

# May 2017 Auditor's Conference:

## June 2017 Settlement

Office of State Auditor Tera Klutz, CPA  
Settlements Division  
Thursday, May 25, 2017

# Settlement Outline

1. Process
2. Form 105
3. 49TC
4. 17TC
5. Certificate of Error
6. Quietus
7. Other forms

# The Settlement Process

- You will need to complete the forms that were placed on the AOS FTP site in the “From Settlements” folder and then upload the completed forms using the AOS FTP site in the “To Settlements” folder
- Again, we are partnering with Crowe Horwath to help us increase the accuracy and internal controls of our review process
- Due to the increase in internal controls, expect a bit lengthier of a delay on approval

# How Can You Help Us Speed Up Approval?

1. Complete the checklist provided by the Auditor of State before submission
2. Provide and upload explanations for any drastic changes in your reported amounts
3. Be prepared to answer potential follow up questions

# Form 105

SECTION A	JUNE SETTLEMENT	NET TAX, PENALTY & INTEREST	PROPERTY TAX RELIEF AMOUNT	TOTAL
1	Collections Certified by County Treasurer:			
2	Property Tax	0.00	0.00	0.00
3	Before Apportionment Adjustments			
4	Less: Erroneous Tax, Penalties and Interest Refunded	0.00	0.00	0.00
5	Add: Late Payment Penalties on Unpaid Special Assessments Collected	0.00		0.00
6	Add or Less: Other Before Apportionment Adjustments	0.00	0.00	0.00
7	Net Property Tax for Apportionment	0.00	0.00	0.00
8	License Excise Tax for Apportionment	0.00		0.00
9	<b>TOTAL FOR APPORTIONMENT</b> - Total of Lines 7 and 8	0.00	0.00	0.00

- Removal of the Homestead Credit column
- Removal of old Row 5, “Less: State's Share of 2008 and Prior Delinquent Tax and Penalties Collected”
- Change in formula of new Line 7 to sum row 2, 4, 5, and 6 also leading to change in data entry convention
  - Use the Less/Add at beginning of Row Name to dictate input (Example: Less means enter negative)

# Form 105

- We have also added additional lines in Section B and Section C to allow for more inputs if necessary
- After submitting the form and gaining approval from AOS, you will be asked to sign an Electronic Signature (eSig) for verification

# How to Complete the 105

- In Cell C5, enter “June”
- In Cell H5, enter your county’s name
- Input county specific numbers in the cells with blue 0’s or text
  - Total Column of Row 7 in Section A should equal total Row of Section B Column “Total Net Property Tax”
  - Total Column of Row 8 in Section A should equal total Row of Section B Column “License Excise Tax”
  - Total Column of Row 9 in Section A should equal Total Row of Section B Column “Property Tax and Excise Tax”
- Enter Apportionment information in Section B at the Fund level and include all funds
- Enter in additional Remittances in Section C, **please be specific** (There are plenty of lines)

# Form 49TC

- This form has been reduced to one tab in a workbook rather than three
- Section headings refer to which county office should complete the section
- Should be simpler than prior years, we do not require Property Tax Relief to be broken out

# Form 49TC

- Completed by the **County Treasurer's Office**
  - Combination of old Column 1, 2, and 3 into the new Column 1
    - This will include all **Current and Delinquent Taxes, Penalties, and Interest Less Late Payment Penalty Collections on Special Assessments**
  - Combination of old Column 4, 5, and 6 into the new Column 2
    - **Removes the Homestead Credit and Property Tax Replacement Credit, and establishes Property Tax Relief**
  - Old Columns 6 and 7 become Columns 3 and 4

	STATEMENT OF TAX COLLECTIONS (Completed by the County Treasurer's Office)			
	1	2	3	4
	Delinquent Tax, Penalties and Interest Collected, and Less Late Payment Penalty Collections on Special Assessments	Property Tax Relief Amount	Total Property Tax for Distribution (Column 1 Plus Column 2)	Excess (Surplus) Tax
<b>TAXING DISTRICT</b>				
ENTER TAXING DISTRICT NAME HERE	0.00	0.00	0.00	0.00
ENTER TAXING DISTRICT NAME HERE	0.00	0.00	0.00	0.00

