

SERVICE

CALLABORATION

LEADERSHIP

TEAMWORK

DEDICATION



Avoiding Common  
Mistakes:

# A Counties Branch Perspective

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**1. Budget Review**

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# BUDGET REVIEW

## Initial Review

- Quarterly Report
- Signed and dated
- Tax Rates
- Liabilities Section
- Standing Order
- Fee Budgets
- Amendments

## Math Check

- Receipts total
- Transfers balance
- Approp. total
- Approp. = Rec.
- Summary totals

## Receipts

- Comparing actual receipts from current budget to projected receipts
- Verifying prior year carry over estimates

## Appropriations

- Reviewing the appropriations section to verify that all mandatory appropriations have been budgeted for

Celebrating

50<sup>th</sup>  
Years

BUDGET REVIEW CHECKLIST  
FY 2026 - 2027

County Name: \_\_\_\_\_ Date Received: \_\_\_\_\_

4. REVIEW OF MANDATED APPROPRIATIONS \_\_\_\_\_

Received By (circle one): Mail Hand-Delivered E-Mail Internet

1. INITIAL REVIEW OF PROPOSED BUDGET \_\_\_\_\_

|                                                   | YES                      | NO                       |
|---------------------------------------------------|--------------------------|--------------------------|
| Notification of adopted property tax rates        | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of tax rates to _____                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Current quarterly report on file                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed budget signed & dated by judge/executive | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed budget includes Liabilities Section      | <input type="checkbox"/> | <input type="checkbox"/> |
| Standing orders included                          | <input type="checkbox"/> | <input type="checkbox"/> |
| County Fee Budgets Submitted                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 2024-2025 Budget & Amendments on file             | <input type="checkbox"/> | <input type="checkbox"/> |

If any of the foregoing are marked "NO", contact county.  
Do not proceed until items received.

County contacted by (initial) \_\_\_\_\_ on (date) \_\_\_\_\_ (time) \_\_\_\_\_  
Name and Title of Person Contacted \_\_\_\_\_  
Phone number \_\_\_\_\_ Notes: \_\_\_\_\_

Date ALL Item #1 Materials Received: \_\_\_\_\_

Field Person (circle one): Roger Smith Jefferson Abney  
Jaarad Taylor Mandy Otis

2. MATH CHECK

|                           | CHECKED                  | DOUBLE CHECKED           | YES | NO |
|---------------------------|--------------------------|--------------------------|-----|----|
| Receipts Total            | <input type="checkbox"/> | <input type="checkbox"/> |     |    |
| Transfers Balance         | <input type="checkbox"/> | <input type="checkbox"/> |     |    |
| Appropriations Total      | <input type="checkbox"/> | <input type="checkbox"/> |     |    |
| Appropriations = Receipts | <input type="checkbox"/> | <input type="checkbox"/> |     |    |
| Summary Totals            | <input type="checkbox"/> | <input type="checkbox"/> |     |    |

3. REVIEW OF ESTIMATED RECEIPTS \_\_\_\_\_

| Receipts estimates                                       | Surplus estimates                      | Notes |
|----------------------------------------------------------|----------------------------------------|-------|
| OKAY                                                     | OKAY                                   |       |
| General Fund <input type="checkbox"/>                    | General Fund <input type="checkbox"/>  |       |
| Road Fund <input type="checkbox"/>                       | Road Fund <input type="checkbox"/>     |       |
| Jail Fund <input type="checkbox"/>                       | Jail Fund <input type="checkbox"/>     |       |
| LGEA Fund <input type="checkbox"/>                       | LGEA Fund <input type="checkbox"/>     |       |
| Other Fund(s) <input type="checkbox"/>                   | Other Fund(s) <input type="checkbox"/> |       |
| CDBG \$ <input type="checkbox"/>                         |                                        |       |
| Real & Personal rates separated <input type="checkbox"/> |                                        |       |
| Tele. Commissions in Jail Fund <input type="checkbox"/>  |                                        |       |

