

Appendix A: Fund Summary

The Town's budgetary fund structure is organized around financial principles and legal requirements. Financial principles explain why the General Fund is divided into funds with fundamentally different purposes. Legal requirements attach to other income, like HURF, LTAF, and grant funds. Other funds are maintained to help match income available to the General Fund with activities supported by the General Fund, like the building and court fees.

Fund	Purpose	Source
General Fund (on-going)	Operational costs supporting programs and services that are intended to continue for more than one year	Current (2011) Revenues; Town sales tax; franchise fees; State sales tax; Urban Revenue Sharing (State income tax); Vehicle License Tax
General Fund (one-time)	Operational or capital costs for programs and services that can be accomplished in a single year	Cash reserves; Town sales tax; franchise fees; State sales tax; Urban Revenue Sharing (State income tax); Vehicle License Tax
General Fund (Fees)	Support the costs associated with staff review	Current (2011) Local fee revenues
General Fund (Court fines)	Contribute to the costs associated with public safety administration	Current (2011) Court fine and fee revenues
General Fund Reserves (Operational Reserve or Operational Income Shortfall)	Support committed operations in the event of income shortfalls	Cash reserves
HURF	Development and maintenance of transportation improvements	Current (2011) Highway User Revenue Fund distributions and cash fund balance ARS § 28-6501; transportation impact fees
Grant funds	Purpose in grant application	Grant donors
LTAF	Cultural, educational, historical, recreational or scientific facilities or programs	Current (2011) Local Transportation Assistance Fund Revenue distributions Assistance Fund, ARS § 28-8101
Impact Fees	Fees associated with paying for the costs of growth	Impact Fees levied per A.R.S. § 9-463.05



A-1 Fund Summaries

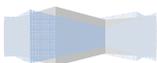
 Town of Dewey-Humboldt General Fund Summary				
GENERAL FUND	2009 ACTUAL	2010 PROJECTED	2011 BUDGET	Notes
REVENUES				
<i>Local Taxes</i>	\$ 226,265	\$ 213,500	\$ 343,000	2% TPT Rate less 13% Contracting Revenue (HB2008 Moratorium until June 30, 2011)
<i>Permits and fees</i>	57,624	55,500	97,980	Ordinance 10-68
<i>Intergovernmental</i>	1,147,081	1,022,318	915,500	Final Urban Revenue Sharing Estimates
<i>Fines, forfeitures and penalties</i>	21,513	24,600	45,110	Ordinance 10-67
<i>Interest earnings</i>	113,436	70,000	48,000	
<i>Miscellaneous</i>	204	18,000	7,000	
Total Revenues	<u>1,566,123</u>	<u>1,403,918</u>	<u>1,456,590</u>	
EXPENDITURES				
<i>Intergovernmental & Legislative</i>				
<i>Town Council</i>	128,364	154,000	158,403	Town Council and Manager
<i>Legal</i>	35,860	18,000	35,400	Maximize efficiency efforts
<i>Fiscal Responsibility</i>				
<i>Finance</i>	98,937	189,000	176,256	Finance, Grants
<i>Enterprise Technical Support</i>	32,088	35,000	60,868	Licensing & Technology compliance effort
<i>Human Resources</i>	100,960	10,000	-	
<i>Public Safety</i>	440,887	463,063	439,806	Magistrate Court at Town Hall July 2010
<i>Engineering</i>				
<i>Capital Engineering</i>	230,720	174,443	21,741	See also the HURF Fund
<i>Public Works</i>	219,907	151,169	91,318	Blended Road Maintenance Effort
<i>Community Development</i>	193,288	264,000	306,436	Now includes the Building Safety program
<i>Town Clerk</i>	119,577	145,000	146,272	Records Management & Open Meetings
Total Expenditures	<u>1,600,586</u>	<u>1,603,675</u>	<u>1,436,499</u>	
Excess of Revenues over (under) Expenditures	<u>(34,463)</u>	<u>(199,757)</u>	<u>20,091</u>	
<i>Other (Uses)</i>				
<i>Operating Contingency</i>	-	-	(143,650)	As required by the Financial Policies: the Town's Annual Budget will include a contingency appropriation to provide for unanticipated increases in service delivery costs, emergencies and needs that may arise throughout the fiscal year. The Contingency appropriation can only be expended upon separate Council Action.
Net Increase (Decrease) in Fund Balance	<u>(34,463)</u>	<u>(199,757)</u>	<u>(123,559)</u>	
Fund Balance at the Start of the Year.....	<u>\$ 2,552,541</u>	<u>\$ 2,518,078</u>	<u>\$ 2,318,321</u>	
Fund Balance at the End of the Year.....	<u>\$ 2,518,078</u>	<u>\$ 2,318,321</u>	<u>\$ 2,194,762</u>	





**Town of Dewey-Humboldt
HURF Fund Summary**

HURF FUND	2009 ACTUAL	2010 PROJECTED	2011 BUDGET	Notes
REVENUES				
<i>Impact Fees</i>	\$ 19,079	\$ 6,113	\$ 17,125	New Impact Fees adopted
<i>Intergovernmental</i>				
<i>Highway Urban Revenues</i>	299,260	290,000	290,000	
<i>Local Transportation Fund</i>	18,750	16,898	-	
<i>Interest earnings</i>	8,193	3,413	120	
<i>Total Revenues</i>	<u>345,281</u>	<u>316,424</u>	<u>307,245</u>	
EXPENDITURES				
<i>Town Council</i>	-	2,000	2,948	CYMPO (DH = 4% of Operations)
<i>Capital Engineering</i>	789,280	370,000	160,700	In-house Engineering management
<i>Public Works</i>	67,484	163,200	200,331	Blended road maintenance effort
<i>Community Development</i>	-	25,658	-	Citizen Transportation Vouchers
<i>Total Expenditures</i>	<u>856,764</u>	<u>560,858</u>	<u>363,979</u>	
<i>Excess of Revenues over (under) Expenditures</i>	<u>(511,483)</u>	<u>(244,434)</u>	<u>(56,734)</u>	See Engineering Program for Capital Projects funded by Cash Fund Balance
<i>Other (Uses)</i>				
<i>Operating Contingency</i>	-	-	(36,398)	
<i>Net Increase (Decrease) in Fund Balance</i>	<u>(511,483)</u>	<u>(244,434)</u>	<u>(93,132)</u>	
<i>Fund Balance at the Start of the Year.....</i>	<u>\$ 931,661</u>	<u>\$ 420,178</u>	<u>\$ 175,744</u>	
<i>Fund Balance at the End of the Year.....</i>	<u>\$ 420,178</u>	<u>\$ 175,744</u>	<u>\$ 82,612</u>	
Summary				
<i>Restricted for Contingency</i>	\$ -	\$ -	\$ -	
<i>Unrestricted Fund Balance</i>	\$ 420,178	\$ 175,744	\$ 82,612	
<i>Total Fund Balance</i>	<u>\$ 420,178</u>	<u>\$ 175,744</u>	<u>\$ 82,612</u>	





**Town of Dewey-Humboldt
Combined Budget Summary
General Fund, HURF (Special Revenue) Fund, and Grants Fund
2010-2011**

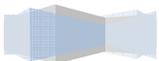
	<i>General Fund</i>	<i>HURF Fund</i>	<i>Subtotal of General and HURF Funds</i>	<i>Grants Fund</i>	<i>2010-11 Total</i>
REVENUES					
<i>Local Taxes</i>	\$ 343,000	\$ 17,125	\$ 360,125	\$ -	\$ 360,125
<i>Permits and fees</i>	97,980	-	97,980	-	97,980
<i>Intergovernmental</i>	915,500	290,000	1,205,500	2,610,475	3,815,975
<i>Fines, forfeitures and penalties</i>	45,110	-	45,110	-	45,110
<i>Interest earnings</i>	48,000	120	48,120	-	48,120
<i>Miscellaneous</i>	7,000	-	7,000	-	7,000
Total Revenues	<u>1,456,590</u>	<u>307,245</u>	<u>1,763,835</u>	<u>2,610,475</u>	<u>4,374,310</u>
EXPENDITURES					
<i>Intergovernmental & Legislative</i>					
<i>Town Council</i>	158,403	2,948	161,351	-	161,351
<i>Legal</i>	35,400	-	35,400	-	35,400
<i>Fiscal Responsibility</i>					
<i>Finance</i>	176,256	-	176,256	-	176,256
<i>Enterprise Technical Support</i>	60,868	-	60,868	-	60,868
<i>Public Safety</i>	439,806	-	439,806	-	439,806
<i>Engineering</i>					
<i>Capital Engineering</i>	21,741	160,700	182,441	2,539,014	2,721,455
<i>Public Works</i>	91,318	200,331	291,649	71,461	363,110
<i>Community Development</i>	306,436	-	306,436	-	306,436
<i>Town Clerk</i>	146,272	-	146,272	-	146,272
Total Expenditures	<u>1,436,499</u>	<u>363,979</u>	<u>1,800,478</u>	<u>2,610,475</u>	<u>4,410,953</u>
<i>Excess of Revenues over (under)</i>					
<i>Expenditures</i>	<u>20,091</u>	<u>(56,734)</u>	<u>(36,642)</u>	<u>-</u>	<u>(36,642)</u>
<i>Other (Uses)</i>					
<i>Operating Contingency</i>	<u>(143,650)</u>	<u>(36,398)</u>	<u>(180,048)</u>	<u>-</u>	<u>(180,048)</u>
Net Increase (Decrease) in Fund Balance					
	<u>(123,559)</u>	<u>(93,132)</u>	<u>(216,690)</u>	<u>-</u>	<u>(216,690)</u>
<i>Fund Balance at the Start of the Year.....</i>					
	<u>\$ 2,318,321</u>	<u>\$ 175,744</u>	<u>2,494,064</u>	<u>\$ -</u>	<u>\$ 2,494,064</u>
<i>Fund Balance at the End of the Year.....</i>					
	<u>\$ 2,194,762</u>	<u>\$ 82,612</u>	<u>\$ 2,277,374</u>	<u>\$ -</u>	<u>\$ 2,277,374</u>



A-2 4-Year Financial Detail

FUND 10 - GENERAL FUND REVENUES			REVENUE DETAIL					
			FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11	
ACCOUNT CODE	CLASSIFICATION		ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	
TAXES								
10	100	3100	Local Sales Tax	\$ 398,174	\$ 212,550	\$ 230,360	\$ 200,000	\$ 329,000
10	100	3425	Utility Franchise Fees	13,774	13,715	12,000	13,500	14,000
TOTAL TAXES			<u>411,948</u>	<u>226,265</u>	<u>242,360</u>	<u>213,500</u>	<u>343,000</u>	
INTERGOVERNMENTAL								
10	100	3310	Income Tax	567,142	593,550	520,300	520,302	392,192
10	100	3320	State Sales Tax	370,373	315,658	309,828	290,526	302,349
10	100	3330	Auto Lieu	258,745	237,873	241,597	211,490	220,959
TOTAL INTERGOVERNMENTAL			<u>1,196,261</u>	<u>1,147,081</u>	<u>1,071,725</u>	<u>1,022,318</u>	<u>915,500</u>	
LICENSE, PERMITS AND CHARGES FOR SERVICES								
10	100	3202	Building Permits	98,510	41,431	45,863	46,404	85,200
10	100	3403	Planning & Zoning Fees	-	-	-	-	5,000
10	100	3420	Plan Check Fees	4,098	16,193	18,901	9,096	7,780
TOTAL LICENSE, PERMITS AND CHARGES FOR SERVICES			<u>102,608</u>	<u>57,624</u>	<u>64,764</u>	<u>55,500</u>	<u>97,980</u>	
FINES AND FORFEITURES								
10	100	3501	Court Fines	25,846	21,513	53,534	24,600	45,110
TOTAL FINES AND FORFEITURES			<u>25,846</u>	<u>21,513</u>	<u>53,534</u>	<u>24,600</u>	<u>45,110</u>	
MISCELLANEOUS								
10	100	3801	Interest Earnings	26,416	113,437	-	70,000	48,000
10	100	3804	Miscellaneous	1,791	204	-	18,000	7,000
TOTAL MISCELLANEOUS			<u>28,207</u>	<u>113,641</u>	<u>-</u>	<u>88,000</u>	<u>55,000</u>	
TOTAL GENERAL FUND REVENUES			<u>\$ 1,764,870</u>	<u>\$ 1,566,124</u>	<u>\$ 1,432,383</u>	<u>\$ 1,403,918</u>	<u>\$ 1,456,590</u>	

