



STATE OF TENNESSEE  
COMPTROLLER OF THE TREASURY  
OFFICE OF STATE AND LOCAL FINANCE  
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NASHVILLE, TENNESSEE 37243-1402  
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ANNUAL BUDGET MEMO

To: Budget Contact  
From: Sandra Thompson, Director of State and Local Finance  
Date: March 26, 2015  
Re: Fiscal Year 2016 Annual Budget Memo

Counties in Tennessee must adopt a budget appropriation resolution and file it each fiscal year with the Office of State and Local Finance ("OSLF"). Counties with debt outstanding issued pursuant to Title 9, Chapter 21 or loan agreements with a public building authority approved by OSLF issued pursuant to Title 12, Chapter 10 of the Tennessee Code Annotated must submit a budget to OSLF for approval, (T.C.A. §§ 9-21-403(c) and 12-10-109(c)). Please submit your County's budget with the required supporting documents to OSLF within 15 days of adoption.

**It is the responsibility of the county and its officials to ensure compliance with specific program statutes or guidelines, and with any financing requirements prescribed by any state or federal agency as well as to meet any other financial compliance requirements established by federal, state, or local statutes or regulations.** The county and its officials, by submission of their budget to OSLF, represent that their annual operating and capital budget as adopted is realistic and in compliance with all federal, state or local statutes for specific programs. **A county that submits a budget with misstated revenues, expenditures or beginning cash balances may be required to submit monthly reports to OSLF.** Budgets submitted with incomplete or missing information will not be considered as received by this Office.

A county should submit its adopted budget for approval by OSLF in a timely manner so that it may amend its tax levy or appropriations if necessary to balance its budget.

### **The Budget and Property Tax Levy**

A county legislative body has a duty to adopt a property tax levy by the first Monday in July or as soon as possible thereafter (T.C.A. § 67-5-510). The property tax levy or the amended property tax levy must be adopted in sufficient time so that property tax notices may be sent prior to the first Monday in October (T.C.A. § 67-1-701, OAG 04-149).

### **Purpose for Budget Review**

The purpose of our review is to determine that the budget is balanced on a cash basis, sufficient monies are appropriated to pay all annual debt service, and enterprise funds are financially sound (T.C.A. §§ 4-3-305 and 9-21-403). See Attachment A for the list of items required to be submitted.

## Utility Budgets

A utility budget is reviewed to determine whether there are sufficient cash receipts to meet all cash costs of the system including debt service (principal and interest payments). A county with a water or sewer fund is required to provide a projected cash flow analysis statement and complete the Water and Wastewater Financing Board (“WWFB”) Worksheet for each utility fund. We have provided a sample cash flow analysis statement and the WWFB Worksheet for your convenience (see Attachments E and F). The Division of Local Government Audit will refer a county to the WWFB if the county reports two consecutive years of negative change in net position, defaults on its debt payments, or posts a negative net position for its water or sewer fund.

## Tennessee Department of Education School Budget Reporting

The Tennessee Department of Education (“TDE”) requires a county with a school system to submit a complete and certified copy of the entire school budget to TDE within 30 days of the beginning of fiscal year 2016 (T.C.A. § 49-3-316(a)(2)). If the school budget is not submitted by October 1, TDE may withhold state funds (T.C.A. § 49-3-316(d)(3)). Please contact TDE for more information.

## Governor’s Three Star Program

To maintain eligibility for inclusion in the Governor’s Three Star Program, a county must:

- Adopt an annual budget including the appropriate cash flow forecasts, and submit the budget package to OSLF by October 15; and
- Provide a copy of a reviewed and signed Fiscal Strength & Efficient Government Annual Confirmation letter to the Department of Economic and Community Development (the “ECD”) that documents:
  - The date the county mayor and commission performed the annual review of the county’s debt management policy with a statement that the current policy has been filed with OSLF; and
  - That a cash flow forecast will be submitted to the OSLF when the county decides to issue debt (if new debt is included in the fiscal year 2016 budget, a cash flow forecast should be submitted with the budget).

If you have questions about forming or maintaining an audit committee please contact Jim Arnette, Director of Local Government Audit ([jim.arnette@cot.tn.gov](mailto:jim.arnette@cot.tn.gov), (615) 401-7841). Please refer to the ThreeStar website (<http://www.tn.gov/ECD/threestar/>) if you need additional information about the program and dates for required filings with ECD. Please contact ECD if you have any questions concerning this program.

