

**TOWN OF DUNCAN FINAL BUDGET  
Tax Levy and Tax Rate Information  
Fiscal Year 2022**

	<b>2021</b>	<b>2022</b>
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 19,615	\$ 20,348
2. Amount received from primary property taxation in the <b>current year</b> in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ 14,100	\$ 14,100
B. Secondary property taxes		
C. Total property tax levy amounts	\$ 14,100	\$ 14,100
4. Property taxes collected*		
A. Primary property taxes		
(1) <b>Current</b> year's levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total primary property taxes	\$ _____	
B. Secondary property taxes		
(1) <b>Current</b> year's levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total secondary property taxes	\$ _____	
C. Total property taxes collected	\$ _____	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	0.9371	0.9371
(2) Secondary property tax rate	_____	_____
(3) Total city/town tax rate	0.9371	0.9371
B. Special assessment district tax rates		
<p>Secondary property tax rates - As of the date the proposed budget was prepared, the town was operating <u>no</u> special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.</p>		

\* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.



**TOWN OF DUNCAN FINAL BUDGET**  
Revenues Other Than Property Taxes  
Fiscal Year 2022

SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
<b>PERMANENT FUNDS</b>			
Fourth of July Fund	\$ 6,000	\$ 850	\$
Small Town Christmas Fund	4,000	50	\$
Donations to Organizations	None	None	\$
Annual Car Show	1,000	600	\$
	11,000	1,500	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Permanent Funds</b>	<b>11,000</b>	<b>1,500</b>	<b>\$</b>
<b>ENTERPRISE FUNDS</b>			
Duncan Wastewater Treatment Plant	90,000	90,698	95,000
Hunter and Duncan Water Operations	180,000	171,066	180,000
Laboratory	50,000	32,061	40,000
	320,000	293,825	315,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Enterprise Funds</b>	<b>320,000</b>	<b>293,825</b>	<b>315,000</b>

\* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.



**TOWN OF DUNCAN FINAL BUDGET**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2022**

SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
<b>GENERAL FUND</b>			
<b>Local taxes</b>			
City Sales Tax	\$ 195,000	\$ 188,145	\$ 195,000
<b>Licenses and permits</b>			
Business, Mobile Home & Building Permits	8,000	2,425	5,000
Dog Tags	580	180	500
Dog Impound	1,500	170	1,000
Franchise Fees	20,000	16,593	20,000
<b>Intergovernmental</b>			
State Sales Tax	71,433	90,750	92,523
Urban Revenue Sharing	214,371	196,507	195,714
Auto Lieu Taxes	82,127	75,402	85,502
<b>Charges for services</b>			
Refuse & Tipping Fees	85,000	59,271	75,000
Cemetery	30,000	7,380	15,000
Swimming Pool	10,000	4,876	7,500
Rental Property	20,000	19,999	20,000
<b>Fines and forfeits</b>			
Magistrate Court	None	None	None
<b>Interest on investments</b>			
<b>In-lieu property taxes</b>			
<b>Contributions</b>			
<b>Miscellaneous</b>			
Fax Copies, Notary Services	4,000	(7,194)	8,000
Insurance Dividend	20,000		15,871
Unexpected Revenues	2,000,000	None	750,000
<b>Total General Fund</b>	<b>\$ 2,762,011</b>	<b>\$ 654,504</b>	<b>\$ 1,486,610</b>

\* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**TOWN OF DUNCAN FINAL BUDGET**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2022**

SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
<b>SPECIAL REVENUE FUNDS</b>			
Highway User Revenue Fund	\$ 87,151	\$ 85,323	\$ 87,151
1- Time Streets & Highways	None		
	\$ 87,151	\$ 85,323	\$ 87,151
AZCares Fund Allocation	\$ 90,468	\$ 90,468	None
American Recovery Act			190,000
	\$ 90,468	\$ 90,468	\$ 190,000
CDBG 2020			None
CDBG 2021	\$		142,905
WIFA Grant			3,000,000
USDA Grant			2,200,000
			5,342,905
Tohono O'Odham	\$		\$ 50,000
FMI			500,000
Apache Gold			50,000
United Way			750,000
			1,350,000
Colonias Grant	\$	\$	2,000,000
	\$	\$	2,000,000
Fourth of July Fund			
Small Town Christmas Fund	\$		3,000
Donations to Organizations			3,000
Annual Car Show			None
			None
			6,000
	\$	\$	
	\$		\$
	\$	\$	
	\$	\$	
<b>Total Special Revenue Funds</b>	<b>\$ 177,619</b>	<b>\$ 175,791</b>	<b>\$ 8,976,056</b>

\* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**TOWN OF DUNCAN FINAL BUDGET**  
**Other Financing Sources/(Uses) and Interfund Transfers**  
**Fiscal Year 2022**

FUND	OTHER FINANCING 2022		INTERFUND TRANSFERS 2022	
	SOURCES	(USES)	IN	(OUT)
<b>GENERAL FUND</b>	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total General Fund</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>SPECIAL REVENUE FUNDS</b>	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Special Revenue Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>DEBT SERVICE FUNDS</b>	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Debt Service Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>CAPITAL PROJECTS FUNDS</b>	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Capital Projects Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>PERMANENT FUNDS</b>	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Permanent Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>ENTERPRISE FUNDS</b>	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____



**TOWN OF DUNCAN FINAL BUDGET**  
**Other Financing Sources/(Uses) and Interfund Transfers**  
**Fiscal Year 2022**

FUND	OTHER FINANCING 2022		INTERFUND TRANSFERS 2022	
	SOURCES	(USES)	IN	(OUT)
<b>Total Enterprise Funds</b>	\$	\$	\$	\$
<b>INTERNAL SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Internal Service Funds</b>	\$	\$	\$	\$
<b>TOTAL ALL FUNDS</b>	\$	\$	\$	\$

**TOWN OF DUNCAN FINAL BUDGET**  
**Expenditures/Expenses by Fund**  
**Fiscal Year 2022**

<b>FUND/DEPARTMENT</b>	<b>ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2021</b>	<b>EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2021</b>	<b>ACTUAL EXPENSES* 2021</b>	<b>BUDGETED EXPENSES 2022</b>
<b>GENERAL FUND</b>				
Animal Control	\$ 2,500	\$	\$ 676	\$ 2,500
Cemetery	2,500		47	2,500
Financial Administration	260,000	9,688	269,688	250,000
Mayor and Council	15,000		4,201	15,000
Public Works/Roads & Streets	150,000		94,785	125,000
Refuse & Tipping Fees	84,000		75,069	84,000
Swimming Pool	10,000		8,170	10,000
Police Protection	60,000		55,000	60,000
Town Clerk	90,000	1,089	91,089	90,000
Senior Center	4,000		1,460	4,000
Town House	15,000		2,480	15,000
Office Complex	5,000		1,971	5,000
Bakery	3,500	681	4,181	5,000
Pool Hall	15,000		399	20,000
Town Equipment Depreciation	20,000			20,000
Veterans and Centennial Parks	28,000		26,900	25,000
Library	35,000			3,500
Fire Department	None		None	None
Magistrate Court	25,000		None	25,000
Unexpected Expenses	2,000,000	(10,777)	None	750,000
<b>Total General Fund</b>	\$ 2,824,500	\$ 10,777	\$ 636,117	\$ 1,511,500
<b>SPECIAL REVENUE FUNDS</b>				
Highway User Fund	\$ 87,151	\$	\$ 106,128	\$ 84,572
1- Time Streets & Highways	22,996		None	None
<b>Total Special Revenue Funds</b>	\$ 110,147	\$	\$ 106,128	\$ 84,572
<b>DEBT SERVICE FUNDS</b>				
2000 Water Bonds P&I	\$ 50,000	\$	\$ 32,449	\$ 75,000
<b>Total Debt Service Funds</b>	\$ 50,000	\$	\$ 32,449	\$ 75,000
<b>CAPITAL PROJECTS FUNDS</b>				
CDBG 2020	None		\$ 57,095	None
CDBG 2021 Chaparral & McGrath	142,905		2,404	140,501
WIFA Grant	235,000		None	3,000,000
Tohono O'Odham	50,000		None	50,000
FMI	165,000		12,814	500,000
Apache Gold	50,000		None	50,000
USDA Grant	2,200,000		None	2,200,000
United Way	450,000		None	750,000
Colontias Grant	None		None	2,000,000
<b>Total Capital Projects Funds</b>	\$ 3,292,905	\$	\$ 72,313	\$ 8,690,501
<b>PERMANENT FUNDS</b>				
Fourth of July Fund	\$ 6,300	\$	\$ 2,364	\$ 7,800
Small Town Christmas	2,000		2,589	3,000
Donations for Organizations	3,000		None	None
Annual Car Show	600		None	None
<b>Total Permanent Funds</b>	\$ 11,900	\$	\$ 4,953	\$ 10,800
<b>ENTERPRISE FUNDS</b>				
Duncan Wastewater Treatment	\$ 80,000	\$	\$ 31,019	\$ 75,000
Duncan & Hunter Water Systems Laboratory	200,000		205,981	200,000
	20,000		17,206	20,000
<b>Total Enterprise Funds</b>	\$ 300,000	\$	\$ 254,206	\$ 295,000
<b>INTERNAL SERVICE FUNDS</b>				
<b>Total Internal Service Funds</b>	\$	\$	\$	\$
<b>TOTAL ALL FUNDS</b>	\$ 6,589,452	\$ 10,777	\$ 1,106,166	\$ 10,667,373

\* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

**TOWN OF DUNCAN FINAL BUDGET**  
**Expenditures/Expenses by Department**  
**Fiscal Year 2022**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2021	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2021	ACTUAL EXPENDITURES/ EXPENSES* 2021	BUDGETED EXPENDITURES/ EXPENSES 2022
	\$	\$	\$	\$
<b>Department Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>List Department:</b>				
	\$	\$	\$	\$
<b>Department Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>List Department:</b>				
	\$	\$	\$	\$
<b>Department Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

**TOWN OF DUNCAN FINAL BUDGET**  
**Full-Time Employees and Personnel Compensation**  
**Fiscal Year 2022**

FUND	Full-Time Equivalent (FTE) 2022	Employee Salaries and Hourly Costs 2022	Retirement Costs 2022	Healthcare Costs 2022	Other Benefit Costs 2022	Total Estimated Personnel Compensation 2022
<b>GENERAL FUND</b>	2	\$ 124,654	\$ 15,233	\$ 47,902	\$ 360	\$ 188,149
<b>SPECIAL REVENUE FUNDS</b>						
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____						
<b>Total Special Revenue Funds</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>DEBT SERVICE FUNDS</b>						
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____						
<b>Total Debt Service Funds</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>CAPITAL PROJECTS FUNDS</b>						
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____						
<b>Total Capital Projects Funds</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>PERMANENT FUNDS</b>						
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____						
<b>Total Permanent Funds</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>ENTERPRISE FUNDS</b>						
Duncan Wastewater	1	\$ 33,280	\$ 4,067	None	\$ 360	\$ 37,707
Duncan & Hunter Water System	2	97,760	11,946	27,217	720	137,643
<b>Total Enterprise Funds</b>	3	\$ 131,040	\$ 16,013	\$ 27,217	\$ 1,080	\$ 175,350
<b>INTERNAL SERVICE FUND</b>						
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____						
<b>Total Internal Service Fund</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL ALL FUNDS</b>	5	\$ 255,694	\$ 31,246	\$ 75,119	\$ 1,440	\$ 363,499

