

BUDGET SUBMISSION CHECKLIST

Completed

Required Items for Budget Submission

- _____ 1. Cover letter on the government's letterhead (include complete contact information)
- _____ 2. Signed and certified original copy of the appropriations act (include the property tax levy act, if adopted separately)
- _____ 3. Detailed budgets for all funds, including enterprise funds and school funds (if applicable).
Include beginning estimated cash and fund balances for each fund on July 1, 2021.
- _____ 4. Budget Summary Schedule
- _____ 5. Schedule of Outstanding Debt (when applicable)
- _____ 6. 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
- _____ 7. Revenue forecasts for property and sales tax (when applicable)

An Excel spreadsheet including all schedules is available upon request from your LGF analyst or at:
<https://www.comptroller.tn.gov/office-functions/lgf/budgets/budget-schedules.html>