# Form 49TC

- Completed by the **County Auditor's Office**
  - Old Column 8 becomes Column 5
    - This will include all **Total Current and Delinquent Taxes, Penalties, and Interest Distributed**
  - Combination of old Column 9 and 10 into the new Column 6
    - **Removes the Homestead Credit and Property Tax Replacement Credit, and establishes Property Tax Relief**
  - Old Columns 11, 12, and 13 become Columns 7, 8, and 9

	TAXES APPORTIONED AND DISTRIBUTED (Completed by the County Auditor's Office)				
	5	6	7	8	9
	Total Current and Delinquent Tax, Penalties and Interest Distributed	Property Tax Relief Amount Distributed	Total Property Tax for Distribution (Column 5 Plus Column 6)	License Excise Tax Distributed	Total Distributed (Column 7 Plus Column 8)
<b>TAXING DISTRICT</b>					
ENTER TAXING DISTRICT NAME HERE	0.00	0.00	0.00	0.00	0.00
ENTER TAXING DISTRICT NAME HERE	0.00	0.00	0.00	0.00	0.00

# Form 49TC

- Section 2 of old Form 49TC has been eliminated down to new Form 49TC Columns 10-12
  - Primarily due to Homestead Credit change
- Old Column 14 is now 10, old Column 15 is now 11, and old Column 16 is now 12
- Section 3 of the old Form 49TC has been eliminated and added as Column 13 of the new Form 49TC, **this Column should be completed by the County Treasurer's Office**
- The bottom portion of 49TC has a minor addition of Business Personal Property Ordinance Fees which are distributed differently than the other property tax distributions

	SETTLEMENT OF PROPERTY TAX RELIEF AMOUNT (Review Section, Column 13 completed by the County Treasurer's Office if necessary)			SETTLEMENT OF LATE PAYMENT PENALTIES (Completed by the County Treasurer's Office)
	10	11	12	13
	Property Tax Relief Amount Due Taxing District From Column 6	Property Tax Relief Collections Per Treasurer's Records from Column 2	Balance of Property Tax Relief (Column 10 Less Column 11)	Late Payment Penalty Collections on Special Assessments
<b>TAXING DISTRICT</b>				
ENTER TAXING DISTRICT NAME HERE	0.00	0.00	0.00	0.00
ENTER TAXING DISTRICT NAME HERE	0.00	0.00	0.00	0.00

# How to Complete the 49TC

- Enter “June” in cell F6
- Enter “2017” in cell I6
- Allow the **County Treasurer’s Office to complete Columns 1 through 4** inputting the data in the **blue text cells** (Columns 1, 2, 4, and 13)
- The **County Treasurer’s Office should also complete the bottom portion of the 49TC** entering collections in the **blue text cells** and adding additional “Other Collections” if necessary

# How to Complete the 49TC

- The **County Auditor's Office** is to complete **Columns 5 through 9** entering data in the **blue text cells** (Columns 5, 6, and 8)
- Allow Columns 10-12 to be the reconciliation of the Auditor's Office reported distribution numbers with the Treasurer's Office reported collection numbers, **these must reconcile**

# Form 17TC

- Removal of Column 5 through 16 and addition of a Column for Property Tax Relief

County Form No. 17TC (Rev. 2017)

State Form 40168 (R/4-17)

Approved by State Board of Accounts for Miscellaneous County, 2017

Enter County Name Here

CERTIFICATE OF COUNTY AUDITOR OF TAX REFUND CLAIMS

FOR WHICH CREDIT IS TAKEN ON SETTLEMENT

Enter Tax Year Here

Enter TAXING DISTRICT Above

1	2	3	4	5	6
TO WHOM PAID	DATE PAID	WARRANT NUMBER	REFUNDED TO TAXPAYER	PROPERTY TAX RELIEF AMOUNT	TOTAL REFUND
FREE			0.00	0.00	0.00
FREE			0.00	0.00	0.00
FREE			0.00	0.00	0.00
FREE			0.00	0.00	0.00
FREE			0.00	0.00	0.00

# How to Complete the 17TC

- Beginning on the “Summary” tab, enter your county’s name in cell A6 and the tax year in cell A9
- Change the name of each of the tabs to reflect a Taxing District’s name, **one tab for each Taxing District**
- In the Taxing District Tabs (A(1)), enter the Taxing District’s name in cell A10
- Complete Columns 1 through 5 with the Taxing District’s information



# How to Complete the Certificate of Error

- Enter the county name in cell C3
- Enter the Settlement year in C5
- Beginning with the first Taxing District table enter the Taxing District Name
- Input all necessary data input cells (**blue text cells**) with the correct numbers

