ACCOUNTING AND FINANCIAL REPORTING REGULATION MANUAL

STATE BOARD OF ACCOUNTS
302 West Washington
Street Room E418
Indianapolis, Indiana 46204-2769

Issued January 2011

Revised February 2020

Effective for reporting periods beginning January 1, 2019

TABLE OF CONTENTS

(This page intentionally left blank.)

PART I

INTRODUCTION

The Indiana State Board of Accounts has outlined the regulation related to reporting of financial information for all local governmental units and quasi agencies of the State in this manual. Local governmental units for purposes of this manual include Counties, Cities, Towns, Townships, Libraries, Schools, Utilities, and Special Districts. The purpose of this regulation is to establish a consistent basis of accounting for the local governmental units identified and for quasi agencies of the State. The Indiana State Board of Accounts' authority for establishing this regulation is Indiana Code 5-11-1-2, 5-11-1-4, and 5-11-1-6.

Indiana Code 5-11-1-2 states:

"The state board of accounts shall formulate, prescribe, and install a system of accounting and reporting in conformity with this chapter, which must comply with the following:

(1) Be uniform for every public office and every public account of the same class and contain written standards that an entity that is subject to audit must observe.

(2) Exhibit true accounts and detailed statements of funds collected, received, obligated, and expended for or on account of the public for any and every purpose whatever, and by all public officers, employees, or other individuals.

(3) Show the receipt, use, and disposition of all public property and the income, if any, derived from the property.

(4) Show all sources of public income and the amounts due and received from each source.

(5) Show all receipts, vouchers, contracts, obligations, and other documents kept, or that may be required to be kept, to prove the validity of every transaction.

The state board of accounts shall formulate or approve all statements and reports necessary for the internal administration of the office to which the statements and reports pertain. The state board of accounts shall approve all reports that are published or that are required to be filed in the office of state examiner. The state board of accounts shall from time to time make and enforce changes in the system and forms of accounting and reporting as necessary to conform to law."

Indiana Code 5-11-1-4 (a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3.8-7."

Indiana Code 5-11-1-6 states:

"The state board of accounts shall formulate, prescribe, and approve the forms for reports required to be made by this chapter."

This manual sets out the requirements for reporting using a regulatory basis of accounting. A regulatory basis is defined as a basis of accounting that the reporting entity uses to comply with the requirements or financial reporting provisions of a governmental regulatory agency to whose jurisdiction the entity is subject. For purposes of this manual, the governmental regulatory agency is the State Board of Accounts and the reporting entity is the local unit of government or quasi agency of the State complying with this regulation.

PART II

OBJECTIVES OF FINANCIAL REPORTING AND FUND ACCOUNTING

A. Financial Reporting

Governmental financial reporting is designed to demonstrate the accountability of each organization over the resources in their care. Additionally, state and local governments can use financial reporting in making economic, social, and political decisions and assess accountability primarily by:

- Comparing actual financial results with the legally adopted budget
- Assessing the entity's financial condition and results of its operations
- Assisting in determining compliance with finance-related laws, rules, and regulations
- Assisting in evaluating efficiency and effectiveness of services provided

B. Fund Accounting

Fund accounting enables governmental entities to easily monitor and report compliance with spending purposes (fund restrictions), spending limits (budget), and other fiscal accounting objectives. Fund accounting is an accounting system organized on the basis of funds. Each fund is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that are comprised of receipts, disbursements, and its investment and cash balance. Resources are allocated to and accounted for in individual funds based upon purpose for which they are to be spent and the means by which spending activities are controlled.

The purpose of the funds maintained by a governmental entity is established from various sources and depends on the individual fund. Some funds are established and governed by state statute. The sources and uses of these funds are limited to what is authorized per the statute. Other funds are established and governed by the governmental entity itself. These funds are established by a resolution or ordinance which indicates what the authorized sources and uses of the fund are. Some funds are established to account for money held by the governmental entity for another organization. The money in these funds, while reported in the financial statements, is not truly money of the governmental unit. An example of this type of fund would be a payroll withholding fund. Money would be collected in this fund as it is withheld from employee paychecks and would be held in this fund until it is remitted to the proper taxing authority. While the governmental entity would maintain control of this money and would have a fiduciary responsibility to account for it properly, the money would not be available for use at the discretion of the governmental entity.

PART III

FINANCIAL REPORTING REQUIREMENTS - LOCAL GOVERNMENTAL UNITS

A. Financial Statements and Notes to Financial Statements

Each reporting entity, other than schools (see school requirements below), shall be required to report financial information on a financial statement. All financial information of the entity shall be included on the financial statement even if the activity has not been included in the financial records of the entity. The financial statement shall be presented on a fund basis format. The financial statement shall be referred to as the Statement of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis. This statement shall present each fund separately. However, if the reporting entity chooses to do so, similar types of funds, such as payroll clearing funds and tax distribution funds, can be combined and presented as one fund on the statement. Funds that are established by statute or local ordinance/resolution and funds that account for grant activity may not be combined and presented in one fund. The statement shall present the beginning balance, total receipts, total disbursements, and ending balance for each fund. The receipts presented should be categorized into the following areas: taxes, licenses and permits, intergovernmental, charges for services, fines and forfeits, utility fees, and other receipts. The disbursements presented should be categorized into the following areas: personal services, supplies, other services and charges, debt services - principal and interest, capital outlay, utility operating expenses, and other disbursements. An example of the required format for the financial statement is documented in Appendix A. All activity related to a certain fund should be accounted for in that fund. For example, property tax receipts designated for the General Fund should be included in the General Fund. All funds of the reporting entity shall be presented on the statement with no distinction of the type of fund. The statement will include the funds of the reporting entity only (including its departments). No funds from outside organizations associated with the entity shall be included.

Certain disclosures will require information to be reported separately between the general activities of the government and the enterprise activities. These include long-term debt, leases, and the schedule for capital assets. An enterprise activity is one for which a fee is charged to external users for goods or services. Examples of enterprises include utilities, public transportation, convention centers, parking garages, airports, and internet services. This distinction is only for certain notes or schedules and does not apply to the information presented on the financial statement.

Note for Counties: Funds that account for the receipts and disbursements of County offices that are eventually accounted for in the County's general ledger should not be reported on the financial statement. Additionally, funds used to account for the County Police Retirement Plan and County Police Benefit Plan should not be included in the financial statement.

Each reporting entity, other than schools (see school requirements below), shall be required to include notes to the financial statement to support the financial statement prepared. The first required disclosure will be for the Summary of Significant Accounting Policies. This note shall include the following:

a. Reporting entity note. This note will explain what type of government the reporting entity is, how it operates, and what services it provides. This note will also explain that the report represents transactions of the reporting entity only.

b. Basis of accounting note. This note shall explain that the financial statements are reported on the regulatory basis of accounting and a brief definition of what the regulatory basis of accounting is. It should also disclose the difference between the regulatory basis of accounting and accounting principles generally accepted in the United States.

c. Cash and investments note. This note shall disclose how investments are valued.

d. Receipts note. This note should explain how receipts are presented and should indicate the types of receipts that are included in the financial statements.

e. Disbursements note. This note should explain how disbursements are presented and should indicate the types of disbursements that are included in the financial statements.

f. Interfund transfers note. This note should explain how transfers are reported on the financial statements and should indicate the purpose for which transfers are made.

g. Fund accounting note. This note should explain the use of fund accounting by the reporting entity. It should also disclose that restrictions may be placed on some funds of the entity due to statutes or the fact that all money held may not actually belong to the entity.

h. Capital Assets note. This note should explain the types of capital assets owned by the reporting entity and how those assets are valued (such as historical cost).

The second required disclosure is related to budgets. This note should disclose the process followed by the reporting entity during the budget approval process. This note will not be included if the entity is not required to have an approved budget.

The third required disclosure is related to property taxes and should disclose the process and timeline for the assessment and collection of these taxes. This not will not be included if the entity does not receive property taxes.

The fourth required disclosure is related to deposits and investments. This note should disclose the statutory authority the reporting entity has related to depositing and investing of its funds.

The fifth required disclosure is related to risk management of the reporting entity. This note should disclose the risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters that the entity could be exposed to and the possible ways in which the entity can mitigate those risks.

The sixth required note disclosure is related to long-term debt of the reporting entity. This first part of this note should disclose all outstanding long-term (more than one year) debt at the beginning and end of the fiscal period. The note should also include any activity during the fiscal period, such as additional borrowings or retirements of debt. The second part of this note should disclose the debt service requirements to maturity. Debt service requirements should disclose the principal and interest payments for the five subsequent years, followed by five year increments until the debt matures. An example of the required format for the note disclosure can be found in Appendix B.

The seventh required note disclosure is related to leases. This note should include all outstanding leases at the end of the fiscal period. Additionally, for each lease, it should include the lessor, a description of the lease purpose, the annual lease payment(s), and the lease term beginning and ending dates. An example of the required format can be found in Appendix B.

The eighth required disclosure is related to pension plans of the entity. This note should disclose the pension plans that the entity participates in. For each of those pension plans, the notes should disclose the plan type, plan description, funding policy, and the actuarial assumptions of the plan and pension liability, if available. This note will not be included if the entity does not offer a pension plan of any kind.

The ninth required disclosure (interfund activity). Any transfers that do not occur on a routine basis or are inconsistent with the activities of the fund making the transfer should be described in the notes with the dollar amount of the transfer.

In addition to the disclosures required above, the following disclosures are required, if applicable:

A. If any funds reported on the financial statements contain receipts or disbursements which appear as negative, a note should be added to give an explanation for why this occurred.

B. If any funds reported on the financial statements contain an ending balance which appears as negative.

C. If any funds reported on the financial statements have a beginning balance in the current period which differs from the ending balance reported on the prior financial statements, a note should be added to indicate that changes have been made to the beginning balance. The note should include a schedule to show the fund involved, the balance as stated in the prior financial statements, the adjustment made and reason for it, and the restated balance.

D. If any leases exist between the reporting entity and a holding corporation, a note should be added to disclose that fact. The note should indicate if the holding corporation is for profit or not for profit, if the holding corporation is a related party of the reporting entity, and the total lease payments made to the holding corporation during the audit period.

