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# Gateway User Guide

## Form 4B

**BUDGET ESTIMATE, FINANCIAL  
STATEMENT AND PROPOSED TAX RATE**



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# Form 4B Overview

Form 4B presents a comprehensive look at the unit budget through a financial statement. This form is sometimes referred to as the “16-line statement.” It presents a fiscal plan for the entire 18-months of the budget cycle (the six months before the budget year and the twelve months of the budget year).

There are three sections to this form. The first section lays out the expenses that the unit expects to have over the 18-month cycle. The second section lays out the resources (other than property tax) that the unit expects to have to support the expenditures in section one. The third section contains the fiscal policymaking of the unit. It contains the property tax levy, the tax rate, and the addition to or subtraction from the unit’s operating balance that the unit has decided upon.

## Accessing the Form 4B

First, navigate to the Budget Form Menu by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”

**Department of Local Government Finance Tasks**

-  Customize Funds, Departments, Debts, Rev. Codes  
View and edit lists of funds, depts., debts by fund and rev. codes.
-   View Forms, Enter and Edit Budgets  
View, edit and submit Forms to DLGF.
-  Submit Proof of Publication and Signed Form 4  
View, upload and submit budget-related documents to DLGF.
-  Optional Flat File Upload  
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

From the Budget Form Menu, click on Form 4B and then select link on the left side of the Form 4B box that says “Click to edit form.”

<b>Current Year Financial Worksheet: Additional Calculations for Form 4B</b>	
<b>Debt Worksheet</b>	
<b>Form 1: Budget Estimate</b>	
<b>Form 2: Estimate of Miscellaneous Revenues</b>	
<b>Form 3: Notice to Taxpayers</b>	
<b>Form 4: Ordinance / Resolution of Appropriations and Tax Rates</b>	
<b>Form 4A: Budget Report</b>	
<b>Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate</b>	

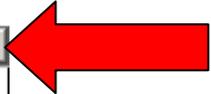
   Not 'Ready to Submit'.

## Ensuring Proper Options are Available on the Form

The availability of Form 4B is based upon the unit customization of fund list. At the top of the Form 4B is a fund selection drop down menu. To ensure that the proper number and type of forms are available, please be sure that you have added all the necessary funds in the Customize Funds List of the Customize Unit Menu. For assistance with adding a fund, please see the “**Customize Units User Guide**”.

Select Fund:

0005 - CASINO/RIVERBOAT	▼
0005 - CASINO/RIVERBOAT	
<b>0101 - GENERAL</b>	
0123 - 2006 REASSESSMENT	
0180 - DEBT SERVICE	
0181 - DEBT PAYMENT	
0702 - HIGHWAY	
0706 - LOCAL ROAD & STREET	



## Entering Data on the Form 4B

For each line of the financial statement, Form 4B collects two pieces of information: the published amount and the adopted amount. Each fund on the Form 4B also collects the net assessed value.

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

Select Fund:

0005 - CASINO/RIVERBOAT	▼
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The selected fund does not currently have data in both published and adopted columns.

Form 4B requires data in both published and adopted columns for all non-home-ruled funds before it can be marked 'Ready to Submit'.

Net Assessed Value \$ <input type="text" value="0"/>		
<p><b>Warning:</b> If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the 'Click here to Insert' buttons once these related forms are completed.</p>	<p>Click Here to Insert Finan. Wksht, Debt Wksht. Form 2 &amp; Form 4a published amounts</p> <p>↓</p>	<p>Click Here to Insert Finan. Wksht, Debt Wksht. Form 2 &amp; Form 4a adopted amounts</p> <p>↓</p>
	<p><b>Copy</b> →</p>	
Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
4. Outstanding temporary loans:		
a). To be paid not included in lines 2 or 3	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>

The **Published Amount** is the amount that is proposed at the beginning of the budget process and published in the newspaper. The **Adopted Amount** is the amount that is approved by the fiscal body and adopted by ordinance or resolution.

