

**2015-2016
STATE OF NEBRASKA
CITY/VILLAGE BUDGET FORM**

City of Papillion
TO THE COUNTY BOARD AND COUNTY CLERK OF
Sarpy County

This budget is for the Period October 1, 2015 through September 30, 2016

Upon Filing, The Entity Certifies the Information Submitted on this Form to be Correct:

The following **PERSONAL AND REAL PROPERTY TAX** is requested for the ensuing year:

\$ 3,798,293.00	Property Taxes for Non-Bond Purposes
\$ 2,922,335.00	Principal and Interest on Bonds
\$ 6,720,628.00	Total Personal and Real Property Tax Required

Outstanding Bonded Indebtedness as of October 1, 2015
(As of the Beginning of the Budget Year)

Principal	\$ 40,350,000.00
Interest	\$ 8,666,303.00
Total Bonded Indebtedness	\$ 49,016,303.00

\$ 1,487,117,904	Total Certified Valuation (All Counties)
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*(Certification of Valuation(s) from County Assessor **MUST** be attached)*

Report of Joint Public Agency & Interlocal Agreements

Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2014 through June 30, 2015?

YES NO

If YES, Please submit Interlocal Agreement Report by December 31, 2015.

County Clerk's Use ONLY

Report of Trade Names, Corporate Names & Business Names

Did the Subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2014 through June 30, 2015?

YES NO

If YES, Please submit Trade Name Report by December 31, 2015.

Contact Information

Auditor of Public Accounts

Telephone: (402) 471-2111 **FAX:** (402) 471-3301

Website: www.auditors.nebraska.gov

Questions - E-Mail: Deann.Haeffner@nebraska.gov

Submission Information - Adopted Budget Due by 9-20-2015

1. Auditor of Public Accounts - PO Box 98917 - Lincoln, NE 68509

Submit Electronically using Website:

<http://www.auditors.nebraska.gov/>

2. County Board (SEC. 13-508), C/O County Clerk

City of Papillion in Sarpy County

Line No.	Beginning Balances, Receipts, & Transfers	Actual 2013 - 2014 (Column 1)	Actual/Estimated 2014 - 2015 (Column 2)	Adopted Budget 2015 - 2016 (Column 3)
1	Net Cash Balance	\$ 15,047,172.00	\$ 21,169,366.00	\$ 15,727,740.00
2	Investments	\$ 8,113,854.00	\$ 8,296,577.00	\$ 7,000,000.00
3	County Treasurer's Balance	\$ 58,724.00	\$ 49,145.00	\$ 50,000.00
4	Beginning Balance Proprietary Function Funds (Only if Page 6 is Used)			\$ -
5	Subtotal of Beginning Balances (Lines 1 thru 4)	\$ 23,219,750.00	\$ 29,515,088.00	\$ 22,777,740.00
6	Personal and Real Property Taxes (Columns 1 and 2 - See Preparation Guidelines)	\$ 5,888,037.00	\$ 6,153,448.00	\$ 6,653,422.00
7	Federal Receipts	\$ 1,054,390.00	\$ 9,530,318.00	\$ 681,000.00
8	State Receipts: Motor Vehicle Pro-Rate	\$ 17,793.00	\$ 17,900.00	\$ 19,000.00
9	State Receipts: MIRF			
10	State Receipts: Highway Allocation and Incentives	\$ 1,630,668.00	\$ 1,662,261.00	\$ 1,707,261.00
11	State Receipts: Motor Vehicle Fee	\$ 133,264.00	\$ 134,000.00	\$ 138,000.00
12	State Receipts: State Aid			
13	State Receipts: Municipal Equalization Aid			
14	State Receipts: Other	\$ 205,547.00	\$ 1,420,813.00	\$ 100,296.00
15	State Receipts: Property Tax Credit			
16	Local Receipts: Nameplate Capacity Tax			
17	Local Receipts: Motor Vehicle Tax	\$ 407,145.00	\$ 406,000.00	\$ 400,000.00
18	Local Receipts: Local Option Sales Tax	\$ 7,830,184.00	\$ 8,132,280.00	\$ 9,090,828.00
19	Local Receipts: In Lieu of Tax	\$ 222,613.00	\$ 218,000.00	\$ 216,000.00
20	Local Receipts: Other	\$ 31,851,896.00	\$ 40,968,829.00	\$ 25,930,484.00
21	Transfers In of Surplus Fees			
22	Transfers In Other Than Surplus Fees	\$ 640,307.00	\$ 1,112,613.00	\$ 521,829.00
23	Proprietary Function Funds (Only if Page 6 is Used)			\$ -
24	Total Resources Available (Lines 5 thru 23)	\$ 73,101,594.00	\$ 99,271,550.00	\$ 68,235,860.00
25	Total Disbursements & Transfers (Line 22, Pg 3, 4 & 5)	\$ 43,586,506.00	\$ 76,493,810.00	\$ 45,957,929.00
26	Balance Forward/Cash Reserve (Line 24 MINUS Line 25)	\$ 29,515,088.00	\$ 22,777,740.00	\$ 22,277,931.00
27	Cash Reserve Percentage			0.571041464
PROPERTY TAX RECAP		Tax from Line 6		\$ 6,653,422.00
		County Treasurer's Commission at 1% of Line 6		\$ 66,534.22
		Delinquent Tax Allowance		\$ 671.78
		Total Property Tax Requirement		\$ 6,720,628.00

