

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

Local Government Name:	City of East Jordan
Local Unit Code:	152030
Current Fiscal Year End Date:	6/30/2020
Fund Name:	General Fund

REVENUES	Current Year Budget	Percentage Change	Year 2 Budget	Assumptions	
Property Taxes	\$ 998,150	- %	\$ 998,150	The City of East Jordan is expecting income to increase one percent which will increase expenses.	
State Revenue Sharing	\$ 667,000	(56) %	\$ 293,480		
Local Sources	\$ 5,000	- %	\$ 5,000		
Licenses & Permits	\$ 33,000	- %	\$ 33,000		
Interest Income & Rents	\$ 24,200	- %	\$ 24,200		
Charges for Services	\$ 174,000	- %	\$ 174,000		
Other Revenues	\$ 455,500	(82) %	\$ 81,990		
Total Revenues	\$ 2,356,850		\$ 1,609,820		
EXPENDITURES					
General Government	\$ 514,663	- %	\$ 514,663		The City of East Jordan is expecting income to increase one percent which will increase expenses.
Police and Fire	\$ 733,968	- %	\$ 733,968		
Legislative	\$ 27,930	- %	\$ 27,930		
Public Works	\$ 135,258	- %	\$ 135,258		
Recreation & Culture	\$ 910,639	(82) %	\$ 163,915		
Interfund Transfers (Out)	\$ 30,003	- %	\$ 30,003		
Total Expenditures	\$ 2,352,461		\$ 1,605,737		
Net Revenues (Expenditures)	\$ 4,389		\$ 4,083		
Beginning Fund Balance	\$ 284,627		\$ 289,016		
Ending Fund Balance	\$ 289,016		\$ 293,099		