Regardless of how you choose to complete Form 4B, three of the lines are calculated automatically within Gateway. They are Line 5, Line 9, and Line 10. **These lines will not have a data entry option.**

Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Published Amount	Adopted Amount
6. Actual cash balance, June 30 of present year (including cash investments)	\$ 20,000	\$ 0
7. Taxes to be collected, present year (December settlement)	\$ 60,000	\$ 0
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):		
a). Total Column A Budget Form 2	\$ 400	\$ 0
b). Total Column B Budget Form 2	\$ 400	\$ 0
9. <b>TOTAL FUNDS</b> (Add lines 6, 7, 8a and 8b)	80,800	\$ 0
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line from 5)	\$ 17,700	\$ 0

To populate Line 5, Line 9, and Line 10, enter data in the other lines then click “Save” and Gateway will calculate them based on the other information entered.



Other lines in Form 4B have multiple options for completion. The following sections detail the available options.

## Completing Form 4B through Direct Data Entry

The most basic choice for completing Form 4B is to fill in each of the values manually.

If you wish to enter the entire form directly, please ensure that the Gateway Calculator is disabled by indicating “I want to make my own calculations for this Form 4B.”

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$ 17,700	\$ 0
<input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator		

Your first step in completing the Form 4B through direct data entry is typing in the Net Assessed Value on the top right-hand side of the form.

Net Assessed Value \$ 0

Fill in each of the values (excluding Line 5, Line 9, and Line 10). Click “Save” at the bottom of the form to save the values you have entered.

Miscellaneous revenue for same period	\$ 0.0000	\$ 0
NOTE: Enter Lines 13a, 13b and 18 then press 'Save' button to calculate this value.		
12. Amount to be raised by tax levy (add lines 10 and 11)	\$ 36,200	\$ 0
13a. Property Tax Replacement Credit from Local Option Tax	\$ 0	\$ 0
13b. Operating LOIT	\$ 0	\$ 0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$ 36,200	\$ 0
15. Levy Excess Fund applied to current budget	\$ 0	\$ 0
16. Net amount to be raised	\$ 36,200	\$ 0
17. Net Tax Rate on each one hundred dollars of taxable property	0.0815	0.0000

## Using the Auto-Fill Option

Through the auto-fill option you will still need to manually type in the “Net Assessed Value” on the top right-hand side of the form.

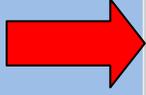
Net Assessed Value \$ 0

Provided that the Form 2, 4A, Current Year Financial Worksheet and Debt Worksheet amounts have been entered into Gateway, some lines of Form 4B will be populated from the other forms. In example, Line 1 of Form 4B can populate from Form 4A, while Line 8a and Line 8b can populate from Form 2. To take advantage of this tool, click the button at the top of the column that says “Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A published amounts.” This will fill in Line 1, Line 8a, and Line 8b of the published column on Form 4B.

**Warning:** If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the "Click here to insert" buttons once these related forms are completed.

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$ 0	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$ 0	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$ 0	\$ 0
4. Outstanding temporary loans:		

The second column can be completed in the same way by clicking the button that says “Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A adopted amounts.”

<p><b>Warning:</b> If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the 'Click here to Insert' buttons once these related forms are completed.</p>	<p>Click Here to Insert Finan. Wksht, Debt Wksht, Form 2 &amp; Form 4a published amounts</p> 		<p>Click Here to Insert Finan. Wksht, Debt Wksht, Form 2 &amp; Form 4a adopted amounts</p> 
Funds Required For Expenses To December 31st Of Incoming Year	Published Amount		Adopted Amount
1. Total budget estimate for incoming year 	\$ 0 <input type="text"/>		\$ 0 <input type="text"/>
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended 	\$ 0 <input type="text"/>		\$ 0 <input type="text"/>
3. Additional appropriation necessary to be made July 1 to December 31 of present year 	\$ 0 <input type="text"/>		\$ 0 <input type="text"/>
4. Outstanding temporary loans:	<input type="text"/>		<input type="text"/>

The remaining lines will need to be filled in directly (excluding Line 5, Line 9, and Line 10). Click “Save” at the bottom of the form to save the values you have entered.

