



911 Finances & ECD Budget Form

Tennessee Emergency Communications Board

Jim Barnes, Fiscal Director

TOPICS

- 2022 TECB and ECD Status
- Annual Budget
- Budget Form
- Current Year Variances and Amendments
- Resources

2022 TECB and ECD Status

As of July 31, 2022

FY2022 Total TECB Revenue: - - - - - \$148,272,151

FY2022 payments to ECDs:

- Section 303 Base amount - - - - - \$81,620,437
- Surcharge Subsidy - - - - - \$30,967,080
- Section 130 revenue distribution - - - - - \$7,062,115
- Controller Subsidy and ANI/ALI- - - - - \$2,472,285
- ANI/ALI lines and other - - - - - \$86,325

TOTAL Payments to ECDs - - - - - \$122,208,242

2022 TECB and ECD Status

FY2022 TECB other expenses:

TRA TRS/TDAP - - - - - \$ 1.4m

NG911 Support - - - - - \$12.7m

Administration (includes federal grant) - \$1.1m

TOTAL TECB Expenditures - - - - - \$137,415,304

Percentage paid to ECDs 88.9%

Percentage for Administration 0.8 %

Percentage for NG911 9.2 %

Percentage for TRA/TDAP 1.0%

2022 TECB and ECD Status

Changes in Net Position from FY2021 Audits

- No district had a first year of negative change in net position
- One district had a second consecutive year of negative change in net position
- Three districts had three or more consecutive years of negative change, but were subsequently determined by TECB to not be distressed
- One district had a sixth consecutive year of negative change and was deemed by TECB to be distressed

2022 TECB and ECD Status

On the August 15, 2022 due date, 58 ECDs had FY2023 budgets filed with TECB. 94 were on file by September 15

As of July 31, 2022, 29 districts were fully on-line for CHaaS with 38 PSAPs and a total of 153 CTPs

In FY2021 total ECD expenditures reported by districts were \$122,238,259 and local governments contributed \$31,958,163 toward this cost

The average expenditure recorded by ECDs per month for each person on the 2020 census was \$1.47

Annual Budget - Required

§ 7-86-120 - The board of each district shall adopt and operate under an annual budget

No district may expend any moneys, regardless of their source, except in accordance with a budget adopted under this section. Expenses must be presented at the legal level of control, which is defined to be at the line-item level

Budgeted expenditures should not be greater than budgeted revenues. Use of reserves may be authorized for expenditures beyond the income level, but reserves are not to be considered as revenue in calculating change in net position

Annual Budget – Due Dates

Prior to adoption of the budget, the board of directors shall hold a public hearing on the proposed budget for which adequate public notice has been given

Prior to adoption, a copy of the proposed budget shall be filed with the **clerk or recorder** of the appropriate county or municipality, who shall then distribute copies to members of the appropriate legislative body and to members of municipal legislative bodies participating in the district, at least thirty (30) days before the next scheduled meeting of the legislative body

Prior to adoption, a copy of the proposed budget shall also be filed with the **chief administrative officer** of the appropriate county or municipality at the same time the budget is filed with the clerk or recorder.

Annual Budget – Due Dates (continued)

Within thirty (30) days after the budget's adoption, the budget, and any amendments to the budget, shall be filed with the **clerk or recorder** of the appropriate county or municipality, who shall then distribute copies to members of the appropriate legislative body

Within thirty (30) days after its adoption, the budget, and any amendments to the budget shall be filed with the **chief administrative officer** of the appropriate county or municipality

Nothing in these subsections shall prohibit a district from:

- adopting a proposed budget or delay the orderly adoption of the annual budget by the district's board of directors
- amending a budget after adoption

Annual Budget – Due Dates (continued)

If review of the budget comparison statement with actual expenditures indicates that a line-item expenditure will exceed the budgeted amount, then a budget amendment must be made to shift line-item amounts to cover all expenditures. Otherwise, you are not in compliance with §7-86-120 and have exceeded your board approved expenditure limit

Budget amendments can be made anytime during the year as occasion demands, but must be board approved **before June 30** of each year (approvals after June 30 are not valid)

Annual Budget – Due Dates (continued)

TCA § 7-86-304(c) The board of directors of each emergency communications district shall file with the board (TECB) a copy of its annual budget, prepared in accordance with § 7-86-120

TECB Policy No. 04 - ECD annual budgets shall be filed with the TECB no later than forty-five (45) days after July 1st of each year

If the ECD board has failed to submit an annual budget within thirty (30) days after receipt of required notification from TECB, the district director and chairman will be required to appear at the November meeting of the TECB to explain the district's failure to submit a budget, provided that the annual budget has not been submitted prior to that meeting

Annual Budget - Penalty

TCA 7-86-128(h) . . . the board (TECB) may withhold ... (base funding) distribution to an emergency communications district, if the district is operating in, or fails to correct a specific violation of state law. This may include, but not be limited to, the **failure to submit an annual budget** or audit, operating contrary to the open meeting requirements of title 8, chapter 44, part 1, or failure to comply with any requirements of this chapter 86.

Further, the board (TECB) may also withhold such distribution if it deems that the district is not taking sufficient actions or acting in good faith to establish, maintain, or advance E911 service for the citizens of an emergency communications district.

