



Mary Taylor, CPA
Ohio Auditor of State



Ohio Auditor of State
Mary Taylor, CPA

www.auditor.state.oh.us

Welcome to the
UAN Budget Update
April 8, 2010

Presented by:
Trina Martin, *Guest Speaker*
Bob Walter, *UAN Project Accountant*

THE BUDGET

Trina B. Martin
Martin's Clerk Assistance
www.clerkassist.com

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

WHERE TO BEGIN

- What Funds will be eliminated or added?
- What Special Projects will roll over to the new year?
- What are my estimated end of year fund balances?
- Are my current Revenue estimates correct and will 2011 be the same?

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

WHERE TO BEGIN

- Will there be changes to the payroll structure by fund?
- Will any current year project deplete a fund balance?
- What are my fixed costs and how much of my current year appropriations are not necessary for operation (my cushion)?

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

FUNDS

- What Funds will be added next year?
- What Funds will be eliminated this year?

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

SPECIAL PROJECT FUNDS

- What Special Projects will roll over to the new year?
- Estimate current year and next year's project costs

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

FINDING ESTIMATED YEAR END FUND BALANCES

- THE UAN BUDGET PROGRAM
AUTOMATICALLY CALCULATES THIS
AMOUNT
- Start with the adjusted Fund Balance
from the first Amended Certificate-
current year

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

FINDING ESTIMATED YEAR END FUND BALANCES

- Add your current year estimated
revenue
- Subtract your current year
appropriations

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

REVENUE ESTIMATES

- Current year revenue estimates are
crucial to knowing what your fund
balance will be at the end of this year
- Budget year revenue estimates are
crucial to knowing what will be available
for appropriation

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

REVENUE ESTIMATES

- Compare three years Revenue Status if you have three years of good books
- Consider the current economy and what losses of revenue you may suffer

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

CORRECT CURRENT YEAR ESTIMATES

- If you discover the revenue estimates for the current year are not correct you may need to request an Amended Official Certificate of Estimated Resources
- If your revenues estimates are being reduced you may need to reduce your appropriations before requesting the Amended Certificate

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

TIMELINE FOR THE OFFICIAL AND AMENDED CERTIFICATE

| | |
|-------------------|--|
| Jun | Adopt the Budget |
| Jul | Budget filed with the County Auditor |
| Aug | Budget returned by County Auditor with Official Certificate of Estimated Resources |
| Sep | |
| Oct Nov Dec | Plan, prepare and adopt Temporary Appropriations to take effect January 1st. Your temporary appropriations cannot exceed the Official Certificate. Review the budget as January approaches and note any changes you will need to make to revenues or appropriations. |

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

TIMELINE FOR THE OFFICIAL AND AMENDED CERTIFICATE

| | |
|-----|--|
| Jan | Once you are balanced with the bank you complete the Certificate of the total amount from all sources available for expenditures, and balances and file it with the County Auditor. This is the document the County Auditor will use to issue your Amended Official Certificate of Estimated Resources. Your appropriations, whether temporary or permanent, are limited by the Certificate that is in place at the time they are adopted. |
| Feb | You may be waiting for your Amended Certificate to adopt your permanent appropriations |

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

ENTER REVENUE ESTIMATES

- Once you have reviewed and verified your estimated revenue enter the figures into your UAN budget program
- Double click on the 2011 column to enter revenue estimates at the account code level
- Once the budget is complete you can print the Accounts report and see each account code's individual estimated revenue amount

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

CASH + ESTIMATED REVENUE = AVAILABLE FOR APPROPRIATION

- In the current year your adjusted cash balance plus 12 months of estimated revenue = the total amount available to appropriate
- In the budget year your estimated year end fund balance plus 12 months of estimated revenue = the total amount available to appropriate

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

CURRENT YEAR APPROPRIATIONS

- Current year appropriations will effect the estimated year end fund balances. Before you can budget next year you need to review current year appropriations.
- If 100% of the available balance is appropriated in each fund the end of year fund balance will be zero
- You will need to determine how much of the current appropriations are for fixed costs and what is a "cushion" for unforeseen expenses

