



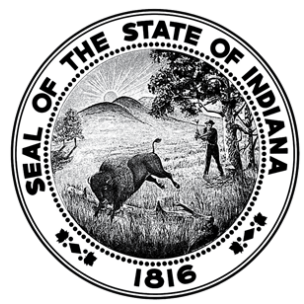
## **The Local Official's Guide to Understanding the Budgeting Process & Avoiding Surprises**

**Presented by:**

**Ryan Burke**

**Budget Field Representative**

**Phone: (317) 233-3777**



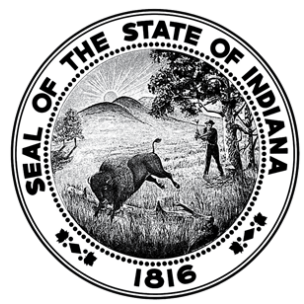
# Purpose of Today's Training

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- We are here to help you maintain local control of your unit's finances by understanding the budgeting process.
- In this presentation you will learn:
  1. The individual steps of the budgeting process.
  2. The effects of property tax caps on your budget.
  3. The flow of data from one form to the next form.
  4. The purpose of each budget form.
  5. How to proactively prevent reductions by the DLGF.
  6. Where to find assistance with your budget forms.
  7. What to do once you receive the 1782 Notice.



# Budget Process and Preparation

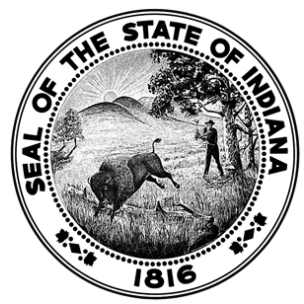


# DLGF Budget Calendar

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Below is a listing of some of the most important dates on the [Budget Calendar](#). The full calendar is available on our [Memos and Presentations](#) page.

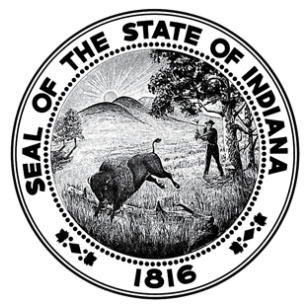
Due Date	Task
July 14	DLGF to release estimates of maximum levy, cumulative funds' rates, and maximum adjustments for counties in regards to mental health and developmental disabilities.
July 16	Budget Workshops begin
July 31	DLGF to release property tax cap estimates
August 1	County to submit Certificate of Net Assessed Values through Gateway.
September 4	Last day for "binding-review" units to submit budget forms to the adopting fiscal body
October 12	Last possible day to submit the Form 3: Notice to Taxpayers if holding hearing on last possible day. Form 3 must be submitted at least 10 days before the public hearing.



# DLGF Budget Calendar

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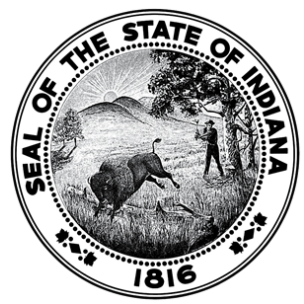
Due Date	Task
October 19	Excess Levy Appeals due (all but shortfalls)
October 22	Last possible day to hold public hearing if adopting on last possible day. The public hearing must be held at least 10 days before your adoption meeting.
November 1	Last possible day to adopt.
November 3	Last possible day to submit forms in Gateway. All forms should be submitted within 48 hours of adoption.
Specific to each county	1782 Notices will be emailed after the Department review is completed. This begins your 10 day window to request changes.
December 14	Last day to submit requested additional appropriations.
December 31	Deadline for Department to certify budget orders. (January 15th if new debt is being issued)



# Unit Specific Budget Calendar

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- We are encouraging you to prepare a list of your unit specific internal due dates to follow throughout the budgeting process. These should compare the latest possible dates against your planned dates for:
- Advertising (Submission of Form 3)
  - Public hearing.
  - Adoption meeting.
  - Submission.
  - Other reporting requirements throughout the year. (examples: AFR, 100R, Debt Management)

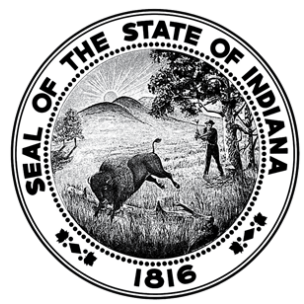


# Maintaining Local Control

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While working on preparing your budget, there are 3 main points to keep in mind that will help ensure local control of the adopted budget.

- 1. Maximum Levy Estimates:** Local officials have the option of using the DLGF's max levy estimates to aid in adopting property tax levies that do not exceed what the unit is allowed.
- 2. Fundable Budgets:** By advertising and adopting budgets that are funded, you are able to have a clear picture of next year's budget as early as July or August.
- 3. Earlier Meeting Dates:** Officials that choose to hold their public and adoption meetings earlier in the year, allow for time to restart the process prior to the November 1 deadline in the event of an error.
  - Preparing a Unit Calendar with the dates will also help.



# Maintaining Local Control

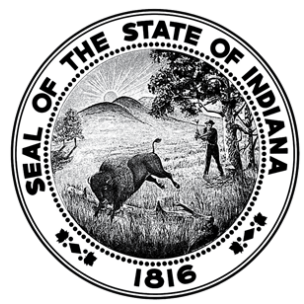
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- Practicing those 3 main points can be very beneficial in maintaining local control. The DLGF generally won't:
  - Reduce a budget when the proper procedures are followed and its funded by available revenues.
  - Reduce a levy when adopted within the maximum levy.
  - Penalize a unit for a mistake if the unit restarts and still completes the budgeting process by November 1.
- This preserves the amounts prepared by you and adopted by your local board/council.
- You and your local board/council know your unit best and the Department wants the unit to maintain control over its own finances.





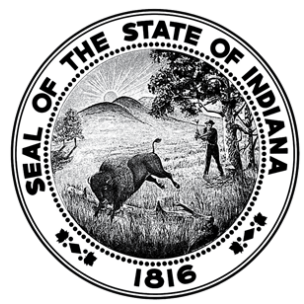
# Understanding Property Tax Caps



# What are Property Tax Caps?

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- Also called “Circuit Breakers.”
- Property taxes are capped at 1% (homestead), 2% (farmland/non-homestead residential), and 3% (commercial/personal property) of their assessed value.
- If a taxpayer is about to be billed higher than their capped liability, the bill is reduced to the cap.
- As a result, the county will collect less property taxes. The loss of collections is then passed onto the units.
- When planning next year’s budget, statute requires units to consider the “net” property tax revenue to be collected during the ensuing year that accounts for property tax cap losses.



# Accounting for Property Tax Caps

- In this simplified scenario, it is assumed the unit's adopted budget will be funded only with property tax revenue.

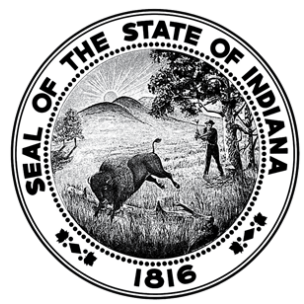
	1) Tax Caps Excluded	2) Tax Caps Included
Certified Levy	\$1,000,000	\$1,000,000
Est. Property Tax Cap Losses	\$0	\$300,000
<b>Est. Property Tax Revenue</b>	<b>\$1,000,000</b>	<b>\$700,000</b>
Adopted Budget	\$1,000,000	\$700,000
<b>Certified Budget</b>	<b>\$1,000,000</b>	<b>\$700,000</b>
<b>Shortage</b>	<b><u>-\$300,000</u></b>	<b><u>\$0</u></b>

## Example 1:

A \$1,000,000 budget is certified, but the unit will only have \$700,000 to spend.

## Example 2:

The unit notices it will only have \$700,000 to spend and adjusts its budget accordingly.



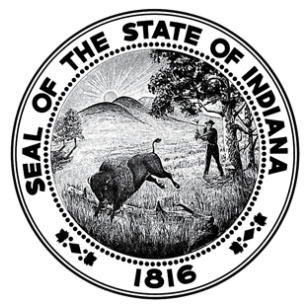
# Property Tax Caps – Gross vs Net Budgets

Gross Budgets “Internal” Budget Forms	Net Budgets “External” Budget Forms
<u>Budget Displayed:</u> Desired budget increased by property tax caps	<u>Budget Displayed:</u> Only what you’re seeking permission to spend. Does not include tax caps.
<u>Applies to:</u> <b>Form 1:</b> Budget Estimate <b>Form 4A:</b> Form 1 Summary <b>Form 4B:</b> Financial Statement	<u>Applies to:</u> <b>Form 3:</b> Notice to Taxpayers <b>Form 4:</b> Adoption

- You will manually enter the property tax cap in a designated portion of Form 1 and Gateway will help make sure the correct amounts are pulled into the rest of the forms.