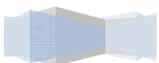
FUND 10 - GENERAL FUND EXPENDITURES			EXPENDITURE DETAIL					
			FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11	
ACCOUNT CODE	CLASSIFICATION		ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	
TOWN COUNCIL								
10	413	4000	Salaries and Wages	\$ 80,906	\$ 96,751	\$ 99,075	\$ 97,100	\$ 98,760
10	413	4100	Employee Benefits - Town	-	-	20,046	22,050	29,429
10	413	4150	Medicare	-	-	1,384	1,381	1,380
10	413	4160	State Unemployment	-	-	200	200	200
10	413	4170	Workers Compensation	-	-	600	619	600
10	413	6010	Professional Memberships	18,059	15,286	10,695	10,695	9,434
10	413	6020	Training and Travel	6,426	16,327	29,804	21,955	18,600
10	413	6200	Printing, Publishing & Advertising	4,549	-	-	-	-
10	413	6300	General Supplies	1,138	-	4,865	-	-
TOTAL TOWN COUNCIL			<u>111,077</u>	<u>128,364</u>	<u>166,669</u>	<u>154,000</u>	<u>158,403</u>	
TOWN CLERK								
10	414	4000	Salaries and Wages	55,852	47,057	61,638	61,681	71,739
10	414	4100	Employee Benefits - Town	-	-	20,260	15,100	16,196
10	414	4150	Medicare	-	-	1,676	1,140	1,040
10	414	4160	State Unemployment	-	-	200	400	320
10	414	4170	Workers Compensation	-	-	600	960	950
10	414	5100	OSP: Technical & Contracts	9,701	30,530	60,040	27,500	45,140
10	414	6010	Professional Memberships	-	-	460	470	460
10	414	6020	Training and Travel	-	-	3,082	3,000	3,627
10	414	6200	Printing, Publishing & Advertising	-	2,093	4,500	4,500	4,500
10	414	6300	General Supplies	421	-	-	-	-



FUND 10 - GENERAL FUND EXPENDITURES				EXPENDITURE DETAIL				
				FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
TOWN CLERK, CONTINUED								
10	414	6380	Software Maint and Acquisition	-	-	-	-	2,300
10	414	7400	Equipment, Capital	-	39,897	44,995	30,249	-
TOTAL TOWN CLERK				65,974	119,577	197,451	145,000	146,272
FINANCE								
10	415	4000	Salaries and Wages	5,968	55,887	118,095	97,939	113,742
10	415	4100	Employee Benefits - Town	-	-	33,371	30,000	29,042
10	415	4150	Medicare	-	-	1,694	1,600	1,649
10	415	4160	State Unemployment	-	-	400	400	400
10	415	4170	Workers Compensation	-	-	1,200	1,200	1,200
10	415	5001	Professional and Contracts	25,588	43,050	67,778	50,667	14,313
10	415	6010	Professional Memberships	-	-	755	640	800
10	415	6020	Training and Travel	-	-	5,906	4,682	5,687
10	415	6380	Software Maint and Acquisition	-	-	1,872	1,872	9,422
TOTAL FINANCE				31,556	98,937	231,071	189,000	176,256
LEGAL								
10	416	5001	Professional Services and Contracts	35,303	35,860	45,000	18,000	35,400
TOTAL LEGAL				35,303	35,860	45,000	18,000	35,400
INFORMATION TECHNOLOGY								
10	417	5100	Outside Services Provider	21,694	17,423	30,500	22,500	30,500
10	417	6100	Publications and Subscriptions	-	197	-	-	-
10	417	6380	Software Maint and Acquisition	-	6,996	5,646	5,208	14,550
10	417	6950	Hardware&Equipment Acquisition	12,106	7,471	5,646	7,292	15,818
TOTAL INFORMATION TECHNOLOGY				33,800	32,088	41,792	35,000	60,868
HUMAN RESOURCES								
10	419	4100	Employee Benefits - Town	72,140	52,655	-	-	-
10	419	4150	Payroll Taxes - Town	-	26,417	-	9,100	-
10	419	5100	Outside Services Technical	-	356	3,343	-	-
10	419	6020	Training and Travel	2,857	18,418	-	-	-
10	419	6021	Tuition and Books	-	-	13,500	-	-
10	419	6200	Printing, Publishing & Advertising	-	3,115	800	900	-
TOTAL HUMAN RESOURCES				74,998	100,960	17,643	10,000	-
PUBLIC SAFETY								
10	421	4000	Salaries and Wages	-	-	41,024	49,900	41,187
10	421	4100	Employee Benefits - Town	-	-	577	1,250	2,059
10	421	4050	Medicare	-	-	-	724	606
10	421	4160	State Unemployment	-	-	400	400	400
10	421	4170	Workers Compensation	-	-	1,200	1,200	1,200
10	421	5001	Outside Services Professional	52,305	70,782	57,143	46,555	26,000
10	421	5300	Town Sheriff YC IGA Contract	329,231	348,301	344,431	344,431	337,275
10	421	5301	Outside Services - Unified ER Mgmt IC	-	-	-	-	1,733
10	421	5303	Lease, Magistrate Court	12,588	12,588	-	-	-
10	421	5501	Lease, Sheriff Office	5,376	9,216	9,216	9,308	9,216
10	421	6010	Professional Memberships	-	-	1,000	-	1,000
10	421	6020	Training and Travel	-	-	1,051	1,300	3,860
10	421	6300	General Supplies	-	-	1,500	1,520	9,410
10	421	6500	Utilities	-	-	3,161	2,700	3,000
10	421	6900	Equipment, Non Capital	-	-	2,360	3,775	2,860
TOTAL PUBLIC SAFETY				399,500	440,887	463,063	463,063	439,806



			EXPENDITURE DETAIL				
FUND 10 - GENERAL FUND EXPENDITURES			FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11
ACCOUNT CODE	CLASSIFICATION		ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
ENGINEERING							
10 430 4000	Salaries and Wages		95,592	61,938	36,057	-	16,767
10 430 4100	Employee Benefits - Town		9,602	-	13,393	-	3,921
10 430 4150	Medicare		1,386	-	1,072	-	243
10 430 4160	State Unemployment		400	-	200	-	50
10 430 4170	Workers Compensation		1,200	-	600	-	150
10 430 5001	Professional and Technical		51,676	151,762	-	52,936	-
10 430 6010	Professional Memberships		150	-	320	320	400
10 430 6020	Training and Travel		4,929	-	2,801	2,801	210
10 430 6200	Printing, Publishing & Advertising		4	-	-	-	-
10 430 6300	General Supplies		572	-	-	-	-
10 430 7003	Capital Improvements		-	17,020	120,000	118,386	-
TOTAL ENGINEERING			165,511	230,720	174,443	174,443	21,741
PUBLIC WORKS							
10 431 4000	Salaries and Wages		38,339	46,182	47,567	50,251	-
10 431 4100	Employee Benefits - Town		15,923	-	6,596	13,248	-
10 431 4150	Payroll Taxes - Town		-	-	922	922	-
10 431 5200	Janitorial Services		2,924	2,645	2,945	3,000	2,945
10 431 5300	Library Services YC IGA Contract		52,817	36,143	-	-	-
10 431 5300	NACOG Transportation		6,279	-	-	-	-
10 431 5500	Lease, Town Hall Facilities		39,451	41,334	36,108	36,108	39,393
10 431 5501	Lease, Library		-	13,748	-	-	-
10 431 5900	Facility Contracts & Ins		-	-	15,790	15,790	16,480
10 431 6010	Professional Memberships		85	1,095	205	205	-
10 431 6020	Training and Travel		574	-	1,380	1,647	-
10 431 6200	Printing, Publishing & Advertising		23,871	-	-	-	-
10 431 6300	General Supplies - Town		12,217	12,247	12,000	8,374	11,500
10 431 6500	Facilities, Electric Utilities		4,829	5,512	5,000	7,677	8,500
10 431 6510	Facilities, Gas Utilities		234	1,222	1,306	1,306	1,500
10 431 6520	Facilities, Telephone		6,831	8,852	8,000	7,290	7,600
10 431 6530	Facilities, Cellular		2,067	1,253	1,500	1,500	1,560
10 431 6595	Facilities, Vehicle Maintenance		-	323	2,500	2,500	1,000
10 431 6600	Facilities, Fuel		1,559	1,856	2,500	800	840
10 431 6900	Facilities, Equipment - Non Capital		1,674	4,723	6,850	551	-
10 431 7000	Equipment, Office		1,889	5,000	-	-	-
10 431 7001	Roadway Acquisition		-	2,263	-	-	-
10 431 7002	Capital Improvements		57,106	35,510	-	-	-
TOTAL PUBLIC WORKS			268,670	219,907	151,169	151,169	91,318
COMMUNITY DEVELOPMENT							
10 465 4000	Salaries and Wages		40,961	50,730	108,349	108,349	111,056
10 465 4100	Employee Benefits - Town		-	-	22,737	22,737	19,253
10 465 4150	Medicare		-	-	1,572	1,572	1,610
10 465 4160	State Unemployment		-	-	600	600	600
10 465 4170	Workers Compensation		-	-	982	982	1,440
10 465 5001	Outside Services Technical		153,869	120,214	90,200	54,222	61,465
10 465 5501	Library Services		-	-	48,333	48,333	48,577
10 465 6010	Dues and Memberships		-	-	4,689	1,136	20,529
10 465 6020	Training and Travel		-	-	5,417	4,157	5,553
10 465 6930	Agua Fria Days		1,941	2,500	2,500	2,500	4,000
10 465 6940	Strategic Community Partnerships		180	4,000	4,675	4,373	2,353
10 465 6950	Neighborhood Outreach		-	15,845	50,000	15,040	30,000
TOTAL COMMUNITY DEVELOPMENT			196,951	193,288	340,054	264,001	306,436



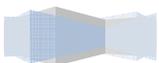
FUND 10 - GENERAL FUND EXPENDITURES				EXPENDITURE DETAIL				
				FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
NON-DEPARTMENTAL								
10	499	9995	Contingency	-	-	141,916	-	143,650
TOTAL NON-DEPARTMENTAL				-	-	141,916	-	143,650
TOTAL GENERAL FUND EXPENDITURES				\$ 1,383,339	\$ 1,600,587	\$ 1,970,271	\$ 1,603,676	\$ 1,580,147

