



COLORADO BUDGET LAW BASICS

FOR LOCAL GOVERNMENTS

August 15, 2024



COLORADO
Department of Local Affairs

AGENDA

- . Purpose of a Budget
- . Components of the Budget
- . Budget Timeline
- . Amendments
- . E-filing
- . Legal Limits



DEPARTMENT OF LOCAL AFFAIRS

- . The Division of Housing
- . The Division of Local Government
- . The Division of Property Taxation
- . The Board of Assessment Appeals
- . The State Demography Office



DIVISION OF LOCAL GOVERNMENT

The Division of Local Government provides strategic expertise, advocacy, and funding to strengthen Colorado. The division promotes local problem solving, informs decision making and invests in communities.

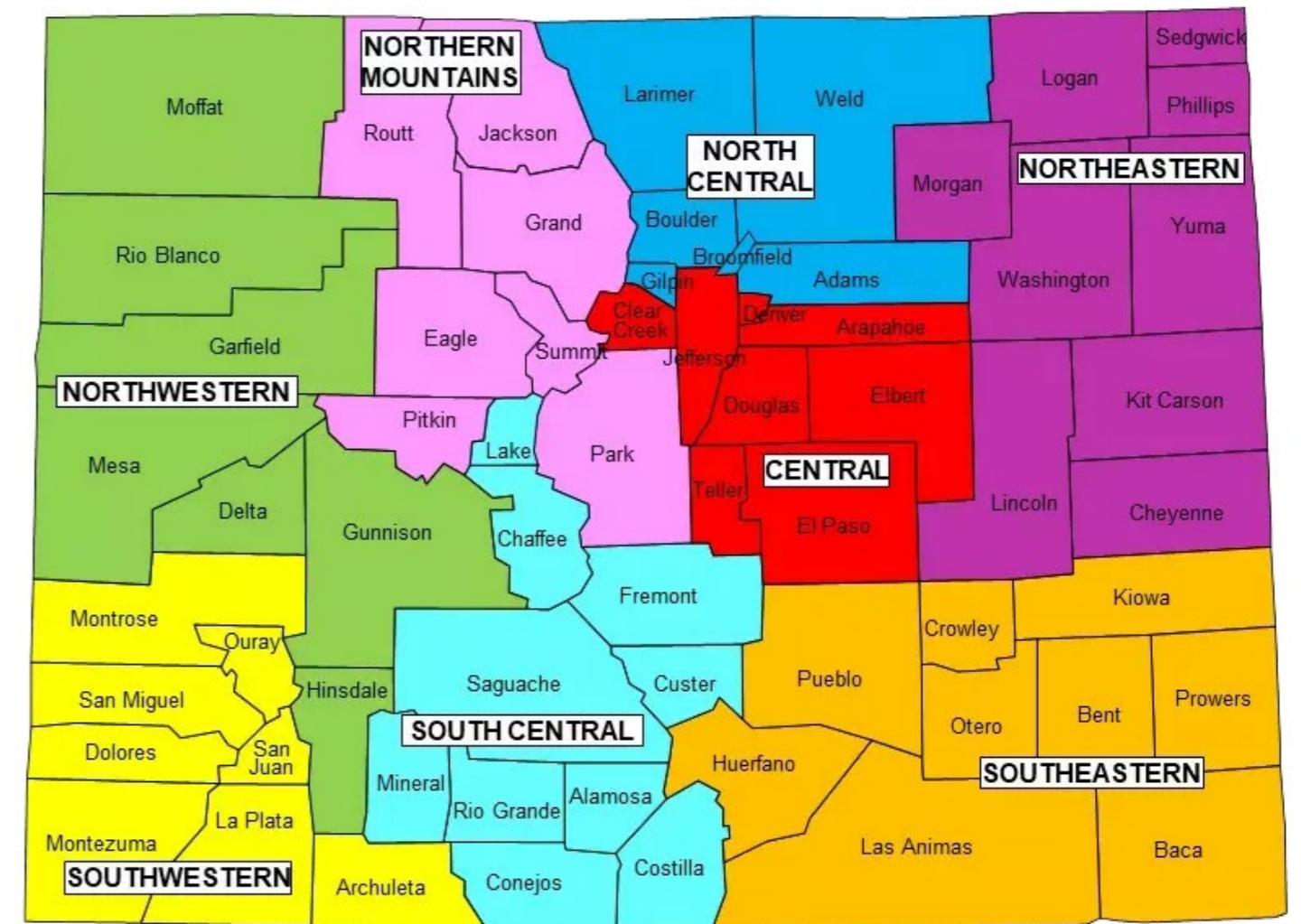
- Funding Opportunities
- Disaster Recovery, Rebuilding, Resiliency
- Training and Technical Assistance
- Required Filing and Reporting



REGIONAL TEAM SERVICES

Regional Managers are able to help local governments and community agencies:

- Define issues
- Evaluate options
- Identify solutions
- Conduct management training
- Facilitate planning
- Provide community development technical assistance
- Teach good governance practices
- Support your capital improvement planning
- Provide board training, visioning and goal setting



COLORADO LOCAL GOVERNMENTS

- 4,793 Active Local Governments
 - 62 Counties
 - 2 City & Counties
 - 271 Municipalities
 - 178 School Districts
 - 249 Fire Districts
 - 261 Water and/or Sanitation Districts
 - 57 Library Districts
 - 56 Park and Rec. Districts
 - 2,423 Metropolitan Districts
 - ~ 1,000+ other districts of more than 60 different types



PURPOSE OF A BUDGET



PURPOSE OF A BUDGET

Simplified

- Revenues and expenses
- Dollars and results
 - “Goals with price tags” - Wildavsky - 1984

More Than Numbers...

A tool to **communicate** with your community about your financial health, priorities and how you're **planning** to get there.



BUDGET COMPONENTS



BUDGET STATUTES - WHO HAS TO DO IT?

[C.R.S. 29-1-102\(13\)](#). Definitions.

"Local government" means any authority, county, municipality, city and county, district, or other political subdivision of the state of Colorado; any institution, department, agency, or authority of any of the foregoing; and any other entity, organization, or corporation formed by intergovernmental agreement or other contract between or among any of the foregoing...does not include...any home rule city or town, home rule city and county, cities and towns operating under a territorial charter, school district, or local college district.

[C.R.S. 29-1-113\(2\)](#) Filing of budget.

...budgets shall be filed with the division by **home rule** cities, cities and counties, and towns and cities operating under a territorial charter for the purpose of information and research.



WHAT'S REQUIRED:

[CRS 29-1-103](#). Budgets required.

