

1  **FUNDAMENTALS OF BUDGETING FOR PUBLIC LIBRARIES**

Presented by;  
MT Department of Administration-Local Government Services

2  **Local Government Budget Act**

- 7-6-4001, MCA
- (1) This part may be referred to as the "Local Government Budget Act".
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- (2) This part applies to all local governments.

3  **Local Government Budget Act**

- 7-6-4002. Definitions. As used in this part, unless the context requires otherwise, the following definitions apply:
- (1) "Governing body" means the elected body responsible for the administration of a local government.

4  **Local Government Budget Act**

- 7-6-4005. Expenditures limited to appropriations. (1) Local government officials may not make a disbursement or an expenditure or incur an obligation in excess of the total appropriations for a fund.
- (2) A local government official who violates subsection (1) is liable for the amount of the excess disbursement, expenditure, or obligation personally.

5  **Local Government Budget Act**

- 7-6-4006(4) The governing body may amend the budget during the fiscal year by conducting public hearings at regularly scheduled meetings.
- Budget amendments
  - must identify the fund reserves, unanticipated revenue, or previously unbudgeted revenue that will fund the appropriations.
  - should describe the nature of the expenditure & state the funds total/original budgeted appropriations and the amended budgeted amount for total appropriations.

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7  **Local Government Budget Act**

- 7-6-4020 (1). Preliminary annual operating budget. A preliminary annual operating budget must be prepared for the local government.
- (3)(a) Before June 1 of each year, the county clerk and recorder shall notify the county commission and each board, office, or official that they are required to file preliminary budget proposals for their component of the total county budget.

8  **Local Government Budget Act**

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- 7-6-4020(4) The preliminary annual operating budget for each fund must include, at a minimum:
- (4)(a) A listing of all revenue and other resources for the prior budget year, current budget year, and proposed budget year;
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10  **Local Government Budget Act**

• 7-6-4020(4)(b) A listing of all expenditures for the prior budget year, the current budget year, and the proposed budget year. all expenditures must be classified under one of the following categories:

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- (i) salaries and wages;
- (ii) operations and maintenance;
- (iii) capital outlay;
- (iv) debt service; or
- (v) transfers out.
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11 12  **Local Government Budget Act**

• 7-6-4020(5) The *preliminary annual operating budget* for each fund for which the local government will levy an ad valorem property tax must include the estimated amount to be raised by the tax. (budgeted revenues from mills levied)

13  **TAX LEVY REQUIREMENT SCHEDULE**

- Add estimated cash reserve
- Add beginning cash balance less current liabilities of fund
- Add estimated tax revenue component
- Pulls all pieces of the budget together on one form
- Assures the preliminary budget is balanced  
Total requirements = Total resources

14 15  **Local Government Budget Act**

• 7-6-4020(3)(d) Component (preliminary) budgets must be submitted to the clerk and recorder before June 10<sup>th</sup>;

16  **Local Government Budget Act**

• 7-6-4030. Final budget -- resolution -- appropriations.  
(1) The governing body may amend the preliminary budget after the public hearing and after considering any public comment.

17  **Local Government Budget Act**

• 7-6-4030. Final budget -- resolution -- appropriations.  
(2) The amended budget constitutes the final budget. The final budget must be balanced so that appropriations do not exceed the projected beginning balance plus the estimated revenue of each fund for the fiscal year.

18  **Local Government Budget Act**

• 7-6-4030. Final budget -- resolution -- appropriations.  
(3) The governing body shall adopt the final budget by

*resolution....*

19  **Local Government Budget Act**

- 7-6-4036. Fixing tax levy. (1) The governing body shall fix the tax levy for each taxing jurisdiction within the county or municipality:
  - (1)(a) by the *later* of the *first Thursday in September* or within *30 calendar days* after receiving certified taxable values;

20  **Local Government Services Bureau**

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 MT Depart of Administration  
 Local Government Services Bureau  
 301 S Park Ave Room 340,  
 PO Box 200547 Helena, MT 59620

21  **Counties by Area**

- <sup>1</sup> Jamie Cain  
 Area 1 – Helena  
 Phone: 841-2902  
 Jcain@mt.gov

Area 1 – Helena  
 Anaconda-Deer Lodge  
 Beaverhead  
 Blaine  
 Broadwater  
 Butte-Silver Bow  
 Cascade  
 Chouteau  
 Gallatin  
 Granite  
 Hill  
 Jefferson  
 Lewis & Clark  
 Madison  
 Meagher  
 Powell  
 Teton

- <sup>2</sup> Darla Erickson  
 Area 2 – Billings  
 Phone: 371-5627  
 derickson@mt.gov

Area 2 – Billings

Big Horn  
Carbon  
Fergus  
Golden Valley  
Musselshell  
Park  
Petroleum  
Rosebud  
Stillwater  
Sweet Grass  
Treasure  
Wheatland  
Yellowstone

22  **Counties by Area (cont.)**

- 1 Tod Kasten  
Area 3 – Circle  
Phone: 974-3377  
TKasten@mt.gov

Area 3 – Miles City

Carter  
Custer  
Daniels  
Dawson  
Fallon  
McCone  
Phillips  
Powder River  
Prairie  
Richland  
Roosevelt  
Sheridan  
Valley  
Wibaux

- 2 Magda Nelson  
Area 4 – Kalispell  
Phone: 257-5245  
mmnelson@bresnan.net

Area 4 – Kalispell

Flathead  
Glacier  
Lake

Liberty  
Lincoln  
Mineral  
Missoula  
Pondera  
Ravalli  
Sanders  
Toole

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