

## ***BASIS OF ACCOUNTING***

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate account entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate.

### **Governmental Funds**

In Governmental Funds (General Fund, Special Revenue, Debt Service and Capital Projects Funds), the modified accrual basis of accounting is used. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred revenues. They are recognized as revenues in the succeeding year when services financed by the levy are being provided. In addition to property taxes for the City, taxes are collected for and remitted to the state and county governments as well as the local school districts and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as deferred revenues and due to other taxing units. Taxes are levied in December on the assessed value of the prior January 1.

Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the City is entitled to the aids.

Special assessments are recorded as revenues when they become measurable and available as current assets. Annual installments due in future years are reflected as receivables and deferred revenues.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, and interest.

Other general revenues such as fines and forfeitures, inspection fees, recreation fees, and miscellaneous revenues are recognized when received in cash or when measurable and available.

Deferred revenues arise when a potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred revenues also arise when resources are received before the City has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the City has a legal

claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

All adopted budgets for the governmental funds are prepared in accordance with the modified accrual bases of accounting.

### Proprietary Funds

In Proprietary Funds (Enterprise Funds and Internal Service Funds), the accrual basis of accounting is used. Revenues are recognized in the accounting period in which they are earned. Expenses are recognized in the accounting period in which they are incurred. Unbilled receivables are recorded when services are provided.

The proprietary funds have elected to follow Financial Accounting Standards Board pronouncements issued before November 30, 1989, and all pronouncements of the Governmental Accounting Standards Board.

All adopted budgets for proprietary funds are prepared in accordance with the accrual basis of accounting, except for the treatment of depreciation and capital outlays. For budget purposes, capital outlays are included as expenditures whereas for accounting purposes, depreciation is included as an expense.

### Fiduciary Funds

In Fiduciary Funds (Agency Funds), the modified accrual basis of accounting is used. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operation. These funds are not part of budget appropriations.

The following fund types and account groups are used by the City.

**General Fund** – This fund accounts for all transactions of the City that pertain to the general administration of the City and the services traditionally provided to its citizens. This includes finance and administration, city council, city manager, city attorney, economic development, community development, police and fire protection, and public works; which include streets, parks and grounds.

**Special Revenue Funds** – These funds account for revenues derived from specific sources which are usually required by law or regulation to be accounted for as separate funds. For the City of Beloit these funds include TID #5, TID #6, TID #8, TID #9, TID #10, TID #11, TID #12, TID #13, TID #14, Library Fund, Park Impact Fees, Police Department Grants Fund, SAFER Fire Grant fund, MPO – Engineering Fund, Solid Waste Fund, HOME program Fund, and Community Development Block Grants Fund.

**Debt Service Fund** – This fund accounts for the accumulation of revenues for and payment of principal, interest and related costs on general obligation long-term debt.

**Capital Projects Funds** – These funds are utilized to account for financial resources to be used for the acquisition or construction of capital facilities or other major fixed assets. For the City of Beloit these funds include the Equipment & Computer Replacement Fund, CIP Engineering Fund and Capital Improvements Fund.

**Enterprise Funds** – These funds are utilized to account for operations and activities that are financed and operated in a manner similar to a private business enterprise, and where the cost of providing goods and services to the general public on a continuing basis is expected to be recovered primarily through user charges. The City has also established Enterprise Funds when it was advantageous to segregate revenues earned and expenses incurred for an operation for purposes of capital maintenance, public policy, management control or accountability. For the City of Beloit these funds include the Golf Course Fund, Cemetery Fund, Water Pollution Control Facility Fund, Water Utility Fund, Storm Water Utility Fund, Ambulance Fund and Mass Transit Fund.

**Internal Service Funds** – These funds are established to finance and account for services and/or commodities furnished by one department or agency to other departments or agencies of the City on a cost-reimbursement basis. For the City of Beloit these funds include the Equipment Operation and Maintenance Fund, Liability Insurance Fund and Health Insurance Fund.

**Agency Funds** – These funds are used to account for assets held by the City in a trustee or custodial capacity for other entities such as individuals, private organizations, or governmental units. For the City of Beloit these funds include the Tax Collections Fund.

The Capital Projects section of this document includes descriptive information on each project with estimated costs and financing sources. Also included is the summary of the City's five-year Capital Improvement Program, which is detailed, in a separate document.

CITY OF BELOIT

ADMINISTRATIVE POLICY STATEMENT

GENERAL SUBJECT: Appropriate Uses of General Fund Balance

SPECIFIC SUBJECT: Appropriate Levels and Uses General Fund Unrestricted Fund Balance

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PURPOSE

The purpose of this policy is to identify appropriate levels and uses of Unrestricted Cash and Investments from General Fund Unrestricted Fund Balance. By doing so, the City of Beloit intends to stabilize long-term property tax rates, reduce other governmental tax subsidies, and provide guidance on appropriate uses of General Fund Unrestricted Fund Balance.

STATEMENT OF POLICY

It is essential that the City of Beloit maintain adequate levels of fund balance to provide working capital, mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning. The purpose therefore is to establish a consistent method for applying cash balances resulting from General Fund Unrestricted Fund Balance above Debt Policy maximums (15% of Operating Revenues), or restoration of balances in the event that the City falls below minimal levels. This policy augments § 65.90 (5) (a) of the Wisconsin State Statutes.

Section 1. general guidelines and definitions

- A. Operating Revenues Defined: as identified in the Debt Policy include General Fund revenues, Debt Service Fund revenues, Special Revenue Fund revenues, and levies for Enterprise Funds.
- B. Fund Balance Definitions: Effective with the fiscal year beginning January 1, 2010, the City must implement the requirements of Governmental Accounting Standards Board Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* which requires fund balance to be identified, for financial reporting purposes, as nonspendable, restricted, committed, assigned, or unassigned. Nonspendable fund balance includes assets that are not spendable such as capital assets and nonliquid assets like inventories and prepaid items. Restricted fund balance would include those resources that are externally restricted usually by creditors, contributors, and other levels of government such as grant programs. Committed fund balance is limited in use by formal legal constraints that the government itself has imposed on how funds will be spent. Assigned fund balance reflects a government's intended use or earmarking of resources. Unassigned fund balance is a government's net resources that have not been restricted, committed, or assigned to specific purposes within the City's general fund and is available to be used for any purpose. Unrestricted fund balance includes

committed, assigned and unassigned fund balances. The Debt Policy establishes a minimum of between “10 to 15% of operating revenues at all times.” Unrestricted Fund balance is the remaining current assets the City of Beloit has available to run day to day operations, and has in case of an emergency revenue shortfall or program expense overrun. When referring to Unrestricted Policy minimums, this policy compares current year budget to the last year’s audited Financial Statements.

- C. General Fund Balance Overview The City of Beloit currently receives 60% of its General Fund revenues in a State Shared Revenue payment in November. The City operates in a negative cash collection position in all but 3 months of the year. The variance between peak to trough collections are a high of about \$13 million to a net cash outgo of about \$8 million.

## SECTION 2. UNRESTRICTED FUND BALANCE (USES OF UNRESTRICTED CASH AND INVESTMENTS TAX)

- A. Provide Adequate Liquidity to Avoid Short-Term Borrowing. Because payables such as salaries and wages often precede receipt of revenues such as State Shared Revenue, the City must keep adequate cash to pay vendors and employees without increasing the cost of operations through short-term borrowing.
1. Measurements Industry standards, revenue concentration, and cash flow requirements should be used as general guidelines for determining adequate Unrestricted Fund Balance levels. In general, industry standards call for a minimum of two months of regular General Fund operating revenues or two months of regular operating expenditures, whichever are most predictable, as an adequate minimum for unrestricted fund balance. The City of Beloit has not had substantially unpredictable cash collections. About 90% of the City’s cash collections come from a combination of property tax and intergovernmental revenues. Revenue concentration is very strong; currently about 50% of the General Fund’s revenues are collected in November. This concentration makes the receivable cycle highly erratic with cash collections varying by about 300% and cash disbursements varying by about 250% on a month to month basis. These variances in cash flow necessitate a higher level of liquidity to avoid short-term borrowing. Due to the nature of the City of Beloit’s cash flow, 15% of operating revenues or 3 months General Fund Budgeted expenditures, whichever is higher, should be considered the minimum General Fund Unrestricted Fund Balance necessary.
  2. Methods Any draws on Unrestricted Fund Balance below the lower limits of 15% of operating revenue or 3 months of General Fund operating expenditures should not be allowed. Balances available, in excess of General Fund 3 months operating expenses, should be applied in the manners indicated below. The application of Unrestricted Fund Balance in the current year requires pursuant to § 95.90 (5)(a).

