

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

TOWN OF PIMA
2016

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

TOWN OF PIMA

Fiscal Year 2016

TOWN OF PIMA
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Fiscal Year 2016

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TOWN OF PIMA

Resolution for the Adoption of the Budget

Fiscal Year 2016

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

TOWN OF PIMA
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2016

Fiscal Year	Schedule	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2015	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	1,591,850	1,237,400	0	0	0	174,200	0	3,003,450
2015	Actual Expenditures/Expenses**	E	1,151,325	240,350	0	0	0	181,200	0	1,572,875
2016	Fund Balance/Net Position at July 1***									604,860
2016	Primary Property Tax Levy	B	11,895							11,895
2016	Secondary Property Tax Levy	B								0
2016	Estimated Revenues Other than Property Taxes	C	1,148,460	2,017,900	0	0	0	214,750	0	3,381,110
2016	Other Financing Sources	D	0	0	0	0	0	0	0	0
2016	Other Financing (Uses)	D	0	0	0	0	0	0	0	0
2016	Interfund Transfers In	D	0	0	0	0	0	0	0	0
2016	Interfund Transfers (Out)	D	0	0	0	0	0	0	0	0
2016	Reduction for Amounts Not Available:									
2016	LESS: Amounts for Future Debt Retirement:									0
										0
										0
										0
2016	Total Financial Resources Available		1,160,355	2,017,900	0	0	0	214,750	0	3,393,005
2016	Budgeted Expenditures/Expenses	E	1,732,000	1,404,900	0	0	0	175,000	0	3,311,900

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

	2015	2016
1. Budgeted expenditures/expenses	\$ 3,003,450	\$ 3,311,900
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	3,003,450	3,311,900
4. Less: estimated exclusions		308,450
5. Amount subject to the expenditure limitation	\$ 3,003,450	\$ 3,003,450
6. EEC expenditure limitation	\$ 1,303,780	\$ 1,340,100

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).

TOWN OF PIMA
Tax Levy and Tax Rate Information
Fiscal Year 2016

	2015	2016
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ <u>15,660</u>	\$ <u>16,746</u>
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	\$ <u>11,344</u>	\$ <u>11,895</u>
B. Secondary property taxes		
C. Total property tax levy amounts	\$ <u>11,344</u>	\$ <u>11,895</u>
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ <u>15,040</u>	
(2) Prior years' levies		
(3) Total primary property taxes	\$ <u>15,040</u>	
B. Secondary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	\$ _____	
(3) Total secondary property taxes	\$ _____	
C. Total property taxes collected	\$ <u>15,040</u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	<u>0.1453</u>	<u>0.1514</u>
(2) Secondary property tax rate	<u> </u>	<u> </u>
(3) Total city/town tax rate	<u>0.1453</u>	<u>0.1514</u>
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.

TOWN OF PIMA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
GENERAL FUND			
Local taxes			
City Sales Tax	\$ 290,000	\$ 355,400	\$ 290,000
Franchises	60,000	53,200	60,000
Property Tax	13,950	11,300	13,000
Construction Tax	20,000		10,000
Licenses and permits			
Business	4,500	4,500	5,000
Building	10,000	7,250	12,000
Land Split		650	3,000
Intergovernmental			
Urban Shared Revenues	288,960	245,250	261,960
County Fire District	6,500	6,500	15,000
State Sales Tax	216,160	181,200	228,000
Vehicle License Tax	130,000	110,260	134,750
Charges for services			
Cemetery	16,000	4,400	8,000
Swimming Pool	20,000	16,000	20,000
Planning/Zoning Applications	750	150	750
Fines and forfeits			
Police Fines	250		550
Court Fines	17,500	34,900	37,750
Impound Fees	500	950	950
Interest on investments			
Interest	750		750
In-lieu property taxes			
Contributions			
Voluntary contributions	23,000		16,000
Miscellaneous			
County Tower Lease	8,500	6,000	8,000
Verizon Town Lease	7,000	6,300	7,000
Miscellaneous	16,000		16,000
Total General Fund	\$ 1,150,320	\$ 1,044,210	\$ 1,148,460

* 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.

TOWN OF PIMA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
SPECIAL REVENUE FUNDS			
HURF	\$ 183,400	\$ 156,600	\$ 190,400
	\$ 183,400	\$ 156,600	\$ 190,400
State Grant Revenue	\$ 150,000	\$	\$ 100,000
	\$ 150,000	\$	\$ 100,000
Fire Department Grant	\$ 260,300	\$	\$ 250,000
	\$ 260,300	\$	\$ 250,000
Police Department Grant	\$ 450,000	\$ 14,400	\$ 450,000
	\$ 450,000	\$ 14,400	\$ 450,000
EMS Grant	\$ 80,000	\$	\$ 100,000
	\$ 80,000	\$	\$ 100,000
Fireman Pension	\$ 58,400	\$	\$ 60,000
	\$ 58,400	\$	\$ 60,000
Library Fund	\$ 20,700	\$	\$ 12,000
	\$ 20,700	\$	\$ 12,000
JCEF Fund	\$ 5,200	\$	\$ 3,000
	\$ 5,200	\$	\$ 3,000
Court Recovery	\$ 14,300	\$	\$ 14,300

