**2019 Budget School Information for Review Purposes**

Please mail this completed form and the requested information to your Field Representative (<http://www.in.gov/dlgf/files/Field_Rep_Map_-_Budget.pdf>) within two days after the adoption meeting.

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| --- | --- | --- | --- |
| School Name: |  | County: |  |
| Contact Person: |  | Title: |  |
| Telephone: |  | Fax: |  |
| Mailing Address: |  | Email: |  |
| Alternate contact: (if applicable) |  | | |
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1. **Excess levy appeal** for increased transportation costs – must be filed directly with the Indianapolis office of the Department of Local Government Finance. Appeals may be mailed or emailed to the Office. Last date to file is Oct. 19, 2018.
2. **Operations levy appeal** related to a bus replacement plan as described in IC 20-46-8-4 – must be filed directly with the Indianapolis office of the Department of Local Government Finance. Appeals may be mailed or emailed to the Office. School corporations are very strongly encouraged to file all applicable paperwork by mail or email no later than Oct. 19, 2018.
3. **Budget Forms** – **Must be submitted via Gateway for 2018 pay 2019**

( ) Prescribed Budget Forms 1, 2, 4A, and 4B for each fund, along with Forms 3 and 4.

( ) Current Year Financial Worksheet (formerly line 2 Worksheet)

\_\_ include a copy of the [CYFW workbook](https://www.in.gov/dlgf/files/pdf/180706%20-%20Van%20Dorp%20Memo%20-%20CYFW%20HEA%202017-1009%20HEA%202018-1167%20Transition%20Template.xlsm) that crosswalks your current funds to the new funds created by HEA 1009-2017 and HEA 1167-2018

\_\_ include a copy of any appropriation reduction resolution(s), if applicable.

( ) Debt Service Worksheet(s)

( ) 1782 Recipients: Registration of 1782 Notice E-mail Recipients

1. **Reports to be submitted via U.S. mail**

( ) Encumbrance information from 2017 (part of Form 9 for July 1 – December 31, 2017)

( ) DOE Form 9 for July 1 – December 31, 2017

( ) DOE Form 9 for January 1 – June 30, 2018

( ) Expenditure history report for debt funds (July 1, 2017 to the present)

( ) Original/actual Final amortization and/or lease rental schedules (schedules internally generated in Excel or word document are not acceptable) for debt issued this year, including refunding, refinancing, or restructured debt.

( ) For new debt: board resolutions, proofs of all publications, and notices required by law pertaining to the debt including notice of determination and auditor certificate (if applicable)

( ) Lease rental affidavits

( ) Actual temporary loan interest for the last half of the current year, if applicable.

( ) Supplemental report of unreimbursed textbooks (showing student name, grade, and amount) if higher than amount certified by DOE.

1. **Additional information to be uploaded in the Budget Application of Gateway**

( ) Resolution adopting the Capital Projects Plan

( ) Resolution adopting the Bus Replacement Plan

( ) Copy of School Board Resolution requesting fixed rate, cap, levy, combination fixed rate, etc. (if applicable)

( ) Waivers: Approving Order from the DLGF for exemption from protected taxes plus the workbook and current circuit breaker reported used for the workbook detailing transfers needed and line 7 calculations (if applicable).

( ) Reallocations: For school corporations that received a Determination of Eligibility, worksheets detailing circuit breaker re-allocation, transfers needed, and line 7 calculations.

( ) Any other information the DLGF needs to prepare preliminary budget (i.e.: debt restructuring, petition for an adjustment to the Bus Replacement levy, documentation for successful referendums, etc.)

( ) Was a new Referendum fund approved via Ballot? \_\_\_\_ Yes \_\_\_\_\_ No

( ) Transfer resolutions (Required for Rainy Day Transfers in the last half of 2018)