

## Budget Submission Checklist - Municipalities

### Before You Submit Your Budget – Remember:

1. Review last year’s budget letter for items relevant to this year’s budget: [tncot.cc/lgf-letters](https://tncot.cc/lgf-letters).
2. Send your budget directly to: [LGF@cot.tn.gov](mailto:LGF@cot.tn.gov). – Do **not** send a separate **paper** copy to our office.
3. Wait to submit your budget until **all** needed documentation is compiled. See our example budget submission at: [tncot.cc/budget](https://tncot.cc/budget).
4. Send budget amendments to [LGF@cot.tn.gov](mailto:LGF@cot.tn.gov) in a **separate email**.
5. Do **not** send **debt approval requests** in the same email as your budget submission.

### Be Sure to Include:

1. **Separate cover letter** on the municipality’s letterhead (**not** in the body of the email)
  - a. Complete contact information should be included and **at a minimum**, email addresses for the:
    - Mayor;
    - City/Town Manager, as applicable; and
    - Finance Director or equivalent position
2. **Signed/certified** and **dated** copy of the appropriation ordinance (and tax levy ordinance, if separate)
3. Detailed budgets for **all funds** including enterprise funds and school funds, as applicable
  - a. Include estimated beginning fund balances for each fund at July 1, 2024, and ending balances at June 30, 2025.
4. For local governments with a school system, include documentation regarding TISA Act local contribution (see separate requirements).
5. Copy of the annual adopted budget for any entity that results in a financial benefit or financial burden to your local government (For help in applying this requirement, refer to Section 6, page 19, of the budget manual available at: [tncot.cc/budget](https://tncot.cc/budget).)
6. Budget Summary Schedule
7. Cash Flow Forecast Schedules for:
  - a. Operating funds with a budgeted ending cash balance less than 15% of annual expenditures;
  - b. Operating funds with an ending cash balance in the prior year audit less than 15% of annual expenditures;
  - c. Any fund that received proceeds from TRANs for the past two consecutive years; and
  - d. All operating funds if the prior year audit has not been issued/is late
8. Schedule of Outstanding Debt and Budgeted Debt Service, as applicable
9. Fiscal year 2025 revenue forecasts (property tax, sales tax, etc.), as applicable