




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: March 28, 2017
Subject: Fiscal Year 2018 Annual Budget Memo for Tennessee Municipalities

Prior to the beginning of each fiscal year, all municipalities in Tennessee must adopt a budget ordinance and file it with the Office of State and Local Finance (“OSLF”). A municipality 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 Municipal Officials

A municipality’s officials are responsible for adopting a realistic cash-basis balanced budget and for ensuring that the budget complies with specific program statutes or guidelines and with any financing requirements prescribed by any state or federal agency. A municipality’s officials, by submission of its budget to OSLF, represent that its annual operating and capital budget as adopted is realistic and in compliance with all federal, state or local statutes or requirements.

Closing Notes

Please submit the 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 municipality should confirm 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 ordinances. Further information concerning budgeting requirements, a budget submission checklist and required schedules may be found on our website at: www.comptroller.tn.gov/sl.

Please send the complete budget submission package to your assigned analyst (refer to the attached contact information and mailing address). If you need any assistance with your submission, you may contact your analyst. For hands-on assistance in preparing and adopting your budget, please contact the Municipal Technical Advisory Service (MTAS), or the State Department of Education - Section of Local Finance.

NOTE: Please do not include debt approval or refunding report requests with your budget submission.

Enclosure: Attachment – Contact Information

Attachment
Office of State and Local Finance
Contact Information

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