



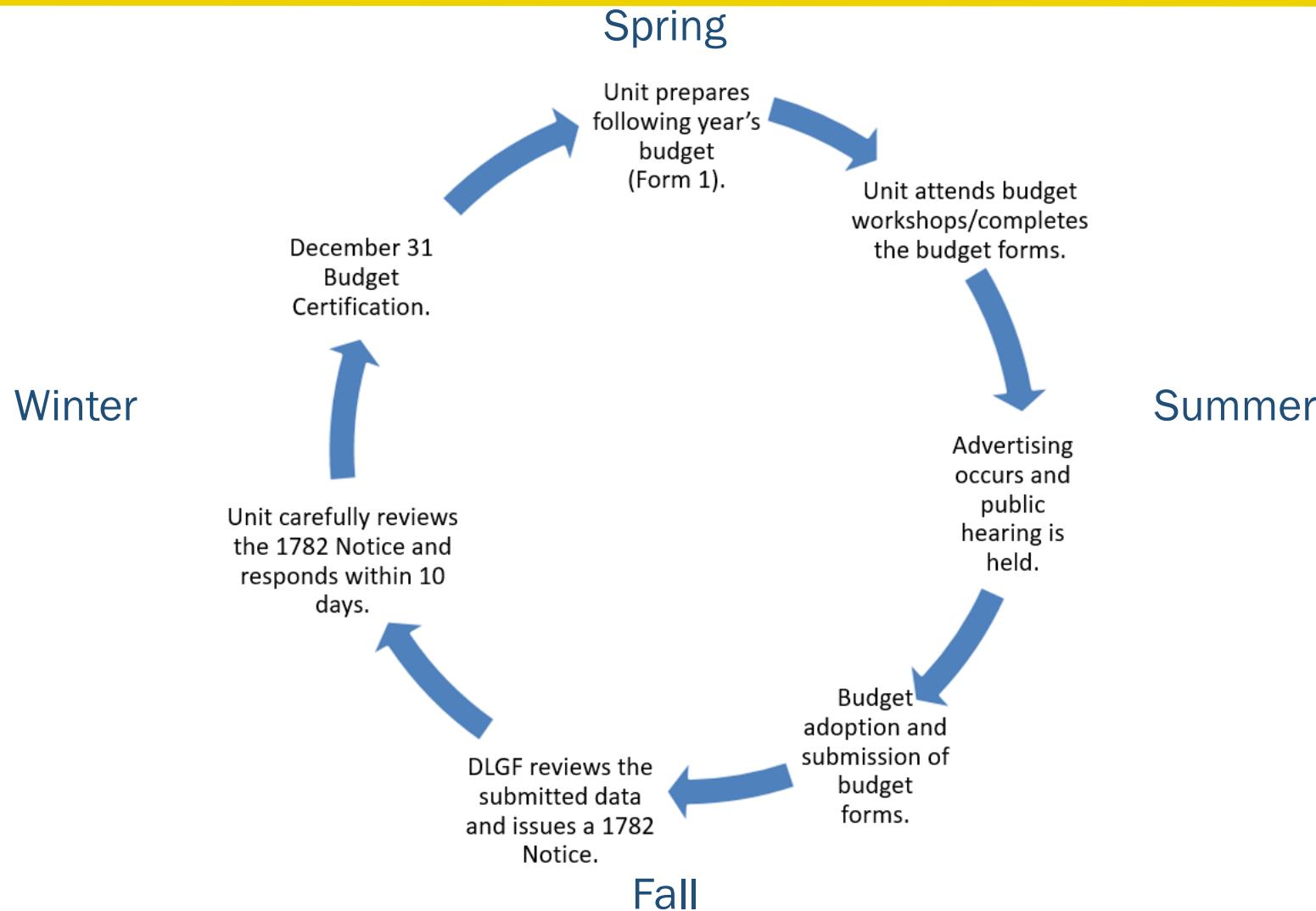
Department of Local Government Finance

Budget Preparation

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February 2023



The Budget Process: Simplified





Agenda

- Budget Order Review
- Form 4B: Understanding the “Estimated Cash Flow Statement”
- Reconcile budgeted amounts to actuals
- Resources



Budget Order



Budget Order

- Budget – A financial plan that includes both revenues and expenditures and covers a specified period of time.
 - A budget is prepared by each unit and is reviewed/certified by the Department.
 - The budget forms in Gateway cover 18 months beginning with June 30 of the current year.



Budget Order

- The release of the Budget Order signifies the end of one Budget Cycle and the beginning of the next.
- Budget Order contains the state's certification of:
 - Appropriation (Budget).
 - Property Tax Levy.
 - Property Tax Rate.



Where to find the Budget Order

- <http://www.in.gov/DLGF>
- County Specific Information



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Contact Your Local Officials

County Specific Information

Legislation & Policy Information



[Adams](#)

[Allen](#)

[Bartholomew](#)

[Benton](#)

Budget

The budget order is a critical document in calculating tax bills. The order contains the tax rates and fund of each taxing unit in a county. The order also gives the total tax rate for each county.

