



# Department of Local Government Finance

## Newly Elected County Officials

February 2021



# Agency Overview

The Department of Local Government Finance is responsible for ensuring property tax assessment and local government budgeting are carried out in accordance with Indiana law. The Department is charged with publishing property tax assessment rules and annually reviewing and approving the tax rates and levies of every political subdivision in the state, including all counties, cities, towns, townships, school corporations, libraries, and other entities with tax levy authority.



# Commissioner



## Commissioner

Name: Wes Bennett

Telephone: (317) 234-5720

Email: [WBennett@dlgf.in.gov](mailto:WBennett@dlgf.in.gov)

- Started as Commissioner in September 2017.
- Former Clerk-Treasurer for Town of Plainfield.



# Assessment Division

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# Assessment Division



## Assessment Division Director

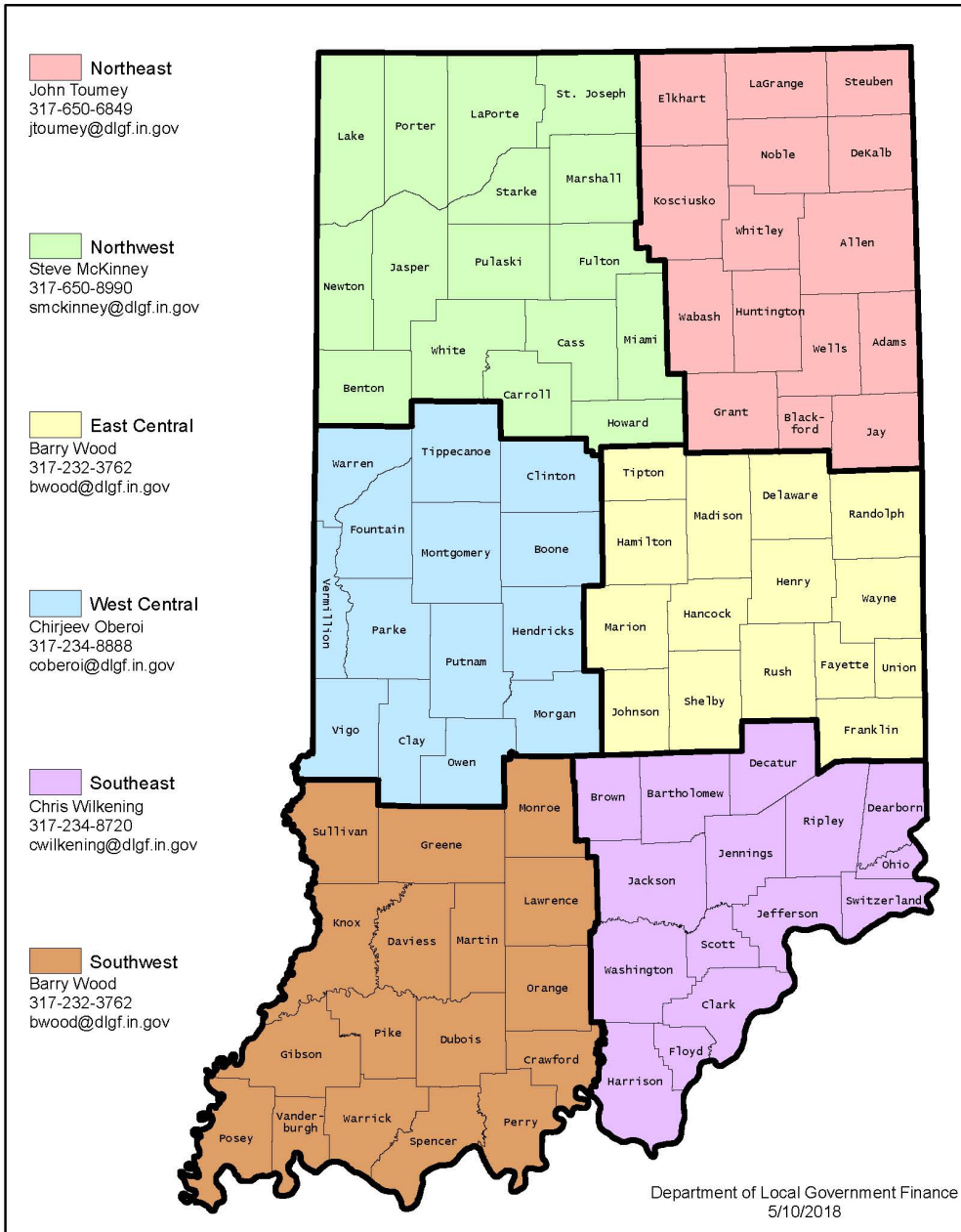
Name: Barry Wood

Telephone: (317) 232-3762

Email: [BWood@dlgf.in.gov](mailto:BWood@dlgf.in.gov)

- Been with the Department since 2005.
- Former elected township assessor.

