

INSTRUCTIONS

BEFORE USING THE ENCLOSED SCHEDULES, PLEASE COMPLETE THE FOLLOWING:

Enter the City/Town Name:

The steps below will help populate the attached schedules with the appropriate dates. The "current year" is the fiscal year in which the city/town is operating, and the "budget year" is the fiscal year for which the city/town is budgeting and that immediately follows the current year.

1. Select the Current Year
2. Select the Budget Year

OFFICAL BUDGET FORMS

Duncan

Fiscal Year 2012

Duncan

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Duncan
Resolution for the Adoption of the Budget
Fiscal Year 2012

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

Duncan
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2012

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES* 2011	ACTUAL EXPENDITURES/EXPENSES ** 2011	FUND BALANCE/ NET ASSETS*** July 1, 2011**	PROPERTY TAX REVENUES 2012	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2012	OTHER FINANCING 2012		INTERFUND TRANSFERS 2012		TOTAL FINANCIAL RESOURCES AVAILABLE 2012	BUDGETED EXPENDITURES/EXPENSES 2012
						SOURCES	<USES>	IN	<OUT>		
1. General Fund	\$ 672,700	\$ 439,812	\$	Primary: \$ 11,883	\$ 243,691	\$	\$	\$	\$	\$ 255,574	\$
2. Special Revenue Funds	69,075	73,410		Secondary:	47,162					47,162	
3. Debt Service Funds Available	431,734	125,276									
4. Less: Amounts for Future Debt Retirement											
5. Total Debt Service Funds	431,734	125,276									
6. Capital Projects Funds	195,350	47,367									
7. Permanent Funds	7,500	603									
8. Enterprise Funds Available	320,000	206,826									
9. Less: Amounts for Future Debt Retirement											
10. Total Enterprise Funds	320,000	206,826									
11. Internal Service Funds											
12. TOTAL ALL FUNDS	\$ 1,696,359	\$ 893,294	\$	\$ 11,883	\$ 290,853	\$	\$	\$	\$	\$ 302,736	\$

EXPENDITURE LIMITATION COMPARISON

	2011	2012
1. Budgeted expenditures/expenses	\$ 1,696,359	\$
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	1,696,359	
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 1,696,359	\$
6. EEC or voter-approved alternative 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 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 in this column represent Fund Balance/Net Asset 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).

Duncan
Summary of Tax Levy and Tax Rate Information
Fiscal Year 2012

	2011	2012
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 11,989	\$ 11,883
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	\$ 11,989	\$ 11,883
B. Secondary property taxes		
C. Total property tax levy amounts	\$ 11,989	\$ 11,883
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ 11,989	
(2) Prior years' levies		
(3) Total primary property taxes	\$ 11,989	
B. Secondary property taxes		
(1) Current year's levy	\$	
(2) Prior years' levies		
(3) Total secondary property taxes	\$	
C. Total property taxes collected	\$ 11,989	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	0.7537	0.7905
(2) Secondary property tax rate		
(3) Total city/town tax rate	0.7537	0.7905

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.

Duncan
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2012

SOURCE OF REVENUES	ESTIMATED REVENUES 2011	ACTUAL REVENUES* 2011	ESTIMATED REVENUES 2012
GENERAL FUND			
Local taxes			
City Sales Tax	\$ 90,000	\$ 83,357	\$
Franchise Fees	20,000	17,602	
Licenses and permits			
Business, Mobile Home & Building Permits	2,500	1,709	
Dog Tags	400	319	
Impact Fees	5,000	1,942	
Intergovernmental			
State Sales Tax	60,918	51,610	52,657
Urban Revenue Sharing	206,902	133,832	126,606
Auto Lieu Taxes	86,254	59,920	55,031
Charges for services			
Refuse & Tipping Fees	55,000	48,135	
Cemetery	5,000	7,205	
Swimming Pool Income	8,000	2,370	
Rental/Sales of Property	6,000	551	
Fines and forfeits			
Magistrate Court	None	None	None
Interest on investments			
Firemens Pension Interest	50	4	
LGIP Interest	None	3	
In-lieu property taxes			
Contributions			
Tohono O'Odham Contribution	80,000	None	
Apache Gold Contribution	50,000	None	
FMI	50,000	None	
Miscellaneous			
Fax, copies, notary services, cell phones	4,000	2,552	
Insurance Dividend	9,166	10,066	9,397
Library Insurance for Contents	200	None	
Total General Fund	\$ 739,390	\$ 421,178	\$ 243,691

* 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.