E. If any events occurred subsequent to the end of the audit period that could have an impact on the future financial activity of the reporting entity, a note should be included to describe those events, the date those events occurred, and the estimated cost of those events. Disclosure is only required for events that would be significant to future financial activity. Examples of these situations that might be disclosed include but are not limited to contingent liabilities, new debt issues, and increases in rates of the entity's utility.

F. If postemployment benefits other than pension benefits are offered to retirees by the reporting entity, a note should be added to indicate the plan type, plan description, what benefits are offered, employees covered by the benefit terms, the reporting entity’s contributions for the year, that the benefits pose a liability to the reporting entity, and that information regarding the benefits can be obtained by contacting the reporting entity.

G. If certain funds are reported separately in the current financial statement, but were combined for reporting in the prior financial statement, a note should be included to explain this. Likewise, if funds were combined for reporting in the current financial statement, but were reported separately in the prior financial statement, a note should be included to explain this.

H. If the financial state of the entity is such that substantial doubt exists about the ability of the entity to continue operations for a reasonable period of time, a note shall be included with the following information:

- information on the condition of the entity and events that created the financial state;
- the possible effects of the condition and events;
- management's evaluation of the significance of the conditions and events and any mitigating factors;
- possible discontinuance of operations;

- management's plans;

- information about future financial information.

I. If investments are held by the reporting entity that cannot be adequately reported using the cash basis, such as stock, a note should be included to explain this. The note should include the type of investment held, how the investment was acquired, the amount of the income received during the period, and a statement that, with the exception of the income received in cash, the activity of the investment is not included in the financial statement. The reporting entity may add additional information if it is felt to be relevant to the investment.

J. If the reporting entity has entered into any significant commitments, such as construction, a note should be included to describe the commitment and disclose the dollar amount of the commitment

K. If the reporting entity is aware of any significant contingent liabilities, a note should disclose the nature of the event and disclose the possible loss or range of loss. If an estimate cannot be made, the note should disclose the fact.

Any disclosures other than those indicated above that the reporting entity feels are necessary to adequately describe their financial situation should be included in the notes to the financial statements.

An example of the required format for the notes to the financial statement is documented in Appendix B.

For Schools:

Each school shall be required to report financial information on a financial statement. The financial statement shall be presented on a fund basis format. All financial information of the entity shall be included on the financial statement even if the activity has not been included in the financial records of the entity. The financial statement shall be referred to as the Statement of Receipts, Disbursements, Other Financing Sources (Uses), and Cash and Investment Balances - Regulatory Basis. This statement shall present each fund separately. However, if the school chooses to do so, similar types of funds, such as payroll clearing funds and tax distribution funds, can be combined and presented as one fund on the statement. Funds that are established by statute or local resolution and funds that account for grant activity may not be combined and presented in one fund. The statement shall present the beginning balance, total receipts, total disbursements, total other financing sources and uses, and ending balance for each fund. All activity related to a certain fund should be accounted for in that fund. All funds of the reporting entity shall be presented on the statement with no distinction of the type of fund. The statement will include the funds of the reporting entity only. No funds from outside organizations associated with the entity shall be included. The financial information for both years of the audit period shall be included on one statement. The orientation of this statement should be set to landscape. An example of the required format for the financial statement is documented in Appendix A.

Each school shall be required to include notes to the financial statement to support the financial statement prepared. The first required disclosure will be for the Summary of Significant Accounting Policies. This note shall include the following:

a. Reporting entity note. This note will explain what type of government the reporting entity is, how it operates, and what services it provides. This note will also explain that the report represents transactions of the reporting entity only.

b. Basis of accounting note. This note shall explain that the financial statements are reported on the regulatory basis of accounting and a brief definition of what the regulatory basis of accounting is. It should also disclose the difference between the regulatory basis of accounting and accounting principles generally accepted in the United States.

c. Cash and investments note. This note shall disclose how investments are valued.

d. Receipts note. This note should explain how receipts are presented and should indicate the types of receipts included in the financial statement.

e. Disbursements note. This note should explain how disbursements are presented and should indicate the types of disbursements included in the financial statement.

f. Other financing sources and uses note. This note should explain how other financing sources and uses are presented and should indicate the activities included in other financing sources and uses on the financial statement.

g. Fund accounting note. This note should explain the use of fund accounting by the reporting entity. It should also disclose that restrictions may be placed on some funds of the entity due to statutes or the fact that all money held may not actually belong to the entity.

The second required disclosure is related to budgets. This note should disclose the process followed by the reporting entity during the budget approval process.

The third required disclosure is related to property taxes and should disclose the process and timeline for the assessment and collection of these taxes. This note will not be included if the entity does not receive property taxes.

The fourth required disclosure is related to deposits and investments. This note should disclose the statutory authority the reporting entity has related to depositing and investing of its funds.

The fifth required disclosure is related to risk management of the reporting entity. This note should disclose the risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters that the entity could be exposed to and the possible ways in which the entity can mitigate those risks.

The sixth required disclosure is related to pension plans of the entity. This note should disclose the pension plans that the entity participates in. For each of those pension plans, the notes should disclose the plan type, plan description, and funding policy. This note will not be included if the entity does not offer a pension plan of any kind.

In addition to the disclosures required above, the following disclosures are required, if applicable:

A. If any funds reported on the financial statement contain receipts or disbursements which appear as negative, a note should be added to give an explanation for why this occurred.

B. If any funds reported on the financial statement contain an ending balance which appears as negative, a note should be added to give an explanation for why this occurred.

C. If any funds reported on the financial statement have a beginning balance in the current period which differs from the ending balance reported on the prior financial statement, a note should be added to indicate that changes have been made to the beginning balance. The note should include a schedule to show the fund involved, the balance as stated in the prior financial statement, the adjustment made and reason for it, and the restated balance.

D. If any leases exist between the reporting entity and a holding corporation, a note should be added to disclose that fact. The note should indicate if the holding corporation is for profit or not for profit, if the holding corporation is a related party of the reporting entity, and the total lease payments made to the holding corporation during the audit period.

E. If any events occurred subsequent to the end of the audit period that could have an impact on the future financial activity of the reporting entity, a note should be included to disclose those events. Disclosure is only required for events that would be significant to future financial activity. Examples of these situations that might be disclosed include but are not limited to contingent liabilities, new debt issues, and increases in rates of the entity's utility.

F. If postemployment benefits other than pension benefits are offered to retirees by the reporting entity, a note should be added to indicate what benefits are offered, that the benefits pose a liability to the reporting entity, and that information regarding the benefits can be obtained by contacting the reporting entity.

G. If certain funds are reported separately in the current financial statement, but were combined for reporting in the prior financial statement, a note should be included to explain this. Likewise, if funds were combined for reporting in the current financial statement, but were reported separately in the prior financial statement, a note should be included to explain this.

H. If the financial state of the entity is such that substantial doubt exists about the ability of the entity to continue operations for a reasonable period of time, a note shall be included with the following information:

- information on the condition of the entity and events that created the financial state;
- the possible effects of the condition and events;
- management's evaluation of the significance of the conditions and events and any mitigating factors;
- possible discontinuance of operations;
- management's plans;
- information about future financial information.

I. If investments are held by the reporting entity that cannot be adequately reported using the cash basis, such as stock, a note should be included to explain this. The note should include the type of investment held, how the investment was acquired, the amount of the income received during the period, and a statement that, with the exception of the income received in cash, the activity of the investment is not included in the financial statement. The reporting entity may add additional information if it is felt to be relevant to the investment.

Any disclosures other than those indicated above that the reporting entity feels are necessary to adequately describe their financial situation should be included in the notes to the financial statements.

An example of the required format for the notes to the financial statement is documented in Appendix B.

B. Schedule of Expenditures of Federal Awards and Notes to Schedule of Expenditures of Federal Awards

Each reporting entity shall be required to report information related to activity involving federal awards on this schedule. This schedule shall present each federal program separately. This schedule shall present on the same basis of accounting as the financial statements. For reimbursement grants, the schedule should report reimbursements in the period in which the reimbursement is received. For advancement grants, the schedule should report disbursement of federal funds in the period in which the disbursement is made. The schedule shall report Federal agencies in ascending order according to the number of the agency. This number is the first two digits of the CFDA number.

An example format for the Schedule of Expenditures of Federal Awards is documented in Appendix C.

Each reporting entity shall be required to include notes to the Schedule of Expenditures of Federal Awards to support the Schedule of Expenditures of Federal Awards. These notes should include the following:

a. Summary of significant accounting policies note. This note should disclose the basis of accounting used. It should also disclose when and how amounts are recognized on the schedule.

b. Indirect cost rate note. This note should disclose whether or not the de minimus indirect cost rate was utilized.

c. Loans outstanding note. This note should disclose the amount of any loans outstanding when there are continuing compliance requirements associated with the loan.

An example of the required format for the Notes to the Schedule of Expenditures of Federal Awards is documented in Appendix D.

C. Supplementary Information

In addition to the requirements related to the financial statements and notes to financial statements mentioned in Part I, this manual outlines the reporting requirements for supplementary information. There is one schedule addressed in this section of the regulation, the Schedule of Capital Assets.

Schedule of Capital Assets

This schedule should include all capital assets owned by the reporting entity at the beginning and end of the fiscal period. The schedule should also include any activity during the fiscal period, such as purchases or sales of capital assets. The capital assets should be reported in the following categories: land; infrastructure; buildings; improvements other than buildings; machinery; equipment and vehicles; construction in progress; and books and other. The actual cost of the assets should be used for this schedule. If the actual cost is not known, a reasonable estimate of the cost should be determined and used for reporting purposes. An example of the required format for the Schedule of Capital Assets is documented in Appendix F.

For Schools:

Combining Schedule of Receipts, Disbursements, Other Financing Sources (Uses), and Cash and Investment Balances – Regulatory Basis

Each reporting entity shall be required to report financial information on this supplementary schedule. This schedule shall be presented on a fund basis format. This schedule shall present each fund separately. The schedule shall present the beginning balance, receipts, disbursements, and ending balance for each fund. The receipts presented should be categorized into the following areas: taxes, licenses and permits, intergovernmental, charges for services, fines and forfeits, utility fees, and other receipts. The disbursements presented should be categorized into the following areas: personal services, supplies, other services and charges, debt services – principal and interest, capital outlay, utility operating expenses, and other disbursements. An example of the required format for the combining schedule is documented in Appendix E.

Schedule of Capital Assets

Each reporting entity shall be permitted to report capital assets owned by the reporting entity on this schedule. If presented, this schedule should include all capital assets owned at the end of the fiscal period. The capital assets should be reported in the following categories: land; infrastructure; buildings; improvements other than buildings; machinery; equipment and vehicles; construction in progress; and books and other. The actual cost of the assets should be used for this schedule. If the actual cost is not known, a reasonable estimate of the cost should be determined and used for reporting purposes. An example of the required format for the Schedule of Capital Assets is documented in Appendix F.

Schedule of Leases and Debt

Each reporting entity shall be permitted to report lease and debt information on this supplementary schedule. If presented, the schedule should include all outstanding lease and debt at the end of the fiscal year. An example of the required format of the Schedule of Lease and Debt is documented in Appendix G.

Schedule of Payables and Receivables

Each reporting entity shall be permitted to report payables and receivables of the entity on this schedule. If presented, the schedule should include amounts payable and receivable at the end of the fiscal period. An example of the required format for the Schedule of Payables and Receivables is documented in Appendix H.

D. Alternate Basis of Presentation

The reporting entity may complete their financial reporting on a basis of accounting other than the regulatory basis set out in this manual. The reporting entity must prepare the financial statements, notes to the financial statements, and all other schedules required for the basis of accounting used. The State Board of Accounts will perform an audit or review on the financial statements, notes, and schedules presented. All the required information must be available at the beginning of the scheduled audit or review. The State Board of Accounts will provide no technical assistance in the preparation of the financial reporting if prepared on a basis of accounting other than the regulatory basis.

PART IV

FINANCIAL REPORTING REQUIREMENTS - QUASI AGENCIES OF THE STATE

Financial Statements and Notes to Financial Statements

Each Quasi Agency of the State (agency) that maintains a cash account separate from the Auditor of State's system shall be required to report such financial information on a financial statement. The financial statement shall be referred to as the Statement of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis. The statement shall present the beginning balance, total receipts, total disbursements, and ending balance. If the agency so chooses, a more detailed categorization of the receipts and disbursements may be presented on the statement. If only one fund is maintained by the agency, one statement shall be presented with a column for each year presented. If multiple funds are maintained by the agency, a statement shall be provided for each year. In this case, the statement shall present each fund separately, and identification should be made as to the type of fund that each is.

Each agency shall be required to include notes to the financial statement to support the financial statement prepared. The agency shall include a Summary of Significant Accounting Policies note. This note shall include the following:

a. Reporting entity note. This note will explain how the agency operates and what services it provides.

b. Basis of accounting note. This note shall explain that the financial statements are reported on the regulatory basis of accounting and a brief definition of what the regulatory basis of accounting is. It should also disclose the difference between the regulatory basis of accounting and accounting principles generally accepted in the United States.

c. Cash and investments note. This note shall disclose how investments are valued.

d. Receipts note, if applicable. This note should explain how receipts are presented and should indicate the types of receipts that may be included in the financial statements.

e. Disbursements note, if applicable. This note should explain how disbursements are presented and should indicate the types of disbursements that may be included in the financial statement.

f. Fund accounting note, if applicable. This note should explain the use of fund accounting by the reporting entity. It should also disclose that restrictions may be placed on some funds of the entity due to statutes or the fact that all money held may not actually belong to the entity.

Any disclosures other than those indicated above that the agency feels are necessary to adequately describe their financial situation should be included in the notes to the financial statements.

(This page intentionally left blank.)

PART V

INTERNAL CONTROL

Detailed information on internal controls can be found in the Uniform Internal Control Standards for Indiana Political Subdivisions. This manual can be found on the SBOA website: www.in.gov/sboa.

(This page intentionally left blank.)

GLOSSARY

A glossary of commonly used accounting and auditing terms can be found on the SBOA website: www.in.gov/sboa.

(This page intentionally left blank.)

APPENDIX

(This page intentionally left blank.)

CITY OF EXAMPLE

STATEMENT OF RECEIPTS AND DISBURSEMENTS AND CASH AND INVESTMENT BALANCES - REGULATORY BASIS

For the year Ended December 31, 20XX

	General	Motor Vehicle Highway	Local Road and Street	Park No reverting Fund	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	Totals
Cash and investments - beginning	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Receipts:									
Taxes	-	-	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-	-	
Intergovernmental	-	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	-	
Fines and forfeits	-	-	-	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-	-	-	
Other receipts	-	-	-	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-	-	-	-
Disbursements:									
Personal services	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-	
Utility operating expenses	-	-	-	-	-	-	-	-	
Other disbursements	-	-	-	-	-	-	-	-	-
Total disbursements	-	-	-	-	-	-	-	-	-
Excess (deficiency) of receipts over disbursements	-	-	-	-	-	-	-	-	-
Cash and investments - ending	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

The notes to the financial statement are an integral part of this statement.

(This page intentionally left blank.)

EXAMPLE COMMUNITY SCHOOLS
STATEMENT OF RECEIPTS, DISBURSEMENTS, OTHER FINANCING SOURCES (USES), AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Years Ended June 30, 2010 and 2011

	Cash and Investments 07-01-09	Receipts	Disbursements	Other Financing Sources (Uses)	Cash and Investments 06-30-10	Receipts	Disbursements	Other Financing Sources (Uses)	Cash and Investments 06-30-11
General	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Debt Service	-	-	-	-	-	-	-	-	-
Retirement/Severance Bond Debt Service	-	-	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-	-	-
School Transportation	-	-	-	-	-	-	-	-	-
School Bus Replacement	-	-	-	-	-	-	-	-	-
Special Education Preschool	-	-	-	-	-	-	-	-	-
Retirement/Severance Bond	-	-	-	-	-	-	-	-	-
(Insert Fund Name)	-	-	-	-	-	-	-	-	-
(Insert Fund Name)	-	-	-	-	-	-	-	-	-
(Insert Fund Name)	-	-	-	-	-	-	-	-	-
(Insert Fund Name)	-	-	-	-	-	-	-	-	-
School Lunch	-	-	-	-	-	-	-	-	-
Textbook Rental	-	-	-	-	-	-	-	-	-
Self-Insurance	-	-	-	-	-	-	-	-	-
(Insert Fund Name)	-	-	-	-	-	-	-	-	-
Totals	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

The notes to the financial statement are an integral part of this statement.

(This page intentionally left blank.)

CITY OF EXAMPLE
NOTES TO FINANCIAL STATEMENT

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The City was established under the laws of the State of Indiana. The City operates under a Council-Mayor form of government and provides some or all of the following services: public safety (police and fire), highways and streets, health and social services, culture and recreation, public improvements, planning and zoning, general administrative services, water, wastewater, electric, gas, storm water, trash, aviation, and urban redevelopment and housing.

The accompanying financial statement presents the financial information for the City.

B. Basis of Accounting

The financial statement is reported on a regulatory basis of accounting prescribed by the Indiana State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The basis of accounting involves the reporting of only cash and investments and the changes therein resulting from cash inflows (receipts) and cash outflows (disbursements) reported in the period in which they occurred.

The regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, in that receipts are recognized when received in cash, rather than when earned, and disbursements are recognized when paid, rather than when a liability is incurred.

C. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

D. Receipts

Receipts are presented by category as follows:

Taxes. Amounts received from one or more of the following: property tax, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeeper's tax, food and beverage tax, county economic development income tax, boat and trailer excise tax, county adjusted gross income tax, and other taxes that are set by the City.

Licenses and permits. Amounts received from businesses, occupations, or nonbusinesses that must be licensed before doing business within the government's jurisdiction, or permits levied according to the benefits presumably conferred by the permit. Examples of licenses and permits include the following: peddler licenses, animal licenses, auctioneer licenses, building and planning permits, demolition permits, electrical permits, sign permits, and gun permits.

Intergovernmental receipts. Amounts received from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of intergovernmental receipts include, but are not limited to, the following: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distributions received from the state, local road and street distributions received from the state, financial institution tax received from the state, auto excise surtax received from the state, commercial vehicle excise tax received from the state, major moves distributions received from the state, and riverboat receipts received from the county.

Charges for services. Amounts received for services including, but not limited to, the following: planning commission charges, building department charges, copies of public records, copy machines charges, accident report copies, gun permit applications, 911 telephone services, recycling fees, dog pound fees, emergency medical service fees, park rental fees, swimming pool receipts, cable TV receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

Fines and forfeits. Amounts received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Utility fees. Amounts received from charges for current services.

Penalties. Amounts received from late payment fees.

Other receipts. Amounts received from various sources, including, but not limited to, the following: net proceeds from borrowings; interfund loan activity; transfers authorized by statute, ordinance, resolution, or court order; internal service receipts; and fiduciary receipts.

E. *Disbursements*

Disbursements are presented by category as follows:

Personal services. Amounts disbursed for salaries, wages, and related employee benefits provided for all persons employed. In those units where sick leave, vacation leave, overtime compensation, and other such benefits are appropriated separately, such payments would also be included.

Supplies. Amounts disbursed for articles and commodities that are entirely consumed and materially altered when used and/or show rapid depreciation after use for a short period of time. Examples of supplies include, but are not limited to, the following: office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges. Amounts disbursed for services including, but not limited to, the following: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Debt service - principal and interest. Amounts disbursed for fixed obligations resulting from financial transactions previously entered into by the City. It includes all expenditures for the reduction of the principal and interest of the City's general obligation indebtedness.

Capital outlay. Amounts disbursed for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Utility operating expenses. Amounts disbursed for operating the utilities.

Other disbursements. Amounts disbursed for various other purposes including, but not limited to, the following: interfund loan payments; loans made to other funds; internal service disbursements; and transfers out that are authorized by statute, ordinance, resolution, or court order.

F. Interfund Transfers

The City may, from time to time, make transfers from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

G. Fund Accounting

Separate funds are established, maintained, and reported by the City. Each fund is used to account for amounts received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the City. The amounts accounted for in a specific fund may only be available for use for certain, legally-restricted purposes. Additionally, some funds are used to account for assets held by the City in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and, therefore, the funds cannot be used for any expenditures of the unit itself.