Budget Form - Requirements

TCA 7-86-120: The budget shall present a financial plan for the ensuing fiscal year, including at least the following information:

1. Expenditures and revenues for the preceding year (from audit report)
2. Projected expenditures and revenues for the current fiscal year (from approved budget)
3. Estimates of proposed expenditures and revenues for the upcoming year

Budget Form - Requirements

4. Reasons for recommended departures from the current appropriations pattern
5. An estimated balance or deficit, as of the end of the current fiscal year
6. A statement of pending capital projects and proposed new capital projects
7. Statement of the bond and other indebtedness of the district
8. A schedule of salaries by position and the number of people employed

Budget Form

District		ECD		BUDGET		
Acct #	Account Name	Prior Year FY 20	Current Year FY 20	Proposed Year FY 20	Notes	
Operating Revenue		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
3010	TCA Section 7-86-303 Receipts					
3020	TCA Section 7-86-130 Receipts					
3060	Local Government Contracts	1	2	3	4	
3070	Contracted Services					
3080	Sales & Fees					
3090	Other Operating Revenues					
Total Operating Revenue		0	0	0		

District		ECD		BUDGET		Notes
Acct #	Account Name	Prior Year FY 20__	Current Year FY 20__	Proposed Year FY 20__		
Operating Expenses						
Salaries/Wages and Benefits						
4000	Salaries and Wages:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
4001	Director					
4002	Administrative Personnel					
4003	Assistant Director(s)					
4004	Telecommunicators					
4005	Dispatch Supervisor Personnel					
4006	Mapping /Address Personnel					
4007	Other Salaries & Wages					
4011	Training Personnel					
4012	IT Personnel					
4013	Compensated Absences					
4099	Other Payroll Costs					
	Subtotal Salaries and Wages	0	0	0		

District	Acct #	Account Name	ECD		BUDGET	Notes
			Prior Year FY 20__	Current Year FY 20__	Proposed Year FY 20__	
4100		Employee Benefits:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
4101		Social Security				
4102		Medicare				
4104		Medical Insurance				
4106		Other Insurance				
4107		Unemployment Compensation				
4108		Pension Expense				
4109		Other Postemployment Benefits				
4199		Other Fringe Benefits				
		Subtotal Employee Benefits	0	0	0	
		Total Salaries, Wages, and Employee Benefits	0	0	0	

District	Acct #	Account Name	ECD		BUDGET	Notes
			Prior Year FY 20	Current Year FY 20	Proposed Year FY 20	
Other Than Payroll Operating Expenses:						
4200		Administration (Major Category)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
4203		Audit Services				
4204		Accounting / Bookkeeping Services				
4208		Contracts with Vendors				
4209		Data Processing Services				
4217		Legal Services				
4218		Maintenance & Warranty Contracts				
4221		Consulting Services				
4229		Lease/Rental-Admin Equipment/Furniture/Fixtures				
4232		Advertising				
4233		Awards to Employees and Others				
4234		Board Meeting Expenses				
4235		Claims and Judgments				
4236		Debt Issuance Costs				

District		ECD		BUDGET		
Acct #	Account Name	Prior Year FY 20	Current Year FY 20	Proposed Year FY 20	Notes	
4237	Dues and Memberships - Administrative					
4238	Employee Testing and Exams - Administrative					
4239	Equipment - General (non-capitalized)					
4240	Insurance-Liability					
4241	Insurance-Workers Compensation					
4242	Maintenance and Repairs - Administrative					
4243	Premiums on surety/fidelity bonds (Insurance)					
4244	Public Education					
4245	Software & Licensing - Administration					
4246	Supplies & Materials - Administration					
4247	Training costs - Administrative					
4248	Travel - Administrative					
4249	Uniforms - Administrative					
4250	Telephone costs - Administrative					
4251	Telecomm Cell Phones and Pagers - Administrative					
4252	Cable / Internet Charges - Administrative					
4253	Vehicle Expenses - Administrative					
4254	Vehicle Fuel - Administrative					
4299	Other Admin Services and Expenses					
	Subtotal Administration	0	0	0		

District	Acct #	Account Name	ECD		BUDGET	Notes
			Prior Year FY 20	Current Year FY 20	Proposed Year FY 20	
	4300	Buildings and Facilities (Major Category)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
	4305	Equipment - Facilities (Not Capitalized)				
	4307	Utilities				
	4333	Maintenance and Repairs-Buildings and Facilities				
	4337	Building and Facilities Costs				
	4338	Insurance-Buildings and Contents				
	4339	Maintenance & Warranty Contracts				
	4340	Supplies and Materials - Buildings and Facilities				
	4399	Other Building and Facilities Costs				
		Subtotal Building & Facilities	0	0	0	

District		ECD		BUDGET		Notes
Acct #	Account Name	Prior Year FY 20	Current Year FY 20	Proposed Year FY 20		
4400	Communications - Operations (Major Category)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
4405	Dues and Memberships - Operations					
4406	Employee Testing and Exams - Operations					
4410	Insurance-Equipment (non-administrative)					
4413	Communications Licenses and Fees					
4418	Training Expenses - Communications Operations					
4419	Travel Expenses - Communications Operations					
4422	Addressing/Mapping/Database Consultants					
4423	Addressing/Mapping/Database Supplies					
4424	Cable / Internet Charges - Communications					
4426	Certification/Recertification Fees					
4427	Equipment - Communications (not capitalized)					
4428	Hosted Operational Services					
4429	Impact Payments to Government Agencies					
4430	Language Interpreting					

District		ECD		BUDGET		Notes
Acct #	Account Name	Prior Year FY 20__	Current Year FY 20__	Proposed Year FY 20__		
4431	Maintenance & Warranty Contracts					
4432	Maintenance and Repairs-Communications					
4433	NCIC/TBI/TIES Expenses					
4435	Supplies, Materials, & Services - Communications					
4436	Uniforms - Communications					
4437	Telephone costs (Call Center Lines)					
4438	Telecomm Cell Phones and Pagers - Comm & Ops					
4439	Vehicle Expenses - Operations					
4440	Vehicle Fuel - Operations					
4499	Communications - Operations Other					
	Subtotal Communications & Operations	0	0	0		
	Total Other Than Payroll Operating Expenses	0	0	0		
	Total Operating Expenses Without Depreciation	0	0	0		
4501	Depreciation (Major Category)					
4601	Amortization (Major Category)					
	Grand Total Operating Expenses	0	0	0		

District		ECD		BUDGET	
Acct #	Account Name	Prior Year FY 20	Current Year FY 20	Proposed Year FY 20	Notes
5000	NON-Operating Revenues (Expenses):	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
5001	Investment Income				
5002	Interest Income				
5003	Net Increase (Decrease) in Fair Value of Investments				
5004	Primary Government Subsidies				
5005	Other Local Governments Subsidies				
5006	TECB Subsidies				
5007	Federal Government Grants				
5008	Gain (Loss) on Disposal of Property				
5010	Interest Expense				
5012	Rental Income				
5013	Insurance Proceeds				
5015	Impairment Loss				
5017	Local Government Grants				