Form values saved at		<input type="button" value="Save"/>
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## Using the Gateway Calculator

The default option for Form 4B is “I want to make my own calculations for this Form 4B.” However, there is a very helpful tool contained within this form called the Gateway Calculator.

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5) 	\$ 0			\$ 0
<input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator 				
Proposed Tax Rate and Levy	Published Amount			Adopted Amount

This tool will help you complete Line 11, Line 12, Line 13, Line 14, Line 15, Line 16, and Line 17 based on the policy decision you indicate. Your policy decision may be (1) to specify the amount of increase or decrease you have chosen for your operating balance, (2) to specify the property tax levy you want to impose, or (3) to specify the property tax rate you want to impose.

To use the Gateway calculator, you must complete the following steps:

- First, change the selection from “I want to make my own calculations for this Form 4B” to “I want to use the Gateway Calculator.”

I want to make my own calculations for this Form 4B  
 I want to use the Gateway Calculator ⓘ  
  
 I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.

- Second, click the check-box to indicate your agreement to the acknowledgement statement. This ensures you are taking responsibility for the values that are submitted through Gateway.

I want to make my own calculations for this Form 4B  
 I want to use the Gateway Calculator ⓘ  
  
 I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.

- Third, check to verify that you have entered a Net Assessed Value amount at the top of the form.

ⓘ Net Assessed Value \$ 0  
 Click Here to Insert Finan. Wksht, Debt  
 Click Here to Insert Finan. Wksht, Debt  
 Warning: If there is currently no data in this unit's Financial Worksheet, Debt

- Finally, click the type of policy decision you wish to indicate. Choose from entering an operating balance (on Line 11), entering a levy (on Line 16), or a tax rate (on Line 17).

<input type="radio"/> I want to make my own calculations for this Form 4B <input checked="" type="radio"/> I want to use the Gateway Calculator ⓘ <input checked="" type="checkbox"/> I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.	<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)	<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)
Proposed Tax Rate and Levy	Published Amount	Adopted Amount

The calculator is now fully functioning. Enter the value you desire on the appropriate line, based on your selected policy driver (operating balance, levy, or tax rate).

Proposed Tax Rate and Levy	
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) ⓘ	<input type="text" value="0"/>
NOTE: Enter Lines 13a, 13b and 16 then press 'Save' button to calculate this value.	
12. Amount to be raised by tax levy (add lines 10 and 11) ⓘ	\$ <input type="text" value="0"/>
13a. Property Tax Replacement Credit from Local Option Tax ⓘ	\$ <input type="text" value="0"/>
13b. Operating LOIT ⓘ	\$ <input type="text" value="0"/>
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12) ⓘ	\$ <input type="text" value="0"/>
15. Levy Excess Fund applied to current budget ⓘ	\$ <input type="text" value="0"/>
16. Net amount to be raised ⓘ	<input type="text" value="0"/>
17. Net Tax Rate on each one hundred dollars of taxable property ⓘ	<input type="text" value="0.0000"/>

Enter the Field You Previously Selected



Once you have entered a value on the appropriate line, click “Save” and Gateway will calculate the rest of the third section (Line 11, Line 12, Line 13, Line 14, Line 15, Line 16, and Line 17) for you.

Form values saved at 1



You may still edit values that have been computed by the Gateway Calculator. However, as long as the Gateway Calculator is enabled (indicated by the active selection of “I want to use the Gateway Calculator”), clicking “Save” will overwrite any changes other than the relevant line in which the policy decision was entered. You may turn off the Gateway Calculator at any time by clicking “I want to make my own calculations for this Form 4B.” This will retain the values that have been calculated already. **Any edits you make after disabling the calculator will be saved exactly as you entered them.**

## Completing Form 4B in Stages

Since units propose budget figures at the beginning of budget season and adopt them months later, you may complete the published values first and then return later to complete the adopted values. To save time and data entry during the second stage, Gateway offers a “Copy” button. Clicking this will fill over the published column to the adopted column.