H. Capital Assets

Capital assets, which include land, construction in progress, buildings, improvements other than buildings, machinery, equipment, vehicles, books, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the capital asset schedule contained in the supplemental information. Items are capitalized when their value exceeds the threshold established by the City and its estimated useful life is greater than one year.

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Donated assets, donated works of art, historical treasures, and similar assets and capital assets received in a service concession arrangement are reported at acquisition value. Renovations to buildings and other improvements that significantly increase the value or extend the useful life of the structure are capitalized. Routine repairs and maintenance are considered an operating expense.

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the City submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the City in June and December; however, situations can arise which would delay the distributions. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by December 31 of the year preceding the budget year or January 15 of the budget year if the City is issuing debt after December 1 or intends on filing a shortfall appeal. These rates were based upon the assessed valuations adjusted for various tax credits from the preceding year's lien date of January 1. Taxable property is assessed at 100 percent of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which normally become delinquent if not paid by May 10 and November 10, respectively.

Note 4. Deposits and Investments

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana, at year end, should be entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statutes authorize the City to invest in securities including, but not limited to, the following: federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

Note 5. Risk Management

The City may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job-related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third-party. The establishment of a self-insurance fund allows the City to set aside money for claim settlements. The self-insurance fund, if established, would be included in the financial statement. Participation in a risk pool is an arrangement by which governments pool risks and funds and share in the cost of losses.

Note 6. Long-term Debt

A. Changes in Long-term Debt

Changes in long-term obligations for the year ended December 31, 2019, are as follows:

Description of Debt		Beginning Balance			Ending Balance	Due Within
Type	Purpose	01-01-19	Additions	Reductions	12-31-19	One Year
General government:						
General Obligation Bond	2018 General Bond	$ -	$ -	$ -	$ -	$ -
Water utility:						
Revenue Bond	2019 Revenue Bond	$ -	$ -	$ -	$ -	$ -
Totals		$ -	$ -	$ -	$ -	$ -

B. Debt Service Requirements to Maturity

Debt service requirements on long-term debt at December 31, 2019, as are follows:

Year Ended	2018 General Bond			Year Ended	2019 Revenue Bond		
December 31	Principal	Interest	Total	December 31	Principal	Interest	Total
2020	$ -	$ -	$ -	2020	$ -	$ -	$ -
2021	-	-	-	2021	-	-	-
2022	-	-	-	2022	-	-	-
2023	-	-	-	2023	-	-	-
2024	-	-	-	2024	-	-	-
2025-2029	-	-	-	2025-2029	-	-	-
2030-2034	-	-	-	2030-2034	-	-	-
Totals	$ -	$ -	$ -	Totals	$ -	$ -	$ -

Note 7. Leases

The City has entered into the following leases. The purpose, lease terms, and amounts due within one year as of December 31, 2019, are as follows:

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date
General Government:				
		$ -		
		-		
		-		
		-		
Total General Government annual lease payments		$ -		
Water Utility:				
		$ -		
		-		
Total Water Utility annual lease payments		$ -		
Total of annual lease payments		$ -		

Note 8. Pension Plans

A. Public Employees' Retirement Fund

Plan Description

The Indiana Public Employees' Retirement Fund Defined Benefit Account (PERF Hybrid DB) is a cost-sharing multiple-employer defined benefit fund and provides retirement, disability, and survivor benefits to plan members. PERF Hybrid DB is administered through the Indiana Public Retirement System (INPRS) Board in accordance with state statutes (IC 5-10.2 and IC 5-10.3) and administrative code (35 IAC 1.2), which govern most requirements of the system and give the City authority to contribute to the fund.

PERF Hybrid consists of two components: PERF Hybrid DB, the employer-funded monthly defined benefit component, and the Public Employees' Hybrid Members Defined Contribution Account (see Defined Contribution Account section), the defined contribution component.

Retirement Benefits

The following table is a summary of the key information for this fund:

Full Retirement Benefit	
Eligibility	**Annual Pension Benefit**
Age 65 and 10 years (eight years for certain elected officials) of creditable service, Age 60 and 15 years of creditable service, and Age 55 if age and creditable service total at least 85, Age 55 and 20 years of creditable service and active as an elected official in the PERF-covered position, and Age 70 and 20 years of creditable service and still active in the PERF-covered position.	Equals 1.1 percent X Average Annual Compensation X Years of Creditable Service. Average annual compensation uses the 20 highest calendar quarters (or only four quarters for an elected official), in groups of four consecutive calendar quarters with no quarter used more than once (includes member contributions paid for by the employer and up to $2,000 of severance).
Early Retirement Benefit	
Age 50 and minimum of 15 years of creditable service (44 percent of full benefit at age 50, increasing 5 percent per year up to 89 percent at age 59).	
Disability Benefit	
An active member qualifying for Social Security disability with five years of creditable service may receive an unreduced retirement benefit for the duration of their disability (minimum of $180 per month).	
Survivor Benefit	
While in Active Service	**While Receiving a Benefit**
Minimum of 15 years of service or member was at least age 65 with 10 to 14 years of service. A spouse or dependent beneficiary immediately receives a benefit as if the member retired the later of age 50 or the age the day before the member's death.	If the member selected one of the following forms of payment: Five Year Guaranteed, Joint with Full, Joint with Two-Thirds, Joint with One-Half, a spouse or dependent receives the benefit associated with the select form of payment.
Cost of Living Adjustment (COLA)	
No COLA, but postretirement benefit increases are granted on an ad hoc basis pursuant to IC 5-10.2-12-4 and administered by the INPRS Board. Postretirement benefits were issued to members as a 13th check.	

Financial Report

INPRS issues a publicly available stand-alone financial report that includes financial statements and required supplemental information for the plan as a whole. This report may be obtained by emailing questions@inprs.in.gov, or by visiting www.in.gov/inprs, or by writing the following:

Indiana Public Retirement System
One North Capitol, Suite 001
Indianapolis, IN 46204

Contributions

Contributions are determined by INPRS Board of Trustees based on actuarial valuation. As of the June 30, 2019, the City contributed 11.2 percent of covered payroll.

Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Investment Rate of Return	6.75%
Future Salary Increases (including inflation)	2.50% - 4.25%
Inflation	2.25%
Cost of Living Increases	2019-2021 - 13^{th} check, 2022 - 0.4% compounded annually

Mortality rates for healthy and disabled members were based on the RP-2014 Total Data Set Mortality Tables, with Social Security Administration generational improvement scale from 2006 and RP-2014 Disability Mortality Tables, with Social Security Administration generational improvement scale from 2006, respectively.

The most recent comprehensive experience study was completed in 2015 and was based on member experience between June 30, 2010 and June 30, 2014. The demographic assumptions were updated as needed for the June 30, 2018 actuarial valuation.

The long-term return expectation for the INPRS defined benefit retirement plans has been determined by using a building-block approach and assumes a time horizon, as defined in the INPRS Investment Policy Statement. A forecasted rate of inflation serves as the baseline for the return expectation. Various real return premiums over the baseline inflation rate have been established for each asset class. The long-term expected nominal rate of return has been determined by calculating a weighted average of the expected real return premiums for each asset class, adding the projected inflation rate, and adding the expected return from rebalancing uncorrelated asset classes.

	Geometric Basis	
Asset Class	Long-Term Expected Real Rate of Return	Target Asset Allocation
Public Equity	4.4%	22.0%
Private Equity	5.4%	14.0%
Fixed Income - Ex Inflation-Linked	2.2%	20.0%
Fixed Income - Inflation-Linked	0.8%	7.0%
Commodities	2.3%	8.0%
Real Estate	6.5%	7.0%
Absolute Return	2.7%	10.0%
Risk Parity	5.2%	12.0%
Total		**100.0%**

Discount Rate

Total pension liability for each defined benefit pension plan was calculated using the discount rate of 6.75 percent. The projection of cash flows used to determine the discount rate assumed the contributions from employers and where applicable from the members, would at the minimum be made at the actuarially determined required rates computed in accordance with the current funding policy adopted by the Board, and contributions required by the State of Indiana (the non-employer contributing entity) would be made as stipulated by State statute. Projected inflows from investment earnings were calculated using the 6.75 percent long-term assumed investment rate of return. Based on those assumptions, each defined benefit pension plan's fiduciary net position were projected to be available to make all projected future benefit payments of current plan members, therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefits to determine the total pension liability for each plan.

Net Pension Liability (Asset)

As of June 30, 2019, the City reported $____ as liability (asset) for its proportionate share of the net pension liability (asset). The net pension liability was measured as of June 30, 2018 and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of that date.

Public Employees Retirement Fund - Defined Contribution Account

The Indiana Public Employees' Retirement Fund Defined Contribution Account (PERF DC) is a multiple-employer defined contribution fund. It is administered through the INPRS Board in accordance with state statutes (IC 5-10.2 and IC 5-10.3) and administrative code (35 IAC 1.2), which govern most requirements of the system and give the City authority to contribute to the fund. The fund provides supplemental retirement benefits to Indiana Public Employees' Retirement Fund Defined Benefit Account (PERF Hybrid DB) members as part of the Public Employees' Hybrid Plan (PERF Hybrid).

Member contributions are set by statute at three percent of compensation, and the employer may choose to make these contributions on behalf of the member. Members are 100 percent vested in their account balance, which includes all contributions and earning.

My Choice

Plan Description

My Choice is a multiple-employer defined contribution fund. Administration of the account is generally in accordance with other Indiana pension law.

Retirement Benefits and Contributions

My Choice is for members who are full-time employees of the State of Indiana or a participating political subdivision that elected to become members of My Choice. Member contributions are set by statute at rate of up to 3.8 percent of compensation, plus these members may receive additional employer contributions. Members are 100 percent vested in all member contributions and are vested in employer contributions based on years of service as follows:

	Years of Service				
	One	Two	Three	Four	Five
Percent Vested	20%	40%	60%	80%	100%

Members may withdraw their account balance upon retirement, termination, disability, or death. The My Choice retirement and termination benefit is that after a 30 day separation from employment, the member is entitled to the sum total of vested contributions plus earnings. The amount may be paid in a lump sum, partial lump sum, direct rollover to another eligible retirement plan, or a monthly annuity (in accordance with INPRS requirements). Upon providing proof of the member's qualification for social security disability benefits, the member is entitled to the sum total of vested contributions plus earrings. The amount may be paid in a lump sum, partial lump sum, direct rollover to another eligible retirement plan, or a monthly annuity (in accordance with INPRS requirements).

