Division of Local Government Finance

Cover Letter and Budget Submission Checklist



Contact Information by Region

REGION 5

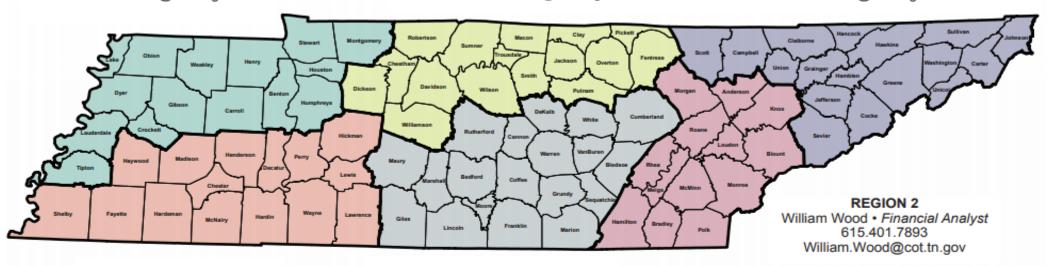
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REGION 6

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REGION 4

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Please send submissions and requests to: LGF@cot.tn.gov

615.401.7829



The Basics

Local governments in Tennessee are required to submit their adopted budgets along with certain supporting documents.

In this short presentation, we will discuss two items to include in your budget package:

- The Cover Letter, and
- The Budget Submission Checklist



The Cover Letter

The Cover Letter is the transmittal document on the local government's letterhead that accompanies your budget submission package and should include the following information:

- Name of person LGF can speak with if we have questions about the budget
- Full contact information for that contact person, including:
 - Direct telephone number
 - Valid email address
- Full contact information for other persons we may contact for answers to questions regarding:
 - School budgets
 - Utilities budgets
 - Highway departments
 - Any other functional areas over which the main budget contact does not have budgetary control.



TENNESSEE COMPTROLLER OF THE TREASURY

Providing complete contact information will help expedite our review of your budget!





TENNESSEE COMPTROLLER OF THE TREASURY

Budget Submission Checklist

- LGF provides a checklist for your convenience to ensure that a complete package is submitted to us for review.
- The checklist is available on our website at:
 - https://comptroller.tn.gov/content/dam/cot/lgf/documents/budgets/cities/ 2021MunicipalBudgetChecklist.pdf



BUDGET SUBMISSION CHECKLIST

C	ompleted	Required Items for Budget Submission
		Cover letter on the government's letterhead (include complete contact information)
_		2. Signed and certified original copy of the appropriations act (include the property tax levy act, if adopted separately)
_		 Detailed budgets for all funds, including enterprise funds and school funds (if applicable). Include beginning estimated cash and fund balances for each fund on July 1, 2020.
_		4. Budget Summary Schedule
		5. Schedule of Outstanding Debt (when applicable)
		6. Cash Flow Forecast Schedules for:
ease remember:		 Operating funds with a budgeted ending cash balance of less than 10% of annual expenditures Operating funds with an ending cash balance in the prior year audit less than 10% of annual expenditures Any fund that received proceeds from TRANs for the past two consecutive years Any fund as requested by our office during our review of the annual budget. All operating funds if the prior year audit has not been issued and is late
Mark each item completed		7. Revenue forecasts for property and sales tax (when applicable)
Include the checklist with you budget submission		

• Submit your complete budget by e-mail to: <u>LGF@cot.tn.gov</u> - Hard copies are not requested!

TENNESSEE COMPTROLLER OF THE TREASURY

• Verify that all pages have been scanned are legible



Call if you need assistance!

REGION 5

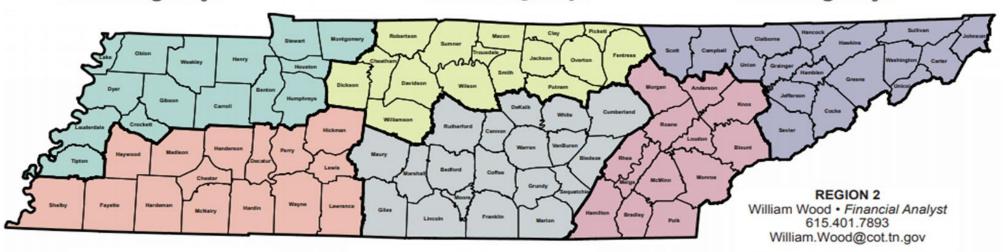
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