

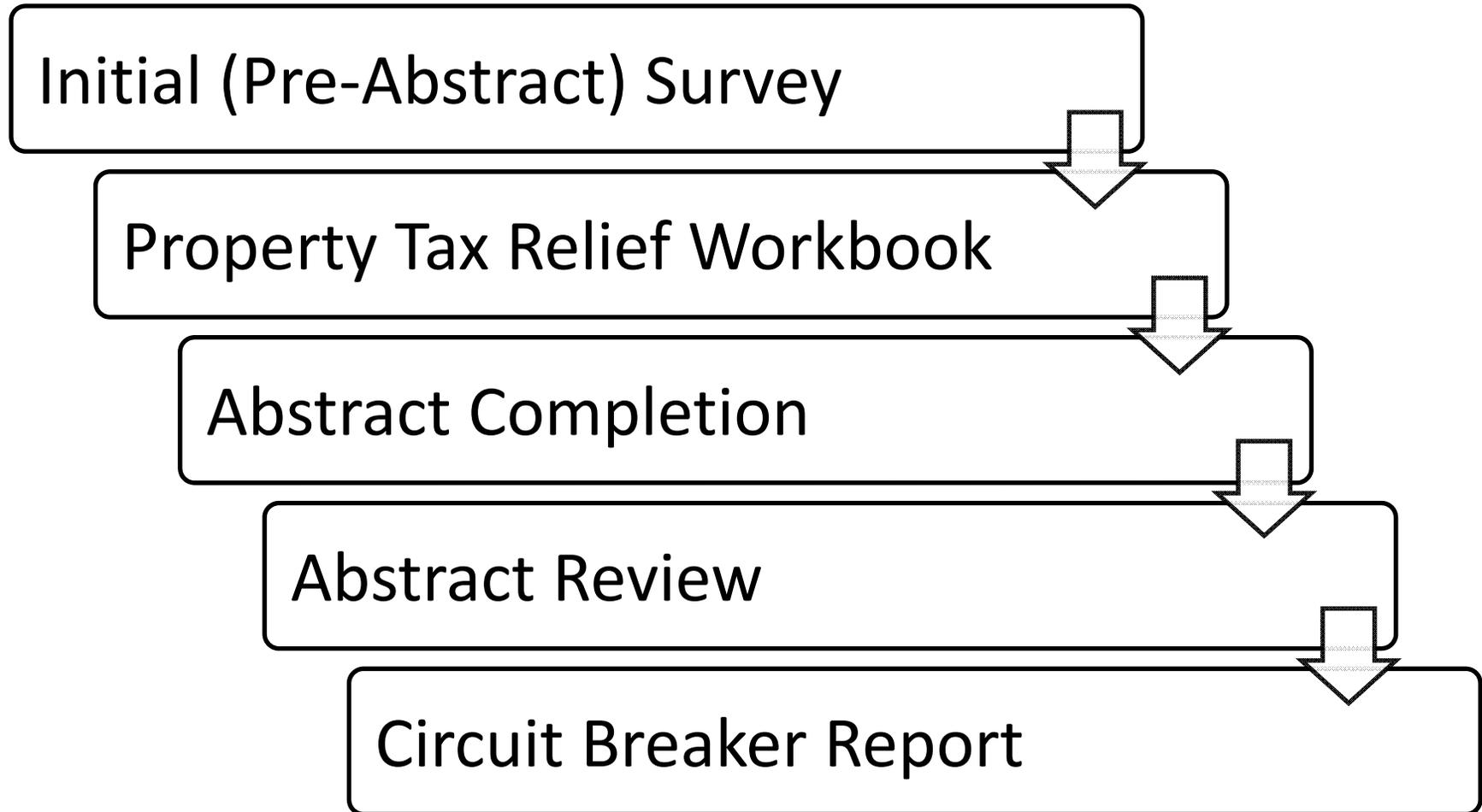
# Regional Auditor's Conference

Settlement Department  
Auditor of the State's Office  
March 22, 2016  
[Settlements@auditor.in.gov](mailto:Settlements@auditor.in.gov)

# Abstract

1. Timeline
2. Auditor of State Review
3. Post 09 Referendum and Special Fire TIF rate adjustments
4. Circuit Breakers
5. Abstract management

# Abstract Timeline



# Abstract Timeline

February

March

April

Jan 31



May 1

January 31

- Complete Pre-Abstract Survey  
– All 92 Counties
- Retrieve manual from AOS website

# Pre-Abstract Survey

- Phase-in Taxing District – 7 counties
  - Counties have the option of adopting phase in rates for taxing districts during an annexation process. Phase in rates are used to gradually change the tax rate seen by parcels that move taxing district to ease the tax burden.
  - Rates entered by AOS, confirmed by County
- MTE Taxing District – 12 counties
  - Municipal Tax Exempt Taxing Districts are created by county council action
  - Entered by DLGF, confirmed by County

# Abstract Timeline

February

March

April

Jan 31

May 1

• Early February

- Complete Property Tax Relief Workbook
- $\frac{2}{3}$  of counties completed the PTRW

# Property Tax Relief Workbook

## ALLOCATED CREDIT HOMESTEAD CREDIT RATE CALCULATION

COUNTY

---

2015 PAY 2016  
TAXES PAYABLE

Selecting your county name from this drop down list will autopopulate the cells below (Step 1 Columns A, B, and F; Step 2 Line 1)

### STEP ONE - ALLOCATION OF CREDIT DOLLARS AVAILABLE FOR CREDIT HSC BY INVENTORY DEDUCTION ASSESSED

LINE 1 CURRENT YEAR CREDIT DISTRIBUTION FOR HSC FROM AUDITOR OF STATE	0.00
LINE 2 CREDIT HSC FUND BALANCE AFTER PRIOR YEAR DECEMBER SETTLEMENT +, OR (-)	0.00
TOTAL CREDIT MONEY AVAILABLE FOR CREDIT HSC (COMBINE LINES 1 AND 2)	0.00
TIMES 98%	X .98
EQUALS CREDIT MONEY AVAILABLE FOR CURRENT YEAR CREDIT HSC	0.00

In 2016, this will be pre-populated. You will still have the option of changing this number.

This should be the balance after the 2015 December Settlement posting and before the posting of the January 2016 distribution

COLUMN A	COLUMN B	COLUMN C	COLUMN D
TAXING DISTRICTS	DLGF TAXING DISTRICT CODE	2006 PAY 2007 INVENTORY DEDUCTION ASSESSED VALUE	ALLOCATION OF CREDIT MONEY TO BE USED FOR CREDIT HSC BY INVENTORY DEDUCTION ASSESSED VALUE (TAXING DISTRICT 2006 Pay 2007 INVENTORY DEDUCTION ASSESSED VALUE DIVIDED BY TOTAL INVENTORY DEDUCTION ASSESSED VALUE TIMES CREDIT MONEY FOR CREDIT HSC)
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
FREE	FREE	0	#DIV/0!
TOTALS		0	#DIV/0!