FUND 20 - HURF FUND REVENUES				FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
INTERGOVERNMENTAL								
20	100	3340	HURF Distributions	\$ 334,118	\$ 299,260	\$ 289,612	\$ 290,000	\$ 290,000
20	100	3341	LTAF Distributions	26,194	18,750	19,385	16,898	-
TOTAL INTERGOVERNMENTAL				360,312	318,009	308,997	306,898	290,000
FEES, PERMITS AND CHARGES FOR SERVICES								
20	100	3490	Impact Fees	29,925	19,079	18,900	6,113	17,125
TOTAL FEES, PERMITS AND CHARGES FOR SERVICES				29,925	19,079	18,900	6,113	17,125
MISCELLANEOUS								
20	100	3600	Interest Earnings	28,838	8,193	-	3,413	120
TOTAL MISCELLANEOUS				28,838	8,193	-	3,413	120
TOTAL HURF FUND REVENUES				\$ 419,075	\$ 345,281	\$ 327,897	\$ 316,424	\$ 307,245

FUND 20 - HURF FUND EXPENDITURES				EXPENDITURE DETAIL				
ACCOUNT CODE	CLASSIFICATION			FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
ENGINEERING								
20	430	4000	Salaries and Wages	-	-	-	-	50,300
20	430	4100	Employee Benefits - Town	-	-	-	-	11,765
20	430	4150	Medicare	-	-	-	-	729
20	430	4160	State Unemployment	-	-	-	-	150
20	430	4170	Workers Compensation	-	-	-	-	450
20	430	5001	Outside Services - Technical	5,975	52,000	52,000	52,000	250
20	430	5300	Transportation Vouchers	1,719	15,423	16,580	20,230	-
20	430	6010	Professional Memberships	-	-	-	-	3,178
20	430	6020	Training and Travel	-	-	-	-	1,886
20	430	6200	Printing, Publishing & Advertising	331	61	-	-	-
20	430	6300	General Supplies	-	-	1,852	2,975	-
20	430	6380	Software Maint and Acquisition	-	-	-	-	6,940
20	430	7001	Roadway Maintenance	262,227	52,236	137,877	139,467	-
20	430	7002	Capital Improvements	-	737,044	560,236	340,758	88,000
TOTAL ENGINEERING				270,252	856,764	768,545	555,430	163,648
PUBLIC WORKS								
20	431	4000	Salaries and Wages	-	-	-	-	32,637
20	431	4100	Employee Benefits - Town	-	-	-	-	11,556
20	431	4150	Medicare	-	-	-	-	473
20	431	4160	State Unemployment	-	-	-	-	200
20	431	4170	Workers Compensation	-	-	-	-	600
20	431	5900	Outside Service Providers	-	-	-	-	86,114
20	431	6010	Professional Memberships	-	-	-	-	205
20	431	6020	Training and Travel	-	-	-	-	1,632
20	431	6300	General Supplies	-	-	-	-	2,000



		EXPENDITURE DETAIL				
FUND 20 - HURF FUND EXPENDITURES		FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11
ACCOUNT CODE	CLASSIFICATION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PUBLIC WORKS, CONTINUED						
20 431 6595	Vehicle Maintenance	-	-	-	-	2,000
20 431 6600	Fuel	-	-	-	-	9,275
20 431 6900	Equipment - Non Capital	-	-	-	-	19,136
20 431 7001	Non-Capital Road Maintenance	-	-	-	-	34,504
TOTAL PUBLIC WORKS		-	-	-	-	200,331
NON-DEPARTMENTAL						
20 499 9995	Contingency	-	-	-	-	36,398
TOTAL NON-DEPARTMENTAL		-	-	-	-	36,398
TOTAL HURF FUND EXPENDITURES		\$ 270,252	\$ 856,764	\$ 768,545	\$ 555,430	\$ 400,378
FUND 22 - GRANTS FUND REVENUES		FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11
ACCOUNT CODE	CLASSIFICATION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
INTERGOVERNMENTAL						
22 100 3380	CDBG Grant Revenue	83,232	63,872	200,000	100,000	-
22 100 3390	Miscellaneous Grant Revenue	-	-	1,413,825	-	2,610,475
TOTAL GRANT REVENUES		\$ 83,232	\$ 63,872	\$ 1,613,825	\$ 100,000	\$ 2,610,475
FUND 22 - GRANTS FUND EXPENDITURES		FY 2007-08	FY 2008-09	FY2009-10	FY2009-10	FY2010-11
ACCOUNT CODE	CLASSIFICATION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
22 430 7800	CDBG Qualified Expenditures	83,232	63,872	200,000	100,000	-
22 430 7810	Misc Grant Qualified Expenditures	-	-	1,413,825	-	2,610,475
TOTAL GRANT EXPENDITURES		\$ 83,232	\$ 63,872	\$ 1,613,825	\$ 100,000	\$ 2,610,475



Appendix B: Glossary

AMRRP means the “Arizona Municipal Risk Retention Pool,” a not-for-profit corporation, owned and operated by its Members in a cooperative effort to provide protection from losses to Members’ resources.

ARS means “Arizona Revised Statutes,” as found at <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>.

CAFR means “Comprehensive Annual Financial Report,” an annual financial report prepared by local governments.

Capital Assets are assets of the Town costing more than \$10,000 with a useful life of longer than one year.

Capital Expenditures are expenditures for Capital Assets.

CIP means “Capital Improvement Program.” A CIP helps plan multi-year construction, supplementing the one-year Budget.

Development Agreements are agreements between the Town and a Developer to facilitate development. Described by ARS § 9-500.05, development agreements can be used in a variety of ways to ensure that capital facilities are adequate to serve new development. Some examples are a developer constructing capital facilities to serve a greater area than their particular development with an agreement that he or she will be paid back as new developments come on-line and tie into the facilities, or a development agreement that specifies that certain facilities will be constructed at different phases of development.

Development fees or Impact fees are defined under ARS § 9-463.05. A municipality may assess development fees to offset costs to the municipality associated with providing necessary public services to a development. Fees must be assessed in a nondiscriminatory manner. The Town has a development fee program.

Fiscal year (FY) means the year used by the Town for accounting and budgeting purposes, from July 1 to June 30. FY2011 begins on July 1, 2010, and ends on June 30, 2011.

FTE means “Full Time Equivalent,” that is, approximately the number of persons performing the work on a full time basis.

Fund Balance means the non-capital portion of net assets.

GFOA means the “Government Finance Officers Association of the US & Canada,” a professional association of state, provincial and local finance officers in the United States and Canada.

HURF means “Highway User Revenue Fund” as outlined by ARS § 28-6501.

ICMA means the “International City/County Management Association,” the professional and educational association for appointed local government administrators throughout the world.

Impact fees: see “Development fees.”

Income Tax Revenues are the Town’s portion of the State income tax. Although local governments in Arizona do not have the authority to assess income tax, the State issues 15% of the previous two years income tax collected by the State to the Town based on the Town’s population as a percentage of total State population.



LTAF means “Local Transportation Assistance Fund” as outlined by ARS § 28-8101 and following.

NCS means “National Citizens Survey,” which provides tailored data to help with performance management, longitudinal trends, and comparisons with other communities.

NFIP means “National Flood Insurance Program,” the program provides flood insurance in more than 20,000 communities and is managed by the Federal Insurance and Mitigation Administration (FIMA). See <http://www.floodsmart.gov/> for more information

“Part 1 crimes” are murder, non-negligent manslaughter, forcible rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson.

State-Shared Revenues are the Town’s portion of the state transaction privilege tax. All sales transactions in the State are subject to a 5% state transaction privilege tax. This is allocated to state government (50%), school districts (40%) and cities and towns (10%). The formula for calculating the share of these funds that will be distributed to a given municipality is based on the population as a percentage of the total State population

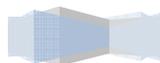
Town Staff means:

Code Enf./Community Outreach Coordinator Gregory Arrington	Accountant Cindy Sandlin
Records Manager Linda Baker	Court Clerk Jeremy Grey
Town Engineer Joel Berman, P.E.	Town Magistrate Catherine Kelley
Town Manager William Emerson	Town Clerk Judy Morgan
Finance Director Jane Fuller	Town Attorney Donald Zavala
Community Development Director and Planner Dennis Price, AICP	

Transaction Privilege Tax (TPT) is basically the same thing as a sales tax, except that the person responsible for paying the tax is the vendor, not the purchaser. In addition to sales tax received from State shared revenues, a municipality may assess a sales tax within its jurisdictional boundaries to fund a variety of capital facilities and services. The rates set by different Arizona Cities and towns vary, ranging from 1% (only in Dewey-Humboldt from FY2009-2010) to 3.5% (Winkelman). In the Quad-cities area, Prescott charges 2%, Prescott Valley 2.33%, and Chino Valley 3%. In greater Yavapai County, Sedona charges 3%, Camp Verde 2%, Clarkdale 3%, Cottonwood 3%, and Jerome 3%. Pending Council approval, our Town will assess TPT at the 2% rate in FY2011.

Transportation Revenues are revenues for street and highway funding distributed by the state to the Town from several sources. These include HURF, LTAF, State lottery, and vehicle license fees. There are restrictions on many of these funds.

User Fees mean revenues assessed per Council ordinance for work done by the Town primarily benefiting a specific person or parcel owner, and requested by that person or owner. Examples include zoning permits and building fees.



Appendix C: Financial Policies and Background

Dewey-Humboldt Principles of Sound Financial Management

Introduction

The Town has an important responsibility to its citizens to carefully account for public funds, to manage its finances wisely, and to plan for the adequate funding of services desired by the public, including the provision and maintenance of public facilities. In these times of tight budgets, of major changes in federal and state policies toward local government, and of limited growth in the Town's tax base, the Town needs to ensure that it is capable of adequately funding and providing those government services desired by the community. Ultimately, the Town's reputation and success will depend on the public's awareness and acceptability of the management and delivery of these services.

These adopted Principles of Sound Financial Management establish guidelines for the Town's overall fiscal planning and management. These principles are intended to foster and support the continued financial strength and stability of the Town of Dewey-Humboldt as reflected in its financial goals. The Town's financial goals are broad, fairly timeless statements of the financial position the Town seeks to attain:

- ☑ To deliver quality services in an affordable, efficient and cost-effective basis providing full value for each tax dollar.
- ☑ To maintain an adequate financial base to sustain a sufficient level of municipal services, thereby preserving the quality of life in the Town of Dewey-Humboldt.
- ☑ To have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of our community, and to respond to changes in Federal and State priorities and funding as they affect the Town's residents.
- ☑ To maintain a high bond credit rating to ensure the Town's access to the bond markets and to provide assurance to the Town's taxpayers that the Town government is well managed and financially sound.

Following these principles will enhance the Town's financial health as well as its image and credibility with its citizens; the public in general, bond rating agencies and investors. To achieve these purposes as the Town of Dewey-Humboldt continues to grow and develop, it is important to regularly engage in the process of financial planning including reaffirming and updating these financial guidelines. Policy changes will be needed as the Town continues to grow and become more diverse and complex in the services it provides, as well as the organization under which it operates to provide these services to its citizens.

1. Fiscal Planning and Budgeting

Fiscal planning refers to the process of identifying resources and allocating those resources among numerous and complex competing purposes. The primary vehicle for this planning is the preparation, monitoring and analysis of the Town's budget. It is increasingly important to



incorporate a long-term perspective and to monitor the performance of the programs competing to receive funding.