[2023 Adams County Budget Order - Issued December 30, 2022](#)

- [2022 Adams County Budget Order](#) - Issued December 17, 2021
- [2021 Adams County Budget Order AMENDED](#) - Issued February 12, 2021
- [2021 Adams County Budget Order](#) - Issued December 18, 2020
- [2020 Adams County Budget Order](#) - Issued December 6, 2019
- [2019 Adams County Budget Order](#) - Issued December 6, 2018



Budget Order

- Fund – A separate set of accounts established to carry out a specific purpose or activity.
 - Some funds require Department approval, while others are considered “reporting-only.”
 - Reporting only funds do not appear on the Budget Order.

<u>Fund</u>	<u>Fund Name</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0101	GENERAL	\$75,000	\$216,242,331	\$40,870	\$0.0189

Budget approved for displayed amount.

Rate reduced due to increased assessed valuation.



Budget Order

- Appropriation (also referred to as Budget) – Permission to spend funds that the unit has or will receive.
 - This amount is advertised and adopted by the unit and then certified by the Department.
 - Money in a fund may not be spent unless there is an appropriation.

<u>Fund</u>	<u>Fund Name</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0101	GENERAL	\$75,000	\$216,242,331	\$40,870	\$0.0189

Budget approved for displayed amount.

Rate reduced due to increased assessed valuation.



Budget Order

- Levy – The certified amount of property taxes to be received.
 - This is often a unit's largest source of revenue.
 - Certain factors can cause the unit to receive less than the certified levy such as collection issues and "Circuit Breaker" losses due to statutory tax caps.

<u>Fund</u>	<u>Fund Name</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0101	GENERAL	\$75,000	\$216,242,33	\$40,870	\$0.0189

Budget approved for displayed amount.

Rate reduced due to increased assessed valuation.



Budget Order

- Net Assessed Value (NAV) – The total taxable value of property that is within the unit's boundaries.
 - The county assessor prepares the gross AV and then the county auditor applies exemptions and deductions before certifying the NAV.

<u>Fund</u>	<u>Fund Name</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0101	GENERAL	\$75,000	\$216,242,331	\$40,870	\$0.0189

Budget approved for displayed amount.

Rate reduced due to increased assessed valuation.



Budget Order

- Tax Rate – The rate to be charged to taxpayers.
 - It is calculated as the property tax levy divided by the Net Assessed Value, multiplied by 100.
 - The tax rate is expressed in terms of “dollars per \$100 of assessed value.”

<u>Fund</u>	<u>Fund Name</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0101	GENERAL	\$75,000	\$216,242,331	\$40,870	\$0.0189

Budget approved for displayed amount.

Rate reduced due to increased assessed valuation.



Budget Order Review



Budget Order Review

- Budget approved or reduced?
 - If reduced make applicable reductions to the Form 1.

**STATE OF INDIANA
DEPARTMENT OF LOCAL GOVERNMENT FINANCE
2023 Budget Order**

<u>Fund</u>	<u>Fund Name</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0061	RAINY DAY	\$41,350	\$6,025,209	\$0	\$0.0000
0101	GENERAL	\$178,175	\$6,025,209	\$36,838	\$0.6114

Budget approved for displayed amount.

Budget has been decreased because projected revenues are insufficient to fund the adopted budget.

Rate reduced due to increased assessed valuation.



Budget Order Review

- Where to find Form 1, and how to export it.
- You will not make the adjustments in Gateway but will need to make the adjustments in your financial software or ledger books.

The screenshot shows the "Current Year Financial Worksheet: Additional Calculations for Form 4B" interface. A blue arrow points from the "Click to view form" link in the "Form 1: Budget Estimate" section to the "Print/View Form 1" dropdown menu. Another blue arrow points from the "Print/View Form 1" dropdown menu to the "Word" option in the export menu. The "Word" option is highlighted in the export menu.

Selected Year: 2023 | Selected Unit: Hancock County - 0647 Shirley Civil Town, Hancock Co.

Click Here for Print/View Options

Print/View Form 1 for **Selected Fund** in All Formats
Print/View Form 1 for All Funds for **Selected Unit** in All Formats
Print/View Form 1 for **Interactive Department** in All Formats

ESTIMATE FOR

Select Fund:

0101 - GENERAL

Prescribed by the Department of Local Government Finance
Approved by the State Board of Accounts

Budget Form 1 - Budget Estimate
Year: 2023

Fund	Department	Category	Sub	
0005 - CASINO/RIVERBOAT	NO DEPARTMENT	SERVICES AND CHARGES	Prof	
0005 - CASINO/RIVERBOAT	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	242002360.000



Budget Order Review

- Revising Form 1 in Excel (or PDF)
 - Careful the totals, don't automatically recalculate.
- If your unit of government has accounting software, it will likely be able to track the appropriations electronically.