City of Papillion in Sarpy County

To Assist the County For Levy Setting Purposes

The Cover Page identifies the Property Tax Request between Principal & Interest on Bonds and All Other Purposes. If your municipality needs more of a breakdown for levy setting purposes, complete the section below.

Property Tax Request by Fund:		Property Tax Request
General Fund	\$	3,285,639.00
Bond Fund	\$	2,922,335.00
Capital Improvement Fund	\$	512,654.00
_____ Fund		
Total Tax Request	** \$	6,720,628.00

** This Amount should agree to the Total Personal and Real Property Tax Required on the Cover Page 1.

Cash Reserve Funds

Statute 13-503 says cash reserve means funds required for the period before revenue would become available for expenditure but shall not include funds held in any special reserve fund. If the cash reserve on Page 2 exceeds 50%, you can list below funds being held in a special reserve fund.

Special Reserve Fund Name		Amount
Total Special Reserve Funds	\$	-
Total Cash Reserve	\$	22,277,931.00
Remaining Cash Reserve	\$	22,277,931.00
Remaining Cash Reserve %		57%

Documentation of Transfers of Surplus Fees:

(Only complete if Transfers of Surplus Fees Were Budgeted)

Please explain where the monies will be transferred from, where the monies will be transferred to, and the reason for the transfer.

Transfer From:	Transfer To:
Amount: \$	

Reason:

Transfer From:	Transfer To:
Amount: \$	

Reason:

Transfer From:	Transfer To:
Amount: \$	

Reason:

City of Papillion in Sarpy County

Line No.	2015-2016 ADOPTED BUDGET Disbursements & Transfers	Operating Expenses (A)	Capital Improvements (B)	Other Capital Outlay (C)	Debt Service (D)	Other (E)	TOTAL
1	Governmental:						
2	General Government	\$ 1,584,815.00		\$ 76,712.00	\$ 3,257,300.00		\$ 4,918,827.00
3	Public Safety - Police and Fire	\$ 13,201,219.00	\$ 255,471.00	\$ 219,251.00	\$ 1,148,759.00		\$ 14,824,700.00
4	Public Safety - Other	\$ 648,256.00		\$ 35,000.00			\$ 683,256.00
5	Public Works - Streets	\$ 2,514,965.00	\$ 3,235,000.00	\$ 502,300.00	\$ 698,652.00		\$ 6,950,917.00
6	Public Works - Other						\$ -
7	Public Health and Social Services						\$ -
8	Culture and Recreation	\$ 4,087,390.00	\$ 570,754.00	\$ 340,500.00		\$ 221,444.00	\$ 5,220,088.00
9	Community Development	\$ 569,528.00		\$ 137,130.00		\$ 5,000.00	\$ 711,658.00
10	Miscellaneous						\$ -
11	Business-Type Activities:						
12	Airport						\$ -
13	Nursing Home						\$ -
14	Hospital						\$ -
15	Electric Utility						\$ -
16	Solid Waste						\$ -
17	Transportation						\$ -
18	Wastewater	\$ 4,082,486.00		\$ 180,000.00	\$ 100,000.00		\$ 4,362,486.00
19	Water	\$ 3,519,984.00	\$ 647,000.00	\$ 55,000.00	\$ 1,255,700.00		\$ 5,477,684.00
20	Other	\$ 2,052,369.00	\$ 5,000.00	\$ 164,174.00	\$ 291,385.00	\$ 295,385.00	\$ 2,808,313.00
21	Proprietary Function Funds (Page 6)					\$ -	\$ -
22	Total Disbursements & Transfers (Lns 2 thru 21)	\$ 32,261,012.00	\$ 4,713,225.00	\$ 1,710,067.00	\$ 6,751,796.00	\$ 521,829.00	\$ 45,957,929.00

