

# Department of Local Government Finance Budget Overview

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# Budget Calendar

## Budget Calendar Overview

The [full version](#) of the Budget Calendar is available on the DLGF: Memos and Presentations webpage. The following is listing of a few of the key dates in the upcoming budget cycle.

Date	Action
May 18	Department releases Annexation Memo and Template <b>Due Date: July 15<sup>th</sup></b>
May 18	Department releases 2018 TIF Neutralization Memo and Template
May 18	Department releases the TIF Excess AV Memo and Template <b>Due Date: June 15<sup>th</sup></b>
May 31	Deadline for the SBA to certify an <u>estimate</u> of the LIT distribution for 2019. <b>IC 6-3.6-9-5</b>

## Budget Calendar Overview

Date	Action
June 30 <sup>th</sup>	Last day for Property tax distribution of May collection.
July 2 <sup>nd</sup>	<p>Last day for the county assessor to deliver the real estate book (i.e., roll and balance 2018 pay 2019 gross assessed values) to the county auditor. <b>IC 6-1.1-5-14</b></p> <p>Last day for county assessor to roll 2018 pay 2019 personal property gross assessed values to the county auditor. <b>IC 6-1.1-3-17(b)</b></p>
July 2nd	<p>Deadline for State Budget Agency (“SBA”) to provide Assessed Value Growth Quotient (“AVGQ”) to civil taxing units, school corporations, and Department. <b>IC 6-1.1-18.5-2(c)</b></p>

## Budget Calendar Overview

Date	Action
July 16th	<p>Department provides to each county, city, and town an estimate of the maximum Cumulative Capital Development Fund tax rate for the ensuing year. <b>IC 6-1.1-18.5-9.8(b)</b></p> <p>Department provides each taxing unit an estimate of the maximum permissible property tax levy for the ensuing year and guidance on calculating allowable adjustments to the maximum levy. <b>IC 6-1.1-18.5-24</b></p> <p>Department provides to each county an estimate of the maximum allowable appropriation and maximum amount of property taxes that may be imposed for community mental health centers or community intellectual disability and other developmental disabilities centers that are exempt from property tax levy limits for the ensuing year. <b>IC 12-29-1-3.5</b></p>
July 16 <sup>th</sup>	DLGF Budget Workshops Start

## Budget Calendar Overview

Date	Action
July 31	Department provides to each taxing unit that levies a property tax an estimate of the amount by which property tax distributions will be reduced in the ensuing year due to circuit breaker credits. <b>IC 6-1.1-20.6-11.1</b>
Aug 1	Last day for county auditor to certify net assessed values to the Department. The Department will make values available to all political subdivisions via Gateway. <b>IC 6-1.1-17-1</b>
Sept 3	Last day for units with appointed boards, including certain libraries under IC 6-1.1-17-20.3, to submit proposed 2019 budgets, tax rates, and tax levies to county fiscal body or other appropriate fiscal body for binding adoption, as applicable. <b>IC 6-1.1-17-20; IC 6-1.1-17-20.3</b>

## Budget Calendar Overview

Date	Action
Oct 12	Last day to post notice to taxpayers of proposed 2019 budgets and net tax levies and public hearing (Budget Form 3) to Gateway. Notice must be posted at least ten days before the public hearing, which must occur at least ten days before the adoption for most taxing units. <b>IC 6-1.1-17-3</b>
Oct 19	Last day for units to file excess levy appeals for school transportation fund, annexation/consolidation/extension of services, three-year growth factor, emergency, and correction of error with the Department. <b>IC 20-46-4-10; IC 6-1.1-18.5-12; IC 6-1.1-18.5-13(1), (3), (13); IC 6-1.1-18.5-14</b>
Oct 22	Last possible day for taxing units to hold a public hearing on their 2019 budgets. Public hearing must be held at least ten days before budget is adopted. <b>IC 6-1.1-17-5</b>
Oct 29	Last possible day ten or more taxpayers may object to a proposed 2019 budget, tax rate, or tax levy of a political subdivision. Objection must be filed not more than seven days after the public hearing. This deadline is subject to the scheduling of the public hearing. <b>IC 6-1.1-17-5(b)</b>

