

## BUDGET PREP MODULE INSTRUCTIONS

If you have Black Mountain Software Budget Prep, they usually send beginning instructions around mid June.

### (These are BMS instructions on how to get started in Budget Prep )

1. Sign into Budget Prep with the upcoming fiscal year.
2. Be sure you have a current version of Budget Prep (Admin|Live Update).
3. If you have already entered budget figures for the new year please go to step 15
4. Go to Admin|Backup and process a current back up of the data.
5. Go to Data|Revenue Budget Prep.
6. The message “No Budget Prep Records Loaded for (upcoming fiscal year). Do you want to load budget accounts for the new year?” Click **Yes** to import the information. Then click **Cancel** to exit from the Find screen.
7. Repeat steps 4 and 5 for Expenditure Budget Prep.

### (Steps 1-7 will load a budget with zeros)

### (Steps 8-14 will load last fiscal year's budget numbers)

8. To load budget amounts to post against and not zeros, you will need to flex the budget. Go to Data|Flex Budgets and click **Yes** to proceed. \*\*\*Do not flex if you have already entered budget figures for the new year. Please go to step 15.
9. Message: “Flex Budget Prep Records for upcoming fiscal year. Do you want to proceed?” Click **Yes**. Select Revenue.
10. Choose Financial System Numbers. Message: “Flex by % of Current (Financial System numbers).” Select **Budget** to load last year beginning budget amounts, **Revised Budget** to load last year final budget amounts, or **Actual** to load actual revenues received.
11. Flex Budgets: “Enter % To Flex” field - Be sure there is a 0.0 in the Flex amount and click **OK**.
12. This will load the figures as you have defined in the previous step.” Click **OK**.
13. Message: “Budget Flexing Completed. XX budget records have been changed.” Click **OK**.
14. Repeat steps 8 through 12 for Expenditures.
15. You are ready to send these figures to your Accounting ledger. Go to Data|Export Budgets and enter the upcoming fiscal year for the year. “Exporting budget for upcoming year. Do you want to proceed?” Click **Yes**.

At the Funds screen, select All (**F2**) and click **OK**.

“Budget Sent to Financial System” message will appear. Click **OK**. You are now ready to post claims for the new year against the preliminary budget. **Note:** You can export the budget from Budget Prep again when it is finalized.

## Specific Instructions to Complete the Budget in Budget Prep

- 1) Start with entering either Revenues or Expenditures first (your own preference here)
- 2) If starting with Revenues – enter in known revenues first...(i.e. State Entitlement share, grant revenues, billed assessments, gas tax, etc) for all funds.
- 3) The remaining revenues except for Real Property Taxes can be estimated, or an average over the past few years for all funds.
- 4) Real Property taxes will be entered when the Determination of Tax Revenue and Mill Levy Limitations is calculated.
- 5) After the Mills are calculated you will enter in the Property Tax Revenue from line #21. If the Council decides to allocate mills to more than just the general fund, the property taxes will have to be divided accordingly.
- 6) Enter the mills in budget prep under the Montana Mill Levy Table – located under data, then Montana Mill Levy Table
- 7) The mills entered under the Mill levy table will show up on the Tax Levy Requirements Schedule Non-Voted
- 8) After revenues are entered, run a revenue budget report to make sure, no revenues were missed in being entered
- 9) Next work on Expenditures, preferably starting with wages, any projected capital purchases (can be based on a Capital Improvement Plan), or if the department heads know of purchases that are needed within the fiscal year.
- 10) Enter any known expenses for the upcoming fiscal year (i.e. utilities, clothing allowances, software costs/support, insurance costs, etc)
- 11) Enter any transfers between funds; both expenditure and revenue
- 12) Enter remaining expenditures, can be estimated, or an average over the past few years for all funds.
- 13) Enter any carry over Grant revenues and expenditures (if it pertains to the city/town)
- 14) After expenditures are entered, run an expenditure budget report to make sure no expenditures were missed in being entered
- 15) Run a Cash Reserve Worksheet to make sure the cash remaining at the end of the fiscal year is not in the negative and there are enough reserves to carry for the next six (6) months especially in the general and any special assessment funds, since the city/town won't receive their tax revenues until December.
- 16) If everything is entered and in balance – the budget book can be assembled
- 17) Export Final Budget into Accounting (Finance) under Data – Export Budgets – enter the year to export – It will tell you when it's completed.

What to include in the Budget Book to the State if using the Budget Prep Module

**\*\*Note – Can also use the pages for 1-5 from the State Excel Sheet**

1. Cover page – Including City/Town Name and Fiscal Year it is covering
2. Budget Certification – Signed by the Mayor
3. Listing of Mayor/Council with term expiration dates and also including – City Attorney, Chief of Police, Clerk/Treasurer, City/Town Judge, Director of Public Works, and any other officials/officers (same sheet of paper)
4. General Statistical Information – Class of City, County, Year Organized, registered voters, population, form of government, number of elected officials, number of full time employees, miles of streets and alleys, number of water customers (same sheet of paper)
5. Schedule of Personnel levels
6. Resolutions Passed – Budget, and any assessments (i.e. lights/streets/garbage), along with the publication notice
7. Tax Levy Requirement Schedule – Non Voted and Voted (if it pertains to the city/town)
8. The Certified Taxable Valuation Form from the County
9. Levy Computation for the current budget year
10. Taxable Valuation/Mill Levy 10 year history and analysis
11. Cash Reserve Worksheet Report
12. Revenue Budget Report – Multiyear Actuals for the fiscal year
13. Expenditure Budget Report – Multiyear Actuals for the fiscal year

**\*\*\*Note – Do not have to have separate pages for each fund for both Revenues or Expenditures – and do not have to double space the report.**