# Understanding the Budget Forms



# The Flow of Budget Forms

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- This section will help you understand the purpose of each form, the flow of data between them, and the proper order of completion.
  - The budget forms are designed to ease data entry and allow for data to be easily pulled to the other form.
- This is a very useful feature, but in order to use it to your full advantage, you will need to understand how information flows from one form to another.



# Budget Form Menu – Not Submitted





[Error Prevention Report](#)



[Budget Forms Flow Chart](#)

**Current Year Financial Worksheet: Additional Calculations for Form 4B** 

 [Click to edit form](#)

 Not 'Ready to Submit'.

**Debt Worksheet**



**Form 1: Budget Estimate**



**Form 2: Estimate of Miscellaneous Revenues**



**Form 3: Notice to Taxpayers**



**Form 4: Ordinance / Resolution of Appropriations and Tax Rates**



**Form 4A: Budget Report**



**Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate** 

**1782 Recipients: Registration of 1782 Notice E-mail Recipients**

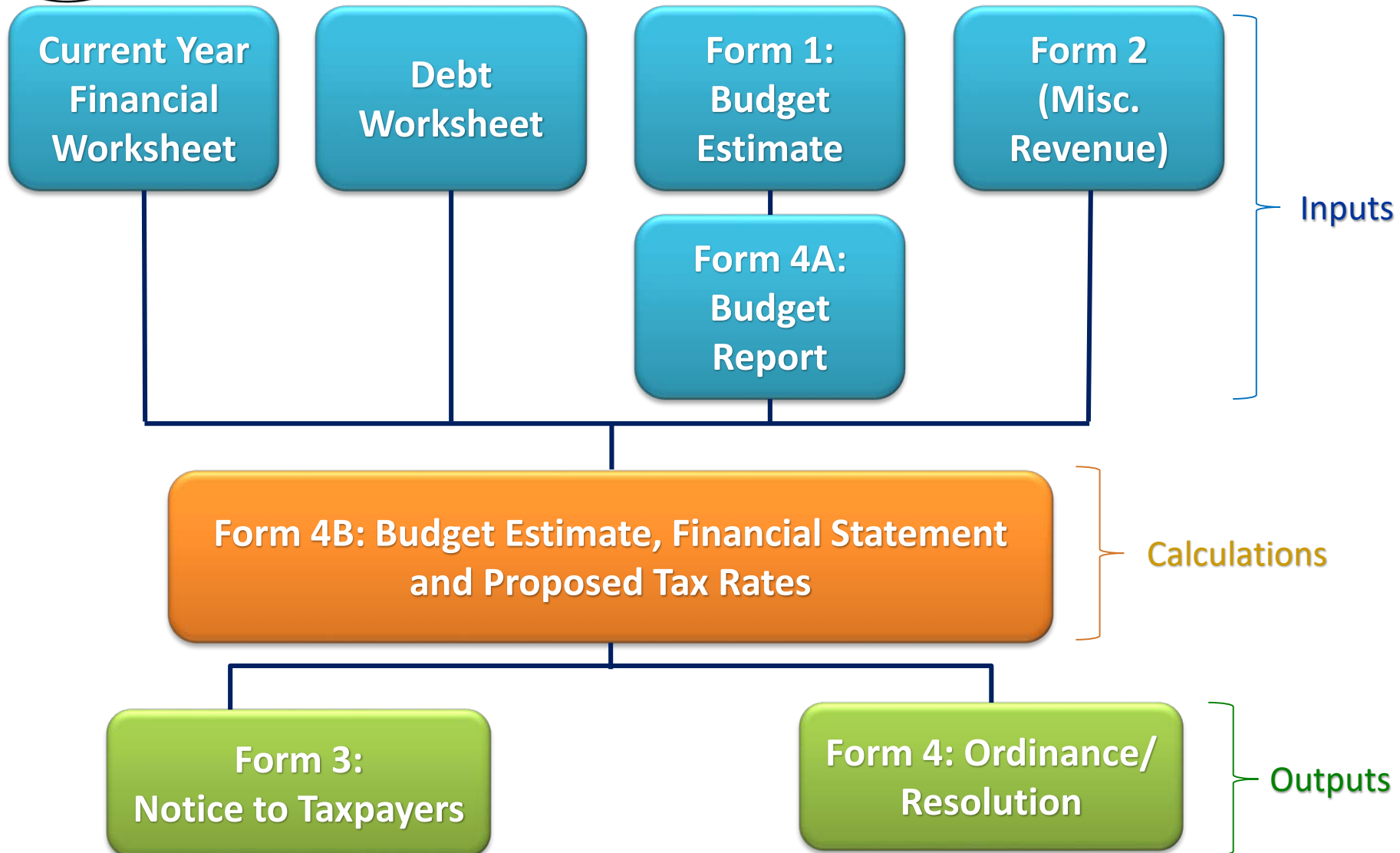


[Be careful!](#)

The data in the forms don't flow from in a top to bottom order.



# Budget Forms – Flow Chart







# The Flow of Budget Forms

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## Inputs

- Data is entered into: Current Year Financial Worksheet, Debt Worksheet, Form 2 (revenues), Form 1 (budget)
  - Form 1 budget data flows into Form 4A.

## Calculations

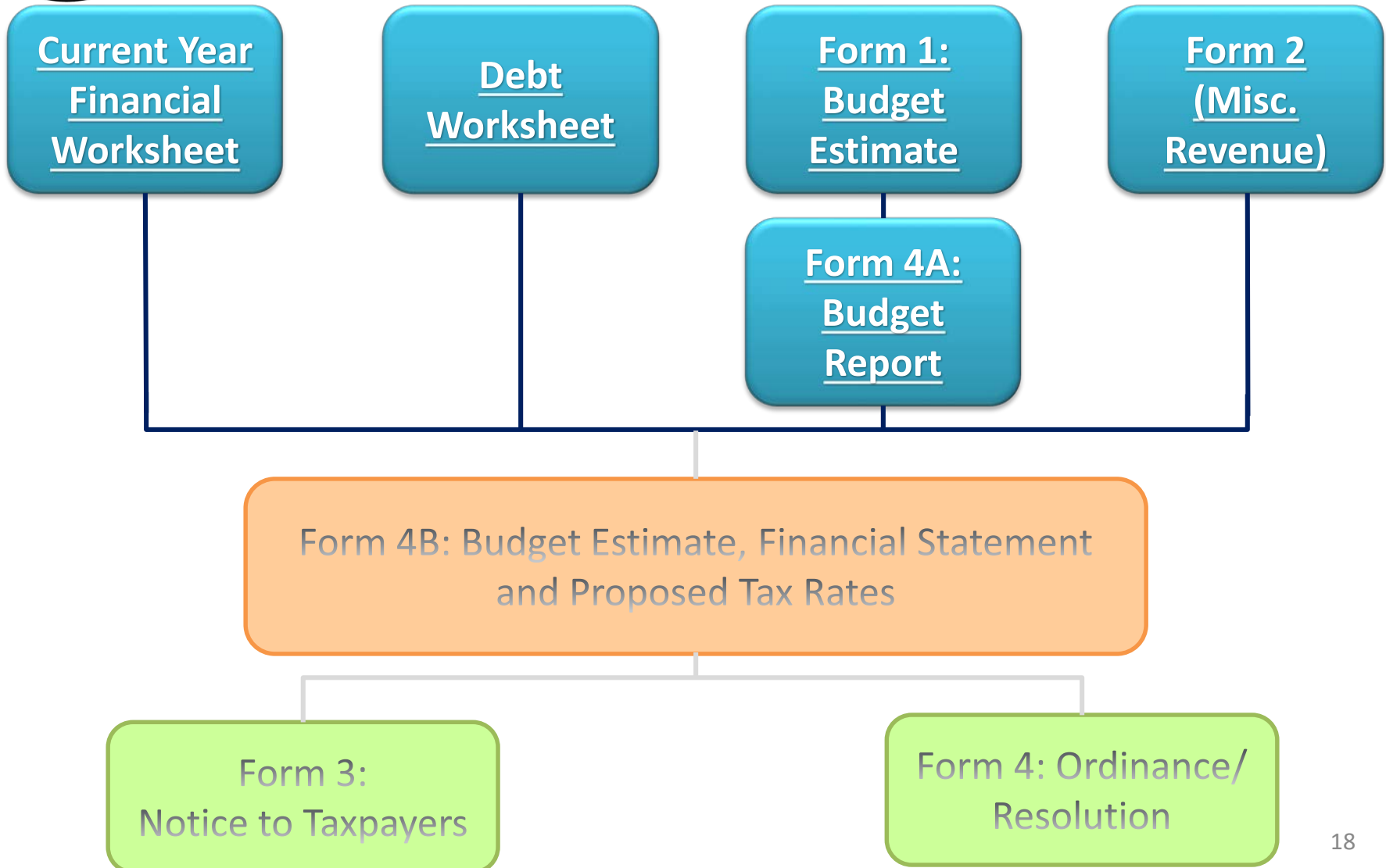
- All forms above pull into the Form 4B, where the levies and rates are calculated.

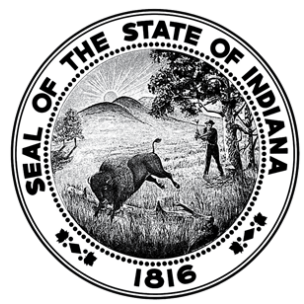
## Outputs

- Budgets and levies are pulled into the Form 3: Notice to Taxpayers and advertised online by submitting.
- Budgets, levies and rates are pulled into the Form 4: Adoption Ordinance/Resolution that's completed, printed, and adopted.



# Budget Forms – Inputs

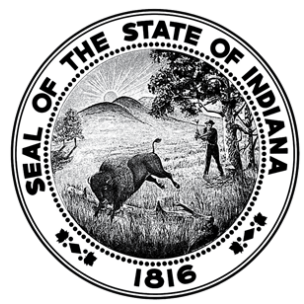




# Current Year Financial Worksheet

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- Historically known as the “Line 2 Worksheet”
- This is a snapshot of budget and financial standings as of June 30.
- This form needs to be completed for each fund.
- It calculates 6 “lines” of the Form 4B.
  
- The following lines apply to most funds:
  - **Line 2** - Budget left to spend in the last 6 months.
  - **Line 6** - June 30 cash balance.
  - **Line 7** - Property taxes to be received in the last 6 months.



# Current Year Financial Worksheet

Select Fund:

0101 - GENERAL

Calculates lines of the Form 4B

<b>Line 2</b>	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 3,239,398
2. Encumbrances Brought Forward	\$ 62,299
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ 0
b) Reductions January through June	\$ 0
4. Other Non-Appropriated Obligations	\$ 0
5. Total Approved Appropriations	\$ 3,301,697
DISBURSEMENTS	
6. January through June Current Year Disbursements	\$ 1,451,410
7. Appropriation Balance	\$ 1,850,287
8. Reductions July through December	\$ 0
9. Estimated Current Year Expenditures July through December	\$ 1,850,287
<b>Line 3</b>	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$ 0
<b>Line 4A</b>	
11. Levy excess not transferred prior to June 30	\$ 0
12. Temporary Loans outstanding as of June 30	\$ 0
What fund loaned the cash on Line 12?	
13. Temporary loans not included in Lines 2 or 3	\$ 0
<b>Line 4B</b>	
14. Temp loans to be repaid in the first six months of ensuing year	\$ 0
What fund loaned the cash on Line 14?	
<b>Line 6</b>	
15. June 30 Cash Balance, including investments	\$ 1376872
<b>Line 7</b>	
16. Taxes to be collected, present year (December settlement)	\$ 677417

Line 2

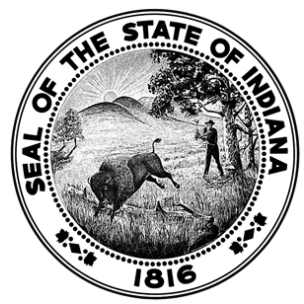
Line 3

Line 4a

Line 4b

Line 6

Line 7



# Debt Worksheet

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- New debts must be closed by December 31 of the current year to receive a property tax levy for the ensuing year.
- Debt Worksheet captures the payments needing to be made in a 2.5 year period across 4 sections.
  - Line 2: Last 6 months of 2018
  - Line 1: All 12 months of 2019
  - Line 11A: First 6 months of 2020
  - Line 11B: Second 6 months of 2020
- If you do not have any debt, you may skip the Debt Worksheet.



# Debt Worksheet

## DEBT WORKSHEET

Selected Year: 2019

Selected County: Jay County

Selected Unit: 3 - 0417 - PORTLAND CIVIL CITY [1953]

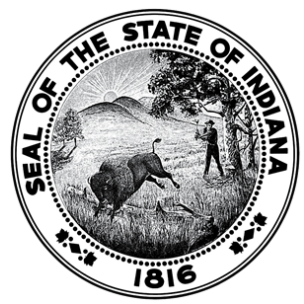
Select Fund:

1380 - PARK BOND

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11A Due	Line 11A Amount	Line 11B Due	Line 11B Amount
<a href="#">Park Bond</a>	07/15/2018	\$ 26,278	07/15/2019	\$ 126,281	01/15/2020	\$ 105,003	07/15/2020	\$ 23,563
<b>TOTALS BY FUND</b>		\$ 26,278		\$ 126,281		\$ 105,003		\$ 23,563
<b>TOTALS BY UNIT</b>		\$ 26,278		\$ 126,281		\$ 105,003		\$ 23,563

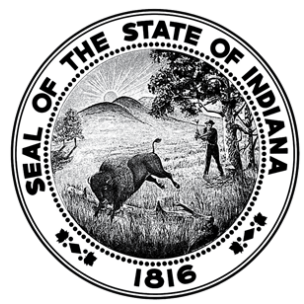
**This form allows you to tell us when you make your debt payments for four different time periods.**



# Budget Form 1 – Next Year's Budget

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- Budget Form 1 – Line Item Budget Estimate
  - Form 1 breaks down budgeted "line items" by fund and expense category.
  - Each fund has its own Form 1.
  - If a fund has departments, each department in a fund will have a separate Form 1.
  - Amounts are separated into Advertised and Adopted columns.
  - Form 1 data will be pulled into Form 4A.



# Budget Form 1 – Next Year's Budget

BUDGET ESTIMATE FOR

Select Fund:

0101 - GENERAL

Select Department:

0370 POLICE DEPARTMENT (TOWN MARSHALL)

Broken down by fund and department (if applicable)

Further broken down by expenditure category

Personal Services		Supplies		Services And Charges		Capital Outlays		Debt Service		Property Tax Cap	
Sub-Category	Line Item Code	Description	Advertised Amount		Adopted Amount	Add/Delete					
Printing and Advertising	321	Publication Fees	\$ 1,000		\$	×					
Insurance	322	Liability Insurance	\$ 6,000		\$	×					
Professional Services	324	Attorney	\$ 4,500	<b>COPY</b> →	\$	×					
Communication and Transportation	326	Fuel	\$ 12,000		\$	×					
Professional Services			\$		\$		<b>+ ADD</b>				
TOTALS BY CATEGORY			Total: \$ 23,500		Total: \$ 0						
TOTALS BY DEPT BY FUND			Total: \$ 28,700		Total: \$ 0						
TOTALS BY FUND			Total: \$ 28,700		Total: \$ 0						
TOTALS BY UNIT			Total: \$ 181,000		Total: \$ 0						

Line items







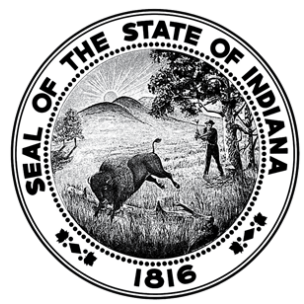
# Accounting for Property Tax Caps

Your Budget Field Rep can help you calculate your fund level tax cap estimates. You may also use your own, but be careful!

1. Enter in the “Property Tax Cap” estimate in its expenditure category tab of Form 1 for all non-debt funds with a levy.

Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service	Property Tax Cap
Sub-Category	Line Item Code 	Description	Advertised Amount		Adopted Amount
Property Tax Cap Impact	<input type="text"/>	Property Tax Cap Imp	\$ 10,000		\$ 10,000

2. Carry forward “gross” budgets into Form 4A and 4B.
3. The bottom of Form 4B will display the total Property Tax Cap amount carried from Form 4A.
4. Only the “net” budget is pulled into Form 3: Notice to Taxpayers or Form 4: Adoption Resolution.

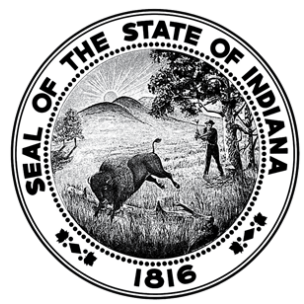


# Budget Form 4A

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- Budget Form 4A – Summary of Form 1.
  - Lists a fund's budget summarized by expenditure category.
  - If fund is departmentalized, it breaks down amounts by department as well.
  - Two columns:
    - Original advertised budget
    - Adopted budget
  - Click the “Insert” button to pull data from Form 1.

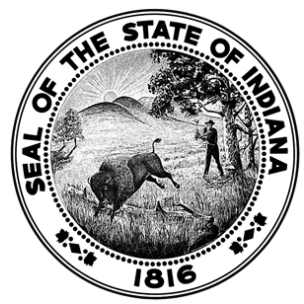




# Budget Form 2 – Revenue Estimates

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- Budget Form 2 – Estimate of Miscellaneous Revenue
  - Accounts for revenue other than property taxes, for each fund.
  - The first column is for revenue to be received during the last 6 months of 2018 and the total should be pulled into Line 8A of Form 4B.
  - The second column is for revenue to be received during the 12 months of 2019 and the total should be pulled into Line 8B of Form 4B.