## Closing Notes

A county that submits a complete budget that meets the statutory requirements for approval will receive an approval letter from OSLF.

Prior to submitting the budget information package to OSLF, the county should confirm that the information in the detailed budget matches the resolution adopted by the legislative body and that the package contains physical copies of all documents along with all relevant attachments, including a *signed and certified* copy of the appropriation resolution and property tax levy resolution.

**Submit Debt approval or report requests separately from the budget submission to avoid delay in the review of the request.**

**Please send the complete budget submission package to Sandra Thompson, Director of the Office of State and Local Finance at the address on this letterhead.**

If you need any assistance, you may contact the County Technical Advisory Service (CTAS), the State Department of Education-Section of Local Finance, or any member of our staff.

**Office of State and Local Finance staff members:**

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Enclosures: Attachment A – Checklists for Budgets  
Attachment B – Budget Summary  
Attachment C – Statement of Outstanding Debt  
Attachment D – Schedule of Debt Payments  
Attachment E – Cash Flow Statement  
Attachment F – Water and Wastewater Financing Board Worksheet  
Tax and Revenue Anticipation Notes Memorandum

## ATTACHMENT A

### **Checklist for Budgets Requiring Approval of OSLF**

1. Cover letter on the county's letterhead. (Complete contact information should be included)
2. Signed and certified copy of appropriation resolution and tax levy resolution.
3. Detailed budgets for all funds including enterprise funds and school funds (if applicable). Please include estimated beginning fund balances and cash balances for each fund at July 1.
4. Revenue forecasts for property and sales tax.
5. Budget summary schedule (Attachment B).
6. Schedule of Outstanding Debt (Attachment C).
7. Schedule of Budgeted Debt Payments (Attachment D).
8. Cash flow analysis for each enterprise fund, the general fund, the general purpose school fund and for each fund with debt outstanding or that will have debt issued in the coming budget year (Attachment E). [Include a cash flow analysis for any fund that has less than one month's average expenditures except capital projects funds.]
9. Water and Wastewater Financing Board worksheet (Attachment F).

### **Checklist for Budgets Required to be Filed with OSLF**

1. Cover letter on the county's letterhead. (Complete contact information should be included)
2. Signed and certified copy of the appropriation resolution and tax levy resolution.
3. Budget summary schedule (Attachment B).
4. Schedule of Outstanding Debt (Attachment C).

**An Excel spreadsheet including Attachments B through F is available on request from OSLF staff.**

**Budget Summary:**

This schedule shows the government's projected cash receipts and appropriations with beginning and ending fund and cash balances. See Note below for reference when calculating beginning cash and fund balances.

**Statement of Outstanding Debt :**

This schedule shows the government's current year debt (notes, loan agreements, bonds, and capital leases). Information (outstanding as of the upcoming fiscal year) from lenders' payment schedules and is the same information necessary to complete the section of the budget ordinance that identifies outstanding debt and required debt service payments for the upcoming fiscal year.

**Schedule of Budgeted Debt Payments:**

This schedule lists all principal and interest payments to be appropriated by fund and department.

**Forecasted Cash Flow Statement:**

This schedule projects monthly cash flows for the general fund, general purpose school fund, enterprise funds and any fund (except capital projects funds) that has a budgeted ending cash balance of less than one month's average expenditures. Identifies cash flow needs for any funds that may have a mismatch between cash inflows and outflows.

We recommend that an actual monthly cash flow statement be performed for fiscal year 2014 using you bank reconciliations and other documents and a cash flow also be performed for fiscal year 2015 forecasting the last months of the year. Use these cash flow statements to forecast the monthly cash flows for fiscal year 2016 based on the monthly cash receipts and payments of fiscal 2014 and 2015 to project the timing of the forecast total cash receipts and cash payments for fiscal year 2016.

**Water and Wastewater Financing Board Worksheet :**

Demonstrates the local governments' compliance with the financial stability requirements of the WWFB and the SRF Loan covenants.

**NOTE:**

**Beginning Cash**

How much cash is available on July 1, 2016 after the payment of all fiscal year 2015 obligations.

