ESTABLISHING A BUDGET – MINIMUM BASIC STEPS:

Take property tax form and fill it out backwards – this will let you know how much money you have to work with to stay within tax cap > December year end, is now 1.66%
May be lower after December

Next, budget appropriation/expense side – start with known costs
List of all current employees and their rates
40 hours per week = 2080 hours/year
35 hours per week = 1820 hours/year
Overtime last full year by employee (use history unless you have made substantial changes which may impact)
Retro Pay in Contract Negotiation
Fringe benefit costs by employee – employer share only
Social Security/Medicare = .0765% (.062 + .0145)
Health Insurance – 100% less employee share?
Worker’s Comp
Disability Insurance – part timers may be under annual flat amount (ex. .004% of total wages only)
Unemployment
Plan for retirees and new hires in same year – don’t forget seasonal employees (Parks)
List of all retired employees or dependents who you pay health insurance for
Plan for transitions in staffing
Must run through payroll any employee payments for: Longevity, Clothing, Health Insurance Buyout, Residency Pay, Pre Shift, Shift Differential, Vacation or any benefit cash out allowed, any other special pay, etc.
Debt schedule – BANS, BONDS, Capital Leases
Keep DEBT consistent year to year if possible. Once something is paid off, new debt around same amount to keep equipment at optimal level
In budget, DON’T budget for grants, capital projects, one time items – do budget modification for these after budget is adopted
Never budget or appropriate funds for a grant/capital project without formal contract in hand

REVENUE:
Evaluate all last year revenue entries – did you hit the mark? Has the economy or other government decisions changed that effect you (sales tax, mortgage tax, etc.)
Don’t budget one time revenues – budget modification for them after budget adopted

SAVE MONEY BY:
Pre-paying NYS retirement bill in December each year
Hire back retirees part time to fill staffing gaps
5 year BAN over cash payout for purchase of big equipment>trucks, loaders, sweepers
Replace equipment every 5 years and sell at salvage – save costs on maintenance, down time, overtime in shop
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| **TOTAL FED** | 12441 | $150.75 | 49.38 | $1,593.05 | $220.00 | $220.00 | $49.00 | $274,333.40 | $23,172.64 | $40,071.54 | $272.33 | $33,139.05 | $87,191.03 | $16,453.99 | $498,843.94 | $319.27 | 7.61% | $245,033.58 |
| **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** | **INFO** |
| **13** | IF INFO HOURS # (NUMBER) OR SS$ (DOLLARS) - JUST ENTER IN FIELD | **14** | IF CALC - DO NOT ENTER IN FIELD, CALCULATIONS PROVIDED BELOW | (Note on calculations - start the formulas without the percent) | **15** | **CALC1** | **CALC2** | **CALC3** | **CALC4** | **CALC5** | **CALC6** | **CALC7** | **CALC8** | **CALC9** | **CALC10** | **CALC11** | **CALC12** | **CALC13** | **CALC14** | **CALC15** | **CALC16** | **CALC17** | **CALC18** | **CALC19** | **CALC20** | **CALC21** | **CALC22** | **CALC23** |
| **10** | $20,000.00 | $40,000.00 | $45,000.00 | $50,000.00 | $55,000.00 | $60,000.00 | $65,000.00 | $70,000.00 | $75,000.00 | $80,000.00 | $85,000.00 | $90,000.00 | $95,000.00 | $100,000.00 | $105,000.00 | $110,000.00 | $115,000.00 | $120,000.00 | $125,000.00 | $130,000.00 | $135,000.00 | $140,000.00 | $145,000.00 | $150,000.00 | $155,000.00 | $160,000.00 | $165,000.00 |