

County Budget Tool Information

- Enter appropriate information in **blue cells only**
- Formulas and links are used throughout
- Tab colors
 - Purple: Budget Summaries
 - Green: State-Aid, Salary Adjustment, and Local (all counties)
 - Orange: Directed / Discretionary / Specialized Grants
- Budget Summary
 - Enter department number in top blue cell
 - Allocations will pre-populate
 - Budget total will update as budget tabs are updated
 - Includes Local Match Requirement
- Each Budget will turn green in balance with the allocation
- Local Budget will not change to another color
- Green Budget Tabs
 - One for each Budget that applies to ALL departments
 - State Aid
 - Salary Adjustment
 - Local
 - Displays only the Budget/Expenditure Categories allowable
 - Includes Budget/Expenditure Sub-Categories
 - Total Budget will turn green when allocation is met
 - Quarterly Expenditure Sections
 - Set up just like the budget
 - Quarterly will total and show remaining balance (total & line)
- Orange Budget Tabs
 - One for each Directed/Discretionary/Specialized Grant
 - Only use as appropriate for individual county situation
 - Displays only the Budget/Expenditure Categories allowable
 - Includes Budget/Expenditure Sub-Categories
 - Total Budget will turn green when allocation is met

- Quarterly Expenditure Sections
 - Set up just like the budget
- Quarterly will total and show remaining balance (total & line)