**Estimated Fund Balance**

Beginning Fund Balance July 1, 2014	\$
Plus: Estimated Revenues FY 2015	
Less: Estimated Appropriations FY 2015	
Estimated Ending Fund Balance June 30, 2015	\$ _____

Attachment B  
 Budget Summary  
 FY 2016

County Name \_\_\_\_\_

Appropriation Resolution

Fund	Beginning Fund Balance 07/01/2015	Estimated Beginning Cash 07/01/2015	Revenue	Debt Encumbr.	Transferrable	Estimate/ Cash Receipts	Available Funds	Expenditures	Transfers Out	Appropriations	Do Total Appropriations Agree with Detail Budget?	Is Total Ending Cash Still Less Than 1 Month's Avg. Exp. Or 8.33%?
General Fund	808,376	575,000	531,950	85,000	50,000	666,950	1,241,950	653,725	-	653,725	Yes	89.98%
Highway Fund	132,415	75,000	287,090	115,000	-	402,090	477,090	281,340	-	281,340	Yes	69.58%
Solid Waste Fund	192,400	58,000	204,620	-	-	204,620	262,620	192,400	-	192,400	Yes	36.50%
Drug Fund	20,000	20,000	12,000	-	-	12,000	32,000	25,000	-	25,000	Yes	28.00%
General Purpose School Fund	2,041,621	1,885,326	15,723,000	-	20,000	15,743,000	17,628,326	15,650,000	300,000	15,950,000	Yes	10.52%
School Cafeteria Fund	375,000	375,000	1,752,500	-	-	1,752,500	2,127,500	1,752,000	-	1,752,000	Yes	21.43%
School Federal Projects Fund	300,000	300,000	3,015,000	-	-	3,015,000	3,315,000	2,995,000	20,000	3,015,000	Yes	9.95%
General Debt Service Fund	650,000	650,000	475,000	-	300,000	775,000	1,425,000	775,000	-	775,000	Yes	83.87%
Water Fund	6,500,000	750,000	985,000	75,000	-	1,060,000	1,810,000	975,000	50,000	1,025,000	Yes	76.59%
<b>Totals</b>	<b>11,019,812</b>	<b>4,688,326</b>	<b>22,986,160</b>	<b>275,000</b>	<b>370,000</b>	<b>23,681,160</b>	<b>28,319,486</b>	<b>23,289,465</b>	<b>370,000</b>	<b>23,669,465</b>		

Detailed Budget

Fund	Beginning Fund Balance 07/01/2015	Estimated Beginning Cash 07/01/2015	Revenue	Debt Encumbr.	Transferrable	Estimate/ Cash Receipts	Available Funds	Expenditures	Transfers Out	Appropriations	Receipts - Appropriations	Estimated Ending Cash 06/30/2013	Ending Fund Balance 06/30/2016
General Fund	808,376	575,000	531,950	85,000	50,000	666,950	1,241,950	653,725	-	653,725	13,225	588,225	821,601
Highway Fund	132,415	75,000	287,090	115,000	-	402,090	477,090	281,340	-	281,340	235,750	195,750	253,165
Solid Waste Fund	192,400	58,000	204,620	-	-	204,620	262,620	192,400	-	192,400	12,220	70,220	204,620
Drug Fund	20,000	20,000	12,000	-	-	12,000	32,000	25,000	-	25,000	(13,000)	7,000	7,000
General Purpose School Fund	2,041,621	1,885,326	15,723,000	-	20,000	15,743,000	17,628,326	15,650,000	300,000	15,950,000	(187,000)	1,678,326	1,834,621
School Cafeteria Fund	375,000	375,000	1,752,500	-	-	1,752,500	2,127,500	1,752,000	-	1,752,000	500	375,500	375,500
School Federal Projects Fund	300,000	300,000	3,015,000	-	-	3,015,000	3,315,000	2,995,000	20,000	3,015,000	-	300,000	300,000
General Debt Service Fund	650,000	650,000	475,000	-	300,000	775,000	1,425,000	775,000	-	775,000	300,000	650,000	650,000
Water Fund	6,500,000	750,000	985,000	75,000	-	1,060,000	1,810,000	975,000	50,000	1,025,000	110,000	785,000	6,535,000
<b>Totals</b>	<b>11,019,812</b>	<b>4,688,326</b>	<b>22,986,160</b>	<b>275,000</b>	<b>370,000</b>	<b>23,681,160</b>	<b>28,319,486</b>	<b>23,289,465</b>	<b>370,000</b>	<b>23,669,465</b>	<b>471,695</b>	<b>4,650,021</b>	<b>10,981,507</b>

Please Note: Check that the major categories, that are the appropriations within each fund, in the appropriation resolution agree with the major categories within the detailed budget.