## Budget Calendar Overview

Date	Action
Oct 31	Deadline to adopt ordinance modifying LIT effective January 1, 2019. <b>IC 6-3.6-3-3</b>
Nov 1	Deadline for all taxing units to adopt 2019 budgets, tax rates, and tax levies. <b>IC 6-1.1-17-5(a)</b>
Nov 5	Last day for units to submit their 2019 budgets, tax rates, and tax levies to the Department through Gateway as prescribed by the Department.
Dec 14	Last day for the Department to accept additional appropriation requests for the 2018 budget year from units as prescribed by the Department.

## Budget Calendar Overview

Date	Action
Dec 31	Deadline for the Department to certify 2019 budgets, tax rates, and tax levies unless a taxing unit in a county is issuing debt after December 1 in the year preceding the budget year or intends to file a shortfall appeal under IC 6-1.1-18.5-16. <b>IC 6-1.1-17-16</b>

Note: The prior year deadline for budget certification was February 15.

## County Specific Calendar

The Department is requesting that all units consider putting together a similar budget calendar with the due dates for DLGF, SBOA, and AOS submissions.

- A. When is my budget workshop?
- B. When are my SBOA reports due?
- C. When will I submit my Economic Development Reporting?
- D. If I have an appeal, when will I submit that to the Department?

## County Specific Calendar

The calendar may include county specific events, meetings, and submissions.

1. When is my public hearing?
  - Are all key personnel be in the office that day?
2. When will council members be out of the office?
3. When will I be out of the office?
4. When did we adopt our budget last year?
  - Can we start the process earlier this year?
5. When will I upload my information into Gateway?

Note: If something goes wrong, will I have enough time to schedule another hearing or meeting?

## Upcoming DLGF Events

### Budget Workshop Schedule

The Department will continue to host regional Budget Workshops from July 16th – August 30<sup>th</sup>.

Opportunity to discuss budget forms, issues, and submissions face to face with your DLGF representative.

While the DLGF representative **cannot** provide financial advice, they can make sure that you are aware of the your budgetary options, upcoming deadlines, and the Departmental calculations, Gateway reports, State training materials, memos, and other useful resources available to you.

## What to Bring to Budget Workshops

1. Financial report/ledger totals for 1<sup>st</sup> 6 months expenditures by fund.
2. List of encumbrances.
3. Listing of investments.
4. Cash balance as of June 30 for each fund.
5. For units with debt, current amortization schedules
7. Any additional appropriations/reduction resolutions done the first 6 months **or planned** for the second 6 months.
8. The address of the office and meeting locations.
9. Confirmed public hearing and adoption dates and times

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## What to Bring to Budget Workshops

### 10. Completed Form 2:

- Revenue estimates for each fund or Financial Report of revenues.
- The Department can assist with estimates for Excise, CVET, FIT and a few other revenues.

### 11. Completed Form 1: Line Item Budget Estimate

- Includes all budgeted line items for 2019.
- Broken down by fund, department, expenditure category, and line item.
- Line items have rolled over from last year (all except Capital Outlays), units will enter amounts in advertised column and save before moving to a new category or fund.

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## Form 1 and Form 2: Best Practices

### **When preparing the Form 1**

- Look at 2018's as a starting point.
- Compare prior year's actual expenditures against budgeted amounts.
- Compare prior year's actual expenditures against revenues.
- Consider any changes needed for 2019.

### **When preparing the Form 2.**

- Compare prior year's actual revenues against estimated amounts.

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## Additional Appropriations

## Additional Appropriations

An additional appropriation is pursued when a unit needs to spend more from a fund than the certified budget allows. The Department is responsible for the review and approving all submissions from all units.

Department Memos: <https://www.in.gov/dlgf/2444.htm>

- Additional Appropriations - Supplemental Information [Budget] - April 27, 2018
- Additional Appropriation and Transfer Procedures [Budget] - March 2, 2018
- Additional Appropriations Form

## Additional Appropriations

The improvement of the Additional Appropriation process will continue to be an area of interest in 2018.

