**County Clerk’s Checklist for Budgets**

Budget Received

1. Budget submitted by August 25. (K.S.A. 79-2930(a); 79‐1801.)

2. Budget submitted by electronic means. (K.S.A. 79‐2930.)

3. A complete budget, including the following pages, was submitted. (K.S.A. 79‐2930.)

‐ Certificate page with at least one signature of a governing body member

‐ Computation to determine levy limit

‐ Allocation of MV, RV, 16/20M, commercial, and watercraft tax estimates

‐ Schedule of transfers

‐ Statement of indebtedness

‐ Statement of lease‐purchases

‐ Library grant page (if the municipality supports a library)

‐ All applicable fund pages

‐ Budget summary

‐ Published notice of budget hearing

‐ Proof of publication (if needed)

‐ Neighborhood revitalization (if used)

‐ TIF (if used)

‐ Published notice of vote (if required)

‐ Resolution (if required)

Reviewing the Budget

1. The notice of budget hearing was published at least 10 days before the budget hearing was held. (K.S.A. 79‐2929.)

2. The non‐appropriated expenditure amount of any tax levy fund does not exceed 5% of the total expenditures for such fund. (K.S.A. 79‐2927.)

3. The expenditure and ad valorem tax amounts found on the certificate page do not exceed the corresponding expenditure and ad valorem tax amounts found on the published notice of budget hearing. (K.S.A. 79‐2930.)

4. No imposed fund levy limit was exceeded. (K.S.A. 79‐2930.)

Setting the Levy

1. Ad valorem taxes reduced as necessary. (K.S.A. 79‐2930.)

2. Municipality was notified of the reduction. (K.S.A. 79‐1965.)

3. Amount of incremental increase in redevelopment district and rural housing development district valuation not included in the municipality total assessed valuation in the setting of levies. (PVD, KDOR.)

4. The final total assessed valuation and levy rates are shown on the certificate page. (K.S.A. 79‐2930.)

5. Levies are provided to the county treasurer on or before November 1. (K.S.A. 79‐1803.)

6. All budgets of the county are submitted via electronic means to Municipal Services, preferably by December 1.