

(Letterhead of the County)

Date:

**Fiscal Strength and Efficient Government Fiscal Confirmation Letter  
ThreeStar Program requirements**

This document confirms that \_\_\_\_\_ County has taken the following actions in accordance with the requirements of the ThreeStar Program:

- The county mayor has reviewed with the county commission at an official meeting the county’s debt management policy that is currently on file with the Comptroller of the Treasury Office. The purpose of this requirement is to ensure that local elected officials are aware and knowledgeable of the county’s debt management policy.
- The county mayor and county commission acknowledge that an annual cash flow forecast must be prepared and submitted to the Comptroller prior to issuance of debt. The purpose of this requirement is to ensure elected officials are aware that prior to the issuance of debt the county must go through the process of assessing the county’s cash flow. This is done to evaluate the county’s finances and confirm that sufficient revenues are available to cover additional debt service associated with the proposed issuance of debt.
- The county mayor and county commission acknowledge that all county offices are required to have documented system of internal controls (TCA Section 9-18-102).

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**Debt Management Policy**

This is an acknowledgement that *the Debt Management Policy of \_\_\_\_\_ County is on file with the Office of the Comptroller of the Treasury* and was reviewed with the members of the \_\_\_\_\_ County Commission present at the meeting held on the \_\_\_ day of \_\_\_\_\_.

Minutes of this meeting have been included as documentation of this agenda item.

**Annual Cash Flow Forecast**

This is an acknowledgement that *prior to the issuance of debt an annual cash flow forecast was prepared for the appropriate fund and submitted to the Comptroller’s office* and was reviewed with the members of the \_\_\_\_\_ County Commission present at the meeting held on the \_\_\_ day of \_\_\_\_\_.

Minutes of this meeting have been included as documentation of this agenda item.

**Confirmation of Documented Internal Controls Requirement**

This is an acknowledgement that \_\_\_\_\_ County Commission understands that all county offices are required to develop a documented system of internal control for all offices, funds, and departments under the authority and administration of the elected officials of \_\_\_\_\_ County in compliance with Section 9-18-102 (a), Tennessee Code Annotated.

Acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Mayor/Executive Name

\_\_\_\_\_  
Signature