Forecasting

The Chief Financial Officer will prepare a **3-year** long-range financial forecast that will incorporate both revenue and expenditure estimates for the Town's major operating funds. The **3-year** revenue forecast will **focus solely on** revenues that are anticipated to be sustainable over the **3-year** period. The estimates of non-agency revenues, **grant** and agency revenues, and inter-fund transfers will also be provided. Expenditure projections should include the anticipated operating impacts of the adopted capital improvement program. The **3-year** long-range forecast will be updated **annually** and presented to the Town Council at the start of the Town budget process. In the event that the Town issues debt securities, the CFO will prepare **5-year** forecasts, rather than **3-year**.

Additionally, the CFO will prepare less detailed **10-year** forecasts for use in the Capital Improvement Program budget only.

Schedule

The Town Manager shall submit a proposed annual budget to the Town Council before the **March 31st in each year**. This proposed budget must be based on Council's established goals. The Town Manager shall execute the budget as finally adopted, pursuant to Title 42, Chapter 7, Article 3, Section 17105 of the Arizona Revised Statutes, as amended. The Town will budget revenues and expenditures on the basis of a fiscal year which begins July 1st and ends on the following June 30th. The Town Council shall adopt the budget for the following fiscal year no later than **June 1st**. If the budget is not adopted before June 1st, the Council shall adopt a continuing resolution to allow the Town to expend funds until the budget is adopted.

The Town Manager shall provide **annually** a budget preparation schedule outlining the preparation timelines for the proposed budget. Budget packages for the preparation of the budget, including forms and instructions, shall be distributed to Town programs in a timely manner for the Programs' completion. Program officials shall prepare and return their budget proposals to the Budget Office, as required in the budget preparation schedule.

Standards

The Town will prepare a budget in accordance with the framework established by the National Advisory Council on State and Local Budgeting in Recommended Budget Practices – A Framework for Improved State and Local Government Budgeting and the Government Finance Officers Association in its Distinguished Budget Award Program. The proposed budget will contain the following:

- Revenue estimates by major category, by fund;
- Expenditure estimates by program levels and major expenditure category, by fund;
- Estimated fund balance by fund;
- Debt service, by issue, detailing principal and interest amounts;
- Proposed personnel staffing levels per program;
- A detailed schedule of capital projects; and
- Any additional information, data, or analysis requested of management by the Town Council.

The Town maintains its financial records in accordance with accounting principles generally accepted in the United States of America known as GAAP. Although the Town's budget is prepared



on a modified cash basis that differs from GAAP, the Town will attempt to minimize these differences between the budget basis of accounting and GAAP.

Operating Budget

The operating budget will be organized around policy outcomes, typically in programs, intended to be achieved within the budget period. It is often appropriate to refer to interim outcomes towards a longer-term outcome beyond the current year. The preferred policy outcomes will be explicitly outlined and will describe the changes in the lives of individuals, families, organizations, or the Town as a result of the program. Line items within programs should describe discrete actions, and should be neither so vague as to confuse the expected outcome nor so granular that the mass of detail is distracting.

Fiscally, the operating budget will be based on the principle that current operating expenditures, including debt service, will be funded with current revenues creating a balanced budget. The budget will not use one-time (non-recurring) sources to fund continuing (recurring) uses, postpone expenditures, or use external borrowing for operational requirements. The budget will incorporate the best available estimates of revenues and expenditures.

The budget will fully appropriate the estimated actual expenditures needed for authorized regular staffing. A system will be used to facilitate position control. At no time shall the number of full-time and regular part-time employees on the payroll exceed the total number of positions authorized by the Town Council. Pursuant to Personnel Administrative Regulations, additional temporary appointment of employees can be made with the approval of the Town Manager.

Unspent appropriations for significant programs and major projects will be considered for re-appropriation in the subsequent fiscal year. Such re-appropriation shall be included to finance the overall proposed budget. ***There may be transfers of appropriations between programs that occur only by Council action amending the adopted budget.***

Performance Measures

Performance measurement indicators will be integrated into the budget process as appropriate. Performance measures will be monitored and reported on an annual basis.

Alternatives for improving the efficiency and effectiveness of the Town's programs and the productivity of its employees will be considered during the budget process. Duplication of services and inefficiency in service delivery ***should*** be eliminated wherever they are identified.

Budget Risk Management

The Town's annual budget will include contingency appropriation to provide for unanticipated increases in service delivery costs, emergencies, and needs that may arise throughout the fiscal year. The contingency appropriation can only be expended upon separate Council action.

The Town shall establish appropriate management controls to monitor expenditure budgets to ensure they do not exceed authorizations. For operating budgets, this control shall be exercised at the program/fund level. For capital budgets, this control shall be at the project level.

A ***quarterly*** report on the status of the General Fund budget and trends will be prepared by the Finance Department and presented to the Town Council by ***no later than 60 days of the end of each quarter***. In addition, the ***quarterly*** report shall include revenue and expenditure projections through the end of the fiscal year.



If a deficit is projected during any fiscal year, the Town will take steps to reduce expenditures, increase revenues or, if a deficit is caused by an emergency, consider using the Undesignated General Fund Balance, to the extent necessary to ensure a balanced budget at the close of the fiscal year. The Town Manager may institute a cessation during the fiscal year on new hires, promotions, transfers, and capital equipment purchases. Such action will not be taken arbitrarily and without knowledge and support of the Town Council.

Capital Budget

The Capital Budget will be prepared in accordance with the *Capital Improvement Program* section hereof.

2. Fund Balance

Fund balance is an important indicator of the Town's financial position. Adequate fund balances must be maintained to allow the Town to continue providing services to the community in case of economic downturns and/or unexpected emergencies or requirements.

The Town's Undesignated General Fund Balance will be maintained to provide the Town with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.

The Town will budget a contingency appropriation in the General Fund of at least **5%** and no more than **10%** of that year's budgeted expenditures.

The Town will maintain a General Fund reserve called an Operational Reserve of at least **30%** and no more than **50%** of the average actual General Fund revenues for the preceding **5 fiscal years**. The Operational Reserve may only be used to cover unforeseen emergencies and unexpected declines in revenue. To the extent these reserves are expended, the Town will increase its General Fund revenues or decrease its expenditures as necessary to prevent the continued use of these reserves. Additional funds necessary to restore this Operational Reserve amount will be provided in approximately equal contributions during the **3 fiscal years** following the fiscal year in which the drawdown of the reserve occurred.

Funds in excess of the contingency appropriation and Operational Reserve will be Undesignated General Fund Balance, and may be considered to supplement "pay as you go" capital outlay and one-time operating expenditures, or may be used to prepay existing Town debt. These funds may not be used to establish or support costs that are recurring in nature.

The Undesignated General Fund Balance can only be authorized for expenditure by action of the Town Council.

3. Expenditure Control

Management must ensure compliance with the legally adopted budget. In addition, purchases and expenditures must comply with legal requirements and policies and procedures set forth by the Town.

Expenditures will be controlled by an annual appropriated budget at the program/fund level. The Town Council shall establish appropriations through the budget process. The Town Manager may transfer expenditure authority between line items within a program, but only the Council may transfer appropriations between programs. Written procedures will be maintained for administrative approval and processing of budget transfers between line items, programs, and funds. Contracts and other financial obligations of the Town that exceed the lesser of **\$25,000** or



the budgeted appropriation must be executed by the Town Council: other contracts and financial obligations may be executed by the Town Manager.

Program heads are responsible for monitoring expenditures to prevent exceeding their total program expenditure budget. It is the responsibility of these program heads to immediately notify the Town's Chief Financial Officer and the Town Manager of any circumstances that could result in a program budget being exceeded.

The Town will maintain a purchasing system that provides needed commodities and services in a timely manner to avoid interruptions in the delivery of services. All purchases shall be made in accordance with the Town's procurement code, purchasing policies, guidelines and procedures and applicable state and federal laws. The Town will endeavor to obtain supplies, equipment and services that provide the best value.

A system of appropriate internal controls and procedures using best practices shall be maintained for the procurement and payment processes. These internal controls will be reviewed in conjunction with the Town's annual financial audit.

The Town will make all payments within the established terms. The Town shall pay applicable contractor invoices in accordance with the requirements of Arizona Revised Statutes § 34-221.

The State of Arizona sets a limit on the expenditures of local jurisdictions. The Town will comply with these expenditure limitations and will submit an audited expenditure limitation report, audited financial statements, and audited reconciliation report as defined by the Uniform Expenditure Reporting System (A.R.S. § 41-1279.07) to the State Auditor General within the prescribed timelines.

The Town Council will pursue local override of the State expenditure limitation as provided by the State Constitution if the projected expenditures within **2 years** are anticipated to exceed the expenditure limitation. This override may be through local voter approval of a permanent base adjustment (Article IX, Section 20, Subsection 6), or by local voter approval of Home Rule (Article IX, Section 20, Subsection 9).

4. Revenues and Collections

In order to provide funding for service delivery, the Town must have reliable revenue sources. These diverse revenues must be assessed and collected equitably, timely, and efficiently.

The Town's goal is a General Fund revenue base balanced between local sales (transaction privilege) taxes, state shared revenues (including state sales taxes), and other revenue sources.

The Town will maintain a diversified and stable revenue base to shelter it from economic changes or short-term fluctuations by doing the following:

- Conducting a cost of service study every **3 years** to determine if all allowable fees are being properly calculated and set at an appropriate level.
- Establishing new charges and fees as appropriate and as permitted by law.
- Pursuing legislative change, when necessary, to permit changes or establishment of user charges and fees.
- Aggressively collecting all revenues, late penalties and related interest as authorized by the Arizona Revised Statutes.



5. Grants

Many grants require Council's appropriation of funds, either for the original grant or to continue programs after the grant funding has expired. Council should review these grant programs prior to determining whether application should be made for these grant funds.

The Town shall apply for only those grants that are consistent with the objectives and high priority needs previously identified by Council. The potential for incurring ongoing costs, to include the assumption of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

The Town shall attempt to recover all allowable costs – direct and indirect – associated with the administration and implementation of programs funded through grants. The Town may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.

All grant submittals shall be reviewed for their cash match requirements, their potential impact on the operating budget, and the extent to which they meet the Town's policy objectives. When the potential for ongoing expenditures exceeds the program budget allocation, programs shall seek Council approval prior to submission of the grant application. If time constraints under the grant program make this impossible, the program shall obtain approval to submit an application from the Town Manager and then, at the earliest feasible time, seek formal Council approval. If there is a cash match requirement, the source of funding shall be identified prior to application.

The Town may terminate grant-funded programs and associated positions when grant funds are no longer available unless alternate funding is identified. When such grant funding is terminated, Town staff will prepare a report evaluating the results of the grant program and will make a finding to determine whether to continue funding the project with other financial resources. Many grants are given to enable towns to try a program or to provide seed money to establish a program, and follow-up analysis is required to make the best use of such funds.

6. User Fee Cost Recovery and Indirect Cost Allocations

User fees and charges are payments for voluntarily purchased, publicly provided services that benefit specific individuals. The Town relies on user fees and charges to supplement other revenue sources in order to provide public services.

Indirect cost charges are assessed to recover a portion of the costs for services provided between various funds.

The Town may establish user fees and charges for certain services provided to users receiving a specific benefit.