Budget Form 1 - Budget Estimate

Year: 2023

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	101002111.000	GEN - TOWN COUNCIL SALARIES	\$2,050	\$2,050
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	101002112.000	GEN - CLERK/TREASURER	\$14,000	\$14,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	101002115.000	GEN - MARSHALL & DEPUTY SALARY	\$113,000	\$113,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	101002116.000	GEN - MAINTENANCE SALARY	\$32,200	\$32,200
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	101002117.000	GEN - TOWN HELP	\$14,000	\$14,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	101002118.000	GEN - FD OFFICERS	\$12,000	\$12,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	101002131.000	GEN - ER SHARE FICA	\$15,000	\$15,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	101002133.000	GEN - ER SHARE OTHER BENEFITS	\$45,000	\$45,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	101002150.000	457 5% EMPLOYER CONTRIBUTION	\$7,500	\$7,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Other Personal Services	101002149.000	GEN - UNEMPLOYMENT	\$500	\$500



Budget Order Review

- Do you have sufficient Appropriations for the Budget year?
 - The Department's level of review during budget certification or Additional Appropriations focuses primarily on the proper procedure being followed and that the budget is fully funded.
 - The Department does not factor in the presence of deficit spending as this is a local decision, but it is important to ensure that you maintain sufficient cash flows.



Budget Order Review

- Any Levy Excess listed (rare)?
 - If so, be sure to transfer this amount from the levy excess fund to the fund listed.
 - The levy excess fund cash balance on your books should be \$0, if not contact your Department Budget Field Rep for assistance.

STATE OF INDIANA
DEPARTMENT OF LOCAL GOVERNMENT FINANCE
2023 Budget Order

Fund	Fund Name	Certified Budget	Certified AV	Certified Levy	Certified Rate
0101	GENERAL	\$51,650	\$350,362,849	\$12,263	\$0.0035

To fund the 2023 budget, this unit is authorized to transfer \$143.00 from the Levy Excess Fund.

Budget approved for displayed amount.

Rate reduced due to application of levy excess fund.



Form 4B – Cash Flow Estimate Revisions



Form 4B – Financial Statement

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



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



Form 4B: Financial Statement

- This form is broken down into 2 separate time periods:
 - Last six months of current year:
 - June 30 beginning cash balance
 - Revenues
 - Expenses
 - Estimated ending cash balance
 - Budget year:
 - Revenues
 - Expenses
 - Estimated ending cash balance



Budget Form 4B

- Last six months of current year section:

Beg. Cash Balance Revenues
Expenses
Ending Cash Balance

July to December - 2020		
Cash Balance and Revenues		
1. June 30th Cash Balance	(Line 6)	100,000
2. Property Taxes to be Collected	(Line 7)	50,000
3. Miscellaneous Revenue	(Line 8A)	30,000
4. Total Cash and Revenues		180,000
Expenses		
5. Necessary Expenditures	(Line 2)	90,000
6. Additional Appropriation	(Line 3)	-
7. Outstanding Temporary Loans and Transfers	▼	-
7a. Transfers Out and Outstanding Temporary Loans	(Line 4A)	-
7b. Reserved		-
7c. School Transfers	(Line 1A)	-
8. Total Expenses		90,000
9. Estimated December 31st, 2020 Cash Balance (Line 4 - 8)		90,000



Budget Form 4B

- Budget year section:

Budget Year - 2021			
		Advertised	Adopted
	10. Reserved for DLGF application of Levy Excess		
Revenues	11. Property Tax Levy ⓘ (Line 16)	100,000	100,000
	12. Property Tax Cap Impact ⓘ (Tax Cap)	(10,000)	(10,000)
	13. Miscellaneous Revenue ⓘ (Line 8B)	60,000	60,000
	14. Total 2021 Revenues	150,000	150,000
	Expenses	Advertised	Adopted
Expenses	15. 2021 Budget Estimate ⓘ (Line 1)	200,000	200,000
	16. Outstanding Temporary Loans and Transfers ⓘ ▼	-	-
	16a. Transfers Out and Outstanding Temporary Loans (Line 4B)		-
	16b. Reserved		-
	16c. School Transfers (Line 1A)		
	17. Total 2021 Expenses ⓘ	200,000	200,000
Ending Cash Balance	18. Operating Balance - Estimated December 31st 2021 Cash Balance ⓘ (Line 9 + 14 - 17) (Line 11)	40,000	40,000



Form 4B: Financial Statement

- The operating balance is located on Line 18 of Form 4B.
- The operating balance is the estimated cash balance for a fund once the budget year has ended.
- Maintaining an operating balance helps avoid cash flow issues that require short term borrowing.
- Used to pay expenses until the June property tax settlement is received in the following year.



Form 4B: Financial Statement

- This is only an abbreviated overview of Form 4B.
- The Department has prepared a standalone presentation dedicated to understanding the form in its entirety.
 - YouTube video:
 - <https://youtu.be/6AoJcX0Q4w8>
 - PowerPoint presentation:
 - <https://www.in.gov/dlgf/files/200318%20-%20Van%20Dorp%20Presentation%20-%20Introduction%20to%20the%20New%20Form%204B.pptx>



Form 4B Review – Estimated Cash Flows

- Look at the 1782 Notice's “Fund Report” page.
- If changes were requested during the 1782 Notice, be sure to revise the copy that was sent.
- This is an estimated cash flow statement spanning 18 months.