# Budget Form 2 – Revenue Estimates

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of  
Local Government Finance

Broken down by fund



Select Fund:

0101 - GENERAL

Two separate time periods



Organized by category



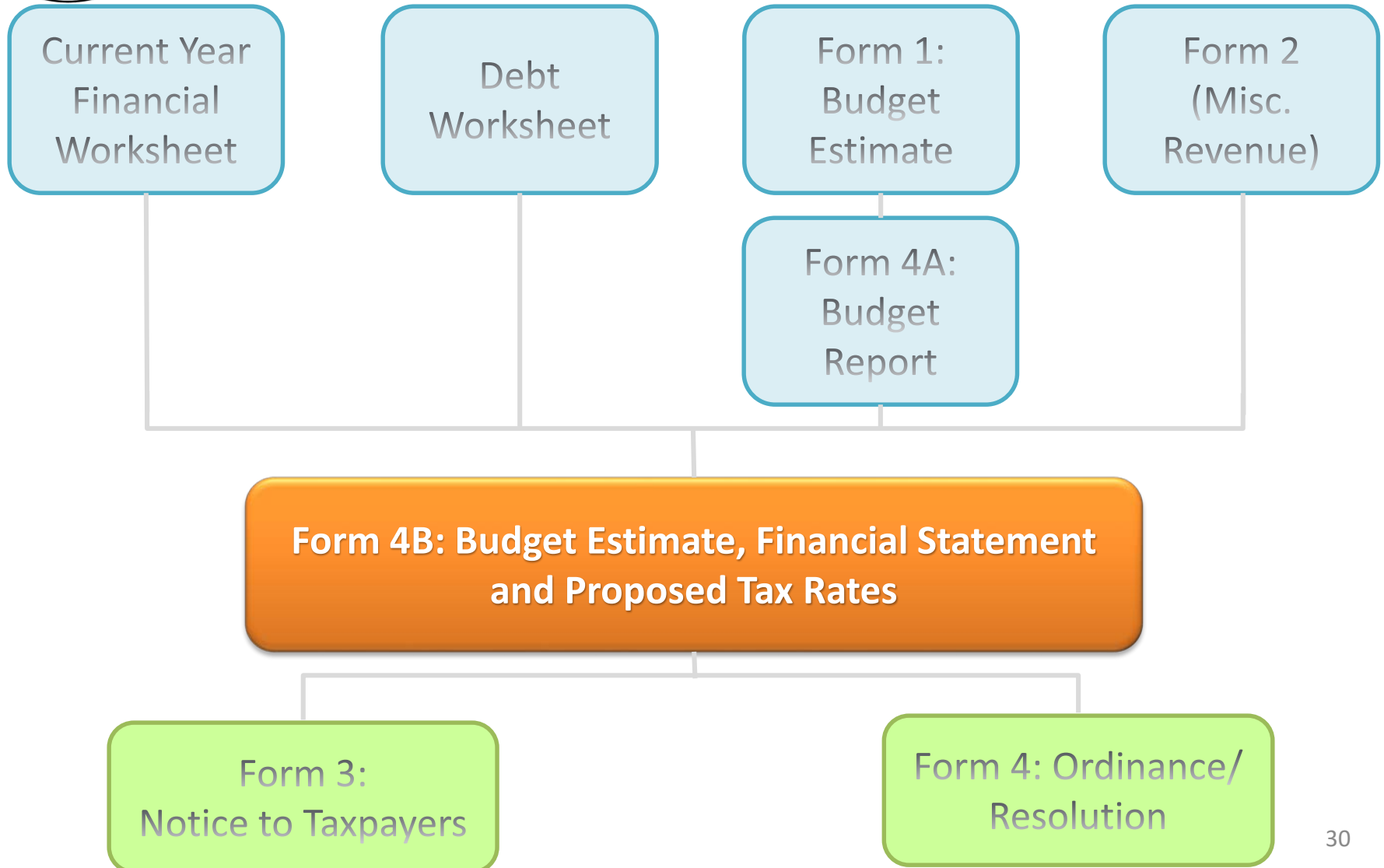
ESTIMATE OF MISCELLANEOUS REVENUES  
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES  
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2019

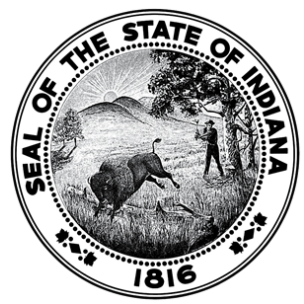
		Taxes And Intergovernmental	<u>Licenses And Permits</u>	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts
Revenue Code	Description					
R203	Planning, Zoning, and Building Permits and Fees		\$ 10,000			\$ 20,000
R210	Cable TV Licenses		\$ 22,000			\$ 40,000
TOTALS BY CATEGORY			Total: \$ 32,000			Total: \$ 60,000
TOTALS BY FUND			Total: \$ 32,000			Total: \$ 60,000
TOTALS BY UNIT			Total: \$ 32,000			Total: \$ 60,000

SAVE



# Budget Forms – Calculation





# Form 4B – Financial Statement

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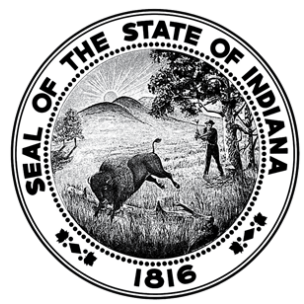
- Also known as the “Fund Report” or the “16 Line Statement”.
- Shows financial snapshot for an 18-month period.
- Form 4B is divided into two columns:

## Advertised

- Reflects budget, rate, and levy as prepared by the fiscal officer.

## Adopted

- Reflects budget, rate, and levy as approved by the fiscal body.



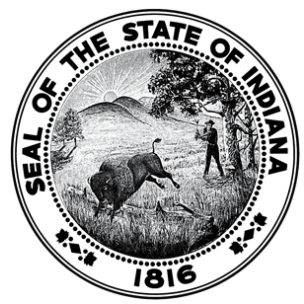
# Form 4B – Financial Statement

- The Form 4B is the heart of the budgeting process.



- Understanding the data on Form 4B allows you to better comprehend the financial status of any fund.

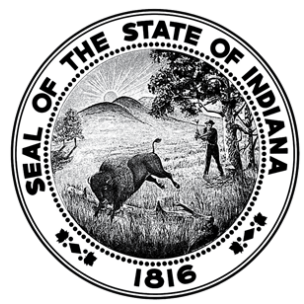




# Understanding the Form 4B

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Lines	Name	Summary
1-5	Expenses Section	Total expenses for the last half of 2018 and all of 2019
6-9	Revenue Section	Total revenues for the same 18 month period <ul style="list-style-type: none"><li>• Except for the 2019 certified levy</li></ul>
10	Net Amount Required	The minimum amount of property taxes needed to fully fund the 2019 budget <ul style="list-style-type: none"><li>• A negative amount shows it's funded without a levy</li></ul>
11	Operating Balance	Surplus funds remaining at the end of 2019 <ul style="list-style-type: none"><li>• Amount to be carried over to January 2020 to help fund operations until June property taxes are received</li><li>• A negative amount shows the budget isn't funded</li></ul>
16	Property Tax Levy	The calculated levy to be pulled into Form 3 and 4
17	Property Tax Rate	The calculated rate to be pulled into Form 4
Tax Cap	Property Tax Cap Estimate	The property tax cap estimate carried over from Form 4A <ul style="list-style-type: none"><li>• The "gross" budget shown on Line 1 will be reduced by this amount when pulled into Form 3 or 4.</li></ul>



# Budget Form 4B

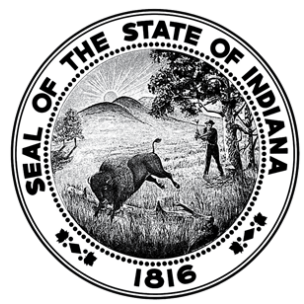
## Net Assessed Value

**Net Assessed Value** \$ 175,000,000

Funds Required For Expenses To December 31st Of Incoming Year		Published Amount	Adopted Amount
1. Total budget estimate for incoming year		\$ 3,492,334	\$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended		\$ 2,081,641	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year		\$ 0	\$ 0
4. Outstanding temporary loans:		\$ 0	\$ 0
a). To be paid not included in lines 2 or 3		\$ 0	\$ 0
b). Not repaid by December 31 of present year		\$ 0	\$ 0
5. <b>TOTAL FUNDS required</b> (add lines 1,2,3,4a and 4b)		\$ 5,573,975	\$ 0
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy		Published Amount	Adopted Amount
6. Actual cash balance, June 30 of present year (including cash investments)		\$ 1,924,370	\$ 0
7. Taxes to be collected, present year (December settlement)		\$ 716,446	\$ 0
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):		\$ 632,255	\$ 0
a). Total Column A Budget Form 2			\$ 0
b). Total Column B Budget Form 2		\$ 983,104	\$ 0
9. <b>TOTAL FUNDS</b> (Add lines 6, 7, 8a and 8b)		\$ 4,256,175	\$ 0
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)		\$ 1,317,800	\$ 0