The Town will conduct a cost of service study to identify the full cost of providing a service for which fees are charged. The calculation of full cost will include all reasonable and justifiable direct and indirect cost components. Fees and charges will be established to recover the full cost of service, unless the percentage of full cost recovery has been reduced by specific action of the Town Council. It is recognized that occasionally competing policy objectives may result in reduced user fees and charges that recover only a portion of service costs.

User fees shall be reviewed every **3 years** to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.



The Town shall establish a cost allocation plan to determine **annually** the administrative service charges due to the appropriate operating fund for overhead and staff support provided to another fund. Funds shall pay these indirect cost charges for services provided by another fund.

7. Development Impact Fees

The Council's policy is that growth should pay for itself to the maximum extent possible. As such, the Council has adopted a system of development impact fees. Development impact fees are one-time charges assessed against new customers to recover a proportional share of capital costs incurred to provide service capacity for new customers. Appropriate development fees are an important component in the overall strategy for pricing services.

The Town's objectives for development impact fees shall include the following:

- Support the cost of growth.
- Minimize the impact of growth on existing residents.
- Develop cost justified development fees.
- Address infrastructure requirements.
- Promote economic development.
- Provide financial capacity.

In general, development impact fees must be based on a rational analysis. This analysis will include:

- an assessment of the impacts of growth on the Town's capital needs;
- a determination that the amount of the fee does not exceed the reasonable cost to provide capacity to accommodate growth;
- the funds collected must be adequately allocated to pay for growth related impacts; and
- an identification of potential waivers or offsets to recognize other financial commitments resulting from development.

The Town will monitor the use of impact fee credits (both offsets and reimbursements) and will track and report liabilities associated with these credits.

Development impact fees will be assessed for the purposes allowed by law. The Town is allowed to adopt impact fees for the following:

- Libraries
- Parks, recreation facilities, rivers and trails and open space
- Law enforcement
- General government
- Transportation

The Town shall conduct a review of its development impact fees every **3 years**.

8. Capital Improvement Program

The purpose of the Capital Improvement Program is to systematically identify, plan, schedule, finance, track and monitor capital projects to ensure cost-effectiveness as well as conformance to established policies.



The Town Manager will **annually** submit a **10-year** Capital Improvement Program for review by the Town Council pursuant to the timeline established in the annual budget preparation schedule. A **5-year** program would be more accurate and give the public more assurance that all of the projects within the plan will be completed, but the Town's level of income is such that a full **10 years** is needed to accumulate enough funds to include any significant improvements. Submission of the Capital Improvement Program shall be consistent with the requirements of Title 42, Chapter 17, Article 3 of the Arizona Revised Statutes. The Capital Improvement Program will incorporate a methodology to determine a general sense of project priority according to developed criteria.

The Capital Improvement Program shall provide:

- A statement of the objectives of the Capital Improvement Program and the relationship with the Town's General Plan, program master plans, necessary service levels, and expected facility needs.
- An implementation program for each of the capital improvements that provides for the coordination and timing of project construction among various Town programs.
- An estimate of each project's costs, anticipated sources of revenue for financing the project, and an estimate of the impact of each project on Town revenues and operating budgets. The *operating impact information* shall be provided for the period covered in the Town's current **10-year** Capital Improvement Program. No capital project shall be funded unless operating impacts have been assessed and the necessary funds can be reasonably anticipated to be available when needed for the systematic improvement and maintenance of the Town's capital infrastructure.
- Revenues and project costs will be calculated in current dollars.
- Debt ratio targets that comply with the Debt Management section of these policies.
- A schedule of proposed debt issuance.

The Town will match programs and activities identified in the Capital Improvement Program with associated funding sources. The Town will also seek to match project costs with project users, with may require the issuance of debt to allow future users to pay in the future and to maintain intergenerational equity.

When current revenues or resources are available for capital improvement projects, consideration will be given first to those capital assets with the shortest useful life and to those capital assets whose nature makes them comparatively more difficult to finance with bonds or lease financing. Using cash for projects with shorter lives and bonds for projects with longer lives facilitates intergenerational equity, wherein projects with long useful lives are paid over several generations using the project through debt service payments.

Capital improvement projects will not be authorized or awarded until the funding sources have been identified to finance the project and operating costs have been accounted.

Staff will monitor projects in progress to insure their timely completion or the adjustment of the Capital Improvement Program as approved by Council if a project is delayed or deferred. A **quarterly** status report will be presented to Town Council to monitor each project's progress and to identify any significant issues associated with a project. A prior year capital project status report shall be presented to the Town Council for information purposes when the capital improvement budget is considered.



Within **90 days** of the completion of a capital project any remaining appropriated funds for the project will be closed off and will revert to the fund balance of the funding source.

The Capital Improvement Program will be updated **annually** as a multi-program effort.

9. Cash Management and Investment

Cash management includes the activities undertaken to ensure maximum cash availability and maximum investment yield on a government's idle cash, and the cash collection function.

The Town shall maintain and comply with a written Investment Policy that has been approved by the Town Council. The Chief Financial Officer, as Chief Investment Officer, or his designee shall invest all funds of the Town according to the approved Investment Policy.

The Town will collect, deposit and disburse all funds on a schedule that insures optimum cash availability for investment.

In order to maximize yields from its overall portfolio, the Town will consolidate cash balances from various funds for investment purposes, and will allocate investment earnings to each participating fund.

Bond funds will be segregated from all other funds for arbitrage and accounting purposes.

The Town will project the cash needs of the Town to optimize the efficiency of the Town's investment and cash management program.

The Town will conduct its treasury activities with financial institution(s) based upon written contracts.

Ownership of the Town's investment securities will be protected through third party custodial safekeeping.

All Town bank accounts shall be reconciled and reviewed on a **monthly** basis.

Investment performance will be measured using standard indices specified in the Town's written investment policy. The Chief Financial Officer shall provide the Town Council with a **quarterly** investment report within **45 days** of the end of each **quarter**.

The Town's Cash Management and Investment processes will be in accordance with written internal controls and procedures.

10. Debt Management

It is the Town's intention to utilize long term debt to finance capital projects with long useful lives. Financing capital projects with debt provides for an "intergenerational equity," as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the costs of the asset.

The purpose of this debt management policy is to provide for the preservation and eventual enhancement of the Town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions, and required disclosures to investors, underwriters and rating agencies. These policy guidelines will also be used when evaluating the purpose, necessity and condition under which debt will be issued. These policies are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, Town incorporation documents, federal tax laws, and any future bond resolutions and covenants.



The Arizona Constitution limits a Town's bonded debt capacity (outstanding principal) to certain percentages of the Town's secondary assessed valuation by the type of project to be constructed. There is a limit of **20%** of secondary assessed valuation for projects involving water, sewer, artificial lighting, parks, open space, and recreational facility improvements. There is a limit of **6%** of secondary assessed valuation for any other general-purpose project.

All projects funded with Town general obligation bonds or revenue bonds must be included in the Town's Capital Improvement Plan and can only be undertaken after voter authorization is obtained through a Town-wide bond election.

The overall debt management policy of the Town is to ensure that financial resources of the Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.

The Town will not use long-term debt to fund current operations or projects that can be financed from current revenues or resources. The Town will first attempt to utilize "pay as you go" capital financing and/or the use of operating funds or impact fees where applicable.

The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than **2 years** or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.

The issuance of variable rate debt by the Town will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.

The Town shall make every effort to combine debt issuances in order to minimize issuance costs.

Whenever the Town finds it necessary to issue tax-supported bonds, the following policy will be adhered to:

- Tax supported bonds are bonds for which funds used to make annual debt service expenditures are derived from Ad Valorem Tax (property tax) revenue of the Town.
- The target for the maturity of general obligation bonds will typically be between **20 and 30 years**. The target for the "average weighted maturities" for general obligation bonds of the Town will be **12 years and 6 months**.
- Where applicable, the Town will structure general obligation bond issues to create level debt service payments over the life of the issue.
- Debt supported by the Town's General Fund will not exceed **10%** of the annual General Fund revenues.
- Secondary property tax rates will be determined each year as part of the budgetary process (pursuant to State law) to pay the necessary debt service payments of general obligation bonds currently outstanding or expected to be issued within the fiscal year.
- In accordance with requirements of the State of Arizona Constitution, total bonded debt will not exceed the **20%** limitation and **6%** limitation of the total secondary assessed valuation of taxable property in the Town.
- Reserve funds, when required, will be provided to adequately meet debt service requirements in subsequent years.
- Interest earnings on bond fund balances will only be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.



- ☑ The term of any bond will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.

Revenue bonds are defined as a bond on which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as highway user's revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project and/or partially paid from non-property tax sources, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:

- ☑ Revenue bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. Part of this analysis shall include a feasibility report prepared by an independent consultant prior to the issuance of utility supported revenue bonds to ensure the generation of sufficient revenues to meet debt service requirements, compliance with existing bond covenants and to protect the bondholders.
- ☑ Revenue bonds should be structured to provide level annual debt service over the life of the issue.
- ☑ Debt Service Reserve Funds will be provided when required by rating agencies, bond insurers or existing bond covenants.
- ☑ Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
- ☑ The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.
- ☑ The target for the term of revenue bonds will typically be between **20** and **30 years**. The target for the "average weighted maturities" for revenue bonds of the Town (except for those issued through the Arizona-Water Infrastructure Finance Authority) will be **12 years and 6 months**.

Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District bonds will be primarily issued for neighborhoods desiring improvements to their property such as roads, water lines, sewer lines, street lights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, and analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specified criteria. Both ID and CFD bonds will be utilized only when it is expected that they will be outstanding for their full term.

An expanded policy will be maintained detailing the policy and procedures of the Town related to any future consideration of the formation of a Community Facilities District. Use of a CFD would require compliance with the new guidelines and procedures and specific Council approval.

Refunding bonds will be measured against a standard of the net present value debt service savings exceeding **5%** of the debt service amount of the bonds being refunded, or if savings exceed **\$250,000**, or for the purposes of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.



The investment of bond proceeds shall at all times be in compliance with the Town's Investment and Portfolio Policies and meet all requirements of bond covenants. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness. The Town shall comply with Arizona Revised Statutes and all other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authorities. The Town will maintain contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued when economically feasible.

The Town shall maintain a debt profile for all bonds issued and update the profile on an annual basis. The debt profile shall include specific information regarding the size and type of debt issued, projects financed by the bonds, debt service schedules and other pertinent information related to each specific bond issue.

11. Risk Management

Risk management has become increasingly important in guarding against economic loss and in ensuring public safety in a time of increasing public liability and litigation. Risk management is involved in the identification, evaluation, and treatment of the Town's risk.

The Town shall make diligent efforts to prevent or mitigate the loss of Town assets and to reduce the Town's exposure to liability through training, safety, risk financing and the transfer of risk when cost effective.

When cost effective, the Town shall manage its exposure to risk through self-insurance or through the purchase of traditional third-party insurance in the following areas: general liability, automobile liability, public officials' errors and omissions, police professional liability, property loss and workers' compensation. The use of risk-pooling opportunities should be maximized, e.g., by use of the Arizona risk retention pool.

When cost effective, the Town will further control its exposure to risk through the use of "hold harmless" agreements in Town contracts and by requiring contractors to carry liability insurance, including errors and omissions coverage for architectural, engineering, and other applicable professional firms.

