

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: tncot.cc/lgf-letters .
2.	Submit your budget submission electronically using the Comptroller’s online submission portal . Do not send a separate paper copy to our office.
3.	Wait to submit your budget until all needed documentation is ready and available.
4.	Do not submit debt requests with your budget submission.

Be Sure to Include:

1.	<p>Resolution adopting the budget.</p> <p>The governing body must take official action to adopt its annual budget. A resolution template may be found on our website. A resolution can be approved, signed, and submitted immediately to our office after the meeting at which the budget is adopted.</p> <p>Note: The budget must be adopted by resolution; minutes will not be accepted by our office in lieu of a resolution.</p>
2.	<p>Detailed budget document that identifies all anticipated revenues by source and all anticipated expenses by type of expense.</p> <ul style="list-style-type: none">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 website.
3.	The Comptroller’s required budget worksheet (available on our website).
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.