# Quietus

- This workbook is for you as the County Auditor and will assist in finding difference amongst the amount distributed and the reported collections of the County Treasurer
- Only a few changes were made to conform to the new LIT statute
  - Removal of LOIT related Fund inputs in the “Additional Property Tax” and the “Treasurer’s Cash” tabs

# How to Complete the Quietus

- Beginning on the “Quietus Summary” tab, enter the county name in cell A4 and the Settlement Period in E4 (Example: June 2016 pay 2017)
- In the “Property Tax” and the “Excise Tax” tabs, enter the funds and distributions reported on the 105

# How to Complete the Quietus

- Complete the amounts in the “Additional Property Tax” tab using the instructions and stating the dollar amounts in Column E and the funds in Column F
- There are additional lines if necessary and we encourage you to include as much detail as possible

QUIETUS WORKSHEET-ADDITIONAL PROPERTY TAX QUIETUS					
<a href="#">Enter County Name Here</a>	COUNTY		SETTLEMENT	<a href="#">Enter Settlement Period Here</a>	
Additional Property Tax Quietus					
Overpayments from Overpayment Listing & 49TC Column 1 Reconciliation (If applicable)				0.00	Quietus to Surplus Tax Fund
NSF Checks or, if applicable, other Settlement adjustments from Line 41 of Form 105				0.00	Quietus to County General Fund
Tax Refund (The amount should be the same as the Amount Refunded to Taxpayer Total of the Form 17TC and the Net Tax, Penalty & Interest Column of the Refund Line of the Form 105 Line 4 in June and Line 39 in December)				0.00	Quietus to County General Fund
Exam of Records from Property Tax Worksheet Exam of Records Column and Form 22's Total				0.00	Quietus to County General Fund
<a href="#">Available For Use</a>				0.00	Quietus to fund to be determined
<a href="#">Available For Use</a>				0.00	Quietus to fund to be determined
<a href="#">Available For Use</a>				0.00	Quietus to fund to be determined
<a href="#">Available For Use</a>				0.00	Quietus to fund to be determined
Total Additional Property Tax Quietus				0.00	
<b>Total Property Tax Quietus (Net Property Tax forDistribution Plus Additional Property Tax Quietus)</b>				0.00	

# How to Complete the Quietus

- Complete the amounts in the “Treasurers Cash” tab using the instructions and stating the dollar amounts in Column E
- There are additional lines if necessary and we encourage you to include as much detail as possible
- Cell E29 should be the reconciliation of the Auditor’s reported distributions and the Treasurer’s reported collections, **they must equal 0**

QUIETUS WORKSHEET-TREASURER'S CASH (PROPERTY TAX)				
<a href="#">Enter County Name Here</a>	COUNTY	SETTLEMENT	<a href="#">Enter Settlement Period Here</a>	
Treasurer's Property Tax at Certification (49TC Column 3 Property Tax Total)			0.00	
Less: Total Property Tax Advance Amount (Must be negative amount)			0.00	
Plus: Late Payment Penalty on Special Assessments to be distributed			0.00	
Equals: Net Property Tax at Certification			-	
<a href="#">Available For Use</a>			0.00	
<a href="#">Available For Use</a>			0.00	
<a href="#">Available For Use</a>			0.00	
<b>Total Treasurer's Cash Available for Settlement</b>			-	
<b>Auditor's Total Property Tax Quietus (Net Property Tax for Distribution Plus Additional Property Tax Quietus)</b>			0.00	
<b>Balance Proof: Total Property Tax Quietus Minus Treasurer's Cash Available for Settlement. Must equal zero.</b>			0.00	

# Other Forms

- Excise Tax Allocation
- Excise Tax Reconciliation
- Fines and Fees
- Form 102

# Settlement Recap

1. Process
2. Form 105
3. 49TC
4. 17TC
5. Certificate of Error
6. Quietus
7. Other forms

# Contact Information

John Etnier, Settlement Analyst

Email: [jetnier@auditor.in.gov](mailto:jetnier@auditor.in.gov)

Phone: 317-232-3309

Janie Cope, Settlement Specialist

Email: [jcope@auditor.in.gov](mailto:jcope@auditor.in.gov)

Phone: 317-233-1712

Settlements: [Settlements@auditor.in.gov](mailto:Settlements@auditor.in.gov)