District		ECD		BUDGET		
Acct #	Account Name	Prior Year FY 20	Current Year FY 20	Proposed Year FY 20	Notes	
5018	State Grants					
5019	Contributions from Others					
5099	Other Non-Operating Revenue					
6000	Capital Contributions					
6001	Primary Government Capital Contributions					
6002	Other Local Governments Capital Contributions					
6003	TECB Capital Contributions					
	Total NON-Operating Revenues and Losses	0	0	0		
	Total Revenues and Losses	0	0	0		
	Total Operating Expenses	0	0	0		
	Change in Net Position	0	0	0		

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District	Acct #	Account Name	ECD		BUDGET	Notes
			Prior Year FY 20	Current Year FY 20	Proposed Year FY 20	
		Additional Funding Source:			XXXXXXXXXX	
		Reserve Balance Beginning of Prior Year				
		Reserve Balance Beginning of Current Year		0		
		Reserve Balance Beginning of Proposed Year			0	
		Ending Reserve Balance	0	0	0	
		Amount of Reserve Used to Balance Budget		0	0	

District		ECD		BUDGET		Notes
Acct #	Account Name	Prior Year FY 20	Current Year FY 20	Proposed Year FY 20		
Capital Assets Not Being Depreciated (Planned)		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
1351	Land					6
1352	Construction in Progress					
1353	Other Capital Assets					
Capital Assets Being Depreciated (Planned)		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
1302	Buildings and Improvements					
1304	Furniture and Fixtures					
1306	Office Equipment					
1308	Communications Equipment					
1310	Vehicles					
1312	Leasehold Improvements					
1320	Other Capital Assets					
Capital Assets (Planned)		0	0	0		
Total Capital Projects Budget		0	0	0		

District		ECD		BUDGET	

Employee Positions Schedule

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Employees of the ECD by position and the numbers of positions.

Count vacant positions, as well as people, but only include positions for which the ECD is the employer.

Use tenths of a full number to indicate a part-time or shared positions, i.e., half time director would be .5 position.

Number of Positions				Subtotals
	Director			0
XXXXXXXXXX	Administrative Personnel			0
	Administrative Assistant Staff			XXXXXXXXXX
	Office Staff			XXXXXXXXXX
	Accounting/Bookkeeping Staff			XXXXXXXXXX
	Mapping Staff			XXXXXXXXXX
	Technology Staff			XXXXXXXXXX
	Other			XXXXXXXXXX
				XXXXXXXXXX

District		ECD		BUDGET	
	XXXXXXXXXX	Dispatchers/Telecommunicators/Calltakers		0	
		Shift/Lead Supervisors		XXXXXXXXXX	8
		Full-time		XXXXXXXXXX	
		Part-time		XXXXXXXXXX	
		Other		XXXXXXXXXX	
	XXXXXXXXXX			XXXXXXXXXXXX	
		Data Processing Personnel		0	
		Custodial Personnel		0	
		Maintenance Personnel		0	
	XXXXXXXXXX	List Other position titles below		0	
				XXXXXXXXXX	
				XXXXXXXXXX	
	0	Total Employees			
		Total Employees		0	

Budget Form - Housekeeping

The entire printed document is lengthy (4 pages). To conserve space, please **hide** any blank lines or sections of the budget that you will not use (if you use the TECB excel form, you can click on all tabs and then hide or add rows and sub-codes to all documents at the same time)

Do not delete lines or hide lines with actual data, because the total will not match the audit report (I would suggest filling out all three columns before hiding empty rows)

Budget Form – excess lines deleted

EXAMPLE		ECD	2023	BUDGET																
Acct #	Account Name	Prior Year FY2021	Current Year FY2022	Proposed Year FY2023	Explanation of departures from the current pattern.															
Operating Revenue		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
3010	TCA Section 7-86-303 Receipts																			
3020	TCA Section 7-86-130 Receipts																			
Total Operating Revenue		0	0	0																
Operating Expenses																				
Salaries/Wages and Benefits																				
4000	Salaries and Wages:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
4001	Director																			
4003	Assistant Director(s)																			
4004	Telecommunicators																			
4004.1	Parttime																			
4004.2	Overtime																			
4005	Dispatch Supervisor Personnel																			
4005.1	Overtime																			
Subtotal Salaries and Wages		0	0	0																
4100	Employee Benefits:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
4101	Social Security																			
4102	Medicare																			
4104	Medical Insurance																			
4106	Other Insurance																			
4107	Unemployment Compensation																			
4108	Pension Expense																			
Subtotal Employee Benefits		0	0	0																
Total Salaries, Wages, and Employee Benefits		0	0	0																
Other Than Payroll Operating Expenses:																				
4200	Administration (Major Category)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
4203	Audit Services																			
4204	Accounting / Bookkeeping Services																			
4208	Contracts with Vendors																			
4217	Legal Services																			
4218	Maintenance & Warranty Contracts																			
4221	Consulting Services																			
4232	Advertising																			
4240	Insurance-Liability																			
4241	Insurance-Workers Compensation																			
4242	Maintenance and Repairs - Administrative																			
4244	Public Education																			
4246	Supplies & Materials - Administration																			
4247	Training costs - Administrative																			
4248	Travel - Administrative																			
4251	Telecomm Cell Phones and Pagers - Administrative																			
4253	Vehicle Expenses - Administrative																			
4254	Vehicle Fuel - Administrative																			
4299	Other Admin Services and Expenses																			
Subtotal Administration		0	0	0																
4300	Buildings and Facilities (Major Category)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
4307	Utilities																			
4333	Maintenance and Repairs-Buildings and Facilities																			
4337	Building and Facilities Costs																			
4340	Supplies and Materials - Buildings and Facilities																			
4399	Other Building and Facilities Costs																			
Subtotal Building & Facilities		0	0	0																
4400	Communications - Operations (Major Category)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
4405	Dues and Memberships - Operations																			

Budget Form - Housekeeping

Do not change the budget code number and description. Any changes must be approved by the Comptroller of the Treasury. Use the “Other” categories when necessary, or supplemental codes like the next slide.