The survivor benefit is that the beneficiary is entitled to the sum total of vested contributions plus earnings. The amount may be paid in a lump sum, partial lump sum, direct rollover to another eligible retirement plan, or a monthly annuity (in accordance with INPRS requirements).

Investments in the members' accounts are self-directed as participants direct the investment of their account balances among several investment options of varying degrees of risk and return potential. Members may make changes to their investment directions daily, and investments of the plan are reported at fair value.

B. 1925 Police Officers' Pension Plan

Plan Description

The 1925 Police Officers' Pension Plan is a single-employer defined benefit pension plan. The plan is administered by the local pension board as authorized by state statute (IC 36-8-6). The plan was established and may be amended by the plan administrator, as provided by state statute. The plan administrator does not issue a publicly available financial report that includes financial statements and required supplementary information of the plan.

Benefits Provided

The plan provides retirement, disability, and death benefits to plan members and beneficiaries. Benefits are provided either through a life annuity or a joint and survivor annuity with 60 percent continuation to the surviving beneficiary. The benefit provisions of the 1925 Police Officers' Pension Plan for non-converted members are set forth in Indiana Code 36-8-6. The benefit provisions for converted members are set forth in Indiana Code 36-8-8. Unless specifically denoted, provisions for converted and non-converted members are the same. All full-time, fully-paid police officers who were hired before May 1, 1977 or rehired between April 30, 1977 and February 1, 1979 are eligible participants. The pension plan is closed to new entrants.

Eligibility for annuity benefits is as follows. Non-converted members of any age with twenty or more years of creditable service and converted plan members who are age fifty-two with twenty or more years of creditable service are eligible for normal benefits. Normal retirement benefits are calculated at 50 percent of the base salary of a First Class Patrolman, plus an additional one percent for each completed six months of service over twenty years up to a maximum of 74 percent with 32 years of service.

Non-converted plan members of any age with twenty or more years of creditable service and converted plan members age fifty with twenty years or more of creditable service are eligible to receive early retirement benefits. Early retirement benefits are unreduced for unconverted plan members. Early retirement benefits are reduced by seven percent per year for converted plan members between ages fifty and fifty-two. Late retirement benefits are calculated in the same manner as normal retirement benefits.

Disability retirement benefits are equal to a sum determined by a disability medical panel, but not exceeding 55 percent of the monthly salary (with longevity pay) of a First Class Patrolman. If a member has more than twenty years of service, the disability benefit, if greater, will be equal to the pension the member would have received if the member had retired on the date of disability. For converted plan members, the disability benefit is equal to the benefit the member would have received if the member had retired. If a converted member does not have twenty years of service or is not at least age fifty-two on the date of disability, the benefit is computed as if the member does have twenty years of service and is age fifty-two at the date of disability. In cases of catastrophic physical personal injuries that result in a degree of impairment of at least 67 percent and permanently prevents the member from performing any gainful work, the member will receive an enhanced disability benefit equal to 100 percent of base salary. Additionally, the benefit is increased by any increase in the base salary after commencement.

Pre-retirement death benefits vary for converted and non-converted plan members and depending upon whether or not the death is considered in the line of duty or not in the line of duty. Such benefits range from 20-50 percent of a First Class Patrolman salary, with longevity, or from 55-100 percent of the monthly benefit the member was receiving, or was entitled to receive, on the date of death. Pre-retirement death benefits are payable to the surviving spouse, children and dependent parents of plan members provided they meet eligibility guidelines. A one-time funeral death benefit is paid to the heirs or estate upon a member's death from any cause and is equal to at least $12,000. An additional benefit of $150,000 is paid from the Pension Relief Fund to a surviving spouse, children, or parent(s) if death occurs in the line of duty.

Non-converted members are entitled to the normal retirement benefit described above if termination occurs after earning twenty years of service. If termination occurs before completing twenty years of service, no benefits are payable. Converted members are entitled to the accrued retirement benefit determined as of the termination date and payable commencing on the normal retirement date. If termination occurs before completing twenty years of service, the member shall be entitled to the member's contributions plus accumulated interest.

Benefits for non-converted retired members are increased annually based on increases in the first class salary as approved by the employer. Converted retired member benefits are increased annually based on increases in the CPI-U index. The increase is subject to a three percent maximum and zero percent minimum.

Deferred Retirement Option Plan

The Deferred Retirement Option Plan (DROP) is an optional form of benefit, which allows members who are eligible for an unreduced retirement benefit to continue to work and earn a salary while accumulating a DROP benefit. A member who elects to enter the DROP shall execute an irrevocable election to retire on the DROP retirement date. The member shall select a DROP retirement date not less than 12 months and not more than 36 months after the member's DROP entry date. While in the DROP, the member shall continue to make applicable fund contributions. When a member enters the DROP, a "DROP frozen benefit" will be calculated. Members of the DROP are eligible to receive a lump sum equal to the amount of the DROP frozen benefit multiplied by the number of months in the DROP. A member may elect to receive this amount in three annual installments instead of a single lump sum. In addition, the member will receive a monthly retirement benefit equal to the DROP frozen benefit. Forms of payment include a single life annuity or a joint annuity with 60 percent survivor benefits. A member, upon retirement, may elect to forgo DROP benefits and instead receive monthly retirement benefits calculated as if the member never elected to participate in the DROP. There is no balance of amounts held by the pension plan pursuant to the DROP.

Contributions

Plan members are required by state statute (Indiana Code 36-8-6-4) to contribute an amount equal to six percent of the salary of a First Class Patrolman until they have completed thirty-two years of service.

C. *1937 Firefighters' Pension Plan*

Plan Description

The 1937 Firefighters' Pension Plan is a single-employer defined benefit pension plan. The plan is administered by the local pension board as authorized by state statute (IC 36-8-7). The plan was established and may be amended by the plan administrator, as provided by state statute. The plan administrator does not issue a publicly available financial report that includes financial statements and required supplementary information of the plan.

Benefits Provided

The plan provides retirement, disability, and death benefits to plan members and beneficiaries. Benefits are provided either through a life annuity or a joint and survivor annuity with 60 percent continuation to the surviving beneficiary. The benefit provisions of the 1937 Firefighters' Pension Plan for non-converted members are set forth in Indiana Code 36-8-7. The benefit provisions for converted members are set forth in Indiana Code 36-8-8. Unless specifically denoted, provisions for converted and non-converted members are the same. All full-time, fully-paid firefighters who were hired before May 1, 1977 or rehired between April 30, 1977 and February 1, 1979 are eligible participants. The pension plan is closed to new entrants.

Eligibility for annuity benefits is as follows. Non-converted members of any age with twenty or more years of creditable service and converted plan members who are age fifty-two with twenty or more years of creditable service are eligible for normal benefits. Normal retirement benefits are calculated at 50 percent of the base salary of a First Class Firefighter, plus an additional one percent for each completed six months of service over twenty years up to a maximum of 74 percent with 32 years of service.

Non-converted plan members of any age with twenty or more years of creditable service and converted plan members age fifty with twenty years or more of creditable service are eligible to receive early retirement benefits. Early retirement benefits are unreduced for unconverted plan members. Early retirement benefits are reduced by seven percent per year for converted plan members between ages fifty and fifty-two. Late retirement benefits are calculated in the same manner as normal retirement benefits.

Disability retirement benefits are equal to a sum determined by a disability medical panel, but not exceeding 55 percent of the monthly salary (with longevity pay) of a First Class Firefighter. If a member has more than twenty years of service, the disability benefit, if greater, will be equal to the pension the member would have received if the member had retired on the date of disability. For converted plan members, the disability benefit is equal to the benefit the member would have received if the member had retired. If a converted member does not have twenty years of service or is not at least age fifty-two on the date of disability, the benefit is computed as if the member does have twenty years of service and is age fifty-two at the date of disability. In cases of catastrophic physical personal injuries that result in a degree of impairment of at least 67 percent and permanently prevents the member from performing any gainful work, the member will receive an enhanced disability benefit equal to 100 percent of base salary. Additionally, the benefit is increased by any increase in the base salary after commencement.

Pre-retirement death benefits vary for converted and non-converted plan members and depending upon whether or not the death is considered in the line of duty or not in the line of duty. Such benefits range from 20-50 percent of a First Class Firefighter's salary, with longevity, or from 55-100 percent of the monthly benefit the member was receiving, or was entitled to receive, on the date of death. Pre-retirement death benefits are payable to the surviving spouse, children and dependent parents of plan members provided they meet eligibility guidelines. A one-time funeral death benefit is paid to the heirs or estate upon a member's death from any cause and is equal to at least $12,000. An additional benefit of $150,000 is paid from the Pension Relief Fund to a surviving spouse, children, or parent(s) if death occurs in the line of duty.

Non-converted members are entitled to the normal retirement benefit described above if termination occurs after earning twenty years of service. If termination occurs before completing twenty years of service, no benefits are payable. Converted members are entitled to the accrued retirement benefit determined as of the termination date and payable commencing on the normal retirement date. If termination occurs before completing twenty years of service, the member shall be entitled to the member's contributions plus accumulated interest.

Benefits for non-converted retired members are increased annually based on increases in the First Class Firefighter's salary as approved by the employer. Converted retired member benefits are increased annually based on increases in the CPI-U index. The increase is subject to a three percent maximum and zero percent minimum.

Deferred Retirement Option Plan

The Deferred Retirement Option Plan (DROP) is an optional form of benefit, which allows members who are eligible for an unreduced retirement benefit to continue to work and earn a salary while accumulating a DROP benefit. A member who elects to enter the DROP shall execute an irrevocable election to retire on the DROP retirement date. The member shall select a DROP retirement date not less than 12 months and not more than 36 months after the member's DROP entry date. While in the DROP, the member shall continue to make applicable fund contributions. When a member enters the DROP, a "DROP frozen benefit" will be calculated. Members of the DROP are eligible to receive a lump sum equal to the amount of the DROP frozen benefit multiplied by the number of months in the DROP. A member may elect to receive this amount in three annual installments instead of a single lump sum. In addition, the member will receive a monthly retirement benefit equal to the DROP frozen benefit. Forms of payment include a single life annuity or a joint annuity with 60 percent survivor benefits. A member, upon retirement, may elect to forgo DROP benefits and instead receive monthly retirement benefits calculated as if the member never elected to participate in the DROP. There is no balance of amounts held by the pension plan pursuant to the DROP.

Contributions

Plan members are required by state statute (Indiana Code 36-8-7-8) to contribute an amount equal to six percent of the salary of a First Class Firefighter until they have completed thirty-two years of service.

D. 1977 Police Officers' and Firefighters' Pension and Disability Fund

Plan Description

The 1977 Police Officers' and Firefighters' Pension and Disability Fund is a cost-sharing multiple-employer defined benefit pension plan administered by the Indiana Public Retirement System (INPRS) for all police officers and firefighters hired after April 30, 1977, providing retirement, disability, and survivor benefits.

State statute (IC 36-8-8) regulates the operations of the system, including benefits, vesting, and requirements for contributions by employers and by employees.

Retirement Benefits

The following table is a summary of the key information for this fund:

<table>
<tr><th colspan="2">Full Retirement Benefit</th></tr>
<tr><th>Eligibility</th><th>Annual Pension Benefit</th></tr>
<tr><td>Age 52 and 20 years of creditable service</td><td>Equals 50 percent of a first-class officer salary as reported by the employer, plus one percent for each six months of active service over 20 years up to a maximum of 12 years (for a total of 32 years of service and 74 percent of salary).</td></tr>
<tr><th colspan="2">Early Retirement Benefit</th></tr>
<tr><td colspan="2">Age 50 and 20 years of creditable service (reduce full benefit by 7 percent for each year less than age 52).</td></tr>
<tr><th colspan="2">Nonvested Termination</th></tr>
<tr><td colspan="2">The sum total of the member's contributions plus interest at a rate set by the Board.</td></tr>
<tr><th colspan="2">Disability Benefit</th></tr>
<tr><td colspan="2">An active member may qualify for a benefit with the amount based on the type of impairment and other factors, and as determined by the local pension board for a covered impairment.</td></tr>
<tr><th colspan="2">Survivor Benefit</th></tr>
<tr><td>While in Active Service
For death in the line of duty, spouse receives 100 percent of member's benefit (at least 20 years of service and age 52). Otherwise, similar to "While Receiving a Benefit."</td><td>While Receiving a Benefit
Surviving spouse or parent (for their lifetimes) or dependent (until at least age 18) receives up to 60 percent of the member's benefit. Heirs or estate may be entitled to receive $12,000.</td></tr>
<tr><th colspan="2">Cost of Living Adjustment (COLA)</th></tr>
<tr><td colspan="2">Consumer Price Index (January-March), limited between 0.0 and 3.0 percent. Effective July 1, 2017, 2.5 percent.</td></tr>
</table>

Contributions

The funding policy for the 1977 Fund requires remittances of member and employer contributions based on percentages of the salary of a first class officer or firefighter and not on actual payroll. The employer contribution rate is actuarially determined. The required contributions are determined and may be amended by the INPRS Board of Trustees. Since the 1977 Fund is a cost-sharing pension plan, all risks and costs, including benefit costs, are share proportionately by the participating employers. Employers may elect to pay all or part of the contribution for the member.

The City's contribution to the plan for the year ending June 30, 2019 was 17.5 percent of covered payroll.

Financial Report

INPRS issues a publicly available stand-alone financial report that includes financial statements and required supplemental information for the plan as a whole. This report may be obtained by emailing questions@inprs.in.gov, by visiting www.in.gov/inprs, or by writing the following:

Indiana Public Retirement System
One North Capitol, Suite 001
Indianapolis, IN 46204

Actuarial Assumptions

The actuarial assumptions used in the June 30, 2019 valuation of the 1977 Fund were adopted by the INPRS Board in April 2015. The total pension liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.25%
Salary increases	2.50%
Cost-of-living increases	2.00%

The actuarial assumptions for the June 30, 2019 valuation were generally unchanged from the prior year, except that mortality rates for healthy members were based on the RP-2014 (with MP-2014 improvement removed) Blue Collar mortality tables, with future mortality improvement projected generationally using future mortality improvement inherent in the Social Security Administration's 2014 Trustee Report. Mortality rates for disabled members were based on RP-2014 (with MP-2014 improvement removed) Disability Mortality Table with future mortality improvement projected generationally using future mortality improvement inherent in the Social Security Administration's 2014 Trustee report.

The actuarial assumptions used are based on plan experience from July 1, 2010 through June 30, 2014 and were first used in the June 30, 2015 valuation. The actuarial cost method used for computing the total pension liability is the Entry Age Normal - Level Percent of Payroll method.

The long term return expectation for the INPRS defined benefit retirement plans has been determined by using a building block approach and assumes a time horizon, as defined in the INPRS Investment Policy Statement. A forecast rate of inflation serves as the baseline for the return expectation. Various real return premiums over the baseline inflation rate have been established for each asset class. The long term expected nominal rate of return has been determined by calculating a weighted average of the expected real return premiums for each asset class, adding the projected inflation rate, and adding the expected return from re-balancing uncorrelated asset classes. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized below:

Asset Class	Target Asset Allocation	Long-Term Expected Real Rate of Return
Public Equity	22.0%	4.4%
Private Equity	14.0%	5.4%
Fixed Income - Ex Inflation-Linked	20.0%	2.2%
Fixed Income - Inflation-Linked	7.0%	0.8%
Commodities	8.0%	2.3%
Real Estate	7.0%	6.5%
Absolute Return	10.0%	2.7%
Risk Parity	12.0%	5.2%
Total	**100.0%**	

Discount Rate

The discount rate used to measure the total pension liability was 6.75 percent. The projection of cash flows used to determine the discount rate assumed the contributions from employers would be, at a minimum, made at the actuarially determined required rates computed in accordance with the current funding policy adopted by the INPRS Board. Projected inflows from investment earnings were calculated using the long term assumed investment rate of 6.75 percent. Based on those assumptions, each defined benefit pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long term expected rate of return on pension plan investments was applied to all periods of projected benefits to determine the total pension liability for each plan.

Net Pension Liability

As of June 30, 2019, the City reported $____ as liability for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

E. *Name of Pension Plan*

Plan Description

The City contributes to the NAME OF PLAN Pension Plan which is a TYPE OF PLAN. The plan is administered by ADMINISTRATOR NAME as authorized by APPLICABLE INDIANA CODE. The employees covered by the plan are TYPE OF CLASS. The plan administrator does not issue a publicly available financial report that includes financial statements and required supplementary information of the plan.

Benefits Provided

The plan provides the following benefits to plan members and beneficiaries: LIST BENEFITS SELECTED. Plan members are considered fully vested in the plan when TERMS THAT MUST BE MET.

The following shows the current number of plan participants at December 31, 2019:

Active Employees that are Vested	____
Active Employees that are Not Vested	____
Separated Employees that are Vested	____

Current Number of Retirees ____

Contributions

Contribution rates are established based on an actuarially determined rate recommended by an independent actuary. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. For the year ended December 31, 2019, the employees' contribution was PLAN MEMBER percent as calculated as a percentage of payroll; the City's contribution was EMPLOYER percent calculated as a percentage of payroll.

Actuarial Assumptions

The total pension liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

The total pension liability in the December 31, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Investment Rate of Return ____

Projected Future Salary Increases ____

Cost of Living Adjustments ____

Mortality rates were based on the MORTALITY TABLE, with adjustments for mortality improvements based on MORTALITY PROJECTION SCALE.

The actuarial assumptions used in the December 31, 2019 valuation were based on the results of an actuarial experience study dated ACTUARIAL VALUATION DATE.

Net Pension Liability (Asset)

As of December 31, 2019, the total pension liability (asset) of the City was TOTAL PENSION LIABILITY. The net pension liability (asset) was NET PENSION LIABILITY.

Note 9. Interfund Activity

Interfund transfer activity for the year ended December 31, 2019, is as follows:

	Transfer To						
Transfer From	Fund Name	Fund Name	Fund Name	Fund Name	Fund Name	Fund Name	Total
Fund Name	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fund Name	-	-	-	-	-	-	-
Fund Name	-	-	-	-	-	-	-
Fund Name	-	-	-	-	-	-	-
Fund Name	-	-	-	-	-	-	-
Fund Name	-	-	-	-	-	-	-
Fund Name	-	-	-	-	-	-	-
Fund Name	-	-	-	-	-	-	-
Fund Name	-	-	-	-	-	-	-
Totals	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Transfers are used to (1) move receipts from the fund that statute or budget requires to collect them to the fund that statute or budget requires to disburse them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted receipts collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

(Describe significant transfers that do not occur on a routine basis or are inconsistent with the activities of the fund making the transfer)

Note 10. Negative Receipts and Disbursements

The financial statement contains some receipts and/or disbursements which appear as negative entries. This is a result of __.

Note 11. Deficit Fund Balances

The following funds have deficit fund balances at December 31, 2019:

Fund Name	Balance as of 12-31-19
Fund Name	$ -
Fund Name	-
Fund Name	-
Total deficit fund balances	$ -

Note 12. Restatements

For the year ended December 31, 2018, certain changes have been made to some of the beginning balances of the financial statement of the City. The reason(s) for the restatement(s) include __. The following schedule presents a summary of restated beginning balances:

Fund	Balance as of December 31, 2018	New Fund	Prior Period Adjustment	Balance as of January 1, 2019
	$ -		$ -	$ -

Note 13. Holding Corporation(s)

The City has entered into a capital lease with __ (the lessor). The lessor was organized as a (for-profit) (not-for-profit) corporation pursuant to state statute for the purpose of financing and constructing or reconstructing facilities for lease to the City. The lessor has been determined to be a related-party of the City. Lease payments during the year 2019 totaled $__, respectively.

