

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

**TO:** Local Government Officials  
**FROM:** Courtney Schaafsma, Director, Data Analysis Division *CLS*  
**DATE:** December 29, 2010  
**SUBJECT:** Annual Debt Reporting

I.C. 5-1-18-9 requires local units to submit to the Department a list of all bonds, leases, and other debt currently outstanding before March 1<sup>st</sup> of each year. Statute requires that this be submitted electronically in a format specified by the Department. For 2011, the Department is distributing a template (attached).

While the template attached is very similar to prior year's forms, the Department updated the format of the template and has removed certain fields that were deemed irrelevant. The Department has also updated the instructions to provide more information about the data being requested in each field. Please review the updated instructions prior to completing the template.

All submissions of debt information must be done on this template and the template must be sent to the Department in Excel format. PDFs or other file formats will not be accepted. This is due to an internal upload process of the Excel files which will allow the Department to efficiently aggregate all data received. An additional change for this year is that **every taxing unit must submit this template back to the Department. If your taxing unit does not have any debt outstanding as of December 31, 2010, you must still complete the Contact Info Form of this template.** The template provides a column allowing a unit representative to indicate that the taxing unit has no debt. Emails, indicating that the taxing unit has no outstanding debt, submitted without the completed template attached will not be sufficient to meet the reporting requirement. **The template must be completed and attached.**

The template and instructions for completing the form can be found at <http://www.in.gov/dlgf/4699.htm>. Please complete this report and submit it to the Department at [debtreport@dlgf.in.gov](mailto:debtreport@dlgf.in.gov) no later than March 1, 2011.

Please direct questions about the debt report and template to Data Analysis Division Director Courtney Schaafsma at [cschaafsma@dlgf.in.gov](mailto:cschaafsma@dlgf.in.gov) or 317.232.3759.