Insurance reserves shall be maintained at a level which, together with any purchased insurance, will adequately indemnify the Town's assets and its elected officials, officers and directors against loss. A study will be conducted every **3 years** for potential liability areas and shall be used as a basis for determining self-insurance reserves based on historical loss data. The Town will strive to fully fund actual and estimated liabilities including reserves for incurred-but-not-reported (IBNR) claims.

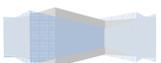
The Town will identify and disclose material contingent liabilities in the Town's Comprehensive Annual Financial Report (CAFR).

Cost allocations to various funds will be based on an analysis of contributing factors.

12. Accounting, Auditing and Financial Reporting

Accounting, auditing and financial reporting form the informational infrastructure for public finance. Internal and external financial reports provide important information to the Town's legislative body, management, citizens, investors and creditors.

The Town will comply with accounting principles generally accepted in the United States in its accounting and financial reporting, as contained in the following publications:



- ☑ Codification of Governmental Accounting and Financial Reporting Standards, issued by the Governmental Accounting Standard Board (GASB).
- ☑ Pronouncements of the Financial Accounting Standards Board, (FASB).
- ☑ Governmental Accounting, Auditing, and Financial Reporting (GAAFR), issued by the Government Finance Officers Association (GFOA) of the United States and Canada.
- ☑ Municipal Budget and Finance Manual, prepared by the League of Arizona Cities and Towns.
- ☑ Audits of State and Local Governmental Units, an industry audit guide published by the American Institute of Certified Public Accounts (AICPA).
- ☑ Government Accounting Standards, issued by the Comptroller General of the United States.
- ☑ U.S. Office of Management and Budget (OMB) Circular A-133, issued by the U.S. Office of Management and Budget.

Quarterly financial reports will be provided for all programs summarizing financial activity comparing actual revenues and expenditures with budgeted amounts.

A system of internal accounting controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions of the Town and compliance with applicable laws and regulations.

In accordance with State law, a comprehensive financial audit, including an audit of federal grants according to the Single Audit Act and the OMB Circular A-133, will be performed **annually** by an independent public accounting firm, with the objective of expressing an opinion on the Town's financial statements. The Town will prepare its financial statements in accordance with applicable standards and will account for its operations in a manner consistent with the goal of obtaining an unqualified opinion from its auditors.

The Town will prepare a Comprehensive Annual Financial Report (CAFR) in accordance with the principles and guidelines established by the Government Finance Officers Association "Certificate of Achievement for Excellence in Financial Reporting" program. Staff will issue the CAFR to the Town Council by the 2nd Council meeting in November and to the Government Finance Officers Association by **December 31st** of each year for the preceding fiscal year or as required by the Arizona Revised Statutes.

All programs will provide notice of all significant events and financial and related matters to the Chief Financial Officer for the Town's annual disclosures, as required by the SEC Rule 15c2-12, for the municipal markets, financial statements and bond representations. A listing of significant events is included in **Appendix A** to this document. The Chief Financial Officer will notify all Nationally Recognized Municipal Securities Information Repositories of these significant events.

The Town's Comprehensive Annual Financial Report (CAFR) will include the bond related on-going disclosure requirements and will fully disclose all significant events and financial and related issues. The Town will provide the CAFR to the Town Council, rating agencies, municipal bond insurers, national bond disclosure repositories and other interested parties.

13. Policy Review

By their nature policies must change and evolve over time. As with any other policies, these financial policies should be subject to periodic review and revision. Accordingly, the Town Council will review and affirm the financial policies contained in this document every **3 years**



PSFM Appendix A: Reporting of Significant Events (Continuing Disclosure Requirements)

If knowledge of the occurrence of a listed event would be material to the Town, the Town shall promptly file a “Notice of Material Event” with the Municipal Securities Rulemaking Board and with each depository. The following events are defined as significant events with respect to municipal securities:

- Principal and interest payment delinquencies.
- Non-payment related defaults.
- Unscheduled draws on debt service reserves reflecting financial difficulties.
- Unscheduled draws on credit enhancements reflecting financial difficulties.
- Substitution of credit or liquidity providers or their failure to perform.
- Adverse tax opinions or events affecting the tax-exempt status of the securities.
- Modifications to rights of holders (i.e., owners).
- Bond calls (which are other than mandatory or scheduled redemptions, not otherwise contingent upon the occurrence of an event are optional or unscheduled).
- Defeasances.
- Release, substitutions or sale of property securing repayment of the securities (including property leased, mortgaged or pledged as such security).
- Bond rating changes.



Appendix D: Town Statistical and Supplemental Data

The Town of Dewey-Humboldt is located in Central Yavapai County approximately 18 miles west of Interstate 17 and 15 miles east of the City of Prescott. Two major state highways, SR 69 and SR 169, transect the Town, providing access to services, employment and transportation throughout the County and Arizona.

On December 20, 2004, the Town of Dewey-Humboldt was incorporated with an estimated population of approximately 4,005. The Arizona Department of Economic Security estimates the population of Dewey-Humboldt during its first 4 years since incorporation as shown in the following table. Also shown are the number of residential housing permits issued by the Town's Building Official.

As of July 1 st *	Population Estimates*	Percent of Change	Site-Built Residence	Manufactured Home	Total Single Family Units
2004	4,005				
2005	4,030	0.6%	½ year: 41	½ year: 8	½ year: 49
2006	4,230	5.0%	51	41	92
2007	4,434	4.8%	31	23	54
2008	4,452	0.4%	9	10	19

* Population Statistics Unit, Research Administration, Arizona Department of Economic Security, 2006-08

The Arizona Department of Economic Security estimates the 2008 population based on a total housing stock of 1,978 housing units in the Town of Dewey-Humboldt, with a 12% vacancy rate and a household size of approximately 2.56 persons per household residing in 1,740 occupied homes.

The national economic downturn in 2008 is reflected in the reduction of new housing permits and the reduction in population growth. Within Yavapai County and the Central Region, the estimated percentage of population changes from July 2007 to July 2008 declined dramatically from that of the change between 2006 and 2007 as shown in the following table.

Regional Population Estimates	July 1, 2006	July 1, 2007	% Change 2006-07	July 1, 2008	% Change 2007-08
Yavapai County	213,285	223,934	5.0%	227,714	1.7%
Dewey-Humboldt	4,230	4,434	4.8%	4,452	0.4%
Prescott Valley	35,740	38,357	7.3%	39,025	1.7%
Prescott	42,085	43,217	2.7%	43,347	0.3%
Chino Valley	12,700	13,098	3.1%	13,091	-0.05%

Population Statistics Unit, Research Administration, Arizona Department of Economic Security, 2007-08

Until the economy and the housing/mortgage industries become stable throughout the nation and the Central Yavapai County Region, it is not possible to accurately project population growth. It is recommended that projections on the rate of growth be deferred until data from the 2011 US Census is available.

The Town of Dewey-Humboldt's incorporation in December, 2004 combined two adjacent unincorporated communities: Dewey and Humboldt. These distinct but interconnected places share a rich history from the first non-Indian settlers in the area in the 1860's. The settlers found ruins providing evidence of Indians, engaged in raising livestock, growing crops, and mining from 900 to



1300 A.D. Rock Art was left by the earliest of these people who may have been known as the "Tribe with White Dogs." It is believed that they were the Hohokom People, and were later followed by the Yavapai Tribe who inhabited the area and continued the agricultural and mining traditions.

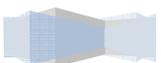
The 1860's brought prospectors to Dewey and Humboldt in search of gold. The first of these was King Woolsey, whose house near the Agua Fria River was built from stones of Indian ruins on his property. Later, Levi Bashford built a small smelter that operated from 1876 through 1884. When it was destroyed by fire, the remains were bought and operated by a company that built the Val Verde Smelter, a larger operation running from 1899 until 1904. The company-owned town of Val Verde developed, including a post office.

After another fire and subsequent purchase of the land and water rights by the Arizona Smelting Company, a new and larger smelter was constructed in 1906, and the Town was renamed Humboldt after the naturalist and explorer, Friedrich Heinrich Alexander Von Humboldt. This was the beginning of a period of growth and prosperity with the forming of the Humboldt Improvement District resulting in the building of a hospital, fire station, clubhouse, stores, large homes and a population over 1,000 in 1907. The area prospered until after World War I when the demand for ore diminished and the population declined. The smelter's closing in 1930 was followed by the closings of the hospital and many businesses during the Depression years.

In the Dewey area, formerly known as Cherry Siding, settlers came for ranching and growing crops in addition to mining. With a train stop and stage coach station, Dewey expanded. Just prior to the turn of the 20th Century, there was a hotel, boarding house, saloons, livery stable and grocery located near the present intersection of SR 69 and SR 169. After fires destroyed many buildings, the community rebuilt including a schoolhouse, which closed in 1931 during the Great Depression. Farming and ranching continued to be mainstays in the fertile, temperate area.

The populations of the Dewey and Humboldt communities continued to decline until the 1950's with the paving of SR-69, the rebuilding of the Humboldt Elementary School and the Blue Hills subdivision. Other land divisions and the Lazy River Acres subdivision in the 1960's resulted in population growth through the area, even with the closing of the Iron King Mine and later removal of the railroad tracks in 1971.

Young's Farm, established by Elmer Young in 1946 at the intersection of SR 69 and SR 169, was the center of activity in the area, hosting a variety of activities including a farmer's market, corn festival, and the annual pumpkin festival which drew 150,000 people from throughout the state in the 1980's, and continued to prosper until it closed in 2006. Through those 30 years and into the present, the Dewey-Humboldt area enjoys slow growth, which ensures the survival and continuation of the Town's rural character.



Appendix E: State Auditor Forms

Town of Dewey-Humboldt Summary Schedule of Estimated Revenues and Expenditures/Expenses Fiscal Year 2011

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES* 2010	ACTUAL EXPENDITURES/EXPENSES** 2010	FUND BALANCE/NET ASSETS*** July 1, 2010**	PROPERTY TAX REVENUES 2011	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2011	OTHER FINANCING SOURCES 2011		INTERFUND TRANSFERS 2011		TOTAL FINANCIAL RESOURCES AVAILABLE 2011	BUDGETED EXPENDITURES/EXPENSES 2011
						USES>	IN	OUT>			
1. General Fund	\$ 1,970,270	\$ 1,603,675	\$	\$	\$ 1,456,590	\$ 143,650	\$	\$	\$	\$ 1,600,240	\$ 1,580,148
2. Special Revenue Funds	2,385,370	760,858			2,917,720	73,040				2,990,760	3,010,852
3. Debt Service Funds Available											
4. Less: Designation for Future Debt Retirement											
5. Total Debt Service Funds											
6. Capital Projects Funds											
7. Permanent Funds											
8. Enterprise Funds Available											
9. Less: Designation for Future Debt Retirement											
10. Total Enterprise Funds											
11. Internal Service Funds											
12. TOTAL ALL FUNDS	\$ 4,355,640	\$ 2,364,533	\$	\$	\$ 4,374,310	\$ 216,690	\$	\$	\$	\$ 4,591,000	\$ 4,591,000

EXPENDITURE LIMITATION COMPARISON

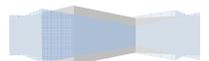
	2010	2011
1. Budgeted expenditures/expenses	\$ 4,355,640	\$ 4,591,000
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	4,355,640	4,591,000
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 4,355,640	\$ 4,591,000
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.

