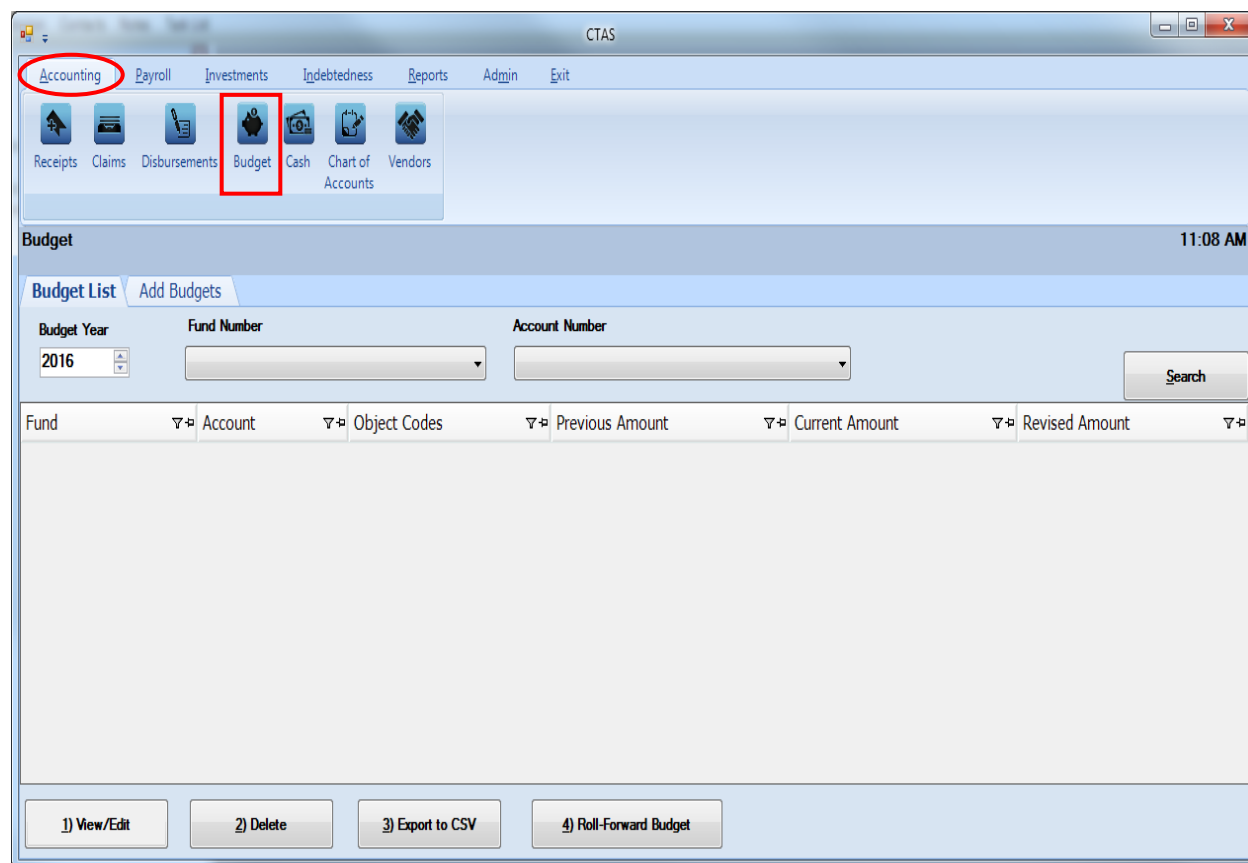
Budget: Introduction

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

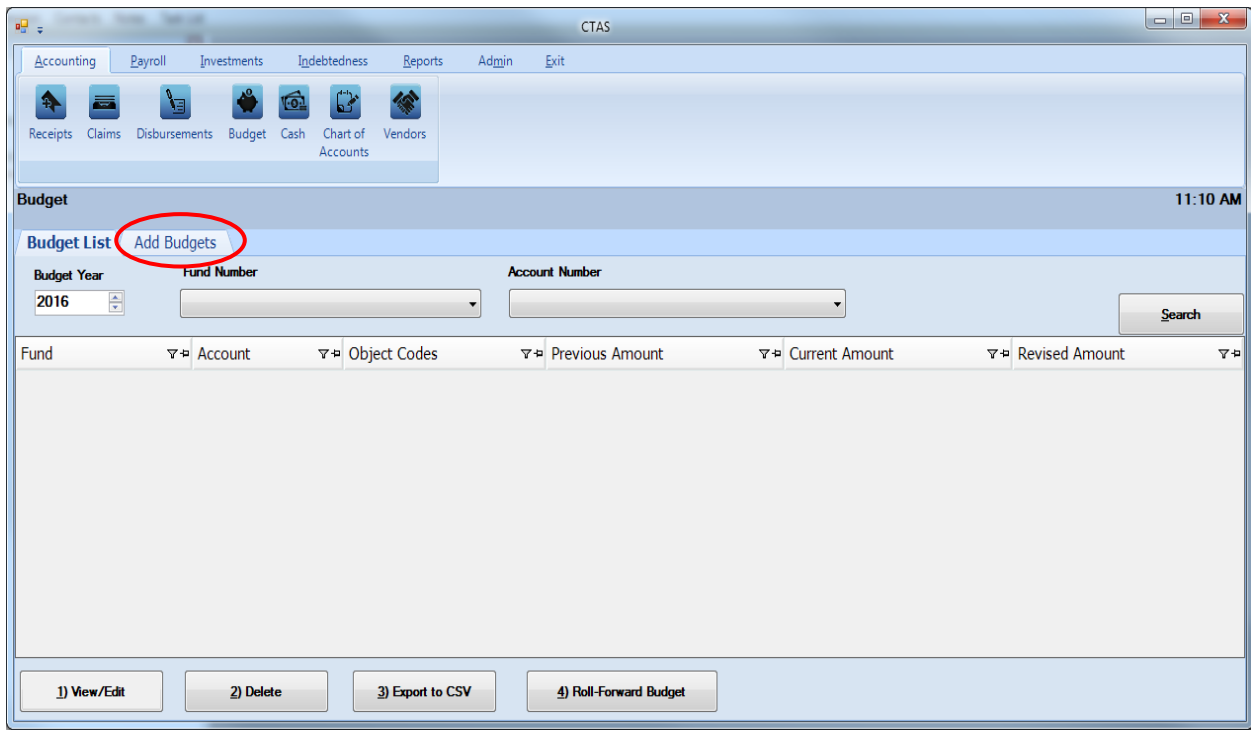
The Budget section of CTAS provides tools to prepare and print budget documents. To access the Budget section, click the Accounting tab (circled) in the Task bar, then click on the Budget icon (boxed). The Budget screen will open to the Budget List tab.



