How to Read the Budget

INTRODUCTION

The County's FY13 Approved Capital Budget and FY13-18 Capital Improvements Program (CIP) contains a comprehensive picture of Council's Approved Capital Budget and Capital Improvements Program for the budget year beginning July 1, including approval resolutions, summary schedules, and the approved Project Description Forms (PDFs).

All publications are available on the County's web site: www.montgomerycountymd.gov.

CONTENTS OF THE CAPITAL BUDGET/CIP DOCUMENT

The major components of the Volumes are described below in order of appearance in the documents.

Message and Highlights

The message conveys the Council's Approved expenditures for the upcoming year and six-year period. The highlights (published only on the internet) provide an overview of new initiatives and major changes to existing projects, summarize expenditures and funding, and compare figures from the previous capital budgets and CIP.

Budget Summary Schedules

The Countywide Summary Schedules provide data which integrate expenditures and funding for County government program categories and all other Agencies.

Other sections contain Executive program and agency budget summaries for all projects within the approved six year program, including a Project Description Form (PDF) for each project. The contents of these sections are described in the Department/Agency Budget Presentations section below.

Approved Resolutions

The resolutions specify appropriations for Montgomery County Government and Agencies. Resolutions are passed to express the policy of the Council on certain items or programs; or are passed to direct certain types of administrative action. Capital Budget Resolutions may contain all or some of the following: Part I: FY 2013 Capital Budget for Montgomery County Government which are appropriations to implement the projects in the Capital Improvements Program; Part II: Revised Projects which were revised from or were not included among the projects recommended by the County Executive as they appeared in the Recommended FY13-18 Capital Improvement Program (CIP) as of January 17, 2012; Part III: Capital Improvements Projects to be Closed Out which are capital projects that are closed out effective June 30, 2012 and the appropriation for each project is decreased by the amount of that project's unencumbered balance; and Part IV: Capital Improvements Partial Close Out.

DEPARTMENT/AGENCY BUDGET PRESENTATIONS

These sections contain Budget Summary Schedules and Project Description Forms (PDF) for each project by program category and subcategory.

Budget Summary Schedules

Each program category or agency section begins with three budget summary reports:

- Expenditure Detail by Category, Sub-Category, and Project
- Funding Summary by Category, Sub-Category and Revenue Source
- Category Summary

Expenditure Detail by Category, Sub-Category, and Project summarizes expenditures and appropriation for each project by categories/subcategories.

An explanation of each column in the summary listing follows:

Project Number: for projects implemented by County government departments, the first two digits indicate the implementing department. The third and fourth digits indicate the year the project first appeared in the CIP, and the final two digits are sequentially assigned.

Project Name: the title of the project.

Total (estimated total cost): this is the entire cost of the project, including design, land acquisition (except in certain proposed acquisitions funded initially by the advance land acquisition revolving fund), site improvements, utilities, construction, and other, as appropriate. It includes past as well as proposed expenditures.

Through FY (last completed fiscal year): some projects were approved and received appropriations in previous years. Actual expenditures on a project from the date of authorization up to June 30 of the last completed fiscal year are shown here. In some cases, partial capitalization is used to expense or transfer costs from the CIP into another fund. In these cases, zeros will appear in this column for ongoing capital projects only.

Estimate FY (current fiscal year): this is an estimate of project expenditures during the current fiscal year, from July 1 last year to June 30 of this year.

6 Year Total: this is the sum of proposed project expenditures during the six-year capital program period which begins on July 1 of this year.

Expenditure Schedule, Six-Year Program Period: these columns show the proposed scheduling of work and expenditures and funding on each project, year by year, for the six-year period.

Beyond 6-Years: this column displays expenditures which are planned to occur after the sixth year of the program. Expenditures are programmed in the "Beyond 6 Years" column only when they are a direct carryover of expenditures which appear within the six-year period. Expenditures for additional project phases which are logically separable from previous project phases are programmed as new, separate projects (following or in conjunction with closeout of the previous project) when they can be afforded within a future six-year period. The "Beyond 6 Years" column is not used as a holding place for project expenditures which cannot be afforded in the foreseeable future. Such projects are, instead, considered for facility planning.

Appropriation: This is the approved increase or decrease in appropriation for each project. If the Council supports the expenditure schedule, it must appropriate sufficient funds to cover expenditures during the first year of the expenditure schedule, and total appropriations must be sufficient to encumber any contract planned for execution in the first year even if the work will take more than one year to complete.

Funding Summary by Category, Sub-Category, and Revenue Source summarizes funding sources for each program category and subcategory. The funding sources are listed in the first column followed by the funding amounts for the total project, already utilized, estimated for current fiscal year, and proposed for the 6-year capital program period, and beyond this period (see Expenditure Detail report column explanations above).

Category Summary contains listings by subcategories for:

- new projects
- funding source comparisons between the current approved capital program and the approved program for the next six years
- capital budget appropriation requirements for the first and second year of the 6 year period, cumulative appropriation to date, and total appropriation for the project
- closeout and partial closeout projects
- status of Special Capital Improvements legislation for projects that exceed a specific cost criteria

Project Description Form (PDF)

A PDF is provided for every active project in the FY13-18 approved CIP. The PDF provides the following information: project number, title, and other identifiers (e.g., category, agency, planning area, and relocation impact); estimated expenditure and funding schedules; annual operating budget impact; description, justification, status, and other explanatory text; appropriations, expenditure and capitalization data; coordination and planning information required with and by other agencies; and map. If a project has been identified by the Planning Board as a Required Adequate Public Facility to support planned and approved development in a particular area, a "YES" is shown in this area.

Most of the columns in the listing represent information on project expenditures or cash outlays for a project. The expenditure schedule is a reasonable approximation of the timing of work on the project.

The lower left hand corner of the PDF provides data on past, FY13 approved, and FY14 proposed appropriations, which are authorizations for expenditures. An appropriation is the permission--not a requirement--to perform work and expend money. Therefore, if expenditures are acceptable, then sufficient appropriation should be granted to permit contracts to be signed and work to be performed in the upcoming fiscal year.

Depending on the project, expenditure estimates beyond the first year can include inflation, other extraordinary adjustments such as anticipated rise in price for energy or steel, and contingencies. An asterisk in the Beyond 6-Years box indicates that the project is likely to continue indefinitely at a similar annual amount in future years (e.g., sidewalk repair).

Index

Three sorts of projects are provided: project name; project number; and geographical planning area.

HOW TO FIND A SPECIFIC PROJECT

If you are interested in information about a specific project, locate the page number for the Project Description Form (PDF) in one of the three indices at the back of the publication. Indices are sorted alphabetically by project name, numerically by project number, and geographically by planning area. In addition, the latest approved project can be found in the Master List of Most Current CIP Projects on the County's web site at: http://montgomerycountymd.gov/ombtmpl.asp?url=/content/omb/index.asp.