- B. Goal to Minimize Service Interruptions (Current Budget Year Stop Gap) Amounts in excess of the above mentioned policy limits are available to provide for future rate stabilization in the form of investments in future property tax base growth, or mitigating the actual loss of revenues without substantial reductions in services to the citizens, or for emergency expenses to cover one time increases in service costs.
1. Measurements Property tax growth in the form of either increases in average assessed value of taxable property or new growth in taxable property has lagged the State average. In addition, the City must maintain a competitive tax rate and a desirable level of services in order to insure businesses and residents are attracted to remain and grow here. Service levels must be similar to other local communities and comparable to other communities the size of Beloit.
  2. Methods Amounts above the mentioned limits should be available if unexpected shortfalls in revenue or emergency expenditures are incurred during the current budget year. If, however, these unexpected events were to continue and would result in a projected tax rate increase of over 10%, the City should begin to implement service reductions in the current year's budget as well as applying available Fund Balance. The Council must vote to adopt both the use of Unrestricted Fund Balance and the service reductions.
- C. Goal to Stabilize Tax Rates (Future Years) Amounts above mentioned policy limits are available to provide for rate stabilization in the form of investments in future property tax base growth or mitigating the potential loss of revenues without substantial reductions in services to the citizens.
1. Measurements Beloit is dependent on State Shared Revenues for about 60% of its General Fund budget. With the State's philosophy about support of local government services changing, the City must prepare for the future risk associated with reductions in this revenue source. In addition, property tax growth in the form of either increases in average assessed value of taxable property or new growth in taxable property has lagged the State average. Finally, the City must maintain a competitive tax rate and a desirable level of services in order to insure businesses and residents are attracted to remain and grow here.
  2. Methods Amounts above the mentioned limits should be considered available if future shortfalls in revenue or significant increases in expenditures would result in a projected tax rate increase in excess of 10%. If it is known that revenues will be diminishing or that expenses will be increasing at a significant rate over several years, the available balance should be used to level the impact of the loss of revenue or increase in expenses in conjunction with a reduction in services provided. In this event, the draw must be promulgated over a multi-year plan using long-term forecasting and the Council must vote on the application of Unrestricted Fund Balance in conjunction with the service reductions

covered in the multi-year plan at the same time it adopts the annual budget.

- D. Action Necessary When Fund Balance Falls below Minimum  
In the event that General Fund Unrestricted fund balance should fall below the policy minimums, the City will levy sufficient taxes to replenish the fund.
  
- E. Recognition of Interdependency of all Fund Types Administered by the City of Beloit  
In addition to the General Fund, the City manages the financial activities of several enterprise funds, a library, health benefit internal service, Tax Incremental Districts, and health and public safety special revenue fund operations. The City recognizes that on occasion, these operations will augment or drain financial resources of the General Fund. This policy does not segment the financial resources of the City into separate financial operations and the interdependency remains necessary for prudent and efficient fiscal management. In addition, the City may deem it prudent to apply resources from several funds in order to achieve the goals and objectives stated in this policy.

CITY OF BELOIT

ADMINISTRATIVE POLICY STATEMENT

GENERAL SUBJECT: Enterprise Fund Balance Use

SPECIFIC SUBJECT: Unrestricted Cash and Investments

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PURPOSE

To establish a consistent method for applying cash balances resulting from Unrestricted Cash and Investments for Proprietary Funds.

STATEMENT OF POLICY

The purpose of this policy is to identify appropriate levels of Unrestricted Cash and Investments for Proprietary Funds. By doing so, the City of Beloit intends to stabilize long-term rates, reduce tax subsidies, and provide guidance on appropriate uses of Unrestricted Cash and Investments.

section 1. general guidelines

- A. Tax Subsidized Enterprise Funds The City has several enterprise funds that are subsidized by tax levy. Although all efforts have been made to stabilize the reliance on tax levy, significant shifts in levy can occur from year to year. Therefore, the budgetary levy is granted to an enterprise fund in entirety during the year. Gains or losses resulting from operations during the year are reflected in that enterprise fund. From time to time, profits can result even though a tax subsidy is part of the revenue stream. When this results, the resulting unrestricted net assets are used to stabilize future levy requirements.
- B. Self supporting Enterprise Funds The City is moving toward a position of having all enterprise funds become self supporting. However, significant cash balances can result due to the intensive capital nature of enterprise funds. Therefore, the City needs to determine adequate levels of Unrestricted Cash and Investments. The City should not use Unrestricted Cash and Investment balances for the provision of general governmental services. This does not prohibit the reimbursement of contributed capital or a payment in lieu of taxes.

SECTION 2. USES OF UNRESTRICTED CASH AND INVESTMENTS TAX  
SUPPORTED ENTERPRISE FUNDS

- A. Goal to Eliminate Levy Support When fees are not charged for certain services the City provides, excess demand for these services can arise. A primary use of fees for service is to regulate the demand for the service and avoid frivolous use. Many enterprise fund operations were supported in part



or in entirety by taxes in the past. Knowing that the City cannot replace taxes with fees in a short period of time, the goal is to gradually reduce tax subsidies to zero.

- B. Method The City will set user rates to gradually cover the entire cost of the service within 10 years. In those years when total fund revenues exceed total fund expenses, the resulting Unrestricted Cash and Investments shall be used to stabilize and reduce the tax subsidy.

### SECTION 3. USES OF UNRESTRICTED CASH AND INVESTMENTS SELF-SUPPORTING ENTERPRISE FUNDS

- A. Goal to Stabilize Rates for Services From time to time, rates will have to be raised in enterprise funds. However, rates should be used to cover the cost of operations only. Rates are stabilized through the prudent application of depreciation expense among other tools.
- B. Measurements Industry standards, bond covenants, revenue concentration, and cash flow requirements should be used as general guidelines for determining adequate Unrestricted Cash and Investment reserves. Acquisition of capital equipment should be considered as a current expense and rates should include the accumulation of funds to replace equipment. Plant and land are considered under the matching principle and should be borrowed for to assure that the customers, who use the plant, pay for its construction.
- C. Methods In general, depreciation of capital equipment with a useful life of less than 10 years should be covered by existing fees and not borrowed for. Plant and equipment with useful lives of 20 years or greater and costs greater than \$1,000,000 should be borrowed for and whenever possible revenue bonds should be used. This practice should be consistent with the Debt Policy at all times, including refinancing or retirement of existing debt. Repair, improvement, and routine replacement of existing plant and equipment should be included in the existing rate structure.

## DEBT SERVICE POLICY

The Debt Service Funds account for the payment of principal and interest on general obligation bonds that are backed by the full faith and credit of the City of Beloit. It has been the practice of the City to fund tax increment financing projects through the issuance of general obligation bonds and to abate property taxes with incremental tax revenues. Additionally, the City has issued General Obligation Debt that has financed improvements that are to be repaid from Special Revenue and Enterprise Funds. Therefore, Debt Service Fund revenues reflect not only the receipt of property taxes, but also include transfers from the special revenue and enterprise funds.

**The City currently has a Five-Year Financial Management Plan. Within the plan is a governing policy for long-term debt. The policy states:**

### *BOND RATING*

The City should strive to improve its credit rating from the current A+ level to at least an A2 rating within the next three-year period.

### *USE OF DEBT*

Use of the City's borrowing authority should be balanced between ongoing infrastructure maintenance and replacement and expenditures that would provide for tax base expansion and economic/housing development.

Debt should not be used for items of a recurring nature. Equipment should continue to be funded from cash and cash reserves allocated for it. Debt may be used for larger fire apparatus if so desired.

Debt should be structured to reflect the useful life of items being financed. Balloon payments are to be generally avoided.

Utility projects should be funded by Revenue Debt vs. General Obligation Debt thereby assuring that the items being financed will be paid for by users and that the General Obligation debt capacity will be preserved.

### *DEBT LOAD LIMITATIONS*

Total use of General Obligation Debt shall generally be limited to not more than 3.0 to 3.5% of total Equalized Valuation.

General Obligation Debt (total principal outstanding) per capita shall generally not exceed \$950 to \$1,050 in any year.

The Equalized Tax Rate for debt shall generally not exceed \$3.80 to \$4.25/\$1,000 of equalized valuation in any year.

Prior to any borrowing, the projected impact of the borrowing on the current and future years' equalized tax rate must be identified and approved. The calculation shall be done

for both the proposed issue on a “stand alone basis” and the proposed issue when combined with the levy for outstanding debt payments annually.

The ratio of total annual debt payments to the annual operating budget shall generally not exceed 15 to 20% in any year. Net debt Levy shall generally not exceed 10 to 15% of the annual operating budget.

#### *FUND BALANCE*

The City shall seek to achieve and maintain a general fund undesignated and unreserved fund balance of between 10 to 15% of operating revenues at all times.

Any balance in the Debt Service Fund shall be carried into the General Fund Balance only after all of the payments of municipal obligations for which the funds were appropriated into the debt service fund have been fully paid and canceled, consistent with the provisions of Sec. 67.11(5) Wis. Stats.

