
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: All School Corporations

FROM: Anna Culy, Budget Director

RE: Capital Projects Plan

DATE: July 16, 2025

Pursuant to Ind. Code § 20-40-18, the Department of Local Government Finance (“Department”) releases this memorandum and template for the capital projects plan.

The governing body of a school corporation shall submit the proposed plan or amended plan to the Department via Gateway at least ten (10) days before the hearing on the adoption of the resolution. The Department shall make the proposed plan available to taxpayers through Gateway. If an amendment to a plan is being proposed, the governing body must declare the nature of, and the need for, the amendment in the resolution to adopt the amendment to the plan.

Ind. Code § 20-40-18-6(c) states that if a school corporation wants to use money in the operations fund for expenditures related to capital asset acquisition or expenditures that are capital in nature, the governing body must adopt a resolution approving the plan or amended plan. Per Ind. Code § 20-40-18-6(d), if a governing body adopts the resolution specified in subsection (c), the school corporation must then (1) submit the resolution to the Department; and (2) no later than thirty (30) days after adoption, upload the adopted or amended plan onto Gateway.

Under Ind. Code § 20-40-18-6(a), the plan must contain a listing of all proposed expenditures that exceed \$10,000 and are for:

- (1) Capital assets; or
- (2) Projects that are considered capital in nature a listed in Ind. Code § 20-40-18-7, including technology related projects.

Under Ind. Code § 20-40-18-6(b), all plans must conform to the following stipulations:

- (1) The plan applies to at least the three (3) years immediately following the year that the plan is adopted.
- (2) The plan estimates for each year to which the plan applies the nature and amount of proposed capital expenditures from the fund.

As required by Ind. Code § 20-40-18-6(c), the school corporation shall post the proposed plan or proposed amended plan on the school corporation's website before the hearing scheduled in accordance with Ind. Code § 20-40-18-6(c). Other than school corporations that operate on a fiscal calendar pursuant to Ind. Code § 6-1.1-17-5.6, the governing body must hold a hearing on

the adoption of the resolution after January 1 and not later than November 1 of the immediately preceding year. The governing body may hold the hearing as part of a regular governing body meeting or as part of the same hearing for a bus replacement plan.

Charter School Operations Fund, Capital Projects Plans, and Bus Replacement Plans

Various sections of House Enrolled Act 1001 (P.L. 201-2023) (“HEA 1001”) added additional reporting requirements for charter schools that receive property tax distributions in Lake County, Marion County, St. Joseph County, or Vanderburgh County.

For additional information related to reporting requirements for charter schools, please refer to the Department’s previously issued memos [Charter School Budgets, Capital Projects Plans, and Bus Replacement Plans](#) issued on May 30, 2024, and the addendum issued on August 16, 2024, [Addendum to Charter School Budgets, Capital Projects Plans, and Bus Replacement Plans](#).

Questions may be directed to your [Budget Field Representative](#).