**Fund & Bureau Name:** Plan is to be submitted in accordance with the [Budget Manual Guidance](https://www.portlandoregon.gov/cbo/article/748684) for level of detail by Bureau/Fund combinations.

**Plan Overview**

The plan should identify other assumptions used in the forecast and the associated risks. Examples of risks can include rates, legislation and legal rulings that affect City liability, pension systems or health benefit plans, as well as regional economic trends that affect City revenues. Bureaus should provide general background information on the fund as well as an overview of any known key issues on the horizon. This should include an overview of associated revenues coming into the fund and primary expenditures and/or activities supported by the fund. Depending on the complexity of the fund, this section may comprise the majority of the bureau’s Five-Year Financial Plan narrative. [Suggested length 1- 1 ½ pages]

**Revenue Assumptions**

Revenue estimates will be prepared on a conservative basis to minimize the possibility that economic fluctuations could jeopardize ongoing service delivery during the year. Bureaus should discuss the assumptions around fund revenues, including factors that may lead to changes in the revenue forecast. [Suggested length ½ to 1 page]

**Expenditure Assumptions**

Bureaus should discuss the assumptions around fund expenditures, including factors that may lead to changes in the expenditures forecast. This is the area where service levels assumptions should be explicitly discussed: bureaus should articulate the service levels that are assumed in the plan, how these service levels relate to current service levels and/or changes in service level need. Enterprise and special revenue fund forecasts will identify any impact on rates. Fiduciary fund forecasts will identify the impact on tax rates.

Bureaus should specifically describe and (where possible) quantify any projected ‘funding gaps’ between the projected service level need and forecasted revenues and explain how the bureau intends to address the funding gap. The forecasts will discuss how standards for debt service coverage and operating reserves are established and maintained. [Suggested length ½ to 1 page]

**Expenditure Risks to the Forecast and Confidence Level**

Bureaus should discuss any perceived risks to the expenditure forecast, and the impact and likelihood of those risks. Examples of risks can include legislation and legal rulings that affect City liability, pension systems or health benefit plans, as well as other expenditure-side changes. These risks should also be qualified and noted as “low, medium, or high” risks based on the potential factors that may have future impact on the expenditure forecasts known at the time the requested budget is submitted. [Suggested length ½ to 1 page]

*Insert Five-Year Financial Table(s):*