You may create or add more detail to the budget line-item codes as long as the basic function is maintained. Any numbering system acceptable by your bookkeeping package that would “roll up” into the base number would work.

Budget Form - Housekeeping

Examples:

1. 5005 Other Local Governments Subsidies could be expanded to:
 - a. 5005.01 ABC City
 - b. 5005.02 LMN City
 - c. 5005.03 XYZ City
2. 4013 Compensated Absences:
 - a. 4013A Longevity Pay
 - b. 4013B Supplemental Pay
 - c. 4013C Bonus

Budget Form – overtime added

EXAMPLE		ECD	2023	BUDGET	
Acct #	Account Name	Prior Year FY2021	Current Year FY2022	Proposed Year FY2023	Explanation of departures from the current pattern.
Operating Revenue		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
3010	TCA Section 7-86-303 Receipts				
3020	TCA Section 7-86-130 Receipts				
Total Operating Revenue		0	0	0	
Operating Expenses					
Salaries/Wages and Benefits					
4000	Salaries and Wages:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
4001	Director				
4003	Assistant Director(s)				
4004	Telecommunicators				
4004.1	Parttime				
4004.2	Overtime				
4005	Dispatch Supervisor Personnel				
4005.1	Overtime				
Subtotal Salaries and Wages		0	0	0	

Budget Form - Fill in Prior Year Column

Complete heading – District and Fiscal years

Complete first column with actual Financial Report data from last audit

1. Audited line-items may not match Chart of Accounts on form
2. Audited Financial Report may not be in sufficient detail
3. May use data from audited budget variance schedule (budget to actual expenditures)

Budget form – heading and prior year data

EXAMPLE		ECD	2023	BUDGET																
Acct #	Account Name	Prior Year FY2021	Current Year FY2022	Proposed Year FY2023	Explanation of departures from the current pattern.															
Operating Revenue		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
3010	TCA Section 7-86-303 Receipts	729,642																		
3020	TCA Section 7-86-130 Receipts	82,500																		
Total Operating Revenue		812,142																		
Operating Expenses																				
Salaries/Wages and Benefits																				
4000	Salaries and Wages:	XXXXXXXXXX																		
4001	Director	62,872																		
4003	Assistant Director(s)	55,627																		
4004	Telecommunicators	408,864																		
4004.1	Parttime																			
4004.2	Overtime																			
4005	Dispatch Supervisor Personnel	82,671																		
4005.1	Overtime	62,583																		
Subtotal Salaries and Wages		672,617																		
4100	Employee Benefits:	XXXXXXXXXX																		
4101	Social Security	37,564																		
4102	Medicare	9,136																		
4104	Medical Insurance	119,383																		
4106	Other Insurance	1,334																		
4107	Unemployment Compensation	376																		
4108	Pension Expense	4,586																		
Subtotal Employee Benefits		172,379																		
Total Salaries, Wages, and Employee Benefits		844,996																		
Other Than Payroll Operating Expenses:																				
4200	Administration (Major Category)	XXXXXXXXXX																		
4203	Audit Services	7,400																		
4204	Accounting / Bookkeeping Services	3,856																		
4208	Contracts with Vendors																			
4217	Legal Services	1,463																		
4218	Maintenance & Warranty Contracts	91,866																		
4221	Consulting Services	16,797																		

Budget Form - Fill in Current Year Column

Enter most recently approved current year budget data in middle column. (If available, copy and paste from the third column of the current year amendment schedule.)

1. Depreciation is not required but highly recommended
2. Remember, reserves being used are not revenue and should be displayed after the calculation of change in net position

Budget Form – current year data

EXAMPLE		ECD	2023	BUDGET																
Acct #	Account Name	Prior Year FY2021	Current Year FY2022	Proposed Year FY2023	Explanation of departures from the current pattern.															
Operating Revenue		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
3010	TCA Section 7-86-303 Receipts	729,642	729,642																	
3020	TCA Section 7-86-130 Receipts	82,500	274,000																	
Total Operating Revenue		812,142	1,003,642																	
Operating Expenses																				
Salaries/Wages and Benefits																				
4000	Salaries and Wages:	XXXXXXXXXX	XXXXXXXXXX																	
4001	Director	62,872	66,602																	
4003	Assistant Director(s)	55,627	57,116																	
4004	Telecommunicators	408,864	455,133																	
4004.1	Parttime		15,000																	
4004.2	Overtime		25,000																	
4005	Dispatch Supervisor Personnel	82,671	195,994																	
4005.1	Overtime	62,583																		
Subtotal Salaries and Wages		672,617	814,845																	
4100	Employee Benefits:	XXXXXXXXXX	XXXXXXXXXX																	
4101	Social Security	37,564	50,520																	
4102	Medicare	9,136	11,816																	
4104	Medical Insurance	119,383	142,341																	
4106	Other Insurance	1,334	1,500																	
4107	Unemployment Compensation	376	1,900																	
4108	Pension Expense	4,586	64,436																	
Subtotal Employee Benefits		172,379	272,513																	
Total Salaries, Wages, and Employee Benefits		844,996	1,087,358																	
Other Than Payroll Operating Expenses:																				
4200	Administration (Major Category)	XXXXXXXXXX	XXXXXXXXXX																	
4203	Audit Services	7,400	7,800																	
4204	Accounting / Bookkeeping Services	3,856	7,000																	
4208	Contracts with Vendors		25,500																	
4217	Legal Services	1,463	6,000																	
4218	Maintenance & Warranty Contracts	91,866																		
4221	Consulting Services	16,797																		

Budget Form - Fill in Proposed Year Column

Enter projected budget amounts for next year in the third column.

