

## COUNTY AND METROPOLITAN GOVERNMENT BUDGET CHECKLIST

**Completed**    **Required Items for Budget Submission (Items 6 and 7 are not required if your local government has no debt.)**

- \_\_\_\_\_ 1. Cover letter on the local government's letterhead (Complete contact information should be included.)
- \_\_\_\_\_ 2. Signed and certified copy of the appropriation and tax levy resolutions
- \_\_\_\_\_ 3. Detailed budgets for all funds including enterprise funds and school funds. Please include estimated beginning fund balance and cash balance for each fund at July 1, 2020, and ending balances at June 30, 2021.
- \_\_\_\_\_ 4. Budget Summary Schedule
- \_\_\_\_\_ 5. Cash Flow Forecast Schedules for:
- Operating funds with a budgeted ending cash balance of less than 10% of annual expenditures
  - Operating funds with an ending cash balance in the prior year audit less than 10% of annual expenditures
  - Any fund that received proceeds from TRANs for the past two consecutive years
  - Any fund as requested by our office during our review of the annual budget
  - All operating funds if the prior year audit has not been issued and is late
- \_\_\_\_\_ 6. Schedule of Outstanding Debt and Budgeted Debt Service (when applicable)
- \_\_\_\_\_ 7. Revenue forecasts for property and sales tax in fiscal year 2021 (when applicable)

An Excel spreadsheet including all schedules is available upon request from LGF staff or may be found at: [tncot.cc/budget](http://tncot.cc/budget).