Debt Service

Fund: General Debt Service Fund	Principal	Interest	Debt Service	Fund: General Fund Schedule of Outstanding Debt Less: Budgeted Debt Payments	Principal	Interest	Debt Service
Schedule of Outstanding Debt	\$ 490,000	\$ 221,000	\$ 711,000	Schedule of Outstanding Debt	\$ 2,500	\$ 250	\$ 2,750
Less: Budgeted Debt Payments	490,000	221,000	711,000	Less: Budgeted Debt Payments	2,500	250	2,750
Difference:	-	-	-	Difference:	-	-	-
Fund: Highway Fund				Fund: Schedule of Outstanding Debt Less: Budgeted Debt Payments			
Schedule of Outstanding Debt	10,000	2,000	12,000	Schedule of Outstanding Debt			
Less: Budgeted Debt Payments	10,000	2,000	12,000	Less: Budgeted Debt Payments			
Difference:	-	-	-	Difference:			
Fund: Water Fund							
Schedule of Outstanding Debt	220,000	120,500	340,500				
Less: Budgeted Debt Payments	220,000	120,500	340,500				
Difference:	\$ -	\$ -	\$ -				



**ATTACHMENT D**  
County Name  
Schedule of Budgeted Debt Payments  
FY 2016

Fund	Principal	Interest
<b>General Fund</b>		
Capital Lease Principal	\$ 2,500	
Capital Lease Interest		250
<b>General Fund Total</b>	<b>\$ 2,500</b>	<b>\$ 250</b>
<b>General Debt Service Fund</b>		
General		
Series 2002 Bonds Principal	\$ 150,000	
Series 2002 Bonds Principal		30,000
Note Principal	10,000	
Note Interest		2,000
Subtotal	<u>\$ 160,000</u>	<u>\$ 32,000</u>
Education		
Note Principal	\$ 10,000	
Note Interest		5,000
Note Principal	20,000	
Note Interest		4,000
TMBF Variable Rate Loan 2013 Principal	300,000	
TMBF Variable Rate Loan 2013 Interest		180,000
Subtotal	<u>\$ 330,000</u>	<u>\$ 189,000</u>
<b>General Debt Service Fund Total</b>	<b>\$ 490,000</b>	<b>\$ 221,000</b>
<b>Highway Fund</b>		
Public Works Department		
Note Principal	\$ 10,000	
Note Interest		2,000
<b>Highway Fund Total</b>	<u>\$ 10,000</u>	<u>\$ 2,000</u>
<b>Water Fund</b>		
Water & Sewer Department		
Capital Lease Principal	\$ 10,000	
Capital Lease Interest		500
Tax and Revenue Bonds 2010 Principal	210,000	
Tax and Revenue Bonds 2010 Interest		120,000
<b>Water &amp; Sewer Fund Total</b>	<u>\$ 220,000</u>	<u>\$ 120,500</u>

Attachment E  
Cash Flow Statement  
FY 2016

County Name \_\_\_\_\_

Water Fund	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	June	Total
Cash Receipts	\$ 217,491	\$ 184,030	\$ 167,300	\$ 133,840	\$ 117,110	\$ 83,650	\$ 83,650	\$ 83,650	\$ 117,110	\$ 133,840	\$ 150,570	\$ 200,760	\$ 1,673,004
Loan Proceeds													
Total Cash Inflows	217,491	184,030	167,300	133,840	117,110	83,650	83,650	83,650	117,110	133,840	150,570	200,760	1,673,004
Beg Cash Bal	750,000	758,876	789,922	787,923	742,938	766,602	764,714	762,826	760,577	770,333	806,820	807,222	750,000
Available Cash	967,491	942,906	957,223	921,763	860,048	850,253	848,365	846,477	877,687	904,174	957,391	1,007,982	2,423,004
Cash Payments	208,615	152,984	169,300	153,825	93,446	85,538	85,538	85,900	107,353	97,353	125,169	166,892	1,531,913
Debt Service													
Transfers Out (PILLOT, etc)				25,000									
Total Cash Outflows	208,615	152,984	169,300	178,825	93,446	85,538	85,538	85,900	107,353	97,353	125,169	166,892	1,531,913
End Bal	758,876	789,922	787,923	742,938	766,602	764,714	762,826	760,577	770,333	806,820	807,222	791,091	791,091
Cash Inflows - Outflows	\$ 8,876	\$ 31,046	\$ (2,000)	\$ (44,985)	\$ 23,664	\$ (1,888)	\$ (1,888)	\$ (2,250)	\$ 9,757	\$ 36,487	\$ 402	\$ (16,131)	\$ 41,091

