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The Municipal Budget and Finance Manual

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How is the Manual Organized

- Chapter I: Revenue Sources & Property Tax Requirements
- Chapter II: Budget Requirements And Adoption
- Chapter III: Financial Management

Local Revenue Sources

- Local Transaction Privilege Tax
 - Model City Tax Code
 - Appendix J (Amending Your Tax Code)
- Use Tax
- Bed Tax

Local Revenue Sources (Cont'd)

- Local Property Tax
 - Primary
 - Secondary
- Adopting the Levy – (Budget Calendar)
- Establishment of a New Primary Tax
- Primary Property Tax Levy Limit
- Truth-In-Taxation

Other Local Taxes

- Business License Tax
- Franchise Tax
- Government Property Lease Excise Tax
- Magistrate Court Fees
- Impact Fees User Fees

State Shared Revenue

- Urban Revenue Sharing
- State Shared Sales Tax
- Highway User Revenue Fund
- Vehicle License Tax
- Annexation – Census Population Updates

Federal Revenues

- Block Grant Programs
- Categorical Grants

State Expenditure Limit

- Fund Accounting
- State Imposed Expenditure Limitation
 - Exemptions from the Limitation
- Alternative Expenditure Limitation (Home Rule)
- Permanent Base Adjustment
 - Will be adding methodology for determining adjustment
- Emergency Override
- One-Time Override

Auditor General Review

- Common Issues and Mistakes
- Timeline
- Other League Tools
 - Packets
 - Spreadsheet

Financial Reporting

- Uniform Expenditure Reporting System (UERS)
- Capital Improvement Plan (CIP)

Bonds and Bond Requirements

- General Obligation Bonds
 - Secondary Property Tax
- Revenue Bonds
- Street and Highway Improvement Bonds
- Special Improvement District Bonds
- Municipal Property Corporations
- State Bonding Assistance
 - GADA, WIFA, HELP
- Bonded Indebtedness Report

Budget Development and Adoption

- Developing the Budget
- Auditor General Schedules and Forms
- Tentative Budget Adoption
- Final Budget Adoption
- Encumbrances

Financial Management

- Accounting/Control of Expenditures
- Financial Reports – Posting Requirements
- Audits
- Federal Single Audit Act
- Investment of Public Funds
 - Public Deposits > \$100,000
 - Collateral Requirements
- Eligible Investments – Title 35

Purchasing

- Bidding Procedures
- Force Account Labor Amounts
- Procuring Professional Services
- Davis-Bacon Act

Exhibits

- Budget Calendar
- Guide for Amending Your Tax Code
- Truth-In-Taxation Hearing Notice
- Impact Fee Timeline
- Taxes and Fee Procedures