
APPENDIX D

LAWS AND REGULATIONS

1. Selected State Laws Affecting Counties

Counties must comply with federal, state, local laws and regulations, grant requirements, and contract requirements. When determining which laws and regulations have a material direct or indirect impact on the financial statements, both qualitative and quantitative aspects must be considered. No one source summarizes all applicable laws and regulations. The following list references should only be used as a guideline in determining which state laws affect a county and should not be considered a comprehensive list. These references do not necessarily represent the most significant laws, but represent areas in which recurring questions have arisen.

Selected Tennessee Code Annotated references for Counties

Audits

Section 4-3-301 - 304	General audit requirement
Section 8-4-109	Audits of governmental entities, Comptroller authorized
Section 9-3-206	Comptroller to have access to all books and records
Section 9-3-211	Annual audits required

Criminal Statutes

Section 18-2-105	Clerks of court - embezzlement
Section 39-14-103	Theft of property
Section 39-14-130	Destruction of valuable papers with intent to defraud
Section 39-16-401	Definitions of public misconduct
Section 39-16-402	Official misconduct
Section 39-16-403	Official oppression
Section 39-16-501	Definitions for interference with government operations
Section 39-16-504	Destruction of and tampering with governmental records

Books and Records

Section 5-8-501	Uniform Accounting System, including Chart of Accounts
Section 5-8-505 & 67-5-1902	County officials are to file an annual financial report. Fiscal year end requirement of June 30
Section 9-2-138	Administrative officers are required to reconcile the fund accounts with the trustee's cash balance

Budgeting and Purchasing

Section 5-8-107	Revenues to be appropriated for expenditure by County Commission
Section 5-8-507	Publication of annual operating budget
Section 5-9-109	Contributions to nonprofit charitable organizations <i>(GO TO DETAILED REGULATIONS – APP.D-7)</i>
Section 5-9-401	The County Commission must appropriate all funds
Section 5-9-407	Budget amendments
Section 5-12-101	Fiscal Control Act of 1957 – Budgeting
Section 5-14-101	Fiscal Control Act of 1957 – Purchasing
Section 5-14-201	Purchasing Law of 1983
Section 5-21-101	Financial Management System of 1981
Section 12-3-219	Competitive Reverse Auction Process
Section 12-3-1001	Purchasing under state contracts
Section 12-3-1003	Purchasing used/second-hand goods from private individuals
Section 12-3-1004	Purchasing through another county
Section 12-3-1006	Purchasing at public auctions
Section 12-4-101	Personal interest of officers prohibited
Section 12-4-106	Contracts for professional services
Section 49-2-203	General School Law
Section 54-7-113	Uniform Road Law
Section 62-2-107	Architect needed for construction projects exceeding \$25,000

Electronic Commerce

Section 4-30-101	Local Government Electronic Technology Act of 2009
Section 5-21-116(c)	Approval of mechanical check signing machine (applies only to the Financial Management System Act of 1981)
Section 5-21-130	Sale of surplus, unusable or obsolete equipment on an internet site (applies only to the Financial Management System Act of 1981)
Section 9-1-108	Acceptance of credit cards
Section 10-7-123	Electronic access to county information

Statutory Bonds

Section 5-6-109	Bond of County Executive
Section 8-8-103	Bond of Sheriff
Section 8-11-103	Bond of Trustee
Section 8-13-103	Bond of Register
Section 8-19-102	Bonds to be filed with Comptroller's Office
Section 8-19-103	Bonds to be recorded in the Register's Office
Section 8-19-106	County to pay the premiums on the official's bonds
Section 54-4-103	Bond of Highway Administrator
Section 67-1-505	Bond of Assessor of Property

County Commission

Section 5-1-104	Vacancies on the County Commission must be filled within 120 days
Section 5-5-102	County employee may serve on County Commission
Section 5-5-107	Compensation of County Commission
Section 49-2-101	Powers and duties of County Commission concerning School Department

County Monies

Sections 5-8-201 & 9-1-107	Escrow coverage
Section 5-8-207	Three day deposit law. Requires every constitutional officer handling public funds to maintain an official bank account. Also requires that all funds be disbursed by prenumbered check.
Section 5-8-210	Checking System
Sections 5-8-301 & 9-4-107	Investment of idle funds
Section 9-2-103	Official receipts required
Section 9-2-104	Official receipts to be prenumbered

County Officials

Section 8-20-101	Hiring of deputies – letter of agreement or salary decree required
Section 8-21-401	Authorized fees – Circuit and General Sessions
Section 8-21-601	Authorized fees – Clerk and Master
Section 8-21-701	Authorized fees – County Clerk
Section 8-21-801	Special Commissioners
Section 8-21-901	Authorized fees – Sheriff
Section 8-21-1001	Authorized fees – Register

County Officials (continued)

Section 8-21-101	Clerks and county officials deprived of fees when salaries are paid by the county
Section 8-22-103	Excess fees are property of the county
Section 8-22-104	Remittance of excess fees to county
Section 8-24-102	Compensation of county officials, except schools
Section 12-4-101	Conflict of interest statute
Section 16-15-5003	Salary of the General Sessions Judge
Section 66-29-101	Unclaimed funds

Clerks of Courts (also see County Officials)

Section 18-2-101	Receipts and disbursements to be posted to dockets
Section 18-2-103	Docket trial balance
Section 18-4-103	Circuit Court Clerk's duty to file for court costs in state cases
Section 18-6-108	Probate of instruments
Section 20-12-141	Payments to clerks – costs

Debt

Section 7-51-901	County Commission approval required for all leases
Section 7-51-904	Installment purchase contract requirements
Section 9-21 et seq.	Debt – bonds, notes, loans

Highway Departments

Section 54-7-101 et seq.	Uniform road law
Section 54-7-107	Chief administrative officer to name interim successor
Section 54-7-112	Annual listing of highway equipment inventory to be filed with County Mayor and County Commission by September. Also requires equipment to be plainly marked and numbered.
Section 54-7-113	Highway purchasing law
Section 54-7-202	Use of county owned equipment, tools, and materials for private purposes prohibited
Section 54-7-203	Personal financial interests prohibited
Section 54-10-103	Designation of county roads. Requires an annual listing of county roads to be approved by the County Commission at their January meeting.

Sheriff and Drug Control Funds

Section 8-4-115	Fingerprint law requirements
Section 18-1-206	Disposal of physical evidence

Sheriff and Drug Control Funds (continued)

Section 39-11-116	Disposal of forfeited property
Section 39-16-609	Failure to appear
Section 39-17-420	Drug control fines and forfeitures, allowed uses of drug funds, Comptroller's guidelines must be followed for confidential expenditures, fingerprinting equipment.
Section 39-17-428	Mandatory minimum fines – allocation of proceeds
Section 39-17-505	Possession of gambling device or record – forfeiture
Section 39-17-1317	Confiscation and disposal of confiscated weapons
Section 40-7-122	Jail booking fee
Section 41-2-129	Work release program requirements
Section 41-12-101	Regional Jail Authority Act
Section 53-11-201	Procedure in confiscation, sale of seized property
Section 53-11-415	Special revenue fund required for drug fund
Section 57-9-202	Procedures for seizing contraband

Taxes

Section 67-1-801	Interest and penalty on delinquent taxes
Section 67-4-101	Privileges taxable
Section 67-4-602	Litigation tax
Section 67-4-719	Business tax collections - county clerk should issued distress warrants for delinquent business taxes
Section 67-5-510	Setting of property tax rate
Section 67-5-701	Tax Relief
Section 67-5-705	Property tax freeze act
Section 67-5-1801	Trustee shall not accept current taxes when delinquent taxes are due except in bankruptcy or dispute. Trustees may accept partial payments of property taxes if they have an approved plan.
Section 67-5-1804	Discount for early payment of property taxes
Section 67-5-1805	Payment of taxes by part owner
Section 67-5-1806	County barred from collecting delinquent property taxes after 10 years
Section 67-5-2004	Requires the delivery of delinquent taxes to Chancery or Circuit Court. List must be delivered to the delinquent tax attorney between February 1 and April 1.
Section 67-5-2010	Interest and penalty on property taxes
Section 67-5-2403	clerk must provide the trustee with a listing of delinquent taxpayers between June 1 and July 1
Section 67-5-1806	County barred from collecting delinquent property taxes after 10 years
Section 67-6-712	At least 50 percent of the local option sales tax must be used for school purposes

Taxes (continued)

- Section 67-6-712 Distribution of coal severance tax – 50% to schools and 50% to highways
- Section 67-7-201 Mineral severance tax – to highways

Trustee

- Section 8-11-104 Duties of trustee
- Section 8-11-110 Trustee’s commission – general
- Section 49-3-358 Trustee’s commission on state education funds
- Section 49-3-315 ADA adjustments by trustee
- Section 67-5-1808 Trustee may accept partial payments of property taxes

School Departments

- Section 49-2-110 School activity funds
- Section 49-2-112 School audits
- Section 49-2-113 Approval of use of mechanical check-signing equipment. Requires filing of remote access statement
- Section 49-2-203 Board of Education – duties
- Section 49-2-301 Director of Schools
- Section 49-2-601 et seq School support organizations (PTOs, booster clubs, etc.)
- Section 49-3- et seq School debt issues
- Section 49-3-351 BEP Formula
- Section 49-3-1003 ADA split of school debt proceeds
- Section 49-3-1005 No ADA split required if debt repaid from outside tax rate
- Section 49-5-408 Teachers required to have a contract
- Section 49-6-2003 Teacher conflicts of interest
- Section 49-6-2007 Sale of surplus school property
- Section 49-6-2007 Donation of Surplus Computers to Low Income Families
- Section 49-6-2109 Advertising on School Buses

Other

- Section 8-44-101 Sunshine Law – Policy
- Section 9-21-130 Guidelines and rules and regulations relating to contracts and agreements authorized. (*GO TO SUMMARY – APP.D-8*)
- Section 10-7-503 Records open to public inspection
- Section 68-211-874 Landfills must be accounted for in an enterprise fund. Other solid waste activities may be accounted for in either an enterprise fund or a special revenue fund.
- Section 68-221-1012 Reporting water loss to the Water and Wastewater Financing Board

2. **County Donations to Nonprofit Organizations**

Section 5-9-109, *Tennessee Code Annotated*, authorizes a county's governing body to appropriate funds for the financial aid of any nonprofit charitable organization any chamber of commerce, exempt from taxation pursuant to the Internal Revenue Code of 1954, Section 501 (c) (6), as amended, or any nonprofit civic organization under guidelines required by subsection (b) of this statute. The auditor should consider the following items when determining whether a county has complied with this law.

1. A county may appropriate funds for only those nonprofit charitable organizations that provide promotes the general welfare of the residents of the county, or any nonprofit civic organization classified under Section 501(c)(4) or (c)(6) of the Internal Revenue Code working for the purpose of bringing about civic betterments, and social improvement through efforts to maintain and increase employment opportunities in the county.
2. The legislative body is required at a minimum to have a separate section of the appropriating resolution of the budget document which shall include the following: (1) the name of each nonprofit organization, (2) the specific amount appropriated to that organization.
3. The county shall devise guidelines directing for what purposes the appropriated money may be spent.
4. The payments to these organizations shall not exceed the amount appropriated to each organization.
5. Each organization receiving financial assistance shall file a copy of the annual audit or in lieu of an audit report an annual report of its business affairs and transactions.
6. For appropriations to nonprofit civic organizations, notices shall be published in a newspaper of general circulation in the county of the intent to make an appropriation, specifying the intended amount and purpose.

3. State Funding Board's Guidelines on Interest Rate and Forward Purchase Agreements

As directed by TCA 9-21-130, the revised Guidelines are effective November 1, 2009.

Summary of Guidelines

- Require adoption of debt management and derivative policies
- Require financial statements with a clean audit opinion
- Require independence of advisors and counsel
- Require avoidance of conflicts among third party professionals involved in the transactions
- Specify staff and required knowledge
- Impose ongoing reporting for Interest Rate and Forward Purchase Agreement transactions

Additional information regarding these Guidelines can be found on the web at:
<http://www.comptroller1.state.tn.us/sl/lfstfundbd.asp> .

4. Selected State Laws Affecting Municipalities

Municipalities must comply with federal, state, and local laws and regulations and charter and contract requirements. When determining which laws and regulations have a material direct or indirect impact on the financial statements, both quantitative and qualitative aspects must be considered. No one source summarizes all the applicable laws and regulations. The following list of references should be used only as a guideline in determining which state laws affect the municipality and should not be considered a comprehensive list of compliance features. These references do not necessarily represent the most significant laws, but represent areas in which recurring questions have arisen.

Many municipalities have “Private Act” charters. The Private Acts of the State of Tennessee should be reviewed for these municipalities to assess compliance requirements.

