

COUNTY OF LAKE

MEMORANDUM

TO: Cathy Saderlund
Auditor-Controller

FROM:

SUBJECT: _____ FISCAL YEAR _____

DATE:

The Board of Directors of the _____ District **DID**
approve, during their public meeting on _____, the following for
_____ and for _____ **RESERVES/DESIGNATIONS**
for fiscal year _____.

Total Appropriation for Budget Expenditures: (A) _____

Authorize Auditor-Controller to adjust Reserves/Designations as necessary

_____ or _____
YES **NO**

Increase to Reserves/Designations:

Reserve:

General _____

Designation:

Equipment Replacement _____

Building _____

Medical Svcs & Equip _____

Other (Identify) _____

Total Reserves/Designations (page 2): (B) _____

Total _____ requirements for Fiscal Year _____ (C) _____

Authorized Signature
(Chairman of the Board **ONLY**)

Date

For additional Budget information please contact:

Danielle Vaars or Cathy Saderlund
Accountant-Auditor I Auditor-Controller

_____ BUDGET

Budget Summary Worksheet - _____

(Note: Category totals on this form **must** agree with category totals of budget submission - District's responsibility).

Total Salaries & Employee Benefits	_____
Total Service & Supplies	_____
Total Other	_____
Total Fixed Assets	_____
Sub-Total	_____
Total Contingencies	_____
TOTAL APPROPRIATION FOR BUDGET EXPENDITURES	_____ (A)

Increases or Decreases to Reserves/Designations - _____

Description	Balance as of	(B) Increase Amount	(B) Decrease Amount	Total Budget Yr Reserves/Desgn.
Reserve:				
General	_____	_____	_____	_____
Designation:				
Replacement	_____	_____	_____	_____
Building	_____	_____	_____	_____
Medical Svcs/Equip	_____	_____	_____	_____
Other (Identify)	_____	_____	_____	_____

Must be completed by District for verification by Auditor

Total	(A)	+	(B)	=	(C)
	=====		=====		=====

Total _____ Appropriation \$ _____ (A) and total combined increase/
decrease to reserves \$ _____ (B) constitutes the District's Total _____
Budget financing requirement \$ _____ (C) for Fiscal Year _____.

SALARIES AND EMPLOYEE BENEFITS

- 1.11 Salaries & Wages-Permanent _____
- 1.12 Salaries & Wages-Temporary _____
- 1.13 Salaries & Wages-Overtime, Holiday, Stby _____
- 1.14 Salaries & Wages-Other, Term _____
- 2.21 Retirement Contributions-FICA _____
- 2.22 Retirement Contributions-PERS _____
- 2.28 Retirement Contributions-Deferred Comp _____
- 3.30 Insurance-Health/Life _____
- 3.31 Insurance-Unemployment _____
- 3.39 Insurance-State Disability _____
- 4.00 Worker's Compensation _____

TOTAL SALARIES AND EMPLOYEE BENEFITS \$ _____

SERVICE AND SUPPLIES

- 11.00 Clothing & Personal Supplies _____

- 12.00 Communications _____

14.00 Household Expense

15.10 Insurance-Other

15.12 Insurance-Public Liability

15.13 Fire & Comprehensive

17.00 Maintenance-Equipment

18.00 Maintenance-Buildings & Imprvmnts

19.40 Medical Supplies

20.00 Memberships

22.70 Office Expense-Supplies

22.71 Office Expense-Postage

22.72 Office Expense-Book & Periodicals

23.80 Professional & Specialized Services

24.00 Publications & Legal Notices

25.00 Rents & Leases-Equipment

26.00 Rents & Leases-Buildings & Improv

27.00 Small Tools & Instruments

28.30 Special Departmental-Supplies & Services

28.48 Special Departmental-Ambulance Expense

29.50 Transportation & Travel

30.00 Utilities

38.00 Inventory Items

39.00 Service & Supplies-Prior Years

TOTAL SERVICES AND SUPPLIES

\$ _____

OTHER

42.10 Principal & Interest-Notes & Loans

47.00 RightS of Way

48.00 Taxes & Assessments

52.10 Other Charges-Contrib. to Non-Co Gov Agen

TOTAL OTHER

\$ _____

FIXED ASSETS

PLEASE LIST ALL FIXED ASSETS IN DETAIL BY ITEM AND DOLLAR AMOUNT

60.00 Land

61.60 Buildings & Improvements-Current

61.69 Buildings & Improvements-Prior

62.71 Equipment-Office

62.72 Equipment-Autos & Light Trucks

62.73 Equipment-Shop

62.74 Equipment-Other

62.76 Equipment-Fire Hose

62.79 Equipment-Prior Years

TOTAL FIXED ASSETS

\$ _____

GRAND TOTAL EXPENSES

\$ _____

EMPLOYEE SALARIES 1.11 AND 1.12

FISCAL YEAR _____

DISTRICT NAME _____ BUDGET UNIT _____

EMPLOYEE PERMANENT	POSITION TITLE	PAY RATE	CURRENT MONTHLY	SALARY ANNUAL
Total 1.11				

EMPLOYEE TEMPORARY	POSITION TITLE	PAY RATE	CURRENT MONTHLY	SALARY ANNUAL
Total 1.12				

EXPENDITURE/REVENUE SUMMARY
 INCREASES/DECREASES FROM RECOMMENDED TO ADOPTED
 FISCAL YEAR _____

District Name _____ Budget Unit No. _____

Expenditures

Account #	Title	Recommended	Approved

Revenues

Account #	Title	Recommended	Approved