## ALLOCATED CREDIT HOMESTEAD CREDIT RATE COMPUTATION WORKSHEET

COUNTY

---

2015 PAY 2016  
TAXES PAYABLE

In 2016, this column will be pre-populated. You will still have the option of editing these rates.

### STEP TWO - CALCULATION OF UNADJUSTED HOMESTEAD CREDIT RATES

COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E	COLUMN F	COLUMN G	COLUMN H	COLUMN I	COLUMN J	COLUMN K
TAXING DISTRICTS	DLGF TAXING DISTRICT CODE	CURRENT YEAR NET REAL ESTATE HOMESTEAD ASSESSED VALUATION	CURRENT YEAR NET MOBILE HOME HOMESTEAD ASSESSED VALUATION	CURRENT YEAR NET REAL ESTATE & MOBILE HOME HOMESTEAD ASSESSED VALUATION	CURRENT YEAR TAXING DISTRICT RATE	GROSS HOMESTEAD TAXES (COLUMN F DIVIDED BY 100 TIMES COLUMN C)	IF APPLICABLE, CURRENT YEAR LOIT PTRC RATE	HOMESTEAD PROPERTY TAX REPLACEMENT CREDIT AMOUNT (COLUMN G TIMES COLUMN H DIVIDED BY 100)	NET HOMESTEAD TAXES (COLUMN G MINUS COLUMN I)	CALCULATED UNADJUSTED CREDIT HSC RATES (COLUMN D DIVIDED BY COLUMN G)
FREE	FREE	0	0	0.00	0.0000	0.00	0.0000	0.00	0.00	#DIV/0!
FREE	FREE	0	0	0.00	0.0000	0.00	0.0000	0.00	0.00	#DIV/0!
FREE	FREE	0	0	0.00	0.0000	0.00	0.0000	0.00	0.00	#DIV/0!
TOTALS		0	0	0		0.00		0.00	0.00	N/A

Column E is the sum of columns C and D. This is meant to simplify our review process. However, Column E is unlocked and it is acceptable to enter the total instead of the subtotals

# Property Tax Relief Workbook

## 3 Step Process

1. Enter Ending Fund Balance
2. Enter Assessed Values
3. Review 'Check' tab

Average of 1.25 Submissions

# Property Tax Relief Workbook

- 20% threshold used for requesting additional information

	E	F	G	
28				
29	<b>LOIT PTRC</b>			
30	Last Year	This Year	% Change	La
41	74,347,593	65,000,000	-13%	
42	6,406,603	6,433,316	0%	
43	69,198,727	89,000,000	29%	

# Abstract Timeline

February

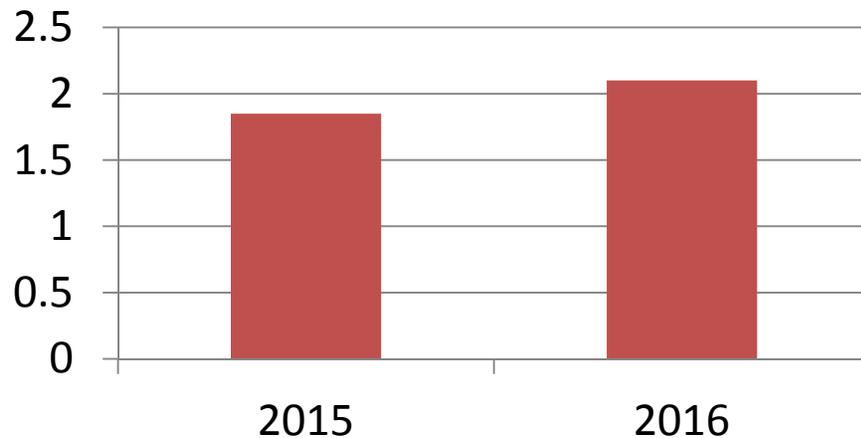
March

April

Jan 31

May 1

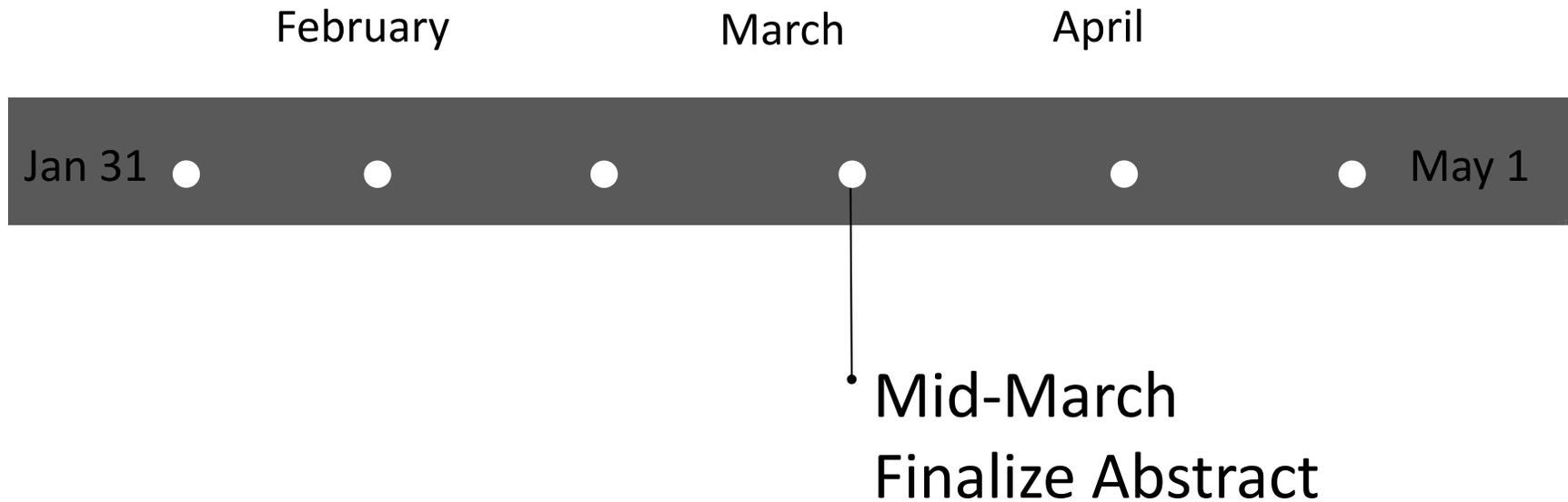
**Average Number of Submissions per County**



Late February to Early March

- Complete Abstract
- Review Checklist
- Submit to settlement

# Abstract Timeline



1. Abstracts are due to State by March 15
2. Auditor of State Review
3. Notice of Pre-approval

# Abstract Review

- Purpose:
  1. Confirm data entry matches tax software
  2. Prevent mistakes in tax billing
  3. Standardize reporting



