

INSTRUCTIONS

BEFORE USING THE ENCLOSED SCHEDULES, PLEASE COMPLETE THE FOLLOWING:

Completing the steps below will populate the heading for each of the attached schedules.

1. Enter the City/Town Name:
2. Select the Budget Year

CITY/TOWN OF Holbrook
2017

Protection/Unprotection of File:

Each spreadsheet within the file has been protected to prevent accidental deletion of formulas. When the sheet is protected you can move from one cell to the next using the Tab key. A password was not assigned, so the sheets may be unprotected to make minor formatting changes such as row height, column width, and font size. To unprotect an individual spreadsheet, select Protect/Unprotect Sheet from the menu.

You may need to add lines to Schedules C through G to accommodate all funds or departments involved. Remember to check all formulas in the subtotals and totals to ensure that the additional lines are included, and make changes accordingly. Once changes have been made, the sheet should be re-protected by reversing the above process. Re-protecting the sheets will help ensure that formulas are not accidentally altered or deleted.

Printing Tips:

Schedule A can be printed on one page in landscape format with the "fit to 1 page wide by 1 page tall" option (Page Setup) selected. Schedules B through F can be printed in portrait format. Schedule G can be printed in landscape format. Schedules with multiple pages are formatted to print with the column headings on each page.

OFFICIAL BUDGET FORMS

CITY/TOWN OF Holbrook

Fiscal Year 2017

CITY/TOWN OF Holbrook

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Fiscal Year 2017

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CITY/TOWN OF Holbrook

Resolution for the Adoption of the Budget

Fiscal Year 2017

WHEREAS, in accordance with the provisions of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes (A.R.S.), the City/Town Council did, on _____, _____, make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year, also an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property of the City/Town of _____, and

WHEREAS, in accordance with said chapter of said title, and following due public notice, the Council met on _____, _____, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies, and

WHEREAS, it appears that publication has been duly made as required by law, of said estimates together with a notice that the City/Town Council would meet on _____, _____, at the office of the Council for the purpose of hearing taxpayers and making tax levies as set forth in said estimates, and

WHEREAS, it appears that the sums to be raised by taxation, as specified therein, do not in the aggregate exceed that amount as computed in A.R.S. §42-17051(A), therefore be it

RESOLVED, that the said estimates of revenues and expenditures/expenses shown on the accompanying schedules, as now increased, reduced, or changed, are hereby adopted as the budget of the City/Town of _____ for the fiscal year _____.

Passed by the _____ City/Town Council, this _____ day of _____.

APPROVED:

Mayor

ATTEST:

Clerk

CITY/TOWN OF Holbrook
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2017

Fiscal Year	S c h	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2016	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	5,572,144	2,824,986	0	0	0	1,673,472	0	10,070,602
2016	Actual Expenditures/Expenses**	E	4,188,819	0	0	0	0	0	0	4,188,819
2017	Fund Balance/Net Position at July 1***									0
2017	Primary Property Tax Levy	B	0							0
2017	Secondary Property Tax Levy	B								0
2017	Estimated Revenues Other than Property Taxes	C	5,877,956	2,582,487	0	0	0	1,855,000	0	10,315,443
2017	Other Financing Sources	D	0	0	0	0	0	0	0	0
2017	Other Financing (Uses)	D	0	0	0	0	0	0	0	0
2017	Interfund Transfers In	D	0	62,500	0	0	0	406,049	0	468,549
2017	Interfund Transfers (Out)	D	468,549	0	0	0	0	0	0	468,549
2017	Reduction for Amounts Not Available:									
	LESS: Amounts for Future Debt Retirement:									0
										0
										0
										0
2017	Total Financial Resources Available		5,409,407	2,644,987	0	0	0	2,261,049	0	10,315,443
2017	Budgeted Expenditures/Expenses	E	5,409,406	2,644,987	0	0	0	2,261,050	0	10,315,443

EXPENDITURE LIMITATION COMPARISON

1. Budgeted expenditures/expenses
2. Add/subtract: estimated net reconciling items
3. Budgeted expenditures/expenses adjusted for reconciling items
4. Less: estimated exclusions
5. Amount subject to the expenditure limitation
6. EEC expenditure limitation

	2016	2017
1.	\$ 10,070,602	\$ 10,315,443
2.		
3.	10,070,602	10,315,443
4.		
5.	\$ 10,070,602	\$ 10,315,443
6.	\$	\$

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

CITY/TOWN OF Holbrook
Tax Levy and Tax Rate Information
Fiscal Year 2017

	2016	2017
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 72,368	\$
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$	
3. Property tax levy amounts		
A. Primary property taxes	\$	\$
B. Secondary property taxes	\$	\$
C. Total property tax levy amounts	\$	\$
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$	
(2) Prior years' levies	\$	
(3) Total primary property taxes	\$	
B. Secondary property taxes		
(1) Current year's levy	\$	
(2) Prior years' levies	\$	
(3) Total secondary property taxes	\$	
C. Total property taxes collected	\$	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	_____	_____
(2) Secondary property tax rate	_____	_____
(3) Total city/town tax rate	_____	_____
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating _____ special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