|                                                 | COMPLIANCE               | Notes |
|-------------------------------------------------|--------------------------|-------|
| Elected officials salaries 101                  | <input type="checkbox"/> |       |
| Clerk/Sheriff salaries fully funded             | <input type="checkbox"/> |       |
| Training Fringe Benefit funded                  | <input type="checkbox"/> |       |
| Bond premiums 531                               | <input type="checkbox"/> |       |
| PVA Contribution 5030-367                       | <input type="checkbox"/> |       |
| Law Librarian (\$600-\$1200) 5060-101           | <input type="checkbox"/> |       |
| County Attorney Secretary 5005-165              | <input type="checkbox"/> |       |
| Election Expenses 5065                          | <input type="checkbox"/> |       |
| Treasurer 5040-102                              | <input type="checkbox"/> |       |
| Public Defender (\$.125) 5175-903               | <input type="checkbox"/> |       |
| Dog Warden 5205-102                             | <input type="checkbox"/> |       |
| Borrowed Money Repayment 7500-603               | <input type="checkbox"/> |       |
| Debt Service                                    | <input type="checkbox"/> |       |
| Unemployment Insurance 9400-208                 | <input type="checkbox"/> |       |
| Worker's Compensation 9400-209                  | <input type="checkbox"/> |       |
| Social Security 7.65% 9400-201                  | <input type="checkbox"/> |       |
| Retirement 17.43%, 34.72% 9400-202              | <input type="checkbox"/> |       |
| Road Cost Allocations documented                | <input type="checkbox"/> |       |
| Road Costs Allocated < \$222,000.00             | <input type="checkbox"/> |       |
| Road Supervisor 6103-102                        | <input type="checkbox"/> |       |
| National Forestry Receipts 02-9500-902          | <input type="checkbox"/> |       |
| Juvenile Costs 5102                             | <input type="checkbox"/> |       |
| LGEA Budgeted                                   | <input type="checkbox"/> |       |
| Bank Charges coded 9100-503                     | <input type="checkbox"/> |       |
| FC Pymt to Fee Ofc/Fee Budget                   | <input type="checkbox"/> |       |
| 499 & 599 categories <\$1,000 per function code | <input type="checkbox"/> |       |

5. TOTAL BUDGET

\_\_\_\_\_

6. SLFO APPROVAL

Date submitted to SLFO for signature \_\_\_\_\_  
Date signed \_\_\_\_\_ Date Ltr. signed \_\_\_\_\_  
Date Mailed to county \_\_\_\_\_

# BUDGET REVIEW

## It's your turn!

**Find as many errors in the provided budget as possible. We will review and discuss.**

# Let's Review!

How many mistakes did you find?

- **Juvenile Services not included**
- **4909 not equal to 4910**
- **No Road Supervisor**
- **599 budgeted at \$2000**
- **No Workman's comp in Road Fund**
- **No Retirement in the jail fund**
- **Total Appropriations do not equal Total Revenue**
- **No Dog Warden**
- **No Treasurer's salary**
- **Road Fund Summary does not equal revenues or appropriations**
- **Appropriations summary total does not match appropriations**
- **Total Revenues do not equal Total appropriations**
- **The budget dated for the wrong fiscal year**
- **No Telecommunications in the jail fund**
- **Law Librarian is budgeted at \$200**

# BUDGET AMENDMENTS

- Do not include transfers on budget amendments
- Before submitting amendments to DLG, verify that totals are correct and that the amendment balances
- Do not spend funds until the budget amendment is adopted
- Avoid emergency budget amendments if at all possible

# COUNTY DEBT

Page 3

## NOTIFICATION OF INTENT TO FINANCE AND APPLICATION FOR DEBT APPROVAL

Form # SLDO-1  
Revised 1/1/2011

### Section E - Bond Information/Documentation

Please provide all relevant information. Fields in **bold** are mandatory

**Describe the purpose of the bond:**

Bond Counsel:

Counsel Address:

Financial Advisor:

Advisor Address:

**Bond Series:**

**Call Date:**

Does this bond refund a prior bond? ☐ Yes ☐ No

If yes, please state the name, date and principal amount of original issue(s) being refunded:

#### Required Attachments (If SLDO Approval is Required)

1. Minutes from the local public hearing
2. Affidavit of publication of SLDO hearing and newspaper advertisement tear sheet
3. Executed copy of ordinance/resolution of fiscal court authorizing financial plan for the issuance of the bonds
4. Proposed plan of financing
5. Preliminary official statement (if applicable)
6. Sources and uses table

#### Additional Required Attachments for KRS Chapter 103 Bonds

1. Documentation in an appropriate form substantiating the project's eligibility under KRS 103.2101(1)(a)-(e).
2. If the project requires approval of the reduction in property taxes, attach any documentation provided to agency responsible for approval.

\*\*\*\*\*

By signing below, the Authorized Official certifies that the foregoing is true and accurate to the best of his or her knowledge.

|                     |            |
|---------------------|------------|
| Name (please print) | Date:      |
| Title:              | Signature: |

Mail to:  
Department for Local Government  
Attn: State Local Debt Officer  
1024 Capital Center Drive, Suite 340  
Frankfort, KY 40601

Fax to: 502-573-3712

Celebrating  
**50**  
Years

# ELECTED OFFICIALS TRAINING PROGRAM

THANK YOU

For your participation!

Celebrating  
50 Years

TEAM  
KENTUCKY<sup>®</sup>

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DEPARTMENT FOR  
LOCAL GOVERNMENT