



July 27, 2024

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# Operating Budget Resource Materials

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Dear Reader:

The following document was created from the CTAS website ([ctas.tennessee.edu](http://ctas.tennessee.edu)). This website is maintained by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

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County Technical Assistance Service  
226 Anne Dallas Dudley Boulevard, Suite 400  
Nashville, Tennessee 37219  
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# Operating Budget Resource Materials

Reference Number: CTAS-2080

Sample Letter of Agreement

## County Budget Laws

Reference Number: CTAS-2114

Charters

**County**

Shelby  
Knox  
Davidson  
Moore  
Trousdale

**Budget Law**

Charter  
Charter  
Metro Charter  
Metro Charter  
Metro Charter

1957 Act With Schools

**County**

Blount  
Johnson  
Loudon  
Roane

1957 Act Without Schools

**County**

Cheatham  
Cocke  
Dickson  
Greene  
Jackson  
Lawrence  
Montgomery  
Overton  
Smith  
Washington  
Williamson (with 1990 Budget Law)

Private Acts

**County**

Benton  
Dyer  
Gibson  
Grainger  
Hardeman  
Henry  
Marshall  
Maury  
McNairy  
Meigs  
Rutherford  
Sullivan  
Sumner  
Tipton

1993 Law

**County**

Decatur  
DeKalb  
Hardin

1981 Act  
County

Anderson  
Bedford  
Campbell  
Cannon  
Carter  
Claiborne  
Cumberland  
Fentress  
Franklin  
Giles  
Henderson  
Hickman  
Jefferson  
Lincoln  
Madison  
McMinn  
Monroe  
Morgan  
Rhea  
Robertson  
Scott  
Union  
Warren  
Weakley  
White  
Wilson (excludes schools)

<sup>1</sup> All other counties are under general law budgeting provisions.

## Department Budget by Object Code

Reference Number: CTAS-2081

Department Budget by Object Code

### Expenditures

#### 55130Ambulance

105	Supervisor/Director	42,000
162	Clerical Personnel	21,000
164	Attendants(EMT, PM)	504,000
196	In-service Training	3,400
201	Social Security	45,747
204	State Retirement	10,325
207	Employee Insurance	54,000
210	Unemployment compensation	8,372
307	Communication	10,700
308	Contracts w/Quality Care	20,000
320	Dues and Memberships	200
332	Legal Notices, Court Cost	3,000
333	Licenses	2,300
335	Maint/Repair/Building	10,000
338	Maint/Repair/Vehicles	10,000
340	Medical & Dental Services	1,000
348	Postal Charges	1,000
355	Travel	1,000

359	Disposal Fees	1,000
399	Contracted Services	6,000
410	Custodial Supplies	3,600
411	Data Processing Supplies	3,000
412	Diesel Fuel	18,000
413	Drugs & Medical Supplies	42,000
415	Electricity	7,500
434	Natural Gas	2,800
435	Office Supplies	1,000
450	Tire and Tubes	5,400
451	Uniforms	7,000
454	Water and Sewer	1,700
499	Other Supplies (linens)	8,000
502	Building and Contents Insurance	3,500
506	Liability Insurance	6,200
510	Trustee's Commission	13,372
511	Vehicles & Equipment Insurance	10,700
513	Workers' Comp. Insurance	36,870
708	Communication Equipment	10,000
709	Data Processing Equipment	16,700
711	Furniture & Fixtures	3,700
718	Motor Vehicles	184,000
735	Health Equipment	72,600
Total Ambulance Service		1,212,686

## Line-item Budget

Reference Number: CTAS-2081

### Partial Line Item Budget

This is an excerpt from a county appropriation resolution. It reflects the ambulance service department budget, listed in the other exhibit by object code, as a line item within the Public Health and Welfare section.

#### Public Health & Welfare

Ambulance Service	\$1,212,686
Other Local Health Services	50,000
Regional Health Services	25,000
Appropriations to State	100,000
General Welfare Assistance	\$1,387,686

## Sample Budget Calendar

Reference Number: CTAS-718

### **SAMPLE BUDGET CALENDAR**

\_\_\_\_\_ County

For the Fiscal Year 20\_\_

#### *PHASE ONE: Adoption of Budgeting System*

<b>Dates</b>	<b>Responsibility</b>	<b>Procedures or Action To Be Taken</b>
November 1–January	Committee & Department	Develop procedures, budget forms and budget

1	Heads	calendar
January 2–31	CountyLegislativeBody	Adopt budgeting process
February 1	Budget Coordinator	Transmit budget instructions, related statistical data, procedures, forms, and budget calendar to all department heads responsible for preparing the department's budget

### PHASE TWO: *Departments Prepare Budgets*

Dates	Responsibility	Procedures or Action To Be Taken
February 1	Department Heads	Prepare information for proposed budget
April 1–10	Department Heads	Provide complete information to budget coordinator
April 1	Budget Coordinator	Assemble information for presentation to county legislative body
April 10–15	Operating Department Heads	Present budgets to county legislative body

### PHASE THREE: *Review, Analysis and Recommendations*

Dates	Responsibility	Procedures or Action To Be Taken
April 15	CountyLegislativeBody	Review budgets with department heads
May 15	Budget Committee	Analyze budgets; review alternatives and priorities as to funding and expenditures; prepare recommendations
May 15–30	Budget Coordinator	Prepare consolidated budgets and recommendations

### PHASE FOUR: *Review of Budget by County Legislative Body*

Dates	Responsibility	Procedures or Action To Be Taken
June 1–20	CountyLegislativeBody (CLB)	Review budgets
June 20–30	CLB	Negotiate budget changes and hold budget hearings
July 1 - August 31	CLB	Adopt budget

### PHASE FIVE: *Preparation and Dissemination of Adopted Budgets*

Dates	Responsibility	Procedures or Action To Be Taken
June 30 - August 31	Budget Coordinator	Prepare adopted budget in printed form; disseminate budgets to department heads as their authority to receive and expend funds

Recommended Practice: Develop a Budget Calendar

## Sample Budget Handbook

Reference Number: CTAS-2083

### **Budget Handbook**

\_\_\_\_\_ COUNTY, TENNESSEE  
BUDGET PREPARATION INSTRUCTIONS  
FISCAL YEAR 20\_\_ - 20\_\_

#### **Instructions-Budget Form A**

Budget Form A (General Budget Preparation Form) is provided for each department or function within a fund. Already listed on the form will be the actual expenditures for FY 20\_\_-\_\_, current approved Budget FY 20\_\_-\_\_ and expenditures through 20\_\_-\_\_ for each line item (object code) within the department budget. Based on the information provided in columns (1), (2) and (3); along with current knowledge, you (official/department head) are requested to make an accurate projection of the Total Expenditures for FY

20\_\_-\_\_ and list them by line item under column (4). Due to the need to determine accurate year-end balances it is very important that your expenditure projections be as accurate as possible. Refer to Budget Form B for information in making projections relating to "Salary" and "Compensation" line items.

After completing column (4) "20\_\_-\_\_ Projected Expenditures:", review each of the line items, one by one, and calculate the required amount to be proposed for the Budget Year 20\_\_-\_\_. Enter these amounts by line item in column (5) "20\_\_-\_\_ Proposed Budget". For salary and compensation line items, refer to the guidelines in the Budget Transmittal Letter and the instructions for completing Budget Form B prior to entering any figures on Form A. The total to be entered for each "Salary" line item on Budget Form A will be taken from the "FY 20\_\_-\_\_ Proposed Total Annual Compensation" column (8) of Budget Form B.

After completing the information required on Budget Form B and transferring the figures to the appropriate line items in column (5) of Budget Form A, please calculate the increases or decreases over FY 20\_\_-\_\_ approved budget [column (5) minus column (2)] and then list the difference under column (6) or (7). Increases for compensation, utilities, postage, supplies and other increases should be listed under column (6). Increases relating to new programs or expansion of existing programs should be listed under column (7) and explained on the attached separate sheet.

### **Instructions-Budget Form B**

Budget Form B (Budget Preparation Form/Personnel) is provided for each line item of a department or function with budgeted salaries or compensation for the Fiscal Year 20\_\_-\_\_. For assistance in preparing your budget, information is provided in column 2 through 5 relative to job title, employee name, current hourly, bi-weekly, or monthly rate and total annual compensation of each employee. The information listed in column (4) and (5) will include any experience/longevity step increases received by the employee to date. The totals for each account code for FY 20\_\_-\_\_ may not agree with the budgeted amount on Budget Form A for various reasons, although it does reflect the current levels of salary being charged. This will be your starting point for developing the proposed compensation for FY 20\_\_-\_\_ to be entered in column (8). Any new positions to be proposed will require information to be listed under column (2) – "Job Title", column (6) – "FY 20\_\_-\_\_ Proposed Annual Base" and column (8) "Proposed 20\_\_-\_\_ Total Annual Compensation". For any listed position that will not be filled in the fiscal year 20\_\_-\_\_ please write delete in column (8).

Refer to the attached Budget Transmittal Letter for guidelines to calculate proposed FY 20\_\_-\_\_ compensation amounts. The proposed rate for cost-of-living increases will be listed under section B. The first step will be to calculate the fiscal year 20\_\_-\_\_ annual base for each employee to be entered into column (6). The total of the amounts entered in this column should not exceed the FY 20\_\_-\_\_ Salary Budget plus the cost-of-living percentage. The department head/elected official will have the discretion to increase each employee the cost-of-living percentage (column 5 x cost-of-living percent) or to allocate the cost-of-living percentage pool based on the performance or some other basis.

The second step will be to add the amount entered in column 6 to the longevity/experience amount listed in column 7 to arrive at the Total Annual Compensation that you will list under column 8. Column 9 may be filled in if you desire, although it is not mandatory.