**TOWN OF DUNCAN FINAL BUDGET  
Full-Time Employees and Personnel Compensation  
Fiscal Year 2022**

<b>FUND</b>	<b>Full-Time Equivalent (FTE) 2022</b>	<b>Employee Salaries and Hourly Costs 2022</b>	<b>Retirement Costs 2022</b>	<b>Healthcare Costs 2022</b>	<b>Other Benefit Costs 2022</b>	<b>Total Estimated Personnel Compensation 2022</b>
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Schedule	Reference	Instructions
Instructions	General Requirements	<p>Arizona Revised Statutes (A.R.S.) §§42-17101 and 42-17102 require cities and towns to prepare annual budgets on forms the Auditor General's Office developed.</p> <p>Cities and towns must prepare an annual budget for each department, public office, or official indicating the amount proposed to be spent from each fund. Budgets include estimated revenues and expenditures/expenses for the fiscal year and other information statute requires. For consistency, the budget should be prepared on the same basis used to prepare the fund financial statements. Fund financial statements are prepared on the modified accrual basis of accounting for the General, Special Revenue, Debt Service, Capital Projects, and Permanent Funds. Fund financial statements are prepared on the accrual basis of accounting for Enterprise and Internal Service Funds. Cities and towns are not required to prepare budgets for the Fiduciary Funds (Agency, Investment Trust, and Private-Purpose Trust Funds) because these funds represent assets the city or town holds for others. Annual budgets for Fiduciary Funds, while not required, may be prepared for internal management purposes.</p> <p>Some cities and towns under a voter-approved alternative expenditure limitation (home rule) should budget for Internal Service and Fiduciary Funds to include these expenditures in the expenditure limitation. <i>The Uniform Expenditure Reporting System</i> (UERS) allows cities and towns to exclude expenses paid from Internal Service Fund charges for services to other funds of the government as quasi-external interfund transactions on Part II of the Annual Expenditure Limitation Report (AELR). Likewise, expenses reported in Fiduciary Funds are excludable as trustee or custodian on Part II of the AELR. However, cities and towns operating under a home rule may not take exclusions unless specifically included in the voter-approved resolution adopting the home rule. Therefore, such expenses would be subject to the city's or town's expenditure limitation. For most cities and towns operating under home rule, the expenditure limitation equals the total budgeted expenditures/expenses for all funds as reported in the last column on Schedule A of the budget forms.</p> <p>Flexible budgets are frequently used for Enterprise and Internal Service Funds to provide dollar estimates that vary according to demand for the goods or services provided. Cities and towns that employ flexible budgeting for Enterprise and Internal Service Funds should include on Schedule A estimated financial resources and expenses at maximum expected activity levels to provide a "worst-case" expenditure limitation comparison in order to help ensure that the city's or town's total actual expenditures/expenses do not exceed its expenditure limitation. Likewise, Schedules C, D, E, F, and G should include amounts at maximum expected activity levels; and, budgets for reduced, present, or expanded levels of activity may also be incorporated in these schedules for use in internal financial planning and budgetary control.</p>
Cover	Heading	Enter the city/town name and fiscal year data on the cover sheet. This information will be automatically transferred to the resolution and subsequent schedules.
Resolution	General	The resolution is recommended to support the final adopted budget. It is not required by statute and does not have to be published. Cities and towns not imposing property taxes should revise the resolution to omit references to property tax levies.
Resolution	First paragraph	Enter the date the Council proposed the budget estimate and the city/town name.
Resolution	Second Paragraph	Enter the date the budget was adopted.

