

## HOW TO USE THE FINANCIAL PLAN DOCUMENT

### Overview

This document reflects the City of Manteca’s financial plan for the next fiscal year. The primary purpose of the financial plan and budget is to serve as the Council’s principal tool for programming the implementation of existing plans and policies by allocating the required resources by operation and program.

Through a variety of policy documents and plans including the General Plan, Short Range Transit Plan, and Public Facilities Master Plans the City has established a number of long-term goals and objectives. In addition, expectations for operational levels of service have been determined. The maintenance of levels of service and the execution of long-term planning is restricted by the amount of available resources. Therefore, a process must be developed to determine which of the goals will be accomplished over the next fiscal year. The tool for determining these priorities is the budget. The City’s Financial Plan process does this by:

- t Identifying the most important goals and objectives for the City to accomplish for our community.
- t Establishing a reasonable timeframe and organizational responsibility for each goal and objective.
- t Allocating the resources necessary meeting the needs of each stated goal and objective.

### Financial plan/budget organization

In achieving its purpose of identifying the goals, objectives, levels of service, and resource allocation, the Financial Plan serves four purposes:

- t Policy Document: Sets forth goals and objectives to be accomplished and the fundamental fiscal principles upon which the budget is prepared.
- t Fiscal Plan/Budget: Identifies and appropriates the resources necessary to accomplish objectives and deliver services while maintaining the City’s fiscal stability.
- t Operations Guide: Describes the basic organizational functions and activities of the City.
- t Communications Tool: Provides the public with a blueprint of how public resources are being used and how these allocations were made.

In meeting these purposes, the Financial Plan is organized into the following nine sections.

### Budget Message

The message from the City Manager discussing key elements of the current status of the fiscal condition of the City, economic impacts, budget highlights, and areas of note.

- t Policies and Objectives  
Summarizes the fiscal policies that guide preparation and management of the budget.
- t Budget Graphs  
Provides simple graphical displays of key components the budget.
- t Financial Summaries  
Includes supplemental financial and statistical information regarding expenditures, revenues, operating transfers and projected fund balances.
- t Operating Budget  
Presents the City’s operating programs based on functional units and the requested resources to accomplish the following objectives:

- Provide essential service levels to the community
- Identify activities performed in delivery program services
- Propose objectives for improving the delivery of service

The City's operating programs are organized into eight major functional areas which in many instances cross departmental boundaries, and funding sources. The major areas are General Government; Public Safety; Parks, Recreation and Community Services; Community Development; Public Utilities; Transportation; Transit; and Redevelopment.

### **Capital Improvement Plan**

Presents the City's capital improvement plan (CIP) that includes all of the City's equipment purchases in excess of \$25,000, non-public works capital projects in excess of \$25,000, and all public works projects in excess of \$100,000.

### **Debt Service Requirements**

Summarizes the City's debt obligations as of the beginning of the fiscal planning period.

### **Appendix**

Describes each of the funds used in accounting for the City's revenues and a glossary of terms that may be unique to local government finance of the City's budget.