Duncan
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2012

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2011</u>	<u>ACTUAL REVENUES* 2011</u>	<u>ESTIMATED REVENUES 2012</u>
DEBT SERVICE FUNDS			
Water Bond Debt Service Fund	\$ None	\$ None	\$
USDA Police Cars - Rural Devel Grant	86,734	86,734	
USDA Wastewater	300,000		
USDA Drinking Water	300,000	None	
	\$ 686,734	\$ 86,734	\$
Interest earned on Water Bond CD Account	\$ 250	\$ 85	\$
	\$ 250	\$ 85	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Debt Service Funds	\$ 686,984	\$ 86,819	\$
CAPITAL PROJECTS FUNDS			
CDBG 2010	\$ 100,000	\$ None	\$
CDBG 2008	56,054	55,877	
WIFA Technical Grant	35,000	None	
	\$ 191,054	\$ 55,877	\$
State Special Project (SSP)	\$ 300,000	\$ None	\$
	\$ 300,000	\$	\$
EECDBG	\$ 34,000	\$ 46,628	\$
	\$ 34,000	\$ 46,628	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Capital Projects Funds	\$ 525,054	\$ 754,549	\$

Duncan
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2012

SOURCE OF REVENUES	ESTIMATED REVENUES 2011	ACTUAL REVENUES* 2011	ESTIMATED REVENUES 2012
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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.

Duncan
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2012

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2011</u>	<u>ACTUAL REVENUES*</u> <u>2011</u>	<u>ESTIMATED REVENUES 2012</u>
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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.

Duncan
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2012

SOURCE OF REVENUES	ESTIMATED REVENUES 2011	ACTUAL REVENUES* 2011	ESTIMATED REVENUES 2012
INTERNAL SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	\$ <u>2,295,623</u>	\$ <u>1,528,668</u>	\$ <u>290,853</u>

* 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.

Duncan
Summary by Fund Type of Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2012

FUND	OTHER FINANCING 2012		INTERFUND TRANSFERS 2012	
	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	\$ _____	\$ _____	\$ _____	\$ _____

Duncan
Summary by Department of Expenditures/Expenses Within Each Fund Type
Fiscal Year 2012

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2011	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2011	ACTUAL EXPENDITURES/ EXPENSES* 2011	BUDGETED EXPENDITURES/ EXPENSES 2012
GENERAL FUND				
Animal Control	\$ 200	\$	\$ 43	\$
Duncan Valley Cemetery	5,000		3,602	
Financial Administration	240,000		147,498	
Fire Department	35,000		37,933	
Mayor and Council	7,500		3,239	
Public Works/Roads & Streets	130,000		97,560	
Sanitation, Refuse, Trash	60,000		43,689	
Swimming Pool	30,000		20,099	
Police Department	90,000		31,143	
Town Clerk	70,000		50,114	
Parks House	5,000		4,892	
Town House	4,000		904	
Office Complex	5,000		3,900	
Town Equipment Depreciation	30,000			
Veterans & Centennial Parks	50,000		12,262	
Total General Fund	\$ 672,700	\$	\$ 439,812	\$
SPECIAL REVENUE FUNDS				
Highway Users Fund	\$ 69,075	\$	\$ 73,410	\$
Total Special Revenue Funds	\$ 69,075	\$	\$ 73,410	\$
DEBT SERVICE FUNDS				
2000 Water Bonds P&I	\$ 45,000	\$	\$ 45,064	\$
USDA Police Cars	86,734		80,212	
USDA Wastewater	300,000		None	
USDA Drinking Water	300,000		None	
Total Debt Service Funds	\$ 431,734	\$	\$ 125,276	\$
CAPITAL PROJECTS FUNDS				
CDBG FY 2008	\$ 60,350	\$	\$ 45,580	\$
CDBG FY 2010	100,000		1,787	
WIFA Technical Grant	35,000		None	
Tohono O'Odham	86,000		None	
EECDBG	34,000		46,628	
FMI	50,000		None	
Apache Gold	50,000		None	
Total Capital Projects Funds	\$ 195,350	\$	\$ 47,367	\$
PERMANENT FUNDS				
Fourth of July	\$ 7,500	\$	\$ 603	\$
Total Permanent Funds	\$ 7,500	\$	\$ 603	\$
ENTERPRISE FUNDS				
Duncan Wastewater Treatment	\$ 100,000	\$	\$ 59,715	\$
Duncan & Hunter Water Systems	160,000		106,715	
Laboratory	60,000		40,396	
Total Enterprise Funds	\$ 320,000	\$	\$ 206,826	\$
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 1,696,359	\$	\$ 893,294	\$

* 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.

Duncan
Summary by Department of Expenditures/Expenses
Fiscal Year 2012

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2011	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2011	ACTUAL EXPENDITURES/ EXPENSES * 2011	BUDGETED EXPENDITURES/ EXPENSES 2012
City Clerk:				
General Fund	\$ _____	\$ _____	\$ _____	\$ _____
List other funds	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Department Total	\$ <u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
List Department:				
General Fund	\$ _____	\$ _____	\$ _____	\$ _____
List other funds	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Department Total	\$ <u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
List Department:				
General Fund	\$ _____	\$ _____	\$ _____	\$ _____
List other funds	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Department Total	\$ <u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>

* 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.