## Division of Local Government Finance

Budget Summary Schedule



# Contact Information by Region

### **REGION 5**

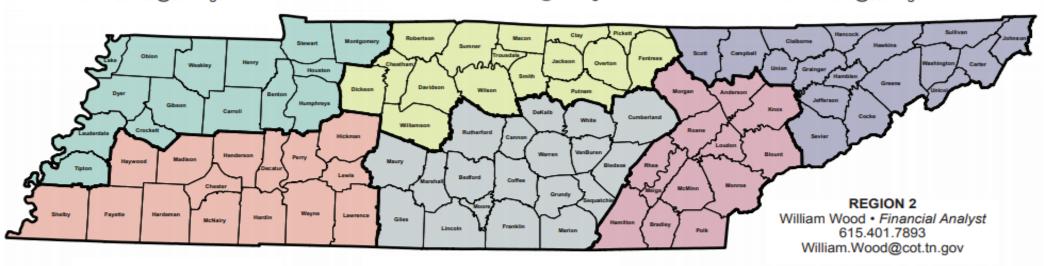
Adam Tschida • Financial Analyst 615.401.7829 Adam.Tschida@cot.tn.gov

#### REGION 3

Steve Osborne • Financial Analyst 615.747.5343 Steve.Osborne@cot.tn.gov

#### REGION 1

Lori Barnard • Financial Analyst 615.747.5347 Lori.Barnard@cot.tn.gov



### **REGION 6**

Betsy Knotts • *Director* 615.401.7954 Betsy.Knotts@cot.tn.gov

Ron Queen • Financial Analyst 615.401.7862 Ron.Queen@cot.tn.gov

### **REGION 4**

Meghan Huffstutter • Financial Analyst 615.401.7829 Meghan.Huffstutter@cot.tn.gov

Please send submissions and requests to:

LGF@cot.tn.gov 615.401.7829



## The Basics

TCA § 9-1-116 requires all governments in Tennessee to appropriate monies that are available before they can be spent on any program or service.

The Budget Summary Schedule is a tool designed to help you ensure that all planned spending as reflected in the detailed, line-item budget is legally authorized by the appropriations act.

In this short presentation, we will discuss the elements of this schedule.



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# The Budget Summary Schedule

This schedule contains specific elements, all of which you will have readily available for each fund from your budget ordinance and detailed, line-item budgets:

- Total revenues for each fund
- Total expenses for each fund
- Estimated beginning cash and fund balances for each fund
- Estimated beginning net position for enterprise funds



## **Budget Summary Schedule Template**

Budget Summary			Sample L	ocal G	overnment														
FY 2022																			
All Funds	Estimated Beginning Cash July 1		Revenues Debt Proceeds			s Transfers-In		Total		Expenditures  *(exclude depreciation for enterprise funds)		Transfers-Out		Total		(u	ncrease or se) of Cash Balance	Estimated Ending Cash June 30	Ending Cash as a Percent of Expenditures
General Fund		•						S	-		-			\$	-	\$	-	S -	#DIV/0!
State Street Aid									-						-		-	-	#DIV/0!
Drug Fund									-						-		-	-	#DIV/0!
Water Fund									-						-		-	-	#DIV/0!
Wastewater Fund									-						-		-	-	#DIV/0!
Electric Fund									-						-		-	-	#DIV/0!
									-						-		-	-	#DIV/0!
									-						-		-	-	#DIV/0!
									-						-	1	-		#DIV/0!
Totals	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$		\$ -	
	Estir	nated						Expenses	**(exclude	,						1	Estimated		
Fortunado Familio	Beginn Posi	ing Net ition	_			Total		capital p debt p	rojects and orincipal				.4-1	(Deci	ease or rease) in Position	E	nding Net Position June 30		
Enterprise Funds Water Fund	Ju	ly l	Reven	iues	Transfers-In	Tota	11	payı	ments)	Iransi	ers-Out	\$	otal	S	Position	-	June 30		
Wastewater Fund						\$	-					2	-	2	-	)			
Electric Fund	1		-				-			-			-		-		•		
Electric Fund	1						-						-		_		•		
	1						-						-		-				
	1																		
Totals	S	-	S	-	S -	S	-	S	-	S	-	S	-	S		S			
										T									
Governmental Funds	Beginni Bal	nated ing Fund ance ly l																	
General Fund	1	-, -																	
State Street Aid	1															+			
Drug Fund																+			
2.051.00																			
Totals		-																	
Note: There are hidden rows for each s	section of th	is schedule	that can be	e unhid	den for governme	nts with a	dditio	al funds.											
* Expenditures: Total should not in	clude desv	eciation o	net since it	icano	n cach expense	but show	ld ire	lude princ	inal navmo	nte						+			
Expenditures: Total should hot in	ciaue uepro	ectation C	ost since it	15 a fic	n cash expense	, out snou	ra me	rade princ	ipai payme	Ht5.						+			
** Expenditures: Total should not	include cos	ts for cani	talizable r	projects	and equipment	t or princi	nal na	vments or	n bonds and	notes. F	stimate	d ending	net pos	ition i	s only es	time	ating the one	erating budget	
		zor cap		Jeek	cquipmen	- princi	r p.	, 01					, act pos				gc op.	and sunger	





## Budget Summary Schedule Elements

### Revenues

- Enter total revenues for each fund
- Separate anticipated proceeds from new debt issued in the budget year
- Separate transfers in from other funds

## Expenses

- Enter total expenses for each fund
- Separate transfers out to other funds

### Notes:

- The sum of all transfers in should tie with the sum of all transfers out
- Only enter data in the white cells. The gray cells are set to calculate for you.



## Budget Summary Schedule Elements

- Beginning cash balances for all fund types
- Beginning fund balances for governmental funds
- Beginning net position (Enterprise Funds) estimated as of July 1 of the budget year
- Notes:
  - The estimated ending balances for cash and net position will calculate automatically



## Things to Remember

- All the figures that you will enter into the Budget Summary Schedule will be found in your budget ordinance and detailed, line-item budgets
- The schedule will provide a check that the total appropriations in your budget ordinance match the planned spending totals in your line-item budgets
- The beginning cash balance, fund balance and net position amounts will be estimates as of July 1

## Message from LGF

A sample Budget Summary Schedule is available on our website at:

https://www.comptroller.tn.gov/office-functions/lgf/budgets/municipalities.html

• Remember to submit your complete budget package by email to:

LGF@cot.tn.gov

No hard copies are required to be sent to LGF!



## Call if you need assistance!

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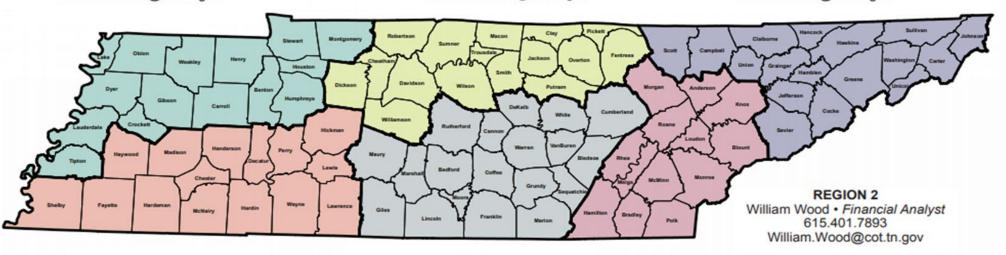
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