1. Depreciation is not required but highly recommended
2. Examine flow of expenditures and explain disruptions in space provided
3. Be knowledgeable about price and operational changes that may have cost impacts
4. Be conservative, overestimate expenditures and underestimate revenues

Budget Form – Projected year

EXAMPLE		ECD	2023	BUDGET																
Acct #	Account Name	Prior Year FY2021	Current Year FY2022	Proposed Year FY2023	Explanation of departures from the current pattern.															
Operating Revenue		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
3010	TCA Section 7-86-303 Receipts	729,642	729,642	729,642																
3020	TCA Section 7-86-130 Receipts	82,500	274,000	274,634	Reclassified from 5006															
Total Operating Revenue		812,142	1,003,642	1,004,276																
Operating Expenses																				
Salaries/Wages and Benefits																				
4000	Salaries and Wages:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
4001	Director	62,872	66,602	75,000	Salary increase															
4003	Assistant Director(s)	55,627	57,116	62,500	Salary increase															
4004	Telecommunicators	408,864	455,133	493,968	Salary increase															
4004.1	Parttime		15,000	12,652																
4004.2	Overtime		25,000	20,000																
4005	Dispatch Supervisor Personnel	82,671	195,994	187,505	Salary increase															
4005.1	Overtime	62,583		10,000																
Subtotal Salaries and Wages		672,617	814,845	861,625																
4100	Employee Benefits:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
4101	Social Security	37,564	50,520	53,475	Salary increase															
4102	Medicare	9,136	11,816	12,506	Salary increase															
4104	Medical Insurance	119,383	142,341	155,652																
4106	Other Insurance	1,334	1,500	1,600																
4107	Unemployment Compensation	376	1,900	2,000																
4108	Pension Expense	4,586	64,436	67,637																
Subtotal Employee Benefits		172,379	272,513	292,870																
Total Salaries, Wages, and Employee Benefits		844,996	1,087,358	1,154,495																
Other Than Payroll Operating Expenses:																				
4200	Administration (Major Category)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX																
4203	Audit Services	7,400	7,800	7,800																
4204	Accounting / Bookkeeping Services	3,856	7,000	6,000																
4208	Contracts with Vendors		25,500	11,000																
4217	Legal Services	1,463	6,000	6,000																
4218	Maintenance & Warranty Contracts	91,866			Reclassified to code 4431															
4221	Consulting Services	16,797																		

Budget Form - Change in Net Position

Change in Net Position is the difference between revenue and expenditures

1. Always strive for a positive change in net position
2. If the change is negative, more expenditures are budgeted than revenues
3. The source(s) of available funds to meet a negative change in net position should always be explained (try to avoid using reserves to pay for recurring expenses)

Budget Form - Additional Funding Sources

Reserves are the primary resource for offsetting negative changes in net position

1. Reserves are generated by the accumulation of cash from positive changes in net position of each year for all years of operation
2. Depreciation is a prime input ingredient for the accumulation of cash. When depreciation expense is recorded, cash is not reduced (*the balancing entry is against accumulated depreciation, a contra-asset*)
3. Reserves are not revenue (It is helpful to estimate changes in reserve balances, but not required)

Budget Form - Additional Funding Sources

In the Additional Funding Source section, Prior Year column, fill in the Reserve Balance Beginning amount with the ending balance of your net position from the prior audit and the reserve balances will project forward based on your current and proposed budget impacts

Reserves are generally considered to be the investments in CDs or Money Market accounts, or the unobligated balance maintained in checking accounts (liquid assets). Unobligated cash is money that is not needed to pay for current operations which are funded by current revenues.

A Detailed Description of Investments is required for financial reports at each board meeting, but it is not a budget requirement

Budget Form – impact on reserves

District	Acct #	Account Name	ECD		BUDGET	Notes
			Prior Year FY 20__	Current Year FY 20__	Proposed Year FY 20__	
		Additional Funding Source:			XXXXXXXXXX	
		Reserve Balance Beginning of Prior Year				
		Reserve Balance Beginning of Current Year		0		
		Reserve Balance Beginning of Proposed Year			0	
		Ending Reserve Balance	0	0	0	
		Amount of Reserve Used to Balance Budget		0	0	

Budget Form – impact on reserves

EXAMPLE		ECD	2023	BUDGET							
Acct #	Account Name	Prior Year FY2021	Current Year FY2022	Proposed Year FY2023	Explanation of departures from the current pattern.						
	Total Revenues and Losses	1,631,883	1,515,168	1,532,802							
	Total Operating Expenses	1,160,261	1,572,433	1,629,066							
	Change in Net Position	471,622	(57,265)	(96,264)							
	Additional Funding Source:			XXXXXXXXXX							
	Reserve Balance Beginning of Prior Year	1,524,788									
	Reserve Balance Beginning of Current Year		1,996,410								
	Reserve Balance Beginning of Proposed Year			1,939,145							
	Ending Reserve Balance	1,996,410	1,939,145	1,842,881							
	Amount of Reserve Used to Balance Budget		(57,265)	(96,264)							

Budget Form - Capital Projects Section

1. All expenditures must be authorized by your board, individually by board action, if not included in the budget approval process
2. The budget approval process can accomplish the objective of expenditure authorization
3. When assets are planned for purchase, these anticipated costs do not normally appear on a revenue and expenditure budget
4. Asset purchases should have an explanation of the source and impact of the drain on cash balances (reserves)

Budget Form - Capital Projects Section

5. Use of the capital projects section accomplishes the objective to provide documentation of authorization for capital asset expenditures and describes the resources for payment
6. Capitalized expenditures only affect depreciation expense on the Statement of Revenue and Expenditures used in calculating Change in Net Position
7. This is not a "fixed" form, it may be used, or bits and pieces of it, as deemed most appropriate for your board's understanding

Budget form – capital projects

District		ECD		BUDGET		Notes
Acct #	Account Name	Prior Year FY 20__	Current Year FY 20__	Proposed Year FY 20__		
Statement of Capital Projects:		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Capital Assets Not Being Depreciated (In Process)		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
1351	Land				6	
1352	Construction in Progress					
1353	Other Capital Assets					
Capital Assets Being Depreciated (In Process)		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
1302	Buildings and Improvements					
1304	Furniture and Fixtures					
1306	Office Equipment					
1308	Communications Equipment					
1312	Leasehold Improvements					
1320	Other Capital Assets					
Capital Assets (In Process)		0	0	0		

