

## INSTRUCTIONS FOR PROJECTED BUDGET REPORT TEMPLATE

**Note: The years on a local unit's Projected Budget Report will be different than the years on the local unit's Citizen's Guide and Performance Dashboard.**

To fill out the Projected Budget Report, you will need at a minimum your General Fund Budget to assist you in filling in the budgeted revenues and expenditures. You may copy the tab to use for other fund budget projections (i.e. Special Revenue, Enterprise, etc...).

Fill in the yellow highlighted portions as follows:

1. Fill in the Local Unit Name, Local Unit Code, Current Fiscal Year End Date, and Fund Name.
2. For additional fund budget projections, copy and paste the "Projected Budget Report" tab as needed.
3. Current Year Budget column - Utilize the budget for your current fiscal year as the source data to fill in the current year budget. You may change or remove any items that do not pertain to your local unit or you can add additional items not listed.
4. Percentage Change column - Fill in the expected percentage change for each budgeted revenue and expenditure. The projected change can be an increase or a decrease. Enter the percentage as a whole number without a percent sign. Enter a decrease with a minus sign (i.e. negative 10% would be entered as -10).
5. Year 2 Budget column - Amounts in this column will automatically calculate based on amounts entered in the Current Year Budget column and Percentage Change column. However, amounts may be overwritten.
6. Assumptions column - Provide a brief explanation of the assumptions used in developing the budgeted projections. You do not need an assumption for every item.
7. Commentary box - Provide additional information as necessary.

**Before publishing the Projected Budget Report on your website, we highly recommend you "Hide" the "Instructions" tab so that this document will be user-friendly. To hide a tab (or row), right click on the tab (or row) and select "Hide".**

Make sure when you print or save this document to a PDF, you print the "Projected Budget Report" tab.



# Projected Budget Report

**Local Unit Name:** Village of Elsie  
**Local Unit Code:** 19-3020  
**Current Fiscal Year End Date:** 3/31/2018  
**Fund Name:** General Fund

REVENUES	Current Year Budget	Percentage Change	Year 2 Budget	Assumptions
Property Taxes	\$ 169,614	(2) %	\$ 166,222	slight decrease is expected
Other Taxes	\$ -	%	\$ -	
State Revenue Sharing	\$ -	2 %	\$ -	slight increase is expected
Income Tax	\$ -	%	\$ -	
Fines & Fees	\$ -	2 %	\$ -	slight increase is expected
Licenses & Permits	\$ 836	2 %	\$ 853	slight increase is expected
Interest Income	\$ 571	2 %	\$ 582	slight increase is expected
Grant Revenues	\$ 82,274	1 %	\$ 83,097	slight increase is expected
Other Revenues	\$ 67,200	1 %	\$ 67,872	slight increase is expected
Interfund Transfers (In)	\$ -	%	\$ -	
<b>Total Revenues</b>	<b>\$ 320,495</b>		<b>\$ 318,626</b>	
<b>EXPENDITURES</b>				
General Government	\$ 249,692	%	\$ 249,692	
Police and Fire	\$ -	%	\$ -	
Other Public Safety	\$ 87,109	%	\$ 87,109	
Roads	\$ -	%	\$ -	
Other Public Works	\$ -	%	\$ -	
Health and Welfare	\$ -	%	\$ -	
Community & Economic Development	\$ 1,150	%	\$ 1,150	
Recreation & Culture	\$ 15,580	%	\$ 15,580	
Capital Outlay	\$ -	%	\$ -	
Debt Service	\$ -	%	\$ -	
Other Expenditures	\$ -	%	\$ -	
Interfund Transfers (Out)	\$ 62,037	%	\$ 62,037	
<b>Total Expenditures</b>	<b>\$ 415,568</b>		<b>\$ 415,568</b>	
<b>Net Revenues (Expenditures)</b>	<b>\$ (95,073)</b>		<b>\$ (96,942)</b>	
<b>Beginning Fund Balance</b>	<b>\$ 268,511</b>		<b>\$ 173,438</b>	
<b>Ending Fund Balance</b>	<b>\$ 173,438</b>		<b>\$ 76,496</b>	

Commentary: