

Division of Local Government Finance

Basic Revenue Estimating

TENNESSEE COMPTROLLER OF THE TREASURY



Contact Information by Region

REGION 5

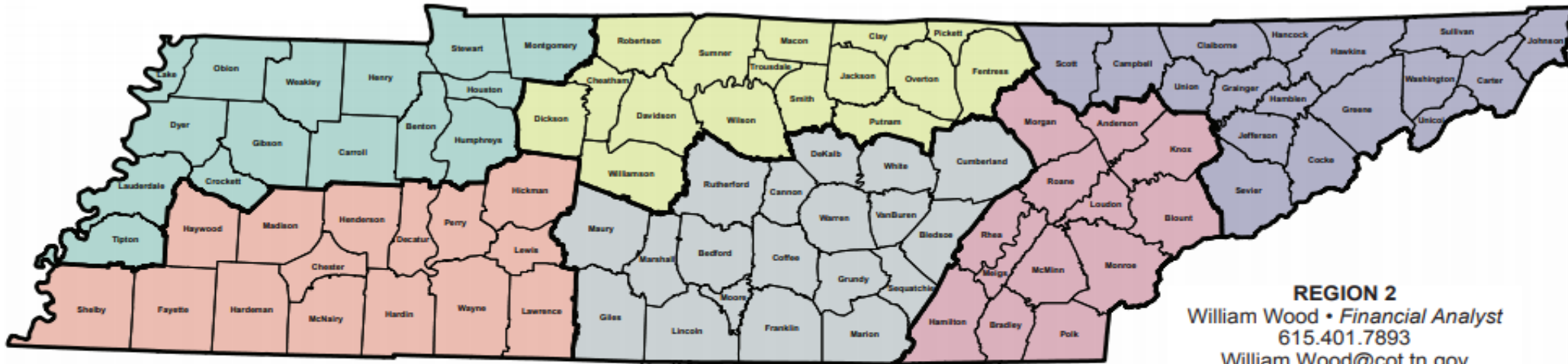
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Please send submissions and requests to:

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Effective March 1, 2020

The Basics

As you begin to build your new budget you are faced with estimating how much to budget for certain revenues:

- Property Taxes
- State Shared Revenues
- Local Option Sales Tax Collections
- Fines and Fees
- Other Revenues

Property Tax Estimating

- Items needed to estimate the tax:
 - The Local Government's total assessed value (link below)
 - Proposed Tax Rate
 - Historical Collection amount

<https://comptroller.tn.gov/office-functions/pa/tax-resources/reports-handbooks-reference.html>

ESTIMATED CURRENT PROPERTY VALUE	APPRAISAL RATIO **	TOTAL REAL PROPERTY ASSESSMENT	TOTAL PERSONAL PROPERTY ASSESSMENT	TOTAL LOCAL ASSESSMENT	PUBLIC UTILITY ASSESSMENT	TOTAL ASSESSMENT
444,644,873		107,894,480	9,538,759	117,433,239	8,088,492	125,521,731

Property Tax Estimating

Add data to yellow highlighted cells:

- Total Assessed Value
- Adopted Tax Rate (from tax levy)
- Historical Collection Rate

[Spreadsheet available on COT website*](http://tncot.cc/budget) (tncot.cc/budget)

Property Tax Estimator for one fund	
Total Assessed Value	\$ 125,521,731.00
Adopted Tax Rate	\$ 2.15
Historical Collection Rate	97.00%
Tax Levy	2,698,717.22
Estimated Collections	2,617,755.70

*There is also a multi-fund estimator for entities that split taxes into several funds.

State Shared Revenue Estimating

- Items needed for estimating State Shared Revenue:
 - Visit the Comptroller's Confirmation page for a five-year history of various revenue receipts including state shared revenues: <https://comptroller.tn.gov/office-functions/la/e-services/confirmations.html>
 - Contact your MTAS or CTAS representative for assistance in estimating these various revenues.
- Cities may find additional help from MTAS's estimates
 - MTAS estimates: <https://www.mtas.tennessee.edu/reference/state-shared-taxes-and-appropriations-coming-fiscal-year>
 - Population of your City

State Shared Revenue Estimating

- Estimates given as a per capita amount for 5 revenues:
 - State Sales Tax
 - State Beer Tax
 - Special Petroleum Products Tax
 - TVA Gross Receipts Tax
 - Gasoline and Motor Fuel Taxes
- Multiply amount of estimate by the City's population.