## **Sample Newspaper Notice**

Reference Number: CTAS-2084  
Notice for Newspaper

\_\_\_\_\_ County, Tennessee  
Proposed Budget  
For the Fiscal Year Ending 20\_\_

Actual	Estimated	Estimated
20__-__	20__-__	20__-__

### **General Fund**

#### Estimated Revenues & Other Sources

Local Taxes	\$1,434,942	\$1,678,558	\$1,732,457
State of Tennessee	693,206	1,177,386	877,680
Federal Government	451,309	114,910	290,000
Other Sources	616,810	70,200	525,023
Total Estimated Revenues & Other Sources	\$3,196,267	\$3,041,054	\$3,425,160

Estimated Expenditures & Other Uses

Salaries	\$1,401,490	1,492,701	1,536,429
Other Cost	1,557,051	1,357,786	1,166,234
Total Estimated Expenditures & Other Uses	\$2,958,541	\$2,850,487	\$2,702,663

Estimated Beginning Fund Balance-June 1	\$599,926	\$837,652	\$1,028,219
Estimated Ending Fund Balance-June 30	\$837,652	\$1,028,219	\$1,750,716
Employee Positions	50	51	53

**Highway/Public Works Department**Estimated Revenues & Other Sources

Local Taxes	\$25,540	\$21,668	\$18,000
State of Tennessee	1,445,823	1,498,188	\$1,530,181<
Federal Government	530,951	124,395	-



Total Estimated Revenue & Other Sources	\$2,002,314	\$1,644,251	\$1,548,181
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Estimated Expenditures & Other Uses

Salaries	\$378,393	\$370,216	\$521,021
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Other Cost	\$1,526,188	957,615	\$1,037,306
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Total Estimated Expenditures & Other Uses	\$1,904,581	\$1,327,831	\$1,558,327
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Estimated Beginning Fund Balance-June1	\$171,303	\$269,036	\$585,456
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Estimated Ending Fund Balance-June 30	\$269,036	\$585,456	\$575,310
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Employee Positions	18	18	23
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**General Purpose School Fund**

Estimated Revenues & Other Sources

Local Taxes	\$1,384,227	\$1,350,361	\$1,307,000
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State of Tennessee	6,823,514	7,019,232	7,085,385
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Federal Government	141,262	144,897	148,406
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Total Estimated Revenue & Other Sources	\$8,349,003	\$8,514,490	\$8,540,791
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Estimated Expenditures & Other Uses

Salaries	\$5,407,698	\$5,650,875	\$5,941,797
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Other Cost	2,901,982	3,012,356	3,317,194
Total Estimated Expenditures & Other Uses	\$8,309,680	\$8,663,231	\$9,258,991
Estimated Beginning Fund Balance-June 1	\$1,226,002	\$1,265,325	\$1,116,584
Estimated Ending Fund Balance-June 30	\$1,265,325	\$1,116,584	\$398,384
Employee Positions	229	334	340

**Debt Service Fund**Estimated Revenues & Other Sources

Local Taxes	\$386,756	\$373,995	\$460,765
Other Sources	330,372	315,664	317,450
Total Estimated Revenue & Other Sources	\$717,128	\$689,659	\$778,215

Estimated Expenditures & Other Uses

Debt Service Cost	\$757,535	\$806,018	\$799,111
Estimated Beginning Fund Balance-June 1	\$209,585	\$169,178	\$52,819
Estimated Ending Fund Balance-June 30	\$169,178	\$52,819	\$31,923

## Requirements for an Adopted Budget

Reference Number: CTAS-2085

The Comptroller of the Treasury sends out an Annual Budget Memo that includes the forms and

procedures required for county budget appropriation resolutions. Counties are required to submit their budget with required supporting documents to the office of Local Government Finance (LGF) within 15 days of adoption. The Comptroller's letter states that "The county and its officials, by submission of their budget to LGF, represent that their annual operating and capital budget as adopted is realistic and in compliance with all federal, state or local statutes for specific programs." Counties that submit a budget with incorrect information may be required to submit monthly reports to LGF.

Local Government Finance

## Appropriation Resolution

Reference Number: CTAS-2086

**RESOLUTION NO.** \_\_\_\_\_

**A RESOLUTION AUTHORIZING APPROPRIATIONS FOR THE VARIOUS FUNDS,  
DEPARTMENTS, INSTITUTIONS, OFFICES AND AGENCIES OF  
\_\_\_\_\_ COUNTY, TENNESSEE**

**FOR THE FISCAL YEAR**

**BEGINNING JULY 1, 20\_\_\_\_ AND ENDING JUNE 30, 20\_\_\_\_**

**SECTION 1.** BE IT RESOLVED by the Board of County Commissioners of \_\_\_\_\_ County, Tennessee assembled in regular session on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that the amounts hereinafter set out are hereby appropriated for the purpose of meeting the expenses of the various funds, departments, institutions, offices and agencies of \_\_\_\_\_ County, Tennessee. The amounts hereinafter set out are appropriated for the operating expenses, capital outlays, transfers, and for the payment of principal and interest on the County's outstanding debt maturing during the year beginning July 1, 20\_\_\_\_ and ending June 30, 20\_\_\_\_, according to the following schedule:

**GENERAL FUND**

County Commission	164,300
Beer Board	1,940
County Mayor	401,304
County Attorney	167,000
Election Commission	644,206
Register of Deeds	276,239
Codes Compliance	169,950
County Buildings	2,953,039
Other Facilities	423,299
Property Assessor's Office	156,934
County Trustee	435,076
County Clerk	935,566
Other Finance	734,600
Circuit Court	1,321,618
General Sessions	456,967
Drug Court	211,784
Chancery Court	348,899
Juvenile Court	223,300
Judicial Commissioners	148,366
Probation Services	52,700
Victim Assistance Program	305,375
Sheriff's Dept.	7,311,487
Jail	5,041,490
Workhouse	143,606
Juvenile Services	659,972
Commissary	360,000

Fire Prevention	968,940
Civil Defense	347,565
Other Emergency Services	168,627
County Coroner	254,900
Other Public Safety	1,044,000
Local Health Center	394,953
Ambulance Service	5,625,750
Other Local Health	74,800
General Welfare Assistance	5,000
Aid to Dependent Children	8,000
Other Public Health	1,527,400
Senior Citizens	84,170
Libraries	674,852
Parks & Fairboards	5,354
Other Social & Cultural	12,000
Agriculture Extension Svcs.	280,550
Forest Service	1,500
Soil Conservation	75,100
Airport	35,000
Veterans Services	112,123
Contributions to other Agencies	280,258
Employee Benefits	9,851,000
Miscellaneous	2,121,165
Transfers Out	0
<b>TOTAL GENERAL FUND</b>	<b>48,002,024</b>

**SOLID WASTE/SANITATION FUND**

Sanitation Management	5,153,810
Other Waste Collection	0
Landfill Operation	145,000
Other Waste Disposal	955,000
Postclosure Care Costs	217,600
<b>TOTAL SOLID WASTE</b>	<b>6,471,410</b>

**DEBT SERVICE FUND**

Capital Outlay	903,990
Education Debt Service	10,228,803
Other Debt Service	362,000
Public Safety Projects	7,174,456
Transfers Out	12,000,000
<b>TOTAL DEBT SERVICE</b>	<b>30,669,249</b>

**SAMPLE COUNTY ROAD FUND**

Administration	409,637
Highway & Bridge Maint.	3,892,550
Operation & Maint. Equip.	548,050
Other Charges	285,300
Capital Outlay	625,000
<b>TOTAL ROAD FUND</b>	<b>5,760,537</b>

**CHILD NUTRITION FUND**

Food Service	7,225,000
Operating Transfers	675,000

<b>TOTAL CHILD NUTRITION</b>	<b>7,900,000</b>
 <b><u>EXTENDED SCHOOL PROGRAM</u></b>	
Community Services	1,674,110
<b>TOTAL EXTENDED SCHOOL</b>	<b>1,674,110</b>
 <b><u>DRUG CONTROL FUND</u></b>	
Drug Enforcement	203,400
<b>TOTAL DRUG CONTROL</b>	<b>203,400</b>
 <b><u>INDUSTRIAL/ECONOMIC DEVELOPMENT</u></b>	
Development	13,800
Industrial Development	1,114,650
Miscellaneous	0
Transfers Out	103,925
<b>TOTAL INDUSTRIAL FUND</b>	<b>1,232,375</b>
 <b><u>CAPITAL PROJECTS FUND</u></b>	
County Buildings	16,067,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>16,067,000</b>
 <b><u>PRESERVATION OF RECORDS FUND</u></b>	
Preservation of Records	104,000
<b>TOTAL OF PRESERVATION OF RECORDS</b>	<b>104,000</b>
 <b><u>OTHER SPECIAL REVENUE FUND</u></b>	
Preservation of Records	700
<b>TOTAL OF PRESERVATION OF RECORDS</b>	<b>700</b>
 <b><u>SPORTS AND RECREATION FUND</u></b>	
Parks and Fairboards	1,293,320
Other Social Recreation	166,150
<b>TOTAL OF SPORTS AND RECREATION FUND</b>	<b>1,459,470</b>
 <b><u>COMMUNITY DEVEL. FUND</u></b>	
Development	154,100
<b>TOTAL OF COMMUNITY DEVELOPMENT FUND</b>	<b>154,100</b>
 <b><u>GENERAL PURPOSE SCHOOL FUND</u></b>	
Regular Instruction Program	49,344,425
Alternative Instruction	688,785
Special Instruction Program	10,926,736
Vocational Education Program	2,090,091
Adult Education Program	0
Attendance	347,126
Health Services	1,261,265
Other Student Support	3,258,823
Regular Education Program	3,208,101
Support Alternative Service	156,766
Special Education Program	1,935,709
Vocational Education Program	128,062
Technology	1,732,149

Board of Education	2,023,135
Office of Director of Schools	178,537
Office of the Principal	7,534,342
Fiscal Services	1,060,227
Human Services/Personnel	287,976
Operation of Plant	8,186,908
Maintenance of Plant	2,682,386
Transportation	3,965,348
Central and Other	0
Food Service	470,511
Community Services	33,076
Early Childhood Education	1,973,504
Capital Outlay	0
<b>TOTAL GENERAL PURPOSE</b>	<b>103,473,988</b>

<b>TOTAL APPROPRIATIONS</b>	<b>223,172,363</b>
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**SECTION 2.** BE IT FURTHER RESOLVED that the budget for the School Federal Projects Fund shall be the budget and all amendments approved for separate projects within the Fund by the Tennessee Department of Education and the local Board of Education.

**SECTION 3.** BE IT FURTHER RESOLVED that there are also hereby appropriated certain portions of the commissions and fees for collecting taxes and licenses and for administering other funds which the Trustee, County Clerk, Circuit Court Clerk, Clerk & Master, Register and the Sheriff and their officially authorized deputies and assistants may severally be entitled to receive under State laws heretofore or hereafter enacted. Expenditures out of commissions and/or fees collected by the Trustee, County Clerk, Circuit Court Clerk, Clerk & Master, Register and the Sheriff may be made for such purposes and in such amounts as may be authorized by existing law or by valid order of any court having power to make such appropriations. Any such excess commissions and/or fees collected over and above the expenditures duly and conclusively authorized shall be paid over to the Trustee and converted into the General Fund as provided by law. If any fee officials, as enumerated in Tenn. Code Ann. § 8-22-101, operate under provisions of Tenn. Code Ann. § 8-22-104, provisions of the preceding paragraph shall not apply to those particular officials.

**SECTION 4.** BE IT FURTHER RESOLVED that any appropriations made by this resolution which cover the same purpose for which a specific appropriation is made by statute is made in lieu of but not in addition to said statutory appropriation. The salary, wages, or remuneration of each officer, employee or agent of the County shall not be in excess of the amounts authorized by this resolution. Provided, however, that appropriations for such salaries, wages, or other remuneration hereby authorized shall in no case be construed as permitting expenditures for an office, agency, institution, division, or department of the County in excess of the appropriation made herein for such appropriation shall constitute the limit to the expenditures of any office, agency, institution, division or department for the year ending June 30, 20\_\_\_\_. The aggregate expenditures for any item of appropriation shall in no instance be more than the amount herein appropriated for such item.

**SECTION 5.** BE IT FURTHER RESOLVED that any amendment to the budget shall be approved as provided in Tenn. Code Ann. § 5-9-407. One copy of each amendment shall be filed with the County Clerk, one copy with the Chairman of the Budget Committee, one copy with each divisional or departmental head concerned. A description of the amendment, including its purpose and why it is needed during the current fiscal year; a statement disclosing the cost of the amendment by budget line item with subclassifications that shows each specific cost element, and the source of funding for the expenditure itemized by type must be included in the language of the amendment resolution. One copy of each amendment shall be submitted to the Comptroller's Division of Local Government Finance after its adoption. This section shall in no case whatsoever be construed as authorizing transfer from one fund to another but shall apply solely to transfer within a certain fund.

**SECTION 6.** BE IT FURTHER RESOLVED that any resolution which may hereafter be presented to the Board of County Commissioners providing for appropriations in addition to those made by this Budget Appropriation Resolution shall specifically provide sufficient revenue or other funds, to be provided during the year in which the expenditure is to be made, to meet such additional appropriation. Said appropriating resolution shall be submitted to the Comptroller's Division of Local Government Finance after its adoption as provided by Tenn. Code Ann. § 9-21-406.

**SECTION 7.** BE IT FURTHER RESOLVED that the County is hereby authorized to borrow money on tax and revenue anticipation notes, provided such notes are first approved by the Comptroller's Division of Local Government Finance, to pay for the expenses herein authorized until the taxes and other revenue for the fiscal year 20\_\_ - 20\_\_ have been collected. The proceeds of loans for each individual fund shall not exceed 60% of the appropriations of each individual fund and shall be used only to pay the expenses and other requirements of the fund for which the loan is made. The loan shall be paid out of revenue from the fund for which money is borrowed. The notes evidencing the loans authorized under this section shall be issued under the applicable sections of Tennessee Code Annotated Title 9, Chapter 21. Said notes shall be signed by the County Mayor and countersigned by the County Clerk and shall mature and be paid in full without renewal no later than June 30, 20\_\_.

**SECTION 8.** BE IT FURTHER RESOLVED that the delinquent County Property taxes for the year 20\_\_, and prior years and the interest and penalty thereon collected during the year ending June 30, 20\_\_ shall be apportioned to the various County Funds according to the subdivision of the tax levy for the year 20\_\_. The Clerk and Master and the Trustee are hereby authorized and directed to make such apportionment accordingly.

**SECTION 9.** BE IT FURTHER RESOLVED that all unencumbered balances of appropriations remaining at the end of the year shall lapse and be of no further effect at the end of the year June 30, 20\_\_.

**SECTION 10.** BE IT FURTHER RESOLVED that any resolution or part of a resolution which has heretofore been passed by the Board of County Commissioners which is in conflict with any provision in this resolution be and the same is hereby repealed.

**SECTION 11.** BE IT FURTHER RESOLVED that this resolution shall take effect from and after its passage and its provisions shall be in force from and after July 1, 20\_\_.

PASSED THIS \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_, County Mayor

Attest:

\_\_\_\_\_  
\_\_\_\_\_, County Clerk

## Tax Levy Resolution

Reference Number: CTAS-2087

RESOLUTION FIXING THE TAX LEVY IN  
\_\_\_\_\_, COUNTY, TENNESSEE  
FOR THE YEAR BEGINNING JULY 1, 20\_\_

SECTION 1. BE IT RESOLVED by the Board of County Commissioners of \_\_\_\_\_ County, Tennessee, assembled in regular session on this 18th day of July, 20\_\_, that the combined property tax rate for \_\_\_\_\_ County, Tennessee for the year beginning July 1, 20\_\_, shall be \$1.5341 on each \$100 of taxable property, which is to provide revenue for each of the following funds and otherwise conform to the following levies:

<b>FUND</b>	<b>Rate</b>
General	\$ 0.5568
General Purpose School	0.6987
General Debt Service	0.0855
Rural Debt Service	<u>\$ 0.1931</u>
Total	<u>\$ 1.5341</u>

SECTION 2. BE IT FURTHER RESOLVED that there is hereby levied a gross receipts tax as provided by law. The proceeds of the gross receipts tax herein levied shall accrue to the General Fund.

SECTION 3. BE IT FURTHER RESOLVED, that all resolutions of the Board of County Commissioners of \_\_\_\_\_ County, Tennessee, which are in conflict with this resolution are hereby repealed.

SECTION 4. BE IT FURTHER RESOLVED, that this resolution take effect from and after its passage, the public welfare requiring it. This resolution shall be spread upon the minutes of the Board of County Commissioners.

Passed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

## Non-profit Resolution

Reference Number: CTAS-2088

**SAMPLE RESOLUTION MAKING APPROPRIATIONS TO NON-PROFIT CHARITABLE ORGANIZATIONS OF \_\_\_\_\_ COUNTY, TENNESSEE FOR THE YEAR BEGINNING July 1, 20\_\_, AND ENDING June 30, 20\_\_.**

WHEREAS, Section 5-9-109, Tennessee Code Annotated, authorizes the \_\_\_\_\_ County Legislative Body to make appropriations to various nonprofit charitable organizations; and

WHEREAS, the \_\_\_\_\_ County Legislative Body recognizes the various nonprofit charitable organizations providing services in \_\_\_\_\_ County have great need of funds to carry on their nonprofit charitable work.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of \_\_\_\_\_ County, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SECTION 1. That five hundred eighteen thousand, one hundred ninety-four (\$518,194) be appropriated to nonprofit organizations in \_\_\_\_\_ County as reflected below.

<b>No.</b>	<b>Agency</b>	<b>Amount</b>
101-51710-309	Partnership for Economic Development	\$ 20,000
101-54310-399	Fire Prevention and Control	191,863
101-55110-316	Health Department	75,000
101-55190-309	American Legion	500
101-55190-309	Lions Club	500
101-55190-310	Caring Incorporated	65,000
101-55190-310	County Speech & Hearing	10,000
101-56500-316	Library	134,331
101-56700-316	Parks & Fair Boards	18,000
101-58300-316	Veterans Service	3,000
	Total	<u>\$ 518,194</u>

BE IT FURTHER RESOLVED that all appropriations enumerated in Section 1 above are subject to the following conditions:

1. That the non-profit charitable organization to which funds are appropriated shall file with the County Clerk and the disbursing official a copy of an annual report of its business affairs and transactions and the proposed use of the County's funds. Such annual report shall be prepared and certified by the Chief Financial Officer of such non-profit organization in accordance with Section 5-9-109(c), Tennessee Code Annotated.
2. That said funds must only be used by the named non-profit charitable organization in furtherance of their non-profit charitable purpose benefitting the general welfare of the residents of the \_\_\_\_\_ County.
3. That it is the expressed interest of the County Commission of \_\_\_\_\_ County providing these funds to the above named non-profit charitable organizations to be fully in compliance with Section 5-9-109 of Tennessee Code Annotated and any and all other laws which may apply to County appropriations to non-profit organizations and so this appropriation is made subject to compliance with any and all of these laws and regulations.

BE IT FURTHER RESOLVED that this resolution shall take effect from and after its passage and its provisions shall be in force from and after July 1, 20\_\_. This resolution shall be spread upon the minutes



## Reference Number: CTAS-2089

General Budget Preparation Form  
\_\_\_\_ COUNTY, TENNESSEE  
FISCAL YEAR 20\_\_ - 20\_\_

DEPARTMENT ACCOUNT NO. \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

[illegible]

## Reference Number: CTAS-2090

### Budget Form B

### Budget Preparation Form/Personnel

\_\_\_\_\_, County, Tennessee  
Estimated Requirement for Employee Services and Proposed Compensation Schedule for Fiscal Year Beginning July 1, \_\_\_\_\_

[illegible]

## Letter of Agreement/Compensation of Employees

Reference Number: CTAS-2091

LETTER OF AGREEMENT  
COMPENSATION OF EMPLOYEES

COUNTY, TENNESSEE

Pursuant to Tennessee Code Annotated, Section 8-20-101, this agreement by and between

\_\_\_\_\_(Official/Office) and \_\_\_\_\_(County Executive/Mayor)

is for the purpose of establishing the number of employees and the authorized salaries

for the \_\_\_\_\_ (Office) \_\_\_\_\_. The parties named herein have agreed and

do hereby enter into this agreement according to the provisions set forth herein:

A. The term of this agreement will be from (Beginning Date) to (Ending Date).

B. In order to insure the efficient operation of this office, it is agreed that the official is authorized to employ the following employees at salaries not to exceed the specified amounts:

Number of Employees

## Job Classification

Annual Salary for Each Employee in  
Job Classification not to Exceed

C. It is furthered agreed that part time help may be employed at a rate of up to \$\_\_\_\_\_ an hour with a total not to exceed \$\_\_\_\_\_ for the terms of this agreement.

D. The parties agree to the following special provisions: \_\_\_\_\_

\_\_\_\_\_

E. It is further agreed that in no event shall the amount of this agreement exceed \$\_\_\_\_\_.

IN witness whereof, the parties have set their signatures.

\_\_\_\_\_  
OFFICIAL

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
COUNTY EXECUTIVE/MAYOR

\_\_\_\_\_  
(Date)

## Operation of Fund

Reference Number: CTAS-2092

## Operation of Fund/Fund Balance

### County Mayor Budget

Date 01/31/	Per Audit Beginning Designation Reserve	Per Audit Estimated Fund Balance 7/1/20	Estimated Revenue	In Transfers	Total Available Funds	Proposed Expenditures	OUT Transfers	Ending Designation Reserves	Est Fund Bal w/Reserves 6/30/20	Est Fund Bal w/o Reserves 6/30/20	Recomm Property Tax	Effect on FND BAL
General Fund												
101 General	83,881	447,745	3,356,301	0	3,885,017	3,445,283	0	83,881	442,734	356,853	0.66	(88,802)
Special Revenue Funds												
118 Ambulance	0	338,765	974,962	0	1,313,767	1,102,722	0		211,035	211,035	0.11	(127,130)
122 Drug Control	0	7,601	6,000	0	13,601	0	0	0	13,601	13,601	0.00	6,000
131 Highway/Public Works	0	423,038	1,704,823	0	2,188,401	1,601,343	0	0	287,118	287,118	0.03	(136,520)
141 General Purpose Sch.	503,510	0	16,768,207	0	17,271,717	16,768,207	0	0	503,510	503,510	0.99	0
142 School Federal Proj.	0	0	2,241,839	0	2,241,839	2,241,839	0	0	0	0	0.00	0
143 School Food Service	0	0	1,188,500	0	1,188,500	1,188,500	0	0	0	0	0.00	0
Debt Services Fund												
151 General Debt Service	0	1,313,857	1,036,732	0	2,349,589	943,820	0		1,405,769	1,405,769	0.21	91,912
Capital Projects Fund												
172 Industrial/Economic Dev.	7,601	312,303	172,200	0	492,104	220,000	0		272,104	272,104	0.00	(47,800)
<b>TOTAL FUNDS</b>	<b>504,992</b>	<b>2,943,908</b>	<b>27,508,694</b>	<b>0</b>	<b>30,947,585</b>	<b>27,811,114</b>	<b>0</b>	<b>83,881</b>	<b>3,136,471</b>	<b>3,052,590</b>	<b>2.00</b>	<b>(302,430)</b>

2/17/2011

## Summary by Fund Account

Reference Number: CTAS-2092

Budget Summary

FY20\_\_

Fund	Beginning Spendable Fund Balance	Revenues	Debt Proceeds	Transfers-In	Estimated Receipts	Available F
General Fund	\$ 1,008,376	\$ 531,950	\$ 85,000	\$ -	\$ 616,950	\$ 1,622,326
Highway Fund	132,415	287,090	-	-	287,090	419,505
Solid Waste Fund	192,400	204,620	-	-	204,620	397,020
Drug Fund	1,041,621	1,673,000	-	-	1,673,000	2,714,621
General Purpose School Fund				-	-	
School Cafeteria Fund				-	-	
School Federal Projects Fund				-	-	
Water & Sewer Fund				-	-	
General Debt Service Fund				-	-	
<b>Totals</b>	<b>\$ 2,374,812</b>	<b>\$ 2,696,660</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ 2,781,660</b>	<b>\$ 5,156,502</b>
Debt Service						
	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>			<b>Princip</b>
Fund: General Debt Service Fund					Fund:	
Schedule of Outstanding Debt	\$ 126,734	\$ 28,946	\$ 155,680		Schedule of Outstanding Debt	
Less: Budgeted Debt Payments					Less: Budgeted Debt Payments	
Difference:	126,734	28,946	155,680		Difference:	
Fund: Water & Sewer Fund					Fund:	
Schedule of Outstanding Debt	25,500	6,310	31,810		Schedule of Outstanding Debt	
Less: Budgeted Debt Payments					Less: Budgeted Debt Payments	
Difference:	25,500	6,310	31,810		Difference:	
Fund: Highway Fund						
Schedule of Outstanding Debt	128,934	29,521	158,455			
Less: Budgeted Debt Payments						
Difference:	\$ 128,934	\$ 29,521	\$ 158,455			

## Estimated Revenues from Current Property Taxes

Reference Number: CTAS-2094

\_\_\_\_\_ County, Tennessee

Statement of Estimated Revenues from Current Property Taxes

20\_\_ Assessments Based upon Estimated

Assessed Valuation of \$640,870,000

Fund	Proposed Tax Rate	Amount of Tax Levy	Reserve for Delinquency 9.0%	Net Estimated Collection of Taxes
General	\$0.5568	\$3,568,044	\$321,124	\$3,246,920
General Purpose School	\$0.6987	\$4,477,841	\$403,006	\$4,074,835
General Debt Service	\$0.0855	\$548,182	\$49,336	\$498,845

Total	<u>\$1.3410</u>	<u>\$8,594,067</u>	<u>\$773,466</u>	<u>\$7,820,601</u>
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\_\_\_\_\_ County, Tennessee  
Statement of Estimated Revenues from Current Property Taxes  
20\_\_ Assessments Based upon Estimated  
Assessed Valuation of \$640,870,000

Fund	Proposed Tax Rate	Amount of Tax Levy	Reserve for Delinquency 9.0%	Net Estimated Collection of Taxes
General	\$0.5568	\$3,568,044	\$321,124	\$3,246,920
General Purpose School	\$0.6987	\$4,477,841	\$403,006	\$4,074,835
General Debt Service	\$0.0855	\$548,182	\$49,336	\$498,846
Rural Debt Service (inside city or SSD)	\$ -	\$ -	\$ -	\$ -
Rural Debt Service (outside city or SSD)	<u>\$0.2000</u>	<u>\$1,237,360</u>	<u>\$111,362</u>	<u>\$1,125,998</u>
Total	<u>\$1.5410</u>	<u>\$9,831,427</u>	<u>\$884,828</u>	<u>\$8,946,599</u>

## Notes:

1. The Assessment for the Rural Debt Service Fund tax rate is \$618,680,000 – excludes SSD or city assessment
2. ADA Proration:

	Percentage	Amount
General Purpose School Fund	93.50%	\$3,809,971
City or Special School District	6.50%	\$264,864
Total	<u>100.00%</u>	<u>\$4,074,835</u>

3. Rate of \$0.00 for \_\_\_\_\_ Special School District

## Maintenance of Effort Test

Reference Number: CTAS-2095

eReports - Maintenance of Effort Test

**eReporting - State Of Tennessee - Department Of Education**

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County: 20XX - 20XX Maintenance of Effort Test

Account	Account Description	Column 1 Budget 2010-2011	Column 2 Amended Budget 2009-2010	Column 3 Original Budget 2009-2010	Column 4 AFR 2009-2010	Column 5 Actual vs. Budget 2009-2010	Column 6 2011 Budget vs. 2010 Budget
<b>First Level - Straight Year to Year Comparison</b>							
40110	Current Property Tax	18,344,800	15,920,000	15,920,000	15,813,211	(112,689)	2,419,000 **
40120	Trustee's Collections - Prior Year	635,800	650,000	650,000	647,647	(2,353)	(15,000)
40130	Circuit Clerk/Clerk & Master Collections - Prior Years	90,800	75,000	75,000	138,375	61,375	11,000 **
40140	Interest and Penalty	100,800	100,000	90,000	105,889	5,889	0
40150	Pickup Taxes	90,800	90,000	85,000	123,061	33,061	0
40161	Payments in Lieu of Taxes - T.V.A.	13,800	13,000	13,000	12,172	(628) *	0
40162	Payments in Lieu of Taxes - Local Utilities	110,800	105,000	105,000	139,121	34,121	5,000
40163	Payments in Lieu of Taxes - Other	0	0	0	57,483	57,483	0
40210	Local Option Sales Tax	9,427,800	10,090,000	10,093,000	9,529,423	(568,577) *	(869,000)
40270	Business Tax	390,800	390,000	395,000	471,788	76,788	(95,000)
40290	Other County Local Option Taxes	9,800	9,000	9,000	5,785	(3,215) *	0
40320	Bank Excise Tax	0	0	0	142,952	142,952	0
	<b>Total County Taxes</b>	<b>29,189,800</b>	<b>27,450,000</b>	<b>27,441,000</b>	<b>27,184,969</b>	<b>(274,031)</b>	<b>1,700,000 **</b>
41110	Marriage Licenses	4,700	4,800	4,800	5,593	1,593	700 **
41140	Cable TV Franchise	0	0	0	342,631	342,631	0
44110	Investment Income	110,800	173,000	171,000	189,544	16,544	(83,000)
44120	Lease/Rentals	27,800	27,000	27,000	28,233	1,233	0
46090	Mixed Drink Tax	40,800	40,000	48,000	44,582	(1,418)	(6,000)
46051	State Revenue Sharing - T.V.A.	1,111,800	1,134,000	1,134,000	1,297,514	163,514	(23,000)
	<b>Total Local Revenue per School Records</b>	<b>30,490,700</b>	<b>29,843,800</b>	<b>29,825,800</b>	<b>29,093,066</b>	<b>250,000</b>	<b>1,617,700 **</b>
Cap. Outlay	(Less) Local revenue increases for Capital Outlay	0	0	0	0	0	0
Debt Svc	(Less) Local revenue increases for Capital Outlay	0	0	0	0	0	0
	<b>Total Adjusted Local Revenue</b>	<b>30,490,700</b>	<b>29,843,800</b>	<b>29,825,800</b>	<b>29,093,066</b>	<b>250,000</b>	<b>1,617,700 **</b>
<b>Second Level - Per Pupil Revenue</b>							
	<b>Total Adjusted Local Revenue</b>	<b>30,490,700</b>	<b>29,843,800</b>	<b>29,825,800</b>	<b>29,093,066</b>		
	ADM (From BEP Allocation Sheet)	0	11,429	11,429	11,429		
	<b>Per Pupil Revenue</b>		<b>2,524</b>	<b>2,522</b>	<b>2,546</b>		

\*. An explanation is required when actual revenues collected are less than 95% of budgeted revenues.

\*\*. An explanation is required when proposed budget estimates exceed prior year's budget/amended budget by more than 5%.  
Proposed budget passes Maintenance of Effort

#### Comments

<https://www.k-12.state.tn.us/eReporting/MoeReport.aspx?reportcode=MOE> (1 of 2) [12/10/20 2:32:53 PM]

## Highway Certification Form

Reference Number: CTAS-2096

Example County  
Highway Certification Worksheet

\*Enter amounts for accounts in which you received revenue. Enter ZERO (0) for accounts in which you did not.

I. Calculate Aver- 2013-2014 2014-2015 2015-2016 2016-2017 2017-2018\* Total II. Fiscal Year Ap- 2018-2019



age						ropriation			
40110 Current Property Tax	615,300	626,127	630,826	636,074	651,735	3,160,062	40110 Current Property Tax	650,421	
40115 Discount on Property Taxes					0	0	40115 Discount on Property Taxes	0	
40120 Trustee's Collections - Prior Year	31,400	27,944	33,243	25,942	24,333	142,902	40120 Trustee's Collections - Prior Year	32,000	
40125 Trustee's Collections - Bankruptcy			41		0	41	40125 Trustee's Collections - Bankruptcy	50	
40130 Circuit/Clerk & Master Collections - Prior Years	19,634	16,956	22,314	10,006	8,088	76,998	40130 Circuit/Clerk & Master Collections - Prior Years	22,000	
40140 Interest and Penalty	14,382	13,610	17,953	9,644	7,700	63,289	40140 Interest and Penalty	19,000	
40150 Pick-up Taxes					0	0	40150 Pick-up Taxes	0	
40161 Payments in Lieu of Taxes - T.V.A.	222	222	194	194	194	1,020	40161 Payments in Lieu of Taxes - T.V.A.	222	
40162 Payments in Lieu of Taxes - Local Utilities	188	104	163	165	174	794	40162 Payments in Lieu of Taxes - Local Utilities	100	
40163 Payments in Lieu of Taxes - Other	3,887	3,963	3,736	3,939	1,799	17,324	40163 Payments in Lieu of Taxes - Other	3,900	
40210 Local Option Sales Tax					0	0	40210 Local Option Sales Tax	0	
40220 Hotel/Motel Tax					0	0	40220 Hotel/Motel Tax	0	
40240 Wheel Tax	114,367	114,356	114,059	116,633	105,688	565,103	40240 Wheel Tax	125,000	
40250 Litigation Tax - General					0	0	40250 Litigation Tax - General	0	
40260 Litigation Tax - Special Purpose					0	0	40260 Litigation Tax - Special Purpose	0	
40270 Business Tax					0	0	40270 Business Tax	0	
40280 Mineral Severance Tax	36,622	56,145	58,297	59,544	33,682	244,290	40280 Mineral Severance Tax	69,000	
40285 Adequate Facilities/Development Tax					0	0	40285 Adequate Facilities/Development Tax	0	
40290 Other County Local Option Taxes					0	0	40290 Other County Local Option Taxes	0	
40320 Bank Excise Tax	7,158	6,973	3,387	344	91	17,953	40320 Bank Excise Tax	3,300	
40330 Wholesale Beer Tax					0	0	40330 Wholesale Beer Tax	0	
40331 Beer Privilege Tax					0	0	40331 Beer Privilege Tax	0	
40340 Coal Severance Tax					0	0	40340 Coal Severance Tax	0	
40350 Interstate Telecommunications Tax					0	0	40350 Interstate Telecommunications Tax	0	
44110 Investment Income					0	0	44110 Investment Income	0	
44990 Other Local Revenues					0	0	44990 Other Local Revenues	0	
Total Local Revenue	843,200	866,400	884,213	862,485	833,569	4,289,860		924,993	
Average = Total of 5 years total local revenue divided by 5					Five-Year Average				857,973
*estimate if audit figures are unavailable									

**Example County Tennessee**

July 11, 2018

COUNTY TECHNICAL ASSISTANCE SERVICE

226 ANNE DALLAS DUDLEY BOULEVARD, SUITE 400 NASHVILLE, TENNESSEE 37219-1804

EXAMPLE COUNTY, TENNESSEE HIGHWAY FUND LOCAL REVENUES CERTIFICATION FOR FY 2018-2019



Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	5 Year Average	Budget 2018-2019
Current Property Tax	615,300	626,127	630,826	636,074	651,735	3,160,062	650,421
Trustee's Collections - Prior Year	31,440	27,944	33,243	25,942	24,333	142,902	32,000
Trustee's Collections - Bankruptcy			41		0	41	50
Circuit/Clerk & Master Collections - Prior Years	19,634	16,956	22,314	10,006	8,088	76,998	22,000
Interest and Penalty	14,382	13,610	17,953	9,644	7,700	63,289	19,000
Payments in Lieu of Taxes - T.V.A.	222	222	194	194	194	1,026	222
Payments in Lieu of Taxes - Local Utilities	188	104	163	165	174	794	100
Payments in Lieu of Taxes - Other	3,887	3,963	3,736	3,939	1,799	17,324	3,900
Wheel Tax	114,367	114,356	114,059	116,633	105,688	565,103	125,000
Mineral Severance Tax	36,622	56,145	58,297	59,544	33,682	244,290	69,000
Bank Excise Tax	7,158	6,973	3,387	344	91	17,953	3,3008
Interstate Telecommunications Tax					85	85	0
Total Local Revenue	843,200	866,400	884,213	862,485	833,569	4,289,867	924,993
Average = Total of 5 years total local revenue divided by 5						<b>Five-Year Average</b>	<b>857,973</b>

THE UNDERSIGNED OFFICIALS OF EXAMPLE COUNTY, TN DO HEREBY CERTIFY THAT \$924,993 HAS BEEN APPROPRIATED AND ALLOCATED FOR COUNTY HIGHWAY PURPOSES FROM FISCAL YEAR 2018-2019 LOCAL REVENUE SOURCES AS COMPARED TO \$857,973 THAT REPRESENTS THE AVERAGE OF THE MOST RECENT 5 YEARS OF LOCAL REVENUE SOURCES ALLOCATED AND RECEIVED FOR EXAMPLE COUNTY HIGHWAY PURPOSES, PURSUANT TO TENNESSEE CODE ANNOTATED 67-3-901.

---

NAME, COUNTY MAYOR

---

NAME, HWY CHIEF ADMIN OFF

## Basic Formula

Reference Number: CTAS-2097

Estimated Beginning Fund Balance	+	\$1,000,000	(A)
Estimated Revenue	+	5,000,000	(B)
Transfer Into the Fund	+	0	(C)
Total Available Funds	=	6,000,000	(A+B+C=D)
Estimated Expenditures	-	5,500,000	(E)
Transfer Out of the Fund	-	0	(F)
Estimated Ending Fund Balance	=	500,000	(D-E-F=G)
<b>Effect on Fund Balance</b> (Est Revenues + Transfers In Less Est Exp + Transfers Out)		<b>(500,000)</b>	<b>((B+C)-(E+F)=H)</b>

Assuming 1 penny generates \$50,000

$$\$500,000 / \$50,000 = \$0.10$$

Assuming \$1 million dollars is the optimal fund balance desired, divide the effect on fund balance by the value of the penny. This determines the tax increase needed.

# Assessment Summary

Reference Number: CTAS-2098

## ASSESSMENT SUMMARY EXAMPLE

### LOCALLY ASSESSED PROPERTY

#### REAL PROPERTY

Classification	Assessment	Parcels
Local Utility @ 55%	\$0	0
Industrial @ 40%	\$93,144,520	93
Commercial @ 40%	\$736,885,440	3,898
Residential @ 25%	\$2,122,837,325	59,473
Homebelt @ 25%	\$321,325	5
Farm @ 25%	\$37,192,425	395
Agricultural @ 25%	\$89,528,050	1,730
Forest @ 25%	\$27,775,400	729
Open Space @ 25%	\$0	0
Mineral @ 40%	\$2,360	2
Total Real Property	\$3,107,686,845	66,325

#### TANGIBLE PERSONAL PROPERTY

Classification	Assessment	Accounts
Local Utility @ 55%	\$0	0
Industrial @ 30%	\$217,487,861	60
Commercial @ 30%	\$142,480,374	5,838
Residential @ 5%	\$0	0
Farm @ 5%	\$0	0
Appraisal Ratio	0.9081	

#### INTANGIBLE PERSONAL PROPERTY

Classification	Assessment	Accounts
Commercial @ 40%	\$0	0
Total Personal	\$359,968,235	5,900

#### STATE ASSESSED PROPERTY

Classification	Assessment	Accounts
Public Utilities & Transportation @ 55%	\$130,880,876	102

#### ASSESSMENT TOTALS

Real Property	\$3,107,686,845
Tangible Personal Property	\$359,968,235
Intangible Personal Property	\$0
Public Utilities & Transportation	\$130,880,876
<b>TOTAL ASSESSED VALUE</b>	<b>\$3,598,535,956</b>

# Assessment Valuation History

Reference Number: CTAS-2098

## Assessment Valuation History

	Reappraisal						Reappraisal						5/17/2004			
	1998		1999		2000		2001		2002		2003			2004		2005
For Budget Year	F/R	F/R	F/R	F/R	F/R	F/R	F/R	F/R	F/R	F/R	F/R	Budget	Proposed	Budget	Proposed	
Property Tax Year																
Real & Personal	116,366,386	118,869,264	125,656,003	129,152,162	134,377,278	176,481,202	181,132,035	187,697,985								
Public Utilities	5,629,083	5,322,612	5,141,234	5,477,555	5,004,177	5,899,465	5,802,776	5,802,776								
Total Assessed Valuation	121,995,469	124,191,876	130,797,237	134,629,717	139,381,455	182,380,667	186,934,811	193,500,761								
F/R = Financial Report																
Value of 1 penny																
Est Collection																
0.0001																
\$19,350																
0.95																
Budget Value of 1 penny																
\$18,383																

## Estimating Actual Property Tax Collections

Reference Number: CTAS-2100

### Sample Property Tax Collection with a Variance Factor

## Previous Year Assessments

Real Property	\$3,027,936,200
Tangible Personal Property	\$395,556,002
Intangible Personal Property	\$0
Public Utilities & Transportation	\$144,750,000

<b>Total Assessed Value</b>	<b>\$3,568,242,202</b>
Apply Previous Year Tax Rate	\$0.0247
Property Tax Collection at 100%	\$88,135,582
Actual Property Tax Collected	\$83,728,803
Actual Collection Percentage	95%

**Current Year Assessments**

Real Property	\$3,107,686,845
Tangible Personal Property	\$359,968,235
Intangible Personal Property	\$0
Public Utilities & Transportation	\$130,880,876

<b>Total Assessed Value</b>	<b>\$3,598,535,956</b>
Apply Current Year Tax Rate	\$0.0247
Property Tax Collection at 100%	\$88,883,838
Apply Historical Collection Percentage	95%
Property Tax Collection Estimate	\$84,439,646

**Net Penny Calculation**

Property Tax Collection Estimate (Using Historical Collection Percentage)	\$84,439,646
Divide by 100	\$844,396

**Determining the Yield of One Cent of the Property Tax Rate**

Total Assessed Value	\$3,598,535,956
Divide by \$100	\$35,985,359
Multiply by one cent (\$0.01)	\$359,853
Multiply by historical collection percentage	95%
What one-cent yields from a one cent rate	\$341,860

## Balance Sheet Governmental Funds

Reference Number: CTAS-2102

## County, Tennessee

## Balance Sheet

## Governmental Funds

	Major Funds						Nonmajor Funds		Total Governmental Funds
	General	Ambulance Service	Highway/ Public Works	General Debt Service	Education Capital Projects Dillrell	Education Capital Projects Morrison	Other Governmental Funds		
<b>ASSETS</b>									
Cash	\$ 325	\$ -	\$ -	\$ -	\$ -	\$ 8,211,130	\$ 133,757	\$	\$ 8,345,212
Equity in Pooled Cash and Investments	2,004,717	858,418	718,967	9,021,338	2,202,130	0	984,465	\$	15,790,040
Accounts Receivable	69,149	1,005,133	0	38,090	0	0	14,568		1,126,940
Allowance for Uncollectible	0	(403,506)	0	0	0	0	0		(403,506)
Due from Other Governments	648,659	0	829,735	35,468	0	0	12,438		1,526,300
Due from Other Funds	13,601	0	0	30,863	0	0	0		44,464
Due from Component Units	46,461	0	0	0	0	0	0		46,461
Property Taxes Receivable	7,260,724	712,858	556,377	1,008,434	0	0	354,691		9,893,084
Allowance for Uncollectible Property Taxes	(225,363)	(22,126)	(17,269)	(31,300)	0	0	(11,009)		(307,067)
Notes Receivables - Current	0	0	0	375,202	0	0	0		375,202
Accrued Interest Receivable	0	0	0	1,222	0	0	0		1,222
Notes Receivables - Long Term	0	0	0	1,372,863	0	0	0		1,372,863
<b>Total Assets</b>	<b>\$ 9,818,273</b>	<b>\$ 2,150,777</b>	<b>\$ 2,087,810</b>	<b>\$ 11,852,180</b>	<b>\$ 2,202,130</b>	<b>\$ 8,211,135</b>	<b>\$ 1,488,910</b>		<b>\$ 37,811,215</b>
<b>LIABILITIES AND FUND BALANCES</b>									
<b>Liabilities</b>									
Accounts Payable	\$ 68,720	\$ 20,997	\$ 3,710	\$ -	\$ -	\$ -	\$ 7,927	\$	\$ 101,354
Accrued Payroll	102,910	29,507	0	0	0	0	5,773		138,190
Payroll Deduction Payable	72,697	11,696	8,997	0	0	0	3,787		97,177
Due to Other Funds	0	0	0	0	0	0	44,464		44,464
Deferred Revenue - Current Property Taxes	6,728,465	660,601	515,591	934,509	0	0	328,689		9,167,855
Deferred Revenue - Delinquent Property Tax	285,238	28,005	21,857	39,616	0	0	13,934		388,650
Other Deferred Revenues	89,500	458,134	150,861	18,340	0	0	0		716,835
<b>Total Liabilities</b>	<b>\$ 7,347,530</b>	<b>\$ 1,208,940</b>	<b>\$ 701,016</b>	<b>\$ 992,465</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 404,574</b>		<b>\$ 10,654,525</b>

(Continued)

\_\_\_\_\_ County, Tennessee  
Balance Sheet  
Governmental Funds (Cont.)