2017 Additional Appropriation Category	2017 Totals
Submissions (Statewide)	1,938
Total Funds Reviewed (Statewide) <sup>1</sup>	4,747

Note 1: 35% of submissions were sent to the Department in October, November, and December.

## Additional Appropriations

Although Additional Appropriations must continue to be a part of the budgeting process, the Department is taking steps to improve the submission, review, and approval process.

1. Timely submissions
2. Statewide implementation updated Form 55819 (R3 / 11-17)
3. Elimination of common issues with the Form 55819

## Additional Appropriations

### Timely Submissions

The increase in the 4<sup>th</sup> quarter wasn't exclusively due to activity from the 4<sup>th</sup> quarter. Often submissions are accumulated throughout the year, then submitted to the Department en masse.

2017 Additional Appropriation Category	2017 Totals
Submission with 100+ Days between Publication and Certification Date	165

**As the additional are completed, they need to be submitted.**

## Additional Appropriations

### Submissions using updated State Form 55819

In Fall 2017, the Department updated the [State Form 55819](#). The new form improved the layout, and created a section when units can opt into receiving electronic replies instead of paper copies.

Section III	
<i>Please check the requested method for the Department to inform your unit of the status of the Additional Appropriation Request.</i>	
Check One:	
<input type="checkbox"/> Follow Up Via E-mail	_____
	E-mail Address(es)
<input type="checkbox"/> Follow Up Via Mail	_____
	Mailing Address (Number, Street, City, State, ZIP Code)

## Additional Appropriations

### Common Issues

On the Form 55819, there are two lines that are routinely reported incorrectly. Although the amount on Line 17 ultimately determines if the surplus funds justify the additional appropriation, during the Department's review, we will validate the lines below and update the Additional Appropriation prior to approval or denial.

- **Section 2 – Line 5: Miscellaneous Revenue**
- **Section 2 – Line 8: Circuit Breaker**

## Additional Appropriations

### **Section 2 – Line 5: Miscellaneous Revenue**

- The Department will compare amount reported on Line 5 to the line 8B amount on the Fund Report. If Line 5 is higher than previously reported, then the Line 5 will be amended prior to approving or denying the request.
- Revised Form 2 may be submitted along with the Additional Appropriation supporting the increase.
  - The revised Form 2 must specify the new or increased revenue source.
  - The revised Form 2 can either be taken from Gateway or the 1782 notice.

## Additional Appropriations

### **Section 2 – Line 8: Circuit Breaker**

- The Department will validate the amount reported on Line 8 using the Department's actual circuit breaker ("CB") calculation.
- The CB amount used by the Department is posted at the link: <http://in.gov/dlgf/8225.htm>
- If the additional appropriation request does not match the Department's CB report, Line 8 will be amended prior to approving or denying the request.

# DLGF Reports - July Estimates

## July Estimates

The Department will again release a series of budget centric reports in June and July that will provide the framework for the calculations that we will be using for the upcoming budget season.

Each report will be accompanied by a Departmental memo explaining the report and detailing how the information will be used during the budgeting season.

The reports will be created and posted on the Department's website under statewide and county specific reports.

## July Estimates - Local Income Tax Report

The Local Income Tax (“LIT”) report is based on estimates provided by the State Budget Agency (“SBA”) for LIT projections for CY 2019.

SBA will release LIT estimates twice before certifying the final LIT figures on Nov 1<sup>st</sup>.

In 2017, 25 counties either increased, decreased, or modified their LIT rates. Some of these counties changed in late October. Each round of estimates will be based on the most current LIT information available.

Note: There are three counties that have already taken action on their LIT rates. These changes will be reflected in the estimates.

## July Estimates – Circuit Breaker Estimates

- This will be the third year that statute requires the Department to release Circuit Breaker (“CB”) Estimates in July.