#### *NON-LEVY REVENUES AVAILABLE FOR DEBT*

The City will seek to match non-levy revenues to debt payments where available to minimize or avoid any need for General Tax Levy subsidy of enterprise or special revenue fund activities. Where such revenues are not available, prior to borrowing funds for such purposes, the City will identify the impact to the General Tax Levy and approve such subsidy as a matter of policy.

#### *ADVANCE REFUNDING*

Advance refunding should only be considered when the net present value of the savings is at least 2.5% of the principal being refunded. Exceptions to this savings standard may be considered if advance refunding of an issue, which funded a Tax Increment District, is required to better match available TID Fund cash flows to avoid or reduce a subsidy by the General Fund.

Along with this policy, the City has a statutory General Obligation debt limit of 5% of the equalized valuation.

**CITY OF BELOIT**

**PROCEDURES FOR  
SUPPLEMENTAL APPROPRIATIONS  
AND APPROPRIATION TRANSFERS**

An appropriation is defined as a legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes, usually limited in amount and timeframe. (GAAFR, 1994) It is the intent of this procedure document to set guidelines in the creation of supplemental appropriations within the fiscal year for purposes and amounts provided for by the adopted budget or subsequent Council action. These guidelines are separate and distinct, intended for use during budget management.

The process for obtaining a supplemental appropriation, or budget increase, or a budget transfer is presented here under three levels of authorization: Council, City Manager, Administrative Service Director/Director of Finance, and Director of Accounting/Purchasing.

**SUPPLEMENTAL APPROPRIATIONS**

**SECTION I  
COUNCIL APPROVAL**

These supplemental appropriations are governed by statutory provisions and by ordinances adopted by Council. The City Council has established the level of control over the budget as being at the Department level with some significant functions also being included. The current authorizing resolution gives us this information (See sample attached, Appendix A). The Council must approve, in subsequent resolutions, any changes at this level of control.

- I.1 Contingency Fund Used for unbudgeted, unanticipated activity when no other funding sources are available.
- I.2 Carryover of Funds At the beginning of the new budget year, departments review the General Fund prior year budget balances to determine what funds will be needed to complete a committed prior year, budgeted expenditure.
- I.3 Transfers between Departments As defined in the authorizing resolution.
- I.4 Transfers between Funds Transfers that have an impact on the General Fund.
- I.5 Use of Fund Balance Requests to use prior year Fund Balance from the General Fund.
- I.6 Unanticipated excess Revenues Causes an increase in the overall General Fund budget. Use only when acceptance of the revenue is contingent on the expenditure being necessary.

I.7 New Source of Special Funds

Grants Unanticipated sources of special fund revenues that were not incorporated in the annual budget process must obtain Council approval via the Grant Submission, Notification and Evaluation Procedure.

Donations Should be a budgeted revenue item within a Special Revenue Fund during the annual budget process. Unanticipated sources of special fund donations that were not incorporated in the annual budget process must obtain Council approval. A budget for expenditures is available only when donation revenues are actually received. At year end, Accounting will review and reserve excess revenue balances which will be available for future years.

- I.8 Capital Improvement Projects The appropriated budget for capital projects is approved by Council and is separate from the operating budget process. The significant level of control is the "Program", as defined in the Capital Improvement Budget (CIB). Any changes in funding source, new projects, transfers between programs, or increases in the program's revenue budget must have Council approval.

**Procedure to Obtain Council Approval**

- A. The Department Head is required to submit a Supplemental Appropriation Request Form (Appendix B) to the Administrative Services Director.
- B. The Administrative Services Director will generate a resolution and recommend to the City Manager whether or not to present to Council.
- C. Upon approval by the City Council, the City Clerk will forward a signed copy to Accounting to be implemented.

**APPROPRIATION TRANSFERS**

**SECTION II  
ADMINISTRATIVE SERVICES DIRECTOR APPROVAL**

- II.1 Expenditures > \$5,000.00 Transfers between expenditure accounts with a value greater than \$5,000.00 require Administrative Services Director approval.
- II.2 Capital Improvement Project Transfers > \$5,000.00 Transfers of revenues/expenditures from one project to another within a Program, as defined in the CIB, require Administrative Services Director approval.

### **Procedure to Obtain Administrative Services Director Approval**

An Appropriation Transfer Request Form must be approved by the Department Head and appropriate documentation attached.

- A. The Department Head is required to submit an Appropriation Transfer Request Form (Appendix C) to the Director of Accounting/Purchasing for approval.
- B. Subsequent authorized signature must be obtained from the Administrative Services Director.
- C. Upon completion of all authorized signatures, a signed copy should be forwarded to Accounting to be implemented.

### **SECTION III DIRECTOR OF ACCOUNTING/PURCHASING APPROVAL**

The Director of Accounting/Purchasing shall review and approve all appropriation requests not covered under Section I. Requests over \$5,000.00 will be forwarded to the Administrative Services Director for approval.

### **Procedure to Obtain Director of Accounting/Purchasing Approval**

- A. The Department Head is required to submit an Appropriation Transfer Request Form (Appendix C) to the Director of Accounting/Purchasing for approval.
- B. Subsequent authorized signature must be obtained from the Administrative Services Director.
- C. Upon completion of all authorized signatures, a signed copy should be forwarded to Accounting to be implemented.

**CITY OF BELOIT  
INSTRUCTIONS FOR COMPLETING  
APPROPRIATION TRANSFER REQUEST FORM**

This form has been created to facilitate appropriation transfers as defined in the "Procedures for Supplemental Appropriations and Appropriation Transfers" document. Please refer to its entire contents before using this form as some transactions do not require it. This form can be used to transfer from one object code (MUNIS) to another, but requires different levels of authorization, depending on the transaction. The following explains line by line what information is needed.

1. Transfer from Account #: A budgeted amount needs to be transferred out of this account in order to use the funds in a different manner.
2. To Account #: The planned account number that will receive a budgeted amount.
3. Reason for Transfer: Indicate the reason you wish to increase the budget in another account number. Make sure that "budget" needs to be moved and not "expenditures". An error may have taken place that indicated the wrong account number on a claim or PO creating an overbudget situation. In this case, a memo to the Accounting Dept. explaining the error would suffice. The error could be corrected and no budget change would be needed.
4. Requested by: The Department Head must sign all supplemental appropriations, no matter what the amount or purpose and forward to the Director of Accounting/Purchasing.
5. Signature Routings: The Director of Accounting/Purchasing will review all transfer requests and initial, if approved.
6. Signature Routings: If approved by the Director of Accounting/Purchasing, the form will be forwarded to the Administrative Services Director, if necessary who will review and, upon approval, will return to Accounting to be implemented.

**CITY OF БЕLOIT  
INSTRUCTIONS FOR COMPLETING  
SUPPLEMENTAL APPROPRIATION REQUEST FORM**

This form has been created to facilitate supplemental appropriations as defined in the "Procedures for Supplemental Appropriations and Appropriation Transfers" document. Please refer to its entire contents before using this form as some transactions do not require it. It can be used to affect changes in the budgeted amount at the Department or significant function level, as defined in the document. The following explains line by line what information is needed.

**FOR TRANSFERS:**

1. Transfer from Account #: A budgeted amount needs to be transferred out of this account in order to use the funds in a different manner. Fill in the MUNIS account numbers at the table to the right.
2. To Account #: The planned account number that will receive a budgeted amount. Fill in the MUNIS account numbers at the table to the right.

**FOR BUDGET INCREASES:**

1. Revenue Account #: Both a revenue account and an expenditure account are affected when a budget increase is transacted. Fill in the MUNIS revenue account number(s) at the table to the right.
2. Expenditures Account #: Fill in the MUNIS expenditure account number(s) at the table to the right.
3. Reason for Transfer: Explain the reason for the transfer or increase. Word it as you would for a Council agenda item. A resolution will be written prior to presentation to Council. You may be asked to explain your request at that time.
4. Requested By: The Department Head must sign all supplemental appropriations, no matter what the amount or purpose and forward to the Administrative Services Director for approval.
5. Recommended By: The Administrative Service Director, upon approval, will forward a resolution and recommend to the City Manager whether or not to include the request on the Council agenda.

Upon approval by the City Council, the City Clerk will forward a signed copy with the resolution to Accounting to implement the budgetary change.