Schedule	Reference	Instructions
Resolution	Third Paragraph	Enter the date the Council set the primary and secondary tax levies.
Resolution	Fifth Paragraph	Enter the city/town name and the fiscal year.
Resolution	Sixth Paragraph	Enter the city/town name and the date the budget was adopted.
Resolution	Closing	Obtain the signatures of the Mayor and Clerk on the resolution.
A	Summary Schedule of Estimated Revenues and Expenditures/Expenses	This schedule should be completed after Schedules B through E are completed. The appropriate information from Schedules B through E will automatically populate Schedule A. After entering all amounts on Schedules B through E, use the Tab key to enter amounts in the remaining cells on Schedule A (Fund Balance/Net Position at July 1 of the budget year, secondary property taxes, and any other reductions such as any amounts for future debt retirement). Cities/towns should verify the final amounts for accuracy. The amounts from Schedules F and G are not carried forward to Schedule A because that information is already included in amounts on Schedule E by fund.
A	Line: Adopted/Adjusted Budgeted Expenditures/Expenses Current Year	Equals the total amounts for each fund type in the Adopted Budgeted Expenditures/Expenses Current Year column and the Expenditure/Expense Adjustments Approved Current Year columns on Schedule E.
A	Line: Actual Expenditures/Expenses Current Year	Equals the total amounts for each fund type in the Actual Expenditures/Expenses Current Year column on Schedule E.
A	Line: Fund Balance/Net Position at July 1 of the Budget Year	Enter the fund balance/net position for each fund type at July 1. Obtain fund balance/net position at July 1 from the accounting records to include all resources the city/town estimates it will have available at the beginning of the year such as cash, and receivables it expects to collect in the budget year. Fund balance should not include amounts that are not in spendable form (e.g., prepaids, inventories, and capital assets, net of related debt), or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund).
A	Line: Primary Property Tax Levy Budget Year	The entire estimated revenue from the primary property tax levy in the General Fund is pulled from Schedule B.
A	Line: Secondary Property Tax Levy Budget Year	Enter the estimated secondary property tax revenues in the appropriate fund types. Record secondary property taxes for payment of principal and interest on general obligation bonds in the Debt Service Funds. Total property taxes to be levied in the budget year must agree with the corresponding amount on line 3.C on Schedule B.  If the city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied, check the box provided at the bottom of Schedule A and omit Schedule B.
A	Line: Estimated Revenues Other Than Property Taxes Budget Year	Equals the total amounts for each fund type in the Estimated Revenues Budget Year column on Schedule C.

Schedule	Reference	Instructions
A	Line: Other Financing Sources and (Uses) Budget Year	Equals the estimated amounts of other financing sources and other financing uses for the budget year for each fund type on Schedule D.
A	Line: Interfund Transfers In and (Out) Budget Year	Fund transfers in and out are the estimated amounts that will be transferred in or out of the fund type during the budget year. Interfund transfers are not expenditures, and the totals of transfers in and out for all funds must agree with the corresponding totals on Schedule D.
A	Line: Reduction for Amounts Not Available in the Budget Year	Resources may be reduced by certain amounts that will not be available to finance expenditures of the budget year. For illustrative purposes, Amounts for Future Debt Retirement, Future Capital Projects, and Maintained Fund Balance for Financial Stability have been included. Include a description on the blank lines provided to explain any additional reduction amount(s). Reductions must be entered as <b>POSITIVE</b> numbers for the formulas to calculate correctly.
A	Line: Total Financial Resources Available Budget Year	Equals the total of amounts available to be spent in the budget for the current fiscal year, in accordance with A.R.S. §42-17151(A)(1).
A	Line: Budgeted Expenditures/Expenses Budget Year	Equals the amount of money required for each item of expenditure necessary for city/town purposes, in accordance with A.R.S. §42-17102.
A	Line 1: Expenditure Limitation Comparison	Equals the total budgeted expenditures/expenses for the current year and budget year from the summary schedule above. The budget year also includes total other financing uses in the calculation.
A	Line 2: Expenditure Limitation Comparison	Enter the estimated net reconciling items for the current year and the budget year. Estimated net reconciling items for the current year may be obtained from that year's adopted budget. Estimated net reconciling items for the budget year may be determined by preparing an estimated AELR as part of the budgeting process. Enter estimated net reconciling items and estimated exclusions as positive or negative numbers, as appropriate. The <i>Uniform Expenditure Reporting System</i> Forms and FAQs on our Office's website includes examples of reconciling items and forms for preparing an AELR.
A	Line 3: Expenditure Limitation Comparison	Calculates budgeted expenditures/expenses adjusted for reconciling items.
A	Line 4: Expenditure Limitation Comparison	Enter the estimated exclusions from budgeted expenditures/expenses for the current year and budget year. If the city/town is operating under a voter-approved alternative expenditure limitation, only voter-approved exclusions may be used. Estimated exclusions may be obtained in the same manner as reconciling items described in line 2.
A	Line 5: Expenditure Limitation Comparison	Calculates the amount subject to the expenditure limitation adjusted for estimated exclusions.
A	Line 6: Expenditure Limitation Comparison	Enter the expenditure limitation provided by the Economic Estimates Commission (EEC) or the voter-approved alternative expenditure limitation, if applicable. The total amount subject to the expenditure limitation on line 5 must not exceed this amount.



