

# 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

CITY/TOWN OF \_\_\_\_\_ GLOBE \_\_\_\_\_  
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**

**CITY/TOWN OF \_\_\_\_\_ GLOBE \_\_\_\_\_**

**Fiscal Year 2016**

**CITY/TOWN OF \_\_\_\_\_ GLOBE \_\_\_\_\_**

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**CITY/TOWN OF \_\_\_\_\_ GLOBE \_\_\_\_\_**

**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

CITY/TOWN OF \_\_\_\_\_ GLOBE \_\_\_\_\_  
**Summary Schedule of Estimated Revenues and Expenditures/Expenses**  
**Fiscal Year 2016**

Fiscal Year	S c h	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	12,653,168	3,644,147	0	0	50,350	7,400,000	0	23,747,665
2015	Actual Expenditures/Expenses**	E	7,902,066	1,618,796	0	0	6,320	2,286,270	0	11,813,452
2016	Fund Balance/Net Position at July 1***									0
2016	Primary Property Tax Levy	B	490,000							490,000
2016	Secondary Property Tax Levy	B								0
2016	Estimated Revenues Other than Property Taxes	C	7,553,200	3,476,452	0	0	0	3,309,300	0	14,338,952
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	178,117	0	0	0	0	0	0	178,117
2016	Interfund Transfers (Out)	D	178,117	0	0	0	0	0	0	178,117
2016	Reduction for Amounts Not Available:									
	LESS: Amounts for Future Debt Retirement:									0
										0
										0
										0
2016	Total Financial Resources Available		8,043,200	3,476,452	0	0	0	3,309,300	0	14,828,952
2016	Budgeted Expenditures/Expenses	E	11,722,936	4,002,569	0	0	43,459	8,767,077	0	24,536,041

**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	\$ 23,747,665	\$ 24,536,041
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	23,747,665	24,536,041
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 23,747,665	\$ 24,536,041
6. EEC expenditure limitation	\$	\$

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).

**CITY/TOWN OF \_\_\_\_\_ GLOBE \_\_\_\_\_**  
**Tax Levy and Tax Rate Information**  
**Fiscal Year 2016**

	<b>2015</b>	<b>2016</b>
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ <u>648,830</u>	\$ <u>671,532</u>
2. Amount received from primary property taxation in the <b>current year</b> 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>492,924</u>	\$ <u>490,000</u>
B. Secondary property taxes		
C. Total property tax levy amounts	\$ <u>492,924</u>	\$ <u>490,000</u>
4. Property taxes collected*		
A. Primary property taxes		
(1) <b>Current</b> year's levy	\$ <u>523,996</u>	
(2) Prior years' levies		
(3) Total primary property taxes	\$ <u>523,996</u>	
B. Secondary property taxes		
(1) <b>Current</b> year's levy	\$ _____	
(2) Prior years' levies	\$ _____	
(3) Total secondary property taxes	\$ _____	
C. Total property taxes collected	\$ <u>523,996</u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	<u>1.3200</u>	<u>1.3200</u>
(2) Secondary property tax rate	<u>          </u>	<u>          </u>
(3) Total city/town tax rate	<u>1.3200</u>	<u>1.3200</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.

**CITY/TOWN OF            GLOBE**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2015</b>	<b>ACTUAL REVENUES* 2015</b>	<b>ESTIMATED REVENUES 2016</b>
<b>GENERAL FUND</b>			
<b>Local taxes</b>			
CITY SALES TAX	\$ 3,500,000	\$ 3,835,951	\$ 3,755,000
BED TAX	100,000	90,000	100,000
<b>Licenses and permits</b>			
OCCUPATION & FRANCHISE	670,000	690,978	650,000
BUILDING PERMITS	40,000	73,600	30,000
<b>Intergovernmental</b>			
STATE SALES TAX	650,825	654,854	719,555
REVENUE SHARING	840,300	907,259	906,852
FIRE DEPT CONTRACT REVENUE	100,000	34,275	12,000
<b>Charges for services</b>			
SANITATION	650,000	614,404	615,000
RECREATION & CEMETERY	12,000	13,600	13,600
MUSEUM	75,000	80,000	80,000
RENT	90,000	83,000	83,000
<b>Fines and forfeits</b>			
MAGISTRATE, POLICE & FIRE	155,250	92,399	81,500
<b>Interest on investments</b>			
INVESTMENT INCOME	10,000		5,000
BOND PROCEEDS	30,000		
PROPERTY ACQUISITION	100,000		
<b>In-lieu property taxes</b>			
VEHICLE LICENSE TAX	428,000	426,211	462,693
<b>Contributions</b>			
Voluntary contributions	10,000	4,000	4,000
<b>Miscellaneous</b>			
OTHER	55,000	15,167	15,000
AUCTION	50,000	37,569	20,000
CAPITAL LEASE PROCEEDS	358,036		
<b>Total General Fund</b>	<b>\$ 7,924,411</b>	<b>\$ 7,653,267</b>	<b>\$ 7,553,200</b>

\* 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.





