



“CHEAT SHEET”

Mayor and Council:

Included in your Dropbox Folder/CD is the electronic version of the **2014-2015 proposed budget** for the City of Bedford. This document, which outlines the proposed revenues and expenditures for the upcoming fiscal year, is comprised of the following items for your review:

- **Transmittal Letter & Executive Summary**: This letter provides an overview of the proposed budget by first outlining the City’s goals and objectives, followed by some financial highlights and supplemental recommendations. It also covers the funding priorities that are recommended for the upcoming budget year. In addition, it defines each fund type and highlights the differences between the current year’s budget and the proposed. In essence, it provides an explanation of the conditions and approach with which the budget was prepared.
- **Readers Guide**: This section provides an overview of City of Bedford’s organizational and financial structure. It identifies the City’s governing body and its staffing. It provides the budget calendar for important dates pertaining to the budget and proposed tax rate. Additionally, it provides the doctrine/policy upon which the City operates its various fund types and its investments.
- **Budget Overview**: This section illustrates the entire proposed budget in three areas. First, it provides the total amount of revenues and expenditures that are proposed for the upcoming fiscal year. It categorizes the revenues and expenditures by type and by department. In addition, it provides the reader with a projected fund balance carry-forward for the upcoming fiscal year. Secondly, this section also includes two financial management reports generated from the City’s financial system which showcase a four-year history, plus a current year status of each revenue/expenditure account among all fund types. And thirdly, it lists the entire authorized personnel summary by department for the proposed budget.

- **Departmental Sections:** These sections are divided among the departments listed below. Each section first includes a cover page with a funding summary and future budget concerns that are anticipated to impact the department. Next, is the department's organizational chart. Division Program Summaries provide detail on the purpose and activities, followed by highlights from the current fiscal year (which will be finalized after the fiscal year concludes). Divisional goals are listed in relation to their fulfillment of Council Mission Areas and an expenditure history is provided, along with a list of budgeted positions (these may be different than the authorized strength due to frozen positions). New this year is the inclusion of Performance Measures for each division that includes personnel. Aside from the detail budget, these sections provide the reader with an 'Exception' report that showcases financials through June, in addition to an estimated total cost for the year. This estimated total is measured against the current budget and detailed explanations are given in any area where the total is projected to be either greater than 100% spent or less than 10% spent.
 - **General Government**
 - **Support Services**
 - **Development**
 - **Administrative Services**
 - **Police**
 - **Fire**
 - **Public Services**
 - **Community Services**

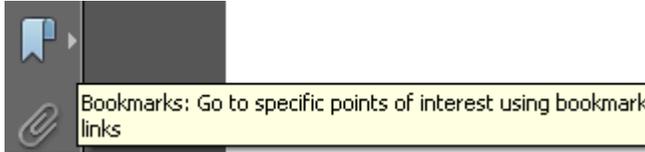
- **Supplemental Requests:** This section highlights the supplemental requests that were submitted for consideration in the FY 2014-2015 proposed budget. This section is separated into two parts, funded and unfunded. Following each summary list of supplemental requests are the detailed descriptions of each and their cost breakdown.

- **Debt Schedules:** This section outlines the City's entire schedule of debt service payments. It provides the amortization of all debt consolidated, as well as separated by Series and funding source.

- **Capital Projects:** This section outlines the total capital projects over the next five years. In addition, it identifies which projects are currently being funded and it separates the list by service type (e.g. Facilities, Water, Drainage, Parks, etc.).

- **Supplemental Information:** This section provides the reader a worksheet calculating the City’s effective tax rate and rollback rate, which will be published in the newspaper by August 7. In addition, it provides a copy of the July certified tax roll, as provided by the Tarrant Appraisal District, which will be accepted by the City council at the next regularly scheduled meeting. Finally, this section provides a brief definition, purpose and history of every major revenue account throughout the entire budget and its fund types.

Each section has been ‘bookmarked;’ therefore, the reader can click on the bookmark symbol (see below) to specifically go to a certain area within the book.



Should you have further questions regarding how to read and navigate through this book, feel free to contact me directly at the following:

Meg Jakubik, Assistant to the City Manager
Ph: (817) 952-2117