Schedule	Reference	Instructions
B	Tax Levy and Tax Rate Information	<b>NOTE:</b> If the city/town has checked the box on Schedule A, it may omit Schedule B.
B	Line 1	Enter the maximum allowable primary property tax levies for the current year and budget year. The amount for the current year may be obtained from that year's adopted budget. Calculate the amount for the budget year in accordance with A.R.S. §42-17051(A).
B	Line 2	Enter the amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy in accordance with A.R.S. §42-17102(A)(18). Such excess taxes collected must be used to reduce the primary property tax levy in the following fiscal year. Do not include amounts received in the current year from the payment of delinquent taxes assessed in prior years, in accordance with A.R.S. §42-17051(B).
B	Line 3.A	Enter the amount of primary property taxes levied in the current year and the estimated amount of primary property taxes to be levied for the budget year. The estimated amount of primary property taxes to be levied for the budget year must not exceed the maximum allowable primary property tax levy for the budget year recorded on line 1.
B	Line 3.B	Enter the amount of secondary property taxes levied in the current year and the estimated amount of secondary property taxes to be levied for the budget year. Also, A.R.S. §35-458 requires that the levy for bond principal and interest payments must be net of all cash remaining in the bond interest and redemption fund(s) in excess of 10% of the annual principal and interest payments.
B	Line 3.C	Calculates the total amount of property taxes levied for the current year and estimated total property tax levy amount for the budget year.
B	Line 4.A	<p>1) Enter the amount of primary property taxes actually collected from the tax roll of the current year. If the actual amount of primary property taxes collected is not available, enter the actual amount collected as of the date the proposed budget was prepared, plus an estimate of primary property tax collections for the remainder of the fiscal year.</p> <p>2) Enter the amount of delinquent taxes collected from the tax rolls of fiscal years prior to the current year.</p> <p>3) Calculates the total primary property taxes collected.</p>
B	Line 4.B	<p>1) Enter the amount of secondary property taxes actually collected from the tax roll of the current year. If the actual amount of secondary property taxes collected is not available, enter the actual amount collected as of the date the proposed budget was prepared plus an estimate of secondary property tax collections for the remainder of the fiscal year.</p> <p>2) Enter the amount of delinquent taxes collected from the tax rolls of fiscal years prior to the current year.</p> <p>3) Calculates the total secondary property taxes collected.</p>
B	Line 4.C	Calculates the total property taxes collected.