# Abstract Review

1. Confirm data entry matches tax software
  - “Review” Columns within rounding of zero
  - Check for blank cells, alpha characters
  - Check for negative values (except TIF and Review)
  - Fund rates match DLGF certified rates
  - Compare Grand Total  
Rows and Columns to  
Tax Software Reports



# Abstract Review

## 2. Prevent mistakes in tax billing

- NAV comparison in TIF and TD from year to year
  - 20% threshold used to identify potential errors
  - Explanations should provide context, answer “why?”
- PTRW rates entered
- Delinquent Taxes



# Abstract Review

## 3. Standardize reporting

- HSC or Res PTRC columns completed only when applicable to the county
- TD code included with TIF
- Post 09 Referendum and Special Fire adjustments



Example 2015 Pay 2016		SECTION 1A	SE
		1	
TAXING DISTRICTS	DLGF TAXING DISTRICT CODES	VALUE OF LANDS AND LOTS	V IMPF
BARTON TOWNSHIP	001	466,646,926	
MACKEY TOWN	002	340,304,214	
HAUBSTADT TOWN	009	1,059,523	
WHITE RIVER TOWNSHIP	018	330,676,345	
MONTGOMERY TOWNSHIP	021	192,395,278	
OWENSVILLE TOWN	022	256,461,243	
WABASH TOWNSHIP	023	412,982,866	
FREE		0	
<b>SUBTOTAL</b>		<b>\$3,896,122,702</b>	
TIF DISTRICTS			
Haubstadt City - 1st St - 009		0	
Montgomery TIF - 021		0	
Wabash - Main St - 023		0	
FREE		0	



Example 2015 Pay 2016

		SECTION 1B	SECTION
		32	33
		APPROVED TAX RATE	NET HOMESTEAD COIT, CEDIT HOMESTEAD (MEMORANDUM 1
TAXING DISTRICTS	DLGF TAXING DISTRICT CODES		
BARTON TOWNSHIP	001	2.9319	
MACKEY TOWN	002	6.0315	
HAUBSTADT TOWN	009	2.7275	
MONGOMERY TOWNSHIP	018	6.0517	
OWENSVILLE TOWN	021	4.5868	
WABASH TOWNSHIP	023	2.7343	
FREE		0.0000	
<b>SUBTOTAL</b>			\$:
TIF DISTRICTS			
Haubstadt City - 1st St - 009		2.9319	
Montgomery TIF - 021		6.0315	
Wabash - Main St - 023		2.7343	
FREE		0.0000	

# Abstract Review

- **Post 09 Referendum Funds**
  - if a referendum conducted after April 30, 2010 approves the imposition of property taxes in an allocation area to benefit a taxing unit for which the referendum was held, the county auditor must distribute these proceeds to that unit.
- **Special Fire District**
  - a TIF District established after June 1, 1992 does not receive increment taxes from a Fire Protection District.

20 counties with TIF Post 09 Referendum funds

10 counties with TIF Special District Fire funds

# Post 09 Referendum TIF Adjustment

1. Identify whether the Taxing District associated with each TIF has a Post 09 Referendum Fund Rate
2. Copy the Taxing District rate to the TIF district
3. Subtract the fund rate from the TIF subtotal rate to keep the total TIF rate equal to the Taxing District rate

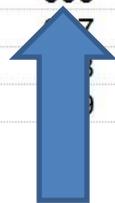
# Post 09 Referendum TIF Adjustment

	A	B	CK	CL
1				
2				
3	County 2015 Pay 2016		SECT 3- SCHOOL	SECT 3- SCHOOL
4				
5			12	13
6			REF SCH POST09	DEBT SERVICE
7	TAXING DISTRICTS	DLGF TAXING DISTRICT CODES	40022	40180
326	TIF DISTRICTS			
327	Hamilton Area #1 006	0.00	0.0000	0.0000
328	W'loo 2014 Expansion Twp 007	0.00	0.0000	0.0000
329	Waterloo 2007 Expansion 008	0.00	0.0000	0.0000
330	Waterloo ERA Original 008	0.00	0.0000	0.0000
331	W'loo 2014 Expansion Waterloo Town 008	0.00	0.0000	0.0000
332	Amer Herit Vill Jackson 009	0.00	0.0000	0.0000



# Post 09 Referendum TIF Adjustment

	A	B	CK	CL
1				
2				
3	County 2015 Pay 2016		SECT 3- SCHOOL	SECT 3- SCHOOL
4				
5			12	13
6			REF SCH POST09	DEBT SERVICE
7	TAXING DISTRICTS	DLGF TAXING DISTRICT CODES	40022	40180
206	BUTLER TOWNSHIP	001	0.0000	0.6589
207	CONCORD TOWNSHIP	002	0.0000	0.4145
208	ST. JOE TOWN	003	0.0000	0.4145
209	FAIRFIELD TOWNSHIP	004	0.0000	0.2562
210	FRANKLIN TOWNSHIP	005	0.4400	0.0663
211	HAMILTON TOWN	006	0.4400	0.0663
212	GRANT TOWNSHIP	007	0.0000	0.2562
213	WATERLOO TOWN-GRANT TOWNSHIP	008	0.0000	0.2562
214	JACKSON TOWNSHIP	009	0.0000	0.2562



Taxing District '006' has Post 09 Referendum Rate of 0.4400

# Post 09 Referendum TIF Adjustment

	A	B	CK	CL
1				
2				
3	County 2015 Pay 2016		SECT 3- SCHOOL	SECT 3- SCHOOL
4				
5			12	13
6			REF SCH POST09	DEBT SERVICE
7	TAXING DISTRICTS	DLGF TAXING DISTRICT CODES	40022	40180
326	TIF DISTRICTS			
327	Hamilton Area #1 006	0.00	0.0000	0.0000
328	W'loo 2014 Expan Grant Twp 007	0.00	0.0000	0.0000
329	Waterloo 2007 Expansion 008	0.00	0.0000	0.0000
330	Waterloo ERA Original 008	0.00	0.0000	0.0000
331	W'loo 2014 Expan W'loo Town 008	0.00	0.0000	0.0000
332	Amer Herit Vill Jackson 009	0.00	0.0000	0.0000

All TIFs in Taxing District '006' should also have Post 09 Referendum Rate of 0.4400

# Post 09 Referendum TIF Adjustment

	A	B	GB
1			
2			
3	<b>County 2015 Pay 2016</b>		SECTION 4- TIF
4			
5			25
6			TIF
7	TAXING DISTRICTS	DLGF TAXING DISTRICT CODES	
326	TIF DISTRICTS		
327	Hamilton Area #1 006	0.00	1.8143

$$1.8143 - 0.4400 = 1.3743$$

# Circuit Breaker Adjusted Rates

- Circuit Breaker Adjusted Property Tax Distribution Rates (CB adjusted rates) - the DLGF certified property tax rates adjusted to account for circuit breaker revenue loss
- Calculated for each taxing district where circuit breaker credit amounts exist
  - Not all counties will have CB adjusted rates
  - Not all Taxing Districts will have CB adjusted rates
- Not used for excise tax, FIT and CVET

