

City/Village Budget Form Instructions

See the Budget Form Instruction Manual for overall guidance on completing your budget.

Disbursements & Transfers (Pages 3 through 5)

The disbursements & transfers pages for the current budget year and prior two fiscal years will identify disbursements by function type. The disbursements will then be split between Operating Expenses, Capital Improvements, Other Capital Outlay, Debt Service, and Other.

Governmental Function Definitions – The Governmental type activities are those through which most governmental functions are financed. The following functions have been outlined along with a general definition:

General Government – Those disbursements that support the ongoing tasks associated with the management and administration of that local government.

Public Safety – Police and Fire – Public Safety disbursements primarily relate to protecting persons and property from socially undesirable acts by persons or their products. This function would only include municipal police protection (including jail) and fire protection.

Public Safety – Other – This function will include the remainder of Public Safety disbursements which would include ambulance services, civil defense, protection inspections, etc.

Public Works – Streets – This function relates to the performance of crews in maintaining streets.

Public Works – Other – This function is for all other Public Works disbursements which may include solid waste handling, weed control, etc.

Public Health & Social Services – The health disbursements would relate to protecting persons from non-human related forces. The health function would include public health administration, regulation, and inspection of food and drugs, disease control (including animal and pest control), mental health, etc. The social services disbursements would relate to activities designed to provide public assistance and institutional care for individuals who are economically unable to provide essential needs for themselves.

Culture and Recreation – The disbursements relate to leisure time activities. The activities may include participant recreation (golf, swimming, etc.), spectator recreation (museums, etc.), parks, senior programs, and libraries.

Community Development – The disbursements relate to community development.

Miscellaneous – The disbursements that cannot be assigned elsewhere.

Business Type Activities – The Business-type activities are to account for operations that are financed and operated in a manner similar to private business - where the intent of the governing body is that the costs of providing the goods or services be financed primarily through user charges.

Proprietary Function Funds – If the municipality files a separate budget for proprietary functions, total disbursements must be included on Line 21. This would include disbursements for all three fiscal years. **(Line 21 is used only if Page 6 is completed.)**

City/Village Budget Form Instructions

Object Classifications –

Operating Expenses should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.

Capital Improvements should include acquisition of real property or acquisition, construction, or extension of any improvements on real property.

Other Capital Outlay should include other items to be inventoried such as equipment, vehicles, etc.

Debt Service should include Bond Principal and Interest Payments, Payments to Retire Interest-Free Loans from the Nebraska Department of Aeronautics for Public Airports, and other debt payments.

Other should include Judgments, Transfers, Transfers of Surplus Fees, and Proprietary Function Funds if a separate budget is filed.

Summary of Proprietary Function Funds (Page 6)

If the municipality files a separate budget for proprietary functions as allowed by the Municipal Proprietary Function Act, this page must be completed and submitted with the municipality's budget. The Total for the proprietary function funds will be brought forward to the beginning balance on page 2, line 4; receipts on page 2, line 23; and the disbursements on page 3, line 21. The budget form must identify the grand total for the municipality. **If there is no separate proprietary function fund budget, do not complete this page.**

Levy Limit Form

The Municipality Levy Limit Form (*Page 11*) is to be completed to ensure compliance with the levy limits established in State Statute Section 77-3442. The levy limit applicable to municipalities is 45 cents plus 5 cents for interlocal agreements. Excluded from the levy limit are:

- (1) Judgments, except judgments or orders from the Commission of Industrial Relations, obtained against a political subdivision which require or obligate payment to the extent such judgment is not paid by liability insurance coverage,
- (2) Lease purchase contracts approved prior to July 1, 1998,
- (3) Bonded indebtedness, and
- (4) Payments by a public airport to retire interest-free loans from the Department of Aeronautics.

State Statute Section 86-416 allows counties, municipalities, and fire districts to levy a special tax for Public Safety Communication Projects. The special tax has the same status as Bonded Indebtedness.

State Statute Sections 72-2301 through 72-2308 allows a municipality to issue bonds to finance public facilities construction projects. The taxes levied are not subject to the 45 cents plus 5 cents.

The Levy Limit Form was established to allow the municipality the ability to include the miscellaneous subdivisions to which they are allocating levy authority. The Levy Limit Form also allows for exceptions to the levy limit.

City/Village Budget Form Instructions

The **Municipality Levy Limit Form** can be done in total. There is no need to separate by funds. Make as many copies as needed. Proceed as follows:

Column (A) – The total amount of personal and real property tax request for the municipality from page 1 of the Budget Form. The personal and real property tax request for the other political subdivisions will come from the resolution adopted by the City Council/Village Board.

Column (B) – The total amount of personal and real property tax to pay for judgments, by political subdivision.