Budget form – capital projects

District		ECD		BUDGET		Notes
Acct #	Account Name	Prior Year FY 20__	Current Year FY 20__	Proposed Year FY 20__		
Capital Assets Not Being Depreciated (Planned)		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
1351	Land					6
1352	Construction in Progress					
1353	Other Capital Assets					
Capital Assets Being Depreciated (Planned)		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
1302	Buildings and Improvements					
1304	Furniture and Fixtures					
1306	Office Equipment					
1308	Communications Equipment					
1310	Vehicles					
1312	Leasehold Improvements					
1320	Other Capital Assets					
Capital Assets (Planned)		0	0	0		
Total Capital Projects Budget		0	0	0		

Budget Form – Statement of Bonded Debt

Whether you have debt, or not, a statement of bonded and other indebtedness is required as part of the budget

District		ECD		BUDGET		Notes
Acct #	Account Name	Prior Year FY 20__	Current Year FY 20__	Proposed Year FY 20__		
Statement of Bonded and Other Indebtedness:						
2203	Notes Payable--Long-term				7	
2210	Other Long-term Liabilities					
Total Cost of Liabilities		0	0	0		
Debt Type	Debt Owed To:			Amount		
			Total Debt	0		

Budget Form – Employee Positions

A schedule of salaries by position and the number of people employed is required.

NOTE that the names of individual employees are not identified in the schedule, only the number of positions in each job classification. This document should provide detail for the summary totals in the Wage and Salary section of the budget.

Budget form – Personnel Positions

District		ECD		BUDGET	

Employee Positions Schedule

8

Employees of the ECD by position and the numbers of positions.

Count vacant positions, as well as people, but only include positions for which the ECD is the employer.

Use tenths of a full number to indicate a part-time or shared positions, i.e., half time director would be .5 position.

	Number of Positions			Subtotals
		Director		0
XXXXXXXXXX		Administrative Personnel		0
		Administrative Assistant Staff		XXXXXXXXXX
		Office Staff		XXXXXXXXXX
		Accounting/Bookkeeping Staff		XXXXXXXXXX
		Mapping Staff		XXXXXXXXXX
		Technology Staff		XXXXXXXXXX
		Other		XXXXXXXXXX
				XXXXXXXXXX

Budget form – Personnel Positions

District		ECD		BUDGET	
	XXXXXXXXXX	Dispatchers/Telecommunicators/Calltakers		0	
		Shift/Lead Supervisors		XXXXXXXXXX	8
		Full-time		XXXXXXXXXX	
		Part-time		XXXXXXXXXX	
		Other		XXXXXXXXXX	
	XXXXXXXXXX			XXXXXXXXXX	
		Data Processing Personnel		0	
		Custodial Personnel		0	
		Maintenance Personnel		0	
	XXXXXXXXXX	List Other position titles below		0	
				XXXXXXXXXX	
				XXXXXXXXXX	
	0	Total Employees			
		Total Employees		0	

Budget form – Personnel Positions

District		ECD	2023	BUDGET	
XXXXXXXXXX	Dispatchers/Telecommunicators/Calltakers			25	
4	Shift/Lead Supervisors			XXXXXXXXXX	
19	Full-time			XXXXXXXXXX	
2	Part-time			XXXXXXXXXX	
	Other			XXXXXXXXXX	
XXXXXXXXXX				XXXXXXXXXX	
	Data Processing Personnel			0	
	Custodial Personnel			0	
	Maintenance Personnel			0	
XXXXXXXXXX	List Other position titles below			0	
				XXXXXXXXXX	
				XXXXXXXXXX	
				XXXXXXXXXX	
27	Total Employees		Total Employees	27	

Current Year Variances and Amendments

A variance schedule compares the current year budget with the current year actual expenditures

Most bookkeeping software packages have built in reports to determine variances

If you use the form on the TECB website, you have to make sure that the Variance and Amendment schedules are picking up the middle column Current Year budgeted amounts and not the Proposed Year amounts

Current Year Variances and Amendments

If you use the budget form on the TECB website and do not make any changes to the rows other than hiding them, the first column of the variance schedule will be automatically populated with your current year budget amounts and the first column of Amendment # 1 schedule will be populated with the current year budget amount.

If you manually enter your actual year-to-date expenditures at any time during the year, the variance or difference between your budget and expenditures will calculate to help you determine if a budget amendment is needed

Current Year Variances and Amendments

Variance schedule compares current year budget with current year actual expenditures.						
VARIANCE	EXAMPLE	ECD				
Acct #	Account Name	Approved/Amended Current Budget	Actual Year-to-Date	Variance	Percent Remaining	Explanation
Operating Revenue		XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
3010	TCA Section 7-86-303 Receipts	729,642		729,642	100%	
3020	TCA Section 7-86-130 Receipts	274,000		274,000	100%	
Total Operating Revenue		1,003,642	0	1,003,642		
Operating Expenses						
Salaries/Wages and Benefits						
4000	Salaries and Wages:	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
4001	Director	66,602		66,602	100%	
4003	Assistant Director(s)	57,116		57,116	100%	
4004	Telecommunicators	455,133		455,133	100%	
4005	Dispatch Supervisor Personnel	15,000		15,000	100%	
4006	Mapping /Address Personnel	25,000		25,000	100%	
4007	Other Salaries & Wages	195,994		195,994	100%	
Subtotal Salaries and Wages		814,845	0	814,845		
4100	Employee Benefits:	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
4101	Social Security	50,520		50,520	100%	
4102	Medicare	11,816		11,816	100%	
4104	Medical Insurance	142,341		142,341	100%	
4106	Other Insurance	1,500		1,500	100%	
4107	Unemployment Compensation	1,900		1,900	100%	
4108	Pension Expense	64,436		64,436	100%	
Subtotal Employee Benefits		272,513	0	272,513		
Total Salaries, Wages, and Employee Benefits		1,087,358	0	1,087,358		
Other Than Payroll Operating Expenses:						
4200	Administration (Major Category)	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
4203	Audit Services	7,800		7,800	100%	
4204	Accounting / Bookkeeping Services	7,000		7,000	100%	
4208	Contracts with Vendors	25,500		25,500	100%	
4217	Legal Services	6,000		6,000	100%	
4232	Advertising	300		300	100%	