TOWN OF PIMA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
	\$ 14,300	\$	\$ 14,300
Sewer	\$ 175,000	\$ 149,300	\$ 175,000
	\$ 175,000	\$ 149,300	\$ 175,000
CDBG	\$	\$	\$ 209,800
	\$	\$	\$ 209,800
Fill the Gap	\$ 2,800	\$	\$ 3,400
	\$ 2,800	\$	\$ 3,400
Safety Grant	\$ 250,000	\$	\$ 250,000
	\$ 250,000	\$	\$ 250,000
Stone Garden	\$ 200,000	\$	\$ 200,000
	\$ 200,000	\$	\$ 200,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Special Revenue Funds	\$ 1,850,100	\$ 320,300	\$ 2,017,900

TOWN OF PIMA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
DEBT SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
Total Debt Service Funds	\$ _____	\$ _____	\$ _____

Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was

CAPITAL PROJECTS FUNDS

_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
Total Capital Projects Funds	\$ _____	\$ _____	\$ _____

CAPITAL PROJECTS FUNDS

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____

TOWN OF PIMA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
Total Permanent Funds	\$ _____	\$ _____	\$ _____

Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was

ENTERPRISE FUNDS

TOWN OF PIMA
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2016

FUND	OTHER FINANCING 2016		INTERFUND TRANSFERS 2016	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND	\$	\$	\$	\$
Total General Fund	\$	\$	\$	\$
SPECIAL REVENUE FUNDS	\$	\$	\$	\$
Total Special Revenue Funds	\$	\$	\$	\$
DEBT SERVICE FUNDS	\$	\$	\$	\$
Total Debt Service Funds	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS	\$	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS	\$	\$	\$	\$
Total Enterprise Funds	\$	\$	\$	\$
INTERNAL SERVICE FUNDS	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$	\$

TOWN OF PIMA
Expenditures/Expenses by Fund
Fiscal Year 2016

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015	ACTUAL EXPENDITURES/ EXPENSES* 2015	BUDGETED EXPENDITURES/ EXPENSES 2016
GENERAL FUND				
Administration	\$ 180,350	\$	\$ 234,800	\$ 220,900
Court Department	40,650		59,900	39,650
Attorney/Legal	18,000		22,575	18,000
Clerk/Manager	81,300		78,650	85,800
Planning & Zoning	3,550		2,500	14,050
Police	387,650		436,000	425,300
Fire/EMS	83,500		41,100	61,400
Public Works	34,000		19,200	26,000
Cemetary & Recreation	206,000		196,100	185,600
Library	56,850		60,500	55,300
Contingency	500,000			600,000
Total General Fund	\$ 1,591,850	\$	\$ 1,151,325	\$ 1,732,000
SPECIAL REVENUE FUNDS				
Highway (HURF)	\$ 198,400	\$	\$ 156,500	\$ 205,400
Fire Department	260,300			250,000
Police Department	450,000		14,450	450,000
EMS Grant Fund	80,000			100,000
Fireman's Pension	58,400	\$	\$ 57,300	\$ 60,000
Court Recovery	14,300			14,300
State Grant Fund	150,000			100,000
CDBG	\$	\$	\$	\$ 209,800
JCEF	5,200	\$	\$ 2,400	\$ 3,400
Library Fund	20,800		6,900	12,000
Fill the Gap			2,800	
Total Special Revenue Funds	\$ 1,237,400	\$	\$ 240,350	\$ 1,404,900
DEBT SERVICE FUNDS				
	\$	\$	\$	\$
Total Debt Service Funds	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS				
Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS				
	\$			
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Sewer Funds	\$ 174,200	\$	\$ 181,200	\$ 175,000
Total Enterprise Funds	\$ 174,200	\$	\$ 181,200	\$ 175,000
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 3,003,450	\$	\$ 1,572,875	\$ 3,311,900

* 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.

TOWN OF PIMA
Full-Time Employees and Personnel Compensation
Fiscal Year 2016

FUND	Full-Time Equivalent (FTE) 2016	Employee Salaries and Hourly Costs 2016	Retirement Costs 2016	Healthcare Costs 2016	Other Benefit Costs 2016	Total Estimated Personnel Compensation 2016
GENERAL FUND		\$	\$	\$	\$	\$
SPECIAL REVENUE FUNDS		\$	\$	\$	\$	\$

Total Special Revenue Funds		\$	\$	\$	\$	\$
DEBT SERVICE FUNDS		\$	\$	\$	\$	\$

Total Debt Service Funds		\$	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS		\$	\$	\$	\$	\$

Total Capital Projects Funds		\$	\$	\$	\$	\$
PERMANENT FUNDS		\$	\$	\$	\$	\$

Total Permanent Funds		\$	\$	\$	\$	\$
ENTERPRISE FUNDS		\$	\$	\$	\$	\$

Total Enterprise Funds		\$	\$	\$	\$	\$
INTERNAL SERVICE FUND		\$	\$	\$	\$	\$

Total Internal Service Fund		\$	\$	\$	\$	\$
TOTAL ALL FUNDS		\$	\$	\$	\$	\$