

## **HOW TO READ THE OPERATING BUDGET DOCUMENT**

---

The Operating Budget Document is comprised of twelve sections. The first section is the **Manager's Message**. It highlights the significant changes from the current year, the City's priorities and issues for funding in the upcoming fiscal year, the short-term financial goals and operational policies guiding the development of the budget, and the assumptions used in developing revenue estimates for the upcoming year.

The second section, the **Overview**, describes the City's organization, the Operating Budget document, and the process for developing the Operating and Capital budgets. It also documents the City's short and long term financial and budget policies, summarizes the City's debt management policies, highlights the City's strategic goals and objectives, and explains the City's financial structure.

The third section, the **Summaries**, includes charts and tables, which provide an overview of all of the revenues and appropriations included in the Operating Budget. The fourth section, **Revenue**, provides a summary of the City's economic outlook which guides to development of revenue estimates, describes each fund's revenue resources, and provides detailed information on the revenue estimates included in the Operating Budget.

Specific information about the funding, the activities, the goals, and the objectives of each department is included in the next six sections: **General Government, Administration and Leisure Services, Community Initiative/Human Development, Judicial and Sheriff, Operations, and Education**. The sections are organized by departments. Each department is comprised of one or more budget programs.

The **Capital Budget Summary** provides an overview of the City's Capital Improvement Budget (CIB). This overview includes the City's debt management policy, a statement of the City's indebtedness, the amount of debt service appropriated in the Operating Budget, an abbreviated list of the CIB projects scheduled for the upcoming fiscal year, and an estimate of the Operating Budget impact of the projects upon completion. However, the CIB is a separate document. Greater detail about the CIB and specific projects is included in a separate capital budget document.

The final section is the **Appendix**. It includes a City Profile that lists statistics about Chesapeake, the portion of the City Charter which discusses the Budget functions, a portion of the state code related to the School's Operating Budget and a detail position listing for the City for each department.

In the current document, FY 2009-10 estimates are included for both revenue and expenditure detail. The FY 2008-09 data are highlighted to assist the reader in distinguishing approved FY 2008-09 data from FY 2009-10 estimates.