

## UTILITY DISTRICT BUDGET SUBMISSION CHECKLIST

**Completed** The following information must be included in the annual budget submission:

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- 1. Cover letter on the Utility District's letterhead (Complete contact information should be included.)
- 2. The Board's resolution adopting the budget or the approved minutes of the meeting at which the Board adopted the budget
- 3. The budget document adopted by the Board that identifies all anticipated revenues by source and all anticipated expenses by type of expense, including debt service
- 4. A current schedule of outstanding debt including principal and interest payments for the budgeted year