
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

TO: Political Subdivisions
FROM: Wesley Bennett, Commissioner
RE: Budget Workshops 2020
DATE: May 12, 2020

Each year, the Department of Local Government Finance (“Department”) hosts over 2000 budget workshops across the state with local taxing units. These workshops are a critical aspect of successful budget development by the units and, ultimately, budget certification by the Department. Due to the current environment, the 2020 Budget Workshop season will be conducted virtually via Microsoft Teams.

Microsoft Teams is a unified communications platform that combines workplace video conferences, chat, file storage, and application integration. Your county will not need a license to participate in the Microsoft Teams event, which will be scheduled by your Budget Field Representative.

Each local official will be added as a guest to Microsoft Teams and will receive an email invitation for your selected time slot. The email will provide a link for you to accept the invitation and install Microsoft Teams. The invitation will be sent out in June. If you do not have the appropriate computer hardware (in-computer camera, microphone, stable internet connection, etc.), Teams will also provide a call-in number, so you may participate in the workshop via telephone. However, you will have a better experience if you can utilize the video options.

To ensure a successful workshop, it will be more critical than ever to ensure that all documents and data be completed by the unit *prior* to scheduling your workshop appointment.

If you have any questions, please contact your [Budget Field Representative](#).