

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

2021 Budget School Information for Review Purposes

Please mail this completed form and the requested information to your Department of Local Government Finance (“Department”) [Budget Field Representative](#) within five business days following your Budget Adoption meeting.

The list below represents the common documents that need to be completed and the common documents that the Department will need to certify your Budget. Please note that not all Steps below will apply to all school corporations. If you have any questions about the Steps below, contact your Budget Field Representative.

School Name: _____ County: _____
Contact Person: _____ Title: _____
Telephone: _____ Fax: _____
Mailing Address: _____ Email: _____
Alternate contact: _____
(if applicable) _____

I. Operations levy appeal related to increased transportation costs and/or a bus replacement plan as described in IC 20-46-8-3 must be submitted to your Budget Field Representative. The last date to file is October 19, 2020.

II. Budget Forms – Must be submitted via Gateway for 2020 pay 2021

- Prescribed Budget Forms 1, 2, and 4B for each fund.
- Form 3 and Form 4 containing all funds for the school corporation.
- Current Year Financial Worksheet.
 ___ include a copy of any appropriation reduction resolution(s), if applicable.
- Debt Service Worksheet(s).
- 1782 Recipients: Registration of 1782 Notice Email Recipients.

III. Reports to be submitted via U.S. mail

- DOE Form 9 for July 1 – December 31, 2019.
- DOE Form 9 for January 1 – June 30, 2020.
- Encumbrance information from 2020 (part of Form 9 for July 1 – December 31, 2019.)

- () Expenditure history report for debt funds (July 1, 2019, to the present).
- () Original/actual final amortization and/or lease rental schedules for debt issued this year, including refunding, refinancing, or restructured debt. Schedules internally generated in Excel or word document are not acceptable.
- () For new debt: board resolutions, proofs of all publications, any notices required by law pertaining to the debt including notice of determination and auditor certificate.
- () Lease rental affidavits.
- () Actual temporary loan interest for the last half of the current year, if applicable.
- () Supplemental report of unreimbursed textbooks (showing student name, grade, and amount) if higher than the amount certified by DOE.

IV. Additional information to be uploaded in the Budget Application of Gateway

- () Resolution adopting the Capital Projects Plan.
- () Resolution adopting the Bus Replacement Plan.
- () Transfer resolutions for the last half of 2020.
- () School Board Resolution requesting fixed-rate, cap, levy, or combination fixed rate.
- () Waivers: Approving Order from the Department for exemption from protected taxes plus the workbook and current circuit breaker reported used for the workbook detailing transfers needed and line 7 calculations.
- () Any other information the Department needs to prepare a preliminary budget (i.e.: debt restructuring, petition for an adjustment to the Bus Replacement levy, documentation for successful referendums, etc.)
- () Was a new referendum fund approved via ballot? ___ Yes ___ No