	Major Funds						Nonmajor Funds		Total
	General	Ambulance Service	Highway/ Public Works	General Debt Service	Education Capital Projects Dibreil	Education Capital Projects Morrison	Other Governmental Funds	Governmental Funds	
<b>LIABILITIES AND FUND BALANCES (CONT.)</b>									
<b>Fund Balances</b>									
Restricted	\$ 197,872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197,872
Restricted for General Government	242,497	0	0	0	0	0	19,383	0	261,880
Restricted for Administration of Justice	14,670	0	0	0	0	0	194,419	0	209,089
Restricted for Public Safety	0	226,041	0	0	0	0	216,477	0	442,518
Restricted for Public Health and Safety	8,083	0	0	0	0	0	83,514	0	91,597
Restricted for Other Operations	0	0	911,308	0	0	0	0	0	911,308
Restricted for Highways/Public Works	0	0	0	7,123,937	0	0	0	0	7,123,937
Restricted for Debt Service	0	0	0	0	2,202,130	8,211,055	0	0	10,413,185
Restricted for Capital Projects	0	0	0	0	0	0	0	0	0
Committed:									
Committed for General Government	209,162	0	0	0	0	0	10340	0	219,502
Committed for Finance	0	0	0	0	0	0	60807	0	60,807
Committed for Administration of Justice	0	0	0	0	0	0	59881	0	59,881
Committed for Public Safety	56,205	0	0	0	0	0	0	0	56,205
Committed for Public Health and Safety	0	715,796	0	0	0	0	439515	0	1,155,311
Committed for Debt Service	0	0	0	3,735,778	-	0	0	0	3,735,778
Assigned:									
Assigned for General Government	300	0	0	0	0	0	0	0	300
Assigned for Highways/Public Works	0	0	475,486	0	0	0	0	0	475,486
Unassigned	1,741,954	0	0	0	0	0	0	0	1,741,954
<b>Total Fund Balances</b>	<b>\$ 2,470,743</b>	<b>\$ 941,837</b>	<b>\$ 1,386,794</b>	<b>\$ 10,859,715</b>	<b>\$ 2,202,130</b>	<b>\$ 8,211,055</b>	<b>\$ 1,084,336</b>	<b>\$ -</b>	<b>\$ 27,156,610</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 9,818,273</b>	<b>\$ 2,150,777</b>	<b>\$ 2,087,810</b>	<b>\$ 11,852,180</b>	<b>\$ 2,202,130</b>	<b>\$ 8,211,055</b>	<b>\$ 1,488,910</b>	<b>\$ -</b>	<b>\$ 37,811,135</b>

The notes to the financial statements are an integral part of this statement.

## Calculation of Property Tax Estimate

Reference Number: CTAS-2115

To calculate the property tax, first determine what has been the percent applicable to the collections of property taxes for the last three years. Usually this rate will be 85 to 95 percent. Then follow the steps

below.

Total property assessments	\$
Divide by \$100*	
Multiply by property tax rate	
Equals 100 percent collections	
Multiply by ____ percent of collections**	
Net property taxes estimate	\$

NOTE:

\*Property tax rate is a rate per \$100 of assessed value.

\*\* Each county will have a variance factor, thus a different rate of collection; it is generally based on the last three years' average.

**Determining Yield of One-Cent Property Tax Rate.**

Since many decisions must be made concerning the increase in the property tax rate, local governments use what a one-cent rate will yield in revenues. Use the following calculation to determine your local government's one-cent yield.

Total property assessments	\$
Divide by \$100*	
Multiply by one cent	
Multiply by _____ percent of collections	
What one cent yields from a one-cent rate***	\$

NOTE:

\*\*\*In most counties, this will range from \$5,000 to \$100,000.

## Reserve Equity Accounts

Reference Number: CTAS-2100

**EQUITY**

34000 Fund Balances ----- Control Account

34100 Encumbrances ----- Description Account

### COUNTY UNIFORM CHART OF ACCOUNTS

Revised – Jul-10

Acct No. Description

34110 Encumbrances - Current Year

34120 Encumbrances - Prior Year

(These are non-reporting accounts – for internal purposes only)

34200 Nonexpendable ----- Description Account

34210 Endowments

34220 Inventory

34230 Long-term Notes Receivable

34240 Prepaid Expenses

34500 Restricted ----- Description Account

34510 Restricted for General Government

34515 Restricted for Finance

34520 Restricted for Administration of Justice

34525 Restricted for Public Safety

34530 Restricted for Public Health and Welfare

34535 Restricted for Social, Cultural, and Recreational Services

34540 Restricted for Agriculture and Natural Resources  
 34545 Restricted for Other Operations  
 34550 Restricted for Highways/Public Works  
 34555 Restricted for Education  
 34560 Restricted for Instruction  
 34565 Restricted for Support Services  
 34570 Restricted for Operation of Non-Instructional Services  
 34575 Restricted for Capital Outlay  
 34580 Restricted for Debt Service  
 34585 Restricted for Capital Projects  
 34590 Restricted for Other Purposes  
 34600 Committed ----- Description Account  
 34610 Committed for General Government  
 34615 Committed for Finance  
 34620 Committed for Administration of Justice  
 34625 Committed for Public Safety  
 34630 Committed for Public Health and Welfare  
 34635 Committed for Social, Cultural, and Recreational Services  
 34640 Committed for Agriculture and Natural Resources  
 34645 Committed for Other Operations  
 34650 Committed for Highways/Public Works  
 34655 Committed for Education  
 34660 Committed for Instruction  
 34665 Committed for Support Services  
 34670 Committed for Operation of Non-Instructional Services  
 34675 Committed for Capital Outlay  
 34680 Committed for Debt Service  
 34685 Committed for Capital Projects  
 34690 Committed for Other Purposes  
 34700 Assigned ----- Description Account  
 34710 Assigned for General Government  
 34715 Assigned for Finance  
 34720 Assigned for Administration of Justice  
 34725 Assigned for Public Safety  
 34730 Assigned for Public Health and Welfare  
 34735 Assigned for Social, Cultural, and Recreational Services  
 34740 Assigned for Agriculture and Natural Resources  
 34745 Assigned for Other Operations  
 34750 Assigned for Highways/Public Works  
 34755 Assigned for Education  
 34760 Assigned for Instruction  
 34765 Assigned for Support Services  
 34770 Assigned for Operation of Non-Instructional Services  
 34775 Assigned for Capital Outlay



34780 Assigned for Debt Service  
 34785 Assigned for Capital Projects  
 34790 Assigned for Other Purposes  
 39000 Unassigned  
 39100 Net Assets ----- Control Account  
 39110 Invested in Capital Assets, Net of Related Debt  
 39111 Invested in Capital Assets  
 39120 Net Assets – Restricted ----- Description Account  
 39121 Restricted for Purpose No. 1  
 39122 Restricted for Purpose No. 2  
 39123 Restricted for Purpose No. 3  
 39124 Restricted for Purpose No. 4  
 39125 Restricted for Purpose No. 5  
 39126 Restricted for Purpose No. 6  
 39127 Restricted for Purpose No. 7  
 39128 Restricted for Purpose No. 8  
 39129 Restricted for Purpose No. 9  
 39130 Restricted for Purpose No. 10  
 39131 Restricted for Purpose No. 11  
 39132 Restricted for Purpose No. 12  
 39133 Restricted for Purpose No. 13  
 39134 Restricted for Purpose No. 14  
 39135 Restricted for Purpose No. 15  
 39900 Net Assets - Unrestricted

## Fund Balance Formula

Reference Number: CTAS-2101

Unassigned Fund Balance (from audit)	+	524,300	(A)
Estimated Current Budget Revenue	+	5,000,000	(B)
Adjustments to Revenue (additional revenue)	+ or -	125,000	(C)
Total Estimated Available Funds	=	5,649,300	(A+B+C=D)
Appropriation (Expenditure Budget)	-	5,100,000	(E)
Adjustment to Expenditures (approp not spent)	+ or -	(225,000)	(F)
Estimated Current Year Ending Fund Balance	=	774,300	(D-E-F=G)

## Sample Budget Resolution

Reference Number: CTAS-2103

A **RESOLUTION** Amending the Ambulance Service Fund 118 in order to more accurately reflect Revenues and Expenditures.

WHEREAS, the Typical County Commission voted to operate the Ambulance Service for the citizens of Typical County, and

WHEREAS, the Typical County Commission adopted a 2011-2012 Budget for the Ambulance Service

Fund, and

WHEREAS, the proposed Budget included a six month contract with an outside vendor and anticipated the county government operating for six month, and

WHEREAS, the county shall be operating the Ambulance Service for approximately 11 months, and

WHEREAS, being that it will be Typical County's first year in operating a County Ambulance Service it was anticipated that the budget would be reviewed and amended throughout the fiscal year, and

WHEREAS, it is recommended that the Ambulance Service Fund 118 be hereby amended to reflect more accurately the anticipated revenues and expenditure from their operations.

SECTION 1. NOW THEREFORE BE IT RESOLVED, that the Ambulance Service Fund 118 is amended as follows:

[SEE EXHIBIT V SPREADSHEET]

SECTION 2. BE IT FURTHER RESOLVED, that all Resolutions of the County Commission of Typical County, Tennessee, which are in conflict with this Resolution, are hereby repealed.