# Circuit Breaker Adjusted Rates

No Circuit Breaker  
Distribution Adjustments  
for Taxing Districts  
004, 005, or 006

Section 5 Columns 2 - 4

Not included in CB  
distribution calculations

DLGF TAXING DISTRICT CODES	SECTIONS 2 THROUGH 4 TOTAL	SECTION 5			SECTION 5
		2 HOMESTEAD PROPERTY CIRCUIT BREAKER CREDIT	3 NON-HOMESTEAD RESIDENTIAL AND AGRICULTURAL LAND PROPERTY CIRCUIT BREAKER CREDIT	4 OTHER REAL AND PERSONAL PROPERTY CIRCUIT BREAKER CREDIT	5 OVER 65 CIRCUIT BREAKER CREDIT
001	1,271,249.94	0.00	5.00	0.00	264.66
003	617,726.09	0.00	0.00	157,758.96	493.78
004	1,406,402.19	0.00	0.00	0.00	332.76
005	829,439.91	0.00	0.00	0.00	0.00
006	936,711.12	0.00	0.00	0.00	0.00
007	(2,261,413.86)	392,143.02	8,423.68	2,197,829.13	527.74
008	201,997.75	675,856.66	0.00	23,643.09	366.86

# Circuit Breaker Adjusted Rates

Circuit Breaker  
Distribution Rate will not  
be different from Original  
Distribution Rate

DLGF TAXING DISTRICT CODES	SECTION 5 1	SECTION 5 2	Circuit Breaker Distribution Rate will not be different from Original Distribution Rate		SECTION 5 5
	SECTIONS 2 THROUGH 4 TOTAL	HOMESTEAD PROPERTY CIRCUIT BREAKER CREDIT	AGRICULTURAL LAND PROPERTY CIRCUIT BREAKER CREDIT	PROPERTY CIRCUIT BREAKER CREDIT	OVER 65 CIRCUIT BREAKER CREDIT
001	1,271,249.94	0.00	5.00	0.00	264.66
003	617,726.09	0.00	0.00	157,758.96	493.78
004	1,406,402.19	0.00	0.00	0.00	332.76
005	829,439.91	0.00	0.00	0.00	0.00
006	936,711.12	0.00	0.00	0.00	0.00
007	(2,261,413.86)	392,143.02	8,423.68	2,197,829.13	527.74
008	201,997.75	675,856.66	0.00	23,643.09	366.86

# Circuit Breaker Adjusted Rates

Example	DLGF Fund Codes from Abstract	Exempt	Protected	DLGF Certified Rates from Abstract	Circuit Breaker Adjusted Distribution Rates	DLGF Certified Rates from Abstract	Circuit Breaker Adjusted Distribution Rates
				TOWNSHIP A		TOWNSHIP B	
				001		003	
GENERAL	10101	N	N	0.3363	0.3363	0.3363	0.3363
2015 REASSESS	10124	N	N	0.0129	0.0129	0.0129	0.0129
GENERAL	20101	N	N	0.0016	0.0016	0.0016	0.0016
TWP ASSISTANCE	20840	N	N	0.014	0.014	0.014	0.014
FIRE	21111	N	N	0.0353	0.0353	0	0
CUM FIRE(TWP)	21190	N	N	0	0	0	0
TOTAL TOWNSHIP TAXES				0.0509	0.0509	0.0156	0.0156
DEBT SERVICE	40180	N	Y	0.654	0.6548	0.654	0.7416
SCH PENSION DEB	40186	N	Y	0.0364	0.0364	0.0364	0.0413

# Circuit Breaker Adjusted Rates

Example	DLGF Fund Codes from Abstract	Exempt	Protected	DLGF Certified Rates from Abstract	Circuit Breaker Adjusted Distribution Rates	DLGF Certified Rates from Abstract	Circuit Breaker Adjusted Distribution Rates
				TOWNSHIP A		TOWNSHIP B	
				001		003	
GENERAL	10101	N	N	0.3363	0.3363	0.3363	0.3363
2015 REASSESS	10124	N	N	0.0129	0.0129	0.0129	0.0129
GENERAL	20101	N	N	0.0016	0.0016	0.0016	0.0016
TWP ASSISTANCE	20840	N	N	0.014	0.014	0.014	0.014
FIRE	21111	N	N	0.0353	0.0353	0	0
CUM FIRE(TWP)	21190	N	N	0	0	0	0
TOTAL TOWNSHIP TAXES				0.0509	0.0509	0.0156	0.0156
DEBT SERVICE	40180	N	Y	0.654	0.6548	0.654	0.7416
SCH PENSION DEB	40186	N	Y	0.0364	0.0364	0.0364	0.0413

Fund names

Certified rates

CB Adjusted rates

# Abstract Management

- Navigating Abstract
  1. Scroll
  2. Macro Menu
  3. “Go-To” command
- Additional Items
  - Freeze Panes
  - Sections 2-4 of the Abstract

# Abstract Management

- Example: Please confirm whether cell GF21 (Section 5 Column 3) should be zero.
  - How do we find this blank cell on the Abstract to confirm what the value should be?

# Option 1: Scroll

	GD	GE	GF	GG	GH	GI
8	1,043,233.25	0.00	0.00	0.00	688.10	1,043,9
9	918,293.38	0.00	0.00	0.00	783.48	919,0
10	606,005.66	0.00	0.00	0.00	366.80	606,3
11	838,988.10	0.00	0.00	0.00	966.76	839,9
12	899,216.88	0.00	0.00	0.00	1,581.68	900,7
13	976,213.20	0.00	0.00	0.00	1,162.72	977,3
14	648,339.90	0.00	0.00	0.00	359.18	648,6
15	1,352,309.26	86.54	0.00	0.00	2,898.84	1,355,2
16	368,166.34	5,872.86	75,168.72	4,389.34	3,207.00	456,8
17	1,630,484.20	0.00	0.00	0.00	3,314.58	1,633,7
18	4,315,604.26	144,852.66	1,040,946.20	605,776.26	43,941.06	6,151,1
19	852,691.58	0.00	0.00	0.00	331.72	853,0
20	73,735.08	111.42	9,861.58	0.00	151.32	83,8
21	809,112.30	0.00		0.00	934.78	810,0
22	779,903.14	0.00	0.00	0.00	469.78	780,3
23	548,527.20	0.00	3,580.66	167,006.14	0.00	719,1
24	0.00	0.00	0.00	0.00	0.00	
25	0.00	0.00	0.00	0.00	0.00	
26	0.00	0.00	0.00	0.00	0.00	

