

## Budget Submission Checklist – Utility Systems

### 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 requests</b> with your budget submission.

Coming  
Soon

### Be Sure to Include:

1.	<b>Resolution</b> adopting the budget.  The governing body must take official action to adopt its annual budget. A resolution template may be found on our <a href="#">website</a> . A resolution can be approved, signed, and submitted immediately to our office after the meeting at which the budget is adopted.
2.	Detailed budget document that identifies all anticipated revenues by source and all anticipated expenses by type of expense.  a. The budget must include depreciation and be adopted on a basis consistent with generally accepted accounting principles.  b. A budget template is available on our <a href="#">website</a> .
3.	The Comptroller’s budget submission worksheet.
4.	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.

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