SECTION 3. BE IT FURTHER RESOLVED, that this Resolution takes effect from and after this passage, the public welfare requiring it. This Resolution shall be spread upon the minutes of the County Commission. Passed this the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

## Sample Budget Amendment

Reference Number: CTAS-2104

### Budget Amendments: Fund 118 Ambulance Service

		Typical County		
		2010 Approved Budget	1/20/2011 Amendments	Amended Budget
<b>40000 Local Taxes</b>				
40110	Current Property Taxes	188,000		188,000
40120	Trustee's Pr Yr	0		0
40130	Clerk and Master's Pr Yr	0		0
40140	Interest and Penalty	0		0
40161	TVA In Lieu of Tax	0		0
40162	Local Utilities In Lieu of Tax	0		0
<b>Total Local Revenue</b>		<b>188,000</b>	<b>0</b>	<b>188,000</b>
<b>43000 Charges for Services</b>				
43120	Ambulance Charges	648,000	(100,000)	548,000
	INSUR	0		0
	MCAID	0		0
	MCARE	0		0
	PRIV	0		0
	Total Charges for Services	648,000	(100,000)	548,000
<b>Total Revenue</b>		<b>836,000</b>	<b>(100,000)</b>	<b>736,000</b>
<b>49000 Other Sources</b>				
49100	Bond Proceeds	0		0
49200	Notes Proceeds	301,200	(10,000)	291,200
49900	Residual Equility Transfer	200,000		200,000
	Total Other Sources	501,200	(10,000)	491,200
<b>Total Revenue &amp; Other Sources</b>		<b>1,337,200</b>	<b>(110,000)</b>	<b>1,227,200</b>
<b>FUND BALANCE</b>				
35110	Designated for Purpose 1	0		0
39000	Beginning Fund Balance	0		0

**TOTAL AVAILABLE FUNDS** **1,337,200** **(110,000)** **1,227,200**

**Budget Amendments: Fund 118 Ambulance Service**  
**Typical County**

<b>EXPENDITURES</b>		<b>2010 Approved Budget</b>	<b>1/20/2011 Amendments</b>	<b>Amended Budget</b>
<b>55130</b>				
<b>Ambulance</b>				
105	Supervisor/Director	42,000		42,000
162	Clerical Personnel	21,000		21,000
164	Attendants (EMT, PM)	535,000	(31,000)	504,000
169	Part-Time Personnel	0		0
187	Overtime Pay	0		0
196	In-service Training	3,400		3,400
201	0.0765 Social Security	45,747		45,747
204	0.0273 State Retirement	16,325	(6,000)	10,325
207	Employee Insurance	54,000		54,000
210	0.014 Unemployment compensation	8,372		8,372
307	Communication	10,700		10,700
308	Contracts w/Quality Care	94,000	(74,000)	20,000
320	Dues and Memberships	200		200
332	Legal Notices, Court Cost	3,000		3,000
333	Licenses	2,000	300	2,300
334	Maintenance Agreements	0		0
335	Maint/Repair/Building	0	10,000	10,000
336	Maint/Repair/Equipments	0		0
338	Maint/Repair/Vehicles	10,000		10,000
340	Medical & Dental Services	1,000		1,000
348	Postal Charges	1,000		1,000
355	Travel	500	500	1,000
359	Disposal Fees	1,000		1,000
399	Contracted Services	0	6,000	6,000
410	Custodial Supplies	3,600		3,600
411	Data Processing Supplies	3,000		3,000
412	Diesel Fuel	30,000	(12,000)	18,000
413	Drugs & Medical Supplies	28,000	14,000	42,000
415	Electricity	7,500		7,500
434	Natural Gas	2,800		2,800
435	Office Supplies	0	1,000	1,000
450	Tire and Tubes	5,400		5,400

**Budget Amendments: Fund 118 Ambulance Service**  
**Typical County**

<b>EXPENDITURES</b>		<b>2010 Approved Budget</b>	<b>1/20/2011 Amendments</b>	<b>Amended Budget</b>
451	Uniforms	7,000		7,000
454	Water and Sewer	700	1,000	1,700
499	Other Supplies (linens)	8,000		8,000
502	Building and Contents Insurance	3,500		3,500
506	Liability Insurance	3,500	2,700	6,200
510	0.01 Trustee's Compensation	13,372		113,372
511	Vehicles & Equipment Insurance	9,000	1,700	10,700

513	0.065 Workers' Comp. Insurance	38,870	(2,000)	36,870
707	Building Improvements	0		0
708	Communication Equipment	10,000		10,000
709	Data Processing Equipment	15,000	1,700	16,700
711	Furniture & Fixtures	1,200	2,500	3,700
718	Motor Vehicles	255,000	(71,000)	184,000
735	Health Equipment	20,000	52,600	72,600
790	Other Equipment	0		0
	Total Ambulance Service	1,314,686	(102,000)	1,212,686
99100	590 Operating Transfers (to pay Principal and Interest)	0		0
	Total Transfers	0		0
	TOTAL EXPENDITURES & TRANSFERS	1,314,686	(102,000)	1,212,686
	TOTAL REVENUE w/o Other Sources	836,000	(100,000)	736,000
	TOTAL EXPENDITURES AND TRANSFERS	1,314,686	(102,000)	1,212,686
	Less 700 account # (Capital Items)	301,200		287,000
	Net Expenditure less (Capital Items)	1,013,486		925,686
	Net Profit or (Loss)- Net Revenue-Net Expenditures	(177,486)		(189,686)
	BEGINNING OF YEAR BALANCE	0		0
	ESTIMATED END OF YEAR BALANCE	22,514	(8,000)	14,514

## BEP Funding Allocation Example

Reference Number: CTAS-2105

Volunteer County  
Basic Education Program Allocation  
2010-2011  
June Estimate

Instructional Funding		
Total Full Funding - Instructional		\$34,060,000
Less: Required Local Matching Funds 30.98%		10,552,000
State Share of Instructional Funding 69.02% (1)		\$23,511,000
Classroom Funding		
Total Full Funding - Classroom		\$8,954,000
Less: Required Local Matching Funds 26.81%		2,401,000
State Share of Classroom Funding 73.19% (2)		\$6,553,000
Non-Classroom Funding		
Total Full Funding - Non-Classroom		\$17,311,000
Less: Required Local Matching Funds 54.50%		9,434,000
State Share of Non-Classroom Funding 45.50% (3)		\$7,877,000
Total State BEP Funding Allocation (1+2+3)		\$37,941,000
Total Required Local Matching Funds		22,387,000
Total BEP Funding – State and Local		\$60,328,000

### Additional Information

Student Counts (Weighted average of months 2, 3, 6, 7)

Total ADMs	10,429
Career and Technical ADMs Served	311
Special Education ADMs Identified and Served	2,149
Basic Education Program Instructional Salary	\$38,000

### Fiscal Capacity Indices

TACIR Index	1.13%
CBER/Fox Index	1.13%
TACIR 50% & CBER 50%	1.13%

## State of Tennessee BEP 2.0 Brochure

Reference Number: CTAS-2106

### TENNESSEE BASIC EDUCATION PROGRAM BEP 2.0 2010-11



State Board of Education  
9th Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-1050  
October, 2010

This booklet lists the Basic Education Program (BEP) components and the cost specifications for each component. The components include both operating and capital outlay costs.

The BEP components serve as the basis for calculating the level of funding for each school system. These components represent the level of support necessary for our schools to succeed. The components serve as the basis for calculating the level of BEP funding for each school system; the BEP does not prescribe specific levels of expenditures for individual components. Actual costs of the essential components are monitored and updated from year to year. Total costs are calculated by applying cost specifications to schools census data.

Equity adjustments (cost of operations adjustment and fiscal capacity adjustment) equalize responsibility among the local school systems based on variations in the cost of delivering services to students and in relative fiscal capacity.

#### STATE BOARD OF EDUCATION

Mr. Fielding Rolston, Chairman  
Mr. Jim Ayers  
Mr. Flavius Barker  
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Dr. Melvin Wright, Sr.

Dr. Richard Rhoda, THEC, (ex officio)

Dr. Gary L. Nixon, Executive Director

**SALARIES USED IN BEP CALCULATIONS****Teachers and Other Licensed Personnel**

The BEP allocation for salaries for each school system is based on:

- The number of each type of position generated by the cost components
- The current salary unit cost for instructional personnel = 38,000
- Average annual superintendent salary = \$91,600 per county

**Other Personnel**

- Average annual library/instructional assistant salary = \$19,000
- Average annual custodian salary = \$20,500
- Average annual school secretary salary = \$26,800
- Average annual system secretary salary = \$34,300

**FOOTNOTES**

\* If a system within a county having more than one system does not have enough pupils to qualify for a position, the relevant county totals are used and each system receives a pro rata share based on its proportion of total relevant enrollment. If county totals are not sufficient to generate a position, the county is allocated one position and each system is allocated a pro rata share of the position based on its proportion of the relevant enrollment.

\*\*Elementary schools < 100 are not allocated a principal.

\*\*\*One superintendent is allocated for each county. If there is more than one school system in a county, each system receives a pro rata share based on its proportion of total county ADM.

\*\*\*\*For purposes of calculating benefits and insurance: for maintenance add 60% of sq. ft. cost to salary allocation; for pupil transportation add 45% of amount to salary allocation. Apply calculated rate (ins, FICA, TCRS) for classified personnel as specified to 50% or 45% of allocation, respectively.

