

WHERE TO BEGIN

Start with the Entry Form. Use this form to enter the other information required for Forms 674 and 678. Use the TAB key to maneuver through this form. Don't forget to return to this form and enter the "Date Budget Adopted" after the Council has adopted the budget.

Once this form has been completed, go to FORM 678. Put your cursor in cell A-1 then tab. The TAB key will move you through all the spaces where you can or should be putting a number or other information. Read pages 3 and 4 of these instructions for details about Form 678. The actual calculations are done automatically.

The number you enter in AW can be an estimate for now. You may have a good idea of the amount of tax you are going to ask for OR you may be at your maximum OR you may just use last year's number to get started. You can change the numbers any time and may want to as you do your "What If--" thinking.

The numbers you enter in BW and DW may have to be last year's for now. You will enter the accurate numbers when you get them from the County Auditor (early January).

NOTE: The TAB key will move you through all the spaces where you can or should be putting a number or other information. Always start by putting your cursor in cell A-1 then tab. Use it to check if you have entered all the information and to check to see if you have the right numbers entered. This works for all sheets in this Excel package.

GO TO FORM CB-1. **Caution – Do Not “Cut and Paste” or “Copy and Paste” in this worksheet.** Read "Definitions for County Budget Worksheet (CB-1)" as you have questions on what should be put on a line. Some of the numbers are summaries of data you have kept separately. The TAB key doesn't work as well here since you will probably want to go down the columns instead of across like the TAB key wants to do. Use the TAB key to check your work later.

Use your FY2004 Year End Reports, especially the one that you sent to the Fiscal Office (AFR-4), to get most of the numbers to fill in the ACTUAL column. Check to see that the Beginning Balance numbers match.

Use your FY2005 Adopted (or Amended) Work Budget CB-1 (4th column) or CB-2 to get the numbers to fill in the ADOPTED column.

Use this year's actual year-to-date Income and Expense records to PROJECT an ESTIMATE for the whole year's Income and Expenses. OR If your expenses are not far from your budget you may be able to use those numbers. OR If you amended this year's budget already, you could use those numbers in the ESTIMATED column.

NOTE: The difference between the ADOPTED and ESTIMATED columns is that the ESTIMATED column uses the ACTUAL year end balance number for BEG BALANCE. The ADOPTED column is mainly for your reference as you set next year's budget.

Use the information you have gathered to plan your FY2006 Income and Expenses and to fill out the PLANNED column.

NOTE: Don't forget that you can change numbers in the worksheet to do your "What if---" evaluations AND since it is so easy to change numbers, don't forget to double check your numbers in the final set of forms.