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).



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)

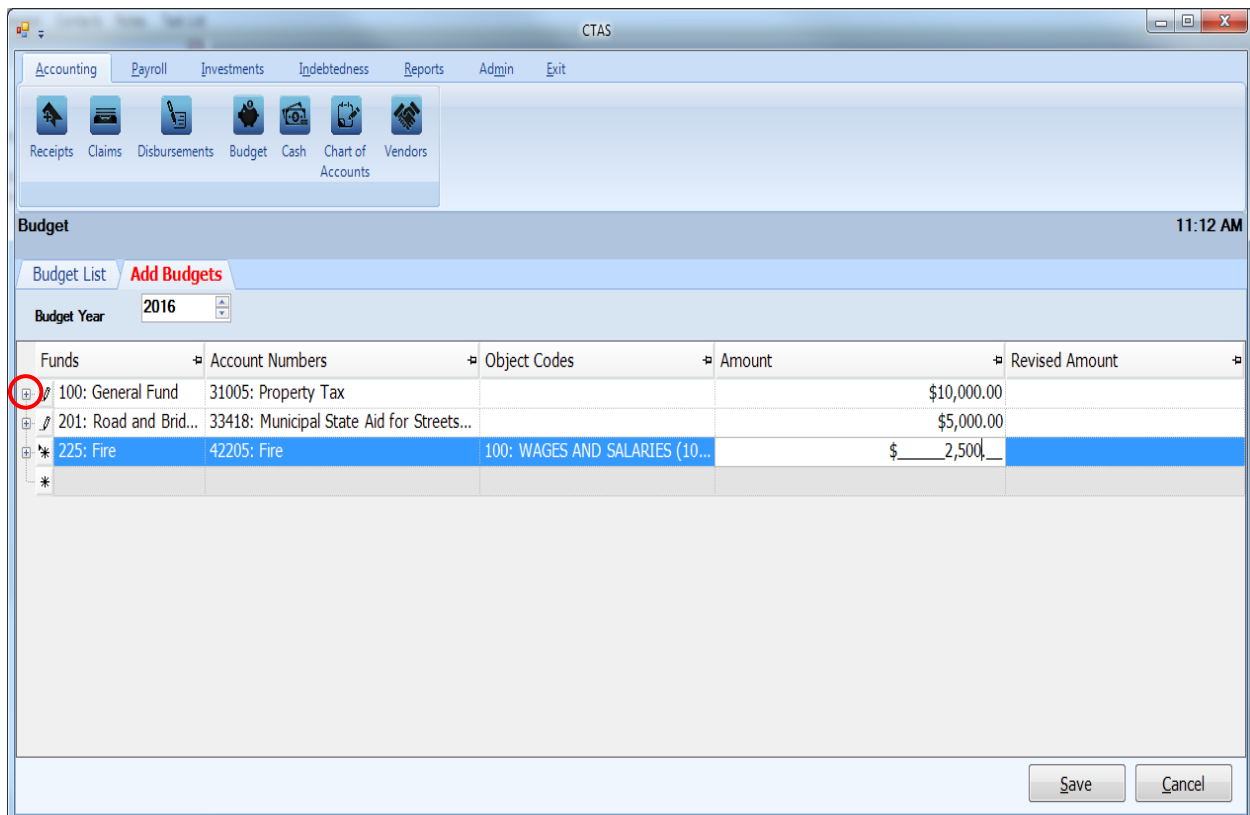
CTAS uses line-item budgeting, which requires that you enter an amount for each account. You will not be able to enter a total budget amount for a fund or group of accounts.

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 drop-down 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.



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.

The screenshot shows the CTAS application window with the 'Budget' section active. The 'Add Budgets' tab is selected. The 'Budget Year' is set to 2016. A table is displayed with columns for Funds, Account Numbers, Object Codes, Amount, and Revised Amount. The first row is expanded to show a sub-table for months from January to December, with columns for Amount and Revised Amount. The 'Save' button at the bottom right is circled in red.

Funds	Account Numbers	Object Codes	Amount	Revised Amount
* 100: General Fund	31005: Property Tax			
MonthName Amount Revised Amount				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Funds	Account Numbers	Object Codes	Amount	Revised Amount
*				

When you have completed entering your budget accounts, click the Save button (circled).

Budget: Editing a Budget Account

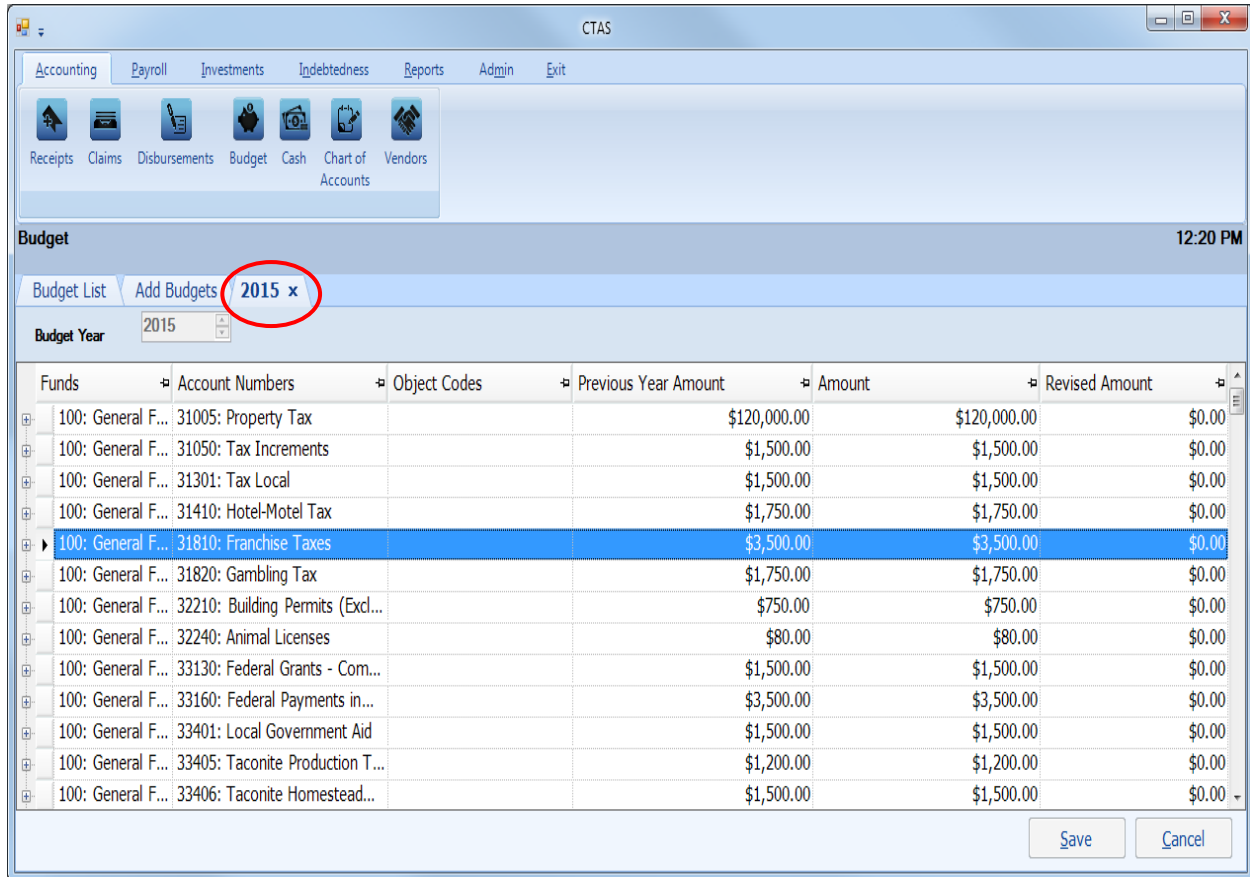
To edit a budget account, open the Budget List tab (see [page 5-1](#) for instructions). Choose the Budget Year by using the up-down arrows under “Budget Year”. Highlight the account you wish to edit and click the View/Edit button (circled).

