

CITY OF SAMPLE, TENNESSEE  
"The Example City"  
000 Main Street  
Sample, TN 0000

June 19, 2024

Mr. Adam Tschida, Financial Analyst  
Comptroller of the Treasury  
425 Rep. John Lewis Parkway N.  
Nashville, TN 37243

Dear Mr. Tschida,

Enclosed is the operating and capital budget ordinance we passed on July 13, 2024.

Please contact Mary Major (615-000-0000, [cityrecorder@sampletn.gov](mailto:cityrecorder@sampletn.gov)), the City's Recorder, if you have any questions concerning this budget. My email is [mayor@sampletn.gov](mailto:mayor@sampletn.gov).

All of our funds met the cash balance requirements as reported in our Fiscal Year 2022 Financial Statements and as projected and forecast for our individual funds in the Fiscal Year 2024 budget.

Thank you

*John A. Wiseman*

John A. Wiseman  
Mayor of the City of Sample

Attachments: Ordinance No. 06132301

Certification from the City Recorder  
Detail Budgets  
Budget Summary  
Debt Schedule  
Revenue Forecasts

**ORDINANCE No. 06132301**

**AN ORDINANCE OF THE  
CITY OF SAMPLE, TENNESSEE  
ADOPTING THE ANNUAL BUDGET AND TAX RATE  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025**

WHEREAS, Tenn, Code Ann. § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Governing Body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

**NOW THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SAMPLE, TENNESSEE AS FOLLOWS:**

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2025, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

GENERAL FUND	Estimated		
	Actual FY 2023	Actual FY 2024	Budget FY 2025
<b>Revenues</b>			
Local Taxes	\$ 465,650	\$ 473,530	\$ 475,000
Licenses And Permits	12,900	15,280	15,350
Intergovernmental			
State	28,665	26,555	32,500
Federal	-	-	-
Charges For Services	1,500	1,790	1,700
Fines And Forfeitures	2,950	3,540	3,600
Other	3,800	3,750	3,800
<b>Other Financing Sources</b>			
Issuance of Debt / Debt Proceeds	-	-	85,000
Sale of Capital Assets	-	1,000	-
Transfers In - from other funds	-	-	-
Transfers In - from other funds (PILOT)	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 515,465</b>	<b>\$ 525,445</b>	<b>\$ 616,950</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
Department of Administration	\$ 75,660	\$ 69,275	\$ 71,955
Police Department	100,045	118,990	106,950
Fire Department	86,135	87,480	171,700
Office of Building Inspector	76,977	78,280	79,800
Parks Department	88,520	87,672	89,820
Debt Service - Principal and Interest	82,000	81,500	79,200
<b>Other Financing Uses</b>			
Transfers Out - to other funds	-	-	-
<b>Total Appropriations</b>	<b>\$ 509,337</b>	<b>\$ 523,197</b>	<b>\$ 599,425</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>6,128</b>	<b>2,248</b>	<b>17,525</b>
<b>Beginning Fund Balance July 1</b>	<b>1,000,000</b>	<b>1,006,128</b>	<b>1,008,376</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 1,006,128</b>	<b>\$ 1,008,376</b>	<b>\$ 1,025,901</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>197.5%</b>	<b>192.7%</b>	<b>171.1%</b>
STATE STREET AID FUND	Estimated		
	Actual FY 2022	Actual FY 2023	Budget FY 2024
<b>Revenues</b>			
State Gas and Motor Fuel Taxes	\$ 256,500	\$ 261,500	\$ 270,090
Gas Tax Increase	15,500	15,950	16,000
<b>Other Financing Sources</b>			
Interest Income	1,200	1,000	1,000
Issuance of Debt / Debt Proceeds	-	-	-
Transfers In - from other funds	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 273,200</b>	<b>\$ 278,450</b>	<b>\$ 287,090</b>
<b>Appropriations</b>			
Public Works Department	\$ 265,000	\$ 269,500	\$ 281,340
Debt Service - Principal and Interest	-	-	-
<b>Total Appropriations</b>	<b>\$ 265,000</b>	<b>\$ 269,500</b>	<b>\$ 281,340</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>8,200</b>	<b>8,950</b>	<b>5,750</b>
<b>Beginning Fund Balance July 1</b>	<b>115,265</b>	<b>123,465</b>	<b>132,415</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 123,465</b>	<b>\$ 132,415</b>	<b>\$ 138,165</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>46.6%</b>	<b>49.1%</b>	<b>49.1%</b>