CITY/TOWN OF            **GLOBE**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
<b>DEBT SERVICE FUNDS</b>			
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<b>Total Debt Service Funds</b>	\$ _____	\$ _____	\$ _____
<b>CAPITAL PROJECTS FUNDS</b>			
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<hr/>	\$ _____	\$ _____	\$ _____
<hr/>	_____	_____	_____
<hr/>	_____	_____	_____
<b>Total Capital Projects Funds</b>	\$ _____	\$ _____	\$ _____

**CITY/TOWN OF \_\_\_\_\_ GLOBE \_\_\_\_\_**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2015</b>	<b>ACTUAL REVENUES* 2015</b>	<b>ESTIMATED REVENUES 2016</b>
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\* 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.

**CITY/TOWN OF        GLOBE**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2015</b>	<b>ACTUAL REVENUES* 2015</b>	<b>ESTIMATED REVENUES 2016</b>
<b>PERMANENT FUNDS</b>			
VOLUNTEER PENSION FUND	\$ 1,350	\$	\$
	\$ 1,350	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Permanent Funds</b>	<b>\$ 1,350</b>	<b>\$</b>	<b>\$</b>
<b>ENTERPRISE FUNDS</b>			
WATER	\$ 2,000,000	\$ 2,363,551	\$ 2,303,300
WASTEWATER	900,000	1,059,056	1,006,000
	\$ 2,900,000	\$ 3,422,607	\$ 3,309,300
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Enterprise Funds</b>	<b>\$ 2,900,000</b>	<b>\$ 3,422,607</b>	<b>\$ 3,309,300</b>

**CITY/TOWN OF \_\_\_\_\_ GLOBE \_\_\_\_\_**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2015</b>	<b>ACTUAL REVENUES* 2015</b>	<b>ESTIMATED REVENUES 2016</b>
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\* 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.

**CITY/TOWN OF        GLOBE**  
**Revenues Other Than Property Taxes**  
**Fiscal Year 2016**

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
<b>INTERNAL SERVICE FUNDS</b>			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
<b>Total Internal Service Funds</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ <u>14,294,528</u></b>	<b>\$ <u>12,567,290</u></b>	<b>\$ <u>14,338,952</u></b>

\* 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.

**CITY/TOWN OF \_\_\_\_\_ GLOBE \_\_\_\_\_**  
**Other Financing Sources/<Uses> and Interfund Transfers**  
**Fiscal Year 2016**

FUND	OTHER FINANCING 2016		INTERFUND TRANSFERS 2016	
	SOURCES	<USES>	IN	<OUT>
<b>GENERAL FUND</b>				
LIBRARY	\$ _____	\$ _____	\$ 59,056	\$ _____
ACTIVE ADULT CENTER	_____	_____	119,061	_____
GENERAL FUND	_____	_____	_____	178,117
<b>Total General Fund</b>	\$ _____	\$ _____	\$ 178,117	\$ 178,117
<b>SPECIAL REVENUE FUNDS</b>				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Special Revenue Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>DEBT SERVICE FUNDS</b>				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Debt Service Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>CAPITAL PROJECTS FUNDS</b>				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Capital Projects Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>PERMANENT FUNDS</b>				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Permanent Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>ENTERPRISE FUNDS</b>				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Enterprise Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>INTERNAL SERVICE FUNDS</b>				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Internal Service Funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL ALL FUNDS</b>	\$ _____	\$ _____	\$ 178,117	\$ 178,117