## Assessment Field Representative County Assignments



- The [Assessment Field Representatives](#) are the primary assessment contacts with the Department.
- The Staff has a combined 100 years of Indiana assessment experience.
- While available by email and phone, the Staff is remotely located for easy accessibility to local officials.



# Assessment Division

- The core functions of the Assessment Division are:
  - Promote consistent assessment procedures throughout the State by providing guidance, technical instruction and assistance to locally elected officials
  - Assessment of the large industrial facilities in the northwest part of the state;
  - The statewide assessment of public utilities; oversight of annual adjustment/equalization ratio studies;
  - Provides training to assessing officials; and
  - Administers an assessment certification program.



# Personal Property Online Portal for Indiana

What is PPOP-IN?

- The new, 24/7, self-service Personal Property Online Portal for Indiana (“PPOP-IN”) will allow taxpayers and authorized agents to file their personal property return online. Taxpayers will also have the ability to upload additional personal property forms and any necessary supporting documentation.
- The Department has partnered with XSoft to develop this new system.



# Budget Division



# Budget Division



## Budget Division Director

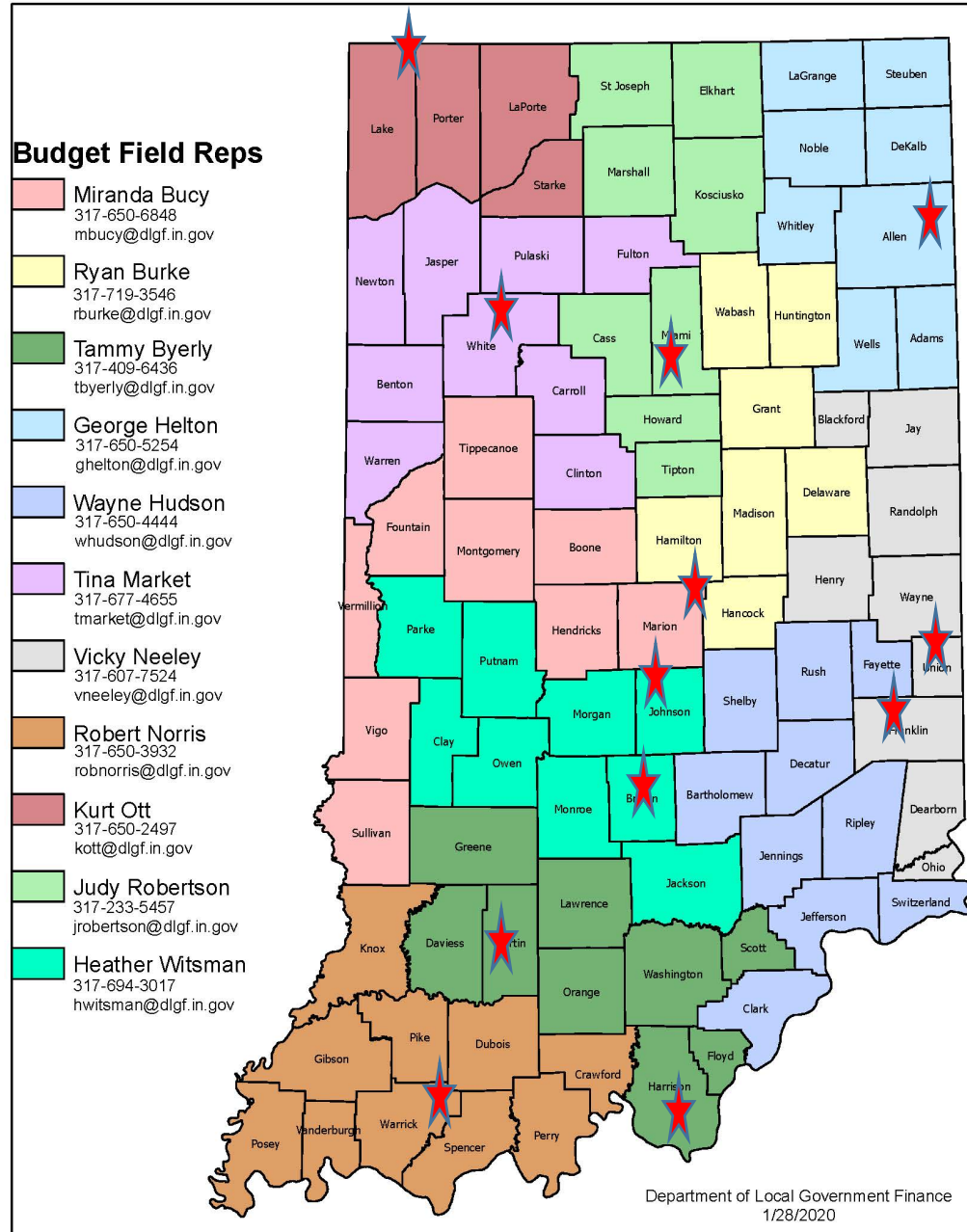
Name: Fred Van Dorp

Telephone: (317) 234-3937

Email: [fvandorp@dlgf.in.gov](mailto:fvandorp@dlgf.in.gov)

- Been with the Department since 2017.
- Former Local Government Division Director with the Auditor of State's Office.

## Budget Field Representative County Assignments



- The [Department Budget Field Representatives](#) are your primary contact with the Department.
- The Staff has a combined 200 years of local government budgeting experience.
- While available by email and phone, the Staff is remotely located for easy accessibility to local officials.



# Budget Division

- The Budget Division's primary function is to provide direct support to 2,475 local government officials as they compile, submit, advertise, and adopt their budgets each year.
- Along with your board, staff, associations, State Board of Accounts, financial advisors, and attorney, the Budget Division is one of the resources available to aid you and your office.



# Budget Division

- The Department cannot provide financial or legal advice to local officials.
- The responsibility for the completion, on time submission, and accuracy of any document, report, resolution, petition, or budget created by a local official lies with the official.



# Budget Division - Primary Function

- One of first challenges that all newly elected officials experience is getting accustomed to the new terminology.  