**INSTRUCTIONAL COMPONENTS (STATE SHARE = 70%)**

<b>COMPONENT</b>	<b>FUNDING LEVEL</b>
	.5 per school < 225**
PRINCIPALS	1 per school > 225
	.5 per school 660-879
ASSISTANT PRINCIPALS	1 per school 880-1,099
ELEMENTARY	1.5 per school 1,100-1,319
	2 per school > 1,320
	.5 per school 300-649
ASSISTANT PRINCIPALS	1 per school 650-999
SECONDARY	1.5 per school 1,000-1,249
	2 per school > 1,250 (+ 1 per add'l 250)
	1 per < 500 total ADM
SYSTEM-WIDE	2 per 500-999 total ADM
INSTRUCTIONAL	3 per 1,000-1,999 total ADM
SUPERVISORS	3 per > 2,000 total ADM (+ 1 per add'l 1,000)
SPECIAL EDUCATION	
SUPERVISORS	1 per 750 special education I & S
VOCATIONAL EDUCATION	
SUPERVISORS	1 per 1,000 vocational education FTEADM
SPECIAL EDUCATION	
ASSESSMENT PERSONNEL	1 per 600 special education I & S
SOCIAL WORKERS	1 per 2,000 total ADM*
PSYCHOLOGISTS	1 per 2,500 total ADM*

SPECIAL EDUCATION EARLY INTERVENTION	Early intervention services for 3-year-old children with disabilities. Now allocated through count of special education I & S
STAFF BENEFITS AND INSURANCE	\$4,665.26 per BEP position for insurance; plus 7.65% of BEP salary for FICA. Add 9.05% of BEP salary per licensed position OR 10.52% of BEP salary per classified position for TCRS

**CLASSROOM COMPONENTS (STATE SHARE = 75%)**

COMPONENT	FUNDING LEVEL
K-12 AT-RISK CLASS SIZE REDUCTION	Based on 1:15 class size reduction for grades K-12, estimated at \$509.46 per identified at-risk ADM. Funded at 100% at-risk.
DUTY-FREE LUNCH	\$10.25 per total ADM
TEXTBOOKS	\$76.75 per total ADM
CLASSROOM MATERIALS & SUPPLIES (includes fee waiver)	\$ 72.00 per regular ADM \$157.75 per vocational education FTEADM \$ 35.50 per special education I & S \$ 35.75 per Academic exit exam (12th grade) \$ 11.25 per Technical exit exam (1/4 voc ed)
INSTRUCTIONAL EQUIPMENT	\$64.25 per regular ADM \$99.75 per vocational education FTEADM \$13.25 per special education I & S
CLASSROOM RELATED TRAVEL	\$10.75 per regular ADM \$21.50 per vocational education FTEADM \$15.25 per special education I & S
VOCATIONAL CENTER TRANSPORTATION	For participating systems to transport students to vocational center attended part of the day
TECHNOLOGY	\$TBD per total ADM (Approx. \$21.08) \$20 M distributed on ADM basis
NURSES	1 per 3,000 total ADM (min. + 1 per system)
INSTRUCTIONAL ASSISTANTS	1 per 75 ADM K-6
SPECIAL EDUCATION ASSISTANTS	1 per 60 special education I & S in Options 5,7,8
SUBSTITUTE TEACHERS	\$56.00 per total ADM

ALTERNATIVE SCHOOLS \$ 3.30 per total ADM K-12 plus \$28.25 per ADM 7-12 (including voc ed)

### NON-CLASSROOM COMPONENTS (STATE SHARE = 50%)

COMPONENT	FUNDING LEVEL
SUPERINTENDENT	1 per county***
SYSTEM SECRETARIAL SUPPORT	1 per system < 500 2 per system 500-1,250 3 per system 1,251-1,999
TECHNOLOGY COORDINATORS	1 per system with one additional for each 6,400 ADM
SCHOOL SECRETARIES	.5 per school < 225 1 per school 225-374 1 per 375 per school > 375
MAINTENANCE & OPERATIONS	100 square feet per total K-4 ADM 110 square feet per total 5-8 ADM 130 square feet per total 9-12 ADM Total sq ft x \$3.00/sq ft**** 1 custodian per 22,376 calculated sq ft
NON- INSTRUCTIONAL EQUIPMENT	\$18.75 per total ADM
PUPIL TRANSPORTATION	Allocated to systems that provide transportation. Formula established by Commissioner of Education. Based on number of pupils transported, miles transported, and density of pupils per route mile
STAFF BENEFITS AND INSURANCE	\$4,354.24 per classified BEP position for insurance; plus 7.65% of BEP salary for FICA. Add 9.05% of BEP salary per Superintendent and technology coordinator OR 10.52% of BEP salary per classified position for TCRS
CAPITAL OUTLAY	100 sq ft per total K-4 ADM x \$121/sq ft 110 sq ft per total 5-8 ADM x \$125/sq ft 130 sq ft per total 9-12 ADM x \$123/sq ft Add equipment (10% of sq ft cost) Add architect's fee (5% of sq ft cost) Add debt service (20 yrs @ 6.00%) Divide total by 40 yrs = annual amount

### INSTRUCTIONAL COMPONENTS (STATE SHARE = 70%)

COMPONENT	FUNDING LEVEL
	1 per 20 ADM K-3
REGULAR EDUCATION	1 per 25 ADM 4-6
	1 per 25 ADM 7-9
	1 per 22.08 ADM 10-12
VOCATIONAL EDUCATION	1 per 16.67 vocational education FTEADM (Caseload Allocations)
SPECIAL EDUCATION	Option 1 91 Option 6 2
(number of students identified and served = I & S)	Option 2 73 Option 7 10
	Option 3 46 Option 8 6
	Option 4 25 Option 9 0
	Option 5 15 Option 10 10
ELEMENTARY GUIDANCE	1 per 500 ADM K-6*
SECONDARY GUIDANCE	1 per 350 ADM 7-12 (including voc ed)*
ELEMENTARY ART	1 per 525 ADM K-6
ELEMENTARY MUSIC	1 per 525 ADM K-6
ELEMENTARY PHYSICAL EDUCATION	1 per 350 ADM K-4
	1 per 265 ADM 5-6
	.5 per school < 265
ELEMENTARY LIBRARIANS	1 per school 265-439
(K-8)	1 per school 440-659 (+.5 assistant)
	1 per school > 660 (+1 assistant)
	.5 per school < 300
SECONDARY LIBRARIANS	1 per school 300-999
(9-12)	2 per school 1,000-1,499



ELL INSTRUCTORS  
ELL TRANSLATORS

2 per school > 1,500 (+1 per add'l 750)  
1 per 30 ELL Students I&S  
1 per 300 ELL Students I&S

## Tennessee Tax Freeze Jurisdictions

Reference Number: CTAS-2107

### Tennessee Tax Freeze Jurisdictions

as of October 31, 2011

The following counties and cities in Tennessee have adopted the local option Property Tax Freeze program. In order to qualify, an applicant's principal residence must be located within one of these jurisdictions.

<b><u>County</u></b>	<b><u>Year Adopted</u></b>	<b><u>City</u></b>	<b><u>Year Adopted</u></b>
Anderson	2007	Bartlett	2008
Bledsoe	2011	Clarksville	2008
Blount	2007	Clinton	2008
Bradley	2007	Collierville	2008
Campbell	2008	Dyersburg	2008
Coffee	2008	Fairview	2008
Davidson	2007	Gallatin	2008
Franklin	2008	Goodlettsville	2008
Hamblen	2007	Gordonsville	2008
Hancock	2010	Greenbrier	2008
Hickman	2008	Hendersonville	2008
Knox	2007	Jackson	2009
Montgomery	2008	Manchester	2007
Roane	2007	Memphis	2008
Robertson	2008	Millington	2008
Rutherford	2008	Oak Ridge	2010
Sevier	2008	Piperton	2008
Shelby	2008	Portland	2008
Smith	2008	Smyrna	2009
Sumner	2008	South Carthage	2008
Williamson	2008	Spring Hill	2009
Wilson	2007	Springfield	2008
		Tullahoma	2009
22 Counties Total		Westmoreland	2008
		White House	2011
		25 Cities Total	

*Source: State of Tennessee, Comptroller of the Treasury, Division of Property Assessments*

## Tax Freeze Calculation Worksheet

Reference Number: CTAS-2108

**\_\_\_\_\_ County**  
**Tax Freeze Calculation Worksheet**  
**For Tax Aggregate Freeze Totals 20XX**

Count		Total Assessment	Base Frozen Assessment	Non-Frozen Assessment	Tax Rate	Base Tax (Frozen)	Non-Frozen Tax	Total Tax Freeze Tax	Calculated Tax	Total Actual Tax
439	Cities	\$ 8,648,364	\$ 8,613,825	\$ 33,150	\$ 2.02	\$ 174,238	\$ 750	\$ 174,988	\$ 175,007	\$ 174,986
413	SSD 261	\$ 9,015,583	\$ 8,032,048	\$ 872,258	\$ 2.48	\$ 199,011	\$ 21,631	\$ 220,642	\$ 223,400	\$ 220,640
241	SSD 810	\$ 6,103,710	\$ 4,912,594	\$ 1,187,366	\$ 2.41	\$ 118,402	\$ 28,616	\$ 147,018	\$ 147,106	\$ 146,909
1,093	Totals	\$ 23,767,657	\$ 21,558,457	\$ 2,092,774		\$ 491,651	\$ 50,997	\$ 542,648	\$ 545,513	\$ 542,535

## Fund Balance Policy Example

Reference Number: CTAS-2110

### Sample County, Tennessee

#### Fund Balance Policy

##### Purpose

The County hereby establishes and will maintain reservations of fund balance as defined herein in accordance with Governmental Accounting Standards Board Statement No. 54 Fund Balance Reporting

and Governmental Fund Type Definitions and with regards to guidance from the Government Finance Officers Association (GFOA) GAAFR. This Policy shall apply to the County's General Fund and General Debt Service Fund. Governmental fund balance may be composed of restricted, committed, assigned, non-spendable and unassigned amounts per GASB Statement 54.

#### **Minimum Level of Unassigned Fund Balance – General Fund**

The General Fund unassigned fund balance will be maintained at a level sufficient to provide for the required resources to meet operating cost needs, to allow for unforeseen needs of an emergency nature, and to permit orderly adjustment to changes resulting from fluctuations of revenue sources. Given that current property tax collections do not begin until the fourth month of the fiscal year, Sample County will maintain at least Fifteen Percent (15.0%) of the next year's budget in the unassigned fund balance of the General Fund.

Any amounts remaining in the fiscal year-end unassigned fund balance in excess of Fifteen (15.0%) of the approved subsequent year's budget will be available for appropriation by the County Commission to cover such items as revenue shortfalls and unanticipated expenditures, and to ensure stable tax rates. The County Commission will attempt whenever possible to avoid appropriating such funding for recurring expenses.

#### **Minimum Level of Fund Balance – General Debt Service Fund**

It is the practice of the County to pay the principal and interest requirements on the County's debt obligations from the Debt Service Fund. Each year the budget committee of the County shall determine or estimate the principal and interest requirements of the County and recommend sources of revenues to meet these actual or projected requirements. Additionally, it shall be the policy of the County to begin each fiscal year with a balance of cash or investments in the Debt Service Fund in a conservatively calculated amount adequate to meet (1) cash flow needs, (2) budgeting contingencies, (3) emergency contingencies, (4) variable rate volatility contingencies plus (5) future forecasted needs.

**Cash flow Requirement Component:** The majority of local County revenues come from property taxes. Property taxes levied for a specific fiscal year are generally collected in the second half of that fiscal year. For this reason, it is common for the County to expend more than it collects during the first half of the fiscal year. For this reason, it shall be the policy of the County to begin each fiscal year with a sum of cash or investments equal to the debt service fund requirements scheduled to be expended during the first six months of the next fiscal year. This amount will typically equal six months of interest expense on the County's total indebtedness unless the County schedules principal payments in the first six months of the fiscal year. Generally, except for short-term capital outlay notes, the County will not schedule principal payments in the first six months of the fiscal year.

#### **Annual Review and Determination of Fund Balance Reserve Amounts**

Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process and amounts of restricted, committed, assigned, non-spendable, the minimum level of unassigned fund balance in the General Fund and the minimum level of fund balance in the Debt Service Fund shall be determined during this process.

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