The screenshot shows the CTAS application window with the 'Budget' section active. The 'Budget List' tab is selected, and the 'Budget Year' is set to 2015. A table of budget accounts is displayed, with the first row highlighted. Below the table, the '1) View/Edit' button is circled in red.

Fund	Account	Object Codes	Previous Amount	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
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
100: General Fund	31810: Franchise T...		\$3,500.00	\$3,500.00	\$0.00
100: General Fund	31820: Gambling Tax		\$1,750.00	\$1,750.00	\$0.00
100: General Fund	32210: Building Per...		\$750.00	\$750.00	\$0.00
100: General Fund	32240: Animal Lice...		\$80.00	\$80.00	\$0.00
100: General Fund	33130: Federal Gra...		\$1,500.00	\$1,500.00	\$0.00
100: General Fund	33160: Federal Pay...		\$3,500.00	\$3,500.00	\$0.00
100: General Fund	33401: Local Gover...		\$1,500.00	\$1,500.00	\$0.00

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.



In this tab, you can edit any field.

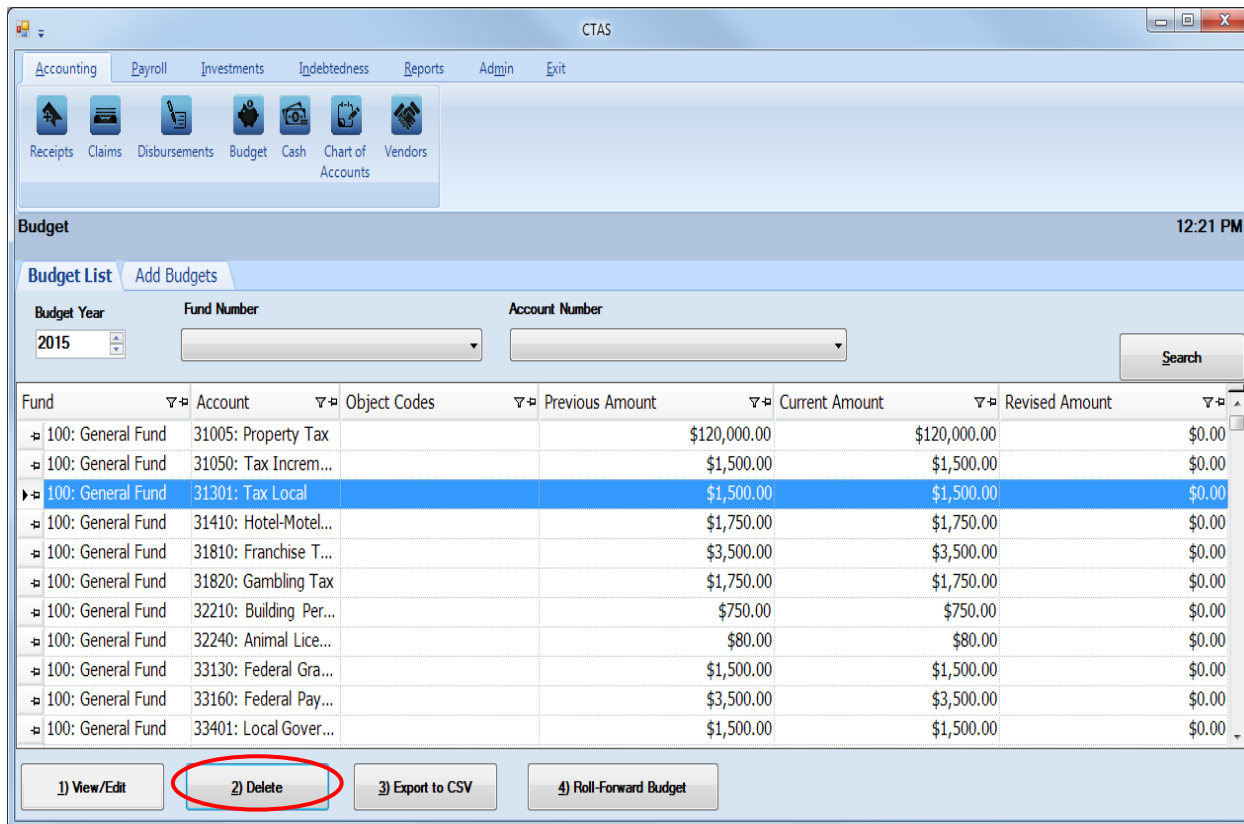
The Previous Year Amount column is the amount that was budgeted for the previous year. The Revised Amount column is for entering amounts when the governing body changes the budget during the year.

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).

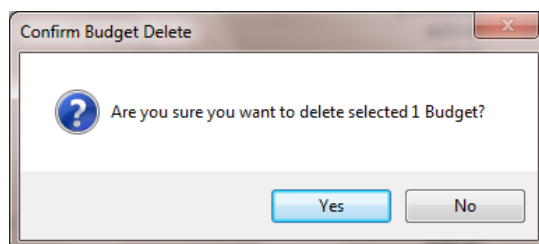
Budget: Deleting a Budget Account

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](#)).