SOLID WASTE FUND	Estimated		
	Actual FY 2023	Actual FY 2024	Budget FY 2025
<b>Revenues</b>			
Solid Waste Disposal Fees	\$ 149,500	\$ 150,500	\$ 155,120
Tipping Fees	37,500	36,000	38,000
Sale of Surplus Assets	-	15,000	10,000
Miscellaneous Other Revenue	1,450	1,500	1,500
Transfers In - from other funds	-	-	-
<b>Other Financing Sources</b>			
Issuance of Debt / Debt Proceeds	-	-	-
Transfers In - from other funds	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 188,450</b>	<b>\$ 203,000</b>	<b>\$ 204,620</b>
<b>Appropriations</b>			
Public Works Department	\$ 184,240	\$ 188,525	\$ 192,400
Debt Service	-	-	-
<b>Total Appropriations</b>	<b>\$ 184,240</b>	<b>\$ 188,525</b>	<b>\$ 192,400</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>4,210</b>	<b>14,475</b>	<b>12,220</b>
<b>Beginning Fund Balance July 1</b>	<b>250,000</b>	<b>254,210</b>	<b>268,685</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 254,210</b>	<b>\$ 268,685</b>	<b>\$ 280,905</b>
<b>Ending Fund Balance as a % of Total Appropriations</b>	<b>138.0%</b>	<b>142.5%</b>	<b>146.0%</b>

DRUG FUND	Estimated		
	Actual FY 2023	Actual FY 2024	Budget FY 2025
<b>Revenues</b>			
Fines And Forfeitures	\$ 35	\$ 125	\$ -
Other	-	-	-
<b>Other Financing Sources</b>			
Issuance of Debt / Debt Proceeds	-	-	-
Transfers In - from other funds	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 35</b>	<b>\$ 125</b>	<b>\$ -</b>
<b>Appropriations</b>			
Drug Enforcement	\$ -	\$ -	\$ -
Debt Service	-	-	-
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change in Fund Balance (Revenues - Appropriations)</b>	<b>35</b>	<b>125</b>	<b>-</b>
<b>Beginning Fund Balance July 1</b>	<b>2,378</b>	<b>2,413</b>	<b>2,538</b>
<b>Ending Fund Balance June 30</b>	<b>\$ 2,413</b>	<b>\$ 2,538</b>	<b>\$ 2,538</b>
<b>Ending Fund Balance as a % of Appropriations</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

<b>WATER and SEWER FUND</b>	<b>Actual FY 2023</b>	<b>Estimated Actual FY 2024</b>	<b>Budget FY 2025</b>
<b>Operating Revenues</b>			
Water Sales	\$ 712,500	\$ 720,000	\$ 730,000
Sewer Fees	685,000	675,000	902,000
Tap Fees	27,500	27,900	30,000
Miscellaneous Other Fees	9,560	9,870	11,000
<b>Total Operating Revenues</b>	<b>\$ 1,434,560</b>	<b>\$ 1,432,770</b>	<b>\$ 1,673,000</b>
<b>Operating Expenses</b>			
Water and Sewer Department	\$ 771,000	\$ 786,709	\$ 845,700
Other	-	-	-
Depreciation	127,000	125,000	130,000
<b>Total Operating Expenses</b>	<b>\$ 898,000</b>	<b>\$ 911,709</b>	<b>\$ 975,700</b>
<b>Operating Income (Loss)</b>	<b>\$ 536,560</b>	<b>\$ 521,061</b>	<b>\$ 697,300</b>
<b>Nonoperating Revenues (Expenses)</b>			
Revenue: Investment Income	\$ 25,000	\$ 15,000	\$ 55,000
Grants - Operating	-	-	-
Other Income	-	10,000	-
Expense: Debt Service - Interest Expense	(25,000)	(23,000)	(22,000)
Other Expense	-	-	-
<b>Total Nonoperating Revenue (Expenses)</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 33,000</b>
<b>Income (Loss) Before Capital Contributions and Transfers</b>	<b>\$ 536,560</b>	<b>\$ 523,061</b>	<b>\$ 730,300</b>
<b>Capital Contributions and Transfers</b>			
Capital Contributions - Tap Fees in Excess of Cost	\$ -	\$ -	\$ -
Capital Contributions - Grants	-	-	-
Capital Contributions - Other	-	-	-
Transfers In - from Other Funds	-	-	-
Transfers Out - to Other Funds (PILOT)	-	-	-
<b>Total Capital Contributions and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change in Net Position</b>	<b>\$ 536,560</b>	<b>\$ 523,061</b>	<b>\$ 730,300</b>
<b>Beginning Net Position July 1</b>	<b>1,148,000</b>	1,684,560	2,207,621
<b>Ending Net Position June 30</b>	<b>\$ 1,684,560</b>	<b>\$ 2,207,621</b>	<b>\$ 2,937,921</b>