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

APPROPRIATION ACCOUNT CODES

- Salary & Benefits
 - Different Departments – Gross Wages and Benefits Health/Life/Vision/Dental
- Contracted Service – A service provided
 - Engineering, legal fees, utilities, postage, maintenance & repair of equipment or facilities

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

APPROPRIATION ACCOUNT CODES

- Operating Supplies – An item purchased
 - Gravel, truck parts, salt, top soil, chlorine
- Debt – All debt payments by principal and interest
- Capital Outlay – Items that have a life of 5 years or more.
 - Copiers, land, trucks & equipment

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

FIXED COSTS

- Every department has fixed costs. These are the expenses you know you will have such as:
 - Gross wages
 - Employer's share of OPERS and Medicare
 - Health & other insurance benefits
 - Contractual services
 - Necessary operating supplies
 - Debt

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

PAYROLL STRUCTURE

- Look carefully at your current payroll structure to determine what changes will take place
- Will there be automatic raises based on a pay scale?
- Will your board need to see what a pay increase will cost before they decide to add it into the budget?

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

BENEFITS

- Look at your benefits structure:
 - Health/Life Insurance
 - Dental Insurance
 - Cancer Insurance
- Budget premium increases using a best guess estimate based on prior year increases & market information

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

CONTRACTORS & CONTRACTUAL SERVICE

- Gas, Electric, Water/Sewer, Telephone
- Postage
- Cemetery – Grave Digging
- Fire – Inspections
- Water – Sample Testing
- Vehicle Maintenance & Repair
- Training Costs

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

OPERATING SUPPLIES

- Every Village, Township and Library has supplies they need each year such as:
 - Gasoline for vehicles
 - Salt for roads
 - Gravel
 - Chlorine and other chemicals
 - Office supplies

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

DEBT

- All debt should be budgeted with the Principal and Interest account codes
- Funds with more than one debt can be paid from these same account codes – you don't need to have two principal and two interest account codes for two sewer debts
- Use amortization schedules to budget annual payments

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

ENTER FIXED COSTS FIGURES

- Once you have fixed costs figures enter them into the UAN Budget program
- Double click on the 2011 column to enter amounts into the expenditure accounts
- Once all fixed costs are entered you can see the ending fund balance

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

FLUCTUATING COSTS

- The unused balance of funds should be added to the contracted service and operating supply account codes for fluctuating costs
- There will always be unforeseen expenses in the contracted service and supply categories which will need to be budgeted
- Add these figures to those line items in the budget column

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

CAPITAL OUTLAY

- If you still have an available amount to budget start looking at capital outlay
 - Replace equipment
 - Repair buildings
 - Upgrade parks
 - Matching moneys for grants

Mary Taylor, CPA
Ohio Auditor of State  www.auditor.state.oh.us

AVAILABLE BALANCE

- If you have included all fixed and fluctuating costs, and added the capital outlay and you still have money left you could:
 - Divide it between the contractual service and operating supply categories or
 - Leave it unbudgeted showing that you intend to end the year with a cash balance



www.auditor.state.oh.us

WHAT IF I DON'T HAVE ENOUGH MONEY TO BUDGET FIXED COSTS

- If you entered the fixed costs and you already have an ending fund balance that is negative, you will need to consider:
 - Decreasing the actual fixed costs in the current & budget year
 - Increasing actual revenue



www.auditor.state.oh.us

DECREASE FIXED COSTS CURRENT & BUDGET YEAR

- Review your fixed costs and see if any expenditures are nice but not necessary and eliminate wasteful spending
- Try to negotiate better prices for services and work with your employees to purchase necessary items at the best price
- Get the workers to close the garage doors and lower thermostats to save heat



www.auditor.state.oh.us

INCREASE ACTUAL REVENUE

- Review sources of revenue such as rental income and sales
- Check with other governments charging for like services and consider if your prices are too low
- Review Water and Sewer rates to see if they are covering the costs of operating the plants and preparing for future maintenance, replacements and upgrades?

