

FINANCIAL MANAGEMENT 2.0

Annual Budget Preparation -- 2.1

Base Budget Request/ Continuation Budget -- 2.1.a

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Signature:



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POLICY

State law requires that the Tennessee Department of Health present a complete financial plan for the ensuing fiscal year which outlines all proposed expenditures for the administration, operation, and maintenance of all programs.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To provide for the annual operation of programs under the responsibility of the State of Tennessee.

PROCEDURE

Procedures for completing the Base Budget Request are developed annually by the Department of Finance and Administration for distribution to all departments on or about August 1 of each year. The procedures will be sent to the Fiscal Services Section in the Bureau of Health Services (FSS). The FSS is responsible for completing the annual Base Budget Request.

The FSS will coordinate preparation of the Base Budget Request with the appropriate region, section or program.

NECESSARY FORMS

Forms may vary according to need

REFERENCE DOCUMENTS

T.C.A. 9-4-51 - 9-4-54 State Funds

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305