Expenses

Revenues



# Budget Form 4B

Calculates  
Tax levy  
and rate

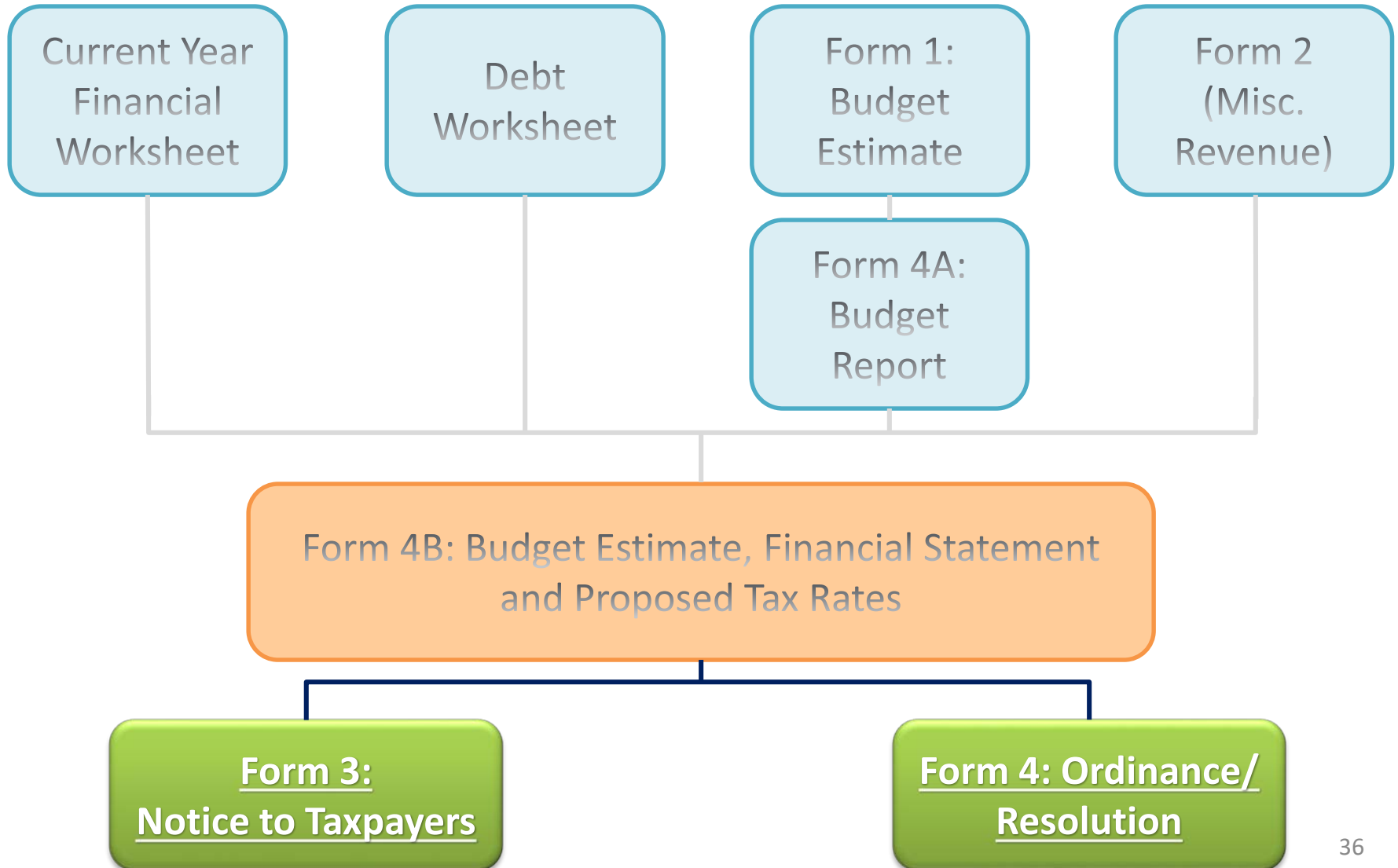
Proposed Tax Rate and Levy	Published Amount	Adopted Amount
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) ⓘ <small>NOTE: Enter Lines 13a, 13b and 16 then press 'Save' button to calculate this value.</small>	\$ 250,000	\$ 0
12. Amount to be raised by tax levy (add lines 10 and 11) ⓘ	\$ 1,567,800	\$ 0
13a. Property Tax Replacement Credit from Local Option Tax ⓘ	\$ ██████████	\$ ██████████
13b. Operating LOIT ⓘ	\$	\$
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12) ⓘ	\$ 1,567,800	\$ 0
15. Levy Excess Fund applied to current budget ⓘ	\$ 0	\$ 0
16. Net amount to be raised ⓘ	\$ 1,567,800	\$ 0
17. Net Tax Rate on each one hundred dollars of taxable property ⓘ	0.8959	0.0000

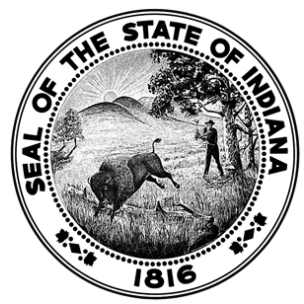
Property  
Tax Cap  
from  
Form 4A

	Advertised Amount	Adopted Amount
Property Tax Cap Credits ⓘ	\$ 92,130	\$ 0



# Budget Forms – Outputs

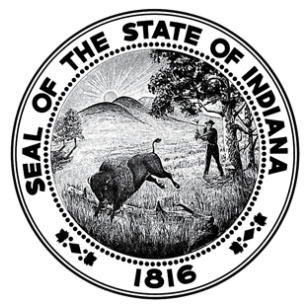




# Form 3: Notice to Taxpayers

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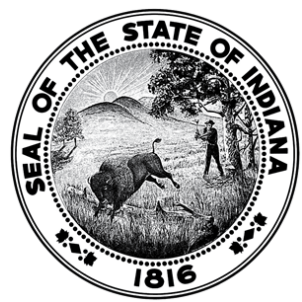
- Budget Form 3 – Notice to Taxpayers
  - This form is the official online advertisement that presents to taxpayers information regarding the public hearing, adoption meeting, along with the proposed budgets and property tax levies by fund.
  - It is important to remember:
    - You formally advertise your budget online by submitting Form 3 in Gateway at least 10 days before the public hearing.
    - There must be at least 10 days between public hearing and adoption.
    - The latest day to adopt is November 1.



# Form 3 – Notice to Taxpayers

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- Information required to be advertised.
  - Date, time, and address of the public hearing and adoption meeting location(s).
  - Estimated maximum levy and property tax cap impact. This will be populated by the DLGF once the estimates are available.
  - Fund name, budget estimate, fund levy, excessive levy appeal, and current fund levy.
- If the territory of the unit changed due to an annexation or extension of services you will need to indicate this on the form when entering your hearing information.



# Form 3 – Notice to Taxpayers

## NOTICE TO TAXPAYERS

The Notice to Taxpayers are available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

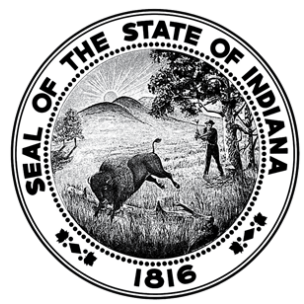
Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 101 North Main St. Portland, IN. For taxes due and payable in 2019, notices will not be printed in the newspaper.

Notice is hereby given to taxpayers of Portland Civil City, Jay County, Indiana that the proper officers of Portland Civil City will conduct a public hearing on the year 2019 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Portland Civil City not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Portland Civil City shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Portland Civil City will meet to adopt the following budget:

### Fill in Hearing Info

<b>Date of Public Hearing</b>	Tuesday, September 06 2018	<b>Date of Adoption Meeting</b>	Monday, September 19 2018
<b>Time of Public Hearing</b>	5:30 PM	<b>Time of Adoption Meeting</b>	5:30 PM
<b>Public Hearing Place</b>	1616 N. Franklin Street, Portland IN 47371	<b>Adoption Meeting Place</b>	1616 N. Franklin Street, Portland, IN 47371
<b>Estimated Civil Max Levy</b>	\$ 3,137,372		
<b>Property Tax Cap Credit Estimate</b>	\$ 561,300		

**Notifies the public of the public and adoption meetings.**



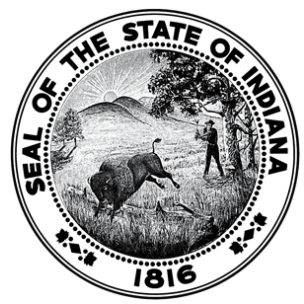
# Form 3 – Notice to Taxpayers

Notifies taxpayers of proposed Budget and Property Tax Levy, by fund.