- (A) **Operating Expenses** should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.
- (B) **Capital Improvements** should include acquisition of real property or acquisition, construction, or extension of any improvements on real property.
- (C) **Other Capital Outlay** should include other items to be inventoried (i.e. equipment, vehicles, etc.).
- (D) **Debt Service** should include Bond Principal and Interest Payments, Payments to Retirement Interest-Free Loans from NDA (Airports) and other debt payments.
- (E) **Other** should include Judgments, Transfers, Transfers of Surplus Fees, and Proprietary Function Funds if a separate budget is filed.

City of Papillion in Sarpy County

Line No.	2014-2015 ACTUAL/ESTIMATED Disbursements & Transfers	Operating Expenses (A)	Capital Improvements (B)	Other Capital Outlay (C)	Debt Service (D)	Other (E)	TOTAL
1	Governmental:						
2	General Government	\$ 1,454,836.00		\$ 78,500.00	\$ 10,789,520.00		\$ 12,322,856.00
3	Public Safety - Police and Fire	\$ 12,493,857.00		\$ 162,700.00	\$ 1,147,975.00		\$ 13,804,532.00
4	Public Safety - Other	\$ 548,137.00					\$ 548,137.00
5	Public Works - Streets	\$ 2,750,005.00	\$ 21,530,999.00	\$ 251,069.00			\$ 24,532,073.00
6	Public Works - Other						\$ -
7	Public Health and Social Services						\$ -
8	Culture and Recreation	\$ 3,861,962.00	\$ 628,200.00	\$ 447,786.00			\$ 4,937,948.00
9	Community Development	\$ 537,027.00		\$ 21,327.00		\$ 763,130.00	\$ 1,321,484.00
10	Miscellaneous						\$ -
11	Business-Type Activities:						
12	Airport						\$ -
13	Nursing Home						\$ -
14	Hospital						\$ -
15	Electric Utility						\$ -
16	Solid Waste						\$ -
17	Transportation						\$ -
18	Wastewater	\$ 4,322,067.00	\$ 210,210.00	\$ 58,000.00	\$ 254,000.00		\$ 4,844,277.00
19	Water	\$ 3,347,731.00	\$ 3,145,319.00	\$ 316,500.00	\$ 1,136,312.00		\$ 7,945,862.00
20	Other	\$ 2,088,128.00	\$ 3,000.00	\$ 180,663.00	\$ 3,615,367.00	\$ 349,483.00	\$ 6,236,641.00
21	Proprietary Function Funds						\$ -
22	Total Disbursements & Transfers (Ln 2 thru 21)	\$ 31,403,750.00	\$ 25,517,728.00	\$ 1,516,545.00	\$ 16,943,174.00	\$ 1,112,613.00	\$ 76,493,810.00

- (A) **Operating Expenses** should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.
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- (C) **Other Capital Outlay** should include other items to be inventoried (i.e. equipment, vehicles, etc.).
- (D) **Debt Service** should include Bond Principal and Interest Payments, Payments to Retirement Interest-Free Loans from NDA (Airports) and other debt payments.
- (E) **Other** should include Judgments, Transfers, Transfers of Surplus Fees, and Proprietary Function Funds if a separate budget is filed.

