
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Redevelopment Commissions

FROM: Micah G. Vincent, Commissioner

RE: Reporting Requirement for Redevelopment Commissions

DATE: January 9, 2014

The purpose of this memorandum is to remind redevelopment commissions of their reporting requirements to the Department of Local Government Finance ("Department") under IC 36-7-14-13.

IC 36-7-14-13 requires, before March 15 of each year, the redevelopment commissioners to file with the unit's executive a report on their activities during the preceding calendar year. The report must include the names of the qualified and acting commissioners, the names of the officers, the number of employees and their salaries or compensation, the amount of the expenditures made during the preceding year and their general purpose, an accounting of the tax increment revenues expended by any entity receiving the tax increment revenues as a grant or loan from the commission, the amount of funds on hand at the close of the calendar year, and other information necessary to disclose the activities of the commissioners and the results obtained. Additionally, for a county redevelopment commission, the report must include the names of any commissioners appointed to or removed from office during the preceding calendar year.

A copy of each report must be submitted to the Department via Indiana Gateway for Government Units ("Gateway") by **March 15, 2014**. The Gateway login page can be located at <https://gateway.ifionline.org/login.aspx>. Officials may access this report using the same username and password used last year. Requests for new users and other account requests can be sent to gateway@dlgf.in.gov.

The Department has prepared a user guide that provides redevelopment commissioners with step-by-step instructions on submitting this report through Gateway. This document is available at http://www.in.gov/dlgf/files/Redevelopment_Commissioners_User_Guide.pdf.

Any questions concerning the submission of this report may be directed to Ryan Burke at rburke@dlgf.in.gov or (317)234-7987.