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Exclusive Levy Appeals	5 Current Tax Levy
0101-GENERAL	\$3,411,319	\$2,027,743	\$0	\$1,912,496
0341-FIRE PENSION	\$153,925	\$0	\$0	\$0
0342-POLICE PENSION	\$90,369	\$0	\$0	\$0
0706-LOCAL ROAD & STREET	\$23,101	\$0	\$0	\$0

The budget that pulls in from Form 4B will have the property tax cap amount automatically deducted.

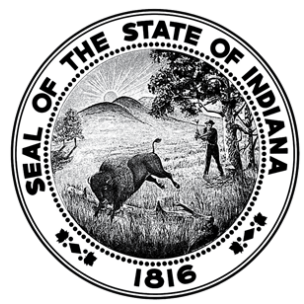




# Form 3 – Notice to Taxpayers


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- 10 or more taxpayers can file an objecting petition within 7 days of the public hearing IC 6-1.1-17-5(c).
- If there are any objections, the fiscal body of the political subdivision must adopt with its budget a finding concerning the objections in the petition and any testimony presented at the adoption hearing. The findings would be uploaded through Gateway along with the signed Form 4.




# Form 3 – Notice to Taxpayers

Form 3 must be submitted at least 10 days before the public hearing.

Ready to Submit 



Current Year Financial Worksheet: Additional Calculations for Form 4B 


Debt Worksheet 

Form 1: Budget Estimate 

Form 2: Estimate of Miscellaneous Revenues 


Form 3: Notice to Taxpayers 

Submit to fulfill  
online advertising

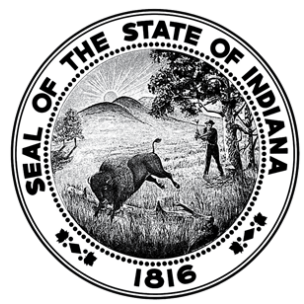
 Click to submit completed form to DLGF



Form 3: Notice to Taxpayers 

 Click to view form

This form has been submitted.



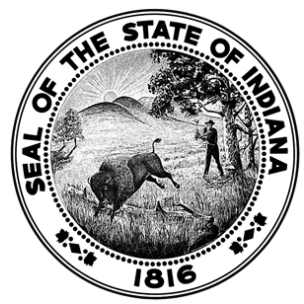
# Form 3 – Notice to Taxpayers

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- Upon submission of the Notice to Taxpayers, the Notice is immediately made available on <http://BudgetNotices.in.gov>.
- Taxpayers can search for budget notices by address or by county.
- Taxpayers can subscribe to receive automatic notifications as notices are submitted for desired units.



# Error Prevention Report






# Error Prevention Report

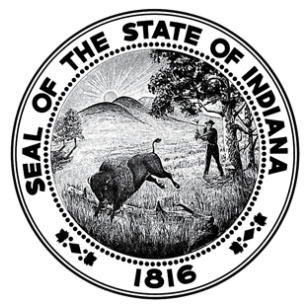
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- It is accessible from the top of the Budget Form Menu.

Select from Available Forms

 <a href="#">Error Prevention Report</a>	 <a href="#">Budget Forms Flow Chart</a>
<b>Current Year Financial Worksheet: Additional Calculations for Form 4B</b> 	

- The Error Prevention Report compares the data entered to help to ensure consistency across all forms.
- This is particularly helpful with making sure property tax caps are entered correctly in Forms 1, 4A, 4B, and 3.
- It's important to keep in mind that a typo entered consistently across all the forms will likely not be caught so it is still important to verify the data entered.



# Error Prevention Report

- Each error will be listed along with a detailed explanation.
- A side by side comparison of the amounts is available by clicking the button to the right of the error.

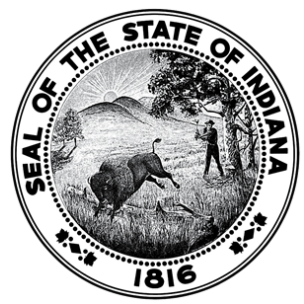
## Error Prevention Report

Please take the time to address the following issues as they frequently indicate errors. Once an issue is corrected, it will be removed from the list. **This tool will not find all possible mistakes, but is designed to catch the most common ones.** For assistance resolving these issues, please contact the DLGF at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or 317-232-3777.

Some errors will appear if the forms are not yet complete.

Click to view  
the affected  
fund(s)

Form / Error #	Error	Details	Funds Affected
CYFW / 29	Line 16 does not equal Line 7, published column, Form 4B.	Line 16 "Taxes to be collected, present year (December settlement)" on the Current Year Financial Worksheet does not equal Line 7 "Taxes to be collected, present year (December settlement)" on the published column of the Form 4B. Please check the following funds.	<a href="#">1 fund(s) affected</a>
F2 / 9	Col. A fund total does not equal Line 8a, published column, Form 4B.	Revenues July 1 - December 31, 2013 reported in Column A of the Form 2 do not equal Line 8a in the published column of the Form 4B. Please check the following funds.	<a href="#">1 fund(s) affected</a>
F2 / 11	Col. B fund total does not equal Line 8b, published column, Form 4B.	Revenues January 1 - December 31, 2014 reported in Column B of the Form 2 do not equal Line 8b in the published column of the Form 4B. Please check the following funds.	<a href="#">1 fund(s) affected</a>



# Error Prevention Report

**Error Prevention Report**

Please take t removed from as

**Funds with Errors:**  
0101: GENERAL | CYFW Line 9: 1850287 | Form4B Published: 1896260

Done

Some errors will appear if the forms are not yet complete.

Run Error Audit

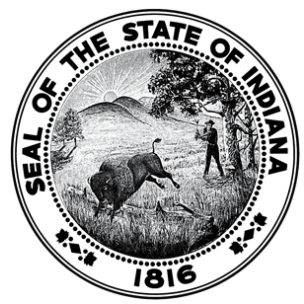
Error	Details	Funds Affected
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- Please be sure to check for errors before:
  - Advertising. (Submitting Form 3)
  - Adoption. (Printing Form 4)
  - Submitting the budget forms.



# Adoption and Submission

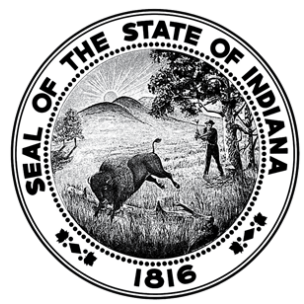




# Completing the Adopted Columns

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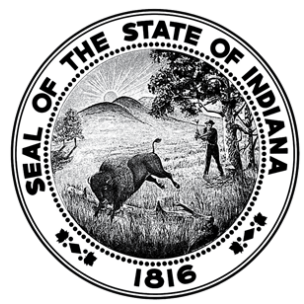
- After the public hearing has been held, units will likely have a better idea of the amounts to be adopted. The next step is to populate the adopted columns of Form 1, 4A, and 4B.
- Buttons on the top right of Form 1 and 4B will copy all advertised amounts to the adopted column.
- If some amounts are changing, all amounts can be copied over to the adopted column and then revised as needed.



# Completing the Adopted Columns

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- Once Form 1 is completed, be sure to re-pull the data into Form 4A.
- The adopted column of 4B will auto-populate the Budgets, Levies, and Tax Rates to be adopted on the Form 4.
  - If an amount needs to be changed on Form 4, it will need to be edited in Form 4B's adopted column.
- Once the adopted columns are completed, you're ready to move on to Form 4.



# Budget Form 4 – Adoption

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- The Form 4: Adoption Ordinance/Resolution is used by the adopting body to formally adopt the ensuing year's figures.
  - Fiscal body adopts the Form 4, approving budgets, tax levies, and tax rates.
  - Budgets, tax levies, and tax rates for all funds must be listed.
  - The “net” budgets (without the added property tax cap amounts) are what will be adopted.



# Budget Form 4 – Adoption

## ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

Be it ordained/resolved by the **GrassyFork Township Board** that for the expenses of **GRASSY FORK TOWNSHIP, Jackson County** for the year ending December 31, 2016 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **GRASSY FORK TOWNSHIP, Jackson County**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

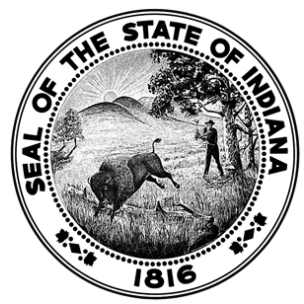
This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **GrassyFork Township Board**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
GrassyFork Township Board	Township Board	09/24/2018

### DLGF-Reviewed Funds

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0101	GENERAL	\$22,150	\$9,600	0.0216
0840	TOWNSHIP ASSISTANCE	\$4,800	\$6,000	0.0135
		<b>\$26,950</b>	<b>\$15,600</b>	<b>0.0351</b>

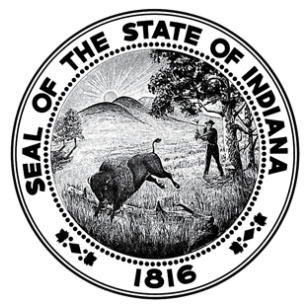
Name		Signature
Craig Klinge	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Craig Klinge</i>
Jeanette Elliott	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Jeanette Elliot</i>
Stan Darlage	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Stan Darlage</i>



# Budget Form 4 – Adoption

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- Adoption date should be the same as shown on Form 3 (unless the meeting is continued).
- The voting members must mark their vote and sign the Form 4.
- Attestation line is only required for counties, cities, and towns. Mayor Action line only applies to cities.
- The DLGF expects the signed Form 4 to be scanned and uploaded into Gateway within 48 hours after adoption.