To delete a budget account:

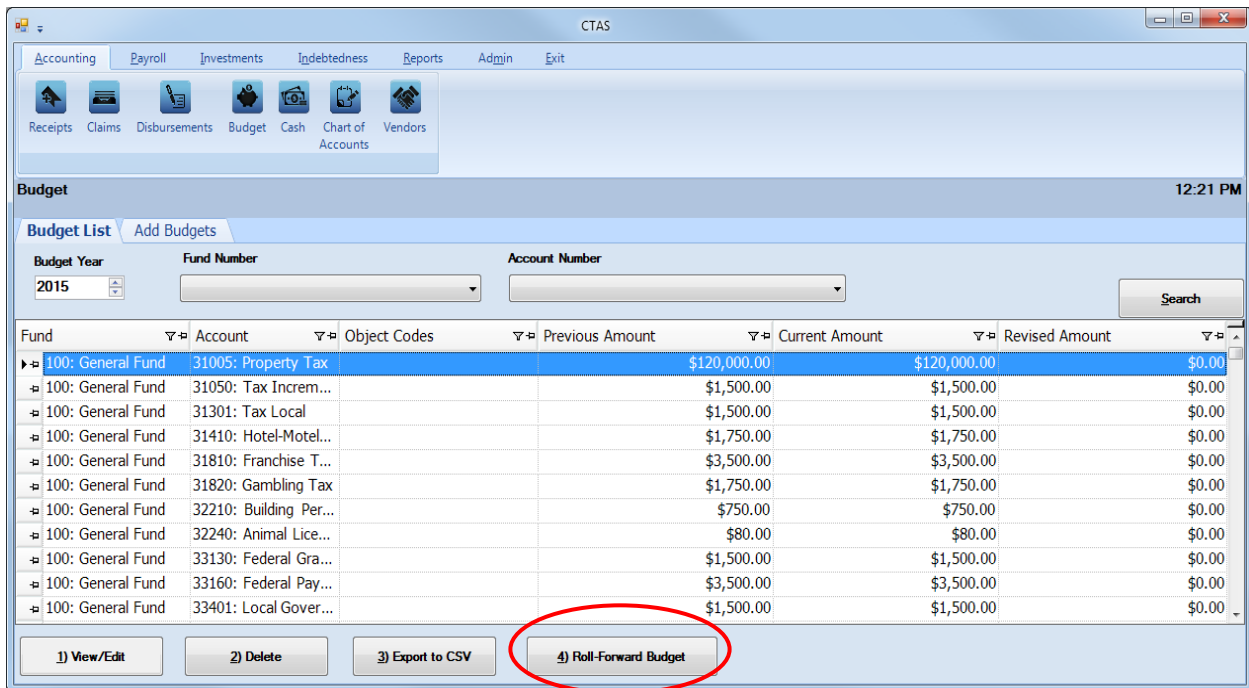
- Highlight the row you wish to delete and click the Delete button (circled) or you can delete multiple rows by holding down the Control key (Ctrl) on your keyboard as you click on the lines you wish to delete.
- When you have selected the line items, click the Delete button and the Confirm Delete Budget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



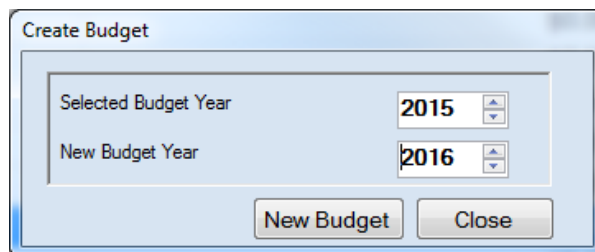
Click on the Yes button to delete the budget account.

Budget: Roll-Forward Budget

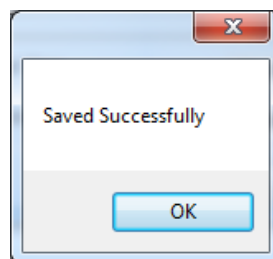
To roll a budget forward to the next fiscal year, you must be in the Budget List tab (see [page 5-1](#)).



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



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.



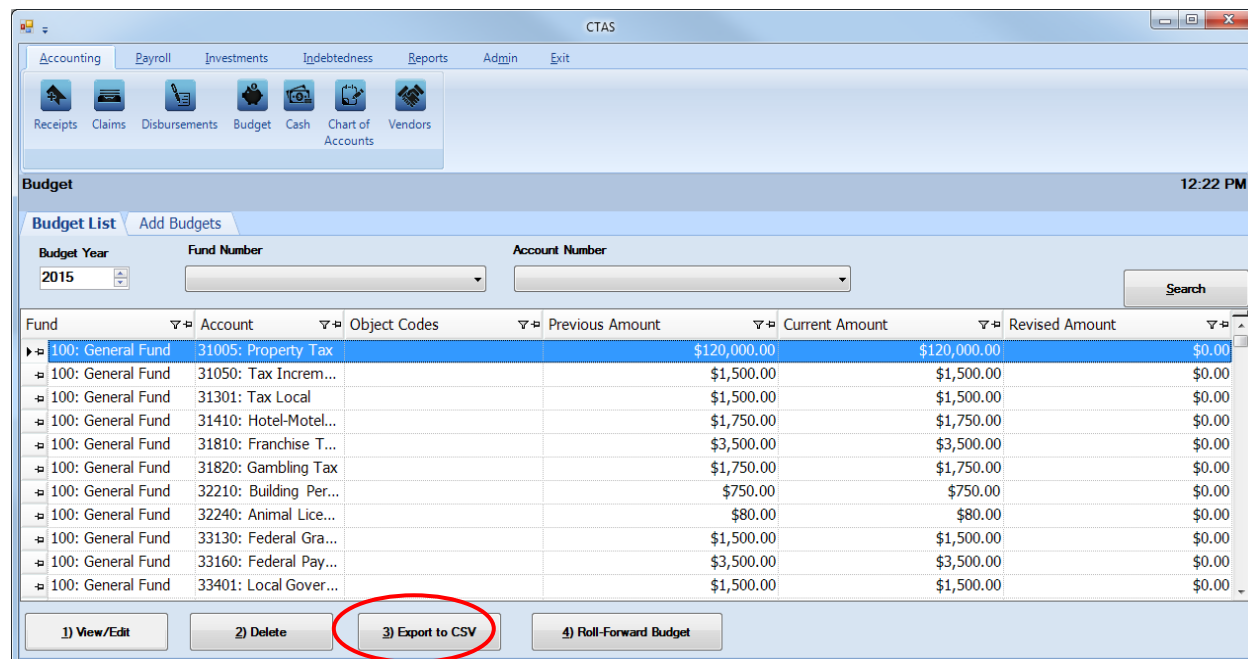
All previously entered fund, account and object code numbers will roll forward to the new fiscal year. The new budgeted amounts for the year can be entered by clicking the View/Edit button. The instructions for using the View/Edit button are on [page 5-5](#).