# City of **BELOIT**, Wisconsin

Appropriate Levels and Uses  
General Fund Unassigned Fund Balance  
2015 Minimal General Fund Balance

**Operating Revenues Reviewed**

General Fund	29,462,560
Library	\$2,205,983
Debt Service	6,602,834
Other Fund Subsidies	763,981
 Total Operating Revenues	 39,035,358
Policy Percentage	15%

**Minimum Revenue Budget**                 \$     **5,855,304**

2014 Beginning GF Balance	\$10,416,369
Assigned	\$2,280,658
Unassigned Fund Balance	\$8,135,711

**General Fund Expense Budget**

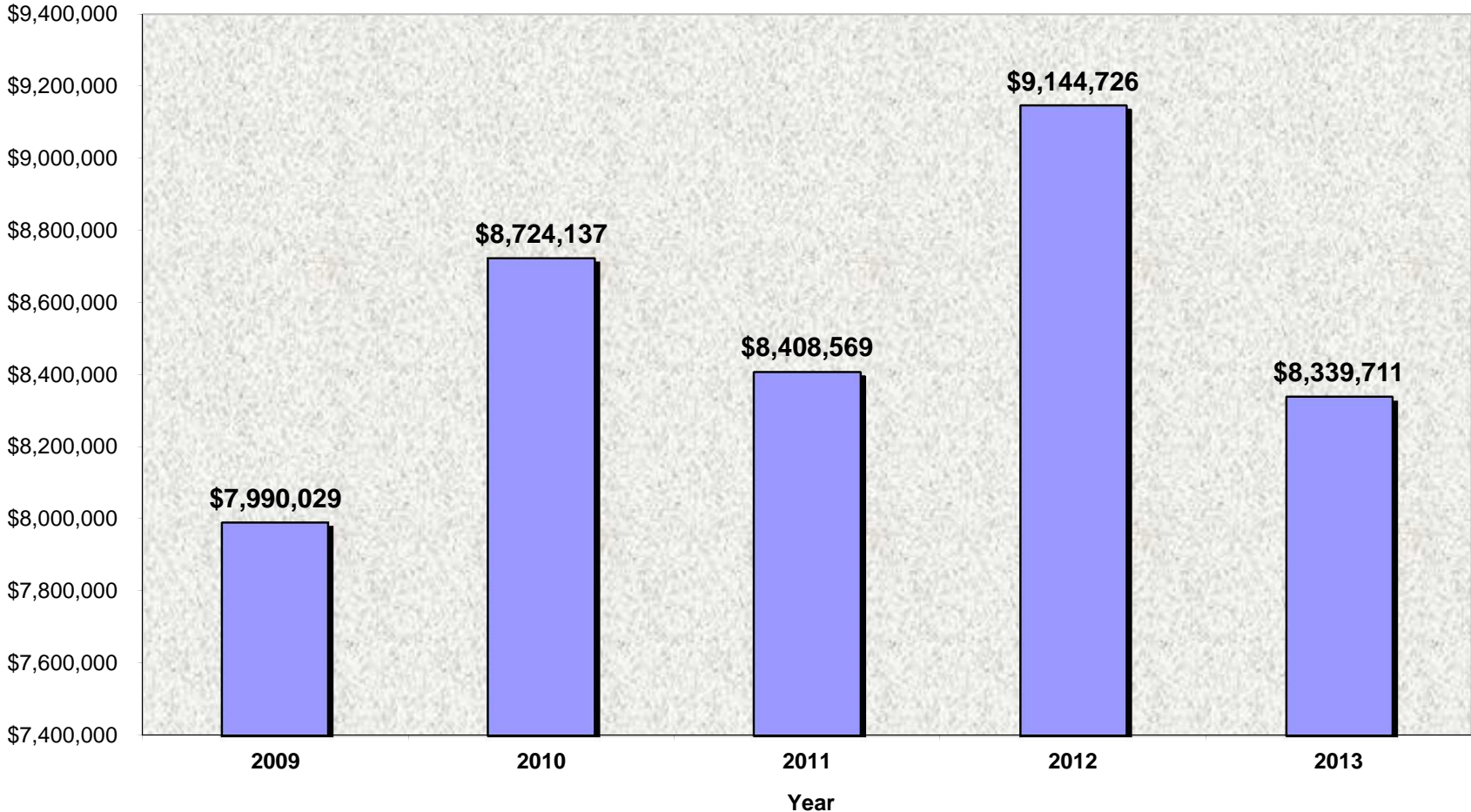
City Council	47,843
City Manager	338,803
City Attorney	443,067
Economic Development	246,847
Finance & Administration	3,589,788
Police Department	11,627,982
Fire Department	7,562,917
Community Development	1,192,899
DPW	6,048,087

Total General Fund Expense Budget	31,098,233
Policy Months	3

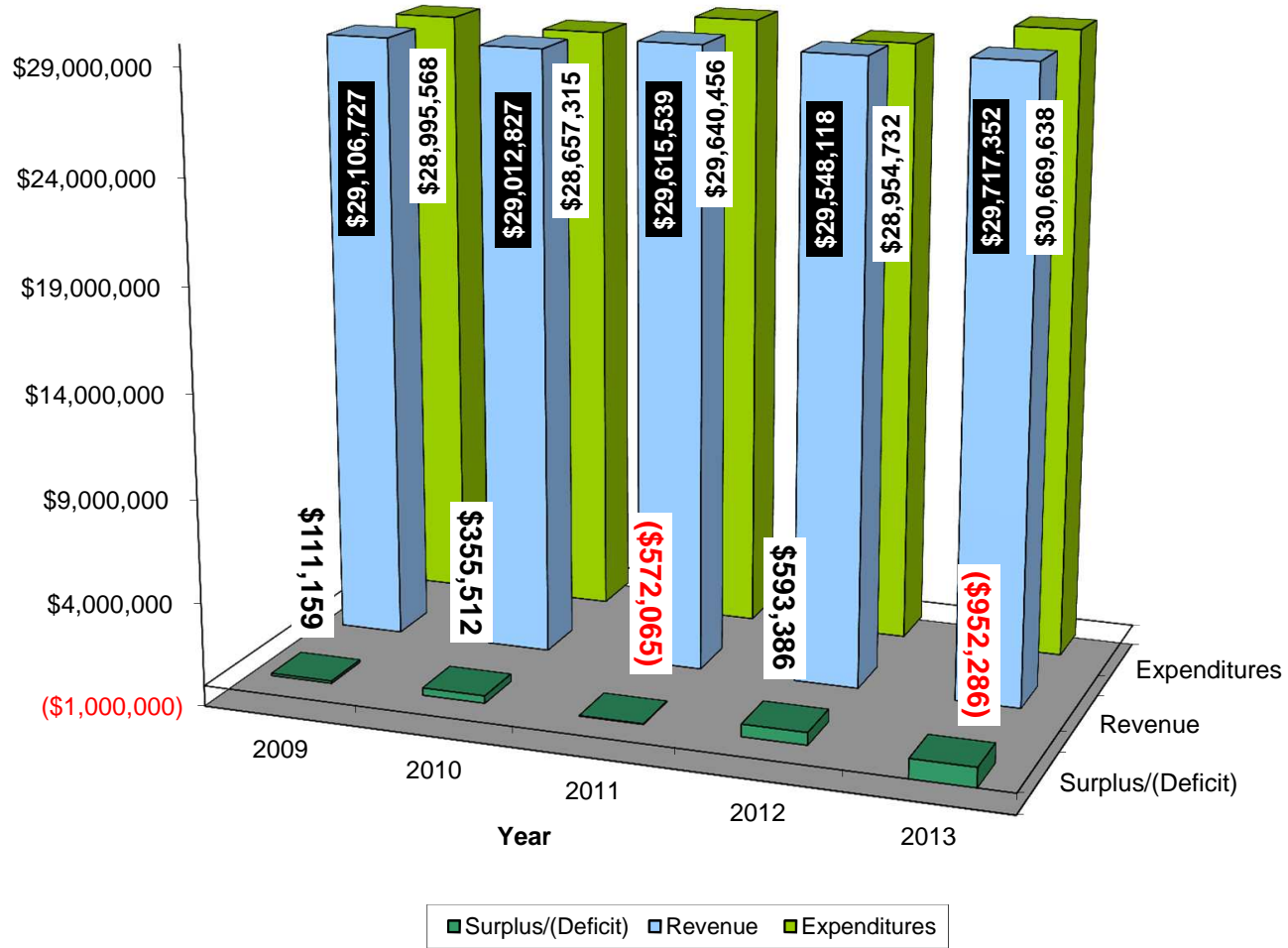
**Minimum General Fund Balance**  
**Based on Expense Budget**                 \$     **7,774,558**

	<b>Revenues</b>	<b>Expenses</b>
<b>Greater of:</b>	\$ 5,855,304	\$ 7,774,558
 <b>Amount Above (Below) Policy Limits</b>	 \$	 361,153

