**TSCC FY 2025-26 APPROVED BUDGET CHECKLIST**

**Taxing District Name:** Click or tap here to enter text.

**APPROVED BUDGET MATERIALS TO SUBMIT TO TSCC:**

1. **Budget Document**

Attached or online link: Click or tap here to enter text.

1. **Budget Message**

Attached or online link: Click or tap here to enter text. *Page # :*

1. **Budget Detail Sheets for Resources & Requirements (In Excel worksheet if possible)**

Attached or online link: Click or tap here to enter text. *Page # :*

1. **Summary of interfund transfers (transfers out and corresponding transfer in for each fund)**

Attached or online link: Click or tap here to enter text. *Page # :*

N/A – no transfers in budget

1. **Requirements by Object Classification, Total for All Funds**

Attached or online link: Click or tap here to enter text. *Page # :*

*Example Requirements by Object Format:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Object** | **FY 22-23 Actual** | **FY 23-24 Actual** | **FY 24-25 Budget** | **FY 25-26 Budget** |
| Personnel Services |  |  |  |  |
| Materials & Services |  |  |  |  |
| Capital Outlay |  |  |  |  |
| Debt Service |  |  |  |  |
| Fund Transfers |  |  |  |  |
| Contingencies |  |  |  |  |
| Ending Fund Balance |  |  |  |  |
| TOTAL |  |  |  |  |

1. **Number of Employees (FTE), Total for All Funds**

Attached or online link: Click or tap here to enter text. *Page # :*

N/A – no FTE in the budget

*Example FTE Format:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **FY 22-23 Actual** | **FY 23-24 Actual** | **FY 24-25 Budget** | **FY 25-26 Budget** |
| TOTAL |  |  |  |  |

1. **Debt Schedule(s) (including for any new or refunded debt issued in current FY)**

Attached or online link: Click or tap here to enter text. *Page # :*

N/A – no debt in budget

1. **Property Tax Levy Calculations**

Attached or online link: Click or tap here to enter text. *Page # :*

N/A – no property tax in the budget

*Example Property Tax Calculation Format:*

|  |  |  |
| --- | --- | --- |
|  | **Permanent Rate** | **Local Option Levy** |
| Estimated Assessed value |  |  |
| x Rate / 1,000 |  |  |
| = Taxes Extended |  |  |
| - Measure 5 Compression Loss |  |  |
| X Collection Percentage |  |  |
| = Taxes to Be Received |  |  |

|  |  |
| --- | --- |
|  | **General Obligation Debt Service Levy** |
| Taxes to Be Received |  |
| / by Collection Percentage |  |
| = Tax Levy |  |

|  |  |
| --- | --- |
|  | **Other Dollar Based Levy** |
| Taxes to Be Received |  |
| / by Collection Percentage |  |
| = Tax Imposed |  |
| + Measure 5 Compression Loss |  |
| = Tax Levy |  |

1. **Percentage of Assessed Value Growth Used**: Click or tap here to enter text.
2. **Uncollectible Rate Used:** Click or tap here to enter text.
3. **Notice of Budget Committee Meeting – Proof of Publication**

Newspaper & Online (notices are required 5 to 30 days prior to meeting).

Affidavit of Publication in Newspaper – attached *Page # :*

Screenshot of website publication with date noted – attached *Page # :*

Newspaper Only - Affidavit of Publication (two notices 5 to 30 days prior to meeting). *Page # :*

Mail or Hand Delivery (notices required at least 10 days prior to meeting).

1. **Evidence of Budget Committee Actions**
   1. **Approval of Proposed Budget (with or without changes)**

Attached or online link: Click or tap here to enter text. *Page # :*

* 1. **Tax Levy Set**

Attached or online link: Click or tap here to enter text. *Page # :*

N/A – no property tax in the budget

1. **Form LB/ED/CC/UR-1 Draft**

Attached or online link: Click or tap here to enter text. *Page # :*

N/A – taxing district serves population of more than 200,000

1. **New Reserve Fund Resolution/Ordinance**

Attached or online link: Click or tap here to enter text.  N/A – no new reserve funds