

Preparing the Budget - Documents Needed

To build your FY 2026 budget you should have available the following information:

- ✓ The adopted FY 2025 budget and any amendments
- ✓ The adopted FY 2024 budget and any amendments
- ✓ Your most recent audit report, if any
- ✓ Financial reports for FY 2024
- ✓ County Clerk's Budget Information
- ✓ County Treasurer's Budget Information
- ✓ County Treasurer's Annual Report (shows disbursements during FY 2024)
- ✓ Confirmation of State Payments for 2024
 - Located on the Municipal Services website
(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