Note 14. Subsequent Events

__

Note 15. Other Postemployment Benefits

A. Name of Plan

Plan Description

The City offers a NAME OF PLAN to its employees which is a TYPE OF PLAN OPEB plan. The plan is administered by the PLAN ADMINISTRATOR NAME. The NAME OF PLAN poses a liability to the City.

Benefits Provided

NAME OF PLAN provides the following benefits: ALL BENEFITS SELECTED AND VERBIAGE FROM TEXT BOX. Information regarding the benefits can be obtained by contacting the City.

At December 31, 2019, the following employees were covered by the benefit terms:

Inactive Employees or Beneficiaries Currently Receiving Benefit Payments	____
Inactive Employees Entitled to but not Yet Receiving Benefits	____
Active Employees	____

Contributions

The cost method for funding purposes is the METHOD SELECTED method. For the year ended 2019, the City's contribution rate was EMPLOYER RATE percent, calculated as a percentage of payroll. The plan members' contribution rate was PLAN MEMBERS RATE percent as a percentage of payroll.

Note 16. Combined Funds

Funds related to __ were reported individually in the (current)(prior) financial statement(s), but were combined into one fund for the (current)(prior) financial statement(s).

Note 17. Significant Commitments

__

Note 18. Significant Contingent Liabilities

__

Note _. Financial Condition (or other title as considered appropriate)

(Describe situation. Include the following:

- information on the condition of the entity and events that created the financial state;
- the possible effects of the condition and events;
- management's evaluation of the significance of the conditions and events and any mitigating factors;
- possible discontinuance of operations;
- management's plans;
- information about future financial information.)

Note_.* *Investment in (list type of investment)

The (unit name) received (type of investment) as a gift from (list donor). During (include period), Unittype received (enter amount) of investment income which is included in the financial statement. Except for the investment income described, the activity of this investment has not been reported in the financial statements.

EXAMPLE COMMUNITY
SCHOOLS NOTES TO
FINANCIAL STATEMENT

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

School Corporation, as used herein, shall include, but is not limited to, the following: school townships, school towns, school cities, consolidated school corporations, joint schools, metropolitan school districts, township school districts, county schools, united schools, school districts, cooperatives, educational service centers, community schools, community school corporations, and charter schools.

The School Corporation was established under the laws of the State of Indiana. The School Corporation operates under a Board of School Trustees form of government and provides educational services.

The accompanying financial statement presents the financial information for the School Corporation.

B. Basis of Accounting

The financial statement is reported on a regulatory basis of accounting prescribed by the Indiana State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The basis of accounting involves the reporting of only cash and investments and the changes therein resulting from cash inflows (receipts) and cash outflows (disbursements) reported in the period in which they occurred.

The regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, in that receipts are recognized when received in cash, rather than when earned, and disbursements are recognized when paid, rather than when a liability is incurred.

C. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

D. Receipts

Receipts are presented in the aggregate on the face of the financial statement. The aggregate receipts include the following sources:

Local sources. Amounts received from taxes, revenue from local governmental units other than school corporations, transfer tuition, transportation fees, investment income, food services, School Corporation activities, revenue from community service activities, and other revenue from local sources.

Intermediate sources. Amounts received as distributions from the County for fees collected for or on behalf of the School Corporation including, but not limited to, the following: educational license plate fees, congressional interest, riverboat distributions, and other similar fees.

State sources. Amounts received as distributions from the State of Indiana that are to be used by the School Corporation for various purposes, including, but not limited to, the following: unrestricted grants, restricted grants, revenue in lieu of taxes, and revenue for or on behalf of the School Corporation.

Federal sources. Amounts received as distributions from the federal government that are to be used by the School Corporation for various purposes, including, but not limited to, the following: unrestricted grants, restricted grants, revenue in lieu of taxes, and revenue for or on behalf of the School Corporation.

Temporary loans. Amounts received from a loan obtained to pay current expenses prior to the receipt of revenue from taxes levied for that purpose. These loans, sometimes designated tax anticipation warrants, must be repaid from the next semiannual distribution of local property taxes levied for such fund.

Interfund loans. Amounts temporarily transferred from one fund to a depleted fund for use in paying current operating expenses. Such advancement shall not be made for a period extending beyond the budget year.

Other receipts. Amounts received from various sources, including, but not limited to, the following: return of petty cash, return of cash change, insurance claims for losses, sale of securities, and other receipts not listed in another category above.

E. Disbursements

Disbursements are presented in the aggregate on the face of the financial statement. The aggregate disbursements include the following uses:

Instruction. Amounts disbursed for regular programs, special programs, adult and continuing education programs, summer school programs, enrichment programs, remediation, and payments to other governmental units.

Support services. Amounts disbursed for support services related to students, instruction, general administration, school administration, outflows for central services, operation and maintenance of plant services, and student transportation.

Noninstructional services. Amounts disbursed for food service operations and community service operations.

Facilities acquisition and construction. Amounts disbursed for the acquisition, development, construction, and improvement of new and existing facilities.

Debt services. Amounts disbursed for fixed obligations resulting from financial transactions previously entered into by the School Corporation, including: all expenditures for the reduction of the principal and interest of the School Corporation's general obligation indebtedness.

Nonprogrammed charges. Amounts disbursed for donations to foundations, securities purchased, indirect costs, scholarships, and self-insurance payments.

Interfund loans. Amounts temporarily transferred from one fund to a depleted fund for use in paying current operating expenses. Such advancement shall not be made for a period extending beyond the budget year.

F. Other Financing Sources and Uses

Other financing sources and uses are presented in the aggregate on the face of the financial statement. The aggregate other financing sources and uses include the following:

Proceeds of long-term debt. Amounts received in relation to the issuance of bonds or other long-term debt issues.

Sale of capital assets. Amounts received when land, buildings, or equipment owned by the School Corporation are sold.

Transfers in. Amounts received by one fund as a result of transferring money from another fund. The transfers are used for cash flow purposes as provided by various statutory provisions.

Transfers out. Amounts paid by one fund to another fund. The transfers are used for cash flow purposes as provided by various statutory provisions.

G. Fund Accounting

Separate funds are established, maintained, and reported by the School Corporation. Each fund is used to account for amounts received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the School Corporation. The amounts accounted for in a specific fund may only be available for use for certain, legally-restricted purposes. Additionally, some funds are used to account for assets held by the School Corporation in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and, therefore, the funds cannot be used for any expenditures of the unit itself.

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the School Corporation submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the School Corporation in June and December; however, situations can arise which would delay the distributions. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by December 31 of the year preceding the budget year or January 15 of the budget year if the School Corporation is issuing debt after December 1 or intends on filing a shortfall appeal. These rates were based upon the assessed valuations adjusted for various tax credits from the preceding year's lien date of January 1. Taxable property is assessed at 100 percent of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which normally become delinquent if not paid by May 10 and November 10, respectively.

Note 4. Deposits and Investments

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana, at year end, should be entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statutes authorize the School Corporation to invest in securities including, but not limited to, the following: federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

Note 5. Risk Management

The School Corporation may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job-related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third-party. The establishment of a self-insurance fund allows the School Corporation to set aside money for claim settlements. The self-insurance fund would be included in the financial statement. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks.

Note 6. Pension Plan(s)

A. Public Employees' Retirement Fund

Plan Description

The Indiana Public Employees' Retirement Fund Defined Benefit Plan (PERF DB) is a cost-sharing multiple-employer defined benefit plan and provides retirement, disability, and survivor benefits to plan members. PERF DB is administered through the Indiana Public Retirement System (INPRS) Board in accordance with state statutes (IC 5-10.2 and IC 5-10.3) and administrative code (35 IAC 1.2), which govern most requirements of the system and give the School Corporation authority to contribute to the plan.

The Public Employees' Hybrid Plan (PERF Hybrid) consists of two components: PERF DB, the employer-funded monthly defined benefit component, and the Public Employees' Hybrid Members Defined Contribution Account, the defined contribution component.

The Retirement Savings Plan for Public Employees (My Choice) is a multiple-employer defined contribution plan. It is administered through the INPRS Board in accordance with state statutes (IC 5-10.2 and IC 5-10.3) and administrative code (35 IAC 1.2), which govern most requirements of the system and give the School Corporation authority to contribute to the plan.

New employees hired have a one-time election to join either the PERF Hybrid or the My Choice.

Financial Report

INPRS issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Indiana Public Retirement System
One North Capitol, Suite 001
Indianapolis, IN 46204
Ph. (844) 464-6777

Contributions

Members' contributions are set by state statute at 3 percent of compensation for both the defined contribution component of PERF Hybrid and My Choice. The employer may elect to make the contribution on behalf of the member of the defined contribution component of PERF Hybrid and My Choice members may receive additional employer contribution in lieu of the PERF DB. Contributions to the PERF DB are determined by INPRS Board based on actuarial valuation.

B. Teachers' Retirement Fund

Plan Description

The Indiana Teachers' Retirement Fund (TRF) Defined Benefit Plan is a cost-sharing multiple-employer defined benefit pension plan and provides retirement, disability, and survivor benefits to plan members. TRF is administered through the Indiana Public Retirement System (INPRS) Board in accordance with state statutes (IC 5-10.2 and IC 5-10.4) and administrative code (35 IAC 14), which govern most requirements of the system and give the School Corporation authority to contribute to the fund.

TRF is composed of two accounts: Teachers' Pre-1996 and Teachers' 1996. All legally qualified and regularly employed licensed teachers serving in State of Indiana public schools are eligible to participate in Teachers' 1996. Membership in Teachers' Pre-1996 is closed to new entrants. Generally, members hired before 1996 participate in this account and members hired after 1995 participate in Teachers' 1996. Both accounts have two components: the employer-funded defined benefit component and a defined contribution account.

Financial Report

INPRS issues a publicly available financial report that includes financial statements and required supplementary information for the TRF plan as a whole and for its participants. That report may be obtained by contacting:

Indiana Public Retirement System
One North Capitol, Suite 001
Indianapolis, IN 46204
Ph. (844) 464-6777

Contributions

The School Corporation contributes the employer's share to Teachers' 1996 for certified employees employed under a federally funded program and all the certified employees hired after July 1, 1995. The School Corporation currently receives partial funding, through the school funding formula, from the State of Indiana for this contribution. These contributions are determined by INPRS Board based on actuarial valuation. The employer's share of contributions for certified personnel who are not employed under a federally funded program and were hired before July 1, 1995 (Teachers' Pre-1996) is considered to be an obligation of, and is paid by, the State of Indiana.