Funds Report Pay 2023

July to December - 2022				
Revenues	Fund: 0101	Fund: 0840	Fund: 1111	Fund: 1190
1. June 30th Cash Balance (6)	30,181	36,195	89,449	140,878
2. Property Taxes to be Collected (7)	14,448	7,682	66,179	48,609
3. Miscellaneous Revenue (8a)	27,388	964	8,374	56,142
4. Total Cash and Revenues	72,017	44,841	164,002	254,629
Expenses				
5. Necessary Expenditures (2)	52,535	26,841	83,828	89,752
6. Additional Appropriation (3)	-	-	-	-
7a. Outstanding Temp Loans (4a)	-	-	50,000	-
7b. Permanent Transfers (4a)	-	-	-	-
7c. School Transfers (4a)	-	-	-	-
8. Total Expenses	52,535	26,841	133,828	89,752
9. Est. Dec.31st, 2022 Cash Balance	19,482	18,000	30,174	164,877
Budget Year - 2023				
Revenues				
10. Levy Excess (15)	-	-	-	-
11. Property Tax Levy (16)	35,732	17,678	160,547	124,076
12. Property Tax Cap Impact	(1,698)	(852)	(7,806)	(5,444)
13. Miscellaneous Revenue (8b)	59,773	1,548	14,110	10,903
14. Budget Year Total Revenues	93,807	18,374	166,851	129,535
Expenses				
15. 2023 Budget Estimate (1)	91,650	35,665	197,025	281,500
16a. Outstanding Temp Loans (4b)	-	-	-	-
16b. Permanent Transfers (4b)	-	-	-	-
16c. School Transfers Out (1a)	-	-	-	-
17. Total 2023 Expenses	91,650	35,665	197,025	281,500
18. Operating Balance (Est. Dec.31st 2023, Cash Balance)	21,639	709	-	12,912
19. Tax Rate (17)	0.0095	0.0047	0.0427	0.0330
20. Assessed Value	376,126,834	376,126,834	375,988,354	375,988,354
Max Levy Type	UT	UT	TF	00



Form 4B Review – Estimated Cash Flows

- The last 6 months of the prior year can be accounted for by revising the ending cash balance and increasing the budget by any encumbrances.

July to December - 2022				
	Fund: 0101	Fund: 0840	Fund: 1111	Fund: 1190
9. Est. Dec.31st, 2022 Cash Balance	19,482	18,000	30,174	164,877
Budget Year - 2023				
Revenues				
10. Levy Excess (15)	-	-	-	-
11. Property Tax Levy (16)	35,732	17,678	160,547	124,076
12. Property Tax Cap Impact	(1,698)	(852)	(7,806)	(5,444)
13. Miscellaneous Revenue (8b)	59,773	1,548	14,110	10,903
14. Budget Year Total Revenues	93,807	18,374	166,851	129,535
Expenses				
15. 2023 Budget Estimate (1)	91,650	35,665	197,025	281,500
16a. Outstanding Temp Loans (4b)	-	-	-	-
16b. Permanent Transfers (4b)	-	-	-	-
16c. School Transfers Out (1a)	-	-	-	-
17. Total 2023 Expenses	91,650	35,665	197,025	281,500
18. Operating Balance (Est. Dec.31st 2023, Cash Balance)	21,639	709	-	12,912
19. Tax Rate (17)	0.0095	0.0047	0.0427	0.0330
20. Assessed Value	376,126,834	376,126,834	375,988,354	375,988,354
Max Levy Type	UT	UT	TF	00



Form 4B Review – Estimated Cash Flows

- Example: The 1111 – Fire fund had an adopted budget of \$200,000 but was only approved for \$197,025 due to insufficient revenues.
- The prior year ending cash balance was \$32,250 and there were no encumbrances.

July to December - 2022	
	Fund: 1111
9. Est. Dec.31st, 2022 Cash Balance	30,174
Budget Year - 2023	
Revenues	
10. Levy Excess (15)	-
11. Property Tax Levy (16)	160,547
12. Property Tax Cap Impact	(7,806)
13. Miscellaneous Revenue (8b)	14,110
14. Budget Year Total Revenues	166,851
Expenses	
15. 2023 Budget Estimate (1)	197,025
16a. Outstanding Temp Loans (4b)	-
16b. Permanent Transfers (4b)	-
16c. School Transfers Out (1a)	-
17. Total 2023 Expenses	197,025
18. Operating Balance (Est. Dec.31st 2023, Cash Balance)	-



Form 4B Review – Estimated Cash Flows

- Any increase to the ending prior year cash balance carries over to the ending budget year cash balance (when there are no encumbrances).

July to December - 2022	
	Fund: 1111
9. Est. Dec.31st, 2022 Cash Balance	\$32,250
Budget Year - 2023	
Revenues	
10. Levy Excess (15)	-
11. Property Tax Levy (16)	160,547
12. Property Tax Cap Impact	(7,806)
13. Miscellaneous Revenue (8b)	14,110
14. Budget Year Total Revenues	166,851
Expenses	
15. 2023 Budget Estimate (1)	197,025
16a. Outstanding Temp Loans (4b)	-
16b. Permanent Transfers (4b)	-
16c. School Transfers Out (1a)	-
17. Total 2023 Expenses	197,025
18. Operating Balance (Est. Dec.31st 2023, Cash Balance)	\$2,076

Ending Prior Year Cash + Budget Year Revenues - Budget Year Expenses = Estimated Budget Year Cash



Reconcile Budgeted Amounts To Actuals



Reconcile budgeted amounts to actuals

- Once the budget cycle is complete, it is important to look at how actual expenses and revenues line up with what was projected during the budget process.
- To demonstrate this, the Department is going to look at the bottom half of the Form 4B and change one number at a time.