SECTION 2: At the end of the fiscal year 2024, the governing body estimates fund balances or deficits as follows:

<b>Fund</b>	<b>Estimated Fund Balance/Net Position at June 30, 2024</b>
General Fund	\$ 1,008,376
State Street Street Aid Fund	132,415
Solid Waste Fund	268,685
Drug Fund	2,538
Water & Sewer Fund	2,207,621

SECTION 3: That the governing body herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Authorized and Unissued	Principal Outstanding at June 30, 2024	FY2025 Principal Payment	FY2025 Interest Payment
<b>Bonds -</b> Water & Sewer Revenue and Tax Bonds	\$ -	\$ 480,000.00	\$ 60,000.00	\$ 19,200.00
<b>Loan Agreements -</b>	-	-	-	-
<b>Notes -</b> Land Purchase Notes Series 2019	-	1,800,000	100,000	22,000
<b>Leases -</b>				

SECTION 4: During the coming fiscal year (2025) the governing body has pending and planned capital projects with proposed funding as follows:

Pending Capital Projects (FY 2025)	Pending Capital Projects - Total Expense	Pending Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Pending Capital Projects Expense Financed by Debt Proceeds
Police Department Surveillance Cameras	\$ 2,500.00	\$ 2,500	\$ -
Fire Department Brush Truck	85,000	-	85,000
Parks Department Mower	2,500	2,500	-
Public Works Road Resurfacing & Repairs	131,500	131,500	-
Water and Sewer Department Pump	155,000	155,000	-

Proposed Future Capital Projects	Proposed Future Capital Projects - Total Expense	Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Proposed Future Capital Projects Expense Financed by Debt Proceeds
Walking Trail	\$ 750,000	\$ -	\$ 750,000

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (Tenn. Code Ann. § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tenn. Code Ann. § 6-56-205.

SECTION 6: Money may be transferred from one appropriation to another in the same fund in an amount of up to \$1,000 by the Mayor, subject to such limitations and procedures

as set by the Governing Body pursuant to Tenn. Code Ann. § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8: There is hereby levied a property tax of \$0.50 per \$100 of assessed value on all real and personal property.

SECTION 9: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller’s Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller’s Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller’s Designee.

SECTION 10: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 12: This ordinance shall take effect July 1, 2024, the public welfare requiring it.

Passed 1<sup>st</sup> Reading: May 9, 2024

Passed 2<sup>nd</sup> Reading: June 13, 2024

*John A. Wiseman*

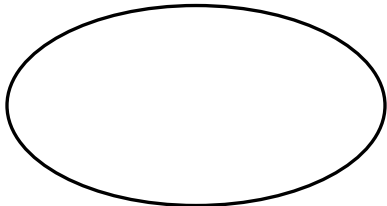
John A. Wiseman  
Mayor

ATTESTED:

*Mary Major*

Mary Major

City Recorder



CERTIFICATION

I, *Mary Major*, *City Recorder* of the *City of Sample*, Tennessee, do hereby certify that the foregoing is a true and correct copy of *Ordinance No. 06132301* adopted on *June 13, 2024*, by the governing body of the *City of Sample*, and duly signed by *John A. Wiseman, Mayor* and by *Mary Major, Recorder*, on the *June 13, 2024*.