CITY/TOWN OF Holbrook
Revenues Other Than Property Taxes
Fiscal Year 2017

SOURCE OF REVENUES	ESTIMATED REVENUES 2016	ACTUAL REVENUES* 2016	ESTIMATED REVENUES 2017
GENERAL FUND			
Local taxes			
City Sales Tax	\$ 3,530,095	\$ 2,647,571	\$ 3,350,000
Lodgers Tax	140,528	117,106	166,200
State Sales Tax	475,396	356,547	472,719
Urban Revenue Sharing	675,978	506,984	614,413
VLT	298,845	224,134	291,402
Licenses and permits			
Franchise Fees	121,418	101,181	120,000
Permits	6,864	5,720	8,000
Intergovernmental			
Flood Control	50,000	50,034	50,000
Charges for services			
Golf Course	25,657	21,381	25,000
Cemetery	46,698	38,915	25,000
Fitness Center	25,027	20,856	25,000
Recreation	11,349	9,458	12,000
Airport Revenues	89,695	74,746	90,000
Police	6,761	5,634	5,000
Dog Pound	14,026	11,689	14,000
Events	6,150	5,125	6,000
Fines and forfeits			
Court Fees	49,787	41,490	50,000
Library	2,311	1,926	2,500
Interest on investments			
Interest Earnings	6,787	5,656	8,000
In-lieu property taxes			
Contributions			
Voluntary contributions			
Miscellaneous			
Auctions	53,559	53,559	4,000
Employee Related	17,761	14,800	23,722
Miscellaneous	17,124	14,270	15,000
Contingencies			500,000
Total General Fund	\$ 5,671,816	\$ 4,328,782	\$ 5,877,956

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY/TOWN OF Holbrook
Revenues Other Than Property Taxes
Fiscal Year 2017

SOURCE OF REVENUES	ESTIMATED REVENUES 2016	ACTUAL REVENUES* 2016	ESTIMATED REVENUES 2017
SPECIAL REVENUE FUNDS			
Impound	\$ 9,690	\$ 8,075	\$ 23,000
	\$ 9,690	\$ 8,075	\$ 23,000
HURF	\$ 658,827	\$ 549,022	\$ 681,242
Miscellaneous HURF			3,500
	\$ 658,827	\$ 549,022	\$ 684,742
Grant	\$ 162,596	\$ 135,496	\$ 1,829,745
	\$ 162,596	\$ 135,496	\$ 1,829,745
JCEF	\$ 2,093	\$ 1,744	\$ 30,500
	\$ 2,093	\$ 1,744	\$ 30,500
STATE Fill the Gap	\$ 1,668	\$ 1,390	\$ 14,500
	\$ 1,668	\$ 1,390	\$ 14,500
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Special Revenue Funds	\$ 834,874	\$ 695,727	\$ 2,582,487

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY/TOWN OF Holbrook
Revenues Other Than Property Taxes
Fiscal Year 2017

SOURCE OF REVENUES	ESTIMATED REVENUES 2016	ACTUAL REVENUES* 2016	ESTIMATED REVENUES 2017
PERMANENT FUNDS			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Permanent Funds	\$	\$	\$
ENTERPRISE FUNDS			
Water Fee	\$ 570,497	\$ 475,414	\$ 600,000
Sewer Revenues	512,639	427,199	550,000
Sanitation Revenues	537,576	447,980	570,000
Miscellaneous	34,432	28,693	35,000
Contingency			100,000
	\$ 1,655,144	\$ 1,379,286	\$ 1,855,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Enterprise Funds	\$ 1,655,144	\$ 1,379,286	\$ 1,855,000

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**CITY/TOWN OF Holbrook
Revenues Other Than Property Taxes
Fiscal Year 2017**

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2016</u>	<u>ACTUAL REVENUES* 2016</u>	<u>ESTIMATED REVENUES 2017</u>
INTERNAL SERVICE FUNDS			
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	\$ <u>8,161,834</u>	\$ <u>6,403,795</u>	\$ <u>10,315,443</u>

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY/TOWN OF Holbrook
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2017

FUND	OTHER FINANCING 2017		INTERFUND TRANSFERS 2017	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
To Water	\$	\$	\$	\$ 406,049
To Grants				62,500
Total General Fund	\$	\$	\$	\$ 468,549
SPECIAL REVENUE FUNDS				
Grants	\$	\$	\$ 62,500	\$
Total Special Revenue Funds	\$	\$	\$ 62,500	\$
DEBT SERVICE FUNDS	\$	\$	\$	\$
Total Debt Service Funds	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS	\$	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Water From General Fund	\$	\$	\$ 406,049	\$
Total Enterprise Funds	\$	\$	\$ 406,049	\$
INTERNAL SERVICE FUNDS	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 468,549	\$ 468,549

CITY/TOWN OF Holbrook
Expenditures/Expenses by Fund
Fiscal Year 2017

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2016	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2016	ACTUAL EXPENDITURES/ EXPENSES* 2016	BUDGETED EXPENDITURES/ EXPENSES 2017
GENERAL FUND				
City Council	\$ 65,410	\$	\$ 46,096	\$ 73,410
Administration	1,169,957		636,093	1,191,185
Safety	78,607		56,669	76,011
Lodgers	177,000		147,030	172,200
Library	249,814		180,064	250,827
Parks and Recreation	569,422		477,264	508,420
Golf Course	282,307		224,528	218,506
Animal Control	86,390		65,496	90,895
Police	2,174,900		1,751,943	2,146,184
Fire	166,260		136,525	170,760
Facilities	95,446		72,758	92,851
Fleet	150,583		111,730	150,107
Airport	87,000		108,776	120,500
Magistrate	63,677		58,885	63,676
Senior Center	80,371		66,459	83,874
Capital	75,000		48,503	
Debt Service				
Total General Fund	\$ 5,572,144	\$	\$ 4,188,819	\$ 5,409,406
SPECIAL REVENUE FUNDS				
JCEF	\$ 28,000	\$	\$	30,500
State Fill The GAP	13,000			14,500
Grants	1,953,338			1,892,245
Impound	16,000			23,000
HURF	814,648			684,742
Total Special Revenue Funds	\$ 2,824,986	\$	\$	\$ 2,644,987
DEBT SERVICE FUNDS				
	\$	\$	\$	\$
Total Debt Service Funds	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS				
	\$	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Water	\$ 1,053,215	\$	\$	\$ 1,671,440
Sanitation	620,257			589,610
Total Enterprise Funds	\$ 1,673,472	\$	\$	\$ 2,261,050
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 10,070,602	\$	\$ 4,188,819	\$ 10,315,443

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

**CITY/TOWN OF Holbrook
Expenditures/Expenses by Department
Fiscal Year 2017**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2016	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2016	ACTUAL EXPENDITURES/ EXPENSES* 2016	BUDGETED EXPENDITURES/ EXPENSES 2017
City Clerk:				
General Fund	\$	\$	\$	\$
List other funds				
Department Total	\$	\$	\$	\$
List Department:				
General Fund	\$	\$	\$	\$
List other funds				
Department Total	\$	\$	\$	\$
List Department:				
General Fund	\$	\$	\$	\$
List other funds				
Department Total	\$	\$	\$	\$

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

CITY/TOWN OF Holbrook
Full-Time Employees and Personnel Compensation
Fiscal Year 2017

FUND	Full-Time Equivalent (FTE) 2017	Employee Salaries and Hourly Costs 2017	Retirement Costs 2017	Healthcare Costs 2017	Other Benefit Costs 2017	Total Estimated Personnel Compensation 2017
GENERAL FUND	14	\$ 1,804,318	\$ 601,327	\$ 452,579	\$ 138,030	\$ 2,996,255
SPECIAL REVENUE FUNDS						
HURF	5	\$ 162,669	\$ 18,674	\$ 69,836	\$ 12,444	\$ 263,623
Grants	1	42,000	29,198	41,538	3,213	115,949
Total Special Revenue Funds	6	\$ 204,669	\$ 47,873	\$ 111,373	\$ 15,657	\$ 379,572
DEBT SERVICE FUNDS						
		\$	\$	\$	\$	\$
Total Debt Service Funds		\$	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS						
		\$	\$	\$	\$	\$
Total Capital Projects Funds		\$	\$	\$	\$	\$
PERMANENT FUNDS						
		\$	\$	\$	\$	\$
Total Permanent Funds		\$	\$	\$	\$	\$
ENTERPRISE FUNDS						
Water and Waste Water	8	\$ 347,069	\$ 39,844	\$ 106,928	\$ 26,550	\$ 520,390
Sanitation	4	143,563	16,481	45,793	10,983	216,820
Total Enterprise Funds	12	\$ 490,632	\$ 56,325	\$ 152,721	\$ 37,533	\$ 737,210
INTERNAL SERVICE FUND						
		\$	\$	\$	\$	\$
Total Internal Service Fund		\$	\$	\$	\$	\$
TOTAL ALL FUNDS	32	\$ 2,499,618	\$ 705,525	\$ 716,673	\$ 191,220	\$ 4,113,037