



STATE OF TENNESSEE  
COMPTROLLER OF THE TREASURY  
OFFICE OF STATE AND LOCAL FINANCE  
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**ANNUAL BUDGET MEMO**

To: Budget Contact  
From: Sandra Thompson, Director   
Office of State and Local Finance  
Date: April 15, 2016  
Subject: Fiscal Year 2017 Annual Budget Memo for Tennessee Counties

Prior to the beginning of each fiscal year, all counties in Tennessee must adopt an annual budget appropriation resolution and file it with the Office of State and Local Finance (“OSLF”). A county that has issued debt pursuant to Title 9, Chapter 21, or entered into a loan agreement with a public building authority pursuant to Title 12, Chapter 10 of the Tennessee Code Annotated, must obtain approval of its budget from OSLF (T.C.A. §§ 9-21-403(c) and 12-10-109(c)).

**Responsibility of County Officials**

A county’s officials are responsible for adopting a realistic cash-basis balanced budget and for ensuring that the budget is in compliance with specific program statutes or guidelines and with any financing requirements prescribed by any state or federal agency. The officials must also ensure the budget meets any and all other financial compliance requirements established by federal, state, or local statutes or regulations. By submission of the budget to OSLF, county officials are representing that the budget as adopted is realistic and in compliance with all federal, state or local statutes or requirements.

**The Budget and Property Tax Levy**

A county legislative body (the “CLB”) has a duty to adopt a property tax levy by the first Monday in July or as soon as possible thereafter (T.C.A. § 67-5-510). The property tax levy or the amended property tax levy must be adopted in sufficient time so that property tax notices may be sent prior to the first Monday in October (T.C.A. § 67-1-701, OAG 04-149).

**Budget Adoption and Continuation Budgets**

If a County’s CLB has not adopted an appropriation resolution for the upcoming fiscal year by June 30 and it operates pursuant to the General Law, County Budgeting Law of 1957, or the Financial Management Act of 1981, the County may continue operations within the appropriations of the prior

fiscal year until August 31.<sup>1</sup> An appropriation resolution must be adopted no later than August 31. If extraordinary circumstances prevent the adoption of the resolution, the County may request that OSLF approve a request to extend its continuation budget through September 30. Additional guidance regarding extraordinary circumstances and procedures for requesting approval from OSLF may be found at: <http://www.comptroller.tn.gov/sl/>.

### **Closing Notes**

Please submit a complete budget with the required supporting documents to OSLF within 15 days of adoption. Only a complete budget with all the required information will be considered as submitted and received by OSLF. Before submitting the budget information package to OSLF, the county should confirm that the information in the detailed budget matches the resolution adopted by the CLB and that the package contains physical copies of all documents along with all relevant schedules with a *signed and certified* original copy of the appropriation and tax levy resolutions. Further information concerning budgeting requirements, a budget submission checklist, and required schedules may be found on our website at: <http://www.comptroller.tn.gov/sl/>.

Please send the complete budget submission package to your assigned analyst (see the attached contact information and mailing address). If you need any assistance, you may contact the County Technical Advisory Service (CTAS), the State Department of Education-Section of Local Finance, or any member of our staff.

**NOTE: Please do not include debt approval and report requests with your budget submission.**

Enclosure: Attachment – Contact Information

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<sup>1</sup> T.C.A. § 5-9-404 General Law Budgeting, T.C.A. § 5-12-109(A) County Budgeting Law of 1957, and T.C.A. § 5-21-111 Financial Management Act of 1981.

**Attachment**  
**Office of State and Local Finance Contact Information**

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