



Required Budget Submission Worksheet

The following tables prompt for basic information central to our Office’s review and analysis of your budget. **This worksheet is required for all budget submissions.**

Enter Entity Name →

Enter Budget Year →

Beginning Fund and Cash Balances

- Enter the name of all budgeted funds.
- Enter estimated amounts for the beginning of the budget year (as of July 1).
- Additional space, if needed, is provided on the next page.

Fund Name	Beginning Fund Balance (Net Position)	Beginning Cash

Beginning Fund and Cash Balances

Use the space below if needed.

Fund Name	Beginning Fund Balance (Net Position)	Beginning Cash

Debt Information

If you answer “Yes” to either question 2 or 4, you will need to complete additional schedules.

	Yes	No	N/A
1. Does your local government have debt?			
2. Any new debt issued during the current fiscal year or planned to issue in the upcoming fiscal year?			
3. If you answered “Yes” to question number 2 above, complete Debt Schedule A.			
4. Has any debt been paid off early (before final maturity) during the current fiscal year?			
5. If you answered “Yes” to question number 4 above, complete Debt Schedule B.			
6. All debt payments due in the upcoming fiscal year have been budgeted in the correct funds.			

Debt Schedule A

Identify New or Planned Debt

		Debt Service due in Upcoming Budget Year		
Debt Name	Total Amount Borrowed	Principal	Interest	Total Payment

Debt Schedule B

Identify Debt Paid off Early (before Final Maturity)

Debt Name	Total Amount Originally Borrowed