

Capital and Operating Budget Structure Document

1. Executive Summary

This document outlines the structure for the forthcoming fiscal year's Capital and Operating Budgets. It provides an overview of projected expenditures, funding sources, and allocation strategy.

2. Capital Budget

2.1 Overview

The Capital Budget details proposed expenditures for long-term assets such as infrastructure, major equipment, and facilities.

| Project/Asset | Estimated Cost | Funding Source | Timeline |
|---------------------------|----------------|----------------|------------|
| Building Renovation | \$400,000 | Bond Issue | Q2-Q4 2025 |
| Fleet Replacement | \$150,000 | General Fund | Q1 2025 |
| IT Infrastructure Upgrade | \$80,000 | Grants | Q3-Q4 2025 |

3. Operating Budget

3.1 Overview

The Operating Budget captures the expected annual expenditures required for day-to-day operations, including personnel, supplies, and services.

| Category | Budget Allocation | Percentage |
|----------------------|-------------------|------------|
| Personnel | \$1,200,000 | 58% |
| Utilities | \$150,000 | 7% |
| Supplies & Materials | \$120,000 | 6% |
| Services | \$350,000 | 17% |
| Other Expenses | \$240,000 | 12% |

4. Funding Sources

- General Fund
- Bond Proceeds
- Federal & State Grants

- User Fees & Charges

5. Important Notes

- The capital budget focuses on long-term investments, while the operating budget supports ongoing expenses.
- Clear distinction between recurring and non-recurring costs is essential for accurate financial planning.
- All proposed expenditures are subject to board approval and may be adjusted as priorities evolve.
- Regular monitoring and reporting ensure accountability and budget compliance throughout the fiscal year.