



Metropolitan Government of Nashville and Davidson County - Finance Dept. Policy: Budget Accountability Reports (BAR)

Effective Date: December 20, 2010
Revision Date: September 16, 2025
Policy Number: 2.1
Sponsor: Office of Management and Budget

Purpose

The purpose of this policy is to provide guidance on required monthly financial reporting of budgeted and actual revenues and expenses.

Definitions

Budget Accountability Report (commonly referred to as the BAR) is a report generated for selected departments/funds and provides detailed budget vs. actual information for the current and prior fiscal years. The BAR categorizes revenue and expenses into high level groupings such as "Salaries", "Utilities" and "Program Revenue", and provides the departmental total yearly budget allocations as well as budget vs. actual variances through the current month of the fiscal year.

Variance: The difference between a budgeted and actual amount in the BAR.

General Policies

The Office of Management and Budget (OMB) within the Finance Department shall prepare and review departmental budget information, assuring accuracy and compliance with Metro financial policies, and providing additional financial analysis as needed.

OMB shall prepare a monthly BAR showing current year budgeted revenues and expenses, prior year budgeted revenues and expenses, and variances of budget and actual financial information.

Departments shall submit explanations of BAR variances to OMB per an established monthly schedule. Variance explanations shall include reasons for being over or under budget for each BAR category.

OMB shall routinely report to the Finance Director and the Metropolitan Council whether departments have complied with the reporting requirements of this policy.

OMB shall review and analyze all monthly Budget Accountability Reports variances submitted by departments.

OMB shall routinely report significant variances to the Finance Director as needed to determine if any specific action is required of the department to meet budget allocations as authorized by the Metropolitan Council.

OMB shall submit the BAR to Metro Council monthly per an established schedule.

OMB shall publish the BAR for public accessibility on an established schedule.

Applicable Local, State or Federal Regulations

Metro. Charter art. 8, § 8.103: The director of finance shall be responsible to the mayor for the administration of the financial affairs of the metropolitan government.

Metro. Charter art. 8, § 8.104: The budget officer, with the advice and assistance of the chief accountant, shall



METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

write, revise and maintain a proper standard procedure instruction manual to be followed by all officers, departments, boards and other agencies of the government to ensure uniform accounting and budgetary procedures.

Metro. Charter art. 8, § 8.105: The chief accountant shall maintain a general accounting system and such cost accounting records as shall be required by the director of finance.

Metro. Ord. BL2005-730

Associated Policies:

None.

Effective Date

This Policy Statement shall become effective upon issuance and shall be applied to all Metro departments and agencies.

Approvals

Approval of the Director of Finance

I hereby approve this Policy Statement of the Department of Finance and as such agree with and authorize the actions necessary to implement its requirements.

Jenneen Reed

Director of Finance

Date: September 16, 2025