Current Year Variances and Amendments

1. First column is populated from budget
2. Enter current year actual expenditures in middle column. (*Adjustments may be necessary to match budgeted line items*)
3. The 3rd column displays the difference in the annual budget amount and the year-to-date expenditure amount (the variance). There is also a calculation for the percentage of the expenditure to budget. (*This percentage calculation column may be deleted if not needed or used*)

Current Year Variances and Amendments

Variance schedule compares current year budget with current year actual expenditures.						
VARIANCE	EXAMPLE	ECD				
Acct #	Account Name	Approved/Amended Current Budget	Actual Year-to-Date	Variance	Percent Remaining	Explanation
Operating Revenue		XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
3010	TCA Section 7-86-303 Receipts	729,642	600,000	129,642	18%	
3020	TCA Section 7-86-130 Receipts	274,000	274,000	0	0%	All funding received in November
Total Operating Revenue		1,003,642	874,000	129,642		
Operating Expenses						
Salaries/Wages and Benefits						
4000	Salaries and Wages:	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
4001	Director	66,602	55,000	11,602	17%	
4003	Assistant Director(s)	57,116	45,000	12,116	21%	
4004	Telecommunicators	455,133	395,000	60,133	13%	Overtime costs excessive
4005	Dispatch Supervisor Personnel	15,000	12,000	3,000	20%	
4006	Mapping /Address Personnel	25,000	20,000	5,000	20%	
4007	Other Salaries & Wages	195,994	160,000	35,994	18%	
Subtotal Salaries and Wages		814,845	687,000	127,845		
4100	Employee Benefits:	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
4101	Social Security	50,520	40,000	10,520	21%	
4102	Medicare	11,816	9,000	2,816	24%	
4104	Medical Insurance	142,341	120,000	22,341	16%	
4106	Other Insurance	1,500		1,500	100%	Applicable employee left
4107	Unemployment Compensation	1,900	800	1,100	58%	
4108	Pension Expense	64,436	50,000	14,436	22%	
Subtotal Employee Benefits		272,513	219,800	52,713		
Total Salaries, Wages, and Employee Benefits		1,087,358	906,800	180,558		
Other Than Payroll Operating Expenses:						
4200	Administration (Major Category)	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
4203	Audit Services	7,800	8,500	(700)	-9%	Lease evaluation extra work done
4204	Accounting / Bookkeeping Services	7,000	6,000	1,000	14%	
4208	Contracts with Vendors	25,500	20,000	5,500	22%	
4217	Legal Services	6,000	1,500	4,500	75%	Not used as expected
4232	Advertising	300	100	200	67%	Not used as expected

Current Year Variances and Amendments

4. Since budget amounts are for the entire year and actual amounts entered are up to that point in time, each line-item variance must be evaluated to determine if an amendment is necessary
5. Amendments can be positive or negative
6. Once it is determined that an amendment is needed, write the amount and reason in the NOTES column, because when the amendment is saved, the variance difference disappears and reconstructing the change may be difficult

Current Year Variances and Amendments

Variance schedule compares current year budget with current year actual expenditures.						
VARIANCE	EXAMPLE	ECD				
Acct #	Account Name	Approved/Amended Current Budget	Actual Year-to-Date	Variance	Percent Remaining	Explanation
Operating Revenue		XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
3010	TCA Section 7-86-303 Receipts	729,642	600,000	129,642	18%	
3020	TCA Section 7-86-130 Receipts	274,000	274,000	0	0%	Amend up for Excess 55000
Total Operating Revenue		1,003,642	874,000	129,642		
Operating Expenses						
Salaries/Wages and Benefits						
4000	Salaries and Wages:	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
4001	Director	66,602	55,000	11,602	17%	
4003	Assistant Director(s)	57,116	45,000	12,116	21%	
4004	Telecommunicators	455,133	395,000	60,133	13%	Amend up 10000
4005	Dispatch Supervisor Personnel	15,000	12,000	3,000	20%	
4006	Mapping /Address Personnel	25,000	20,000	5,000	20%	
4007	Other Salaries & Wages	195,994	160,000	35,994	18%	
Subtotal Salaries and Wages		814,845	687,000	127,845		
4100	Employee Benefits:	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
4101	Social Security	50,520	40,000	10,520	21%	
4102	Medicare	11,816	9,000	2,816	24%	
4104	Medical Insurance	142,341	120,000	22,341	16%	
4106	Other Insurance	1,500		1,500	100%	Amend down 1500
4107	Unemployment Compensation	1,900	800	1,100	58%	
4108	Pension Expense	64,436	50,000	14,436	22%	
Subtotal Employee Benefits		272,513	219,800	52,713		
Total Salaries, Wages, and Employee Benefits		1,087,358	906,800	180,558		
Other Than Payroll Operating Expenses:						
4200	Administration (Major Category)	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
4203	Audit Services	7,800	8,500	(700)	-9%	Amend up 700
4204	Accounting / Bookkeeping Services	7,000	6,000	1,000	14%	
4208	Contracts with Vendors	25,500	20,000	5,500	22%	
4217	Legal Services	6,000	1,500	4,500	75%	
4232	Advertising	300	100	200	67%	

Current Year Variances and Amendments

If you continue to use the recommended budget forms, cut and paste features will save you a lot of time

The third column of your current year budget can be copied and pasted to the second column of your proposed budget.