Selected Tennessee Code Annotated References for Municipalities

Charters

Section 6-1-101	Mayor - Alderman
Section 6-18-101	City Manager - Commission
Section 6-30-101	Modified City Manager - Council

Books and Records

Section 6-54-903	Travel Policies – Filing Requirements
Section 6-56-201	Municipal budget law of 1982
Section 8-44-104	Minutes required, open for public inspection
Section 9-2-102	Uniform accounting system
Section 9-2-103 – 104	Consecutively prenumbered receipts required
Section 9-2-106	Violation of receipt requirements is a Class C misdemeanor
Section 39-14-130	Destruction of valuable papers with intent to defraud
Section 39-16-504	Destruction of and tampering with governmental records
Section 66-29-113	Reporting abandoned property
Section 68-221-1012	Reporting water loss

Audits

Section 6-56-105	Audits of municipalities
Section 8-4-109	Audits of governmental entities, Comptroller authorized
Section 8-4-115	Audit of Standardized Booking Procedures
Section 9-3-212	Duty to order and pay for audits
Section 9-3-405	Audit Committees
Section 47-10-101 – 103	Uniform Electronic Transactions (audit contract and audit report)

Taxes

Section 6-55-101	Collection and payment of tax
Section 6-55-201	Sale of real estate for delinquency
Section 6-55-301	Privilege tax
Section 8-21-107	Payment (receipt) of fees, fines, costs, etc. by credit card
Section 9-1-108	Collection of taxes with credit or debit card
Section 67-5-2005	Delinquent municipal real property tax certified to county trustees
Section 67-5-2404	Delivery of delinquent tax list to attorney

Purchasing

Section 6-54-107	Officers' interest in municipal contracts prohibited
Section 6-56-301	Municipal purchasing law
Section 12-2-407	Sale of surplus property to governmental entities and not-for-profit corporations
Section 12-3-1001	Purchases for local governmental units (by department of general services)
Section 12-4-101	Personal interest of officers prohibited
Section 12-4-106	Contracts for professional services
Section 39-16-105	Buying and selling in regard to offices held or elected to

Investing and Banking

Section 6-56-106	Authorized investments
Section 6-56-110	Deposits to be secured by collateral
Section 9-1-107	Investments—deposits exceeding insurance limits
Section 9-4-101	Collateral

Debt

Section 9-21-408	Interfund loans
Section 9-21-601	Capital outlay notes
Section 9-21-903	Refunding bond issues

Disbursements

Section 6-54-111	Appropriation of funds for nonprofit organizations (<i>GO TO LAW SUMMARY – APP.D-13</i>)
Section 6-54-901	Reimbursement for expenses incident to holding office
Section 6-56-111	Deposit within three working days—petty cash fund
Section 6-56-111(c)	Use of consecutively prenumbered checks
Section 6-56-112	Expenditures for lawful municipal purpose
Section 54-4-204	State street aid: Purposes for expending funds; Accounting

Deficits and Unaccounted for Water

Section 68-221-1010 Report filed with Water and Wastewater Financing Board
Section 68-221-1012 Unaccounted for water

Landfills/Solid Waste

Section 68-211-874 Accounting

Municipal Utilities

Section 7-34-115 Disposition of revenue
Section 7-35-401 Sewers and waterworks—authority granted
Section 7-39-302 Municipal gas companies
Section 7-52-101 Municipal electric plant law
Section 7-52-401 Telecommunications Services
Section 7-52-601 Cable Television, Internet and Related Services
Sections 7-39-404, In-lieu of tax payments
7-52-118, 7-52-304,
and 7-52-606

Police and City Courts

Section 8-4-115 Standardized procedures for booking of arrestees
Section 18-1-105 Court Clerk – Duties
Section 18-1-206 Disposal of physical evidence
Section 39-16-609 Failure to appear
Section 39-17-420 Fines and forfeitures—fingerprinting equipment
Section 39-17-428 Mandatory minimum fines—allocation of proceeds
Section 39-17-505 Possession of gambling device or record—forfeiture
Section 39-17-1317 Confiscation and disposition of confiscated weapons
Section 39-17-1318 New serial numbers for confiscated firearms
Section 40-33-201 Application (procedures in confiscation – general)
Section 40-35-313 Expungement from official records
Section 53-11-201 Procedure in confiscation
Section 53-11-204 Disposition of proceeds
Section 53-11-415 Special revenue account for drug fund
Section 53-11-451 Goods subject to forfeiture –seizure—disposition
Section 55-8-198 Citations based on surveillance cameras
Section 55-10-204 Illegal cancellation of traffic citations
Section 55-10-208 Uniform traffic citation form
Section 55-10-303 Disposition of collections
Section 55-10-306 Record of traffic cases—report of convictions to department
Section 55-10-403 Forfeiture of vehicles (DUI)

Police and City Courts (continued)

