

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 .
2.	Submit your budget submission electronically. Coming Soon: A new online submission process. Do not send a separate paper copy to our office.
3.	Wait to submit your budget until all needed documentation is ready and available.
4.	Do not submit debt approval requests with your budget submission.

Coming
Soon

Be Sure to Include:

1.	Signed/certified and dated copy of the appropriation ordinance (and tax levy ordinance, if adopted separately). Separate resolution for proprietary/utility funds, when applicable.
2.	Detailed budgets for all funds including enterprise funds and school funds, as applicable, that include estimated beginning and ending balances.
3.	The Comptroller’s required budget submission worksheet.
4.	Documentation for the TISA Act local contribution —for local governments with a school system (see separate requirements).
5.	Cash flow forecast schedules for: <ul style="list-style-type: none">• Operating funds with a budgeted ending cash balance less than 15% of annual expenditures;• Operating funds with an ending cash balance in the prior year audit less than 15% of annual expenditures;• Any fund that received proceeds from TRANs for the past two consecutive years; and• All operating funds if the prior year audit has not been issued/is late.
6.	When applicable, other supporting budget schedules and information. For example, schedules to support budget information, narratives explaining specific issues in the budget that you would like to bring to our attention, policies, and other relevant information.
7.	A 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 of the budget manual available on our website .)

New