City of Papillion in Sarpy County

Line No.	2013-2014 ACTUAL Disbursements & Transfers	Operating Expenses (A)	Capital Improvements (B)	Other Capital Outlay (C)	Debt Service (D)	Other (E)	TOTAL
1	Governmental:						
2	General Government	\$ 1,187,853.00		\$ 3,825.00	\$ 6,145,172.00		\$ 7,336,850.00
3	Public Safety - Police and Fire	\$ 10,775,961.00		\$ 194,691.00	\$ 867,176.00		\$ 11,837,828.00
4	Public Safety - Other	\$ 482,230.00					\$ 482,230.00
5	Public Works - Streets	\$ 3,241,736.00	\$ 2,795,007.00	\$ 170,834.00		\$ 123,748.00	\$ 6,331,325.00
6	Public Works - Other						\$ -
7	Public Health and Social Services						\$ -
8	Culture and Recreation	\$ 3,445,828.00	\$ 678,917.00	\$ 140,596.00			\$ 4,265,341.00
9	Community Development	\$ 442,352.00		\$ 2,779.00		\$ 117,184.00	\$ 562,315.00
10	Miscellaneous						\$ -
11	Business-Type Activities:						
12	Airport						\$ -
13	Nursing Home						\$ -
14	Hospital						\$ -
15	Electric Utility						\$ -
16	Solid Waste						\$ -
17	Transportation						\$ -
18	Wastewater	\$ 3,170,174.00	\$ 84,790.00	\$ 51,641.00	\$ 11,714.00		\$ 3,318,319.00
19	Water	\$ 3,048,832.00	\$ 2,754,699.00		\$ 856,355.00		\$ 6,659,886.00
20	Other	\$ 1,847,130.00	\$ 4,148.00	\$ 145,866.00	\$ 395,893.00	\$ 399,375.00	\$ 2,792,412.00
21	Proprietary Function Funds						\$ -
22	Total Disbursements & Transfers (Ln 2 thru 21)	\$ 27,642,096.00	\$ 6,317,561.00	\$ 710,232.00	\$ 8,276,310.00	\$ 640,307.00	\$ 43,586,506.00

- (A) **Operating Expenses** should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.
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- (C) **Other Capital Outlay** should include other items to be inventoried (i.e. equipment, vehicles, etc.).
- (D) **Debt Service** should include Bond Principal and Interest Payments, Payments to Retirement Interest-Free Loans from NDA (Airports) and other debt payments.
- (E) **Other** should include Judgments, Transfers, Transfers of Surplus Fees, and Proprietary Function Funds if a separate budget is filed.

CORRESPONDENCE INFORMATION

ENTITY OFFICIAL ADDRESS

If no official address, please provide address where correspondence should be sent

NAME	City of Papillion
ADDRESS	122 East Third Street
CITY & ZIP CODE	Papillion, 68046
TELEPHONE	402-827-1111
WEBSITE	www.papillion.org

	BOARD CHAIRPERSON	CLERK/TREASURER/SUPERINTENDENT/OTHER	PREPARER
NAME	David Black	Nancy Hypse	
TITLE /FIRM NAME	Mayor	Treasurer	
TELEPHONE	402-827-1111	402-597-2039	
EMAIL ADDRESS	dblack@papillion.org	nhypse@papillion.org	

For Questions on this form, who should we contact (please one): Contact will be via email if supplied.

- Board Chairperson
- Clerk / Treasurer / Superintendent / Other
- Preparer

City of Papillion in Sarpy County

2015-2016 LID SUPPORTING SCHEDULE

Calculation of Restricted Funds

Total Personal and Real Property Tax Requirements	(1) \$	6,720,628.00
Motor Vehicle Pro-Rate	(2) \$	19,000.00
In-Lieu of Tax Payments	(3) \$	216,000.00
Prior Year Budgeted Capital Improvements that were excluded from Restricted Funds.		
Prior Year Capital Improvements Excluded from Re-stricted Funds (From 2014-2015 Lid Support, Line (17))	\$	1,155,904.00 (4)
LESS: Amount Spent During 2014-2015	\$	1,155,904.00 (5)
LESS: Amount Expected to be Spent in Future Budget Years	\$	- (6)
Amount to be included as Restricted Funds (<i>Cannot Be A Negative Number</i>)	(7) \$	-
Motor Vehicle Tax	(8) \$	400,000.00
Local Option Sales Tax	(9) \$	9,090,828.00
Transfers of Surplus Fees	(10) \$	-
Highway Allocation and Incentives	(11) \$	1,707,261.00
MIRF	(12) \$	-
Motor Vehicle Fee	(13) \$	138,000.00
Municipal Equalization Fund	(14) \$	-
Insurance Premium Tax	(15) \$	-
Nameplate Capacity Tax	(15a) \$	-
TOTAL RESTRICTED FUNDS (A)		(16) \$ 18,291,717.00

