

**Jessica Allison**

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**Subject:** Deadline for submitting items to the Budget Committee

Elected Officials and Department Heads,

Budget Committee agendas must be published on the Finance Department's website at least seven calendar days before the committee meeting. These seven days allow the committee members adequate time to consider all items and the county's citizens sufficient time to prepare any potential comments they may have.

For any item to be on the Budget Committee's agenda— for a regularly scheduled meeting on the second Monday of the month —you must have your request and all supporting documentation to the Finance Department by noon on the Thursday preceding the first Monday of the month. For other than regularly scheduled Budget Committee meetings, the Finance Department will notify you of the submission deadline via email.

For any item requiring prior approval (or appropriate action) from other committees, you must obtain approvals (or appropriate actions) before submission or obtain the consent of the Budget Committee Chair for it to be included in the agenda without the prerequisite approval (or appropriate action). Suppose the committee places it on the agenda without a committee's approval (or appropriate action); in that case, it will be on the agenda with the notation subject to the required committee's approval (or appropriate action).

If you have an emergency item after the deadline, it may be, subject to the Chairman's approval, placed on the agenda the night of the meeting with a 2/3 vote of the members present.

Sincerely,

*David Lawing*

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