

INSTRUCTIONS FOR PROJECTED BUDGET REPORT TEMPLATE

Note: The years on this Projected Budget Report will be different than the years on your Citizen's Guide and Performance Dashboard.

To fill out the Projected Budget Report, you will need at a minimum your General Fund Budget to assist you in filling in the budgeted revenues and expenditures. You may copy the tab to use for other fund projections (i.e. Special Revenue, Enterprise, etc...).

Fill in the green highlighted portions; everything else will be calculated for you. Enter your **current fiscal year** budget and the estimated percentage change. The **immediately following fiscal year** budget is automatically calculated.

1. Fill in the local government name, local unit code, current fiscal year end date, and fund name.
2. Current Year Budget Column - Utilize the budget for your current fiscal year as the source data to fill in the current year budget. You may change or remove any items that do not pertain to your local unit or you can add additional items not listed. Enter the dollar amounts as whole numbers, without dollar signs, commas, or decimal points, (i.e. \$235,000.00 should be entered as 235000).
3. Percentage Change Column - Fill in the expected percentage change for each budgeted revenue and expenditure. The projected change can be an increase or a decrease. Enter the percentage as a whole number **without** a percentage sign. Enter a decrease with a minus sign (i.e. negative 10% would be entered as -10).
4. Assumptions Column - Provide a brief explanation of the assumptions used in developing the budgeted projections. You do not have to have an assumption for every item.

After completing the template, we highly recommend that you save and/or print the document. Note of Caution: If you are placing the template on your website, be sure to protect it so users cannot manipulate the data, or create a PDF or scanned copy of the document. You will also want to "Hide" the "Instructions" tab.

Projected Budget Report

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|-------------------------------|----------------------|
| Local Government Name: | Village of Chesaning |
| Local Unit Code: | 76 |
| Current Fiscal Year End Date: | 2/28/2018 |
| Fund Name: | General |

| REVENUES | Current Year Budget | Percentage Change | Year 2 Budget | Assumptions |
|--------------------------------------|------------------------|----------------------|---------------------|--|
| Property Taxes | \$ 522,769 | 4 % | \$ 543,680 | MDEQ SAW Grant Funding--Year 3 MMF Licensing Fees |
| State Revenue Sharing | \$ 236,156 | 3 % | \$ 243,241 | |
| Reimbursements for Services Rendered | \$ 182,345 | 1 % | \$ 184,168 | |
| Fines & Fees | \$ 41,969 | 3 % | \$ 43,228 | |
| Grant Revenues | \$ 50,000 | - | \$ 50,000 | |
| Other Revenues | \$ 45,000 | 45 % | \$ 65,250 | |
| Interfund Transfers (In) | \$ 43,000 | - | \$ 43,000 | |
| Total Revenues | \$ 1,121,239 | | \$ 1,172,567 | |
| EXPENDITURES | | | | |
| General Government | \$ 414,535 | 3 % | \$ 426,971 | Wages/Benefits Adjusted for Collective Bargaining Agreement Wages/Benefits Adjusted for Collective Bargaining Agreement |
| Police and Fire | \$ 176,906 | 3 % | \$ 182,213 | |
| Refuse Collection | \$ 144,551 | - | \$ 144,551 | |
| Other Public Works | \$ 154,418 | 1 % | \$ 155,962 | |
| Airport | \$ 16,292 | 2 % | \$ 16,618 | |
| Recreation & Culture | \$ 80,000 | - | \$ 80,000 | |
| Other Expenditures | \$ 40,572 | 5 % | \$ 42,601 | |
| Interfund Transfers (Out) | \$ - | % | \$ - | |
| Total Expenditures | \$ 1,027,274 | | \$ 1,048,916 | |
| Net Revenues (Expenditures) | \$ - | | \$ 123,651 | |
| Beginning Fund Balance | \$ 206,341 | | \$ 206,341 | |
| Ending Fund Balance | \$ 206,341 | | \$ 329,992 | |