Reconcile budgeted amounts to actuals

The first item you should look at is the estimated December 31 cash balance from the prior year (line 9 of the Form 4B) and the actual December 31 Cash Balance.

Current Year	DLGF	Actual
9. Estimated "Current Year" December 31st Cash Balance	\$30,174	\$29,753
Budget Year	DLGF	Actual
Revenues		
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$160,547	\$160,547
12. Property Tax Cap Impact	(\$7,806)	(\$7,806)
13. Non-Property Tax Revenues	\$14,110	\$14,110
14. Budget Year Total Revenues	\$166,851	\$166,851
Expenses		
15. Budget Estimate	\$197,025	\$197,025
16. Outstanding Temporary Loans and Transfers		
16a). Transfers Out and Outstanding Temporary Loans		
16b). Reserved		
16c). School Transfers		
17. Total Expenses	\$197,025	\$197,025
18. Estimated December 31st Cash Balance	\$0	(\$421)

Current Year	DLGF	Actual
9. Estimated "Current Year" December 31st Cash Balance	\$30,174	\$29,753
18. Estimated December 31st Cash Balance	\$0	(\$421)

For this example, when the budget was put together it was estimated the unit would end the year with \$30,174. Due to a decrease in estimated revenue or increase in expenses the unit actually ended the year with \$29,753. This caused the estimated Budget Year ending cash balance to decrease and the budget is no longer fundable. The unit should start considering how to reduce the budget by \$421.



Reconcile budgeted amounts to actuals

- The next item to reconcile will be the Circuit Breaker amounts.
- The Department releases Circuit Breaker Estimates for the upcoming budget year each July.
- The Department then releases a report with Actual Circuit Breaker amounts for that budget year in April.



Circuit Breaker Reconciliation

- While not listed, the unit's estimated CB impacts the Certified Budget Amount.
- The Circuit Breaker represents a savings to taxpayers and represents a loss of revenue to local government.
- Since many budgets are at least partially funded by property tax, loss of revenue may impact the unit's ability to afford their certified appropriation.



Circuit Breaker Reconciliation

- Once the Budget Order is certified, the Department will provide a listing of all tax rates to the county auditor.
- The county auditor will simulate all the tax bills and will report the actual CB losses for all taxpayers to the State.
- The Department will review the CB losses and post an Actual CB report that contains the circuit breaker loss by unit and by fund.



Circuit Breaker Reconciliation

- The Department has given two presentations on Circuit Breaker, including how it works and a deep dive into calculations. A third presentation is coming up this year.
 - April 21, 2021 - Circuit Breaker Overview
 - Video: <https://www.youtube.com/watch?v=W6EEQVmAkWk>
 - April 20, 2022 - Webinar: Circuit Breaker: Practical Budget Application
 - Video: https://www.youtube.com/watch?v=HJR-dFH_G3o
 - May 17, 2023 - Circuit Breaker Overview
 - [Registration Link](#)



Circuit Breaker Reconciliation

- Estimating CB can be a difficult proposition:
 - If a unit estimates a CB value that is too high, they will risk understating their revenue and create a budget reduction that may need to be addressed through the additional appropriation process.
 - If a unit estimates a CB value that is too low, they will risk overstating their revenue available and may create a budget that is not fundable.



Circuit Breaker Reconciliation

- The Department encourages all units to compare their 1782 estimated circuit breaker to the Department's actual circuit breaker report to determine if values were:
 1. Underestimated
 - Less property tax than anticipated.
 2. Overestimated
 - More property tax than anticipated.
 3. Perfectly Estimated



Circuit Breaker Reconciliation

- For each fund, any CB reconciliation should include:
 - Circuit Breaker Amounts used to generate the 1782.

July to December - 2022					
Revenues	Fund: 0101	Fund: 0283	Fund: 0640	Fund: 1111	Fund: 1190
1. June 30th Cash Balance (6)	30,181	79,515	36,195	89,445	149,878
2. Property Taxes to be Collected (7)	14,448	55,035	7,682	66,179	48,609
3. Miscellaneous Revenue (8a)	27,388	6,934	964	8,374	56,142
4. Total Cash and Revenues	72,017	141,544	44,841	164,002	254,629
Expenses					
5. Necessary Expenditures (2)	52,535	69,500	26,841	83,828	89,752
6. Additional Appropriation (3)	-	-	-	-	-
7a. Outstanding Temp Loans (4a)	-	-	-	50,000	-
7b. Permanent Transfers (4a)	-	-	-	-	-
7c. School Transfers (4a)	-	-	-	-	-
8. Total Expenses	52,535	69,500	26,841	133,828	89,752
9. Est. Dec.31st, 2022 Cash Balance	19,482	72,044	18,000	30,174	164,877

