



# **FY 2015-2016 Special District Budget Package Instructions**

**County of Riverside  
Office of the Auditor-Controller**

**May 2015**

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GENERAL INSTRUCTIONS  
FISCAL YEAR 2015-2016 GENERAL FUND BUDGET

In order to properly classify the expenditures of your District, the following expenditure accounts should be used. Please round amounts to the nearest dollar (e.g., \$250.29 rounded to \$250).

**PART A – Appropriation for Operations**

Appropriation 1 – Salaries and Benefits

All estimated salaries and employee benefits should be shown under appropriation 1 as follows:

510040	Regular Salaries
510080	Extra Help
510320	Temporary Salaries
510420	Overtime
513000	Retirement – Miscellaneous (Employer’s Share)
513120	Retirement – Social Security (Employer’s Share)
515080	Health Insurance (Employer’s Share)
515260	Unemployment Insurance (Employer’s Share)

Appropriation 2 – Services and Supplies

All estimated expenditures for administration, maintenance, services and supplies should be shown under appropriation 2 as follows:

524500	Administrative Support Direct
524520	Administrative Support Indirect
529540	Utilities: telephone, lights, gas and water

Appropriation 3 – Other Charges

All estimated expenditures that will result in charges for Contributions to Non-County Agency, Depreciation-Amortization, and Interest on Bonds should be shown under appropriation 3 as follows:

536200	Contribution to Other Non-County Agency
533020	Bonds-Interest
535540	Depreciation-Building

Appropriation 4 - Fixed Assets

All estimated expenditures that will result in the acquisition of capital assets should be shown under appropriation 4 as follows:

- 540040 Land: purchase of land
- 542060 Improvements Buildings - water service systems, sewer service systems, buildings, landscaping, pavement, fences
- 546020 Equipment Automotive - trucks, machinery, computers, office furniture

**PART B – Appropriation for Contingencies**

Appropriation 8 – Appropriation for Contingencies

- 581000 Appropriation for Contingencies - In addition to the above expenditure classifications, an amount may be made available to any of the four main expenditure classifications (appropriation 1, 2, 3, 4) in order to meet any unforeseen contingency during the budget year.

This amount CANNOT EXCEED 15% of the TOTAL of appropriation 1, 2, 3 and 4.

THE TOTAL OF PART A (APPR 1, 2, 3, & 4) PLUS PART B (APPR 8) CONSTITUTES THE TOTAL APPROPRIATION REQUIREMENTS.

Note: For a complete listing of expenditure and revenue account codes, please refer to the Chart of Accounts on the Auditor-Controller website at: <http://www.auditorcontroller.org> click on “report,” and “Chart of Accounts” folder.

**PART C - General Reserve**

This is the amount necessary to provide cash for the operation of the District for the period July 1 through December 31 of the following fiscal year (the period prior to collection of current property taxes). The balance of General Reserve at June 30<sup>th</sup> of the current fiscal year should be shown in the first block. The required balance for the following fiscal year, as established by District resolution, should be in the second block. Should the balance required for General Reserve increase, only the additional increase is to be included in C1 and should be in the fourth block. If less is required for General Reserve, the amount of the reductions should be in the third block and also shown on Part D “D1a-Available from Cancelled Reserve”.

An illustration has been provided for your guidance.

{ A }	{ B }	{ C }	{ D }
Balance at	Balance at	Decrease	Increase
6/30/15	6/30/16		

- (A) – General Reserve balance at June 30 of current fiscal year.
- (B) – Expected General Reserve balance at June 30, 2016

The difference (B) – (A) represents changes in the General Reserve. If this difference is positive, it is an increase (D). If the difference is negative, it is a decrease (C). Enter the difference on the appropriate line as indicated.

Please round amounts to the nearest dollar (e.g., \$250.29 rounded to \$250). The total of parts (A) + (B) + (C) equals the total budget requirements.

**PART D – Sources of Financing**

The TOTAL REQUIREMENTS of the budget are financed through the following sources of funding:

1. Available from Cancelled Reserve (Decrease in General Reserve of Part C)
2. Fund Balance available in County Treasury as of June 30, 2015 (see attached worksheet)
3. Cash in Bank as of June 30, 2015 (excluding money in County Treasury and Revolving Funds)
4. Estimated Revenue including current property taxes (see attached Special District Revenue Estimated provided for computing this total)

TOTAL REQUIREMENTS MUST EQUAL TOTAL SOURCE OF FINANCING

$$\text{Parts (A) + (B) + (C) = (D)}$$

**TRANSFERS**

Intrafund Transfers – Transfer of Appropriations

If you want to modify the budget (transfer appropriations within the same fund), a Board Resolution is required. A copy to the Board Resolution must be sent to the Auditor-Controller’s Office (ACO) as authority for the appropriation transfer.