# Upload Signed Form 4

**Submit File**

Select file type: Signed Budget Ordinance/Resolution (Form 4) Enter description for 'Other':

Enter a Description: Form 4 **Enter Description**

Select File to Upload: Browse... **Select browse to locate your document**

Upload File

- Within 48 hours of adoption, the Signed Form 4 needs to be scanned and uploaded into Gateway.
- The same 48 hour timeline applies to submitting the remaining budget forms in Gateway.



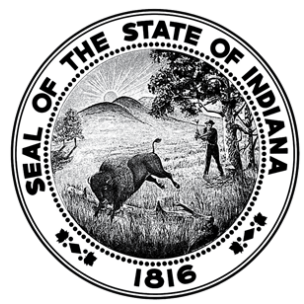
# 1782 Notice Recipients

## 1782 Notice Recipients

Use this form to register any recipients of this unit's 1782 notice e-mail.

Contact Name	Contact Email	Phone Number (Optional)	Action
Steve McQueen	SMcQueen@email.com	(555) 123-4567	<a href="#">Edit</a> --- <a href="#">Delete</a>
<input type="text" value="Leia Burke"/>	<input type="text" value="LBurke@email.com"/>	<input type="text" value="(555) 765-5321"/>	<a href="#">Add</a>

- After the Department reviews your budget, a 1782 Notice is emailed to everyone on this form.
- The 1782 Notice contains the budgets, levies, and rates that would be certified if no changes are requested.
- You will have 10 days to respond with any requested changes.
- Last year's entered recipients will be carried over. Please carefully review and update as needed. The Department recommends adding multiple recipients to this form.



# Submitting Budget Forms

**Form Signature**

**NAME**  
Leia Burke

**TITLE**  
Clerk-Treasurer

**SIGNATURE/PIN**  
●●●●

**DATE**  
02/28/2018

**1) Sign and Date**  
↓  
✓ SIGN AND DATE FORM


**2) Ready to Submit**  
↓  
 Ready to Submit


- Once the forms are completed sign the form with your name, title, and 4 digit PIN.
- If you don't recall your PIN, please contact our Gateway Support Team at [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov).
- Once signed, mark the form as "Ready to Submit".






# Submitting Budget Forms


**Current Year Financial Worksheet: Additional Calculations for Form 4B** 


 [Click to edit form](#)


 [Click to submit completed form to DLGF](#)



**Click to Submit**

**Current Year Financial Worksheet: Additional Calculations for Form 4B** 

 [Click to view form](#)

 This form has been submitted.

Submitted on 2/28/2018 2:59:02 PM

- On the Budget Form Menu, select the form and then click the green submit button to submit.
- The DLGF expects all forms to be submitted within 48 hours of adoption. The only exception would be the Debt Worksheet which is not submitted if the unit doesn't have a debt service fund.



# Budget Forms – Submitted



[Error Prevention Report](#)



[Budget Forms Flow Chart](#)

**Current Year Financial Worksheet: Additional Calculations for Form 4B**



[Click to view form](#)



This form has been submitted.

Submitted on 10/11/2017 11:30:57 AM

**Debt Worksheet**

**Form 1: Budget Estimate**

**Form 2: Estimate of Miscellaneous Revenues**

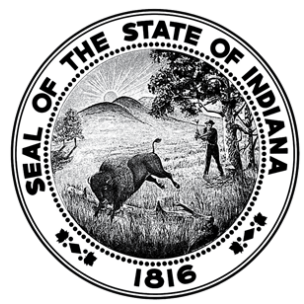
**Form 3: Notice to Taxpayers**

**Form 4: Ordinance / Resolution of Appropriations and Tax Rates**

**Form 4A: Budget Report**

**Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate**

**1782 Recipients: Registration of 1782 Notice E-mail Recipients**



# Binding-Review Units

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A Binding-Review unit's approval is completed by a separate adopting body. The overall budgeting process is the same for binding units, except the tasks are split between the binding and adopting units.

## Binding Unit

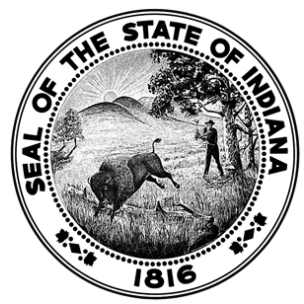
- Prepare Budget Forms
- Access switched to read-only on September 4<sup>th</sup>, but typically occurs on the 1<sup>st</sup>

## Adopting Unit

- Submit Form 3: Notice to Taxpayers
- Adopts Form 4 Ordinance
- Submits budget forms



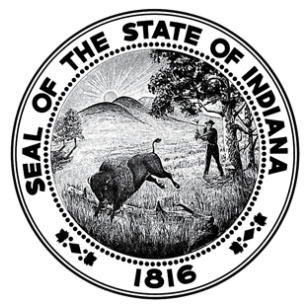
# Preparing for Budget Workshops



# What are Budget Workshops?

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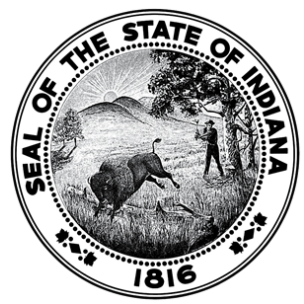
- A local one-on-one meeting with your DLGF Budget Field Representative.
- Unit brings all relevant prepared financial information and priorities related to the budget and the Department can:
  - Work through completion of several budget forms and discuss options to achieve a fundable budget.
  - Help ensure timely public and adoption meetings.
  - Answer budget questions.
- Most non-school units have the opportunity to have the following, more difficult forms, uploaded into Gateway:
  - CYFW, Form 2, 3, and 4B's advertised column.



# Budget Workshops Benefits

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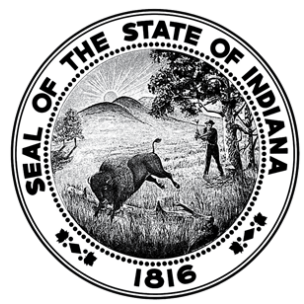
- Units attending workshops may receive an upload of many of completed budget forms into Gateway. If you receive an upload into Gateway you will also receive:
  1. A checklist that will walk you through the remainder of the budgeting process.
  2. Guidance on adopting fundable budgets that are within the max levy. This can allow you to walk away from your Budget Workshop with a very good understanding of what will likely be your certified budgets and levies.



# Preparing for Budget Workshops

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- **Accessing prior years' information:** The Department recommends taking a look at historical data to help officials evaluate what changes are needed to meet it's goals.
  - Taking a look at the 2018 Budget is a possible starting point for 2019's Form 1.
  - Comparing 2017's expenses against revenues can provide a better picture of if the spending is sustainable.
  - Comparing the 2017 budget against the actual expenses can help in the evaluation of accurate budgeting.
  - Comparing the 2017 estimated revenues to actuals can help ensure that conservative estimates are being used.
- **Accessing reports issued by the DLGF:** The DLGF issues many reports whose sole purpose is to aid you in the preparation of your budgets.



# Accessing Historical Budgets on our Public Site

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- Prior year information can also be found on Gateway's Public Site: [Gateway.in.gov](http://Gateway.in.gov)
- Select Report Builder and Budgets to view many budget forms previously submitted.
- You can also select SBoA's Annual Financial Report and compare your 2017 expenses to the 2017 revenues.



## [Budgets](#)

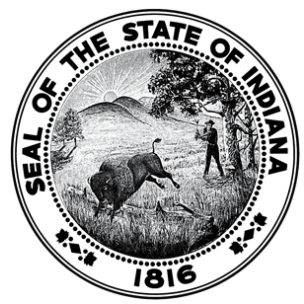
Every local government unit with authority to levy a property tax must submit a budget for the coming calendar year to DLGF, which has the responsibility to review and certify budgets and set tax levies and tax rates.



## [Annual Financial Report](#)

Multiple reports detail the receipts and expenditures of each local government unit, reflecting income and expenditures for a full calendar year. The primary purpose is to assist in the auditing of government units.






# Accessing Historical Budgets in Gateway

- In many of the Gateway applications, you can view a previous year's forms by changing the year from the drop down menu.