General Fund	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	June	Total
Cash Receipts	\$ 58,491	\$ 38,994	\$ 58,491	\$ 155,976	\$ 194,970	\$ 311,952	\$ 350,947	\$ 389,941	\$ 136,479	\$ 116,982	\$ 77,988	\$ 58,491	\$ 1,949,703
Loan Proceeds													
Total Cash Inflows	58,491	38,994	58,491	155,976	194,970	311,952	350,947	389,941	136,479	116,982	77,988	58,491	1,949,703
Beg Cash Bal	575,000	573,859	559,603	558,194	552,909	594,629	697,967	833,555	998,196	1,022,107	1,041,736	954,555	575,000
Available Cash	633,491	612,853	618,094	714,170	747,880	906,581	1,048,913	1,223,496	1,134,675	1,139,089	1,119,724	1,013,046	2,524,703
Cash Payments	59,632	53,250	59,900	121,261	153,251	208,615	215,358	225,300	112,568	97,353	125,169	52,300	1,483,957
Debt Service													
Transfers Out (PILLOT, etc)				40,000									
Total Cash Outflows	59,632	53,250	59,900	161,261	153,251	208,615	215,358	225,300	112,568	97,353	125,169	52,300	1,563,957
End Bal	573,859	559,603	558,194	552,909	594,629	697,967	833,555	998,196	1,022,107	1,041,736	954,555	960,746	960,746
Cash Inflows - Outflows	\$ (1,141)	\$ (14,256)	\$ (1,409)	\$ (5,285)	\$ 41,719	\$ 103,338	\$ 135,589	\$ 164,641	\$ 23,911	\$ 19,629	\$ (87,181)	\$ 6,191	\$ 385,746

General Purpose School Fund	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	June	Total
Cash Receipts	\$ 259,237	\$ 353,505	\$ 164,969	\$ 117,835	\$ 212,103	\$ 212,103	\$ 235,670	\$ 259,237	\$ 117,835	\$ 94,268	\$ 94,268	\$ 235,670	\$ 2,356,700
Loan Proceeds													
Total Cash Inflows	259,237	353,505	164,969	117,835	212,103	212,103	235,670	259,237	117,835	94,268	94,268	235,670	2,356,700
Beg Cash Bal	2,150,069	2,215,782	2,353,963	2,343,682	2,300,256	2,359,108	2,362,596	2,382,908	2,416,845	2,422,112	2,419,027	2,348,126	2,150,069
Available Cash	2,409,306	2,569,287	2,518,932	2,461,517	2,512,359	2,571,211	2,598,266	2,642,145	2,534,680	2,516,380	2,513,295	2,583,796	4,506,769
Cash Payments	193,524	215,324	175,250	121,261	153,251	208,615	215,358	225,300	112,568	97,353	125,169	201,350	2,044,323
Debt Service													
Transfers Out (PILLOT, etc)				40,000									
Total Cash Outflows	193,524	215,324	175,250	161,261	153,251	208,615	215,358	225,300	112,568	97,353	125,169	201,350	2,044,323
End Bal	2,215,782	2,353,963	2,343,682	2,300,256	2,359,108	2,362,596	2,382,908	2,416,845	2,422,112	2,419,027	2,348,126	2,382,446	2,382,446
Cash Inflows - Outflows	\$ 65,713	\$ 138,181	\$ (10,281)	\$ (43,426)	\$ 58,852	\$ 3,488	\$ 20,312	\$ 33,937	\$ 5,267	\$ (3,085)	\$ (70,901)	\$ 34,320	\$ 232,377

**Attachment F**

FY 2016

County Name: \_\_\_\_\_

**Water and Wastewater Financing Board Work Sheet**

Circle Yes or No

**1. Has the municipality defaulted on any loan payments?**

Yes      No

If yes, please detail on a separate sheet of paper.

**2. Has the municipality violated any loan covenants?**

Yes      No

If yes, please detail on a separate sheet of paper.