Budget Year - 2023					
Revenues					
10. Levy Excess (15)	-	-	-	-	-
11. Property Tax Levy (16)	35,732	126,708	17,678	160,547	124,076
12. Property Tax Cap Impact	(1,698)	-	(852)	(7,806)	(5,444)
13. Miscellaneous Revenue (8b)	59,773	11,114	1,548	14,110	10,903
14. Budget Year Total Revenues	93,807	137,822	18,374	166,851	129,535
Expenses					
15. 2023 Budget Estimate (1)	91,650	141,000	35,665	197,025	281,600
16a. Outstanding Temp Loans (4b)	-	-	-	-	-
16b. Permanent Transfers (4b)	-	-	-	-	-
16c. School Transfers Out (1a)	-	-	-	-	-
17. Total 2023 Expenses	91,650	141,000	35,665	197,025	281,600
18. Operating Balance (Est. Dec.31st 2023, Cash Balance)	21,639	68,866	709	-	12,912
19. Tax Rate (17)	0.0095	0.0337	0.0047	0.0427	0.0330
20. Assessed Value	376,126,834	375,988,354	376,126,834	375,988,354	375,988,354
Max Levy Type	UT	00	UT	TF	00

Revenues	
10. Levy Excess (15)	-
11. Property Tax Levy (16)	160,547
12. Property Tax Cap Impact	(7,806)
13. Miscellaneous Revenue (8b)	14,110
14. Budget Year Total Revenues	166,851



Circuit Breaker Reconciliation

- For each fund, any CB reconciliation should include:
 - Actual values from the Department's Circuit Breaker Report released in April.
 - This report can be found on our website: www.in.gov/dlgf.
 - Under County Specific Information, below the Budget Orders

Unit Type/Fund Name	Fund Code	Certified Levy	Levy Based on Abstract AV	Over 65 Circuit Breaker	1%/2%/3% Circuit Breaker	Total Circuit Breaker	Post-Circuit Breaker Levy
TOWNSHIP ASSISTANCE	0840	\$17,678	\$17,870.81	\$89.04	908.20	\$997.24	\$16,873.57
FIRE	1111	\$160,547	\$161,725.90	\$808.63	\$8,248.02	\$9,056.65	\$152,669.25



Circuit Breaker Reconciliation

Current Year	DLGF	Actual
9. Estimated "Current Year" December 31st Cash Balance	\$30,174	\$30,174
Budget Year	DLGF	Actual
Revenues		
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$160,547	\$160,547
12. Property Tax Cap Impact	(\$7,806)	(\$9,057)
13. Non-Property Tax Revenues	\$14,110	\$14,110
14. Budget Year Total Revenues	\$166,851	\$165,600
Expenses		
15. Budget Estimate	\$197,025	\$197,025
16. Outstanding Temporary Loans and Transfers		
16a). Transfers Out and Outstanding Temporary Loans		
16b). Reserved		
16c). School Transfers		
17. Total Expenses	\$197,025	\$197,025
18. Estimated December 31st Cash Balance	\$0	(\$1,251)

12. Property Tax Cap Impact	(\$7,806)	(\$9,057)
18. Estimated December 31st Cash Balance	\$0	(\$1,251)

- For underestimated units, the actual revenue available may not support the current planned expenditures. In this example, the unit now needs to consider cuts to the budget in the amount of \$1,251.



Reconcile budgeted amounts to actuals

Current Year	DLGF	Actual
9. Estimated "Current Year" December 31st Cash Balance	\$30,174	\$30,174
Budget Year	DLGF	Actual
Revenues		
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$160,547	\$160,547
12. Property Tax Cap Impact	(\$7,806)	(\$6,555)
13. Non-Property Tax Revenues	\$14,110	\$14,110
14. Budget Year Total Revenues	\$166,851	\$168,102
Expenses		
15. Budget Estimate	\$197,025	\$197,025
16. Outstanding Temporary Loans and Transfers		
16a). Transfers Out and Outstanding Temporary Loans		
16b). Reserved		
16c). School Transfers		
17. Total Expenses	\$197,025	\$197,025
18. Estimated December 31st Cash Balance	\$0	\$1,251

12. Property Tax Cap Impact	(\$7,806)	(\$6,555)
18. Estimated December 31st Cash Balance	\$0	\$1,251

- For units that have overestimated their Circuit Breaker loss, they may consider new expenditures in the budget and file an additional appropriation or they may see a larger cash balance at the end of the budget year.



Reconcile budgeted amounts to actuals

Current Year	DLGF	Actual
9. Estimated "Current Year" December 31st Cash Balance	\$30,174	\$29,753
Budget Year	DLGF	Actual
Revenues		
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$160,547	\$160,547
12. Property Tax Cap Impact	(\$7,806)	(\$6,555)
13. Non-Property Tax Revenues	\$14,110	\$14,110
14. Budget Year Total Revenues	\$166,851	\$168,102
Expenses		
15. Budget Estimate	\$197,025	\$197,025
16. Outstanding Temporary Loans and Transfers		
16a). Transfers Out and Outstanding Temporary Loans		
16b). Reserved		
16c). School Transfers		
17. Total Expenses	\$197,025	\$197,025
18. Estimated December 31st Cash Balance	\$0	\$830

Current Year	DLGF	Actual
9. Estimated "Current Year" December 31st Cash Balance	\$30,174	\$29,753
12. Property Tax Cap Impact	(\$7,806)	(\$6,555)
18. Estimated December 31st Cash Balance	\$0	\$830

- Adjustments have a cumulative affect on the estimated ending cash balance.



