

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Auditors  
**FROM:** Karen Large, Director, Budget Division *KL*  
**RE:** Submission of Budget Information and Reports  
**DATE:** July 9, 2010

## Certificate of Net Assessed Valuations

With sixty-nine (69) ratio studies approved, officials are making preparations for the certification of 2011 net assessed valuations (NAVs) to the Department of Local Government Finance ("Department") and to unit officials by August 2. A copy of the **revised** Certificate of Net Assessed Valuations form can be found at <https://forms.in.gov/Download.aspx?id=7682>.

- 1) Page 1 of the certification should include a summary of all taxing districts in the county. Be sure to include the information under Column B (Bank PP AV). A similar page should be filed for each taxing unit in the county. This page should list only districts included in that particular unit listed at the top of the page. The certificate should also include the page (referred to as Page 2) that identifies the assessed value applied to Homestead credit after the deduction is applied and TIF assessed value eligible for TIR. Page 2 is a summary of all taxing districts in the county.
- 2) **The August 2 NAV is an estimate.** I.C. 6-1.1-17-0.5(d)(e) allows county auditors to withhold a portion of NAV, in an amount not to exceed two percent (2%) per taxing unit, due to appeals, corrections of error, late deductions filed, etc. If the county auditor determines that the amount withheld should be more than the two percent (2%), the county auditor may appeal to the Department under I.C. 6-1.1-17-8.5 to reduce a taxing unit's NAV by an amount that exceeds two percent (2%).
- 3) Before submitting the Certificate of Net Assessed Valuations, please be sure to include the valuations for railroad and state utilities.
- 4) Be sure that property tax abatements have been processed prior to certification and the TIF neutralization forms have been approved by the Department. Send the TIF Neutralization forms to Dan Jones, Assistant Budget Division Director, at [djones@dlgf.in.gov](mailto:djones@dlgf.in.gov).

- 5) If NAVs are certified by August 2 and the units adopt their budgets early, please contact your budget field representative to make arrangements to submit the budget paperwork to the Department as soon as possible. In doing so, the Department will be able to begin working and certifying budgets early.
- 6) The July 14, 2010 deadline is fast approaching for Redevelopment Commissions to submit to County Auditors a notice of any excess assessed value within TIF areas (pass-thru assessed value) that may be allocated to taxing units. This notice should be submitted prior to certification of the 2011 assessed valuations to the Department. County Auditors are asked to submit a copy of the redevelopment commission's written notice to the Budget Division at the same time that the Certificate of Net Assessed Valuations is filed with the Department. Additional information is available in the Department's June 17, 2010 memo, available at [http://www.in.gov/dlgf/files/100617 - Jones Memo - TIF and Redevelopment Commission Responsibilities.pdf](http://www.in.gov/dlgf/files/100617_-_Jones_Memo_-_TIF_and_Redevelopment_Commission_Responsibilities.pdf).

### **Auditor's Certificate**

To assist the unit fiscal officers in the preparation of the annual budget for calendar year 2011, the Auditor's Certificate should be completed and sent to each political subdivision on or before August 1. The Auditor's Certificate can be located at <http://www.in.gov/dlgf/2677.htm>. Attached is a copy of the 2011 Budget Revenue Estimates from the Auditor of State Office. As soon as income tax revenues are certified by the State Budget Agency later this month, the Department will prepare and forward the certified income tax distribution reports. The information on these reports will be included on the Auditor's Certificate.

### **Checklist for Adopted Unit Budget Submissions**

The Department has asked units to submit adopted budget paperwork to the county auditor within three (3) days of the unit's adoption meeting. Enclosed is the Department's *optional*, checklist to assist county auditors when checking in budgets as they are submitted by the units. The "XXX" on the checklist represents a form that is not needed for a specific type of unit.

### **Non-binding Review and Recommendation Forms**

The county council review forms to be used in the non-binding review and recommendation process are posted to our website at <http://www.in.gov/dlgf/6800.htm>. Please be sure the county council's **written recommendation** is provided to the Budget Division Field Representative at the same time the adopted budgets are picked up. For more information about the non-binding review and recommendation process, reference I.C. 6-1.1-17-3.5 and the information dated June 11, 2010 available at <http://www.in.gov/dlgf/2444.htm>.

**We appreciate your efforts in achieving on-time billing for 2011. With your help, the Department can have a 2011 certified budget order for ninety-one (91) counties by February 15, 2011.**

Please direct questions to Karen Large, Budget Director, at 317.234.3937 or [klarge@dlgf.in.gov](mailto:klarge@dlgf.in.gov).