(1) Each local government shall adopt an annual budget. To the extent that the financial activities of any local government are fully reported in the budget or budgets of a parent local government or governments, a separate budget is not required. Such budget shall present a complete financial plan by fund and by spending agency within each fund for the budget year and shall set forth the following:

- a) All proposed expenditures for administration, operations, maintenance, debt service, and capital projects to be undertaken or executed by any spending agency during the budget year;
- b) Anticipated revenues for the budget year;
- c) Estimated beginning and ending fund balances;
- d) The corresponding actual figures for the prior fiscal year and estimated figures projected through the end of the current fiscal year, including disclosure of all beginning and ending fund balances, consistent with the basis of accounting used to prepare the budget;
- e) A written budget message describing the important features of the proposed budget, including a statement of the budgetary basis of accounting used and a description of the services to be delivered during the budget year; and
- f) Explanatory schedules or statements classifying the expenditures by object and the revenues by source.



BUDGET MESSAGE

(e) A written budget message describing the **important features** of the proposed budget, including a statement of the **budgetary basis of accounting** used and a **description of the services** to be delivered during the budget year.



BUDGET MESSAGE

BACA GRANDE WATER AND SANITATION DISTRICT 2024 BUDGET MESSAGE

The Baca Grande Water and Sanitation District (the District) is a quasi-municipal political subdivision of the State of Colorado. The District was established in 1972 to meet requirements of the District with a service plan report dated March 1972. The District provides potable water service and sanitary sewer service to customers within and outside its boundaries consisting of primarily residential and agricultural properties. Water and sewer facilities of the District are being developed in phases as necessary in accordance with the service plan. The District encompasses approximately 7,016 acres and is located approximately 180 miles southwest of Denver, northwest of the Great Sand Dunes National Park. The District is governed by a five-member Board.

Basis of Accounting

The District prepares its budget on the modified accrual basis of accounting and uses funds to budget and report on its financial position.

Revenues

Taxes

The District imposes a mill levy of 54.000 mills. Of the 54.000 mills, 37.000 mills are certified to the General Fund and 17.000 mills dedicated to the Debt Service Fund. The District received the Final AV from the County after the 2024 Budget was adopted. The Final AV, in conjunction with SB23-100, noted a significant decrease in AV. The District will amend the 2024 Budget to account for the difference in property taxes due to the decrease. Form DLG-70, certifying the mill levy and filed with the County, reflected the Final AV.

Specific ownership taxes are set by the State and collected by the County Clerk, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County, including the District.

Fees

The District imposes water and wastewater usage fees, tap fees, etc. through its Enterprise Fund. In addition, availability of service fees are imposed and collected by the Debt Service Fund.

Funds

General Fund

The General Fund is used to account for resources traditionally associated with government such as property taxes and specific ownership taxes. General Fund expenditures include district administration, legal services and other expenses related to statutory operations of a local government.

Enterprise Fund

The Enterprise Fund accounts for the operations that are financed and operated in a manner similar to a private business, where the intent is that costs of providing services to the public are funded primarily through usage charges. The primary sources of revenue in the Enterprise Fund are water and sewer usage fees.

Debt Service Fund

The Debt Service Fund is used to account for the Series 2009 government agency loan obligation and Series 2017 GO Refunding Bonds which are repaid through property taxes, specific ownership taxes and availability of service fees.

Capital Projects Fund

The District has budgeted over \$463,000 in capital improvements and purchases in 2024.

Emergency Reserve

At the end of each year the District reserves that portion of the General Fund balance necessary to comply with the TABOR Amendment.



BUDGET SCHEDULES

- By fund and spending agency
- Expenditures
- Revenues
- Beginning fund balances
- Ending fund balances
- Prior year actuals
- Current year estimates



BUDGET SCHEDULES

Beginning Balance

Revenues

GENERAL FUND BUDGET BENT CONSERVATION DISTRICT

JANUARY 1 - DECEMBER 31, 2024

DESCRIPTION	ACTUAL PRIOR YEAR 2022	ESTIMATED CURRENT YEAR 2023	BUDGET YEAR 2024
Beginning Balance January 1	\$ 217,058.59	\$ 235,872.40	\$ 261,375.97
REVENUE			
Building Rent	\$ 114,072.12	\$ 114,072.12	\$ 114,072.12
Equipment Rent	\$ 3,001.80	\$ 3,304.80	\$ 3,000.00
Equipment Sales	\$ 508.85	\$ 109.42	\$ 150.00
Interest Earned	\$ 763.85	\$ 5,183.56	\$ 6,000.00
Meeting Income	\$ -	\$ 300.00	\$ 300.00
Grants			
State			
Direct Assistance	\$ 8,743.41	\$ 8,625.27	\$ 8,600.00
Matching Grants (CSCB)	\$ 25,000.00	\$ -	\$ -
Conservation District Technician (CDT)	\$ -	\$ -	\$ 41,227.00
Other:	\$ -	\$ -	\$ -
Federal (Specify Agency & Grant Name)			
CIG:	\$ -	\$ -	\$ -
Other: STAR+	\$ -	\$ -	\$ 20,000.00
Other:	\$ -	\$ -	\$ -
County			
Weed	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Other Income (Specify below)			
SIPA Micro Grant	\$ -	\$ 2,944.44	\$ -
TOTAL REVENUE	\$ 157,090.03	\$ 139,539.61	\$ 198,349.12
TOTAL AVAILABLE FUNDS	\$ 374,148.62	\$ 375,412.01	\$ 459,725.09
EXPENDITURES ON NEXT PAGE			



