



MEMORANDUM

TO: County Auditors

FROM: Kim Diller, Accounting & Reporting and Local Government
Division Director

DATE: April 26, 2023

SUBJECT: Spring Settlement Forms, Submission and Review

The Auditor of State (AOS) has released the 2023 spring settlement forms, which have not changed from the 2022 settlement forms. When prepping for your settlement, please make sure to read the guidance below for the locations of forms, submitting settlement, and the review process.

Forms and Submission

All forms needed to complete your spring settlement are now available on the AOS FTP site. Once all forms are completed, they will need to be submitted using the FTP site found at <https://aosftp.auditor.in.gov/>.

Review and Approval

Once completed and all settlement forms have been uploaded to the [AOS FTP](#) site, you will receive an email notification from AOS within one business day stating that your settlement has been received. If you do not receive a confirmation email, contact LocalGovernment@auditor.in.gov.

The AOS review of your settlement is designed around the settlement checklist that can be found with the settlement forms on the AOS website. **AOS strongly suggests completing the checklist prior to submittal of the forms for review.**

AOS may contact you during the review for clarifications and questions regarding your settlement. Once the review is complete, AOS will send an email of pre-approval of your settlement. **Once your settlement has been pre-approved, you may distribute settlement funds to all taxing units within your county. You do not have to wait for final approval.**

To receive final approval of settlement, AOS must receive all excise dollars reported on the excise allocation worksheet, the fines and fees reported on section C of the settlement form 105, fines and forfeitures (which were due May 1st), and judges' supplemental payments.

If you have any questions, please direct them to LocalGovernment@auditor.in.gov.