Budgets: Export to CSV

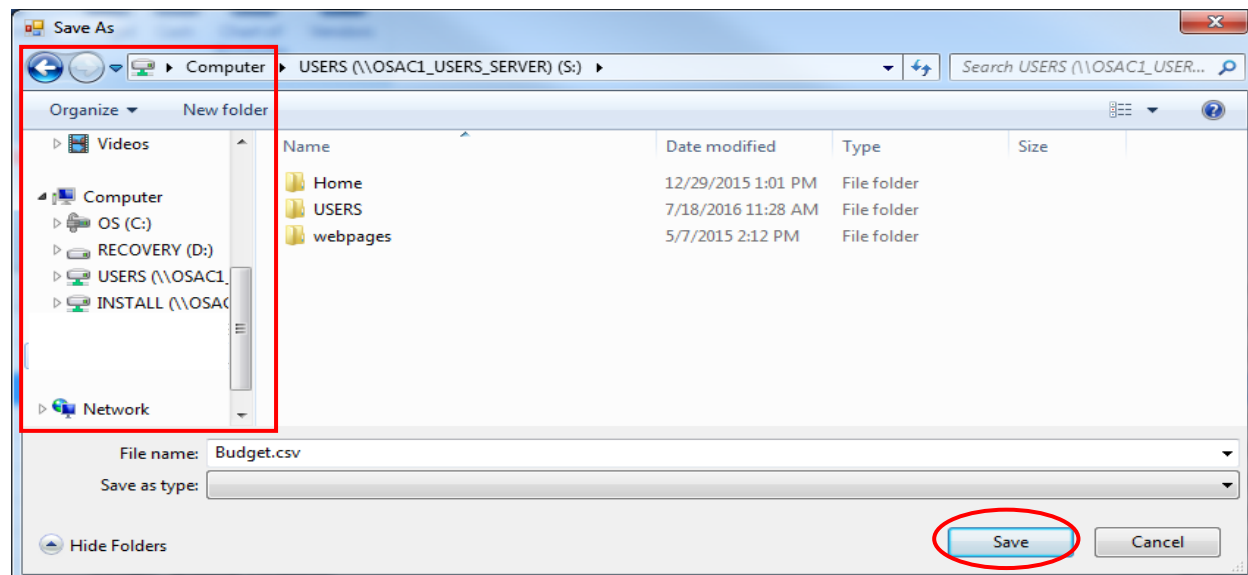
CTAS allows you to export your data to a CSV file. The CSV ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Some CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

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).



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.



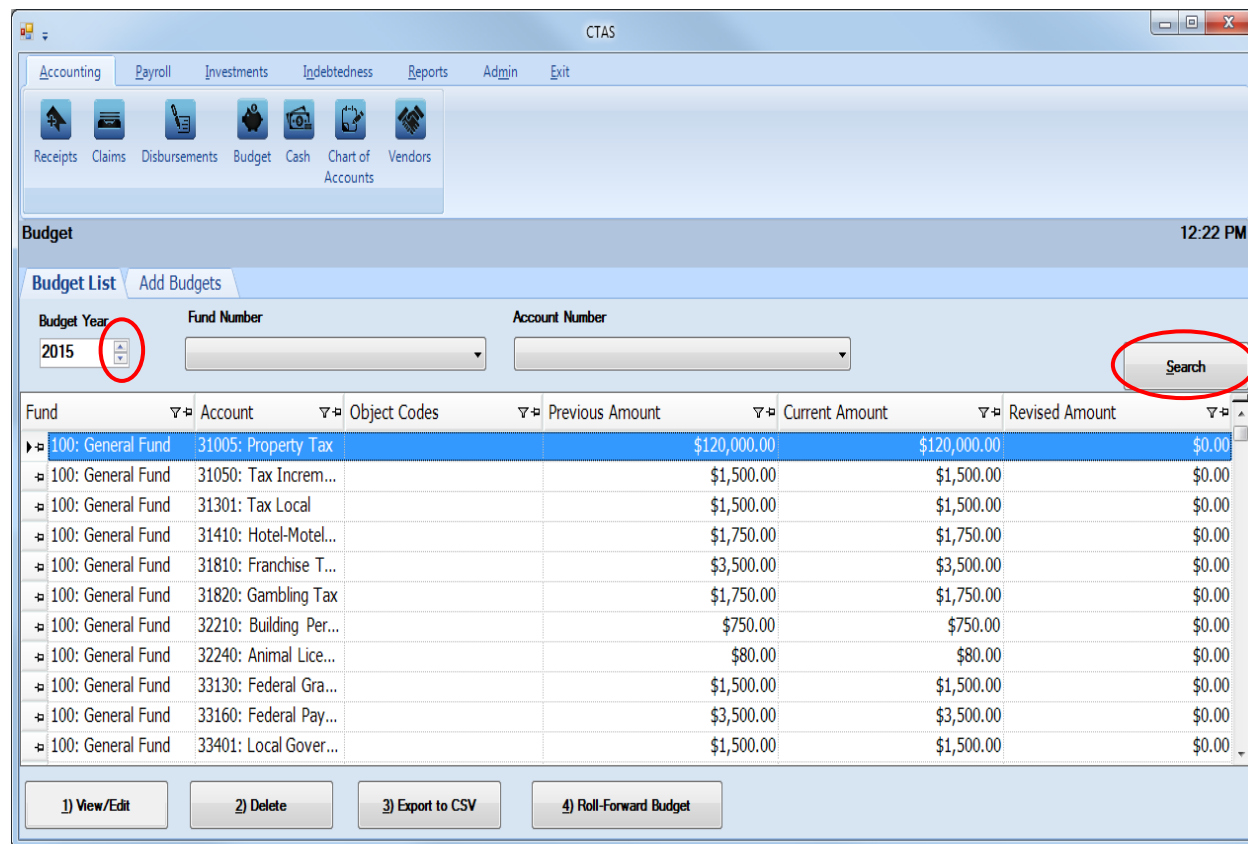
Budgets: Export to CSV (continued)