BUDGET SCHEDULES

Expenditures

Ending balance

DESCRIPTION	ACTUAL PRIOR YEAR 2022	ESTIMATED CURRENT YEAR 2023	BUDGET YEAR 2024
EXPENDITURES			
Matching Grant	\$ 25,000.00	\$ -	\$ -
Stimulus	\$ 15,000.00	\$ -	\$ -
Weed Program	\$ -	\$ 103.02	\$ 300.00
Micro Grant Expense	\$ -	\$ 2,944.44	\$ -
Cost of Goods Sold:	\$ 420.50	\$ 124.16	\$ 220.00
Sales Tax	\$ 2.20	\$ 10.00	\$ 15.00
Advertising	\$ -	\$ -	\$ -
Annual Meeting	\$ -	\$ 3,000.00	\$ 3,500.00
Other Meeting expenses	\$ -	\$ 375.00	\$ -
Bank Charges	\$ -	\$ -	\$ -
Donations	\$ 45.00	\$ 45.00	\$ 45.00
Dues and Subscriptions	\$ 1,662.34	\$ 1,947.46	\$ 2,000.00
Education and Outreach:			
High School Scholarship	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Camp Rocky	\$ 700.00	\$ -	\$ 1,800.00
Poster Contest	\$ 100.00	\$ 462.28	\$ 500.00
Other	\$ 550.00	\$ 757.21	\$ 900.00
Election Expenses	\$ -	\$ -	\$ -
Meeting Expenses-meals, travel, etc.	\$ 506.00	\$ 467.74	\$ 550.00
Media Development	\$ 660.00	\$ -	\$ -
Office Supplies	\$ 1,009.88	\$ 2,500.00	\$ 3,000.00
Internet Services	\$ 380.43	\$ 651.24	\$ 651.24
Postage	\$ -	\$ 66.55	\$ 150.00
Professional Services (accountant)	\$ 1,750.00	\$ 1,650.00	\$ 1,750.00
Mileage-Board and Employees	\$ 1,706.39	\$ 1,700.00	\$ 1,750.00
Payroll Expense	\$ 57,342.80	\$ 58,000.00	\$ 110,000.00
Workman's Comp	\$ -	\$ 497.00	\$ 900.00
Building Expenses:			
Property Taxes	\$ 43.84	\$ 43.84	\$ 43.84
Building/Property/Fenced In Storage	\$ 1,663.58	\$ 2,063.46	\$ 2,500.00
Contract Labor	\$ 4,050.00	\$ 4,200.00	\$ 4,200.00
Janitorial/Cleaning Supplies	\$ 579.23	\$ 550.00	\$ 750.00
Snow Removal	\$ 150.00	\$ 100.00	\$ 250.00
Pest Control	\$ -	\$ 260.33	\$ 450.00
Insurance	\$ 4,157.00	\$ 4,850.00	\$ 5,000.00
Utilities	\$ 10,413.24	\$ 11,000.00	\$ 12,000.00
Depreciation Expense	\$ 8,987.00	\$ 12,449.00	\$ 12,450.00
Equipment Expenses:			
Fuel Expense	\$ 81.80	\$ 200.00	\$ 1,000.00
Maintenance/Repair	\$ 314.99	\$ 2,018.31	\$ 4,000.00
STAR+ Expenses			\$ 11,950.00
TOTAL EXPENDITURES	\$ 138,276.22	\$ 114,036.04	\$ 183,625.08
Annual Net	\$ 18,813.81	\$ 25,503.57	\$ 14,724.04
Ending Balance December 31 (Beginning Bal. + Annual Net)	\$ 235,872.40	\$ 261,375.97	\$ 276,100.01
Emergency Reserves - Do NOT Spend (3% of Annual Expenditures)	\$ 4,148.29	\$ 3,421.08	\$ 5,508.75
Unrestricted Reserves (Ending Balance - Emergency Res.)	\$ 231,724.11	\$ 257,954.89	\$ 270,591.26



BUDGET SCHEDULES

Durango - General Fund

Category		<u>2022 Actual</u>	2023 Adopted	2023 Amended	<u>2023 Estimate</u>	<u>2024 Adopted</u>
<u>Revenues</u>						
	Taxes and Fees	36,168,114	36,505,556	36,505,556	36,870,612	38,293,906
	Miscellaneous	5,078,616	4,775,497	5,775,497	5,775,497	3,716,761
	Charges For Services	4,097,366	4,745,750	4,745,750	4,745,750	6,734,236
	Intergovernmental	2,831,819	3,020,956	3,212,056	3,212,056	1,777,051
	Licenses & Permits	623,999	822,500	822,500	822,500	644,324
	Fines	157,096	160,000	160,000	160,000	145,983
	Assessments	0	0	0	0	
Total Revenues		48,957,010	50,030,259	51,221,359	51,586,415	51,312,261



BUDGET SCHEDULES

Expenditures		2022 Actual	2023 Adopted	2023 Amended	2023 Estimate	2024 Adopted
	Police	10,533,584	11,732,187	12,568,187	11,879,252	11,081,183
	Fire	5,877,425	5,758,955	5,758,955	5,758,955	6,557,111
	Finance	2,769,961	3,338,469	7,235,539	6,873,762	3,696,688
	Information Technology	2,627,034	3,308,871	3,322,204	3,095,064	3,938,070
	Community Development	2,026,811	1,863,747	1,998,927	1,715,386	2,456,589
	City Manager	1,372,853	1,588,402	1,602,402	1,522,282	1,286,073
	Administrative Services	987,499	1,078,651	1,101,984	1,046,885	1,099,616
	Human Resources	732,953	719,534	722,867	715,638	853,630
	City Attorney	450,965	610,549	737,094	737,094	725,130
	City Council	322,206	354,124	358,624	355,038	364,416
	Parks & Recreation	7,943,030	9,334,538	9,521,034	9,140,193	9,897,127
	Streets	2,358,249	2,892,612	3,098,279	3,098,279	3,559,536
	Public Works	1,429,642	1,854,862	1,908,429	1,908,429	2,080,019
	Library	2,699,398	3,000,064	3,017,897	3,017,897	3,117,571
	Community Services	1,289,419	1,142,258	1,172,258	1,172,258	1,546,682
	Non-Departmental	1,617,831	1,518,895	5,328,570	5,328,570	1,649,195
	Economic Development	150,031	100,000	100,000	100,000	104,900
Total Expenditures		45,188,891	50,196,718	59,553,250	57,464,981	54,013,534



BUDGET SCHEDULES

		2022 Actual	2023 Adopted	2023 Amended	2023 Estimate	2024 Adopted	
	<u>Beginning Fund Balance</u>	19,818,700	23,123,359	23,123,359	23,123,359	17,244,793	
	<u>Ending Fund Balance</u>	23,123,359	22,956,900	14,791,468	17,244,793	14,543,520	
	Assigned Fund Balance					83,432	
	Restricted not including TABOR					69,000	
	<u>TABOR Reserve</u>					1,673,635	
	Other Reserve (Enc., Escrow, Inventory)					347,690	
	Operating Reserve					11,329,627	
	Opportunity Reserve					1,040,136	
	Total Fund Balance					14,543,520	
	Fund Balance Policy 25% of Expenditures	11,297,223	12,549,180	14,888,313	14,366,245	13,503,384	69



BUDGET HEARING NOTICE

[C.R.S. 29-1-106](#). Notice of budget.

(1) Upon receipt of the proposed budget, the governing body shall cause to be published a notice containing the following information:

- a) The date and time of the hearing at which the adoption of the proposed budget will be considered;
- a) A statement that the proposed budget is available for inspection by the public at a designated public office located within the boundaries of the local government, or, if no public office is located within such boundaries, the nearest public office where the budget is available; and
- a) A statement that any interested elector of the local government may file any objections to the proposed budget at any time prior to the final adoption of the budget by the governing body.

(2) If the governing body has submitted or intends to submit a request for increased property tax revenues to the division pursuant to section 29-1-302 (1), the amount of the increased property tax revenues resulting from such request shall be stated in such notice or in a subsequent notice in the manner provided in subsection (3) of this section.



BUDGET HEARING NOTICE

NOTICE OF BUDGET¹ (Pursuant to 29-1-106, C.R.S.)