If during current year operations the “Statement of Appropriations, Encumbrances and Expenditures” shows a low balance in one or more of the appropriations, the district should immediately analyze the account and determine the amount required to meet estimated expenditures for the remainder of the year. Please prepare an appropriation transfer and submit it along with a Board Resolution approving the transfer of available appropriations from one or more of the other appropriations to the low balance appropriation. You may also transfer from the Appropriation for Contingencies if one has been established. An example of a transfer is as follows:

<u>DECREASE</u>			<u>INCREASE</u>		
Fund - Dept ID - Account	Amount		Fund - Dept ID - Account	Amount	
51035 - 932001 - 546020	\$200		51035 - 932001 - 529540	\$200	

Interfund Transfer

If you want to transfer cash from one fund to another (from one checking account to another), then you will need to prepare a journal. The **TRANSFER FROM** will include a debit to the appropriate expenditure/revenue account or fund balance account and a credit to the balance sheet cash account 101100. The **TRANSFER TO** will include a debit to the balance sheet cash account 101100 and a credit to the appropriate revenue account or fund balance account.

The following define journals and payment vouchers:

- Journals are documents used for creating correcting, adjusting, and closing entries.
- Payment vouchers are documents used for disbursement, manual checks, and check cancellations.

These items are used to record financial activities of the Districts in the ACO's accounting records.

When submitting vouchers for payments, please be sure to include a fund number and use the account codes that have been budgeted. Failure to do so can cause the warrant(s) to be rejected and the payment(s) to be delayed.

If you should have any questions regarding journal transfers, please call Reggie Arhin at (951)955-8134 or Esteban Hernandez at (951)955-0335. For questions regarding payment vouchers, please call Maria Gonzalez at (951)955-3839 or Susan Porte at (951)955-3850.

### **SPECIAL DISTRICT CASH FLOW INSTRUCTIONS**

A cash flow schedule that projects the annual estimate in monthly increments will be required for an advance.

The following information should be used in preparing the report:

1. Ending cash balance at June 30, 2015, will be the beginning balance for July 1, 2015. This balance is per the RVGLA61S Summary Trial Balance by Fund report at June 30, 2015.
2. Income/cash receipts are additions to financial resources and are available for operations of the current fiscal year.
3. Expenditure/disbursements are expenses incurred to benefit the current fiscal period, whether paid or unpaid, for operations, maintenance, interest and other charges.

See "Part A" for reference to the following:

- a. Appropriation 1: Payroll (Salaries & Benefits)
- b. Appropriation 2: Commercial Warrants (Services & Supplies)
- c. Appropriation 3 & 4: Other Expenditures (Other Charges & Fixed Assets)

DEBT SERVICE BUDGET

GENERAL INSTRUCTIONS

FISCAL YEAR 2015-2016

**Computing Available Resources Other than Current Taxes**

If the district receives revenues from sources other than current taxes, add these revenues to the Fund Balance available as of May 30 to arrive at the amount available from sources other than taxes.

Subtract Total Requirements from Total Available Other Than Taxes to arrive at the amount to be raised by Property Tax and State Tax Relief.

Most districts generally receive revenues from accrued interest and prior year taxes. Please review your records to determine whether or not these revenue sources apply.

**Due Date**

Completed Debt Service Budgets must be received by the Auditor-Controller no later than August 10, 2015. If your debt service fund has a tax rate on the county tax roll and our office calculates your debt service tax rate, it is imperative that your budget be received by the due date in order to allow us sufficient time to calculate the tax rate. Government Code 29100 regulates the date for the adoption of the tax rates on the Secured roll.

If you have any questions regarding budgets, please call Reggie Arhin at (951)955-8134 or Esteban Hernandez at (951)955-0335. For questions regarding tax rates, please call Justina Loeun at (951)955-0319.

## ACCUMULATIVE CAPITAL OUTLAY (A.C.O.) BUDGET

### GENERAL INSTRUCTIONS

FY 2015-2016

#### Accumulative Capital Outlay Fund

Funds that are raised for A.C.O. purposes may not be expended without a District Ordinance. The ordinance must set forth the purposes in detail or broad concepts of future capital outlay expenditures. A copy of this ordinance must be filed with the County Auditor-Controller.

#### Accumulative Capital Outlay Budget

The separate budget must be prepared in the same manner as the District's General Fund Budget except the A.C.O. Reserves are for future year's expenditures. The reserves must be identified as to purpose, but need not be itemized.

Since the passage of Proposition 13, the Auditor-Controller has deposited and will deposit all proceeds from current taxes in the General Operating Fund. If you wish to transfer any current revenue to the A.C.O. Fund, see page 4 "Interfund Transfers" of the general budget instructions.

#### Special District Revenue Estimate for Fiscal Year Ending June 30

Record estimated revenue for fiscal year respective to its proper Revenue Code and description. The final amount will be needed by you to enter on line "Estimated Revenue" of Part D for the Fiscal Year.

#### Worksheet for Computing Estimated Fund Balance Available at June 30

Enter the GENERAL RESERVE BALANCE and the FUND BALANCE AVAILABLE as of May 30 and complete the form. The final amount will be needed by you to enter on line "Estimated Fund Balance in the County Treasurer" of Part D of the Fiscal Year Budget.