Reconcile budgeted amounts to actuals

- The next thing to consider would be changes in revenue estimates. Reasons for these revision may include:
 - LIT Certified Shares – especially if subject to Department short review (see next slide.)
 - Sale of assets.
 - New revenue source.
 - Witnessing declining revenues.



Reconcile budgeted amounts to actuals

- Short Reviews
- If a unit adopts a fundable budget that is at or below the maximum levy, the Department will perform what is called a “short review” on the unit’s budget.
- If you look at the top of your 1782 Notice Notes page, you can tell if you received a short review.
- Under short review, we do not adjust your revenue estimates.

Based on the unit's budget adoption, funds subject to maximum levy controls were subject to a shortened review by the Department. The proposed certified budgets and tax levies are the amounts adopted by the unit (adjusted as needed).



Reconcile budgeted amounts to actuals

- The Certified LIT Certified Shares Figures can be found in the “County Specific Information” section of the Department website.

DLGF Estimates of Miscellaneous Revenues for Budget Year 2023 Estimated Amounts to be Received

		Column A July 1, 2022 - Dec 31, 2022	Column B Jan 1, 2023 - Dec 31, 2023
0101	GENERAL		
R114	Vehicle/Aircraft Excise Tax Distribution	996	1,809
R135	Commercial Vehicle Excise Tax Distribution (CVET)	52	106
R138	Local Income Tax (LIT) Certified Shares	10,998	19,796
	Fund Total	12,046	21,711

County

Expenditure Rate - Certified Shares Revenue	14,245,798	Expenditure Rate - Public Safety Revenue	5,935,749	Expenditure Rate - Economic Development Revenue	9,497,199
IC 6-3.6-6-3(a)(2) Distribution	0	PSAP Distribution	0		
Certified Shares Distribution	14,245,798	Public Safety Distribution	5,935,749		
		<u>Expenditure Rate - Certified Shares</u>		<u>Total Expenditure Rate - Certified Shares Distribution</u>	
		IC 6-3.6-6-3(a)(2) Distribution	Certified Shares Distribution		
Sample Unit	0	24,064	24,064		
				Public Safety Distribution	Economic Development Distribution
				0	0



Reconcile budgeted amounts to actuals

- Be certain to periodically reconcile the revenues estimates against revised estimates or annualized monthly actual revenues.

0101	GENERAL	Column A	Column B
		July 1, 2022 - Dec 31, 2022	Jan 1, 2023 - Dec 31, 2023
R110	Casino/Riverboat Distribution	0	0
R111	Cigarette Tax Distribution	1,357	2,713
R112	Financial Institution Tax Distribution	4,550	8,649
R114	Vehicle/Aircraft Excise Tax Distribution	69,057	121,976
R135	Commercial Vehicle Excise Tax Distribution (CVET)	506	1,011
R136	ABC Gallonage Tax Distribution	6,022	12,045
R138	Local Income Tax (LIT) Certified Shares	632,745	1,477,304 1,511,102
R203	Planning, Zoning, and Building Permits and Fees	20,000	100,000
R210	Cable TV Licenses	17,700	35,500 31,100
R413	Rental of Property	12,000	25,000 26,050
R423	Other Charges for Services, Sales, and Fees	0	30,000
R503	Other Fines and Forfeitures	20,000	21,000 23,200
Fund Total		783,937	1,835,198 1,867,846 +\$32,648



Reconcile budgeted amounts to actuals

- The 1782 Notice document is a helpful starting place when trying to understand any of your unit of government's fund's financial situation.
- Through making these adjustments, you can gain a more accurate financial snapshot, by ensuring an accurate picture of each fund's cash flow.

