

# County Clerk Required Checklist

## Budget Received

1. Was the budget submitted by August 25<sup>th</sup>? (KSA 79-1801)
2. Was the budget submitted by electronic means? (KSA 79-2930)
3. Was the complete budget submitted with the following items? (KSA 79-2930)
  - Certificate page with at least one signature of the governing body
  - Computation to Determine Levy Limit
  - Allocation of MVT, RVT, 16/20M Vehicle, and Slider
  - Schedule of Transfers
  - Statement of Indebtedness
  - Statement of Lease-Purchases
  - All applicable fund pages
  - Budget Summary
  - Published Notice of Budget Hearing
  - Proof of Publication (if needed)
  - Neighborhood Revitalization (if used)
  - TIF (if used)
  - Published Ordinance (cities only)
  - Resolution approved by the governing body
  - USDs only; the signed Certificate pages and published Notice of Hearing

## Reviewing the Budget

1. Was there at least 10 days between when the published Notice of Budget Hearing was published and when the budget hearing was held? (KSA 79-2929)
2. Does the non-appropriated expenditure exceed 5% of the total expenditures for the tax levy fund? (KSA 79-2927)
3. Does the expenditure or ad valorem tax amounts found on the Certificate page for each fund exceeds the expenditure or ad valorem tax amounts found on the published Notice of Budget Hearing for each fund? (KSA 79-2930)
4. Was the imposed levy limit exceeded by any tax levy funds? (KSA 79-2930)

## Setting the Levy

1. Were the ad valorem taxes reduced? (KSA 79-2930)
2. Was the municipality notified of the reduction? (KAS 79-1965)
3. Were the final valuation and levy rates shown on the Certificate page? (KSA 79-2930)
4. Were the levies provided to the County Treasurer on or before November 1<sup>st</sup>? (KSA 79-1803)
5. Were all the County's budgets electronically submitted to the Director of Accounts & Reports by December 1<sup>st</sup>?