

## Budget Submission Checklist – Counties & Metro Governments

### Before You Submit Your Budget – Remember:

1.	Review last year’s budget letter for items relevant to this year’s budget: <a href="http://tncot.cc/lgf-letters">tncot.cc/lgf-letters</a> .
2.	Submit your budget submission electronically. <b>Coming Soon:</b> A new online submission process. Do <b>not</b> send a separate <b>paper</b> copy to our office.
3.	Wait to submit your budget until <b>all</b> needed documentation is ready and available.
4.	Do <b>not</b> submit <b>debt approval requests</b> with your budget submission.

Coming  
Soon

### Be Sure to Include:

1.	<b>Signed/certified</b> and <b>dated</b> copy of the appropriation act resolution (and tax levy act resolution, if adopted separately) and separate resolution for proprietary funds, when applicable.
2.	Detailed budgets for <b>all funds</b> including enterprise funds and school funds, as applicable, that include estimated beginning and ending balances.
3.	The Comptroller’s 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"><li>• Operating funds with a budgeted ending cash balance less than 15% of annual expenditures;</li><li>• Operating funds with an ending cash balance in the prior year audit less than 15% of annual expenditures; and</li><li>• Any fund that received proceeds from TRANs for the past two consecutive years.</li></ul>
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 <a href="#">website</a> .)

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