Column (C) – The amount of personal and real property tax to pay preexisting lease-purchase contracts approved prior to July 1, 1998, by political subdivision.

Column (D) – The amount of personal and real property tax to pay bonded indebtedness by political subdivision. If the municipality has a special tax for a Public Safety Communication Project, please include in Column D. Also include any tax to pay off bonds issued for a public facilities construction project.

Column (E) – The amount of personal and real property tax to retire interest-free loans from the Department of Aeronautics by a Public Airport.

Column (F) – Column (A) minus Columns (B), (C), (D) and (E). This is the amount subject to the levy limit.

Column (G) – Valuation per the County Assessor.

Column (H) – Column (F) divided by Column (G) multiplied by 100.

Box 1 – Total of Column (H).

Box 2 – The amount of personal and real property tax to support interlocal agreements. The municipality has the ability to have 5 cents for interlocal agreements.

Box 3 – Box 2 divided by Column (G), City/Village Line, multiplied by 100. The total indicates whether the municipality was able to exceed the 45 cents. This will document how much of the 5 cents for interlocal agreements was able to be used.

Box 4 – Box 1 minus Box 3. This amount will be subject to the levy limit. Attach supporting documentation to support any votes taken to exceed the limit. The calculated levy should be under 45 cents to be in compliance.

Box 5 – The amount of personal and real property tax to support Public Safety Communication Projects as established in accordance with State Statute Section 86-416.

Box 6 – The amount of personal and real property tax to pay off bonds issued to finance Public Facilities Construction Projects as established in accordance with State Statute Sections 72-2301 through 72-2308.

City/Village Budget Form

Checklist of Items to be Completed and Submitted

The complete budget document is due by **SEPTEMBER 20th**, it should include the following:

1. **Page 1 (Cover Page):**
 - Total Personal and Real Property Tax Required agrees to the amount on the bottom of Page 2, Total Property Tax Requirement.
 - Outstanding Bonded Indebtedness Section was completed. (*If Applicable*)
 - The appropriate person has **signed** page 1 where indicated.
 - Method of notification to the public is indicated. If **posted**, note where posted.
 - Total Certified Valuation was completed.
 - Joint Public Agency & Interlocal Agreements is indicated by checking the box.
 - Report of Trade Names, Corporate Names, and Business Names is indicated by checking the box.
2. **Page 2 (Budget Form):**
 - Column 1, Line 5 agrees to last year's budget form Column 1, Line 26. If not, provide explanation.
 - Column 1, Line 26 agrees to Column 2, Line 5.
 - Column 2, Line 26 agrees to Column 3, Line 5.
 - Column 3, Line 26 is equal or greater than zero. Cannot budget to have a negative fund balance.
 - Motor Vehicle Tax and Fee have been budgeted.
 - Municipal Equalization Aid and Highway Allocation are reasonable compared to estimations.
3. **Page 2-A (Transfer Page, If Applicable):**
 - Transfers noted on Page 2, Column 3 are explained.
4. **Page 7 (Correspondence Page):**
 - Correspondence Information is completed, indicating Contact For Correspondence.
5. **Page 8 (LC-3 Supporting Schedule):**
 - Total Personal and Real Property Tax Requirements (1) agrees to amount on bottom of Page 2, Total Property Tax Requirement.
 - Other Restricted Funds agree to amounts in Column 3, Page 2.
 - Capital Improvement Lid Exceptions Line (4) agrees to last year's budget Page 8, Line (17).
 - Line (6) agrees to Line (18).
 - Line (5) cannot be greater than Page 4, Column B, Line (22).
 - Line (5) cannot be greater than Page 3, Column B, Line (22).
 - Line (17) must be greater than or equal to Line (18).
6. **Pages 9 & 10 (LC-3 Computation Form):**
 - Line (1) agrees to last year's budget Page 10, Line (8).
 - Line (10) is greater than or equal to zero.
7. **Page 11 (Levy Limit Form):**
 - Total Personal and Real Property Tax Request agrees to amount on bottom of Page 2, Total Property Tax Requirement.
 - Valuation (Column G, Line 1) agrees to Total Certified Valuation on Cover Page (Page 1).
8. **Attachments:**
 - Certification of Valuation(s). (From County Assessor)
 - Board minutes approving Budget.
 - Publisher's Affidavit of Publication for the Notice of Budget Hearing.

City/Village Budget Form

Checklist of Items to be Completed and Submitted

- Board minutes showing at least 75% Board approval for additional 1% increase in the Restricted Funds Subject to Limitation. *(If Applicable)*
- Special election Sample Ballot and Election Results or townhall meeting Record of Action. *(If Applicable)*
- Resolution authorizing bonds for Public Facilities Construction Projects. *(If Applicable)*
- Report of Interlocal Agreements. Due on or before December 31st.