_. *Additional Pension Plan(s)*

The School Corporation also contributes to additional pension plan(s) unique to the School Corporation. Information regarding these plans may be obtained from the School Corporation.

Note to User: The following notes should be included as applicable:

Note__. Negative Receipts and Disbursements

The financial statement contains some receipts and/or disbursements which appear as negative entries. This is a result of __.

Note __. Cash Balance Deficits

The financial statement contains some funds with deficits in cash. This is a result of __.

Note __. Restatements

For the year ended June 30, 20xx, certain changes have been made to some of the beginning balances of the financial statement to more appropriately reflect financial activity of the School Corporation. The following schedule presents a summary of restated beginning balances:

Fund	Balance as of June 30, 20xx	New Fund	Prior Period Adjustment	Balance as of July 1, 20xx
	$		$	$

Note __. Holding Corporation(s)

The School Corporation has entered into a capital lease with __ (the lessor). The lessor was organized as a (for-profit) (not-for-profit) corporation pursuant to state statute for the purpose of financing and constructing or reconstructing facilities for lease to the School Corporation. The lessor has been determined to be a related-party of the School Corporation. Lease payments during the years EndAudMin1 and 2019 totaled $__ and $__, respectively.

Note __. Subsequent Events

__

Note __. Other Postemployment Benefits

The School Corporation provides to eligible retirees and their spouses the following benefits: __. These benefits pose a liability to the School Corporation for this year and in future years. Information regarding the benefits can be obtained by contacting the School Corporation.

Note __. Combined Funds

Funds related to __ were reported individually in the (current)(prior) financial statement(s), but were combined into one fund for the (current)(prior) financial statement(s).

Note_. Financial Condition (or other title as considered appropriate)

(Describe situation. Include the following:

- information on the condition of the entity and events that created the financial state;
- the possible effects of the condition and events;
- management's evaluation of the significance of the conditions and events and any mitigating factors;
- possible discontinuance of operations;
- management's plans;
- information about future financial information.)

Note_. ***Investment in (list type of investment)***

The (unit name) received (type of investment) as a gift from (list donor). During (include period), Unittype received (enter amount) of investment income which is included in the financial statement. Except for the investment income described, the activity of this investment has not been reported in the financial statements.

(This page intentionally left blank.)

(INSERT NAME OF GOVERNMENTAL UNIT)
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Years Ended December 31, 20XX

Federal Grantor Agency Cluster Title/Program Title/Project Title	Pass-Through Entity or Direct Grant	Federal Awards CFDA Number	Pass-Through Entity (or Other) Identifying Number	Passed Through to Subrecipient 12/31/20XX	Total Federal Expended 12/31/20XX
(Insert Name of Federal Agency)					
(Insert Name of Cluster, if applicable)					
(Insert Name of Program)	(Insert name of pass-through or insert "Direct Grant")	xx.xxx			
(Insert Name of Project)			(Insert Id number)	$ -	$ -
(Insert Name of Program)	(Insert name of pass-through or insert "Direct Grant")	xx.xxx			
(Insert Name of Project)			(Insert Id number)	-	-
(Insert Name of Program)	(Insert name of pass-through or insert "Direct Grant")	xx.xxx			
(Insert Name of Project)			(Insert Id number)	-	-
Total - (Insert name of Cluster)				-	-
(Insert Name of Program)	(Insert name of pass-through or insert "Direct Grant")	xx.xxx			
(Insert Name of Project)			(Insert Id number)	-	-
Total - (Insert Name of Federal Agency)				-	-
(Insert Name of Federal Agency)					
(Insert Name of Program)	(Insert name of pass-through or insert "Direct Grant")	xx.xxx			
(Insert Name of Project)			(Insert Id number)	-	-
(Insert Name of Project)			(Insert Id number)		
(Insert Name of Project)			(Insert Id number)	-	-
Total - (Insert Program name)				-	-
(Insert Name of Program)	(Insert name of pass-through or insert "Direct Grant_	xx.xxx			
(Insert Name of Project)			(Insert Id number)		
(Insert Name of Project)			(Insert Id number)	-	-
Total - (Insert Program name)				-	-
Total - (Insert Name of Federal Agency)				-	-
Total federal awards expended				$ -	$ -

The accompanying notes are an integral part of the Schedule of Expenditures of Federal Awards.

(This page intentionally left blank.)

CITY OF EXAMPLE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Note 1. Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (SEFA) includes the federal grant activity of the City under programs of the federal government for the year ended December 31, 2019. The information in the SEFA is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the SEFA presents only a select portion of the operations of the City, it is not intended to and does not present the financial position of the City.

B. Other Significant Accounting Policies

Expenditures reported on the SEFA are reported on the cash basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, or the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement. When federal grants are received on a reimbursement basis, the federal awards are considered expended when the reimbursement is received.

Note 2. Indirect Cost Rate

The City has elected (not) to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

Note 3. Loans Outstanding

The City had the following loan balances, with continuing federal compliance requirements, outstanding at December 31, 2019. These loan balances outstanding are also included in the federal expenditures presented in the SEFA.

Program Title	Federal CFDA Number	2018	2019
		$	$

(This page intentionally left blank.)

EXAMPLE SCHOOL CORPORATION
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, OTHER FINANCING SOURCES (USES), AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Year Ended June 30, 20XX

	General	Education	Debt Service	Retirement/ Severance Bond Debt Service	Operations	Capital Projects	School Transportation	School Bus Replacement
Cash and investments - beginning	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Receipts:								
Local sources	-	-	-	-	-	-	-	-
Intermediate sources	-	-	-	-	-	-	-	-
State sources	-	-	-	-	-	-	-	-
Federal sources	-	-	-	-	-	-	-	-
Temporary loans	-	-	-	-	-	-	-	-
Interfund loans	-	-	-	-	-	-	-	-
Other receipts	-	-	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-	-	-
Disbursements:								
Instruction	-	-	-	-	-	-	-	-
Support services	-	-	-	-	-	-	-	-
Noninstructional services	-	-	-	-	-	-	-	-
Facilities acquisition and construction	-	-	-	-	-	-	-	-
Debt services	-	-	-	-	-	-	-	-
Nonprogrammed charges	-	-	-	-	-	-	-	-
Interfund loans	-	-	-	-	-	-	-	-
Total disbursements	-	-	-	-	-	-	-	-
Excess (deficiency) of receipts over disbursements	-	-	-	-	-	-	-	-
Other financing sources (uses):								
Proceeds of long-term debt	-	-	-	-	-	-	-	-
Sale of capital assets	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses	-	-	-	-	-	-	-	-
Cash and investments - ending	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Rainy Day	Retirement/ Severance Bond	Post-Retirement/ Severance Future Benefits	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	School Lunch	(Insert Fund Name)	Textbook Rental	Self-Insurance
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Levy Excess	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	(Insert Fund Name)	Payroll Clearing	Totals
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

(This page intentionally left blank.)

City of Example
Schedule of Capital Assets
December 31, 20XX

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

General Government	**Beginning Balance 01/01/XX**	**Additions**	**Reductions**	**Ending Balance 12/31/XX**
Land	$ -	$ -	$ -	$ -
Infrastructure	-	-	-	-
Buildings	-	-	-	-
Improvements other than Buildings	-	-	-	-
Machinery, Equipment and Vehicles	-	-	-	-
Construction in Progress	-	-	-	-
Books and Other	-	-	-	-
Total general government capital assets	$ -	$ -	$ -	$ -
______ (Enterprise)				
Land	$ -	$ -	$ -	$ -
Infrastructure	-	-	-	-
Buildings	-	-	-	-
Improvements other than Buildings	-	-	-	-
Machinery, Equipment and Vehicles	-	-	-	-
Construction in Progress	-	-	-	-
Books and Other	-	-	-	-
Total _____ capital assets	-	-	-	-
______ (Enterprise)				
Land	$ -	$ -	$ -	$ -
Infrastructure	-	-	-	-
Buildings	-	-	-	-
Improvements other than Buildings	-	-	-	-
Machinery, Equipment and Vehicles	-	-	-	-
Construction in Progress	-	-	-	-
Books and Other	-	-	-	-
Total _____ capital assets	-	-	-	-
Total enterprise capital assets	$ -	$ -	$ -	$ -

(This page intentionally left blank.)

EXAMPLE COMMUNITY SCHOOLS
Schedule of Capital Assets
June 30, 20XX

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets

General Government	**Ending Balance**
Land	$ -
Infrastructure	-
Buildings	-
Improvements other than Buildings	-
Machinery, Equipment and Vehicles	-
Construction in Progress	-
Books and Other	-
Total general government capital assets	$ -

______ (Enterprise)	
Land	$ -
Infrastructure	-
Buildings	-
Improvements other than Buildings	-
Machinery, Equipment and Vehicles	-
Construction in Progress	-
Books and Other	-
Total _____ capital assets	-

______ (Enterprise)	
Land	$ -
Infrastructure	-
Buildings	-
Improvements other than Buildings	-
Machinery, Equipment and Vehicles	-
Construction in Progress	-
Books and Other	-
Total _____ capital assets	-
Total enterprise capital assets	$ -

(This page intentionally left blank.)

EXAMPLE COMMUNITY SCHOOLS
SCHEDULE OF LEASES AND DEBT
June 30, 20XX

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date
		$ -		
		-		
Total of annual lease payments		$ -		

Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
Type	Purpose		
Claims and judgments		$ -	$ -
Notes and loans payable			
Bonds payable			
General obligation bonds			
Revenue bonds			
Tax anticipation warrants			
Lines of credit		0	0
Totals		$ -	$ -

(This page intentionally left blank.)

EXAMPLE COMMUNITY SCHOOLS
SCHEDULE OF PAYABLES AND RECEIVABLES
June 30, 20XX

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental activities	$ -	$ -
Enterprise		
Enterprise		
Enterprise		
Enterprise	-	-
Totals	$ -	$ -