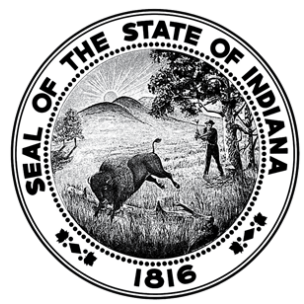
## Select Unit from List

Currently Viewing Year: 2019 

Click a link below to select: 2018

Unit Code	Unit Name Link	Unit Type	Unit County	User Role
0000	<a href="#">Boone County</a>	County	Boone	Editor

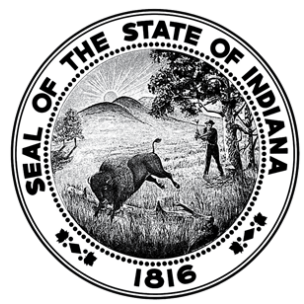
2019  
2018  
2017  
2016  
2015  
2014  
2013  
2012



# DLGF Issued Reports

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- The County Specific Information page on the Department's website is where you can find the following information:
  - Budget Orders
  - Maximum levy estimates
  - Property Tax Cap estimates
  - Local Income Tax estimates
  - Miscellaneous revenue estimates
- This page can be accessed by going to [www.in.gov/dlgef](http://www.in.gov/dlgef), selecting "[County Specific Information](#)" and choosing your county.



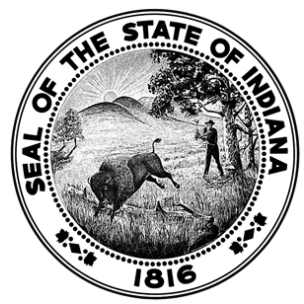
# Memos & Presentations

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- This section of the website is where the following memos and more are posted:
  - Additional Appropriation and Transfers
  - Cumulative Fund Establishment
  - Excess Levy Appeals
  - Various DLGF presentations
- This page can be accessed by going to [www.in.gov/dlgf](http://www.in.gov/dlgf) and selecting “[Memos and Presentations](#)”.

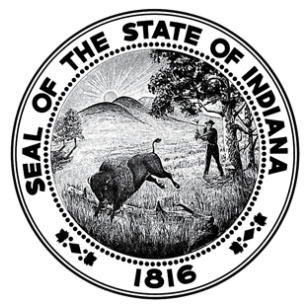


# What to Bring to Budget Workshops



# What to Bring to Budget Workshops

Applies to everyone?	Documentation to Bring
<u>Yes</u>	Financial report or ledger totals for first six months expenditures broken down by fund.
<u>Yes</u>	June 30 <sup>th</sup> Cash balance (including investments) for each fund
<u>Yes</u>	Confirmed public hearing and adoption dates along with times and locations of each meeting (Quorum needed).
<u>No</u>	<i>List of encumbrances.</i>
<u>No</u>	Any Reduction Ordinances/Additional Appropriations done the first 6 months or planned for the second 6 months.
<u>No</u>	<i>Amortization schedules (units with debt).</i>

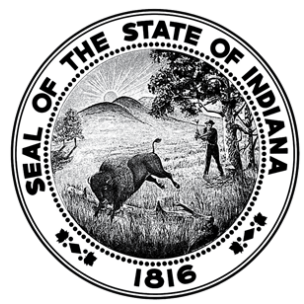


# What to Bring to Budget Workshops

Applies to everyone?	Budget Forms to Bring
<u>Yes</u>	<p>Completed Form 1: Line Item Budget Estimate</p> <ul style="list-style-type: none"><li>• Includes all budgeted line items for 2019</li><li>• Broken down by fund, department (if any), expenditure category and line item</li><li>• Line items have rolled over from last year (all except Capital Outlays), just enter amounts in advertised column and save before moving to a new category or fund.</li></ul>
<u>No</u>	<p>Completed Form 2: Revenue estimates for each fund</p> <ul style="list-style-type: none"><li>• We can assist with estimates for Excise, CVET, FIT and a few other revenues.</li><li>• Some smaller units receive only these revenues and would not need to complete Form 2 before workshops</li></ul>



# 1782 Notice and Budget Certification

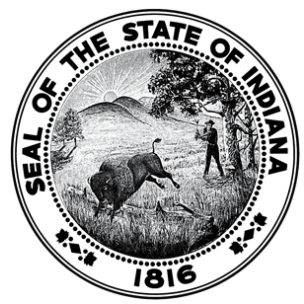


# 1782 Notice

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- Adopting fundable budgets within the maximum levy will help prevent reductions by the DLGF.
- Once the 1782 Notice is received, remember to:
  - Review early to allow time for a response.
  - Look closely at the 1782 Notice Notes page that summarizes the changes.
  - Compare the adopted budgets and levies on Form 4 to Line 1C and 16 of the Fund Report.
  - Return the cover page along with an explanation of any requested change.
  - If you have questions, contact your Field Rep.





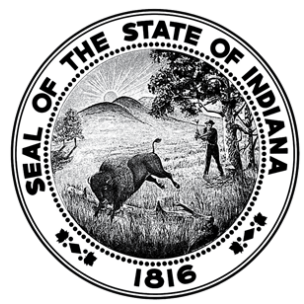
# DLGF Budget Certification

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- Once the 1782 Notice's 10 day window expires, the DLGF makes the requested changes (when possible), performs a final review and begins preparing the Budget Order.
  - New December 31 Budget Order due date (IC 6-1.1-17-16)
    - Budget Orders to be certified 6 weeks sooner.
    - Each unit will begin the year with knowing their certified budget and property tax levy.
    - If new debt is being issued in December, the due date is extended to January 15.
  - The following can greatly help us in achieving the new deadline:
    - Attend Budget Workshops.
    - Adopt and submit budgets earlier.
    - Adopt fundable budgets within the maximum levy.



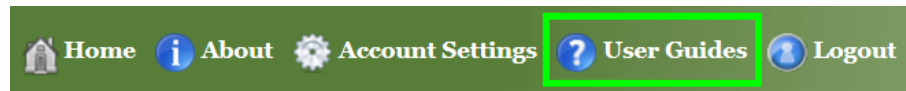
Questions?

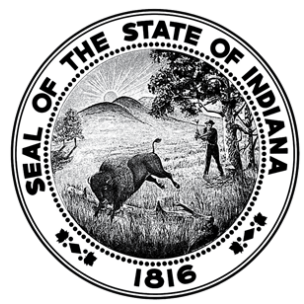


# Resources

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- User Guides
- Information Icons
- YouTube Training Videos
  - [www.youtube.com/user/DLGFgateway](http://www.youtube.com/user/DLGFgateway)
- DLGF Memos (Budget Calendar and more!)
  - [www.in.gov/dlgf/2444](http://www.in.gov/dlgf/2444)
- Email
- Call

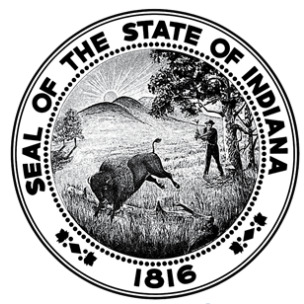




# Contact the Department

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- 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)



# Budget Field Staff

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County assignments can be found at:

[www.in.gov/dlgf/files/Field\\_Rep\\_Map - Budget.pdf](http://www.in.gov/dlgf/files/Field_Rep_Map_-_Budget.pdf)

Miranda Bucy	(317) 650-6848	<a href="mailto:mbucy@dlgf.in.gov">mbucy@dlgf.in.gov</a>
Ryan Burke	(317) 719-3546	<a href="mailto:rburke@dlgf.in.gov">rburke@dlgf.in.gov</a>
Kim Chattin	(317) 650-6157	<a href="mailto:kchattin@dlgf.in.gov">kchattin@dlgf.in.gov</a>
George Helton	(317) 650-5254	<a href="mailto:ghelton@dlgf.in.gov">ghelton@dlgf.in.gov</a>
Wayne Hudson	(317) 650-4444	<a href="mailto:whudson@dlgf.in.gov">whudson@dlgf.in.gov</a>
Vicky Neeley	(317) 607-7524	<a href="mailto:vneeley@dlgf.in.gov">vneeley@dlgf.in.gov</a>
Robert Norris	(317) 650-3932	<a href="mailto:robnorris@dlgf.IN.gov">robnorris@dlgf.IN.gov</a>
Kurt Ott	(317) 650-2497	<a href="mailto:kott@dlgf.in.gov">kott@dlgf.in.gov</a>
Dawn Ray	(317) 677-2667	<a href="mailto:dray@dlgf.in.gov">dray@dlgf.in.gov</a>
Judy Robertson	(317) 650-2508	<a href="mailto:jrobertson@dlgf.in.gov">jrobertson@dlgf.in.gov</a>
Michelle Rogers	(317) 447-2941	<a href="mailto:mrogers@dlgf.in.gov">mrogers@dlgf.in.gov</a>
Heather Witsman	(317) 694-3017	<a href="mailto:hwitsman@dlgf.in.gov">hwitsman@dlgf.in.gov</a>