State Shared Revenue Estimator		
Population	1495	
	2022 Estimate from MTAS	Budget Estimate
General Fund		
State Sales Tax	\$ 96.00	\$ 143,520.00
State Beer Tax	0.48	717.60
Special Petroleum Products Tax	1.99	2,975.05
TVA Gross Receipts Tax	11.70	17,491.50
Total General Fund		\$ 164,704.15
State Street Aid Fund		
Gasoline and Motor Fuel Taxes	\$ 36.00	\$ 53,820.00

	Updated Estimate 2019-2020	Initial Estimate 2020- 2021
General Fund	Per Capita Amount	Per Capita Amount
State Sales Tax	\$90.00	\$96.00
State Beer Tax	.48	.48
Special Petroleum Products Tax (City Streets and Transportation Revenue)	1.99	1.99
Gross Receipts Tax (TVA in lieu of taxes)	12.00	11.70
Total General Fund Revenue	\$104.47	\$110.17
State Street Aid Funds		
Gasoline and Motor Fuel Taxes	\$35.00	\$36.00
Total Per Capita (General and State Street Aid Funds)	\$139.47	\$146.17

Sales Tax Estimating

- Items needed to estimate Sales Tax Collections:
 - A general understanding of your city or county (what's new, what's closing)
 - Last several years of audits
 - Last 12 months of sales tax deposit amounts
 - Due to timing this may be split between the current year and the prior year
 - Use your active logon to access the Revenue External Portal (“REP”) at <https://tntap.tn.gov/REP// />
 - Monthly financial data supporting your tax allocation is available in the City/County Month Detail Report

 Revenue External Portal Home Log In

Username

Password

Logon

[Forgot Password?](#)[Forgot Username?](#)

Welcome to Tennessee Revenue External Portal

By logging in, you confirm you have read the terms and conditions below, you understand them, and that you agree to be bound by them.

1. I acknowledge my official duties may involve access to state tax returns, tax information, and/or tax administration information. I have been advised state tax information requires special protection and may only be accessed, used, or disclosed in the performance of my official duties
2. I have [received and read copies of portions](#) of the Tennessee Code Annotated which pertain to unauthorized disclosure of state tax returns, tax information, and tax administration information. In particular, I have read and received copies of T.C.A. Sections 67-1-1701-1712. I have been advised it is unlawful to access or disclose state tax returns, tax information, or tax administration information for any purpose not authorized as part of my official duties. I have been advised these disclosure restrictions continue to apply even after my employment ceases. I agree to comply with the Tennessee Code sections as described above.
3. I have been advised of the criminal and/or civil penalties associated with violations of the disclosure statutes as described above.
4. I will not access or disclose any state tax return, tax information, or tax administration information in any manner whatsoever, except to the extent, and in a manner specifically permitted by applicable laws, rules, or regulations.



Local Government portal users should contact Financial Control at 615-532-8944 for any questions.
ABC portal users should contact the Miscellaneous Tax unit at 615-253-0680 for any questions.

Sales Tax Estimating

Customer > City/County Clerk Month Detail

Month: 01 - January
Year: 2021

Collections Type: Local Option

Situs: 1900 - Davidson County

Search

Export

Sales Tax Estimating

Statement of Revenues, Expenditures and Changes in Fund Balance - Budget (GAAP Basis) and Actual

