



Gary W. Peterson
Auditor-Controller/Treasurer-Tax Collector

May 14, 1993

TO: All Special Districts
SUBJECT: 1993-94 Budget Instructions

Enclosed is a copy of the Budget Instructions and the Budget Form for your District for fiscal year 1993-94. Special Districts under their own governing boards should file their budgets with our office by July 31.

Special Districts that are requesting Special District Augmentation Funds for 1993-94 are required to submit the enclosed form entitled "Actual Expenditures and Revenues Report" to our office with your budget by July 31, 1993. This report, in conjunction with your districts' budgets, will be used by the County Administrative Office in formulating their recommendation to the County Board of Supervisors as to the allocation of the Special District Augmentation Fund. Special Districts not requesting augmentation funds are not required to complete this form. The possibility exists that future legislation could significantly change the status and allocation methodology of this fund.

If your districts are requesting augmentation funds, please enter the amount you are requesting from the augmentation fund and complete the certification on the bottom portion of the "Actual Expenditures and Revenue Report" which refers to your districts' appropriations limit pursuant to Article XIII B (Proposition 4) of the State Constitution. Your response shown in this certification also will be taken into consideration by the County Administrative Office in making their recommendations to the Board of Supervisors as to the allocation of the Special District Augmentation Fund.

We recommend that you send a copy of your detailed budget along with our budget form to facilitate and expedite the Special District Augmentation Fund process. However, our budget form should be completed whether or not your district also submits a copy of your detailed budget.

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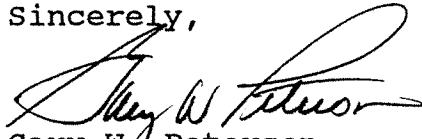
All Special Districts
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Districts on a calendar year reporting basis, or a fiscal year basis other than July 1 through June 30, should submit to our office their most current budget available by July 31, 1993.

We are aware that some districts do not adopt budgets annually for various reasons. If your district does not adopt a budget annually, it will be necessary to submit to our office a listing of anticipated revenue and expenditures or expenses for 1993-94 to be in compliance with Government Code Section 53901.

If you have any questions, please contact Bob Jones of our office at 488-3491.

Sincerely,



Gary W. Peterson
Auditor-Controller/Treasurer-Tax Collector

GWP:CB:dm

Enclosure

BUDGET INFORMATION

- I. Code Requirements - Pursuant to Section 53901 of the Government Code, "...every special purpose assessing or taxing district within the county shall file with the county auditor a copy of its annual budget.... If a... district does not have a formal budget, it shall file a listing of its anticipated revenues, together with its expenditures and expenses for the fiscal year in progress. The county auditor will hold on file such statement for public inspection...."

If your district is under its own governing board, please file your budget with us on or before May 3 for the 1993-94 fiscal year.

- II. What is a Budget? - A budget is a comprehensive plan of financial operations containing an estimate of proposed requirements for appropriations, expenditures, and provisions for reserves for a given period (fiscal year) and the means of financing such requirements, as adopted by your district's governing board.

As you know, competing needs and demands vie for the tax dollars available for expenditure to various taxing agencies in Fresno County. A budget enables your governing board to manage your district in such a manner as to best further the goals of your district at the lowest possible cost to the taxpayers.

- III. Other Definitions:

- A. Appropriation - An appropriation is an authorization by your governing board to make expenditures and to incur obligations for specific purposes. For Example: If you were to budget \$1,000.00 for "Salaries and Employee Benefits," your district could make expenditures and obligate the district up to this amount during the budget period.
- B. Appropriation for Contingencies - budget may contain an appropriation for contingencies which may be established by setting aside an amount not to exceed fifteen percent (15%) of the total appropriations contained in the budget to meet unforeseen expenditure requirements.

- IV. Reserves

- A. Pursuant to the County Budget Act: (Applies to special districts that are under the control of the Board of Supervisors)

Section 29085. The budget may contain a general reserve(s) in such amount(s) as the Board deems sufficient.

Section 29086. Relative to the established general reserve(s), the Board, at the end of each fiscal year, shall provide for:

IV. Reserves (Continued)

- (A) The continuation of the balance(s) therein as reserves in each annual budget, and may add thereto or
- (B) The cancellation of the balance(s) therein, in whole or in part, and transfer the amount cancelled to the available balance of the fund from which derived or to the available balance of any other fund to which the amount cancelled may properly be transferred.
- (C) Any combination of (A) and (B).
The budget may contain a reserve in such amount as determined by the Board within an accumulative capital outlay fund established by the Board in accordance with provisions of article 4 (commencing with Section 53730), of Chapter 4, of Part 1, of Division 2, of Title 5 of the Code.

B. Pursuant to Government Code:

The County budget may contain a provision for an equipment replacement reserve within an operating fund. The amount in this reserve shall be identified with specific pieces of equipment and may accumulate from year to year, but at no time shall it exceed the * * * Estimated Replacement cost of items of equipment for which it has been accumulated. The particular amounts in the reserve shall be made available for expenditure in the year the items are replaced or removed from service without replacement. * * * The estimated replacement cost of such equipment shall be adjusted each year.

Note: In many cases, special districts under their own governing boards are authorized to establish and maintain reserves pursuant to the County Budget Act and Government Code sections previously mentioned. However, the reserve provisions for many districts are found in the districts' enabling legislation rather than the County Budget Act or Government Code.