**Note: These estimates and values should not be confused with the 2017 pay 2018 CB actual reports released in April 2018.**

- The CB estimates are designed to be used in conjunction with CB Allocation Workbook to allocate the CB across the levied funds
- Although CB impact **must be** considered during the budgeting process, units are not required to use the Department’s estimated CB values.

## July Estimates – Circuit Breaker Estimates

### 2018 Estimated Property Tax Cap Impact Report County

0000   COUNTY	Estimated Impact
Civil Max Levy Fund Credits	\$6,204,517
<b>Total Estimated Credits</b>	<b>\$6,204,517</b>

0001   CENTER TOWNSHIP	Estimated Impact
Civil Max Levy Fund Credits	\$1,197,867
Township Fire Credits	\$58,141
<b>Total Estimated Credits</b>	<b>\$1,256,008</b>

## July Estimates – Misc. Revenue Figures

- The Miscellaneous Revenue Figures report will contain a unit level estimates for the 13 revenue types listed.
- Report contains estimate for last 6 months of 2018 and all 12 months of 2019.
- Estimates are based on prior year activity, AOS estimates, and various statutory adjustments.
- The “Notes” column provides additional information about each unit’s calculation.

Revenue Name
ABC Gallonage
Cigarette Tax - CCIF
Cigarette Tax - General Fund
Commercial Vehicle Excise Tax
Financial Institutions Tax
License Excise Tax
LIT for Certified Shares
LIT for Economic Development
LIT for Public Safety
LIT School Distrib. (Formerly CAGIT PTRC)
Local Income Tax Levy Freeze
Local Road and Street
Motor Vehicle Highway

## July Estimates – Misc. Revenue Figures

STATE OF INDIANA INDIANA DEPARTMENT OF LOCAL GOVERNMENT FINANCE				
Estimated Miscellaneous Revenues for Budget Year 2018				
County: 01 Adams Unit: 0000 ADAMS COUNTY				
Revenue Type	Max Levy Type (If Applicable)	Estimated Revenues		Notes
		7/1/17-12/31/17	1/1/18-12/31/18	
R112 Financial Institutions Tax		18,553	36,178	Amount estimated by the Department of Local Government Finance based on figures provided by the AOS's (AOS) Office. December 2017 = Provided by AOS. 2018 = June 2017 as provided by AOS + 90% of December 2017
R113 Local Road and Street		187,542	407,638	Amount estimated per Auditor of State's 2018 Budget Revenue Estimates. Counties, cities and towns. July - December 2017 = 145% of July- December 2016 distributions. 2018 = 145% of July-December 2017 distributions + 150% of January-June 2017 distribution

## July Estimates – Other Reports

### Cumulative Levy

For all cumulative funds, for all units, the Department Cumulative Rate report contains the current year maximum and certified rate cap.

The report indicates whether or not each fund is within the max levy.

### Estimated Debt Service Report

The Estimated Debt Service Report estimates debt service levies and payments for budget year based on information collected from the Pre Budget Survey.

## July Estimates – Max Levy Report

One of the most important reports that the Department will be releasing is the estimated Max Levy Report.

The estimated Max Levy Report is listed by unit and max levy type.

Department uses prior year maximum levy, the Assessed Value Growth Quotient, information collected during the pre-budget survey, and various statutory adjustment to determine estimated Max levy for year.

**Note: The maximum levy may not equal the certified levy.**

## July Estimates – Max Levy Report

1	2017 Maximum Levy	5,260,688
2	PLUS: 2017 Permanent Appeal Amount and New Max Levies (1)	0
3	PLUS: Other Adjustments to 2017 Maximum Levy (2)	0
4	2017 Maximum Levy for Growth Quotient	5,260,688
5	TIMES: Assessed Value Growth Quotient (3)	1.0400
6	Initial 2018 Maximum Levy	5,471,116

### Line Descriptions

- Line 1 The starting point of the current year's calculation is the prior year's max levy amount.
- Line 2 Permanent appeals are based on information reported on the Prebudget survey. The inclusion of an appeal should not be considered an approval by the Department.
- Line 3 Other adjustments may include increases & decreases to prior year maximum levy.
- Line 4 Formula: Line 1 + Line 2 + Line 3
- Line 5 The AVGQ is certified by the State Budget Agency. In 2017, the AVGQ was 4%.
- Line 6 Formula: Line 4 x Line 5

