



## BUDGET TIPS, IDEAS AND SUGGESTIONS TO CONSIDER FOR BUDGET YEAR 2010

1. Set up a budget schedule calendar that is realistic and stick to it.
2. Along with their expenditure requests, ask department heads to prepare a statement of goals for the upcoming year.
3. Use reasonable revenue as expenditure estimates. For example, don't expect the police to issue 50% more tickets or expect to have your gasoline budget remain the same as previous years.
4. Plan for equipment and facility replacement. Is it reasonable to expect that your eight (8) year old sanitation truck will make it another year?
5. Budget for operating costs that go with new capital purchases. Does that new fire truck or police car that you budgeted for include the costs of hose, mobile radios, and bar lights?
6. Consider sharing certain costs with the county or school district such as, recreational, solid waste or jail expenses. Make purchases cooperatively. Try using the state procurement program together with other local governments.
7. Manage the city's money efficiently. Don't keep a lot of money in the city's checking account. Interest is revenue! Periodically evaluate your relationship with your local bankers. Make sure you are getting good competitive service.
8. Try to maintain at least two (2) months' general fund revenue in reserves. Let it earn interest. (See #7)
9. Monitor your budget monthly. If alarming trends start to develop, have a contingency plan.
10. Use your budget to communicate. Provide brief, concisely written narratives to go along with your figures. Have pie charts and bar graphs available for the media and the public.