*Mary Major*

Signature

Mary Major, Recorder

Name and Title, Printed

June 19, 2024

Date



**ATTACHMENT A**

**Detailed Financial Plan**

City Of Sample  
Fiscal Year 2025 Budget

110 General Fund

	Actual 2023	Budgeted 2024	Estimated Actual 2024	Budgeted 2025
<b>Local Taxes</b>				
3110 Property Taxes	321,500	325,000	324,800	327,000
3130 Sales Tax	122,000	125,000	124,200	124,000
3140 Wholesale Beer Tax	6,500	8,540	8,590	8,000
3150 Business Tax	15,650	16,000	15,940	16,000
	<b>465,650</b>	<b>474,540</b>	<b>473,530</b>	<b>475,000</b>
<b>Licenses And Permits</b>				
3210 Mechanical Licenses	1,650	1,500	1,450	1,400
3211 Mechanical Permits	2,500	2,500	2,210	2,000
3212 Building Permits	2,600	3,000	2,850	3,000
3230 Beer Permits	150	200	270	300
3250 Alarm Permits	500	500	400	400
3270 Miscellaneous Permits	-	200	2,250	2,250
3270 Franchise Fees	5,500	6,000	5,850	6,000
	<b>12,900</b>	<b>13,900</b>	<b>15,280</b>	<b>15,350</b>
<b>Intergovernmental</b>				
3320 Income Tax (State)	9,875	10,000	10,065	10,500
3321 Sales Tax (State)	2,560	2,800	2,950	3,000
3325 In Lieu of Tax-TVA (State)	10,230	12,000	12,540	13,000
3340 Police Equipment Grant	5,000	-	-	5,000
3370 Planning/Preservation Grant	1,000	1,000	1,000	1,000
	<b>28,665</b>	<b>25,800</b>	<b>26,555</b>	<b>32,500</b>
<b>Charges For Services</b>				
3420 Accident Reports	400	500	570	500
3421 Fingerprinting Services	100	200	220	200
3422 Sexual Offender Registry	1,000	1,000	1,000	1,000
	<b>1,500</b>	<b>1,700</b>	<b>1,790</b>	<b>1,700</b>
<b>Fines And Forfeitures</b>				
3511 Drug Fines	1,200	1,200	1,120	1,200
3512 City Court Fines	1,400	1,500	1,620	1,600
3514 Parking Fines	250	500	380	400
3530 Beer Board Violations	100	500	420	400
	<b>2,950</b>	<b>3,700</b>	<b>3,540</b>	<b>3,600</b>
<b>Uses of Money And Property</b>				
3610 Interest Income	1,200	1,200	1,000	1,000
3650 Rent - City Hall & Others	1,000	1,100	1,200	1,200
3680 Sale Of surplus Assets	-	-	1,000	-
3790 Miscellaneous Income	1,600	1,600	1,550	1,600
	<b>3,800</b>	<b>3,900</b>	<b>4,750</b>	<b>3,800</b>
Proceeds From Notes (Fire Dept)				85,000

<b>Total Current Year Revenue</b>	515,465	523,540	525,445	616,950
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110 General Fund Expenses

	Actual 2023	Budgeted 2024	Estimated Actual 2024	Budgeted 2025
<b>4130 Administration</b>				
<u>Personnel</u>				
8110 Salaries & Regular Pay	56,000	56,000	56,500	56,750
8140 Employee Benefits	8,500			
8143 Employee Retirement Plan				1,703
8149 OPEB				1,703
Total Personnel	64,500	56,000	56,500	60,155
<u>Operations</u>				
8220 Operating Services	2,500	2,500	2,410	2,500
8240 Utilities	3,500	3,500	3,560	3,500
8260 Repair And Maintenance	2,850	3,000	2,950	3,000
8310 Office Supplies	860	1,000	945	1,000
8320 Operating Supplies	200	250	240	250
8330 Fuel & Mileage	250	300	320	350
8590 Other Expenses	1,000	1,100	1,150	1,200
Total Operations	11,160	11,650	11,575	11,800
<u>Capital</u>				
8950 Equipment	-	1,000	1,200	-
Total Capital	-	1,000	1,200	-
<b>Total Administrative Budget</b>	<b>75,660</b>	<b>68,650</b>	<b>69,275</b>	<b>71,955</b>

**4210 Police Department**

<u>Personnel</u>				
8110 Salaries & Regular Pay	68,500	69,000	69,200	70,000
8140 Employee Benefits	9,600	10,000	9,980	10,000
8143 Employee Retirement Plan				2,100
8149 OPEB				2,100
Total Personnel	78,100	79,000	79,180	84,200
<u>Operations</u>				
8220 Operating Services	5,870	6,000	6,050	6,100
8240 Utilities	1,500	1,500	1,420	1,500
8260 Repair And Maintenance	1,410	1,500	1,500	1,500
8310 Office Supplies	245	250	220	250
8320 Operating Supplies	200	200	180	200
8330 Fuel & Mileage	8,750	9,000	9,100	9,200
8590 Other Expenses	1,470	1,500	1,490	1,500
Total Operations	19,445	19,950	19,960	20,250
<u>Capital</u>				
8950 Equipment	2,500	20,000	19,850	2,500
Total Capital	2,500	20,000	19,850	2,500
<b>Total Police Budget</b>	<b>100,045</b>	<b>118,950</b>	<b>118,990</b>	<b>106,950</b>

