

BUDGET WORKSHEET FOR *(name of jurisdiction)*

Fiscal year runs from ___/___/___ to ___/___/___

General Fund Revenues and Expenditures

	Previous Year (FY___)			Current Year (FY___)			Next Year (FY___)
	Budget	Actual	Variance	Budget	Actual or Annualized	Variance	Budget
Revenues	_____	_____	_____	_____	_____ ²	_____	_____
Expenditures	_____	_____	_____	_____	_____ ³	_____	_____
Operating surplus/shortfall	_____	_____	_____	_____	_____	_____	_____
Transfers in	_____	_____	_____	_____	_____	_____	_____
Transfers out	_____	_____	_____	_____	_____	_____	_____
Year-end surplus/shortfall	_____	_____	_____	_____	_____	_____	_____
Unreserved fund balance	_____	_____	_____	_____	_____	_____	_____
Percent of operating expenditures ¹	_____	_____	_____	_____	_____	_____	_____

? Are there any contingencies?⁴

? Has there been revenue/expenditure growth from year to year that is worth noting?

¹ The Government Finance Officers Association recommends considering a 5 percent standard — that is, the unreserved portion of the general fund balance divided by annual operating expenditures should equal 5 percent. A fund balance at or above 5 percent is one sign of fiscal health, while a fund balance lower than 5 percent is one sign of potential fiscal problems. In most cases, this information is only available for the previous year since it is found in the audit or CAFR.

² We have _____ months of actual revenue data. Because revenues tend to be received irregularly throughout a year, it is not possible to predict total annual revenues.

³ We have _____ months of actual expenditure data. If spending continues at the same pace throughout the year, annual spending will total \$_____, which is \$_____ (above/below) budgeted spending.

⁴ Contingency accounts/items are budgeted funds that can be used for discretionary purposes.

Sources: Certified Audited Financial Report (CAFR) for FY(s)_____.

Budgets for FY(s)_____.

Other:_____.