 Net Assessed Value \$ <input type="text" value="500,000"/>		
<b>Warning: If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the 'Click here to Insert' buttons once these related forms are completed.</b>	Click Here to Insert Finan. Wksht, Debt Wksht. Form 2 & Form 4a published amounts 	Click Here to Insert Finan. Wksht, Debt Wksht. Form 2 & Form 4a adopted amounts 
Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year 	\$ <input type="text" value="131,200"/>	\$ <input type="text" value="0"/>
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended 	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
3. Additional appropriation necessary to be made July 1 to December 31 of present year 	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
4. Outstanding temporary loans:		
a). To be paid not included in lines 2 or 3 	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
b). Not repaid by December 31 of present year 	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
5. <b>TOTAL FUNDS required</b> (add lines 1,2,3,4a and 4b) 	\$ 131,200	\$ 0




You may still edit the values after the fill over. This option will be particularly helpful for those units that have not made many changes from the published amounts.

The “Copy” button is set up independently for each of the three sections of the form. This provides flexibility in how you complete the adopted column. The first section can be filled entirely using the copy button, filled partially by using the “Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A adopted amounts” button, or entered directly. Likewise, the second section can be filled entirely using the copy button, filled partially by using the “Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A adopted amounts” button, or entered directly. The third section can be completed using the “Copy” button or by using the Gateway Calculator a second time. Note that the Gateway Calculator for the adopted column operates separately from the published column. This means that you can make policy decisions differently for the adopted amounts but still rely upon the Gateway Calculator.

## Signing the Form Electronically

At the bottom of Form 4B, there is a box for you to use to place an electronic signature on the form. Only the user with submission rights will see the signature box.

**Form Signature**

NAME

TITLE

SIGNATURE/PIN  
 ⓘ

DATE

 SIGN AND DATE FORM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at 317-232-3777 in the event that you have lost or not received a PIN code. Once you select "Sign and Date Form", the today's date will automatically populate the date field.

**Form Signature**

NAME

TITLE

SIGNATURE/PIN  
 ⓘ

DATE

Form signature values saved at 02:54 PM and 58 seconds.

 SIGN AND DATE FORM 

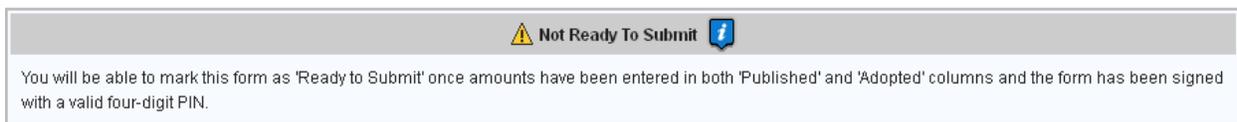
Once you see the red text stating "Form signature values saved," you have successfully signed Form 4B.

## Marking the Form “Ready to Submit”

At the bottom of Form 4B and all other forms you will notice the “Ready to Submit” status boxes. Before you complete the form you will notice a grey box that is titled “Not Ready to Submit.”

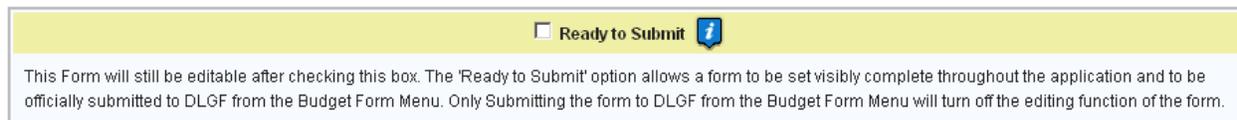
The 2013 budget forms now have a feature built in called validation. This does not allow the form to be marked as “Ready to Submit”, or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in the 2012 Budget. Under a closer look, you will notice that the box states,

*“You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'Published' and 'Adopted' columns and the form has been signed with a valid four-digit PIN.”*