(<https://gateway.ifionline.org/public/glossary.aspx>) Your field representative can assist you with understanding the key components of budgeting and setting your personal budget calendar.

- Certified Levy
- Certified Budget
- Certified Net Assessed Value
- Certified Tax Rate
- Maximum Levy

- Circuit Breaker / Property Tax Caps
- Cumulative Fund Submissions
- Excess Levy Appeals
- Levy Excess Distributions
- Local Income Tax

- Officials are encouraged to begin having budget conversations with their Department field representatives as early as January 2021.



# Communications Division



# Communications Division



## Communications Division Director

Name: Jenny Banks

Telephone: (317) 234-4376

Email: [JBanks@dlgf.in.gov](mailto:JBanks@dlgf.in.gov)

- Been with the Department since 2012.



# How to Stay Informed

Please register your email with the Department by emailing your contact information to [Jbanks@dlgf.in.gov](mailto:Jbanks@dlgf.in.gov).

Be sure to include:

- Your County
- Your Unit Name
- Your Name
- Your Email Address (official email address is preferred)



# Webinars & Surveys

**Webinars:** The Department will be holding a monthly webinar for local officials in 2021. Information is posted on the Department website.

(<https://www.in.gov/dlgf/9697.htm>)

**Surveys:** The surveys are an important tool to provide feedback to the Department. Please complete all surveys to share your thoughts.



# Data Analysis Division



# Data Analysis Division



## Data Analysis Division Director

Name: James Johnson

Telephone: (317) 234-8274

Email: [JJohnson@dlgf.in.gov](mailto:JJohnson@dlgf.in.gov)

- Been with the Department since 2012.



# Data Analysis Division

- The core functions of the Data Analysis Division are:
  - Conducting compliance reviews on property assessment and property tax related datasets submitted by county assessors and county auditors.
  - Testing and certifying property assessment and property tax software systems used by county assessors and county auditors.
  - Fulfilling numerous data requests from a variety of stakeholders.



# Information Systems Division

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# Information Systems Division



## Information Systems Division Director

Name: Scott Maitland

Telephone: (317) 233-8347

Email: [SMaitland@dlgf.in.gov](mailto:SMaitland@dlgf.in.gov)

- Been with the Department since 2018.



# Gateway - Introduction

- Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens.
- <https://gateway.ifionline.org/>



# Gateway - Introduction

Contains 24 different applications from 6 different State Agencies. Each application is used for submitting a unique set of data to the State, organized by Agency.