**City of Beloit  
Unassigned General Fund Balance  
2009- 2013**



**City of Beloit  
General Fund Financial Performance  
2009 - 2013**



## Projected Changes in Fund Balance

	Beginning Balance January 1	Revenues	Transfers In	Expenditures	Transfers Out	Fund Balance Appropriated	Ending Balance December 31	Increase (Decrease) in Fund Balance	% Change in Fund Balance	REASON FOR GREATER THAN 10% VARIANCE and FUND BALANCE USES	
										Assigned	Unassigned Fund Balance December 31* General Fund Only
<b>GENERAL FUND</b>											
2011	\$10,800,186	\$28,957,906	\$657,633	\$29,370,456	\$270,000	\$0	\$10,775,269	(\$24,917)	-0.23%	\$2,366,700	\$8,408,569
2012	\$10,775,269	\$28,759,125	\$788,993	\$28,954,732	\$0	\$0	\$11,368,655	\$593,386	5.51%	\$2,223,929	\$9,144,726
2013	\$9,144,726	\$28,807,758	\$909,594	\$30,669,638	\$0	\$0	\$8,192,440	(\$952,286)	-10.41%	\$2,076,658	\$6,115,782
2014	\$8,192,440	\$30,893,400	\$0	\$30,893,400	\$0	\$626,840	\$7,565,600	(\$626,840)	-7.65%	\$626,840 or 2% of fund balance General Fund total revenues is being applied.	
2015	\$7,565,600	\$31,008,365	\$0	\$31,008,365	\$0	\$300,000	\$7,265,600	(\$300,000)	-3.97%	\$300,000 or 1% of fund balance General Fund total revenues is being applied.	
											General Fund Balance is also a critical financial matter for the City. Preserving the fund balance at or above policy is absolutely essential to the City's fiscal wellbeing, and affects everything from our ability to cover operating expenses between revenue checks, to preserving the City's bond rating.
<b>CAPITAL FUNDS</b>											
2011 CAPITAL IMPROVEMENTS	\$5,505,004	\$3,189,513	\$30,000	\$3,379,333	\$27,000	\$0	\$5,318,184	(\$186,820)	-3.39%		
2012 CAPITAL IMPROVEMENTS	\$5,318,184	\$4,998,746	\$30,000	\$6,053,725	\$0	\$0	\$4,293,205	(\$1,024,979)	-19.27%	Expenditures fluctuate based on the year.	
2013 CAPITAL IMPROVEMENTS	\$4,293,205	\$4,804,309	\$160,400	\$4,793,043	\$0	\$0	\$4,464,871	\$171,666	4.00%		
2014 CAPITAL IMPROVEMENTS	\$4,464,871	\$6,843,961	\$0	\$6,843,961	\$0	\$97,000	\$4,367,871	(\$97,000)	-2.17%	\$97,000 in fund balance is being applied to cover CIP Engineering.	
2015 CAPITAL IMPROVEMENTS	\$4,367,871	\$6,267,452	\$0	\$6,267,452	\$0	\$0	\$4,367,871	\$0	0.00%		
2011 EQUIP REPLACEMENT	\$7,157,236	\$1,504,700	\$0	\$1,764,941	\$0	\$0	\$6,896,995	(\$260,241)	-3.64%	Expenditures continue to fluctuate based on the need and funding available for replacements.	
2012 EQUIP REPLACEMENT	\$6,896,995	\$1,208,026	\$0	\$552,587	\$0	\$0	\$7,552,434	\$655,439	9.50%		
2013 EQUIP REPLACEMENT	\$7,552,434	\$889,123	\$0	\$518,261	\$80,400	\$0	\$7,842,896	\$290,462	3.85%		
2014 EQUIP REPLACEMENT	\$7,842,896	\$1,000,192	\$0	\$1,000,192	\$0	\$0	\$7,842,896	\$0	0.00%		
2015 EQUIP REPLACEMENT	\$7,842,896	\$1,152,950	\$0	\$1,152,950	\$0	\$155,950	\$7,686,946	(\$155,950)	-1.99%		
2011 COMP REPLACEMENT	\$461,538	\$50,097	\$0	\$27,323	\$0	\$0	\$484,312	\$22,774	4.93%	Expenditures continue to fluctuate based on the need and funding available for replacements.	
2012 COMP REPLACEMENT	\$484,312	\$53,365	\$0	\$25,096	\$0	\$0	\$512,581	\$28,269	5.84%		
2013 COMP REPLACEMENT	\$512,581	\$53,110	\$0	\$37,920	\$0	\$0	\$527,771	\$15,190	2.96%		
2014 COMP REPLACEMENT	\$527,771	\$311,972	\$0	\$311,972	\$0	\$266,057	\$261,714	(\$266,057)	-50.41%	\$266,057 of fund balance was applied in order to replace mandatory items such as servers, routers and switches.	
2015 COMP REPLACEMENT	\$261,714	\$45,915	\$0	\$45,915	\$0	\$0	\$261,714	\$0	0.00%		

The City used all of the 2013 fund balance of \$589,881. In 2013 the General Fund had a net income loss of \$127,351. The City incurred a \$509,836 unrealized loss due to the required market adjustment of the portfolio.

## Projected Changes in Fund Balance

ENTERPRISE FUNDS										
2011 GOLF COURSE	\$334,689	\$317,058	\$0	\$536,321	\$0	\$0	\$115,426	(\$219,263)	-65.51%	Preparing the budget for the Krueger-Haskell Golf Course including reviewing and studying current trends in golf, and utilization levels at the Golf Course. Each year our fees have been reviewed and
2012 GOLF COURSE	\$115,426	\$431,846	\$0	\$518,382	\$0	\$0	\$28,890	(\$86,536)	-74.97%	
2013 GOLF COURSE	\$28,890	\$404,754	\$0	\$519,606	\$0	\$0	(\$85,962)	(\$114,852)	-397.55%	
										adjusted to ensure we remain competitive with other area courses as well as providing incentives to attract additional play. None of these efforts have proven to have a significant impact on generating revenues sufficient to operate the facility to its expected condition. As a result, we have included \$50,000 in the 2014 tax levy devoted to fund the Golf Course.
2014 GOLF COURSE	(\$85,962)	\$511,418	\$0	\$511,418	\$0	\$0	(\$85,962)	\$0	0.00%	
2015 GOLF COURSE	(\$85,962)	\$500,615	\$0	\$500,615	\$0	\$0	(\$85,962)	\$0	0.00%	
2011 CEMETERIES	\$312,485	\$352,318	\$0	\$314,151	\$0	\$0	\$350,652	\$38,167	12.21%	Rates have dropped since 2008 resulting in less investment income available for funding cemetery operating expenses.
2012 CEMETERIES	\$350,652	\$293,740	\$0	\$320,290	\$0	\$0	\$324,102	(\$26,550)	-7.57%	
2013 CEMETERIES	\$324,102	\$301,046	\$0	\$343,811	\$0	\$0	\$281,337	(\$42,765)	-13.19%	
2014 CEMETERIES	\$281,337	\$336,574	\$0	\$336,574	\$0	\$0	\$281,337	\$0	0.00%	
2015 CEMETERIES	\$281,337	\$326,107	\$0	\$326,107	\$0	\$0	\$281,337	\$0	0.00%	
2011 WATER POLLUTION CONTROL	\$49,868,170	\$7,445,459	\$0	\$7,982,824	\$0	\$0	\$49,330,805	(\$537,365)	-1.08%	Fund balance applied to cover operating costs for 2015 CIP projects.
2012 WATER POLLUTION CONTROL	\$49,330,805	\$7,141,400	\$0	\$8,441,557	\$0	\$0	\$48,030,648	(\$1,300,157)	-2.64%	
2013 WATER POLLUTION CONTROL	\$48,030,648	\$6,793,730	\$0	\$8,775,499	\$388,144	\$0	\$45,660,735	(\$2,369,913)	-4.93%	
2014 WATER POLLUTION CONTROL	\$45,660,735	\$7,117,471	\$0	\$7,117,471	\$0	\$0	\$45,660,735	\$0	0.00%	
2015 WATER POLLUTION CONTROL	\$45,660,735	\$7,033,379	\$0	\$7,033,379	\$0	\$254,935	\$45,405,800	(\$254,935)	-0.56%	
2011 AMBULANCE	\$616,195	\$1,060,281	\$0	\$999,879	\$0	\$0	\$676,597	\$60,402	9.80%	With applying fund balance each year to balance the budget, fund balance will continue to decrease.
2012 AMBULANCE	\$676,597	\$1,096,641	\$0	\$1,060,310	\$0	\$0	\$712,928	\$36,331	5.37%	
2013 AMBULANCE	\$712,928	\$1,020,267	\$0	\$1,189,300	\$0	\$0	\$543,895	(\$169,033)	-23.71%	
2014 AMBULANCE	\$543,895	\$1,231,857	\$0	\$1,231,857	\$0	\$165,290	\$378,605	(\$165,290)	-30.39%	
2015 AMBULANCE	\$378,605	\$1,230,135	\$0	\$1,230,135	\$0	\$163,535	\$215,070	(\$163,535)	-43.19%	
2011 TRANSIT	\$4,963,261	\$2,332,900	\$0	\$2,226,954	\$0	\$0	\$5,069,207	\$105,946	2.13%	Ambulance Fund: \$163,535 or 13% of fund balance ambulance total revenues is being applied.
2012 TRANSIT	\$5,069,207	\$1,924,703	\$0	\$2,161,698	\$0	\$0	\$4,832,212	(\$236,995)	-4.68%	
2013 TRANSIT	\$4,832,212	\$1,986,314	\$0	\$2,191,243	\$0	\$0	\$4,627,283	(\$204,929)	-4.24%	
2014 TRANSIT	\$4,627,283	\$2,051,374	\$0	\$2,051,374	\$0	\$0	\$4,627,283	\$0	0.00%	
2015 TRANSIT	\$4,627,283	\$2,078,871	\$0	\$2,078,871	\$0	\$0	\$4,627,283	\$0	0.00%	
2011 WATER UTILITY	\$10,720,459	\$5,911,660	\$0	\$4,451,154	\$657,633	\$0	\$11,523,332	\$802,873	7.49%	\$294,232 of fund balance is being applied to cover operating expenses for the following CIP projects, Well Pumping Equipment, Replace TC Hydrants, Water Meter Flex net Transmitters and Water Meter Replacement.
2012 WATER UTILITY	\$11,523,332	\$6,069,575	\$0	\$4,441,388	\$788,993	\$0	\$12,362,527	\$839,195	7.28%	
2013 WATER UTILITY	\$12,362,527	\$6,172,613	\$0	\$5,178,296	\$909,594	\$0	\$12,447,250	\$84,723	0.69%	
2014 WATER UTILITY	\$12,447,250	\$6,112,455	\$0	\$6,112,455	\$0	\$248,815	\$12,198,435	(\$248,815)	-2.00%	
2015 WATER UTILITY	\$12,198,435	\$6,154,872	\$0	\$6,154,872	\$0	\$294,232	\$11,904,203	(\$294,232)	-2.41%	
2011 STORM WATER UTILITY	\$7,876,552	\$1,171,301	\$0	\$902,014	\$0	\$0	\$8,145,839	\$269,287	3.42%	\$89,619 of fund balance is being applied to CIP operating costs for storm water improvements.
2012 STORM WATER UTILITY	\$8,145,839	\$991,059	\$0	\$973,915	\$0	\$0	\$8,162,983	\$17,144	0.21%	
2013 STORM WATER UTILITY	\$8,162,983	\$981,420	\$0	\$985,925	\$0	\$0	\$8,158,478	(\$4,505)	-0.06%	
2014 STORM WATER UTILITY	\$8,158,478	\$1,048,154	\$0	\$1,048,154	\$0	\$69,703	\$8,088,775	(\$69,703)	-0.85%	
2015 STORM WATER UTILITY	\$8,088,775	\$1,068,070	\$0	\$1,068,070	\$0	\$89,619	\$7,999,156	(\$89,619)	-1.11%	