NOTICE is hereby given that a proposed budget has been submitted to the Name of Government
for the ensuing year of Year; a copy of such proposed budget has been filed in the office
of Unit of Government, where the same is open for public inspection; such proposed
budget will be considered at Regular or Special meeting of the Name of Governing Body
to be held at Location on Date at Time.

Any interested elector of Name of Local Government **may inspect the proposed budget and file
or register any objections thereto at any time prior to the final adoption of the budget.**



BUDGET HEARING NOTICE

(3)

- a) For any local government whose proposed budget is more than fifty thousand dollars, the notice required by subsection (1) of this section shall be published one time in a newspaper having general circulation in the local government.
- a) Any local government whose proposed budget is fifty thousand dollars or less shall cause copies of the notice required by subsection (1) of this section to be posted in three public places within the jurisdiction of such local government in lieu of such publication.

- Proposed budget $>$ \$50,000
Newspaper
- Proposed budget \leq \$50,000
3 public places



BUDGET ADOPTION AND APPROPRIATIONS

29-1-108. Adoption of budget - appropriations - failure to adopt.

- (1) The governing body of the local government shall hold a **hearing** to consider the adoption of the proposed budget, at which time objections of the electors of the local government shall be considered. The governing body shall revise, alter, increase, or decrease the items as it deems necessary in view of the needs of the various spending agencies and the anticipated revenue of the local government. Adoption of the proposed budget shall be effective only upon an affirmative vote of a majority of the members of the governing body.

- (1) **Before the mill levy is certified** pursuant to section 39-1-111 or 39-5-128, C.R.S., the governing body shall enact an ordinance or resolution adopting the budget and making appropriations for the budget year. The **amounts appropriated shall not exceed the expenditures** specified in the budget. Appropriations shall be made **by fund or by spending agencies within a fund**, as determined by the governing body. Changes to the adopted budget or appropriation shall be made in accordance with the provisions of section 29-1-109.



ADOPTING THE BUDGET

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES
RESOLUTION 2024-01-01 TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2024, AND ENDING ON THE LAST DAY OF DECEMBER, 2024.

WHEREAS, the Board of Trustees of the Douglas County Libraries has authorized Robert W. Pasicznyuk, Executive Library Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Robert W. Pasicznyuk, Executive Library Director, has submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on Tuesday, January 9, 2024 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances, so that the budget remains in balance, as required by law.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DOUGLAS COUNTY LIBRARIES OF DOUGLAS COUNTY, COLORADO:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Douglas County Libraries for the year stated above.

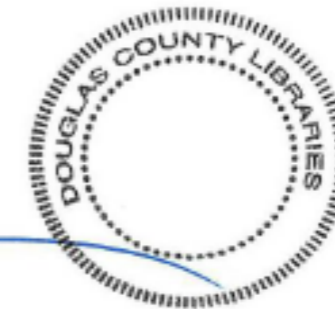
Section 2. That the budget hereby approved and adopted shall be signed by the President and Vice President of the Board of Trustees and made a part of the public records of the Douglas County Libraries.

ADOPTED this 9th day of January, 2024.

ATTEST:


Suzanne Burkholder
Douglas County Libraries Board President


TR Nolan
Douglas County Libraries Board Vice President



APPROPRIATING FUNDS

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES
RESOLUTION 2024-01-03 TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on January, 9, 2024; and

WHEREAS, the Board of Trustees has made provision therein for revenues in an amount less than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Douglas County Libraries;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO:

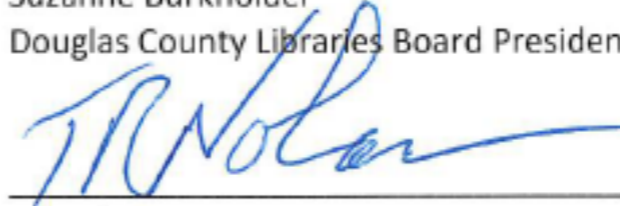
Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:

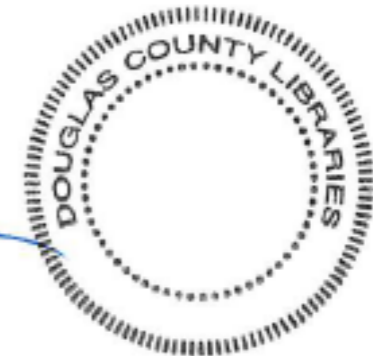
Appropriations

General Fund:	
Current operating expenses	\$36,086,760
Capital Outlay	2,349,788
Emergency reserves	<u>1,000,639</u>
Total general fund appropriations	\$39,437,187

ADOPTED this 9th day of January 2024.

ATTEST: 
Suzanne Burkholder
Douglas County Libraries Board President


TR Nolan
Douglas County Libraries Board Vice President



SETTING THE MILL LEVY

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES
RESOLUTION 2024-01-02 TO SET MILL LEVIES

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2024, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Douglas County Libraries has adopted the annual budget in accordance with the Local Government Budget Law, on Tuesday, January 9, 2024; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$36,156,932; and

WHEREAS, the 2023 valuation for assessment for the Douglas County Libraries, as certified by the County Assessor, is \$10,292,323,249;


NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO:

Section 1. That for the purposes of meeting all general operating expenses of the Douglas County Libraries during the 2024 budget year, there is hereby levied a tax of 3.513 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2024.

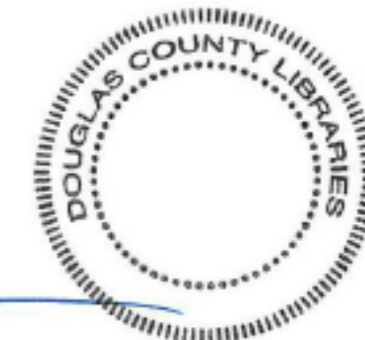
Section 2. The Douglas County Libraries enacts a one-time temporary property tax credit, on the General Fund calculated to be equal to (0.487) mills upon each dollar of the total valuation for assessment of all taxable property within the County of Douglas for the taxable year 2023, to be collected in calendar year 2024.

Section 3. That the Secretary is hereby authorized and directed to immediately certify to the County Commissioners of Douglas County, Colorado, the mill levies for the Douglas County Libraries as hereinabove determined and set.

ADOPTED this 9th day of January 2024.


Suzanne Burkholder
Douglas County Libraries Board President


TR Nolan
Douglas County Libraries Board Vice President



BUDGET FILING

29-1-113. Filing of budget.

- (1) No later than thirty days following the beginning of the fiscal year of the budget adopted pursuant to section 29-1-108, the governing body shall cause a certified copy of such budget, including the budget message, to be filed in the office of the division. The budget of a special district shall include any resolutions adopting the budget, appropriating moneys, and fixing the rate of any mill levy. Copies of the budget of a local government and of ordinances or resolutions authorizing expenditures or the transfer of funds shall be filed with the officer or employee of the local government whose duty it is to disburse moneys or issue orders for the payment of money.



