

Conservation District Budget and Attachments

DOLA and CSCB have designed the annual budget forms to be more user-friendly. It is our intent that districts can utilize this budget as your planning tool and submission to the Department of Local Affairs (DOLA) <https://www.colorado.gov/pacific/dola/local-government-budgeting>. The budget format and an example are in Excel format. There are also five forms available on the **Budget Attachments** link as PDF fillable forms. The *Letter of Budget Transmittal*, *Budget Message*, *Resolution to Adopt Budget*, and *Resolution to Appropriate Sums of Money* must be completed by all districts. The *Resolution to Set Mill Levies* must be completed only by each district with voter approved taxing authority to collect mill levy funds. They are currently bundled in just one .pdf file as “**Budget Attachments**”, if you do not need the *Resolution to Set Mill Levies* then just type in ‘n/a’ on that page.

Budget Directions – Read below before entering numbers in the form

Note: yellow cells contain formulas and are locked but are not password protected so if you **really** want to change them you can.

Actual Prior Year:

Revenue (Page 1)

1. Enter the total of the District’s account value as of January 1.
 - a. **Include actual balances in all accounts plus any cash on hand.**
2. Enter all Year 2014 revenue in appropriate cells.
 - a. All line items can be edited to suit your needs
3. **Total Revenue** line in Actual Prior Year column will automatically calculate (add) if no rows have been added. Therefore, it is best to edit a current line item title you will not be using and insert your needed title.
4. **Total Available Funds** is the total of your Beginning Balance January 1st plus your Total Revenue.

Expenditures (Page 2)

1. Enter all expenses incurred during 2014.
2. **Total Expenditures** line in Actual Prior Year column will automatically calculate (add) **if** no rows have been added. Therefore, it is best to edit a current line item title you will not be using and insert your needed title.
3. **Annual Net Profit or Loss** is your Total Revenue minus Total Expenditures.
4. **Ending Balance Dec. 31st** is Beginning Balance plus Annual Net Profit or Loss.
 - a. *This amount must reconcile with your yearend Balance Sheet Total Cash.*
 - b. *Note: This amount is carried to the next year’s Beginning Balance and **does include your Emergency Reserves. Don’t forget, you can not spend your Emergency Reserves***
5. **Emergency Reserves** is 3% of your expenditures and may **not** be expended.
6. **Unrestricted Reserves** is your Ending Balance less the Emergency Reserves and is your available funds to start off your next fiscal year.

Estimated Current Year

Revenue (Page 1)

1. Enter the total the District's account value as of January 1, 2015.
 - a. ***Include actual balances in all accounts plus any cash on hand.***
2. Enter all Year 2015 revenue in appropriate cells.
 - b. All line items can be edited to suit your needs
 - c. Amounts should include actual revenue plus any anticipated revenue before December 31st.
3. **Total Revenue** line in Estimated Current Year column will automatically calculate (add) **if** no rows have been added. Therefore, it is best to edit a current line item title you will not be using and insert your needed title.
4. **Total Available Funds** is the total of your Beginning Balance January 1st plus your Total Revenue.

Expenditures (Page 2)

1. Enter all expenses incurred during 2015.
2. **Total Expenditures** line in Estimated Current Year column will automatically calculate (add) **if** no rows have been added. Therefore, it is best to edit a current line item title you will not be using and insert your needed title.
3. **Annual Net Profit or Loss** is your Total Revenue minus Total Expenditures.
4. **Ending Balance Dec. 31st** is Beginning Balance plus Annual Net Profit or Loss.
 - c. ***This amount must reconcile with your yearend Balance Sheet Total Cash.***
 - d. ***Note: This amount is carried to the next year's Beginning Balance and does include your Emergency Reserves. Don't forget, you cannot spend your Emergency Reserves***
5. **Emergency Reserves** is 3% of your expenditures and may **not** be expended.
6. **Unrestricted Reserves** is your Ending Balance less the Emergency Reserves and is your available funds to start off your next fiscal year.

Budget Year (2016)

Continue as in previous two columns with estimates of Revenues and Expenditures for the upcoming year. Consider the following:

- What will be similar to the previous two years?
- What will be different that the previous two years?
- Review Annual Plan of Work (APW) goals and objectives to determine the cost of the year's activities. Budget accordingly.

Reminders:

- No deficit spending – no budget shall provide for expenditures in excess of available revenues and beginning fund balances **less** Emergency Reserves.
- If your district has not removed the Taxpayer's Bill of Rights (TABOR) be sure to consult Article X, Section 20, Colorado Constitution and the "5.5%" Annual Levy Law (29-1-301, C.R.S.)