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

	A	B	C	D	F	G	H	I	J	K	L
1	Fund	Account	ObjectCode	Fiscal_Year	Fund_ID	Account_Number	Object_Cc	Previous	Current	Revised	Monthly
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	100	33425		0	0		0
13	100: General Fund	33470: State Grants and Aids		2016	100	33470		1884	1884		0
14	100: General Fund	33610: County Grants and Aids for Highways		2016	100	33610		1980	1980		0
15	100: General Fund	34001: CHARGES FOR SERVICES		2016	100	34001		500	500		0
16	100: General Fund	34220: Police 2% State Aid		2016	100	34220		0	0		0
17	100: General Fund	34303: HIGHWAYS AND STREETS		2016	100	34303		0	0		0
18	100: General Fund	34901: OTHER CHARGES		2016	100	34901		0	0		0
19	100: General Fund	35101: Court Fines		2016	100	35101		0	0		0
20	100: General Fund	36100: SPECIAL ASSESSMENTS		2016	100	36100		0	0		0
21	100: General Fund	36102: Penalties and Interest		2016	100	36102		0	0		0
22	100: General Fund	36200: MISCELLANEOUS REVENUES		2016	100	36200		100	100		0
23	100: General Fund	36205: Debit/Credit Card Fees		2016	100	36205		500	500		0
24	100: General Fund	36210: Interest Earning		2016	100	36210		30	30		0

Budget: Using the Search Feature

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



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

To choose a Budget Year:

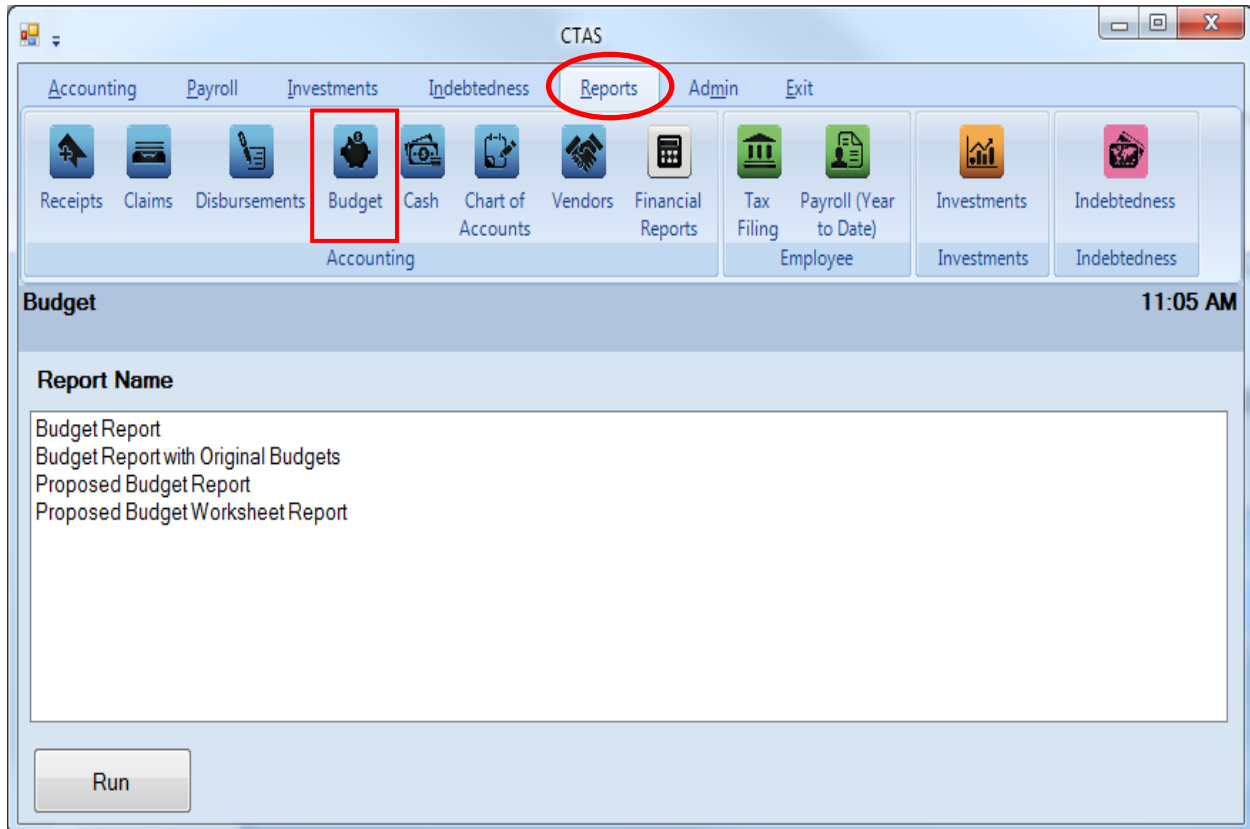
- In The Budget Year box, enter a year or use the arrows (circled, left) to select a year.
- Click the Search button (circled, right). All of the budget accounts in the selected Budget Year will be displayed.

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.



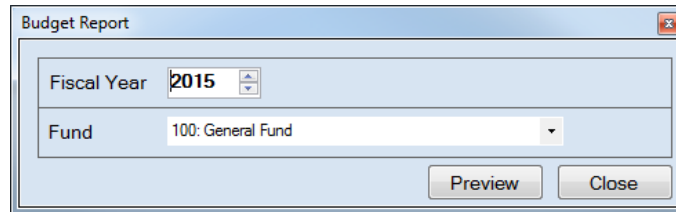
To run a report, highlight the report and click the Run button at the bottom of the screen.