General Fund

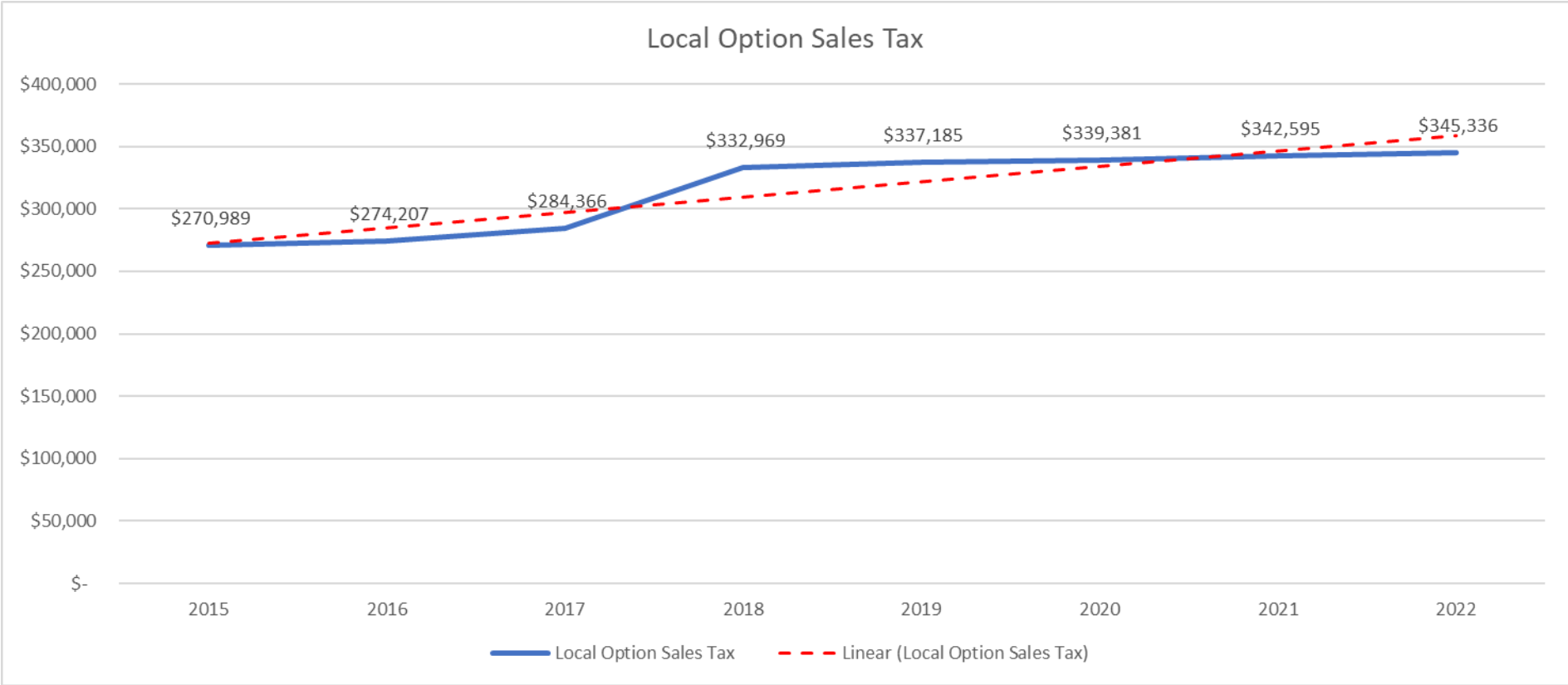
For the Year Ended June 30, 2020

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues:				
Taxes:				
Property taxes	\$178,000	\$178,000	\$181,139	3,139
Public utility tax	-	-	2,147	2,147
Penalty and interest	2,800	2,800	4,805	2,005
Local sales tax	319,800	319,800	339,381	19,581
Local beer tax	52,000	52,000	52,972	972
Local liquor tax	21,900	21,900	20,157	(1,743)
Cable franchise tax	5,200	5,200	19,937	14,737
Total Taxes	579,700	579,700	620,538	40,838

Sales Tax Estimating

	Actual						Partially Estimated	Estimated 2022
	2015	2016	2017	2018	2019	2020	2021	2022
Local Option Sales Tax	\$ 270,989	\$ 274,207	\$ 284,366	\$ 332,969	\$ 337,185	\$ 339,381	\$ 342,595	\$ 345,336
Growth in Sales Tax over prior year		1.19%	3.70%	17.09%	1.27%	0.65%	0.95%	
Monthly Local Option Sales Tax Receipts for 2021		Average year over year Growth Rate 2015-2021				4.14%	Anticipated Growth	0.80%
July	28,186	Average year over year Growth Rate 2016-2021				4.73%		
August	27,133	Average year over year Growth Rate 2017-2021				4.99%		
September	28,789	Average year over year Growth Rate 2018-2021				0.95%		
October	27,863	Average year over year Growth Rate 2019-2021				0.80%		
November	29,753							
December	26,987							
January	26,785							
February	36,841							
March	26,578							
April	28,752							
May	28,741							
June	26,187							
Total	342,595							