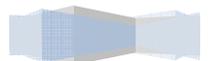
** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts in this column represent Fund Balance/Net Asset amounts except for amounts invested in capital assets, net of related debt, and reserved/restricted amounts established as offsets to assets presented for informational purposes (i.e., prepaids, inventory, etc.).



Town of Dewey-Humboldt
Summary by Fund Type of Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2011

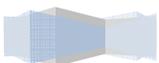
FUND	OTHER FINANCING 2011		INTERFUND TRANSFERS 2011	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
Contingency Fund	\$ 143,650	\$	\$	\$
Total General Fund	\$ 143,650	\$	\$	\$
SPECIAL REVENUE FUNDS				
Contingency Fund	\$ 36,398	\$	\$	\$
Cash Fund Balance	36,642			
Total Special Revenue Funds	\$ 73,040	\$	\$	\$
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	\$ 216,690	\$	\$	\$



Town of Dewey-Humboldt
Summary by Department of Expenditures/Expenses Within Each Fund Type
Fiscal Year 2011

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2010	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2010	ACTUAL EXPENDITURES/ EXPENSES* 2010	BUDGETED EXPENDITURES/ EXPENSES 2011
GENERAL FUND				
Community Development	\$ 340,053	\$	\$ 264,000	\$ 306,436
Engineering	174,443		174,443	21,741
Human Resource	17,643		10,000	
Enterprise Technical Support	41,792		35,000	60,868
Town Council and Manager	166,669		154,000	158,403
Legal Counsel Services	45,000		18,000	35,400
Town Clerk	197,451		145,000	146,272
Public Safety	463,063		463,063	439,806
Public Works	151,169		151,169	91,318
Finance	372,987		189,000	319,905
Total General Fund	\$ 1,970,270	\$	\$ 1,603,675	\$ 1,580,148
SPECIAL REVENUE FUNDS				
HURF	\$ 754,965	\$	\$ 544,278	\$ 400,377
LTAFF	16,580		16,580	
Grants	1,613,825		200,000	2,610,475
Total Special Revenue Funds	\$ 2,385,370	\$	\$ 760,858	\$ 3,010,852
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	\$ 4,355,640	\$	\$ 2,364,533	\$ 4,591,000

* 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.



Town of Dewey-Humboldt
Summary by Department of Expenditures/Expenses Within Each Fund Type
Fiscal Year 2011

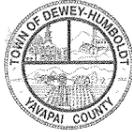
FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2010	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2010	ACTUAL EXPENDITURES/ EXPENSES* 2010	BUDGETED EXPENDITURES/ EXPENSES 2011
GENERAL FUND				
Community Development	\$ 340,053	\$	\$ 264,000	\$ 306,436
Engineering	174,443		174,443	21,741
Human Resource	17,643		10,000	
Enterprise Technical Support	41,792		35,000	60,868
Town Council and Manager	166,669		154,000	158,403
Legal Counsel Services	45,000		18,000	35,400
Town Clerk	197,451		145,000	146,272
Public Safety	463,063		463,063	439,806
Public Works	151,169		151,169	91,318
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SPECIAL REVENUE FUNDS				
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LTAf	16,580		16,580	
Grants	1,613,825		200,000	2,610,475
Total Special Revenue Funds	\$ 2,385,370	\$	\$ 760,858	\$ 3,010,852
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	\$ 4,355,640	\$	\$ 2,364,533	\$ 4,591,000

* 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.



Appendix F: SCGP Applications

Strategic Community Partnership Program.



TOWN OF DEWEY-HUMBOLDT
Not-For-Profit Funding Request
Fiscal Year 2010-2011 Application

Instructions:
Complete this form, attach a copy of the most recently filed tax return, and the Application Agreement. Please return all of the above to Town Hall by February 12, 2010.

Organization Agua Fria Festival Committee (Non-Profit)
 Priorities, Mission, or Objectives Provide your strategic plan to align the organization and budget structure with organizational priorities, missions, and objectives
Raise funds to provide D-H Community Park & Athletic
 Contact Person Robert Greene Title Sec/Treas. Field
 Telephone No. 632-0802 Website Address _____
 Fax No. _____ Email Address aguafriafestival@gmail.com
 Mailing Address P.O. Box 818 Humboldt, AZ 86329
 Physical Address _____

Chief Officer Russell Young Federal ID 86-0824402

Program/Event Name Agua Fria Festival
 Summary Description TAJA DAY FESTIVAL on Main St w/ Parade, Vendor Booth, Area & Non Profit Organizational Displays & Booth, Dance, tokee Run & Children Events
Give an Introductory Description here. Write a more detailed explanation on back.

Program Budget			
Line Item: Describe each proposed expenditure, i.e., materials, supplies, meals, consultant, repairs	Current Project Expenditures \$	Proposed Project Expenditures \$	Basic Guidelines: Provide detailed justification for each line item; attach catalogue, brochure, and quotes as estimate support.
<u>SEE attached Sheet</u>			
Total Costs			
Current Revenues	<u>3562</u>		
Total Funding Request	<u>58</u>		

Signature Robert Greene Date 8 FEB 2010
 Print Name ROBERT J. GREENE Title SEC/Treasurer

Application Agreement

If the project or event is approved, the Town of Dewey-Humboldt will enter into an additional agreement with the grantee to ensure completion of the project or event as described in the application.

The grantee agrees to provide a post project or event accounting of expenses with documentation (copies of receipts and invoices), along with a written report on the project or event. Pictures highly suggested.

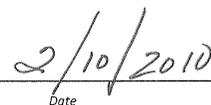
All physical improvements, whether on private property or the Town right-of-way, must be reviewed and comply with the Town code and be in accordance with all federal, state, and local laws.

In addition, the undersigned understands and fully acknowledges that, to the fullest extent allowed by law, they shall indemnify and hold harmless the Town of Dewey-Humboldt and its representatives, from and against all allegations, claims or damages arising from or resulting from any work or services with respect to the Strategic Community Partnership Grant Program project or event funding.

The undersigned certifies that the information in this application is true and complete and has been provided for the purpose of obtaining financial assistance from the Town of Dewey-Humboldt for the project or event described.



Signature



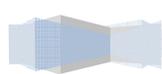
Date

Town of Dewey-Humboldt Representative

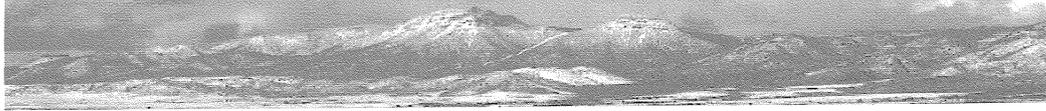
Date

Submit this signed document and the signed application to:

Town of Dewey-Humboldt
Finance Department
Strategic Community Partnership Program
2735 South Highway 69
Humboldt, AZ 86329



Dewey-Humboldt Agua Fria Festival Committee



**Town of Dewey-Humboldt
P.O. Box 69
Humboldt, Az. 86329**

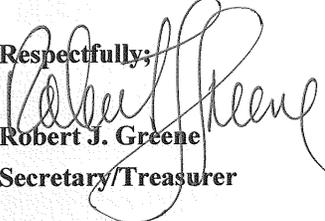
10 Feb 2010

Re: Agua Fria Festival 2010 Grant Request

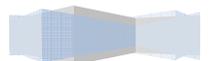
Mayor and Town Council:

The Agua Fria Festival Committee produced the "Finest Festival" known to this Town on 10 October 2009. It is again time to request funds and start early planning for the annual festival. The Committee requests that the Town consider a Grant of \$5000.00 for the 2010 Agua Fria Festival. The proposed dates are the 9th and 10th of October, a two day festival. The increased budget is necessary as the production costs have escalated over the last few years and as seen last year the size and scope of the event has grown significantly. Vendors and other participants have requested that we go to a two days event which will draw even more people. This year if successfully ran should preclude the necessity of future request for grants and allow the Committee to become self supporting. Please remember this is an investment in the future of the Town as all proceeds will eventually be turned over to the Town for Park use. It is further requested that a member or members of the Council be part of the planning for 2010.

Respectfully,


**Robert J. Greene
Secretary/Treasurer**

**Post Office Box 818 Humboldt, Arizona 86329
Phone 928-632-0802 E-Mail: aguafriafestival@gmail.com**

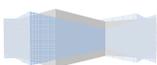


Agua Fria Festival 2010

Proposed Budget

Proposed Dates 9th and 10th October 2010

1. Grand Rental	
a. Chairs Folding 2 days \$205.00	
b. Ninja Jump Infaltable 2 days \$300.00	
c. Clown Face Jump Inflatable 2 days \$200.00	
	Sub-total \$705.00
2. Sun State Equipment	
a. Towable Generator; 80 KW	
	Sub-total \$840.00
3. Awards Etc.	
A. Parade & Event Awards	
	Sub-total \$300.00
4.Highway Technologies	
a. Message Boards for Hwy 69 (2)	
	Sub-total \$1204.86
5. Waste Managment	
a. Dumpsters (3)	
	Sub-total \$507.16
6. Melchers Printing	
A. Brochures, Flyers, Mailers, Posters, Aplications, Vendor Packets, Coping and Bindery	
	Sub-total \$1500.00
7. Advertsing	
a. Radio(KPPV, KDDL & KQNA)	
b. Newspaper	
c. TV	
	Sub-total \$2500.00
8. U.S. Postage	
	Sub-total \$124.00
9. Rental Vehicle (2 days)	
	Sub-total \$250.00
10. Misc. Expenses	
	Sub-total \$250.00
	Page total \$7911.02



- 11. Farm Breau Insurance
 - a. Event (Town and State of Arizona)
 - b. Poker Run

	<u>Sub-Total \$850.00</u>
Projected Budget	\$8761.02

Amount of funds Requested \$5000.00

It is projected that after this year the event should become self sustaining. The grant of these fund is an investment for the Town as all profits will be turned over to the Town at some point in the future. New elections and new officers will be taking over in March 2010. It is further request that the Town Council consider advanced funding of this event due to the projected expenditures. Last year we could not have funded the event had it not been for some generous citizens of the Town. This event is our biggest event and can be much better this year with and expanded two day schedule. The Committee thanks you for you consideration. The estimates of cost are taken from the reciepts from last years event and were doubled base on two days.

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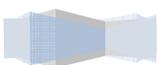
9.7 The event final clean up will be the morning of October 11th.

9.8 We recieved a grant last year.



Application checklist and instructions.

- 1. Name of the Organization.
- 2. Type of Organization.
- 3. Priorities, Mission, or Objective.
- 4. Primary contact for the grant application. Provide Name, Title, contact numbers, email, mailing and physical addresses.
- 5. Chief Officer. Often the treasurer of the organization.
5.1. This refers to the person responsible for accounting for the expenditures and providing the Post-project or event accounting as required for funding.
- 6. Federal Tax ID.
- 7. Required Items.
 - 7.1. Price Quotes
 - 7.2. Private property approval form or letter from all necessary private property owners directly impacted by the project or event.
 - 7.3. The Organization's Federal Tax ID no.
 - 7.4. Evidence of community support. Submit all collected results (signed minutes of meetings, ballots, petitions, etc.) by your committee to show support of this grant application request.
 - 7.5. Financial Statement.
 - 7.6. Miscellaneous items. Attach any other items that show communication by the organization regarding the project or event; flyers, newsletters, applications. Attach brochures or other items such as sketched plans that may help illustrate the project.
- 8. Project or Event Name.
- 9. Description: Explain how residents of the Town of Dewey-Humboldt will be impacted by the project or event? Describe how the project or event was chosen, and the process used to gather neighborhood support for the project or event (i.e., neighborhood meetings, door-to-door surveys, etc.)
 - 9.1. A critical component of any Strategic Community Partnership Grant is the community involvement and benefit. All residents of the community must be notified of the opportunity to propose and comment on projects or events.
 - 9.2. Applicants should carefully plan out and document how the community is going to be involved in the selection and execution of the project or event.
 - 9.3. What specific issue(s) are you trying to address with this project or event? How will the proposed project or event benefit the residents of the Town of Dewey-Humboldt?
 - 9.4. Would you be able to complete the project or event without the Strategic Community Partnership Grant?
 - 9.5. Who will be responsible for maintenance after the project is complete?
 - 9.6. Estimated project start date (actual date for events.)
 - 9.7. Estimated project completion date (actual date for events.)
 - 9.8. Has your organization received grant money in the past?
- 10. Signature. Sign, date, printed name and title.
- 11. Program Budget.
- 12. Total Funding Request.