BUDGET TIMELINE



BUDGET TIMELINE

October 15

Present the budget to the board, publish or post hearing notice

December 15

Certify the mill levy (adopt the budget and appropriations first)

December 31

Adopt the budget and appropriations, if there is no mill levy

January 31

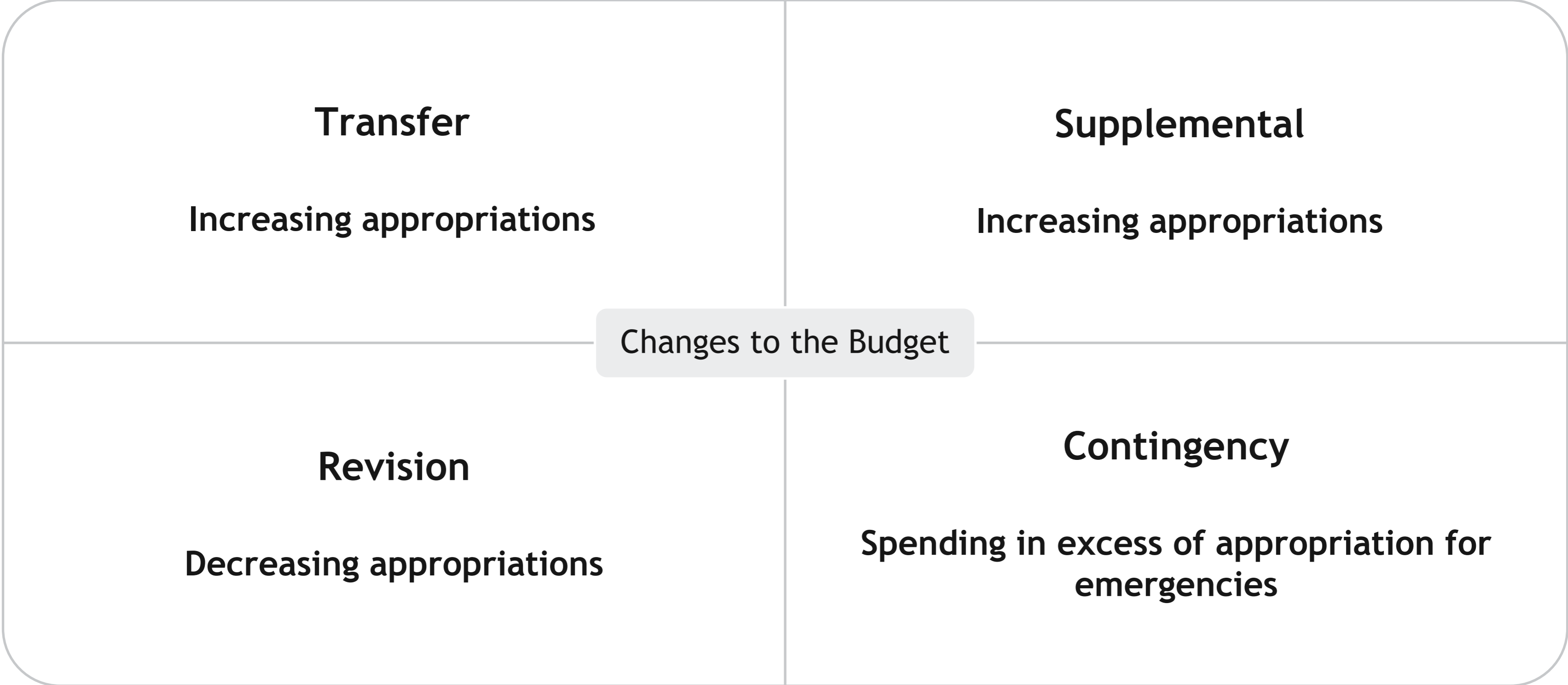
E-file the budget



BUDGET AMENDMENTS



AMENDING THE BUDGET - [C.R.S. 29-1-109](#) & [C.R.S. 29-1-111](#)



TRANSFER AMENDMENT

Moving money from one appropriated fund to another

Example: General Fund → Capital Fund

Procedural Requirements:

- Publish/Post notice and conduct a hearing
- Adopt resolution or ordinance
- E-file resolution or ordinance with DLG



SUPPLEMENTAL AMENDMENT

Receiving unanticipated revenue to spend in the budget year

Example: Receiving a grant

Procedural Requirements:

- Publish/Post notice and conduct a hearing
- Adopt resolution or ordinance
- E-file resolution or ordinance with DLG



REVISION AMENDMENT

Reduction of appropriation to reduce expenditure levels

Example: Local Walmart shuts down and staff or board recommends amendment

Procedural Requirements:

- Optional notice and hearing
- Optional resolution or ordinance



CONTINGENCY AMENDMENT

The governing body may authorize the expenditure of funds in excess of the appropriation in emergencies

Example: An unanticipated repair project that requires dipping into reserves.

Procedural Requirements:

- Adopt resolution or ordinance at a public meeting
- E-file resolution or ordinance with DLG



E-FILING



COLORADO
Department of Local Affairs

E-FILING PORTAL

What can be e-filed?

- Annual budgets
- Budget amendments
- Election documents

How to set-up an account?

Go to cdola.colorado.gov/account-login
Click “Login Instructions”

User IDs: EF#####_ _ _

- EF for E-filing
- 5-digit LGID
- 3 unique characters

Account Login

Filing and Reporting Home Page ▾

- Account Login
- Audits and Exemptions
- Civil Asset Forfeiture Reporting
- Direct Distribution - Severance Tax & Federal Mineral Lease
- Local Government Information Systems

E-filing Portal

Use this portal to...

- File Annual Budget Documents
- File Elections Documents - Learn how to [e-file election results](#).
- File Special District Documents - Learn how to [e-file special district documents](#), and [submit director oath/bond docs](#)

Login Instructions

- User ID: EF##
- If you forgot your password, [reset your password](#).
- If you're a first time user, [request an account](#).
- Contact us at dola_dts_helpdesk@state.co.us for additional assistance.

E-filing Portal

Grants Portal

Use this portal to:

- Apply for grant funding
- View award and contract detail for projects
- Submit reports and reimbursement requests for open grant contracts

Login Instructions

- User ID: Create your own.
- Use the same User ID and password for both Grants and Formulaic accounts.
- If you're a first time user, click on the "Don't have an account?" link.
- If you forgot your password, click the "Forgot your password" link to reset it.

Grants Portal


Formulaic Programs Portal

Use this portal for the following programs:

- Conservation Trust Fund
- Firefighter Cardiac Benefit
- Volunteer Firefighter Pension
- Direct Distribution



LOCAL GOVERNMENT INFORMATION SYSTEM


COLORADO
 Department of Local Affairs
 Division of Local Government

Search

[Local Government Home](#) > [Funding](#) > [Training & Technical Assistance](#) > [Recovery, Rebuilding, & Resiliency](#) > [Filing & Reporting](#) > [DOLA](#) >

- Account Login
- Audits and Exemptions
- Budget Reporting
- Civil Asset Forfeiture Reporting
- Direct Distribution Resources
- Local Government Information Systems**
- Special Districts

TOWN HALL
INC. 1881

Filing and Reporting

Please consult the resources below to complete filing or reporting requirements with the Division or to view filed information.

[Home](#) > [Filing and Reporting](#)

Senate Bill 23B-001 Information and Resources

On November 20, 2023, Governor Polis signed Senate Bill 23B-001, which made several changes to the property tax process for the 2024 budget year (which is the 2023 property tax year). Deadlines to the property tax and budget process have also been postponed and may impact your local government.

[Access the Special Session Property Tax Relief Resource Page](#)

- Local Government Information System (LGIS)**
- Civil Asset Forfeiture Reporting
- Audits and Exemptions

- Home
- Local Government
- Property Taxation
- Housing
- Assessment Appeals
- Disaster Recovery

Active Colorado Municipalities

- Local Governments
- Counties
- Municipalities
- Local Government Types
- Local Government Finances
- Property Tax Entities
- Revenue Limits

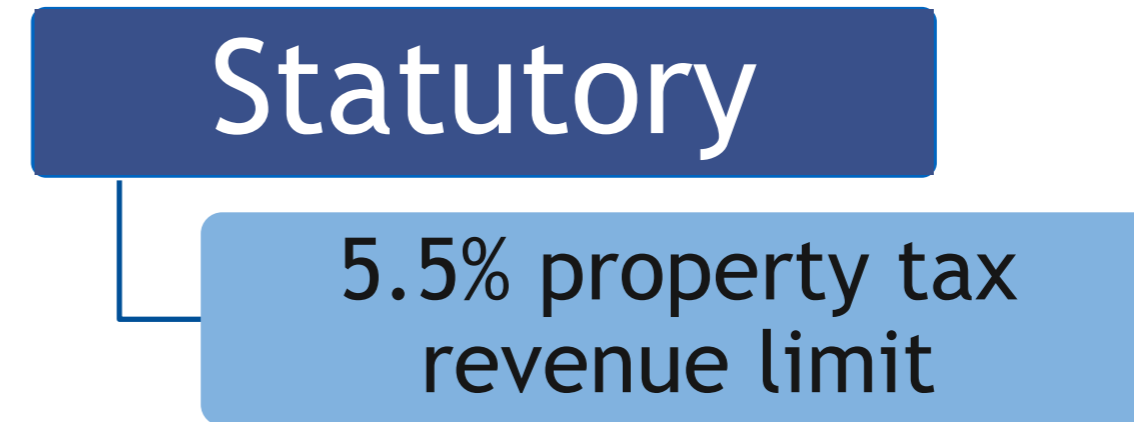
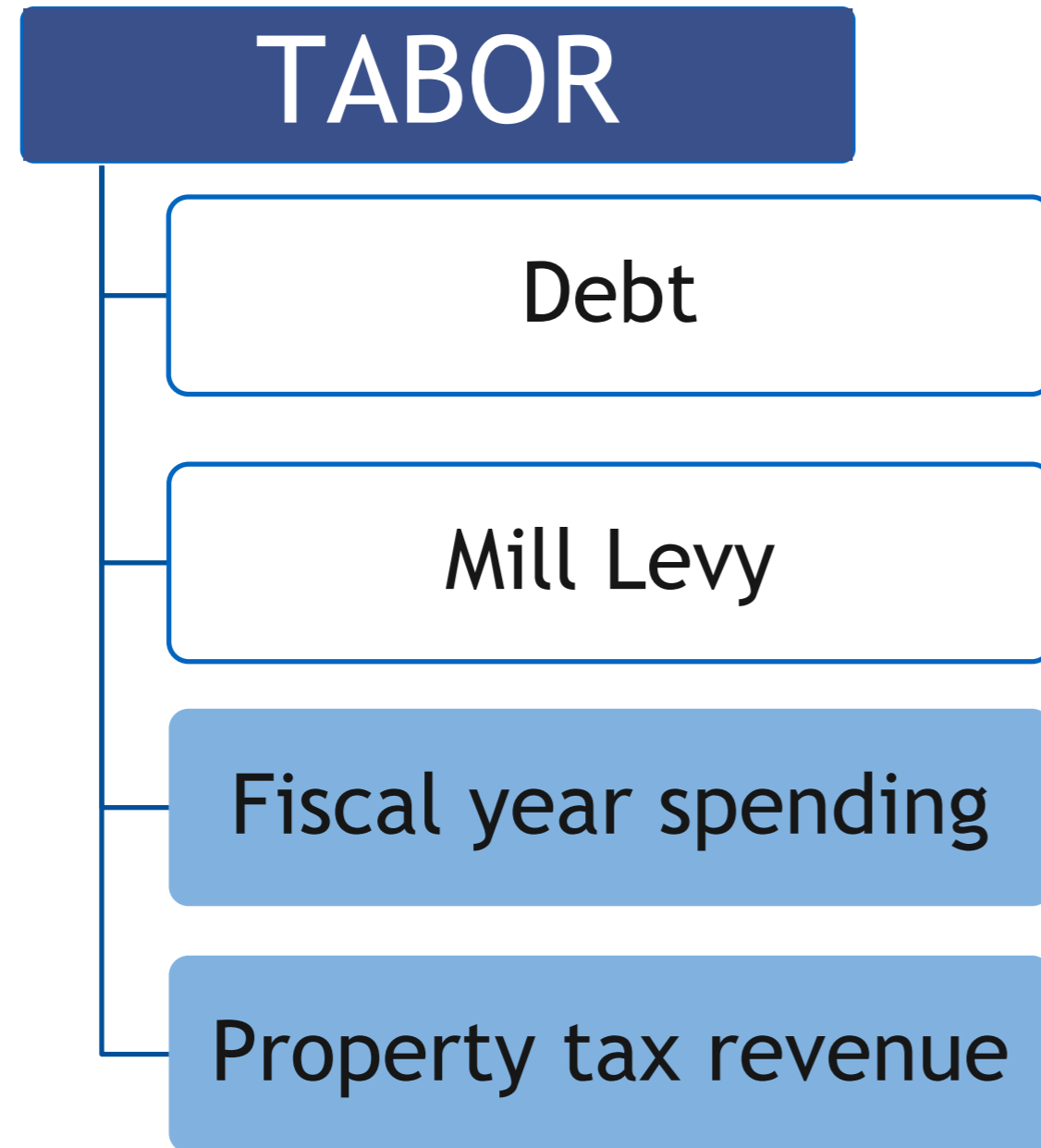
• For county reports on expenditures and warrants, see the Colorado Press Association's [Public Notice Colorado](#)

City/Town Name:	Filings:	Type:	LG ID:	FIPS:	Census MRF:	Counties:
Aguilar, Town of	View Filings	Statutory Towns	36001	00760	0005	Las Animas
Akron, Town of	View Filings	Statutory Towns	61002	00925	0010	Washington
Alamosa, City of	View Filings	Home Rule Municipalities	02003	01090	0015	Alamosa
Alma, Town of	View Filings	Statutory Towns	47001	01530	0020	Park
Antonito, Town of	View Filings	Statutory Towns	11001	02355	0025	Conejos
Arriba, Town of	View Filings	Statutory Towns	37002	03235	0035	Lincoln
Arvada, City of	View Filings	Home Rule Municipalities	64009	03455	0040	Adams, Jefferson
Aspen, City of	View Filings	Home Rule Municipalities	49006	03620	0045	Pitkin
Ault, Town of	View Filings	Statutory Towns	62003	03950	0050	Weld
Aurora, City of	View Filings	Home Rule Municipalities	64010	04000	0055	Adams, Arapahoe, Douglas

LEGAL LIMITS



LEGAL LIMITS ON BUDGETS



DEBT LIMIT

TABOR Art. X, Sec. 20 (4)(b) requires voter approval in advance

“Except for refinancing district bonded debt at a lower interest rate or adding new employees to existing district pension plans, creation of any multiple-fiscal year direct or indirect district debt or other financial obligation whatsoever without adequate present cash reserves pledged irrevocably and held for payments in all future fiscal years.



FISCAL YEAR SPENDING LIMIT

TABOR Art. X, Sec. 20 (4)(a)

The maximum percentage increase allowed is percent change of “inflation” + “local growth”

“ . . . all district expenditures and reserve increases except. . . ”

Exceptions:

- Gifts
- Federal funds
- Collections for another government
- Pension contributions by employees
- Pension fund earnings
- Reserve expenditures or transfers
- Damage awards
- Property sales
- Conservation Trust Fund distributions



PROPERTY TAX-RELATED LIMITS

Mill Levy Limit - TABOR Limit, Art. X, Sec. 20(7)(c)

. “. . .districts must have voter approval in advance for. . .any. . mill levy above that for the prior year. . .”

TABOR Property Tax Revenue Limit - TABOR Limit, Art. X, Sec. 20(7)(c)

. “The maximum annual percentage change in each district’s property tax revenue equals inflation in the prior calendar year plus annual local growth. . .”

Total amount of property tax generated cannot exceed inflation + local growth

Inflation = US Bureau of Labor Statistics Consumer Price Index for Denver-Aurora-Lakewood

Local growth = net percent change in actual value of all real property from construction, minus destruction and additions to and deletions from taxable real property

5.5% Property Tax Revenue Limit - Statutory Limit, C.R.S. 29-1-301

. “All statutory tax levies. . .shall be so reduced as to prohibit the levying of a greater amount of revenue than was levied in the preceding year *plus five and one-half percent* plus. . .”

Growth: Increases in assessed value due to new construction, boundary changes, etc.



PROPERTY TAX LIMITS

Property Tax Formula

$$\text{Assessed Value} \times \text{Mill Levy} = \text{Revenue}$$

If you know any two variables, you can solve for the third.



PROPERTY TAX LIMITS - WHICH APPLIES?

- TABOR (Art. X, Sec. 20 (1))
 - “supersede conflicting” state or local laws
 - “other limits on district revenue. . . may be weakened only by future voter approval.”
- Where one limit permits what another limit prohibits, the most restrictive of the limits applies.
- Most restrictive limit produces the least amount of property tax.



PROPERTY TAX LIMITS - WHICH APPLIES?

Town of Gold Dust is preparing 2024 budget

- 2023 mill levy for general operations = 9.265
- TABOR Property tax revenue limit = \$87,997
- 5.5% property tax revenue limit = \$88,188
- AV = \$9,100,000



PROPERTY TAX LIMITS - WHICH APPLIES?

AV X Mill Levy = Property Tax Revenue

- TABOR Revenue Limit

$$\$9,100,000 \times 9.670 = \$87,997$$

- 5.5% Limit

- $\$9,100,000 \times 9.690 = \$88,188$

- TABOR Mill Levy Limit

- $\$9,100,000 \times 9.265 = \$84,312$



PROPERTY TAX LIMITS - WHICH APPLIES?

Town of Gold Dust is preparing 2025 budget

- 2024 mill levy for general operations = 9.265
- TABOR Property tax revenue limit = \$87,178
- 5.5% property tax revenue limit = \$89,534
- AV = \$9,500,000



PROPERTY TAX LIMITS - WHICH APPLIES?