## Projected Changes in Fund Balance

DEBT SERVICE										
2011 DEBT SERVICE	\$2,061,368	\$18,970,180	\$1,795,204	\$16,563,778	\$0	\$0	\$6,262,974	\$4,201,606	203.83%	Refinancing of bonds.
2012 DEBT SERVICE	\$6,262,974	\$9,101,319	\$1,794,177	\$14,882,113	\$0	\$0	\$2,276,357	(\$3,986,617)	-63.65%	
2013 DEBT SERVICE	\$2,276,357	\$16,859,654	\$2,246,862	\$18,771,304	\$0	\$0	\$2,611,569	\$335,212	14.73%	
2014 DEBT SERVICE	\$2,611,569	\$6,580,234	\$0	\$6,580,234	\$0	\$20,609	\$2,590,960	(\$20,609)	-0.79%	
2015 DEBT SERVICE	\$2,590,960	\$6,326,891	\$0	\$6,326,891	\$0	\$4,874	\$2,586,086	(\$4,874)	-0.19%	
INTERNAL SERVICE										
2011 FLEET MAINTENANCE	\$87,076	\$1,392,062	\$0	\$1,286,304	\$0	\$0	\$192,834	\$105,758	121.45%	These funds are established to finance and account for services and/or commodities furnished by one department or agency to other departments or agencies of the City on a cost-reimbursement basis.
2012 FLEET MAINTENANCE	\$192,834	\$1,275,277	\$0	\$1,453,573	\$0	\$0	\$14,538	(\$178,296)	-92.46%	
2013 FLEET MAINTENANCE	\$14,538	\$1,449,056	\$0	\$1,400,278	\$0	\$0	\$63,316	\$48,778	335.52%	There were a number of adjustments made to the supply inventories after physical inventory was conducted to bring the inventory balances in line with actual amounts that caused this deficit. Fuel costs continue to rise and fluctuate.
2014 FLEET MAINTENANCE	\$63,316	\$1,456,755	\$0	\$1,456,755	\$0	\$0	\$63,316	\$0	0.00%	
2015 FLEET MAINTENANCE	\$63,316	\$1,465,477	\$0	\$1,465,477	\$0	\$0	\$63,316	\$0	0.00%	
2011 MUNICIPAL INSURANCE	\$1,831,662	\$1,279,561	\$270,000	\$1,726,604	\$0	\$0	\$1,654,619	(\$177,043)	-9.67%	Fluctuation caused by increasing insurance and worker's compensation claims.
2012 MUNICIPAL INSURANCE	\$1,654,619	\$1,326,238	\$0	\$1,175,675	\$0	\$0	\$1,805,182	\$150,563	9.10%	
2013 MUNICIPAL INSURANCE	\$1,805,182	\$1,343,311	\$0	\$1,520,911	\$0	\$0	\$1,627,582	(\$177,600)	-9.84%	
2014 MUNICIPAL INSURANCE	\$1,627,582	\$1,522,180	\$0	\$1,522,180	\$0	\$0	\$1,627,582	\$0	0.00%	
2015 MUNICIPAL INSURANCE	\$1,627,582	\$1,536,182	\$0	\$1,536,182	\$0	\$0	\$1,627,582	\$0	0.00%	
2011 HEALTH & DENTAL	(\$1,704,165)	\$9,455,713	\$0	\$10,338,898	\$0	\$0	(\$2,587,350)	(\$883,185)	51.83%	What once was a balanced fund, our health insurance costs continue to increase also the number of claims affects our costs. Fortunately, our fund balance is starting to pull out of the negative each year.
2012 HEALTH & DENTAL	(\$2,587,350)	\$8,960,953	\$0	\$8,652,122	\$0	\$0	(\$2,278,519)	\$308,831	-11.94%	
2013 HEALTH & DENTAL	(\$2,278,519)	\$9,153,857	\$0	\$8,370,854	\$0	\$0	(\$1,495,516)	\$783,003	-34.36%	
2014 HEALTH & DENTAL	(\$1,495,516)	\$9,313,079	\$0	\$9,313,079	\$0	\$0	(\$1,495,516)	\$0	0.00%	
2015 HEALTH & DENTAL	(\$1,495,516)	\$9,107,010	\$0	\$9,107,010	\$0	\$0	(\$1,495,516)	\$0	0.00%	
SPECIAL REVENUE FUNDS										
2011 POLICE GRANTS	\$85,527	\$558,307	\$0	\$572,840	\$0	\$0	\$70,994	(\$14,533)	-16.99%	Varying differences due to single audits done on grants. Applying fund balance from additional monies.
2012 POLICE GRANTS	\$70,994	\$858,924	\$0	\$560,393	\$0	\$0	\$369,525	\$298,531	420.50%	
2013 POLICE GRANTS	\$369,525	\$672,678	\$0	\$858,861	\$80,000	\$0	\$103,342	(\$266,183)	-72.03%	
2014 POLICE GRANTS	\$103,342	\$546,000	\$0	\$546,000	\$0	\$17,000	\$86,342	(\$17,000)	-16.45%	
2015 POLICE GRANTS	\$86,342	\$554,900	\$0	\$554,900	\$0	\$0	\$86,342	\$0	0.00%	
2011 CDBG	\$99,732	\$1,499,594	\$0	\$1,415,585	\$0	\$0	\$183,741	\$84,009	84.23%	Funding continues to decrease for program over the last three years.
2012 CDBG	\$183,741	\$1,446,296	\$0	\$1,530,481	\$0	\$0	\$99,556	(\$84,185)	-45.82%	
2013 CDBG	\$99,556	\$1,436,126	\$0	\$1,233,382	\$0	\$0	\$302,300	\$202,744	203.65%	
2014 CDBG	\$302,300	\$668,000	\$0	\$668,000	\$0	\$0	\$302,300	\$0	0.00%	
2015 CDBG	\$302,300	\$756,300	\$0	\$756,300	\$0	\$0	\$302,300	\$0	0.00%	
2011 HOME	\$271,448	\$262,529	\$0	\$325,765	\$0	\$0	\$208,212	(\$63,236)	-23.30%	Funding continues to decrease for program over the last three years.
2012 HOME	\$208,212	\$141,132	\$0	\$163,884	\$0	\$0	\$185,460	(\$22,752)	-10.93%	
2013 HOME	\$185,460	\$177,379	\$0	\$238,620	\$0	\$0	\$124,219	(\$61,241)	-33.02%	
2014 HOME	\$124,219	\$172,673	\$0	\$172,673	\$0	\$0	\$124,219	\$0	0.00%	
2015 HOME	\$124,219	\$197,860	\$0	\$197,860	\$0	\$0	\$124,219	\$0	0.00%	
2011 MPO TRAFFIC	\$226,338	\$223,351	\$0	\$207,305	\$0	\$0	\$242,384	\$16,046	7.09%	
2012 MPO TRAFFIC	\$242,384	\$186,634	\$0	\$171,499	\$0	\$0	\$257,519	\$15,135	6.24%	
2013 MPO TRAFFIC	\$257,519	\$148,418	\$0	\$198,339	\$0	\$0	\$207,598	(\$49,921)	-19.39%	
2014 MPO TRAFFIC	\$207,598	\$278,000	\$0	\$278,000	\$0	\$0	\$207,598	\$0	0.00%	
2015 MPO TRAFFIC	\$207,598	\$278,000	\$0	\$278,000	\$0	\$0	\$207,598	\$0	0.00%	