Dewey-Humboldt Agua Fria Festival

To Be Held

Saturday October 10th 2009

Main Street Historic Humboldt, Arizona

Re-vist
The Old West
Cowboys
Indians
Sheriff's Posse
Sourdough
Miners
Gold Panning
and More Plus
The Great
Pumpkin Patch
Back On Main
Street Humboldt

Vendor Booths
Call Bob Jobst
928-632-8889
Parade Entries
Call Russell Young
928-632-9070

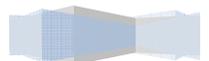
Anitque Gun
and
Sporting Arms
Show

Schedule of Events
7:00 AM Set up Business Expo
Vendor & Civic Booths
8:30 AM Stage Parade
9:00 AM Main Street Opens to
Public
10:00 AM Parade
11:30 AM Parade Awards
Festival, Gun Fights,
Skits, Chili Cook Off,
Costume Contest, Prize
Drawings Every Hour. Must
Be Present to Win
1:30 PM Auction
3:00 PM Drawing for Big Screen
TV, Must Be Present To Win
Closing Ceremonies.
5:00 PM Dinner Dance American
Legion Post 78 5-11 PM

Sponsored by the Dewey-Humboldt

Agua Fria Festival Committee

P.O. Box 818 Humboldt, Arizona 86329 Email: aguafrifestival@gmail.com
Art Work by W. R. Leigh



TOWN OF DEWEYHUMBOLDT
Not-for-Profit Funding Request
Fiscal Year 2010-2011 Application

Instructions:

Please complete this form, attach a copy of the most recently filed tax return, and return to Town Hall by February 12, 2010. See Attached.

Organization: Friends of the Dewey-Humboldt Library

Priorities, Mission, or Objectives:

Provide support to the D-H Town Library through the purchase and donation of desired capital items, including real estate. Collecting donations, gifts and public support funds for sale and disbursement of associated income to programs and properties that benefit the Library.

Please describe your strategic plan, organization, and budget structure on back.

Contact Person: Sandra Goodwin Title: President

Telephone No: 928 632 8490 Email Address: esgoodwin@commspeed.net

Fax No : none Website address: none

Mailing address: 14525 E. Eagle Drive, Dewey, Arizona 86327
Physical address: Same

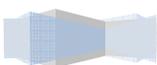
Chief officer: Sandra Goodwin Fed. Tax ID: 26-1490891

Program/Improvement/Event Name: Dividers for J.W. Mitchell Room

Description

Two Advanced Office Concepts 10' W Rolling Wall Panels with Marker Board and Tackable Fabric

TOTAL GRANT REQUEST \$ 2353.00



If needed, please write a more detailed explanation on back.

Present Room Use: Requests for use of the J.W. Mitchell Room of the Dewey-Humboldt Library are quickly exceeding our present capability to serve the community's event space needs. However, often we could accommodate two events at a time if we had screens to divide the room. For example, for one month this current year the Reading Room is scheduled to be open at the same time we have been asked to provide space for the 2010 Census Question Assistance Center. This is an activity we are more than pleased to accommodate but it also requires visual privacy so we will be closing the Reading Room. With dividers, we could have accommodated both. Like this event, there have been other occasions where dividers that provide privacy but not necessarily total quiet would have provided an opportunity to accommodate two events/activities/groups at the same time.

Present Volunteer Status: Volunteers provide approximately 2600 hours per year, or 65 work weeks, working on the book sale, at the library counter and preparing and presenting programs in the library. Additional staff/volunteer time is required when we have to schedule two different days when one day could possibly accommodate two events.

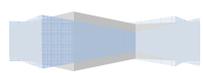
Present Financial Status: The approximate \$2000 raised annually via the book sales provides refreshments and materials for the monthly children arts and crafts and story time programs; has purchased the Wii systems/projector and developed Wii related programs to encourage children and families to read (newest programs are on a lease program which keeps interest high); brought authors and speakers to the library; increased periodical subscriptions; and purchased miscellaneous library equipment such as a commercial coffee maker, lounge chairs, shelving, display racks, etc. But the cost of dividers is too large an amount for us to finance. If the Friends were to purchase the dividers we would be unable to fund our ongoing children, speaker and author programs.

Summary: Attached are statistics that show the tremendous growth of the library programs and events and how limiting our present one-room options are. With dividers we could continue our programs while accommodating community and town space requests. We have done, and will continue to do, much on our own. Today we ask for your support to serve our community even better.

Signature *Sandra Goodwin*

Date February 12, 2010 30

Print Name Sandra Goodwin Title President



The Town will be collecting the following information as part of its analysis: if you are able to provide it now, please do so.

Program Budget

Line Item: See attached supporting documents
Describe each proposed expenditure, e.g., material, supplies, meals, consultant, repairs

Current Project n/a

Expenditures \$ n/a

Proposed Project Purchase of dividers to accommodate concurrent events and community meetings

Expenditures

Basic Guidelines: Provide detailed justification for each line item; attach catalogue, brochure, and quotes as estimate support. See attached supporting documents.

Use IRS Publication 1542 Travel Per Diem Rates for any Travel requests. Not applicable.

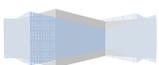
Total Costs \$2353 See attached documents

Current Resources for this project Volunteer hours would be increased to augment present resources and the budget for coffee and refreshments would also be increased. The FOL provides volunteers and refreshments for events and we would schedule volunteer hours and budget to do so for the increased events.

Total Funding Request \$2353

Attachments:

1. Comparison of Dewey-Humboldt Library usage statistics for 2008-2009
2. Catalog pages from Highsmith Catalog used by county to purchase library equipment and supplies. Price comparisons with Gaylord and Brodart and Demco found these prices to be the best.
3. Friends of the Library 990-N tax report for 501c3 tax-exempt organizations.



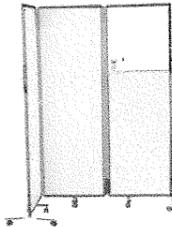
Highsmith Upstart UpstartBooks LibrarySparks Edupress Corporate

Home | About Us | Terms & Conditions | Privacy | Free Quote | My Cart | My Account

Search For: Enter Item # or Keyword

2 Items: \$2,090.00

Search Results for room dividers / Advanced Office Concepts™ 10"W Rolling Wall Panel with Markerboard, Tackable Fabric



0. Advanced Office Concepts™ 10"W Rolling Wall Panel with Markerboard, Tackable Fabric

L2W-H35203

0. Description

- Set up an instant wall for privacy or display with these economical, mobile panel systems!
- 0. Each unit includes a series of hinged 72"H x 24"W panels with 2½" casters, making them easy to move into a variety of configurations
 - 0. Nonacoustical, 1½"-thick panels feature tackable, 100% polyester fabric surfaces
 - 0. Each unit includes two 36"H x 24"W dry-erase markerboards one mounted to each end panel
 - 0. Each style is 1½"-thick with attractively finished corners
 - 0. Aluminum frames have black powder-coat finishes
- Easy-to-handle panels configure in a snap without any tools

Options	Shipping	Availability	Price	Quantity
Advanced Office Concepts™ 10"W Rolling Wall Panel with Markerboard, Tackable Fabric L2W-H35203 -- Fabric Color --			\$1,045.00	2

Jane Fuller

From: Jeffrey Franklin [Jeffrey.Franklin@co.yavapai.az.us]
Sent: Thursday, February 11, 2010 12:33 PM
To: Jane Fuller
Subject: Friends of the Library Grant Application Approval

Greetings Ms. Fuller,

I am writing to you on the request of the Friends of the Dewey-Humboldt Town Library president Sandra Goodwin to approve of the Grant Application submitted to the Town of Dewey-Humboldt by the Friends of the Library.

Please feel free to give me a call if you have any questions or need any more information.

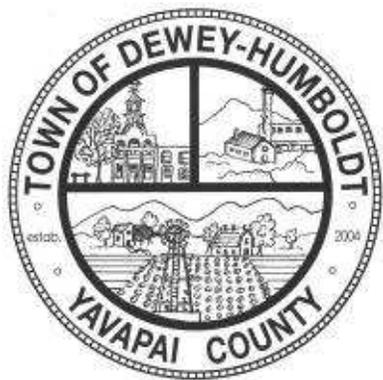
Sincerely,

Jeffrey W. Franklin
 Community Librarian

Dewey-Humboldt Town Library
 2735 S Corral St. - PO Box 217
 Humboldt, AZ 86329

Voice: (928) 632-5049
 Fax: (928) 632-5356
 Email: jeffrey.franklin@co.yavapai.az.us

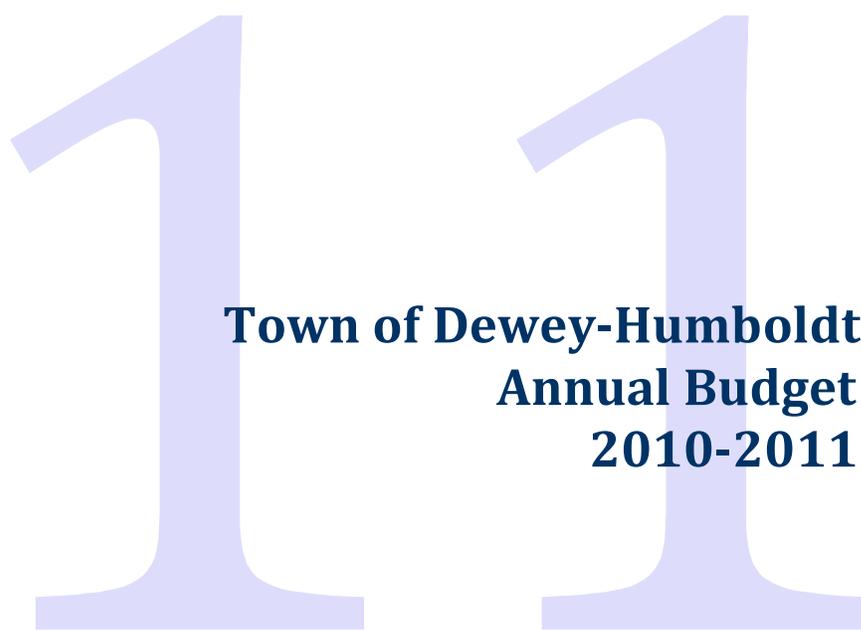




TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 • Fax 928-632-7365

Dewey-Humboldt, Arizona

2011



Town of Dewey-Humboldt
Annual Budget
2010-2011