LC-3 Lid Exceptions

Capital Improvements (Real Property and Improvements on Real Property)	\$	817,025.00 (17)
LESS: Amount of prior year capital improvements that were excluded from previous lid calculations but were not spent and now budgeted this fiscal year (<i>cannot exclude same capital improvements from more than one lid calculation.</i>) Agrees to Line (6).	\$	- (18)
Allowable Capital Improvements	(19) \$	817,025.00
Bonded Indebtedness	(20) \$	3,648,785.00
Public Facilities Construction Projects (Statutes 72-2301 to 72-2308)	(21)	_____
Interlocal Agreements/Joint Public Agency Agreements	(22) \$	4,750,543.00
Public Safety Communication Project (Statute 86-416)	(23)	_____
Payments to Retire Interest-Free Loans from the Department of Aeronautics (Public Airports Only)	(24)	_____
Judgments	(25)	_____
Refund of Property Taxes to Taxpayers	(26)	_____
Repairs to Infrastructure Damaged by a Natural Disaster	(27)	_____
TOTAL LID EXCEPTIONS (B)		(28) \$ 9,216,353.00

TOTAL RESTRICTED FUNDS For Lid Computation (To Line 9 of the Lid Computation Form) <i>To Calculate: Total Restricted Funds (A)-Line 16 MINUS Total Lid Exceptions (B)-Line 28</i>	\$ 9,075,364.00
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Total Restricted Funds for Lid Computation **cannot** be less than zero. See Instruction Manual on completing the LC-3 Supporting Schedule.

LID COMPUTATION FORM

City of Papillion
IN
Sarpy County

TOTAL ALLOWABLE PERCENT INCREASE = Line (2) + Line (3) + Line (4) + Line (5)	<u>3.55</u> % (6)
Allowable Dollar Amount of Increase to Restricted Funds = Line (1) x Line (6)	<u>312,671.56</u> (7)
Total Restricted Funds Authority = Line (1) + Line (7)	<u>9,120,321.19</u> (8)
Less: Restricted Funds from Lid Supporting Schedule	<u>9,075,364.00</u> (9)
Total Unused Restricted Funds Authority = Line (8) - Line (9)	<u>44,957.19</u> (10)

**LINE (10) MUST BE GREATER THAN OR EQUAL TO ZERO OR
YOU ARE IN VIOLATION OF THE LID LAW.**

**THE AMOUNT OF UNUSED RESTRICTED FUNDS AUTHORITY ON LINE (10)
MUST BE PUBLISHED IN THE NOTICE OF BUDGET HEARING.**

Municipality Levy Limit Form
City of Papillion in Sarpy County

Political Subdivision	Personal and Real Property Tax Request <i>(Column A)</i>	Judgments (Not Paid by Liability Insurance) <i>(Column B)</i>	Pre-Existing Lease - Purchase Contracts-7/98 <i>(Column C)</i>	* Bonded Indebtedness <i>(Column D)</i>	Interest Free Financing (Public Airports) <i>(Column E)</i>	Tax Request Subject to Levy Limit <i>(Column F)</i> [(Column A) MINUS (Columns B, C, D, E)]	Valuation <i>(Column G)</i>	Calculated Levy <i>(Column H)</i> [(Column F) DIVIDED BY (Column G) MULTIPLIED BY 100]
City/Village -	6,720,628.00			2,922,335.00		3,798,293.00	1,487,117,904	0.255413

Others subject to allocation-

						-		-
						-		-
						-		-
						-		-

Off-Street Parking District						-		
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Calculated Levy for Off-Street Parking District = (Column F) **DIVIDED BY** (Column G) **MULTIPLIED BY 100 MULTIPLIED BY** (Column G) **DIVIDED BY** (Column G {City/Village Line})

-

NOTE:

Municipality Levy Limit is 45 cents plus 5 cents for interlocal agreements. (77-3442)

Total Calculated Levy can ONLY be greater than 45 cents if there is Interlocal Agreements.