[Home](#) [About](#) [Account Settings](#) [User Guides](#) [Logout](#)

## Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include [Department of Local Government Finance](#), [State Board of Accounts](#), [Indiana Education Employment Relations Board](#) and [Indiana Gaming Commission](#).

### Select Application

Department of Local Government Finance (DLGF)	Deadline	State Board of Accounts (SBOA)	Deadline
<a href="#">New* Additional Appropriations</a>	<a href="#">Details</a>	<a href="#">100R</a>	<a href="#">Jan 31</a>
<a href="#">Abstract</a>	<a href="#">Details</a>	<a href="#">Annual Financial Report</a>	<a href="#">Details</a>
<a href="#">Assessor Reports</a>	<a href="#">Mar 31</a>	<a href="#">Monthly and Annual Engagement Uploads</a>	<a href="#">Details</a>
<a href="#">Budgets</a>	<a href="#">Details</a>	<a href="#">Conflict of Interest Disclosure</a>	<a href="#">15 days after final action on the contract or purchase</a>
<a href="#">Data Entry for CNAV and Form 22</a>	<a href="#">Details</a>	<a href="#">E-1 Entity Annual Report</a>	<a href="#">60 days after entity's fiscal year ends</a>
<a href="#">Debt Management</a>	<a href="#">Details</a>	<a href="#">ECA Risk Report</a>	<a href="#">Aug 29</a>
<a href="#">Economic Development Reporting</a>	<a href="#">Sep 30</a>		
<a href="#">File Transmission</a>	<a href="#">Details</a>		
<a href="#">Other Post-Employment Benefits</a>	<a href="#">Mar 1</a>		
<a href="#">SB 131 Reporting for SWMDs</a>	<a href="#">Mar 1</a>		
<a href="#">TIF Management</a>	<a href="#">Apr 15</a>		
Indiana Education Employment Relations Board (IEERB)	Deadline	Department of Workforce Development (DWD)	Deadline
<a href="#">Bargaining Status Form I</a>	<a href="#">Nov 15</a>	<a href="#">CTE Appeals</a>	<a href="#">June 25</a>
<a href="#">Collective Bargaining Reporting</a>	<a href="#">Apr 15</a>		
		Indiana Gaming Commission (IGC)	Deadline
		<a href="#">Local Development Agreement</a>	<a href="#">Mar 1</a>
		Bureau of Motor Vehicles	Deadline



# Gateway – Support

Users experiencing any issues with Gateway, Gateway Login, or the submission of information on Gateway please contact the Agency responsible for that application.

Contact Information for all Agencies:

<https://gateway.ifionline.org/public/contact.aspx>

Contact for DLGF:

[Support@DLGF.in.gov](mailto:Support@DLGF.in.gov)



# Legal Division



# Legal Division



## General Counsel/Legal Division

Name: Emily Crisler

Telephone: (317) 234-8624

Email: [EmCrisler@dlgf.in.gov](mailto:EmCrisler@dlgf.in.gov)

- Been with the Department for two years.
- Served the State of Indiana since 2012.



# Legal Division

- The Legal Division is responsible for a variety of different functions, including:
  - Interpretation of statutes and administrative rules to ensure accurate application of various property tax laws.
  - Review of legal appeals on excess levy appeals and cumulative fund re-establishments.
  - Review of proposed referendum questions.
  - Acting as the Department's legislative liaison.



# How To Stay Informed



# Department Website

Website: <https://www.in.gov/dlgf/>

- Contact Us - <https://www.in.gov/dlgf/2338.htm>
- (317) 232-3777

Gateway: <https://gateway.in.gov>

- [Support@dlgf.in.gov](mailto:Support@dlgf.in.gov)
- (317) 234-4480



# Website

## Memos

- <https://www.in.gov/dlgf/2444.htm>

## Presentations:

- <https://www.in.gov/dlgf/9725.htm>

## County Specific Information

- <https://www.in.gov/dlgf/2339.htm>



# Calendars

<https://www.in.gov/dlgf/2385.htm>

- Budget Calendar
- Assessment Calendar
- Data Submission Calendar
- Gateway Submission Calendar



# Questions?

- Main Office
  - Telephone: (317) 232-3777
  - Website: [www.in.gov/dlgf](http://www.in.gov/dlgf)
- Gateway Support
  - Telephone: (317) 234-4480
  - Email: [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov)