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Office of the State Auditor**



**Welcome to
CTAS Budgeting 101
&
Account Code Update**

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Topics covered in today's training

- Define a budget
- How to create budget figures
- Enter budget in CTAS
- View budget reports from CTAS
- CTAS Coding Request

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What is a Budget?

Budget Defined – Estimated revenues and expenditures for a given time period, usually based on a year.

Budgets provide a comparison tool for current revenues and expenditures vs. budgeted yearly amounts.

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Creating A Budget

Where do budget figures come from?

- Analysis of previous years revenue/expenditures
- Yearly inflation rates
- Projected projects or anticipated revenue increase

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Entering and Viewing Budgets in CTAS

- Chapter 5 of the CTAS User manual details entering a budget
- Entering the 1st budget in CTAS is the most demanding
- Start small – 1 Fund a year – if comfortable continue to add Funds
- Reports for Budget Module:
 - Budget Report
 - Budget Report with Original Budgets
 - Proposed Budget Report
 - Proposed Budget Worksheet Report

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CTAS Coding Request

Refrain from using the Account Codes Below

49210 – Unallocated – Retirement and Pension Contributions

49220 – Unallocated - Workers Compensation

49230 – Unallocated – Unemployment Compensation

49240 – Unallocated – Insurance (Does not include LMCIT, MATIT, etc)

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CTAS Coding Request (Cont.)

Code with Account Numbers for category of expense (may need to create account numbers), examples:

Unemployment Comp. for Highway employee: Create account code in the 43100 range – 43175 Highway Unemployment Comp.

Insurance for Road and Bridge equipment: Create account code in the 43100 range – 43176 – R & B Equipment Ins.

Worker's Comp. for Park Employee: Create account code in the 45200 range - 45210 Park Employees Work Comp.

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Questions?

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CTAS Helpline

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