



Dave Yost
Auditor of State



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UAN Lunch & Learn Webinar Training Series

UAN Budget

Friday, May 9, 2014

Presented by: **Bob Walter**
UAN Project Accountant

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Agenda

- UAN Budget Training Resources
- Typical Tax Budget Timeline
- UAN Budget Module Demonstration
- Q & A



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NOT part of today's Agenda

- Strategies for preparing next year's budget.
 - The UAN Budget Update LGOC workshop covers this topic and is available online (*see the next slide for steps to access*).



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Resources

- View online recordings of Budget training:
 - Go to uanlink.ohioauditor.gov
 - Click Training
 - Click On Line Training Recordings
 - Click **Budget**
 - UAN Budget Update – LGOC Workshop
 - Budget Refresher Courses



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Resources

- Review the Budget Handbook:
 - Go to uanlink.ohioauditor.gov
 - Click Training
 - Click Training Materials
 - Click **Accounting Only Users**
 - Scroll down to Refresher Courses.
 - Click the **Budget Exercise Handbook**.
 - The handbook also serves as the software reference manual.



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Budget Deadlines

- Know the deadline to file with your County Auditor and plan meetings accordingly.
- Set meeting dates to review the budget prior to adoption.
- Set the date of your budget hearing.
- Factor in the deadline for publication of the notice of budget hearing:
 - It must be 10 days prior to the budget hearing.



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Timeline For The Official and Amended Certificate

Jun	Adopt the Budget.
Jul	Budget must be filed with the County Auditor.
Aug	Budget returned by County Auditor with Official Certificate of Estimated Resources.
Sep	
Oct Nov Dec	Plan, prepare and adopt Temporary Appropriations to take effect January 1st. Temporary appropriations cannot exceed the Official Certificate. Review the budget as January approaches and note any changes you will need to make to revenues or appropriations.



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Timeline For The Official and Amended Certificate

Jan	Once you are balanced with the bank, complete the Certificate of the total amount from all sources available for expenditures, and balances and file with the County Auditor. The County Auditor will use this document to issue your Amended Official Certificate of Estimated Resources. Your appropriations are limited by the Certificate that is in place at the time they are adopted.
Feb	You may be waiting for your Amended Certificate to adopt your permanent appropriations

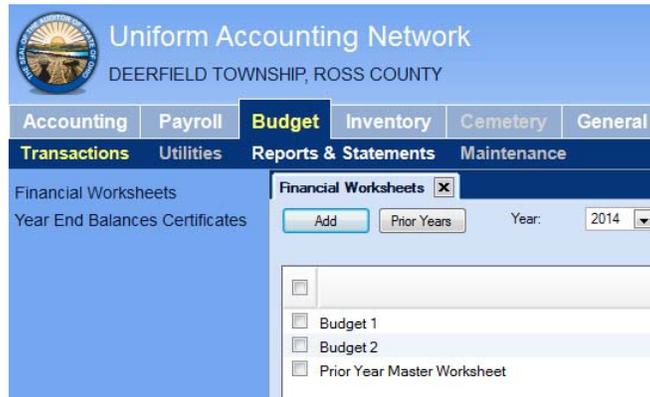


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UAN Budget Module Demonstration



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UAN BUDGET HIGHLIGHTS

- Revenues, Expenditures, and Other transactions are separated by tabs (1-3).
- Account code level detail is included without double-clicking.
- Display – By Program (groups by program)
- Display – By Object Group (groups by object)
- All report types include options to list account code detail, % change columns, & footnotes.



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UAN BUDGET HIGHLIGHTS (CONTINUED)

- The following key year end balances are always viewable on the worksheet form:
 - Unencumbered Undesignated 12/31
 - Fund Balance 12/31
- Changes made in the Accounting software's current year budget will be detected in the Budget software when editing previously recorded financial worksheets.
 - The Budget software will prompt you with the option to import those changes.



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Questions



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