**3. Change in Net Position**

	<b>Actual FY 2014</b>	<b>Estimated FY 2015</b>	<b>Projected FY2016</b>
Operating Revenues	\$ 1,000,000	\$ 1,100,000	\$ 1,150,000
Operating Expenses excluding Depreciation	<u>750,000</u>	<u>800,000</u>	<u>825,000</u>
Operating Income Before Depreciation	\$ 250,000	\$ 300,000	\$ 325,000
Less: Depreciation	<u>100,000</u>	<u>110,000</u>	<u>115,000</u>
Operating Income	\$ 150,000	\$ 190,000	\$ 210,000
Nonoperating Income	2,500	3,500	5,000
Nonoperating (Expense)	<u>(11,000)</u>	<u>(9,900)</u>	<u>(12,000)</u>
Income before Contributions	\$ 141,500	\$ 183,600	\$ 203,000
Contributions	100,000	-	200,000
Change in Net Position	\$ 241,500	\$ 183,600	\$ 403,000
Beginning Net Position	<u>2,150,000</u>	<u>2,391,500</u>	<u>2,575,100</u>
Ending Net Position	\$ 2,391,500	\$ 2,575,100	\$ 2,978,100

**A utility with a negative change in net position for two consecutive years will fall under the authority of the WWFB.**

Does the FY 2016 budget produce a negative change in Net Position? Yes      No

Do you project a negative change in Net Position for FY 2015? Yes      No

Was there a negative change in Net Position in FY 2014? Yes      No

Is Net Position negative? Yes      No

**4. SRF Loan Sufficient Revenue Analysis (to be completed by municipalities with outstanding SRF loans)**

	<b>Actual FY 2014</b>	<b>Estimated FY 2015</b>	<b>Projected FY2016</b>
Operating Revenues	\$ 1,000,000	\$ 1,100,000	\$ 1,150,000
Nonoperating Income	<u>2,500</u>	<u>3,500</u>	<u>5,000</u>
Revenues	\$ 1,002,500	\$ 1,103,500	\$ 1,155,000
Less: Operating Expenses inc. Depreciation	<u>850,000</u>	<u>910,000</u>	<u>940,000</u>
Income before Nonoperating Expenses	\$ 152,500	\$ 193,500	\$ 215,000
Less: Annual Debt Service	<u>100,000</u>	<u>110,000</u>	<u>125,000</u>
This should be greater than or equal \$0.	\$ 52,500	\$ 83,500	\$ 90,000



STATE OF TENNESSEE  
COMPTROLLER OF THE TREASURY  
OFFICE OF STATE AND LOCAL FINANCE  
SUITE 1600 JAMES K. POLK STATE OFFICE BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1402  
PHONE (615) 401-7872  
FAX (615) 741-5986

**TRAN MEMO**

To: Chief Financial Officer  
From: Sandra Thompson, Director  
Date: March 26, 2015  
Re: **TAX AND REVENUE ANTICIPATION NOTES**

Tax and Revenue Anticipation Notes (TRANs) are a form of debt used to provide cash to pay for operating expenses of the current fiscal year until revenues are received. The TRANs must be repaid by June 30 of the fiscal year in which the borrowing was executed. The lender of TRANs may be a bank, a security sold in the capital markets, a private placement, or an interfund loan.

Counties seeking approval to issue TRANs should submit:

- a letter requesting approval, signed by the Chief Executive Officer;
- an approved certified tax anticipation note resolution with the form of the note or appropriation resolution with TRAN section;
- a monthly cash flow analysis for fiscal year 2015 for each fund requesting a TRAN; and
- an adopted fiscal year 2016 budget with the required supporting schedules for budget, or a statement from its Chief Executive Officer that confirms the county is operating under a legally authorized continuation budget and certifies the county met the cash-basis balanced budget requirement during fiscal year 2015.

If the County plans to issue TRANs as an interfund loan, it must also include a cash flow analysis for the lending fund to demonstrate that the fund has sufficient cash to make the loan without creating a cash deficit for itself.

Please contact OSLF to obtain an Excel template for cash flow analysis and a model TRAN resolution and form in Word format.

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The maximum amount of TRANs OSLF can approve is equal to the largest monthly fund cash deficit plus 5% of total annual cash payments from the fund. If there is no projected cash deficit, the maximum TRANs that can be approved is an amount equal to 5% of total annual cash payments less the lowest monthly fund cash balance.