# Option 2: Use Macro Menu

	A	B	GE	GF	GG	GH
1						
2						
3	Example County		SECTION 5	SECTION 5	SECTION 5	SECTION 5
4						
5			2	3	4	5
6			HOMESTEAD PROPERTY CIRCUIT BREAKER CREDIT	NON-HOMESTEAD RESIDENTIAL AND AGRICULTURAL LAND PROPERTY CIRCUIT	OTHER REAL AND PERSONAL	
7	TAXING DISTRICTS	DLGF TAXING DISTRICT CODES				
13	POSEY TOWNSHIP	006	0.00			
14	RICHLAND TOWNSHIP	007	0.00			
15	RIPLEY TOWNSHIP	008	86.54			
16	CARTHAGE	009	5,872.86			
17	RUSHVILLE TOWNSHIP	010	0.00			
18	RUSHVILLE CITY	011	144,852.66			
19	UNION TOWNSHIP	012	0.00			
20	GLENWOOD CITY	013	111.42			
21	WALKER TOWNSHIP	014	0.00			
22	WASHINGTON TOWNSHIP	015	0.00			
23	RUSHVILLE CITY-JACKSON	016	0.00			
24	FREE		0.00	0.00	0.00	0.00
25	FREE		0.00	0.00	0.00	0.00
26	FREE		0.00	0.00	0.00	0.00

**MAIN MENU**

TO ENTER DATA SELECT THE DATA ENTRY OPTION AND CLICK THE OK BUTTON.

DATA ENTRY OK BUTTON FOR DATA ENTRY OR DATA REVIEW

TO REVIEW DATA SELECT THE DATA REVIEW OPTION AND CLICK THE

DATA REVIEW

TO QUIT WORKSHEET SELECT THE QUIT AND SAVE WORKSHEET AND SAVE OPTION BELOW AND THEN CLICK THE QUIT WORKSHEET AND SAVE OK BUTTON.

QUIT AND SAVE WORKSHEET OK BUTTON TO QUIT AND SAVE WORKSHEET

THIS MAIN MENU CAN BE DISPLAYED AT ANYTIME BY SIMULTANEOUSLY PRESSING THE CTRL KEY AND THE LETTER M KEY

# Option 2: Use Macro Menu

	A	B	GE	GF	GG	GH
1						
2						
3	Example County		SECTION 5	SECTION 5	SECTION 5	SECTION 5
4						
5			2	3	4	5
6			HOMESTEAD PROPERTY CIRCUIT BREAKER CREDIT	NON-HOMESTEAD RESIDENTIAL AND AGRICULTURAL LAND PROPERTY CIRCUIT	OTHER REAL AND PERSONAL PROPERTY	PROPERTY CIRCUIT BREAKER CREDIT
7	TAXING DISTRICTS	DLGF TAXING DISTRICT CODES				
13	POSEY TOWNSHIP	006	0.00			162.72
14	RICHLAND TOWNSHIP	007	0.00			359.18
15	RIPLEY TOWNSHIP	008	86.54			898.84
16	CARTHAGE	009	5,872.86			207.00
17	RUSHVILLE TOWNSHIP	010	0.00			314.58
18	RUSHVILLE CITY	011	144,852.66	1,040,946.20	605,776.26	43,941.06
19	UNION TOWNSHIP	012	0.00	0.00	0.00	331.72
20	GLENWOOD CITY	013	111.42	9,861.58	0.00	151.32
21	WALKER TOWNSHIP	014	0.00		0.00	934.78
22	WASHINGTON TOWNSHIP	015	0.00	0.00	0.00	469.78
23	RUSHVILLE CITY-JACKSON	016	0.00	3,580.66	167,006.14	0.00

**DATA ENTRY MENU** ✕

TO CONTINUE YOU MUST SELECT ONE OF THE FOLLOWING OPTIONS AND THEN CLICK OK.

SECTION 1
  SECTION 5
  TIF & TIR DATA
  MAIN MENU

OK

THIS DATA ENTRY MENU CAN BE DISPLAYED AT ANYTIME BY SIMULTANEOUSLY PRESSING THE CTRL KEY AND THE LETTER E KEY

# Option 2: Use Macro Menu

	A	B	GE	GF	GG	GH	
1							
2							
3	Example County		SECTION 5	SECTION 5	SECTION 5	SECTION 5	
4							
5			2	3	4	5	
6			HOMESTEAD PROPERTY CIRCUIT BREAKER CREDIT	NON-HOMESTEAD RESIDENTIAL AND AGRICULTURAL LAND PROPERTY CIRCUIT BREAKER CREDIT	OTHER REAL AND PERSONAL PROPERTY CIRCUIT BREAKER CREDIT	OVER 65 CIRCUIT BREAKER CREDIT	G CU
7	TAXING DISTRICTS	DLGF TAXING DISTRICT CODES					
13	POSEY TOWNSHIP	006					
14	RICHLAND TOWNSHIP	007					
15	RIPLEY TOWNSHIP	008					
16	CARTHAGE	009					
17	RUSHVILLE TOWNSHIP	010					
18	RUSHVILLE CITY	011					
19	UNION TOWNSHIP	012					
20	GLENWOOD CITY	013					
21	WALKER TOWNSHIP	014					
22	WASHINGTON TOWNSHIP	015		0.00	0.00	0.00	469.78
23	RUSHVILLE CITY-JACKSON	016		0.00	3,580.66	167,006.14	0.00
24	FREE			0.00	0.00	0.00	0.00

SECTION 5 DATA

Grand Total Current Taxes     
  Other Real & Personal Property Circuit Breaker Credit Amounts     
  CREDIT HSC Rates

Statement Processing     
  Over 65 Circuit Breaker Credit Amounts     
  CREDIT HSC Amounts

Late Assessment Penalties     
  LOIT PTRC Rates     
  CREDIT Res PTRC Rates     
  LOIT Res PTRC Rates

Delinquent Tax & Penalties     
  Homestead Property Circuit Breaker Credit Amounts     
  LOIT PTRC Amounts     
  CREDIT Res PTRC Amounts     
  LOIT Res PTRC Amounts

Non-Homestead Residential and Agricultural Land Circuit Breaker Credit Amounts     
  LOIT HSC Rates     
  LOIT HSC Amounts     
  Other Tax Credit Rates

