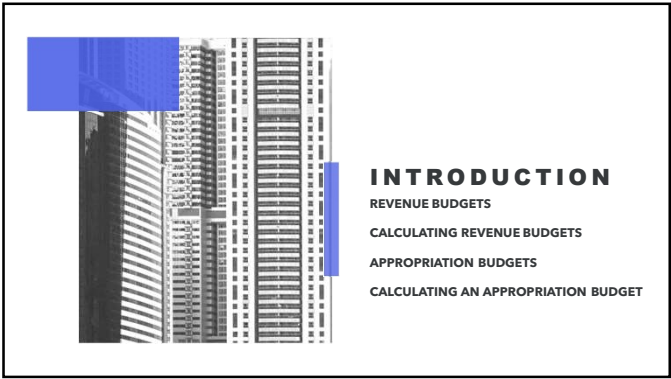




1



2



3

IMPORTANT REMINDER

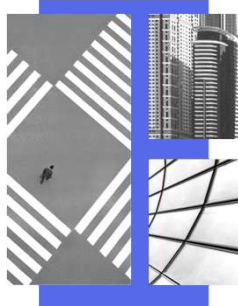
There are up to 4 budgets that need prepared per year.
2 for Revenue, and 2 for Appropriations. However..
Budgeting is done all year!



4

REVENUE BUDGETS

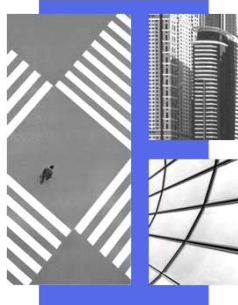
The 1st Revenue Budget is required to be submitted in July. This Budget is created in some County's by the County Auditor's Office but is generally created by the Entity. This Revenue Budget is used to prepare a Resolution Accepting the Amounts and Rates as Determined by the County Budget Commission and Authorizing the Necessary Tax Levies be Certified to the County Auditor. This in turn creates the Official Certificate of Estimated Resources.



5

REVENUE BUDGETS CONTD.

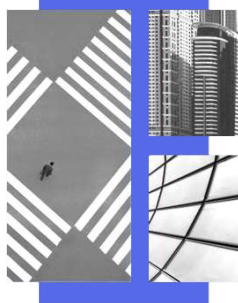
The 2nd Revenue Budget should be turned in by January 20 or by the earliest date possible to the County Auditor. If you work on UAN this is a computer-generated report that includes the new years Revenue and Appropriations Budgets as well as the carryover from the previous year. After this is turned in to the County Auditor an Amended Official Certificate of Estimated Resources is accomplished and when a copy is returned from the County Auditor it needs to be verified with UAN to ensure accuracy.



6

REVENUE BUDGETS CONTD.

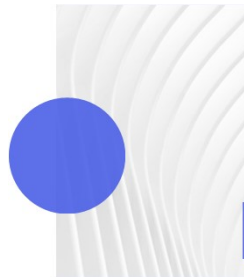
How to Calculate the Revenue Budget is accomplished by reviewing historical receipts over the past 2 or 3 years. For example, Income Tax Revenue is generally within 95% to 105% of the previous year. Keep in mind, if there is a business that has left town or a new one open those numbers will change. Grants and loans from the previous year should be deducted and new ones should be added.



7

APPROPRIATIONS BUDGET

The 1st Appropriations Budget is a Temporary Budget which is estimated for the first 4 to 5 months of the next year except for Loans and/or Grants that needs to be included for the whole year and must be turned into the County Auditor before December 31st of each year. The Temporary Budget is done because of changes are constant and most changes will be figured out to accomplish an Annual Budget by March 31st. This Budget must be passed by an Ordinance and submitted to the County Auditor by March 31st of each year. An example of the way the Ordinance is to be written is in the Ohio Village Handbook (Appendix B-4) and follows Ohio Revised Code (ORC) 5705 requirements.



8

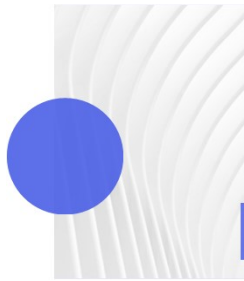
REMINDER!

YOU CAN NOT PASS AN APPROPRIATIONS BUDGET AT FUND LEVEL – IT SHOULD BE WRITTEN TO INCLUDE THE OBJECT AND PROGRAM CODE LEVELS AS INDICATED BY THE EXAMPLE IN THE OHIO VILLAGE HANDBOOK APPENDIX B-4!!!!!!

9

APPROPRIATIONS BUDGET CONTD.

To change (add, decrease, or revise) an Appropriation Budget the Village Council should approve an Ordinance that clearly indicates which Fund/Object/Program code is to be changed must be passed. After the Ordinance is passed and signed a copy needs to be submitted to the County Auditor and approved by the County Tax Commission to ensure there are no violations. UAN then needs to be changed to reflect the changes. Be careful that appropriations do not exceed the expected revenue resources available.



10

CALCULATING AN APPROPRIATIONS BUDGET



- 1.) Ensure all loans or bonds are calculated for each fund both in principal and interest.
- 2.) Calculate the payroll and benefits for each Fund (by Department).
- 3.) Calculate what is needed, **NOT WANTED**, for Contractual and Supply needs.
- 4.) Then if there is anything else look at Capital Outlay.
- 5.) You should never budget to 100% of the expected Revenue Resources except for a special fund like ARPA. Reminder ARPA Funds need to be 100% appropriated by 2024 and spent by 2025.

11

THANK YOU

Chris Kerby - Fiscal Officer
Village of South Zanesville
24 E Main Street, South Zanesville, Ohio 43701
eckerby@yahoo.com
Office: 740-454-2112 extension 3
Cell: 740-819-9959

12