AV X Mill Levy = Property Tax Revenue

- **TABOR Revenue Limit**

$$\text{\$9,500,000} \times \mathbf{9.176} = \text{\$87,178}$$

- **5.5% Limit**

- $\text{\$9,500,000} \times \mathbf{9.424} = \text{\$89,534}$

- **TABOR Mill Levy Limit**

- $\text{\$9,500,000} \times \mathbf{9.265} = \text{\$88,018}$



MANAGING THE MILL LEVY LIMIT

“Preserving” the Existing Mill Levy

Existing Levy = 9.265 \$88,018

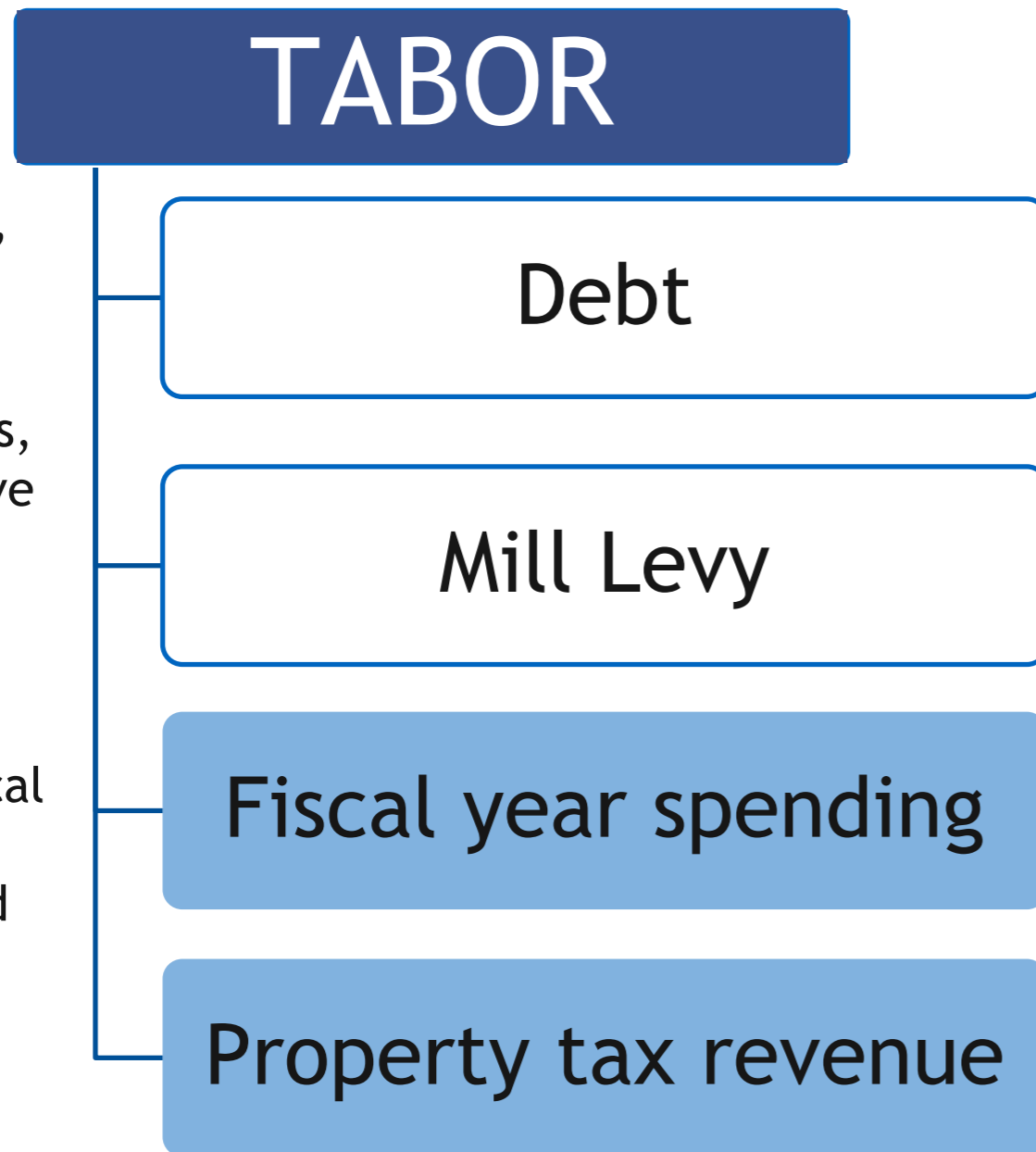
Temp. Reduction = -0.089 -\$846

Net Levy = 9.176 \$87,172

[Form DLG 70 Certification of Tax Levies for Non School Governments](#)

ELECTIONS

Voters can approve an allowance to one or more of the limits.



CANNOT “De-Bruce” entire amendment including debt increases, new taxes, or emergency reserve requirement.

CAN “De-Bruce” fiscal year spending and property tax-related limits.



Waiver allows retention of revenue in excess of the limit.



ENTERPRISES AND BONDING

- Enterprise, Art. X, Section 20 (2)(d)
 - “. ..means a government-owned business authorized to issue its own revenue bonds and receiving under 10% of annual revenue in grants from all Colorado state and local governments combined”
- Water or sewer fund may meet definition
- May not need voter approval for debt



RESOURCES



COLORADO
Department of Local Affairs

WHERE TO GET STARTED?

cdola.colorado.gov/local-government-services/budgeting-and-finance/budget-information-and-resources

Budget Information and Resources

COVID-19 Relief for Local Governments >
Account Login
Civil Asset Forfeiture Reporting
Colorado Main Street Program >
Colorado Resiliency Office
Community Development & Planning >
Funding Programs >
Local Government Information System
Local Government Services v
Budgeting and Finance v
Budget Information and Resources
Special Districts >
Water & Wastewater Management
Research and Publications
Regional Managers

In providing services to citizens, local governments determine which and what levels of services they provide through a budget process. Colorado local governments are required to prepare, adopt and file a budget with the Division annually.

Important Budget Dates

- Aug 25: Preliminary assessed values available from county assessors
- December 10th: Final assessed values released
- December 15th: Certification of mill levy to county commissioners ([DLG70 Form](#))
- December 31st: Deadline to adopt budget
- January 31st: Budgets due to DOLA via eFiling (Electronic Submissions instructions below)

Resources

- [Budget Requirements](#)

Statute requires a few items be included with a budget filing. Use this checklist to ensure your budget meets the standards.

- [Budget Calendar](#)

This budget calendar provides general dates to consider in the preparation and adoption of the budget. Each local government should use these to guide the creation of their own budget process calendar.

- [Budget Amendments](#)

Budget amendments are occasionally necessary, and should be filed with the division when adopted by a local government.

- [E-file your budget](#)

Electronic Submissions

Electronic submission must be in .pdf format (no .doc, .xls or other file types) is the preferred method of filing budget and other documents. This video walks you through uploading a budget document.

1. [Log in](#) using your e-filing user ID (i.e. EF00000ABC)
2. Continue past the contact update form, click on "Budget" tab
3. Select Add Document
4. Choose Annual Budget document type from the dropdown menu
5. Choose your budget document from a location on your system
6. Type in the date the document was adopted, fill-in the year the budget covers and add any comments desired
7. Click Continue
8. Confirm the information on the review page then click Submit Document

Sample Forms

- [Budget Notice](#)
- [Budget Message](#)
- [Revenue Worksheet](#)
- [Expenditure Worksheet](#)
- [Financed Purchase of an Asset or Certificate of Participation Supplement](#)
- [Certification of Tax Levies-DLG 70](#)

Resolution/Ordinances

- [Resolution/Ordinance to Adopt](#)
- [Resolution/Ordinance to Appropriate](#)
- [Resolution/Ordinance to Set Mill Levies](#)
- [Resolution/Ordinance for Contingency](#)
- [Resolution/Ordinance for Fund Transfers](#)
- [Resolution/Ordinance for Supplemental](#)



RESOURCE LINKS

DOLA Resources

[Budgeting and Finance](#)

[Regional Managers](#)

[Colorado Resiliency Office](#)

Local Govt. List/Filings

[Local Government Information System](#)

CO Government Finance Officers Association

[cgfoa.org](#)

Government Finance Officers Association

[Materials Library \(gfoa.org\)](#)

[Best Practices & Resources \(gfoa.org\)](#)

[Financial Policies \(gfoa.org\)](#)

ICMA - City and County Managers Association

[Finance and Budgeting \(icma.org\)](#)



Mia Gonzales
Local Government Services
Division of Local Government

Direct 303.864.7744 | Denver Office 303.864.7720
1313 Sherman St. Room 521, Denver, CO 80203
mia.gonzales@state.co.us | www.colorado.gov/dola

Claire Kreycik
Local Government Services
Division of Local Government

Direct 303.928.9453 | Denver Office 303.864.7720
1313 Sherman St. Room 521, Denver, CO 80203
claire.kreycik@state.co.us | www.colorado.gov/dola

