

**DEKALB COUNTY GOVERNMENT**

**FY 2017 BUDGET**

**FORM SUBMITTAL REQUIREMENTS**

All departments are required to submit the following three forms: Form A, Form B, and Form H.

All other forms are only required to be submitted if they are applicable to each department's specific budget requests.

<b>Form</b>	<b>Title of Form</b>	<b>Required</b>	<b>If Applicable</b>	<b>Not Used for FY 2017</b>
Cover Memo	Cover Memo Highlighting any Proposals, Concerns, Requests, etc.		X	
A	Summary Report of Entire Budget	X		
B	Line Item Detail	X		
C	Revenues			X
D	Organizational Table			X
E	Changes to Authorized Positions		X	
F	Request for Additional Overtime			X
G	Equipment/Furniture/Vehicle/Other Capital Request Form		X	
H	Commodities & Services	X		
I	Tax Levy Request			X
J	Fund Balance Analysis			X
K	Inventory of Major Service Areas			X
L	Efficiency Ideas Implemented			X
M	Request for Items to be Included in Five Year Special Funding Plans		X	
N	Request From Outside Agencies		X	
O	Suggestions for Study Issues by Board Members			X
P	Appeal of Administrative Recommendation		X	
Q	Contract Inventory			X