

## **Preparing the Budget - Documents Needed**

**To build your FY 2024 budget you should have available the following information:**

- ✓ The adopted FY 2023 budget and any amendments
- ✓ The adopted FY 2022 budget and any amendments
- ✓ Your most recent audit report, if any
- ✓ Financial reports for FY 2022
- ✓ County Clerk's Budget Information
- ✓ County Treasurer's Budget Information
- ✓ County Treasurer's Annual Report (shows disbursements during FY 2022)
- ✓ Confirmation of State Payments for 2022
  - Located on the Municipal Services website  
[https://oitsapps.ks.gov/DA/OCFO/MCS/public/mcs\\_public\\_confirmations.aspx](https://oitsapps.ks.gov/DA/OCFO/MCS/public/mcs_public_confirmations.aspx)
- ✓ Amortization schedules regarding debt payments
- ✓ Special City and County Highway Fund estimate of distributions