COIT HSC Amounts     
  LOIT HSC Amounts     
  Other Tax Credit Amounts

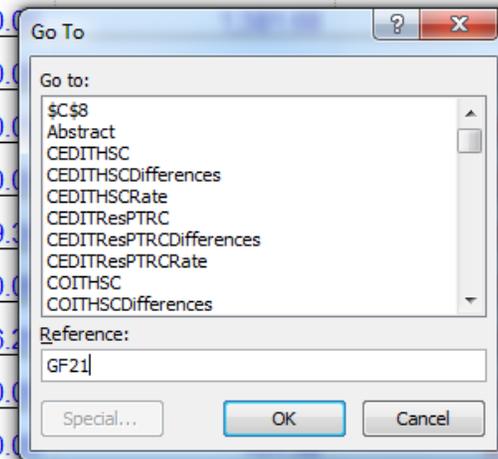
Main Menu

OK

	A	GD	GE	GF	GG	
1						
2						
3	Example County	SECTION 5	SECTION 5	SECTION 5	SECTION 5	SE
4						
5		1	2	3	4	
6		SECTIONS 2 THROUGH 4 TOTAL	HOMESTEAD PROPERTY CIRCUIT BREAKER CREDIT	NON-HOMESTEAD RESIDENTIAL AND AGRICULTURAL LAND PROPERTY CIRCUIT BREAKER CREDIT	OTHER REAL AND PERSONAL PROPERTY CIRCUIT BREAKER CREDIT	OVER BREAK
7	TAXING DISTRICTS					
8	ANDERSON TOWNSHIP	1,043,233.25	0.00	0.00	0.00	
9	CENTER TOWNSHIP	918,293.38	0.00	0.00	0.00	
10	JACKSON TOWNSHIP	606,005.66	0.00	0.00	0.00	
11	NOBLE TOWNSHIP	838,988.10	0.00	0.00	0.00	
12	ORANGE TOWNSHIP	899,216.88	0.00	0.00	0.00	
13	POSEY TOWNSHIP	976,213.20	0.00	0.00	0.00	
14	RICHLAND TOWNSHIP	648,339.90	0.00	0.00	0.00	
15	RIPLEY TOWNSHIP	1,352,309.26	86.54	0.00	0.00	
16	CARTHAGE	368,166.34	5,872.86	75,168.72	4,389.34	
17	RUSHVILLE TOWNSHIP	1,630,484.20	0.00	0.00	0.00	
18	RUSHVILLE CITY	4,315,604.26	144,852.66	1,040,946.20	605,776.26	
19	UNION TOWNSHIP	852,691.58	0.00	0.00	0.00	
20	GLENWOOD CITY	73,735.08	111.42	9,861.58	0.00	
21	WALKER TOWNSHIP	809,112.30	0.00		0.00	
22	WASHINGTON TOWNSHIP	779,903.14	0.00	0.00	0.00	

# Option 3: “Go To” command

	GD	GE	GF	GG	GH	GI
8	1,043,233.25	0.00	0.00	0.00	688.10	1,043,921.35
9	918,293.38	0.00	0.00	0.00	783.48	919,076.86
10	606,005.66	0.00	0.00	0.00	366.80	606,372.46
11	838,988.10	0.00	0.00	0.00	966.76	839,954.86
12	899,216.88	0.00	0.00	0.00	0.00	899,216.88
13	976,213.20	0.00	0.00	0.00	0.00	976,213.20
14	648,339.90	0.00	0.00	0.00	0.00	648,339.90
15	1,352,309.26	86.54	0.00	0.00	0.00	1,352,395.80
16	368,166.34	5,872.86	75,168.72	4,389.34	0.00	437,597.26
17	1,630,484.20	0.00	0.00	0.00	0.00	1,630,484.20
18	4,315,604.26	144,852.66	1,040,946.20	605,776.20	0.00	6,107,179.32
19	852,691.58	0.00	0.00	0.00	0.00	852,691.58
20	73,735.08	111.42	9,861.58	0.00	0.00	83,708.08
21	809,112.30	0.00		0.00	934.78	810,047.08
22	779,903.14	0.00	0.00	0.00	469.78	780,372.92
23	548,527.20	0.00	3,580.66	167,006.14	0.00	719,114.00



Press CTRL+G to go directly to a cell

# Abstract Management

The screenshot shows the Microsoft Excel interface with the 'View' ribbon selected. The 'Freeze Panes' button is circled in black. A tooltip for 'Freeze Panes' is visible, stating 'Keep a portion of the sheet visible while the rest of the sheet scrolls.'

	A	B	C	D	E
1					
2					
3	Example County		SECTION 1A	SECTION 1A	SECTION 1A
4					
5			1	2	3
6			VALUE OF LANDS AND LOTS	VALUE OF IMPROVEMENTS	TOTAL VALUE OF REAL ESTATE
7	TAXING DISTRICTS	DLGF TAXING DISTRICT CODES			
8	ANDERSON TOWNSHIP	001	49,842,400	45,895,370	95,737
9	CENTER TOWNSHIP	002	49,943,400	35,517,290	85,460
10	JACKSON TOWNSHIP	003	30,674,000	18,449,100	49,123
11	NOBLE TOWNSHIP	004	47,899,300	31,851,890	79,751
12	ORANGE TOWNSHIP	005	46,724,700	38,369,430	85,094
13	POSEY TOWNSHIP	006	51,691,400	38,984,940	90,676
14	RICHLAND TOWNSHIP	007	37,607,000	17,586,230	55,193
15	RIPLEY TOWNSHIP	008	49,400,710	48,845,680	98,246
16	CARTHAGE	009	6,915,800	19,407,500	26,323
17	RUSHVILLE TOWNSHIP	010	62,148,900	84,383,940	146,532

# Abstract Management

	A	GD	GE	GF	GG	G
1						
2						
3	Example County	SECTION 5	SECTION 5	SECTION 5	SECTION 5	SECT
4						
5		1	2	3	4	5
6		SECTIONS 2 THROUGH 4 TOTAL	HOMESTEAD PROPERTY CIRCUIT BREAKER CREDIT	NON-HOMESTEAD RESIDENTIAL AND AGRICULTURAL LAND PROPERTY CIRCUIT BREAKER CREDIT	OTHER REAL AND PERSONAL PROPERTY CIRCUIT BREAKER CREDIT	OVER 65 BREAKEF
7	TAXING DISTRICTS					
13	POSEY TOWNSHIP	976,213.20	0.00	0.00	0.00	
14	RICHLAND TOWNSHIP	648,339.90	0.00	0.00	0.00	
15	RIPLEY TOWNSHIP	1,352,309.26	86.54	0.00	0.00	
16	CARTHAGE	368,166.34	5,872.86	75,168.72	4,389.34	
17	RUSHVILLE TOWNSHIP	1,630,484.20	0.00	0.00	0.00	
18	RUSHVILLE CITY	4,315,604.26	144,852.66	1,040,946.20	605,776.26	
19	UNION TOWNSHIP	852,691.58	0.00	0.00	0.00	
20	GLENWOOD CITY	73,735.08	111.42	9,861.58	0.00	
21	WALKER TOWNSHIP	809,112.30	0.00		0.00	
22	WASHINGTON TOWNSHIP	779,903.14	0.00	0.00	0.00	
23	RUSHVILLE CITY-JACKSON	548,527.20	0.00	3,580.66	167,006.14	
24	FREE	0.00	0.00	0.00	0.00	