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

SCHEDULES A & B

- Schedule A: Property Tax
- Schedule B: Levies outside 10 Mill limitation, exclusive of debt levies

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

STATEMENT OF PERMANENT IMPROVEMENTS

- List all capital projects by name, paying fund and amount
- Don't include any cushion you budgeted in capital outlay

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

STATEMENT OF AMOUNTS REQUIRED FOR PAYMENT OF FINAL JUDGMENTS

- List all amounts budgeted that are required for payment of Final Judgments
- These amounts would be the result of a lawsuit or settlement of a claim against your government

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

STATEMENT OF DEBT

- List your outstanding debt and details:
 - Date Issued
 - Due Date
 - Rate of Interest
 - Outstanding amount Jan 1st
 - Principal and Interest to be paid in budget year
 - Amount of revenue to pay the debt that is not from taxes
 - Amount of revenue to pay debt from taxes

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

CERTIFICATE OF THE COUNTY BUDGET COMMISSION

- This is your Official Certificate of Estimated Resources
- Unencumbered balance: This is your estimated year end fund balance on December 31st of this year, based on your budget

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

COUNTY AUDITOR'S ESTIMATE

- You fill out the top for County and the Budget of "Your Entity Name"
- The County Auditor's office generally fills out this form to certify the tax valuation and the Levy information

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

BUDGET DEADLINES

- What is the deadline to file with the County Auditor?
- What will your meeting dates be to review the budget prior to adoption?
- What will be the date of your budget hearing?
- What is your deadline for publication of the notice of budget hearing – This has got to be 10 days prior to the budget hearing

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

THE BUDGET

Trina B. Martin
Martin's Clerk Assistance
www.clerkassist.com

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

UP NEXT

- UAN Budget class information and an overview of the software by Bob Walter, followed by Q & A with Trina Martin & Bob Walter

UAN Budget / Minutes Class

- Budget Software Training Class
 - A hands-on, ½ day class
 - Includes Minutes Software training

UAN Budget / Minutes Class

- The following dates have been set aside for the Budget/Minutes ½ day classes:
 - Monday, May 17, 2010
 - Wednesday, May 19, 2010
 - Friday, May 21, 2010
- Check-in 8:30 AM
- Class from 9:00 AM to 12:00 Noon

Register Online

- For registration instructions:
 - Go to uanlink.auditor.state.oh.us
 - Click Training
 - Click Training Registration
 - Click UAN Continuing Education Training Schedule and Registration

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

Other Resources

- The Budget Software Manual
- To access:
 - On your UAN Computer: Click on Start>My Documents>Manuals>Budget Manual
 - In the UAN software: Press F1, then select the Budget Manual from the Contents menu

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

Other Resources

- Review the Budget class training material online:
 - Go to uanlink.auditor.state.oh.us
 - Click on Training
 - Click on Training Materials
 - Click on Budget Training Manual
 - Click on the save button to save the file to your computer for offline viewing (optional)

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

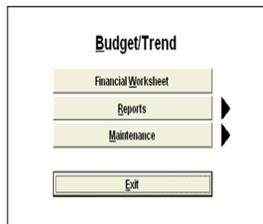
UAN Budget Software Preview

- Lets take a quick look at the software!

BUDGET / TREND SOFTWARE



BUDGET / TREND SOFTWARE



UAN BUDGET HIGHLIGHTS

- Import from Accounting - up to four prior years' actual and the current year's budget
- View multiple years at a glance
- Easily create alternative budget scenarios
- Budget using account code detail (optional)
- Add future funds and account codes
- Footnote important changes

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

Uniform Accounting Network

Auditor of State's Office

88 East Broad Street
Columbus, Ohio 43215

Bob Walter

Presenter Phone: (800) 833-8261
Presenter Fax: (877) 727-0088
E-mail: uan_support@auditor.state.oh.us

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us



Mary Taylor, CPA
Auditor of State

Uniformed Accounting Network (UAN)

88 East Broad Street
Columbus, Ohio 43215

Phone: (800) 833-8261 Fax: (877) 727-0088
e-mail: uan_support@auditor.state.oh.us

<http://UANlink.auditor.state.oh.us>