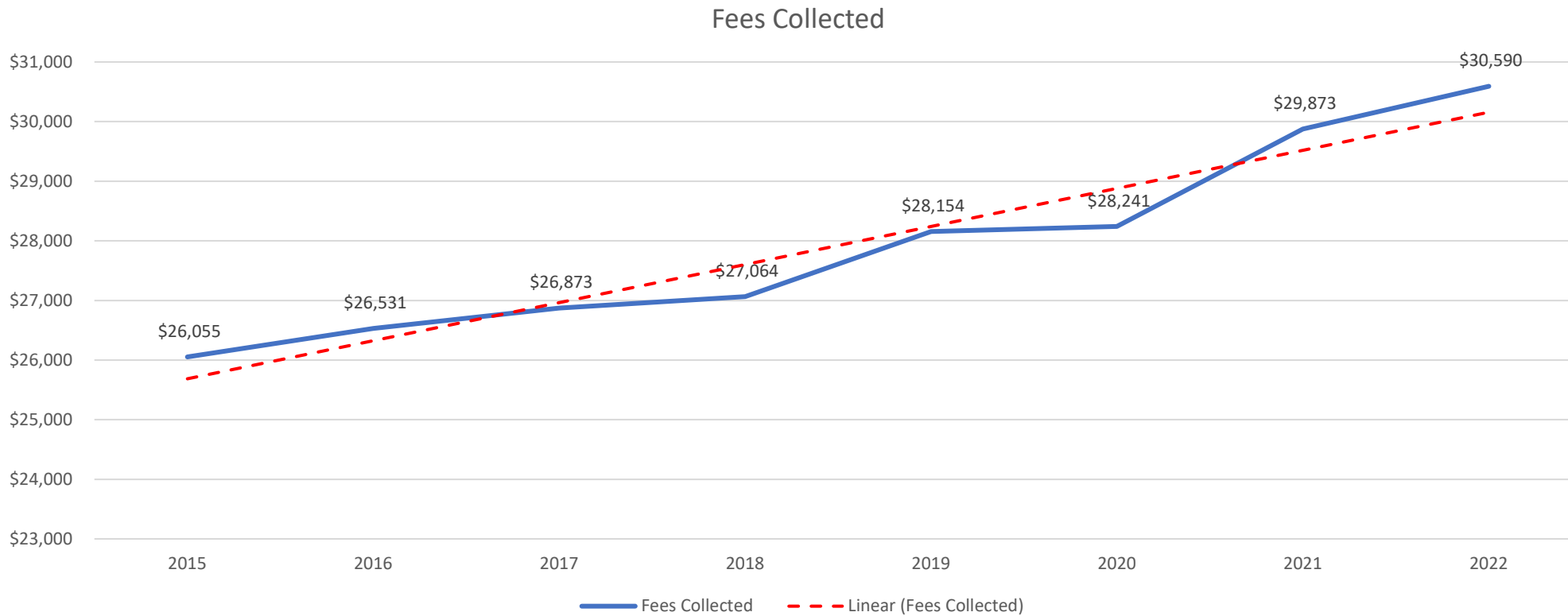
Sales Tax Estimating



Fee Estimating

	Actual							Partially Estimated	Estimated 2022
	2015	2016	2017	2018	2019	2020	2021	2022	
Fees Collected	\$ 26,055	\$ 26,531	\$ 26,873	\$ 27,064	\$ 28,154	\$ 28,241	\$ 29,873	\$ 30,590	
Growth in Fees over prior year		1.83%	1.29%	0.71%	4.03%	0.31%	5.78%		
Monthly Fees Receipts for 2021		Average year over year Growth Rate 2015-2021		2.32%		Anticipated Growth		2.40%	
July	2,512	Average year over year Growth Rate 2016-2021		2.42%					
August	2,468	Average year over year Growth Rate 2017-2021		2.71%					
September	2,674	Average year over year Growth Rate 2018-2021		3.37%					
October	2,485	Average year over year Growth Rate 2019-2021		3.04%					
November	2,573								
December	2,287								
January	2,351								
February	2,473								
March	2,541								
April	2,497								
May	2,625								
June	2,387								
Total	29,873								

Fee Estimating



Things to Remember

- The estimator tool is available on our website.
- Make sure to gather needed information and data first.
- The estimator will only display data, you will need decide on a growth rate based on your Local Government's history.
- The Estimator has a tab for “Other Revenues” that you can copy for as many revenues as you need to estimate.
- The provided charts make a great addition to a board packet.

Message from LGF

- The estimator tool is available on our website at:

tncot.cc/budget

- 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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