



JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Deputy Comptroller

ANNUAL BUDGET MEMO

– Revised January 30, 2020, to replace reference to MTAS with correct reference to CTAS.

To: Budget Contact
From: Betsy Knotts, Director 
Division of Local Government Finance
Date: January 28, 2020
Subject: Fiscal Year 2021 Annual Budget Memo for Tennessee Counties
and Metropolitan Governments

Thank you for partnering with us as we work together to promote fiscal responsibility in Tennessee’s local governments. Timely budget adoption is foundational to the budget process and ensures your local government begins the fiscal year with a sound financial spending plan. Last year 12 of Tennessee’s 95 counties and metropolitan governments adopted budgets on or before June 30 and filed those budgets with our office within 15 days of adoption. We look forward to even more counties and metropolitan governments joining that number for fiscal year 2021.

Budget Adoption and Submission

Prior to the beginning of each fiscal year, all counties and metropolitan governments in Tennessee must adopt a budget resolution and file it with the Division of Local Government Finance (“LGF”). Local governments that have issued debt pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated, must obtain approval of its budget from LGF (TCA § 9-21-403(c)).

Please submit the entire budget with the required supporting documents to LGF within 15 days of adoption. Only a complete budget with all the required information will be considered as submitted to and received by LGF.

Required Documents for Submission:

- Cover letter on the local government’s letterhead (contact information included);
- Signed/certified copies of the appropriation and tax levy resolutions;
- Detailed budgets for all funds including enterprise funds and school funds, as applicable;
 - Include estimated beginning fund balances and cash balances for each fund at July 1, 2020, and ending balances at June 30, 2021.
- Budget Summary Schedule;
- Cash Flow Forecast Schedules for:
 - Operating funds with a budgeted ending cash balance less than 10% of annual expenditures *or* an ending cash balance in the prior year audit less than 10% of annual expenditures;
 - Any fund that received proceeds from TRANs the past two consecutive years; and
 - All operating funds if the prior year audit has not been issued/is late.

- Schedule of Outstanding Debt and Budgeted Debt Service, as applicable; and
- Revenue forecasts for property and sales tax in fiscal year 2021, when applicable.

Further information concerning budgeting requirements, a budget submission checklist, and excel schedules may be found on our website at: <https://tncot.cc/budget>.

Please send the complete package to: LGF@cot.tn.gov.

If you need any assistance with your submission, you may contact your analyst. For hands-on assistance in preparing and adopting your budget, please contact the County Technical Advisory Service (CTAS) or the State Department of Education-Section of Local Finance.

NOTE: Please do not include debt approval requests with your budget submission.

Enclosures: Contact Information



JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Deputy Comptroller

Contact Information Division of Local Government Finance

Staff Contacts – Effective until February 29, 2020

Lori Barnard, Financial Analyst – A-F*

Email: lori.barnard@cot.tn.gov

Phone: 615-747-5347

Steve Osborne, Financial Analyst – G-N*

Email: steve.osborne@cot.tn.gov

Phone: 615-747-5343

Ron Queen, Financial Analyst – O-Z*

Email: ron.queen@cot.tn.gov

Phone: 615-401-7862

* Please contact the financial analyst assigned to you based on the first letter of the name of your local government (e.g. IDB of Knoxville, “K”, Financial Analyst – Steve Osborne).

Staff Contacts – Effective beginning March 1, 2020

Please refer to the attached map that includes contact information by regional area.

Electronic Submissions: LGF@cot.tn.gov

Mailing Address: Comptroller of the Treasury
Division of Local Government Finance
Cordell Hull Building, 4th Floor
425 Fifth Avenue North
Nashville, TN 37243-3400



Division of Local Government Finance

CONTACT INFORMATION BY REGION

REGION 5

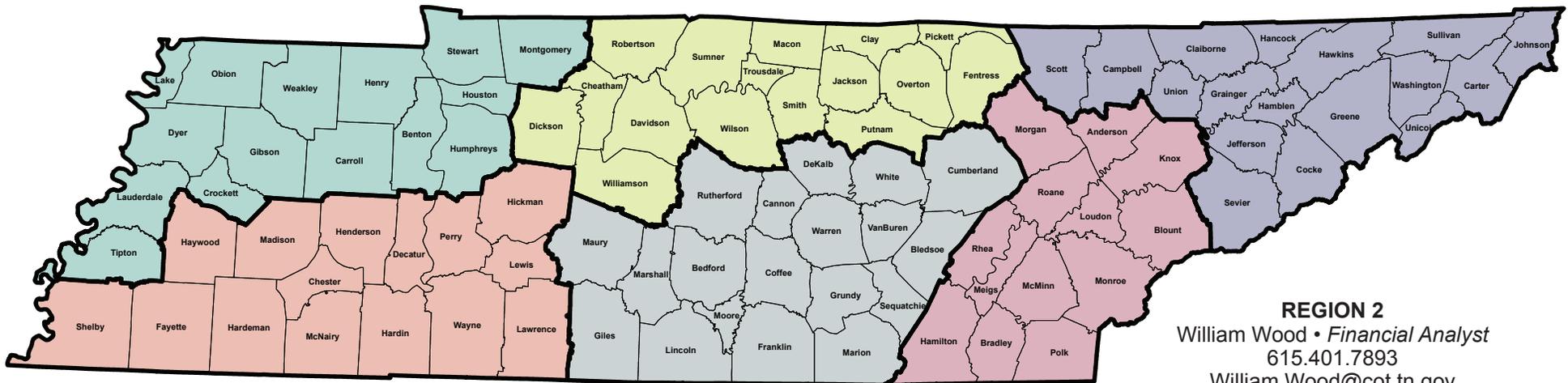
Adam Tschida • *Financial Analyst*
615.401.7829
Adam.Tschida@cot.tn.gov

REGION 3

Steve Osborne • *Financial Analyst*
615.747.5343
Steve.Osborne@cot.tn.gov

REGION 1

Lori Barnard • *Financial Analyst*
615.747.5347
Lori.Barnard@cot.tn.gov



REGION 2

William Wood • *Financial Analyst*
615.401.7893
William.Wood@cot.tn.gov

REGION 6

Betsy Knotts • *Director*
615.401.7954
Betsy.Knotts@cot.tn.gov

REGION 4

Meghan Huffstutter • *Financial Analyst*
615.401.7829
Meghan.Huffstutter@cot.tn.gov

Please send submissions and requests to:
LGF@cot.tn.gov
615.401.7829

Ron Queen • *Financial Analyst*
615.401.7862
Ron.Queen@cot.tn.gov



Effective March 1, 2020