## July Estimates – Max Levy Report

6	Initial 2018 Maximum Levy	5,471,116
7	PLUS: Potential 2018 Appeals as Reported by Unit	0
8	Estimated 2018 Maximum Levy Prior to Allowable Adjustments	5,471,116

### Line Descriptions

Line 7 The Department will continue to adjust . Note that the unit only receives the benefit of the appeal, as compared to the appeal plus the AVGQ.

Line 8 Formula: Line 6 + Line 7

## July Estimates – Max Levy Report

8	Estimated 2018 Maximum Levy Prior to Allowable Adjustments	5,471,116
9	PLUS: Estimated 2018 Cumulative Capital Development Adjustment (4)	419,779
10	PLUS: Estimated 2018 Mental Health Adjustment (5)	204,480
11	PLUS: Estimated 2018 Developmental Disabilities Adjustment (5)	35,000
12	LESS: Other adjustments reported by the taxing unit	0
13	Estimated 2018 Maximum Levy	6,130,375

### Line Descriptions

Line 9 For Counties and municipalities, the CCD fund is used to adjust the max levy.

Line 10 The Mental Health adjustment is only applied to counties. This amount is based on information provided to the Department through the Pre Budget survey.

Line 11 The Developmental Disabilities adjustment is only applied to counties. This amount is based on information provided to the Department through the Pre Budget survey.

Line 12 This line is used by the Department for other corrections, amendments, or adjustment to the max levy.

Line 13 Formula: Line 8 + Line 9 + Line 10 + Line 11 + Line 12

## House Enrolled Acts 2017–1009 and 2018-1167

- HEA 2017 – 1009  
School financial management  
<https://iga.in.gov/legislative/2017/bills/house/1009>
- HEA 2018 – 1167  
School corporation financial management  
<https://iga.in.gov/legislative/2018/bills/house/1167>

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## HEA 1009-2017

- Passed during the 2017 legislative session.
- Overhauls school corporation financial reporting and budgeting.
- Most of the act is effective January 1, 2019.
- For school corporations, HEA 1009 eliminates the following funds:
  1. Transportation
  2. Bus Replacement
  3. Capital Projects
  4. Art Association
  5. Historical Society
  6. Public Playground
  7. Racial Balance
  8. General

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## HEA 1009 Major Provisions

These 8 funds will be replaced by the Operations and Education funds.

### **IC 20-40-2-2 Establishment of education fund**

The governing body of each school corporation shall establish an education fund for the payment of expenses that are allocated to student instruction and learning under IC 20-42.5.

### **IC 20-40-18-1 Establishment of operations fund**

The governing body of each school corporation shall create an operations fund to be used by the school corporation after December 31, 2018.

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## Operations Fund

The Department will set an initial max levy for 2019 Operations fund equal to the sum of the individual levies:

1. Transportation
2. Bus Replacement
3. Capital Projects
4. Art Association
5. Historical Society
6. Public Playground
7. Racial Balance

In 2019, the General Fund will become the Education fund. The Education fund will not have a property tax levy.

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## Contact the Department

Gateway Support: [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov)

- Telephone: (317) 232-3777
- Toll Free: (888) 739-9826
- Additional Appropriation email:  
[AdditionalAppropriationRequests@dlgf.in.gov](mailto:AdditionalAppropriationRequests@dlgf.in.gov)
- Website: [www.in.gov/dlgf](http://www.in.gov/dlgf)
- "Contact Us": [www.in.gov/dlgf/2338.htm](http://www.in.gov/dlgf/2338.htm)
- Budget Field Representative Map:  
[http://www.in.gov/dlgf/files/Field\\_Rep\\_Map\\_-\\_Budget.pdf](http://www.in.gov/dlgf/files/Field_Rep_Map_-_Budget.pdf)

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