Once your Current Year and Proposed Budgets have been approved by your board, you may only make changes by going through the amendment process and obtaining board's approval at open board meetings

Current Year Variances and Amendments

After evaluating variances, determine any needed amendments and enter amounts on the next appropriate amendment worksheet in the Current Year budget “Increase/Decrease” column. Save each amendment file as a separate document. *(When the amendment amount is entered into the Current Year column, the Variance automatically recalculates and wipes out the difference.)*

The third column of the final amended current year budget can be copied and pasted to the second column of a proposed budget *Saves time and effort.*

Current Year Variances and Amendments

AMENDMENT #1		EXAMPLE	ECD			
Acct #	Account Name		Approved Current Budget	Increase or (Decrease)	Amend #1 Current Budget	Explanation of change.
Operating Revenue			XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	
3010	TCA Section 7-86-303 Receipts		729,642		729,642	
3020	TCA Section 7-86-130 Receipts		274,000	55,000	329,000	Section 130 November distribution
	Total Operating Revenue		1,003,642	55,000	1,058,642	
4003	Assistant Director(s)		57,116		57,116	
4004	Telecommunicators		455,133	10,000	465,133	Salary Bonus authorized by board
4004.1	Parttime		15,000		15,000	
4004.2	Overtime		25,000		25,000	
4106	Other Insurance		1,500	(1,500)	0	eligible employee retired
4203	Audit Services		7,800	700	8,500	GASB 87 required Lease analysis
4204	Accounting / Bookkeeping Services		7,000		7,000	
4208	Contracts with Vendors		25,500		25,500	
	Grand Total Operating Expenses		1,572,433	9,200	1,579,421	
	Total Revenues and Losses		1,515,168	55,000	1,570,168	
	Total Operating Expenses		1,572,433	9,200	1,579,421	
	Change in Net Position		(57,265)	45,800	(9,253)	

Current Year Variances and Amendments

AMENDMENT #1		EXAMPLE	ECD			
Acct #	Account Name		Approved Current Budget	Increase or (Decrease)	Amend #1 Current Budget	Explanation of change.
Operating Revenue			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
3010	TCA Section 7-86-303 Receipts		729,642		729,642	
3020	TCA Section 7-86-130 Receipts		274,000	55,000	329,000	Section 130 November distribution
	Total Operating Revenue		1,003,642	55,000	1,058,642	
4003	Assistant Director(s)		57,116		57,116	
4004	Telecommunicators		455,133	10,000	465,133	Salary Bonus authorized by board
4004.1	Parttime		15,000		15,000	
4004.2	Overtime		25,000		25,000	
4106	Other Insurance		1,500	(1,500)	0	eligible employee retired
4203	Audit Services		7,800	700	8,500	GASB 87 required Lease analysis
4204	Accounting / Bookkeeping Services		7,000		7,000	
4208	Contracts with Vendors		25,500		25,500	
	Grand Total Operating Expenses		1,572,433	9,200	1,579,421	
	Total Revenues and Losses		1,515,168	55,000	1,570,168	
	Total Operating Expenses		1,572,433	9,200	1,579,421	
	Change in Net Position		(57,265)	45,800	(9,253)	

Current Year Variances and Amendments

Make budget amendments conservatively. Enter higher budget expenditure amounts than really expected. It is easier to explain to your board a potential negative change in net position caused by overestimating budget expenditures, than it is to address an audit exception or finding because money was spent without authorization

The closer it is to the end of the fiscal year, the more obvious the need for an amendment becomes

Resources

Accounting and Financial Reporting Manual for TN ECDs
2022 Audit Manual - Internal Control and Compliance Manual

<https://comptroller.tn.gov/office-functions/la/resources/manuals.html>

TN Budget Manual for Local Governments

<https://comptroller.tn.gov/content/dam/cot/lgf/documents/manuals/LocalGovernmentBudgetManualFinal.pdf>

Certified Municipal Finance Officer program

<https://www.mtas.tennessee.edu/certified-municipal-finance-officer-cmfo> (not required, but good training)

Resources

TN Debt Manual for Local Governments

<https://comptroller.tn.gov/content/dam/cot/lgf/documents/manuals/LocalGovernmentDebtManualFinal.pdf>

Finance Leases require Comptroller approval

A financing lease is defined as an agreement for the use of property and includes one of the following elements:

- (a) rental payments include an identifiable interest component; or
- (b) the local government has the right to purchase the property that is subject to the lease at a price that is not based upon the fair market value of the property at the time of the purchase.

Resources

TN Debt Manual for Local Governments (continued)

<https://comptroller.tn.gov/content/dam/cot/lgf/documents/manuals/LocalGovernmentDebtManualFinal.pdf>

- Tenn. Code Ann. § 9-24-101 - On or after January 1, 2022, any lease that is not classified as exempt under the “Uniformity in Local Government Lease Financing Act of 2021,” must be reviewed and approved by the Comptroller’s Office prior to approval by the local governing body
- This approval requirement applies to individual lease financing agreements with principal amounts greater than \$100,000 and to individual lease financing agreements that are \$100,000 or less if the principal amount, together with the principal amount of all exempt lease financings issued by the public entity in the same fiscal year exceeds \$100,000.

Resources

Uniformity in Local Government Lease Financing Act
<https://www.ctas.tennessee.edu/eli/uniformity-local-government-lease-financing-act>

Pursuant to T.C.A. § 9-24-102(5), lease financing is defined as any lease under which (1) the rental payments include an identifiable interest component; or (2) the lessee has a right to purchase the property subject to the lease price that is not based upon the fair market value of the property at the time of purchase.

Exempt lease financing is lease financing with a principal amount not exceeding \$100,000 and does not include a lease financing if the principal amount of that lease financing together with the principal amount of all exempt lease financing issued by the public entity previously in the same fiscal year exceeds (\$100,000); See T.C.A. § 9-24-102((1).

Before entering any lease financing, a local government is required to get approval from the comptroller of treasury

Resources

Uniformity in Local Government Lease Financing Act **Required Supplemental Information**

Schedule of Changes in Lease Obligations. The schedule should include the following:

- Original Amount of Issue
- Interest Rate
- Date of Issuance
- Maturity Date
- Beginning Outstanding Amounts
- Amounts Issued During Period
- Amounts Paid and/or Matured During Period
- Remeasurements
- Ending Outstanding Amounts

Schedule of Lease Obligations, Principal, and Interest Requirements by Fiscal Year

Resource - Contact

Jim Barnes, Fiscal Director

James.Barnes@tn.gov

Phone: (615) 253-3706

TECB Office Phone Number: (615) 253-2164

Website

TECB Home Page: <http://tn.gov/commerce/section/e911>