**4220 Fire Department**

<u>Personnel</u>					
8110	Salaries & Regular Pay	65,780	66,500	66,380	66,500
8140	Employee Benefits	5,680	5,800	5,750	5,800
8143	Employee Retirement Plan				1,995
8149	OPEB				1,995
	Total Personnel	71,460	72,300	72,130	72,300
<u>Operations</u>					
8220	Operating Services	4,500	4,550	4,560	4,600
8240	Utilities	1,250	1,300	1,200	1,200
8260	Repair And Maintenance	1,050	1,000	950	1,100
8310	Office Supplies	150	150	180	200
8320	Operating Supplies	275	300	290	300
8330	Fuel & Mileage	5,210	5,500	5,320	5,500
8590	Other Expenses	1,240	1,300	1,400	1,500
	Total Operations	13,675	14,100	13,900	14,400
<u>Capital</u>					
8950	Equipment	1,000	1,500	1,450	85,000
	Total Capital	1,000	1,500	1,450	85,000
Total Fire Budget		86,135	87,900	87,480	171,700

#### 4400 Office of Building Inspector

<u>Personnel</u>					
8110	Salaries & Regular Pay	65,400	66,000	66,200	67,000
8140	Employee Benefits	4,500	4,600	4,600	4,700
8143	Employee Retirement Plan				2,010
8149	OPEB				62,980
	Total Personnel	69,900	70,600	70,800	71,700
<u>Operations</u>					
8220	Operating Services	3,687	3,800	3,740	4,000
8240	Utilities	680	700	770	800
8260	Repair And Maintenance	250	300	290	350
8310	Office Supplies	250	250	260	300
8320	Operating Supplies	360	400	350	400
8330	Fuel & Mileage	500	600	650	750
8590	Other Expenses	1,350	1,500	1,420	1,500
	Total Operations	7,077	7,550	7,480	8,100
<u>Capital</u>					
8950	Equipment	-	-	-	-
	Total Capital	-	-	-	-
Total Office of Building Inspector Budget		76,977	78,150	78,280	79,800

#### 4520 Parks Department

<u>Personnel</u>					
8110	Salaries & Regular Pay	68,000	67,500	67,400	68,500
8140	Employee Benefits	5,000	5,000	5,120	5,400
8143	Employee Retirement Plan				2,055
8149	OPEB				2,055
	Total Personnel	73,000	72,500	72,520	73,900
<u>Operations</u>					
8220	Operating Services	5,640	5,500	5,560	5,600
8240	Utilities	650	700	680	700

















	201□	20□	20□	202□	202□	202□	202□	202□
Local Option Sales Tax	\$ 112,000	\$ 114,000	\$ 116,000	\$ 118,000	\$ 120,000	\$ 122,000	\$ 124,000	\$ 124,000
Growth in Sales Tax over prior year		1.79%	1.75%	1.72%	1.69%	1.67%	1.64%	

Monthly Local Option Sales Tax Receipts for 202□	
July	8,800
August	11,250
September	10,800
October	9,120
November	13,348
December	18,254
January	7,412
February	7,915
March	8,436
April	9,851
May	9,349
June	9,465
Total	124,000

Average year over year Growth Rate 2017-2023	1.71% Anticipated Growth
Average year over year Growth Rate 2018-2023	1.70%
Average year over year Growth Rate 2019-2023	1.68%
Average year over year Growth Rate 2020-2023	1.67%
Average year over year Growth Rate 2021-2023	1.65%

1. Enter amount of Local Option Sales Tax from the audits of 2016 through 2022 in the Yellow cells C3-H3.
2. Enter the monthly receipts for Local Option Sales Tax for 2022 in cells C7 through the last month you have received 2023 amounts for. Then enter 2022 data for the remaining months (these months are "green" in the model to the left). If you are completing this in March and you have received the February 2023 payment then March through June will be 2022 amounts.
3. The grey percentages in row 4 are the year over year growth for each year after 2017; for instance cell D4 is the growth from 2017 to 2018.
4. It is now time to estimate the 2024 receipts by reviewing the growth rates and watching our video on how to use this model.
5. Enter the 2024 forecasted growth rate into cell "J6" and the spreadsheet will automatically calculate the 2024 amount.

