



November 22, 2024

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# Budget Preparation Form/Personnel

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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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# Budget Preparation Form/Personnel

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, \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
SHEET \_\_\_\_\_ OF \_\_\_\_\_

FUND: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_  
ACCOUNT CODE: \_\_\_\_\_

CODE NO.	JOB TITLE OR POSITION (INCLUDE OPEN POSITIONS)	EMPLOYEE NAME	FISCAL YEAR 200 -20 AUTHORIZED		FISCAL YEAR 20 -20 PROPOSED			TOTAL ANNUAL COMPENSATION (COLUMN 6+7)	RATE HOURLY BIWEEKLY MONTHLY
			RATE HOURLY BIWEEKLY OR MONTHLY	TOTAL ANNUAL COMPENSATION (INCLUDE LONGEVITY)	ANNUAL BASE COLUMN 5 X COST OF LIVING %	LONGEVITY EXPERIENCE AMOUNT	STEP #		

Source URL: <https://www.ctas.tennessee.edu/eli/budget-preparation-formpersonnel>