Schedule	Reference	Instructions
B	Line 5.A	<p>1) Enter the primary property tax rate for the current year and the estimated primary property tax rate for the budget year. Calculate the estimated budget year tax rate by dividing the proposed tax levy for the budget year on line 3.A. by the assessed valuation, then multiplying by 100.</p> <p>2) Enter the secondary property tax rate for the current year and the estimated secondary property tax rate for the budget year applicable to city/town taxpayers for payment of principal and interest on general obligation bonds. Calculate the estimated budget year tax by dividing the proposed tax levy for the budget year on line 3.B. by the assessed valuation, then multiplying by 100.</p> <p>3) Calculates the total city/town tax rate for the current year and the estimated total city/town tax rate for the budget year.</p>
B	Line 5.B	On the line provided, enter the number of special assessment districts within the city/town for which secondary property taxes are levied.
C	Revenues Other Than Property Taxes	All estimated revenues other than property taxes must be identified on this schedule by source of revenue within each fund type.
C	Column: Source of Revenues	<p>Enter the title of each fund and its revenue sources other than property taxes. All funds must be included within the appropriate fund type. Disclose assessments received from special assessment districts that are treated as revenues of the city/town as a revenue source in the applicable fund.</p> <p>Categorize intergovernmental revenues by source as well as by fund. List federal, state, and county sources separately. Categorize motor vehicle license taxes as county revenue under intergovernmental revenues.</p> <p>In-lieu property taxes should include amounts paid by governments exempt from paying property taxes, such as the federal government, and those governments A.R.S. §48-242 does not cover, which provides for voluntary contributions.</p> <p>Voluntary contributions received under A.R.S. §48-242 must be recorded on the applicable line in the General Fund. Voluntary contributions consist of contributions from any irrigation, power, electrical, or agricultural improvement district engaged in the sale of electric power, which is located within the city/town and elects to make a voluntary contribution to the city/town. Contributions from the Salt River Project fall into this category. Base the amount of the contributions on information prepared by the Arizona Department of Revenue and transmitted to the city/town by the County Assessor.</p>

Schedule	Reference	Instructions
		<p>Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specified purposes.</p> <p>Use Permanent Funds to account for monies that are legally restricted to the extent that only earnings, and not principal, may be used to support city/town government or citizens programs; for example, the Fire Fighters' Relief and Pension Fund.</p>
C	Column: Estimated Revenues Current Year	Enter the amounts from the Estimated Revenues column on Schedule C from the prior year's adopted budget.
C	Column: Actual Revenues Current Year	Enter the amounts of revenues other than property taxes for the current year. These amounts include actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.
C	Column: Estimated Revenues Budget Year	Enter the estimated revenues other than property taxes for the budget year. Do <b>not</b> include proceeds from other financing sources such as the sale or refunding of bonds and interfund transfers on this schedule; include them on Schedule D.
D	Other Financing Sources/(Uses) and Interfund Transfers	Include receipt of monies, such as those from the sale or refunding of bonds, loans, or installment sales of city/town property; payments to a refunded bond escrow agent; and interfund transfers on this schedule, <b>not</b> on Schedule C. Also include proceeds from sources such as bonds expected to be received in the Enterprise Funds on this schedule.
D	Column: Fund	Enter all funds within the appropriate fund type.
D	Column: Other Financing Sources Budget year	<p>Enter the amounts expected to be received in the budget year from other financing sources by fund and in total for each fund type.</p> <p>Disclose bond proceeds of special assessment districts, which are considered to be other financing sources of the city/town, in the applicable fund.</p>
D	Column: Other Financing (Uses) Budget Year	Enter the amounts expected to be paid in the budget year as other financing uses by fund and in total for each fund type. Other financing uses must be entered as <b>POSITIVE</b> numbers in order for the formulas in the spreadsheet to calculate correctly.
D	Column: Interfund Transfers Budget Year	<p>Enter estimated transfers in and out for the budget year for each fund and the totals for each fund type. Transfers out must be entered as <b>POSITIVE</b> numbers in order for the formulas in the spreadsheet to calculate correctly. Transfers in must equal transfers out on the <b>TOTAL ALL FUNDS</b> line.</p> <p><b>NOTE:</b> Interfund transfers are not expenditures and should not be entered on any other schedules.</p>
E	Column: Fund/Department	<p>Enter titles of funds and departments within each fund. All funds must be included within the appropriate fund type. Several departments of the General Fund have been listed for illustrative purposes.</p> <p>An amount must be budgeted for unanticipated contingencies or emergencies in accordance with A.R.S. §42-17102(A)(4). An example line item is provided in each fund type.</p>

