

UTILITY DISTRICT BUDGET SUBMISSION CHECKLIST

Completed The following information must be included in the annual budget submission:

- 1. Cover letter on the Utility District's letterhead (Complete contact information should be included.)
- 2. The Board's resolution adopting the budget or the approved minutes of the meeting at which the Board adopted the budget
- 3. The budget document adopted by the Board that identifies all anticipated revenues by source and all anticipated expenses by type of expense, including debt service
- 4. Schedule of Outstanding Debt and Budgeted Debt Service