## Projected Changes in Fund Balance

2011 TID #5 - DOWNTOWN OVERLAY	\$488,027	\$3,883,641	\$0	\$3,175,783	\$515,939	\$0	\$679,946	\$191,919	39.33%	
2012 TID #5 - DOWNTOWN OVERLAY	\$679,946	\$2,862,113	\$0	\$2,686,735	\$504,557	\$0	\$350,767	(\$329,179)	-48.41%	
2013 TID #5 - DOWNTOWN OVERLAY	\$350,767	\$1,622,501	\$0	\$646,459	\$993,637	\$0	\$333,172	(\$17,595)	-5.02%	
2014 TID #5 - DOWNTOWN OVERLAY	\$333,172	\$1,193,468	\$0	\$1,193,468	\$0	\$184,090	\$149,082	(\$184,090)	-55.25%	
<b>2015 TID #5 - DOWNTOWN OVERLAY</b>	<b>\$149,082</b>	<b>\$1,186,242</b>	<b>\$0</b>	<b>\$1,186,242</b>	<b>\$0</b>	<b>\$175,769</b>	<b>(\$26,687)</b>	<b>(\$175,769)</b>	<b>-117.90%</b>	
2011 TID #6 - BELOIT 2000-RIVERFRONT	(\$410,730)	\$884,348	\$0	\$340,078	\$523,690	\$0	(\$390,150)	\$20,580	-5.01%	
2012 TID #6 - BELOIT 2000-RIVERFRONT	(\$390,150)	\$978,038	\$0	\$581,990	\$525,704	\$0	(\$519,806)	(\$129,656)	33.23%	
2013 TID #6 - BELOIT 2000-RIVERFRONT	(\$519,806)	\$983,525	\$0	\$280,154	\$499,672	\$0	(\$316,107)	\$203,699	-39.19%	
2014 TID #6 - BELOIT 2000-RIVERFRONT	(\$316,107)	\$945,602	\$0	\$945,602	\$0	\$0	(\$316,107)	\$0	0.00%	
<b>2015 TID #6 - BELOIT 2000-RIVERFRONT</b>	<b>(\$316,107)</b>	<b>\$1,010,407</b>	<b>\$0</b>	<b>\$1,010,407</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$316,107)</b>	<b>\$0</b>	<b>0.00%</b>	
2011 TID #8 - INDUSTRIAL PARK	(\$923,285)	\$185,859	\$0	\$185	\$262,389	\$0	(\$1,000,000)	(\$76,715)	8.31%	
2012 TID #8 - INDUSTRIAL PARK	(\$1,000,000)	\$188,266	\$0	\$650	\$257,491	\$0	(\$1,069,875)	(\$69,875)	6.99%	
2013 TID #8 - INDUSTRIAL PARK	(\$1,069,875)	\$143,801	\$0	\$650	\$256,014	\$0	(\$1,182,738)	(\$112,863)	10.55%	
2014 TID #8 - INDUSTRIAL PARK	(\$1,182,738)	\$152,176	\$0	\$152,176	\$0	\$0	(\$1,182,738)	\$0	0.00%	
<b>2015 TID #8 - INDUSTRIAL PARK</b>	<b>(\$1,182,738)</b>	<b>\$161,764</b>	<b>\$0</b>	<b>\$161,764</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,182,738)</b>	<b>\$0</b>	<b>0.00%</b>	
2011 TID #9 - BELOIT MALL	(\$3,220,225)	\$110,877	\$0	\$400	\$15,000	\$0	(\$3,124,748)	\$95,477	-2.96%	
2012 TID #9 - BELOIT MALL	(\$3,124,748)	\$157,429	\$0	\$705	\$14,600	\$0	(\$2,982,624)	\$142,124	-4.55%	
2013 TID #9 - BELOIT MALL	(\$2,982,624)	\$180,977	\$0	\$1,079	\$12,484	\$0	(\$2,815,210)	\$167,414	-5.61%	
2014 TID #9 - BELOIT MALL	(\$2,815,210)	\$178,459	\$0	\$178,459	\$0	\$0	(\$2,815,210)	\$0	0.00%	
<b>2015 TID #9 - BELOIT MALL</b>	<b>(\$2,815,210)</b>	<b>\$179,660</b>	<b>\$0</b>	<b>\$179,660</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$2,815,210)</b>	<b>\$0</b>	<b>0.00%</b>	
2011 TID #10 - GATEWAY IND. PARK	\$1,764,783	\$4,053,391	\$0	\$2,971,000	\$260,015	\$0	\$2,587,159	\$822,376	46.60%	
2012 TID #10 - GATEWAY IND. PARK	\$2,587,159	\$4,197,633	\$0	\$6,506,134	\$264,204	\$0	\$14,454	(\$2,572,705)	-99.44%	
2013 TID #10 - GATEWAY IND. PARK	\$14,454	\$5,078,141	\$0	\$3,703,190	\$265,596	\$0	\$1,123,809	\$1,109,355	7675.07%	
2014 TID #10 - GATEWAY IND. PARK	\$1,123,809	\$4,577,744	\$0	\$4,577,744	\$0	\$83,000	\$1,040,809	(\$83,000)	-7.39%	
<b>2015 TID #10 - GATEWAY IND. PARK</b>	<b>\$1,040,809</b>	<b>\$4,492,323</b>	<b>\$0</b>	<b>\$4,492,323</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$1,015,809</b>	<b>(\$25,000)</b>	<b>-2.40%</b>	\$25,000 of fund balance is being applied to the Eagles Ridge Park CIP project.
2011 TID #11 - INDUSTRIAL PARK	\$187,253	\$98,372	\$0	\$14,046	\$63,755	\$0	\$207,824	\$20,571	10.99%	
2012 TID #11 - INDUSTRIAL PARK	\$207,824	\$117,892	\$0	\$18,490	\$72,010	\$0	\$235,216	\$27,392	13.18%	
2013 TID #11 - INDUSTRIAL PARK	\$235,216	\$121,052	\$0	\$19,099	\$74,930	\$0	\$262,239	\$27,023	11.49%	
2014 TID #11 - INDUSTRIAL PARK	\$262,239	\$231,779	\$0	\$231,779	\$0	\$0	\$262,239	\$0	0.00%	
<b>2015 TID #11 - INDUSTRIAL PARK</b>	<b>\$262,239</b>	<b>\$233,260</b>	<b>\$0</b>	<b>\$233,260</b>	<b>\$0</b>	<b>\$0</b>	<b>\$262,239</b>	<b>\$0</b>	<b>0.00%</b>	
2011 TID #12 - FRITO LAY	(\$120,179)	\$143,453	\$0	\$150	\$62,078	\$0	(\$38,954)	\$81,225	-67.59%	
2012 TID #12 - FRITO LAY	(\$38,954)	\$143,443	\$0	\$650	\$65,273	\$0	\$38,566	\$77,520	-199.00%	
2013 TID #12 - FRITO LAY	\$38,566	\$198,071	\$0	\$650	\$62,993	\$0	\$172,994	\$134,428	348.57%	
2014 TID #12 - FRITO LAY	\$172,994	\$148,567	\$0	\$148,567	\$0	\$0	\$172,994	\$0	0.00%	
<b>2015 TID #12 - FRITO LAY</b>	<b>\$172,994</b>	<b>\$145,848</b>	<b>\$0</b>	<b>\$145,848</b>	<b>\$0</b>	<b>\$0</b>	<b>\$172,994</b>	<b>\$0</b>	<b>0.00%</b>	
2011 TID #13 - MILWAUKEE ROAD	\$820,908	\$1,678,508	\$0	\$1,650,298	\$92,338	\$0	\$756,780	(\$64,128)	-7.81%	
2012 TID #13 - MILWAUKEE ROAD	\$756,780	\$688,846	\$0	\$235,044	\$90,338	\$0	\$1,120,244	\$363,464	48.03%	
2013 TID #13 - MILWAUKEE ROAD	\$1,120,244	\$520,556	\$0	\$234,505	\$81,536	\$0	\$1,324,759	\$204,515	18.26%	
2014 TID #13 - MILWAUKEE ROAD	\$1,324,759	\$265,618	\$0	\$265,618	\$0	\$592,183	\$732,576	(\$592,183)	-44.70%	
<b>2015 TID #13 - MILWAUKEE ROAD</b>	<b>\$732,576</b>	<b>\$795,653</b>	<b>\$0</b>	<b>\$795,653</b>	<b>\$0</b>	<b>\$416,559</b>	<b>\$316,017</b>	<b>(\$416,559)</b>	<b>-56.86%</b>	\$30,000 of fund balance is being applied to the Branigan Frontage Road Realignment CIP project.