Schedule	Reference	Instructions
E	Column: Adopted Budgeted Expenditures/Expenses Current Year	Enter the amounts from the Budgeted Expenditures/Expenses column on Schedule E from the prior year's adopted budget.
E	Column: Expenditure/Expense Adjustments Approved Current Year	Enter the amounts of each departmental transfer the Council approved during the current year, in accordance with A.R.S. §42-17106(B).
E	Column: Actual Expenditures/Expenses Current Year	Enter the amounts of the current year actual expenditures/expenses, if available. If the actual expenditures/expenses are not available, enter the actual amounts as of the date the proposed budget was prepared, plus the estimated expenditures/expenses for the remainder of the fiscal year.
E	Column: Budgeted Expenditures/Expenses Budget Year	Enter the amounts of estimated expenditures/expenses for the budget year by department, fund, and total. Although budgets for Enterprise Funds should be prepared on the accrual basis, to comply with A.R.S. §42-17102(A) include estimated payments for capital acquisitions, and principal and interest payments on long-term debt in the Enterprise Funds.
F	Expenditures/Expenses by Department	Schedule F helps facilitate budgetary comparison reporting at the department level (the statutorily required legal level of budgetary control) when a single department is budgeted in more than 1 fund. Total expenditures on Schedule F should agree to total expenditures on Schedule E. Please note, if a city/town budgets each department in only 1 fund, Schedule F may be omitted.
F	Column: Department/Fund	Enter the titles of each department and each fund in which the department is budgeted.
F	Column: Adopted Budgeted Expenditures/Expenses Current Year	Enter the amounts from the Budgeted Expenditures/Expenses column on Schedule F from the prior year's adopted budget. If Schedule F was not used in the prior year, these amounts may be determined from the prior year's Schedule E for the departments that are budgeted in more than 1 fund.
F	Column: Expenditure/Expense Adjustments Approved Current Year	Enter the amounts of each departmental transfer the Council approved during the current year, in accordance with A.R.S. §42-17106(B).
F	Column: Actual Expenditures/Expenses Current Year	Enter the amounts of the current year actual expenditures/expenses, if available. If the actual expenditures/expenses are not available, enter the actual amounts as of the date the proposed budget was prepared, plus the estimated expenditures/expenses for the remainder of the fiscal year.
F	Column: Budgeted Expenditures/Expenses Budget Year	Enter the amounts of estimated expenditures/expenses for the budget year for each department by fund. Although budgets for Enterprise Funds should be prepared on the accrual basis, to comply with A.R.S. §42-17102(A) include estimated payments for capital acquisitions, and principal and interest payments on long-term debt in the Enterprise Funds.
G	Full-Time Employees and Personnel Compensation	Schedule G helps facilitate reporting the estimated number of full-time equivalent employees and the total estimated personnel compensation at the fund level as required by A.R.S. §42-17102(A)(1).
G	Column: Fund	Enter the title of each fund. All funds must be included within the appropriate fund type.

Schedule	Reference	Instructions
G	Column: Full-Time Equivalent (FTE)	Enter the estimated number of full-time equivalent employees for the budget year by fund.
G	Column: Employee Salaries and Hourly Costs	Enter the amounts of estimated expenditures/expenses for the budget year for all employee salaries and hourly costs by fund, including amounts budgeted for employee salary increases in the budget year.
G	Column: Retirement Costs	Enter the amounts of estimated expenditures/expenses for the budget year for employee retirement costs by fund.
G	Column: Healthcare Costs	Enter the amounts of estimated expenditures/expenses for the budget year for employee healthcare costs by fund.
G	Column: Other Benefit Costs	Enter the amounts of estimated expenditures/expenses for the budget year for all other employee benefit costs not included in the previous columns by fund.
G	Column: Total Estimated Personnel Compensation	Sums the amounts in the columns titled Employee Salaries and Hourly Costs, Retirement Costs, Healthcare Costs, and Other Benefit Costs.