# Abstract Management

	GB	GC	GD	GE	GF	GG
11	0.00	7,715.30	838,988.10	0.00	0.00	0.00
12	0.00	8,301.59	899,216.88	0.00	0.00	0.00
13	0.00	8,372.83	976,213.20	0.00	0.00	0.00
14	0.00	5,888.79	648,339.90	0.00	0.00	0.00
15	0.00	8,047.76	1,352,309.26	86.54	0.00	0.00
16	0.00	149,149.62	368,166.34	5,872.86	75,168.72	4,389.34
17	0.00	14,448.30	1,630,484.20	0.00	0.00	0.00
18	0.00	2,841,544.88	4,315,604.26	144,852.66	1,040,946.20	605,776.26
19	0.00	7,807.01	852,691.58	0.00	0.00	0.00
20	0.00	40,945.06	73,735.08	111.42	9,861.58	0.00
21	0.00	7,404.41	809,112.30	0.00		0.00
22	0.00	6,937.11	779,903.14	0.00	0.00	0.00
23	0.00	360,379.03	548,527.20	0.00	3,580.66	167,006.14
24	0.00	0.00	0.00	0.00	0.00	0.00

# Abstract Sections 2 – 4

- Shows the distribution amount for each fund within each Taxing District

- $$\text{Fund Tax Revenue} = \frac{\text{Fund Tax Rate in TD}}{\text{Total Tax Rate in TD}} * (\text{Total TD Tax \$} - \text{Circuit Breaker \$})$$

# Abstract Sections 2 – 4

AL8		=ROUND(GrandTotalCurrentTaxes-HSCBCredit-NonHSResCBCredit-OtherCBCredit-Over65CBCredit-SUM(AM8:BR8)-DE8-GC		
	A	AL	AM	AN
1				
2				
3	Example	SECT 2- COUNTY	SECT 2- COUNTY	SECT 2- COUNTY
4				
5		1	2	3
6		GENERAL	2015 REASSESS	CUM BRIDGE
7	TAXING DISTRICTS	10101	10124	10790
8	Taxing District 001	79,378.14	7,857.78	16,334.00
9	Taxing District 002	168,196.79	16,650.10	34,610.62
10	Taxing District 003	29,084.16	2,879.09	5,984.78

# Abstract

1. Timeline
2. Auditor of State Review
3. Post 09 Referendum and Special Fire TIF rate adjustments
4. Circuit Breakers
5. Abstract management

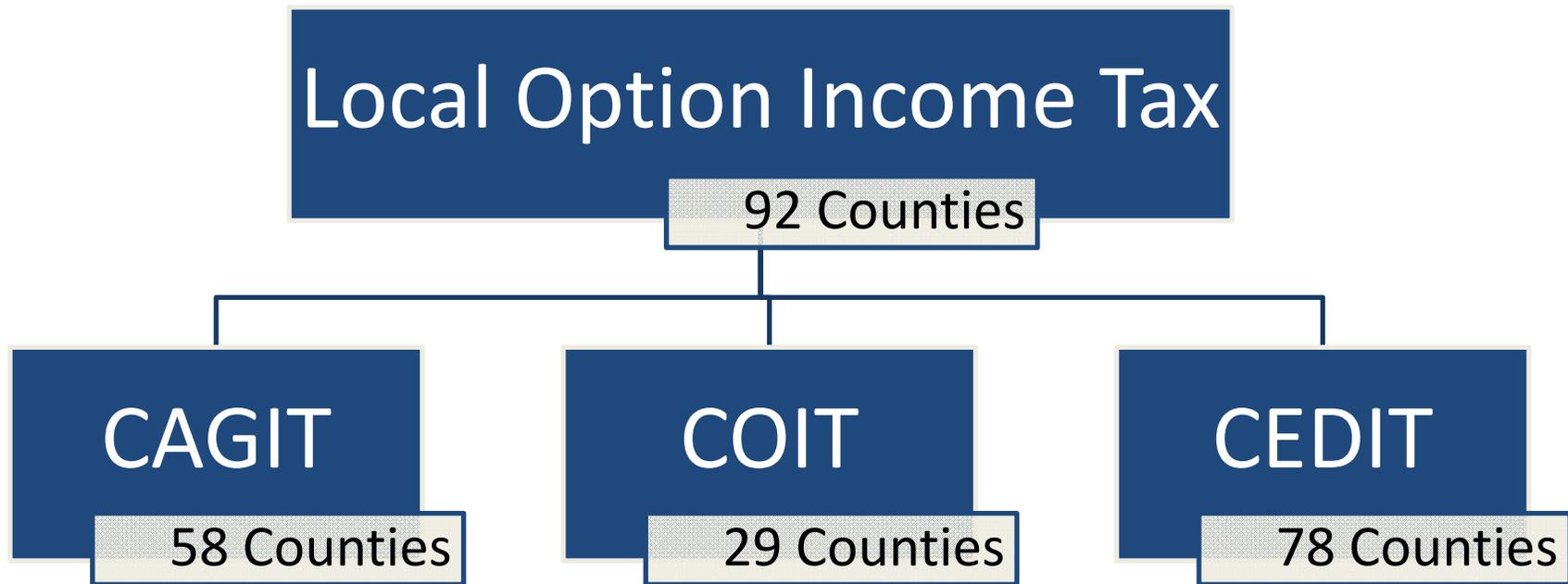
## Housekeeping:

Updates about upcoming events,  
initiatives, and requests from the  
State

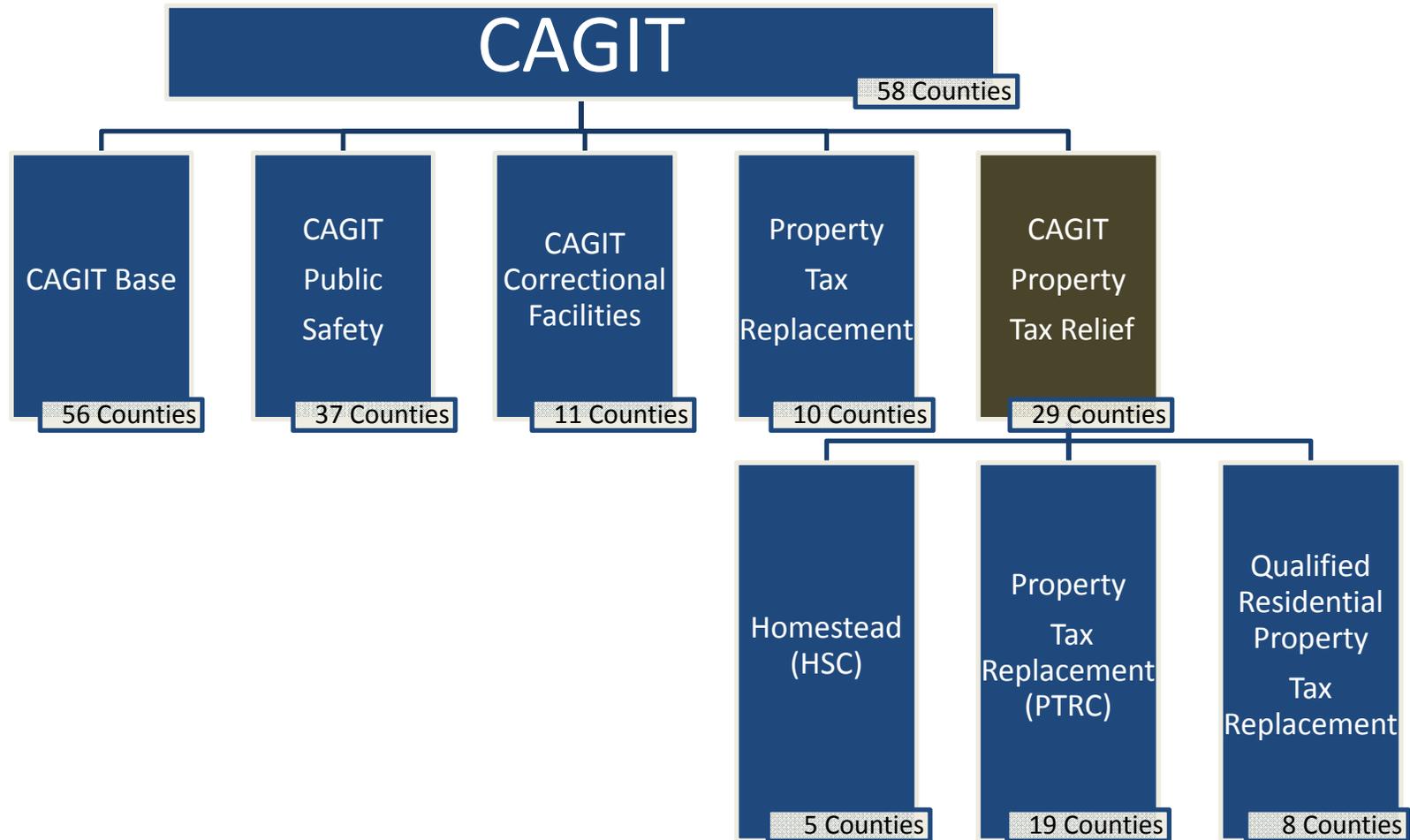
# LOIT Updates

- LOIT updates will impact how AOS will distribute, collect, review, and report information during the ABSTRACTS and SETTLEMENTS submissions process.
- The update will necessitate changes to practically every document that we will be using next year.
  - We will be working closely with your software vendors to make sure that their system generated reports will mirror our documents.
- The update also provides and opportunity to review the activity and balances in the various LOIT funds.

# LOIT Updates



# LOIT Updates



# LOIT Update: Online Questionnaire

- On Thursday, March 24, each county will receive an online survey requesting information about the fund balances for each of these LOIT funds.

<u>Fund</u>	<u>Fund Description</u>
6004	LOIT PROP TAX OPER LEVIES REPLACE
6005	LOIT PUBLIC SAFETY
6006	LOIT STABILIZATION
6101	CEDIT HOMESTEAD CREDIT
6102	COIT HOMESTEAD
6105	LOIT HOMESTEAD CREDIT
6201	LOIT PTRC
6202	LOIT RESIDENTIAL PTRC
7311	CAGIT DISTRIBUTION
7312	CEDIT DISTRIBUTION
7313	COIT DISTRIBUTION

# LOIT Update: Online Questionnaire

- All surveys will ask about all funds
  - Even if the fund is not applicable today, please confirm the balance.
- Once we have the results, we will determine whether or not a LOIT Fund based clean up will need to occur before the end of the calendar year.
  - We will follow up at the Spring Conference.

# Electronic Payments (EP): Update

- At the Spring Conference, we will be able to debut the official new policy in detail.
  - Presentation will include payment enrollment process, deadlines for enrolling, penalties for non-compliance.
- Early adopters are encouraged and welcome.

	Amount Collected	% of EPs
Calendar Year 2015	\$340M	20%
Calendar Year 2016	\$13M	31%

# Judges Supplemental Salary (JSS)

- JSS certification process includes: State Court administration, AOS – Settlement Department, and AOS – Payroll Department, and the county.
  - In Cy 2016, 58 counties have at least one judge receiving a supplement amount.
- On Jan 12, AOS distributed the annual JSS memo including the details about the inclusion of 6.2% of social security tax.
  - Email also included updated JSS documentation.
- Since Jan 12, AOS has received 75 JSS payments.
  - 1/4 of the payments have received a follow up request for additional funds.

# Annual Distribution: County Engineer

- On Jan 12, AOS distributed a memo requesting information related to the annual County Engineer (CE) distribution.
- We have only received responses from 75 of 92 counties.
- On April 15, AOS will process the annual County Engineer subsidy based on the responses and certifications that we have received.

# Annual Distribution: Covered Bridge

- On Jan 12, AOS distributed a memo requesting information related to the annual Covered Bridge distribution.
- We have only received responses from 84 of 92 counties.
- On August 15, AOS will process the annual Covered Bridge distribution based on the responses and certifications that we have received.

# BMV and the FTP Site

- The FTP site is tool that the BMV distributes the daily activity/support related to various excise distributions.
- Beginning Fall 2015, BMV began an upgrade of the site.
  - Most notably, all files older than 60 days were removed.
- The PHASE II of that project will be beginning in April 2016.

# Spring Settlement Preview

- As a State, we are less than 100 days away from the statutory end of the Spring Settlement. Before looking ahead to 2016, let's review how the State did collectively last year.

Primary Grading Metric	June 2015 Value
1 <sup>st</sup> Submission	6/7/2015
Preapproved Submission	6/8/2015
Final Approval	6/18/2015
Number of Submissions	217 (Average 2.36)
Counties w. One Submission	24
Settlement funds Collected after June 30	11,207,293.57 (11% of total)

# Spring Settlement Preview

Below are the target figures that I would like the State to aim for during the June 2016 Settlement. The primary goal is for the “Settlement funds Collected after June 30” to fall to zero. Since June 30 marks the end of the statutory due date for Settlement and the end of the fiscal year, there is an increased emphasis on collecting these funds before we close the fiscal year.

Primary Grading Metric	June 2015 Value	June 2016 Goal
1 <sup>st</sup> Submission	6/7/2015	6/10/2016
Preapproved Submission	6/8/2015	6/8/2016
Final Approval	6/18/2015	All Counties prior to 6/30
Number of Submissions	217 (Average 2.36)	183 (Average 1.99)
Counties w. One Submission	24	46.5
<b>Settlement funds Collected after June 30</b>	<b>\$11,207,293.57 (11% of total)</b>	<b>\$0.00</b>

# Spring Settlement Preview

## Practice

1. Review the files that were submitted last year
2. Review the source material from last year
3. Work ahead where possible to complete reconciliations, compilations, research, etc.

## Resources

4. June Settlement Manual
5. Settlement Checklist
6. Spring Auditor's Conference Presentation and handouts.
7. Presentations from past conferences
8. Auditor of the State's Office
9. Software Vendor

# Contact Information

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317-234-8885
- Group Email Address: [Settlements@auditor.in.gov](mailto:Settlements@auditor.in.gov)
- State Auditor website: <http://www.in.gov/auditor/2352.htm>