The Calculated Levy for Interlocal Agreements should be the maximum of **5 cents OR LESS**.

Others subject to allocation may include airport authorities, community redevelopment authorities, off-street parking districts, and transit authorities.

Total Calculated Levy
[Total of (Column H)]

0.255413

(Box 1)

Tax Request to Support Interlocal Agreements

743,558.00

(Box 2)

Calculated Levy for Interlocal Agreements
[(Box 2) **DIVIDED BY** (Column G {City/Village Line}) **MULTIPLIED BY 100**]

0.050000

(Box 3)

5 Cents or LESS

* Tax Request to Support Public Safety Communication Projects

-

(Box 5)

Calculated Levy For Levy Limit Compliance
[(Box 1) **MINUS** (Box 3)]

0.205413

(Box 4)

* Tax Request to Support Public Facilities Construction Projects

-

(Box 6)

* State Statute Section 86-416 allows for a special tax to fund public safety communication projects. The tax has the same status as bonded indebtedness. State Statute 72-2301 through 72-2308 allows bonds to be issued for Public Facilities Construction Projects. Amounts should be included in Bonded Indebtedness above. Please indicate the amount specifically used for the communication project in Box 5 and the Construction Projects in Box 6. Board minutes documenting the approval of the taxes must be included.

City of Papillion
IN
Sarpy County, Nebraska

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 18 day of August 2015, at 7 o'clock P.M., at City Hall, 122 East Third Street, Papillion, Nebraska for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget. The budget detail is available at the office of the Clerk during regular business hours.

		Clerk/Secretary
2013-2014 Actual Disbursements & Transfers	\$	43,586,506.00
2014-2015 Actual/Estimated Disbursements & Transfers	\$	76,493,810.00
2015-2016 Proposed Budget of Disbursements & Transfers	\$	45,957,929.00
2015-2016 Necessary Cash Reserve	\$	22,277,931.00
2015-2016 Total Resources Available	\$	68,235,860.00
Total 2015-2016 Personal & Real Property Tax Requirement	\$	6,720,628.00
Unused Budget Authority Created For Next Year	\$	44,957.19

Breakdown of Property Tax:

Personal and Real Property Tax Required for Non-Bond Purposes	\$	3,798,293.00
Personal and Real Property Tax Required for Bonds	\$	2,922,335.00

NOTICE OF SPECIAL HEARING TO SET FINAL TAX REQUEST

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1601.02, that the governing body will meet on the 1 day of September 2015, at 7 o'clock P.M., at City Hall, 122 East Third Street, Papillion, Nebraska for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request at a different amount than the prior year tax request.

2014-2015 Property Tax Request	\$	6,215,604.00
2014 Tax Rate		0.451923
Property Tax Rate (2014-2015 Request/2015 Valuation)		0.417963
2015-2016 Proposed Property Tax Request	\$	6,720,628.00
Proposed 2015 Tax Rate		0.451923

Cut Off Here Before Sending To Printer

Common Questions

How many days must the notice be published prior to the meeting?

Notice must be published 5 days prior to hearing date. State Statute 25-2221 states "the period of time within which an act is to be done in any action or proceeding shall be computed by excluding the day of the act." Therefore you **should not** count the day of publication toward the 5 day requirement

My notice did not get printed, now what do I do?

If for some reason your notice does not get printed, you are still required to publish and hold another hearing. The 5 day rule still applies. If there is not time to publish and hold meeting prior to the September 20 deadline, your budget will be late and you need to submit as soon as possible.

The Board approved a budget different than what was published?

If the Board approves a budget at the meeting that is different than the published information, you must publish a summary of the changes within 20 days after the date the budget is adopted. File your budget timely, and submit publication of summary of changes once that has been published.