V. Emergencies

Section 29127 of the County Budget Act - After adopting a resolution stating the facts constituting the emergency by a four-fifths vote of the Board at any regular or special meeting, of the time and place of which all members have had reasonable notice, the Board may appropriate and make the expenditure necessary to meet an emergency in any of the following cases:

- A. Upon the happening of an emergency caused by war, fire, failure or the imminent failure of a water system or supply, flood, explosion, storm, earthquake, epidemic, riot or insurrection.
- B. For the immediate preservation of order or of public health.

V. Emergencies (Continued)

- C. For the restoration to a condition of usefulness of any public property, the usefulness of which has been destroyed by accident.
- D. For the relief of a stricken community overtaken by calamity.
- E. For the settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of any public utilities owned by the County.
- F. To meet mandatory expenditures required by law.

Section 29128. All emergency expenditures shall be paid by check/warrant from any money in the county treasury in any fund from which the expenditure may properly be paid.

Section 29129. If, at any time, there is insufficient money in the treasury to pay any such checks/warrants, they shall be registered, bear interest and be called in the same manner as other county or special district checks/warrants.

Note: As in the case of reserves, the provisions for emergencies for many special districts under their own governing boards are found in the districts enabling legislations.

VI. Budget Preparation - Your budget may be as detailed as your district requires. We suggest that you use the budget classification shown in the "Uniform Accounting for Special Districts" manual.

We would like to draw your attention to the following items on the budget form:

1. Available Cash & Reserves at July 1

If your district has funds in both the county treasury and a bank, show the estimated balance for both as of June 30th. Notify us if the actual balance in the bank is radically different from the estimate. We will transmit this information to the County Administrative Office which uses this information in its Special District Augmentation Fund recommendation to the Board of Supervisors.

If any amount reflected in the cash carry-over has been encumbered, it should be shown as a reduction to a cash carry-over and not budgeted as an expenditure in the budget you are preparing.

2. Estimated Revenues

- A. Taxes - Should include all tax receipts except Special District Augmentation revenue. We suggest that your

VI. 2. A. (Continued)

estimate for 1993-94 be based on the provisions in current legislation. Future legislation could significantly affect the outlook for 1993-94 actual revenues.

- B. Special District Augmentation Fund reallocation - Show the amount your district will request in Augmentation Fund monies for 1993-94.
- C. Charges for Services - Examples of this would be sales of water by waterworks districts, or charges for services provided by county services areas and lighting districts. Do not include these charges in "Estimated Current Tax Revenues" in A. above.

In order to have a balanced budget, the Total Budget Expenditures have to equal the Total Estimated Financing Sources.

The completion of your district's budget in conformity with the enclosed instructions is essential for the County Administrative Office to make its recommendations to the Board of Supervisors for the reallocation of the Special District Augmentation Fund for the 1993-94 fiscal year.

If you have any questions regarding your district's 1993-94 budget, please contact Bob Jones of our office at 488-3491, or Kevin Fries of the County Administrative Office at 488-1710.

Actual Expenditures and Revenue Report
For Special District Augmentation Fund Data
Fiscal Year 1993-94

_____ Governing Board: (Check One)
Special District's Name
Fresno County _____
_____ Board of Supervisors _____
District Contact Person/Title
Own Board:
_____ App'd by Supervisors _____
Telephone Number _____ Elected _____

Projected Expenditures for 1992-93

Salaries and Employee Benefits

Services and Supplies

Fixed Assets

Total Expenditures _____

Projected Revenues for 1992-93

Taxes
(Excluding Special District Augmentation Fund)

Special District Augmentation Fund

Interest

Charges for Services

All Other Revenues

Total Revenues _____

I, as Chief Fiscal Officer, or my designated representative, hereby certify that the _____ District has/has not exceeded its appropriations limit pursuant to Article XIII B of the Constitution of the State of California, as of the adoption of the aforementioned district's budget for fiscal year 1993-94.

Signature

Title

Date

Note: If requesting Special District Augmentation Funds, this form must be completed and submitted to the County of Fresno Auditor-Controller/Treasurer-Tax Collector by May 3, 1993.

Method of Financing Budget
Fiscal Year 1993-94

Description	Projected	Proposed
	1992-93	1993-94
<u>Available Cash & Reserves at July 1</u>		
1. Cash in County Treasury Not Reserved		
2. Cash in County Treasury Reserved		
3. Total Cash in County Treasury (1 + 2)		
4. Cash in Bank Not Reserved		
5. Cash in Bank Reserved		
6. Cash in Bank (4 + 5)		
7. Total Cash (3 + 6)		
8. Less: Encumbrances at June 30		
9. Total Available Cash & Reserves (7 - 8)		
<u>Estimated Revenues</u>		
10. Taxes (Exclude Special District Augmentation)		
11. Special District Augmentation Fund		
12. Interest		
13. Charges for Services		
14. All Other Revenues		
15. Total Estimated Revenue (Total 10 thru 14)		
Total Estimated Financing Sources (9 + 15)		

County of Fresno
Special District Budget
Fiscal Year 1993-94

Special District's Name

Governing Board: (Check One)

District Contact Person/Title

Fresno County
Board of Supervisors _____

Telephone Number

Own Board:
App'd by Supervisors _____
Elected _____

Description	1992-93	1993-94
Account Number / Description		
1. <u>Salaries and Employee Benefits:</u>		
Total Salaries and Employee Benefits		
2. <u>Services and Supplies:</u>		
Total Services and Supplies		
3. <u>Fixed Assets:</u>		
Total Fixed Assets		
Total Budget Expenditures (Total 1 thru 3)		
4. <u>Reserves:</u>		
Appropriations of Contingencies (cannot exceed 15% of Total Budget Expenditures)		
General Reserve		
Other Reserves		
Total Reserves		
Total Budget (Total 1 thru 4)		