Budget: Printing Reports (continued)

Printing a Budget Report

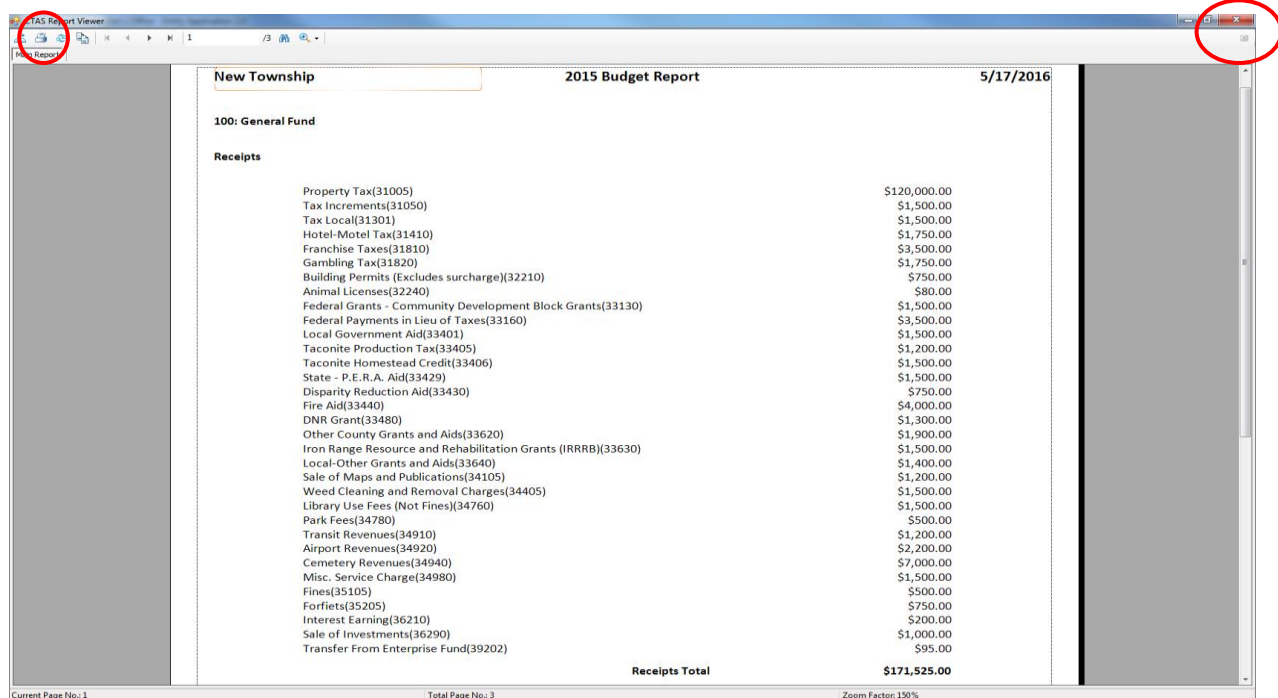
A Budget Report prints the budget for a selected fiscal year, using revised amounts where applicable.

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



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.

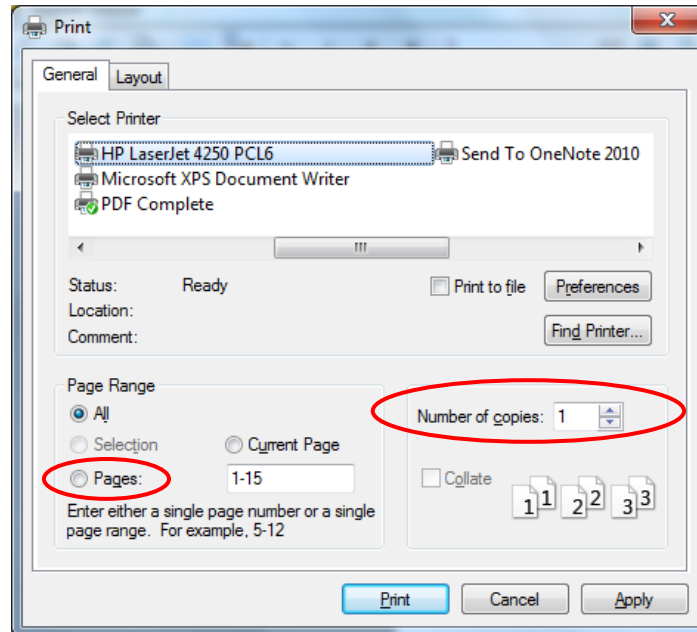


After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. By clicking the red “X” (circled, right) you can close the Report Viewer screen.

Budget: Printing Reports (continued)

Printing a Budget Report (continued)

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



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

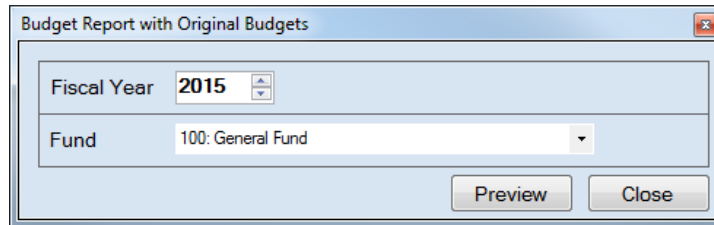
New Township	2014 Budget Report	08/27/2014
100: General Funds		
Receipts		
Property Taxes(31005)		\$120,000.00
Tax Increments(31050)		\$1,500.00
Tax Locals(31301)		\$1,500.00
Hotel-Motel Tax(31410)		\$1,750.00
Franchise Taxes(31810)		\$3,500.00
Gambling Tax(31820)		\$1,750.00
Building Permits.(Excludes surcharge)(32210)		\$750.00
Animal Licenses(32240)		\$80.00
Community Development Block Grants(33130)		\$1,500.00
Federal Payments in Lieu of Taxes(33160)		\$3,500.00
Local Government Aid(33401)		\$1,500.00
Taconite Production Aid(33405)		\$1,200.00
Taconite Homestead Credit(33406)		\$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(33620)		\$1,900.00
Iron Range Resource and Rehabilitation Grants (IRRRB)(33630)		\$1,500.00
Local-Other Grants and Aids(33640)		\$1,400.00
Sale of Maps and Publications(34105)		\$1,200.00
Weed Cleaning and Removal Charges(34405)		\$1,500.00
Library Use Fees (Not Fines)(34760)		\$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
Forfeits(35205)		\$750.00
Interest Earning(36210)		\$200.00
Sale of Investment(36290)		\$1,000.00
Contribution From Enterprise Fund(39202)		\$95.00
	Receipts Total	\$171,525.00

Budget: Printing Reports (continued)

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.



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 Budget 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 Grants(33130)	\$1,500.00		\$1,500.00		
Federal Payments in Lieu of Taxes(33160)	\$3,500.00		\$3,500.00		
Local Government Aid(33401)	\$1,500.00		\$1,500.00		
Taconite Production Tax(33405)	\$1,200.00		\$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 (IRRRB)(33630)	\$1,500.00		\$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)

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 Budget Report with Original Budgets screen.