Section 55-16-101 Report of unclaimed vehicles
Section 55-50-502 Suspension of licenses
Section 55-50-503 Surrender of license

Criminal Statutes

Section 39-11-106 Definitions (criminal offenses)
Section 39-14-104 Theft of services
Section 39-16-401 Definitions for public misconduct offenses
Section 39-16-402 Official misconduct
Section 39-16-403 Official oppression
Section 39-16-501 Definitions for interference with government operations offenses
Section 39-16-503 Tampering with or fabricating evidence
Section 40-39-201 Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification and Tracking Act of 2004

Other

Section 4-4-108 Blanket surety bond required
Section 8-44-101 Sunshine Law – Policy
Section 8-44-102 Open meetings
Section 8-44-103 Notice of public meetings
Section 9-21-130 Guidelines and rules and regulations relating to contracts and agreements authorized.
(GO TO SUMMARY – APP.D-8)

Section 10-7-503 Records open to public inspection
Section 12-4-101 Conflict of interest
Section 47-10-119 Filing of pre-implementation statement and post-implementation review for electronic business systems that provide for electronic records of signatures and/or authorizations

Section 6-56-401 et al Municipal Finance Officer Certification and Education Act of 2007

5. Municipal Donations to Nonprofit Organizations

Section 6-54-111, *Tennessee Code Annotated*, as amended, authorizes a municipality's governing body to appropriate funds for the financial aid of any nonprofit charitable organization that provides year-round services benefiting the general welfare of the residents of the municipality or any nonprofit civic organization working to maintain and increase employment opportunities in the municipality. This section also provides for the Comptroller of the Treasury to establish standard procedures to assist the municipal governing body in the disposition of funds so appropriated. The auditor should consider whether the municipality has complied with the following laws and rules:

1. A municipality may appropriate funds for only those nonprofit charitable organizations that provide year-round services benefiting the general welfare of the residents of the municipality, or any nonprofit civic organization classified under Sections 501(c)(4) or (6) of the Internal Revenue Code working to maintain and increase employment opportunities in the municipality.
2. Municipal payments to nonprofit organizations shall be limited to the amounts appropriated for such purposes and in keeping with the municipality's guidelines for how the appropriated funds may be spent.
3. The municipality shall require that each nonprofit organization receiving financial assistance from the municipality file with the disbursing official of the municipality a copy of an annual audit of its business affairs and transactions and the proposed use of the contributed funds.
4. For appropriations to nonprofit civic organizations, notices shall be published in a newspaper of general circulation in the municipality of the intent to make an appropriation, specifying the intended amount and purpose.

6. Selected State Laws Affecting Utility Districts

Utility districts must comply with federal and state laws and regulations and contract requirements. When determining which laws and regulations have a material direct or indirect impact on the financial statements, both quantitative and qualitative aspects must be considered. No one source summarizes all the applicable laws and regulations. The following list of references should be used only as a guideline in determining which state laws affect utility districts and should not be considered a comprehensive list of compliance features. These references are not necessarily the most significant laws, but represent areas in which recurring questions have arisen.

Selected *Tennessee Code Annotated* References for Utility Districts

Commissioners

Section 7-82-307	Vacancies
Section 7-82-308	Compensation
Section 7-82-308	Qualifications
Section 7-82-602	Number of commissioners

Debt

Section 7-82-501	Issuance of bonds or notes: review by director of local finance
Sections 7-82-501–507	Bonds and notes

Financial Distress/Unaccounted for Water Loss

Section 7-82-401	Accounting manual
Sections 7-82-701–706	Utility Management Review Board
Section 7-82-401(h) & 68-221-1012(b)	Unaccounted for water loss

Investments

Section 7-82-108	Types authorized—to be secured
Section 9-4-103	Eligible collateral
Section 9-1-107	Depositories

Meetings

Section 7-82-308	Required meetings
Section 7-82-308	Time and place published
Section 8-44-103	Adequate public notice

Records

Section 7-82-308	Minutes
Section 7-82-401	Audit–accounting manual–books and records
Section 7-82-401	Publishing financial statements & travel expenses
Section 8-44-104	Minutes open for public inspection

Other

Section 7-82-113	Expenditures must be for a lawful district purpose
Section 7-82-307(b)(1)(B)	Petitioner(s) to remove commissions to file \$350 bond
Section 7-82-402	Telephone listing, office address
Section 7-82-403	Rates
Section 7-82-801	Purchasing policy
Section 12-4-101	Conflict of interest
Section 66-29-101	Unclaimed property
Section 68-221-904	Operators–certified