**CITY/TOWN OF            GLOBE**  
**Expenditures/Expenses by Fund**  
**Fiscal Year 2016**

<b>FUND/DEPARTMENT</b>	<b>ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015</b>	<b>EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015</b>	<b>ACTUAL EXPENDITURES/ EXPENSES* 2015</b>	<b>BUDGETED EXPENDITURES/ EXPENSES 2016</b>
<b>GENERAL FUND</b>				
COUNCIL	\$ 4,730,309	\$	\$ 354,691	\$ 3,815,618
COMMUNITY ORGS	100,000		100,000	100,000
ADMINISTRATION	917,040		837,528	892,396
FIRE	1,804,799		1,764,740	1,918,519
POLICE	2,838,470		2,735,540	2,989,274
MAGISTRATE	152,740		156,192	173,737
SANITATION	655,000		622,187	615,000
PUBLIC WORKS	1,287,590		1,115,173	965,582
MUSEUM	167,220		160,662	154,470
FLEET				98,340
OTHER			55,353	
<b>Total General Fund</b>	<b>\$ 12,653,168</b>	<b>\$</b>	<b>\$ 7,902,066</b>	<b>\$ 11,722,936</b>
<b>SPECIAL REVENUE FUNDS</b>				
HIGHWAY USERS	\$ 738,767	\$	\$ 738,767	\$ 752,692
EXCISE TAX				348,000
LIBRARY	211,900		165,056	182,816
GRANTS	2,500,000		534,412	2,500,000
ACTIVE ADULT CENTER	193,480		180,561	219,061
<b>Total Special Revenue Funds</b>	<b>\$ 3,644,147</b>	<b>\$</b>	<b>\$ 1,618,796</b>	<b>\$ 4,002,569</b>
<b>DEBT SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Debt Service Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>CAPITAL PROJECTS FUNDS</b>				
	\$	\$	\$	\$
<b>Total Capital Projects Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>PERMANENT FUNDS</b>				
VOLUNTEER FIRE PENSION	\$ 50,350	\$	\$ 6,320	\$ 43,459
<b>Total Permanent Funds</b>	<b>\$ 50,350</b>	<b>\$</b>	<b>\$ 6,320</b>	<b>\$ 43,459</b>
<b>ENTERPRISE FUNDS</b>				
WATER	\$ 4,700,000	\$	\$ 1,475,473	\$ 5,809,586
SEWER	2,700,000		810,797	2,957,491
<b>Total Enterprise Funds</b>	<b>\$ 7,400,000</b>	<b>\$</b>	<b>\$ 2,286,270</b>	<b>\$ 8,767,077</b>
<b>INTERNAL SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Internal Service Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 23,747,665</b>	<b>\$</b>	<b>\$ 11,813,452</b>	<b>\$ 24,536,041</b>

\* 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.

**CITY/TOWN OF            GLOBE**  
**Full-Time Employees and Personnel Compensation**  
**Fiscal Year 2016**

<b>FUND</b>	<b>Full-Time Equivalent (FTE) 2016</b>	<b>Employee Salaries and Hourly Costs 2016</b>	<b>Retirement Costs 2016</b>	<b>Healthcare Costs 2016</b>	<b>Other Benefit Costs 2016</b>	<b>Total Estimated Personnel Compensation 2016</b>
<b>GENERAL FUND</b>	86	\$ 3,325,836	\$ 1,165,801	\$ 1,205,809	\$ 328,169	\$ 6,025,615
<b>SPECIAL REVENUE FUNDS</b>						
LIBRARY	3	\$ 107,420	\$ 12,321	\$ 16,569	\$ 8,518	\$ 144,829
ACTIVE ADULT CENTER	3	62,899	7,215	48,768	5,824	124,706
HURF	5	185,596	21,288	55,013	33,426	295,323
<b>Total Special Revenue Funds</b>	<b>11</b>	<b>\$ 355,915</b>	<b>\$ 40,823</b>	<b>\$ 120,351</b>	<b>\$ 47,769</b>	<b>\$ 564,858</b>
<b>DEBT SERVICE FUNDS</b>						
		\$	\$	\$	\$	\$
<b>Total Debt Service Funds</b>		\$	\$	\$	\$	\$
<b>CAPITAL PROJECTS FUNDS</b>						
		\$	\$	\$	\$	\$
<b>Total Capital Projects Funds</b>		\$	\$	\$	\$	\$
<b>PERMANENT FUNDS</b>						
		\$	\$	\$	\$	\$
<b>Total Permanent Funds</b>		\$	\$	\$	\$	\$
<b>ENTERPRISE FUNDS</b>						
WATER	11	\$ 463,001	\$ 53,106	\$ 164,860	\$ 54,053	\$ 735,021
SEWER	5	181,394	20,806	74,387	19,937	296,524
<b>Total Enterprise Funds</b>	<b>16</b>	<b>\$ 644,395</b>	<b>\$ 73,912</b>	<b>\$ 239,247</b>	<b>\$ 73,990</b>	<b>\$ 1,031,544</b>
<b>INTERNAL SERVICE FUND</b>						
		\$	\$	\$	\$	\$
<b>Total Internal Service Fund</b>		\$	\$	\$	\$	\$
<b>TOTAL ALL FUNDS</b>	<b>113</b>	<b>\$ 4,326,146</b>	<b>\$ 1,280,536</b>	<b>\$ 1,565,407</b>	<b>\$ 449,928</b>	<b>\$ 7,622,018</b>