Sample Budget Report with Original Budgets

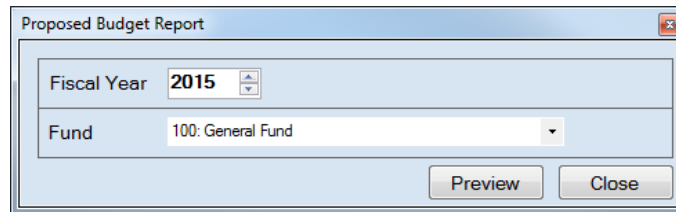
New Township		2015 Budget Report With Original Budgets		5/17/2016
100: General Fund				
Receipts				
		Original		Revised
Property Tax(31005)		\$120,000.00		\$120,000.00
Tax Increments(31050)		\$1,500.00		\$1,500.00
Tax Local(31301)		\$1,500.00		\$1,500.00
Hotel-Motel Tax(31410)		\$1,750.00		\$1,750.00
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 Grants(33130)		\$1,500.00		\$1,500.00
Federal Payments in Lieu of Taxes(33160)		\$3,500.00		\$3,500.00
Local Government Aid(33401)		\$1,500.00		\$1,500.00
Taconite Production Tax(33405)		\$1,200.00		\$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 (IRRRB)(33630)		\$1,500.00		\$1,500.00
Local-Other Grants and Aids(33640)		\$1,400.00		\$1,400.00
Sale of Maps and Publications(34105)		\$1,200.00		\$1,200.00
Weed Cleaning and Removal Charges(34405)		\$1,500.00		\$1,500.00
Library Use Fees (Not Fines)(34760)		\$1,500.00		\$1,500.00
Park Fees(34780)		\$500.00		\$500.00
Transit Revenues(34910)		\$1,200.00		\$1,200.00
Airport Revenues(34920)		\$2,200.00		\$2,200.00
Cemetery Revenues(34940)		\$7,000.00		\$7,000.00
Misc. Service Charge(34980)		\$1,500.00		\$1,500.00
Fines(35105)		\$500.00		\$500.00
Forfiets(35205)		\$750.00		\$750.00
Interest Earning(36210)		\$200.00		\$200.00
Sale of Investments(36290)		\$1,000.00		\$1,000.00
Transfer From Enterprise Fund(39202)		\$95.00		\$95.00
	Receipts Total	\$171,525.00		\$171,525.00

Budget: Printing Reports (continued)

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.



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.

New Township		Proposed Budget Report				5/17/2016
Receipts						
	2013 Actual	2013 Actual Budget	2014 Actual as of 5/17/2016	2014 Actual Budget	2015 Proposed Budget	Percent Change
100: General Fund						
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						
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						
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

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

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

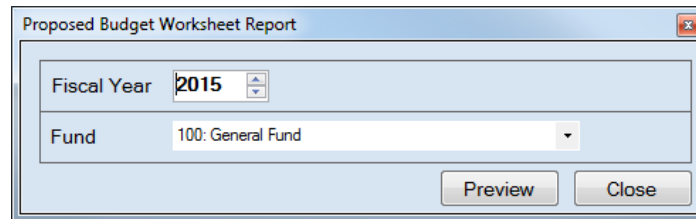
New Township		Proposed Budget Report				5/17/2016
Receipts						
100: General Fund	2013 Actual	2013 Actual Budget	2014 as of 5/17/2016	2014 Actual Budget	2015 Proposed Budget	Percent Change
Taxes						
General Property Taxes						
Property Tax	\$0.00	\$135,000.00	\$100,000.00	\$120,000.00	\$120,000.00	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						
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						
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						
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						

Budget: Printing Reports (continued)

Printing a Proposed Budget Worksheet Report

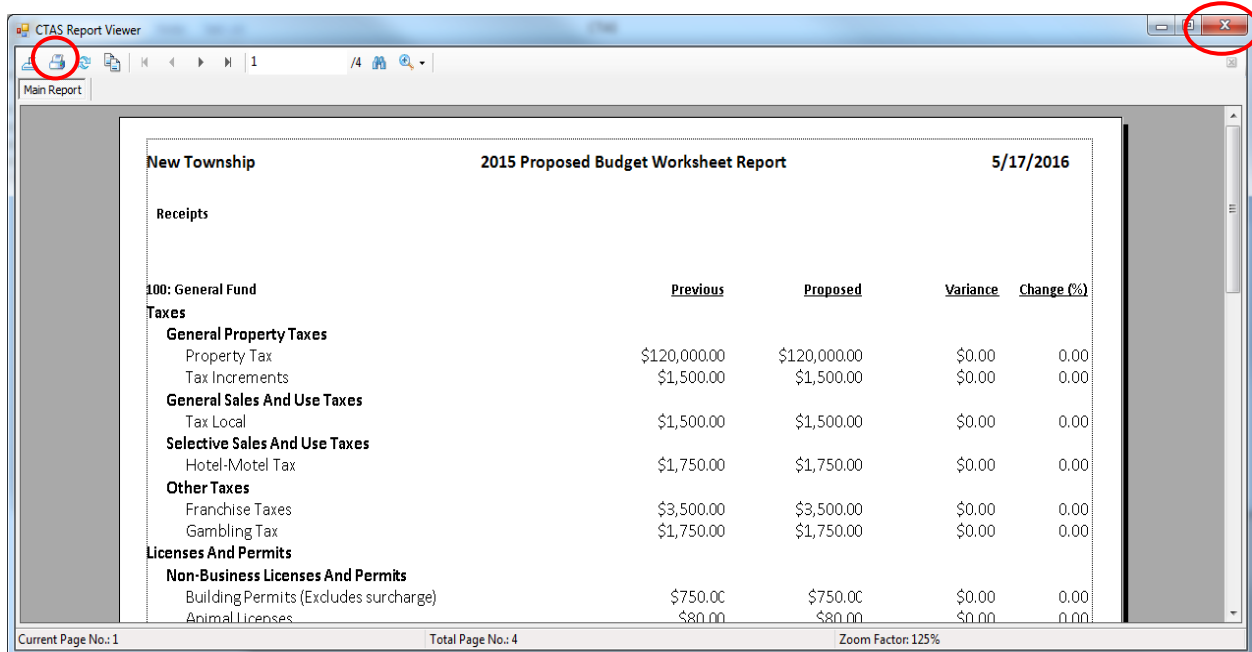
A Proposed Budget Worksheet Report compares the previous year's budget to the current year's budget.

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.



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.



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

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 Worksheet Report screen.

Sample Proposed Budget Worksheet Report

New Township	2015 Proposed Budget Worksheet Report				5/17/2016
Receipts					
100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>	
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	\$80.00	\$0.00	0.00	
Intergovernmental Revenues (Igr)					
Federal Igr					
Federal Grants - Community Development Block 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					
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 Grants (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	\$1,200.00	\$1,200.00	\$0.00	0.00	
Sanitation					
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					
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	