

## General Instructions to Complete the County Budget Workbook

- a) This workbook shall be used for completing the **County Introduced and Adopted Budgets**.
- b) It is designed to automatically calculate amounts linked from various data entry points.
- c) The individual tabs containing formulas are locked to protect the formulas.
- d) Fill in only the gray sections of the worksheet.
- e) **Begin by navigating to the "Key Inputs" tab.**

Select the County by clicking on the arrow on the right side. This will populate the entity name and county.

- f) Continue to complete each of the fields in order to populate standard information throughout the workbook.  
**Enter the exact number of utilities and the utility types.** Do not skip sets of utility pages.

- g) In all applicable signature lines, insert the email address of the applicable official.

- h) **The completed Budget document must be saved as a Macro-Enabled Workbook.**

Once approved by the Board of County Commissioners, the completed Introduced Budget must be submitted to

- i) the Division via the FAST "Introduced Budget" record portal and it must be named as:  
**<municode>\_introbudget\_20xx (all 4 digits municode must be included).**

Once approved by the Board of County Commissioners, the completed Adopted Budget must be submitted to the

- j) Division via the FAST "Adopted Budget" record portal and it must be named as: **<municode>\_adoptbudget\_20xx (all 4 digits municode must be included).**

- k) Only the Chief Financial Officer has access to the "Submit for Review" tab within the FAST portal.

- l) If copying data from a prior workbook, copy and use **Paste Values** to preserve formatting.

On the Key Inputs tab, users can select "Standard" or "Expanded" for a variety of sections to reduce the number of unused pages throughout the document. The following sheets can be adjusted: General Appropriations (13) and Capital Budget (29b, 29c, and 29d). **All sections are preset to "Standard" and should only be switched to**

- m) **"Expanded" if more pages are needed.**