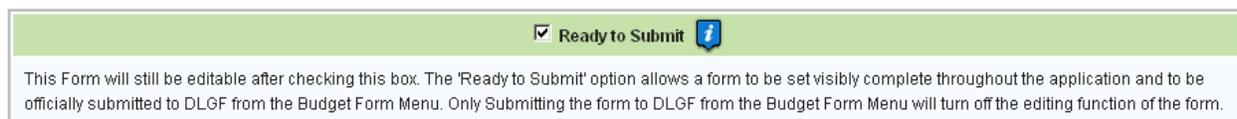
A grey rectangular box with a yellow warning triangle icon and the text "Not Ready To Submit" followed by an information icon. Below the header, the text reads: "You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'Published' and 'Adopted' columns and the form has been signed with a valid four-digit PIN."

Once information has been entered in the published and adopted columns, and you have signed the form with your PIN the yellow “Ready to Submit” option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box. You will not want to check this box until the published and adopted amounts columns are entered for all funds.



A yellow rectangular box with an unchecked checkbox and the text "Ready to Submit" followed by an information icon. Below the header, the text reads: "This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form."

Once this box is checked, the box will turn green and the form will now be marked as Ready to Submit. Form 4B can still be edited until it is submitted.



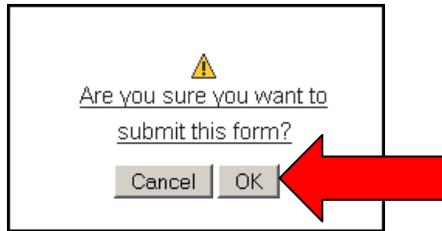
A green rectangular box with a checked checkbox and the text "Ready to Submit" followed by an information icon. Below the header, the text reads: "This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form."

Note that after Form 4B has been marked as “Ready to Submit”, Form 4B under the Budget Form Menu now shows a green submit option.

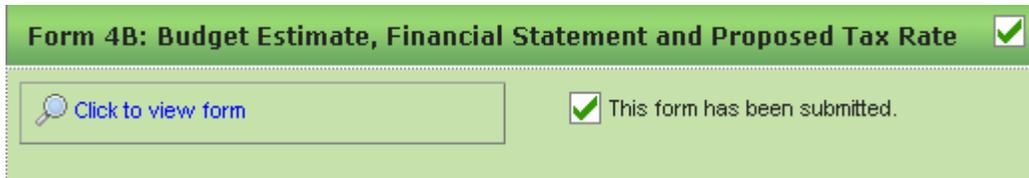


A yellow menu bar for "Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate" with a warning icon. Below the bar are two buttons: "Click to edit form" (with a pencil icon) and "Click to submit completed form to DLGF" (with a green arrow icon). A red arrow points to the submit button.

If you have completed your Form 4B and will not need to make any changes, you may click on the green “Submit” button. You will notice a pop-up box asking you if you are sure you want to submit this form. If you are sure simply press “OK”.



As you will note below, Form 4B on the Budget Form Menu will now appear green and will now only have the option to view the form.



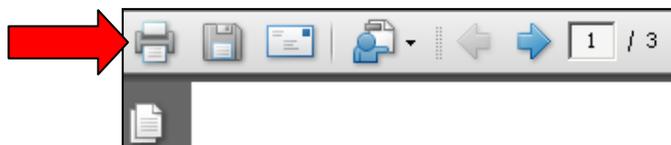
You may no longer edit a form once it is submitted. If you have submitted a form by mistake please contact the DLGF at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at 317-232-3777.

## Viewing and Printing the Form

At any point, Form 4B can be printed directly from Gateway. Click the button at the top-left corner of the form that reads, "Click Here for Print/Viewing Options." Next click on the link that reads, "Print/View Form 4B for Currently Selected Fund in PDF Format."



Once you see the page appear in a new window simply click on the printer icon on the top left hand corner to print. You may also select the save icon to the right in order to save the form as a PDF which will also allow you to email copies of your Budget or post them on a website.



Congratulations! You have successfully submitted your Form 4B. Please see our other user guides for assistance with other forms. If you have any questions, please email the Gateway inbox at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).