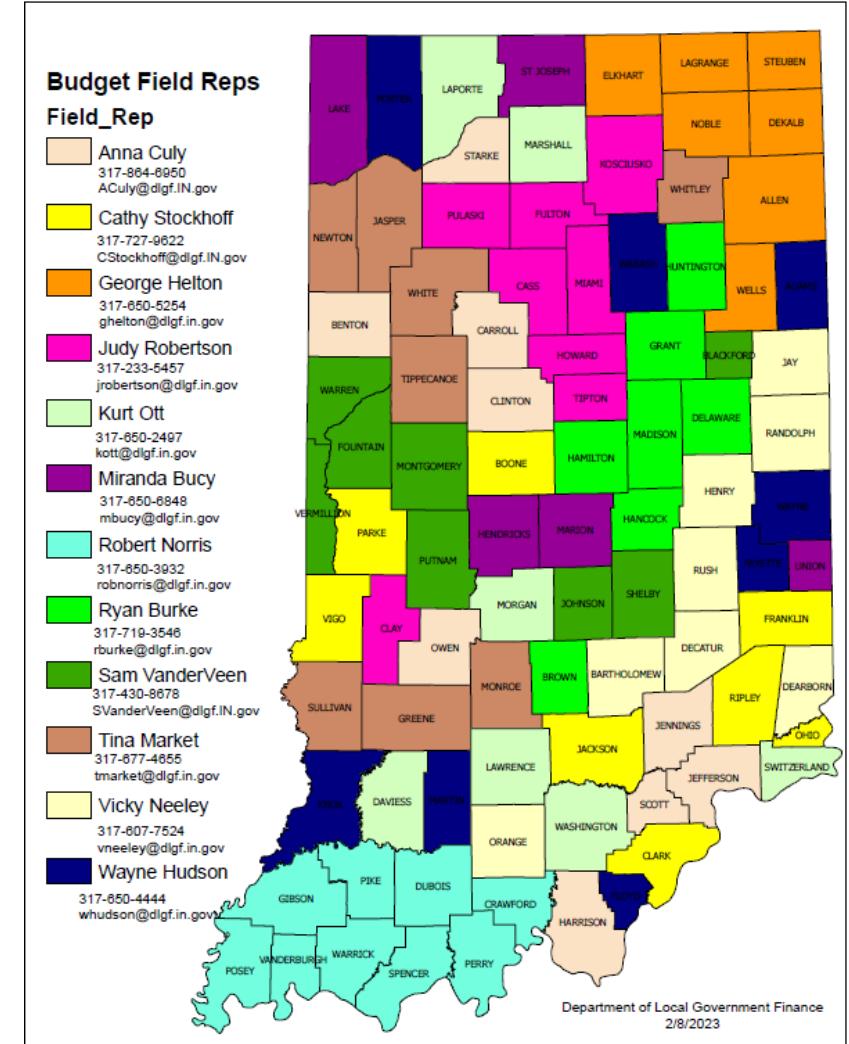


Resources



Budget Field Representatives

- We are your #1 contact at the Department
- We are here to answer questions.
- We can help explain changes in procedures.
- We can help you avoid common mistakes and, in some cases, help correct those mistakes.
- <https://www.in.gov/dlgf/files/maps/Field-Rep-Map-Budget.pdf>





Memos and Presentations

A screenshot of a website's navigation menu. The menu items are: DLGF (highlighted in green), About Us, Contact Us, Contact Your Local Officials, County Specific Information, Legislation & Policy Information (with a dropdown arrow), Memos & Presentations (with a blue arrow pointing left), News & Calendar (with a dropdown arrow), and Reports and Data (with a dropdown arrow). The "Memos & Presentations" item is currently selected.

- Lists all the current year memos and presentations listed by release date:
<https://www.in.gov/dlgf/2444.htm>
- Links to archived memos for past 3 years to give you an idea when memos are usually released.
- Memos will be listed first then the presentations that have been given.



Memos and Presentations

DLGF

[About Us](#)

[Contact Us](#)

[Contact Your Local Officials](#)

[County Specific Information](#)

[Legislation & Policy Information](#)

[Memos & Presentations](#)

[News & Calendar](#)

[Reports and Data](#)

A screenshot of the DLGF Indiana website's navigation menu. The menu items are listed vertically in green text. A blue arrow points from the text "Review the Budget Calendar each year for any change:" to the "Memos & Presentations" link. The "Memos & Presentations" link is underlined, indicating it is the current page.

- Currently the memos released related to the budget include the Budget Calendar and Additional Appropriations memo.
- Review the Budget Calendar each year for any change:
<https://www.in.gov/dlgf/news-and-calendar/calendar-memos/>



County Specific Information

DLGF

About Us

Contact Us

Contact Your Local Officials

County Specific Information

Legislation & Policy Information

Memos & Presentations

News & Calendar

Reports and Data

- County Specific Information is where you can find current or past Budget Orders.
- Actual Circuit Breaker amounts that will be released in April.
- July estimates.



County Specific Information

- The Department will issue the following reports on the County Specific Information page.
- Not all reports will apply to all unit types.
 - [2022 Certified Local Income Tax Report](#)
 - [2022 Maximum Mental Health and Developmental Disabilities Appropriations](#)
 - [2022 Library Estimated Maximum Budget Report](#)
 - [2022 Calculation of Estimated Cumulative Fund Maximum Rates](#)
 - [2022 Estimated Property Tax Cap Credits by Unit](#)
 - [2022 Calculation of Estimated Maximum Levy](#)
 - [2022 Estimated Debt Service Payments and Levies](#)
 - [2022 Estimated Miscellaneous Revenues](#)
 - [2022 December Property Tax Collections Calculation Worksheet](#)



Webinars, Presentations, & User Guides

- DLGF Webinars page available at:
<https://www.in.gov/dlgf/continuing-education/webinars/>
 - [Circuit Breaker Overview](#)
 - [Gateway Overview](#)
- DLGF Presentations page available at:
<https://www.in.gov/dlgf/memos-and-presentations/presentations/2021-presentations/>
 - [School Form 4B Overview](#)



Webinars, Presentations, & User Guides

- Gateway User Guides are available at:
<https://gateway.ifionline.org/help.aspx>
 - This page contains detailed user guides for all reports due through Gateway, such as:
 - Budgets (user guide for each form)
 - Debt Management
 - Economic Development Reporting
 - SBOA Reports
 - IEERB Reports



Contact the Department

- Gateway Support: support@dlgf.in.gov
- Telephone: (317) 232-3777
- Toll Free: (888) 739-9826
- Website: www.in.gov/dlgf
 - “Contact Us”: www.in.gov/dlgf/2338.htm
- Budget Field Representative Map:
<https://www.in.gov/dlgf/files/maps/Field-Rep-Map-Budget.pdf>