

Balancing Sheet This worksheet checks various cells to assure that selected items are in balance. Out-of-balance conditions are accompanied by an error message. Errors should be corrected before the budget is finalized.	
Budget Item References	Message
1. Cover Page - CASH or ACCRUAL	
Check one type of Accounting Basis used on the Cover sheet.	OK
2. Budget Summary: Other Sources (Acct 7000), Page 2 & 3, must equal Other Uses (Acct. 8000), Page 3.	
Permanent Transfer (Acct 7130), Page 2, Line 21, Funds (10 - 90) must equal Permanent Transfer (Acct. 8130) Page 3, Line 36, Funds (10-90).	OK
Permanent Transfer of Interest (Acct. 7140) Page 3, Line 22, Funds (10 - 90) must equal Permanent Transfer of Interest (Acct. 8140) Page 3, Line 37, Funds (10 - 90).	OK
3. Summary of Cash Transactions: Estimated Balance on Hand July 1, 2007 (Acct. 101-5/180) Page 4, Line 1, Funds (10-90) Cannot be Negative	
Education Fund (10)	OK
Operations & Maintenance Fund (20)	OK
Bond & Interest Fund (30)	OK
Transportation Fund (40)	OK
Municipal Retirement/Social Security Fund (50)	OK
Site & Construction/Capital Improvement Fund (60)	OK
Working Cash Fund (70)	OK
Rent Fund (80)	OK
Fire Prevention & Safety Fund (90)	OK
4. Summary of Cash Transactions: Estimated Balance on Hand June 30, 2007 (Acct. 101-5/180) Page 4, Line 25, Funds (10-90) Cannot Be Negative	
Educational Fund (10)	OK
Operations & Maintenance Fund Balance (20)	OK
Bond & Interest Fund (30)	OK
Transportation Fund (40)	OK
Municipal Retirement/Social Security Fund (50)	OK
Site & Construction/Capital Improvement Fund (60)	OK
Working Cash Fund (70)	OK
Rent Fund (80)	OK
Fire Prevention & Safety Fund (90)	OK
5. Summary of Cash Transactions: Other Receipts, Page 4 must equal Other Disbursements, Page 4	
Loans from Other Funds (Acct 430), Page 4, Line 3, Funds (10-90) must equal Loans to Other Funds (Acct 150), Page 4, Line 15, Funds (10-90)	OK
Loan Repayments from Other Funds (Acct 150), Page 4, Line 4, All Funds (10 - 90) must equal Loan Repayments to Other Funds Acct. 430, Page 4, Line 16, All Funds (10 - 90)	OK

End of Balancing