### Projected Changes in Fund Balance

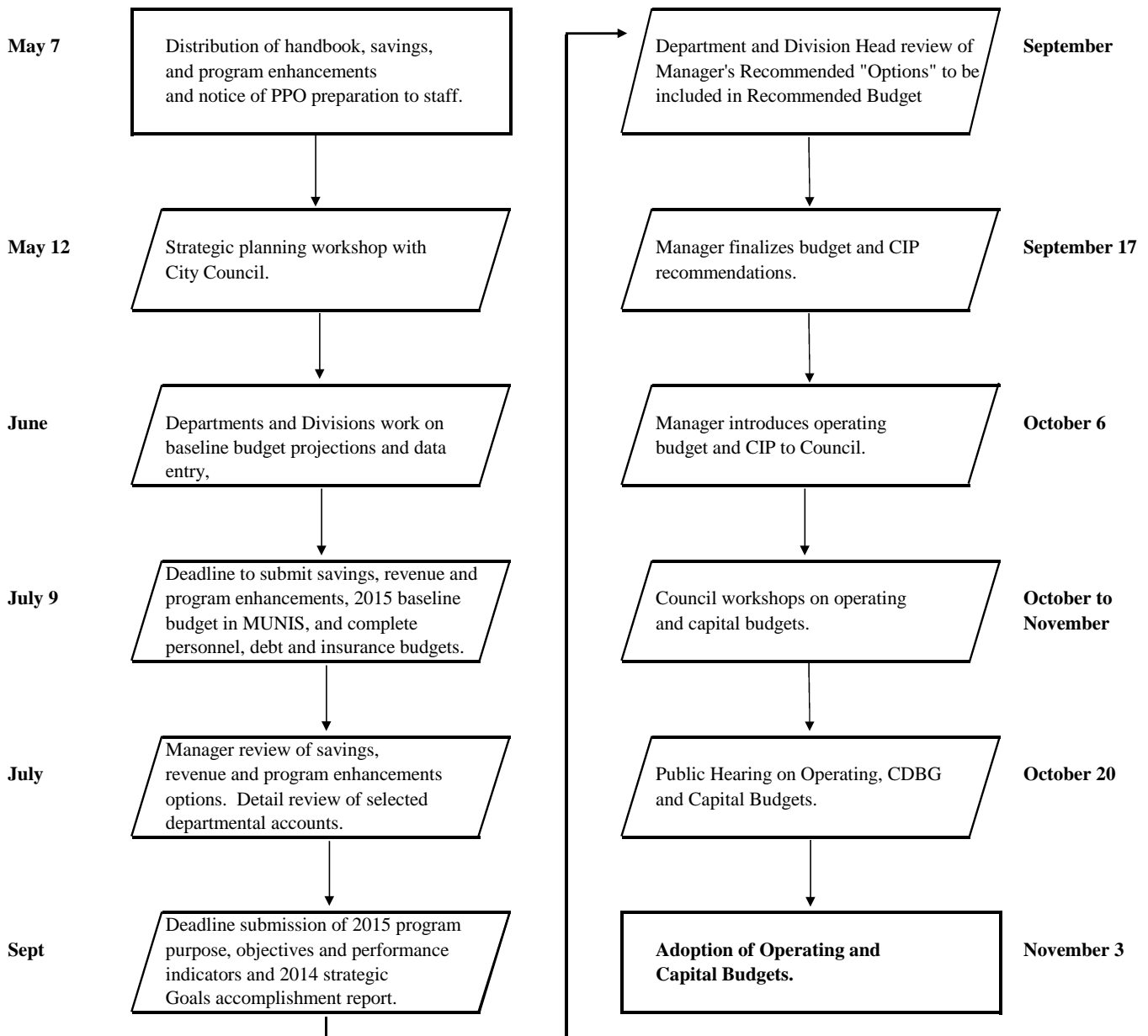
2011 TID #14 - 4TH STREET CORRIDOR	\$65,046	\$34,325	\$0	\$33,943	\$0	\$0	\$65,428	\$382	0.59%
2012 TID #14 - 4TH STREET CORRIDOR	\$65,428	\$90,167	\$0	\$650	\$0	\$0	\$154,945	\$89,517	136.82%
2013 TID #14 - 4TH STREET CORRIDOR	\$154,945	\$48,451	\$0	\$50,692	\$0	\$0	\$152,704	(\$2,241)	-1.45%
2014 TID #14 - 4TH STREET CORRIDOR	\$152,704	\$32,692	\$0	\$32,692	\$0	\$70,750	\$81,954	(\$70,750)	-46.33%
<b>2015 TID #14 - 4TH STREET CORRIDOR</b>	<b>\$81,954</b>	<b>\$60,360</b>	<b>\$0</b>	<b>\$60,360</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81,954</b>	<b>\$0</b>	<b>0.00%</b>
2011 SOLID WASTE	\$193,304	\$2,273,489	\$27,000	\$2,354,621	\$0	\$0	\$139,172	(\$54,132)	-28.00%
2012 SOLID WASTE	\$139,172	\$2,444,150	\$0	\$2,319,106	\$0	\$0	\$264,216	\$125,044	89.85%
2013 SOLID WASTE	\$264,216	\$2,439,987	\$70,572	\$2,535,292	\$0	\$0	\$239,483	(\$24,733)	-9.36%
2014 SOLID WASTE	\$239,483	\$2,573,220	\$0	\$2,573,220	\$0	\$0	\$239,483	\$0	0.00%
<b>2015 SOLID WASTE</b>	<b>\$239,483</b>	<b>\$2,532,318</b>	<b>\$0</b>	<b>\$2,532,318</b>	<b>\$0</b>	<b>\$0</b>	<b>\$239,483</b>	<b>\$0</b>	<b>0.00%</b>
2011 LIBRARY	\$429,837	\$2,142,098	\$0	\$2,056,369	\$0	\$0	\$515,566	\$85,729	19.94%
2012 LIBRARY	\$515,566	\$2,174,003	\$0	\$2,047,959	\$0	\$0	\$641,610	\$126,044	24.45%
2013 LIBRARY	\$641,610	\$2,165,793	\$0	\$2,063,120	\$0	\$0	\$744,283	\$102,673	16.00%
2014 LIBRARY	\$744,283	\$2,275,052	\$0	\$2,275,052	\$0	\$69,069	\$675,214	(\$69,069)	-9.28%
<b>2015 LIBRARY</b>	<b>\$675,214</b>	<b>\$2,251,962</b>	<b>\$0</b>	<b>\$2,251,962</b>	<b>\$0</b>	<b>\$88,800</b>	<b>\$586,414</b>	<b>(\$88,800)</b>	<b>-13.15%</b>

The Library continues to build a healthy fund balance and is able each year to apply funds to cover operating costs and computer replacements.

\$34,000 in computer replacement funds applied, 54,800 in fund balance.



# FLOWCHART OF OPERATING BUDGET REVIEW PROCESS



# ***CITY OF BELOIT***

## ***2015 Budget Process***

### Budget Process – Operating Budget

The City's budget process complies with the requirements of the Wisconsin Statutes and City Ordinances. Preparation of the 2015 Budget began in early May of this year. Preparation of this Budget has proven to be a challenging task in light of current economic conditions. The impact of this economic crisis on the City has been profound.

As a prelude to preparation of the 2015 operating and (CIP) Capital budgets the Council and Manager reviewed and affirmed the City's vision, mission statement, and goals for 2015. These provide the framework for preparation of next year's budget.

The departments submitted their initial budget requests and ideas for revenue adjustments, savings options, and program enhancements in July and a baseline budget was developed that provided for the continuation of all services, facilities, and current staffing levels.

The proposed operating and capital improvements budgets was completed and submitted to the Council on October 6, 2014, at which time a budget presentation was made that included proposed appropriation requests, revenue projections, a capital improvement program, and a proposed property tax levy, for Council review and consideration.

On October 13 and 20, 2014, a budget workshop was held with the Councilors where departments presented their budgets for each fund and operating division as well as the capital improvements budget.

On October 20, 2014, as is required by Wisconsin Statutes, Chapter 65, a Public Hearing was held on the proposed operating and capital improvements budgets where all interested parties were provided an opportunity to ask questions, make comments and otherwise be heard regarding the proposed operating and capital improvements budgets for the year 2014.

The Council adopted both budgets, along with the property tax levy by resolution on November 3, 2014.