STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

INDIANA GOVERNMENT CENTER NORTH
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TO: **Civil Political Subdivisions**

FROM: **Anna Culy, Budget Division Director**

DATE: **June 1, 2026**

SUBJECT: **Budget Workshop Overview and Preparation**

In advance of the 2027 budget season, the Department of Local Government Finance ("Department") is providing information so all units can begin preparing in advance of the budget workshops. A budget workshop is a voluntary, one-on-one meeting with your Budget Field Representative that will be scheduled between July 15 and September 11 this year. Annually, the Department conducts approximately 2,000 budget workshops. To complete all meetings, the Department is setting a maximum meeting time of sixty (60) minutes for each appointment.

Meetings will be conducted using the Microsoft Teams platform. The Microsoft Teams platform will offer local units the flexibility to conduct a variety of different types of workshops. Local officials can participate in a workshop with or without a computer and with or without a computer with a camera. All Teams meeting invitations will include a conference call number option.

While the Department cannot provide legal or financial advice to local government officials, during the workshops, the Department can assist with reviewing and preparing several budget responsibilities, including, but not limited to:

- Aggregation of the financial information provided by the county.
- Assistance with the entry of budget information into the Department's Gateway portal.
- Discussion of legislative changes that may impact the upcoming budget cycle.
- Discussion of any Department policy changes that may impact the upcoming budget cycle.
- Identify additional resources and reports created by the Department for local government officials.

Before attending a budget workshop with your Budget Field Representative, the Department requires officials participating in the workshops to complete several prerequisite steps prior to their appointment. The more preparation that a unit does before the appointment, the greater the likelihood that the Department and the local official will be able to complete all required tasks during the appointment. Below is a list of the specific tasks that the Department requires each unit to complete before their appointment.

Please keep in mind that starting this year, all budgets will be completed through the new Budgets 2.0 application available at budget2.ifionline.org.

1. **Work through the Unit Setup Pages**

   - **Unit Summary** – If needed, review the resources made available on this page to assist with understanding the Budgeting process and new Budgets 2.0 application.
   - **Manage Board/Council Members** – Input the information for the fiscal body.
     - Based upon unit type, there will be slight differences on this page. Please use the info icons and recorded demonstrations to help fill out the information on this page, if needed.
     - This page will not display or apply to "special districts" such as Solid Waste and Fire Districts.
   - **Unit Questions** – Read through and provide answers to the questions on this page.
     - Public hearing and adoption meeting dates and times are required but can be updated later if the original plans change.
     - If a budget workshop upload into Budgets 2.0 is wanted by the unit, the upload authorization form can be done in Gateway for civil units. It has been embedded in the application but can still be done as a separate document.
   - **Review Funds** – On the Review Funds page, please review the AV information. The notes on the page are there to help assist you in the process of determining the AV estimate as well as adding any new funds, deleting funds no longer needed, and making other modifications.
     - Please click the edit icon next to each fund and link the DLGF funds to their SBOA equivalents in order to unlock 3 years of cash flow analysis on the Form 4B Data Entry page for funds eligible to receive property taxes. (*Exception: MVH and County Highway funds should not be linked this year as there are multiple SBOA funds and Budgets 2.0 only allows for a single fund to be linked).*

2. **Budget Advertisement and Current Year Financial Worksheet**
   For each fund that will be discussed at the appointment, the Department will need a balanced ledger book or software report as of June 30 and all supporting documentation to be uploaded into Gateway. The report must include:

   - Receipts and Disbursements
     - Receipts and disbursements columns for each fund must be totaled and balanced for all activity from January 1 to June 30, 2026.
     - For units with multiple funds/accounts, each fund will be completed separately.
     - Confirmation that the June Settlement amounts (Property Tax, Excise, CVET, and FIT) were received and deposited prior to June 30.

    - Confirmation that the LIT Certified Shares distributions have been received and deposited prior to June 30.
- Cash Balances (including investments)
    - Investment ledger or documentation for any investment amount in the June 30 cash balance.
- A listing of all official encumbrances brought forward from 2025 into 2026, and all supporting documentation.
    - Encumbrances need to be totaled by the fund.
- A listing of additional appropriations submitted to and approved by the Department from January 1, 2026, through June 30, 2026.
- A listing of additional appropriations being considered from July 1, 2026, to December 31, 2026.
- Resolution(s) for any 2026 appropriations reductions approved.
- Estimates for any 2026 appropriation reductions that are anticipated.
- A listing of any financial adjustments or unappropriated expenditures made from January 1, 2026, through June 30, 2026.
- A listing of any temporary loans including loans between funds. The listing must address each of the following points:
    - The amount of the loan.
    - Are any loans outstanding as of June 30?
        - If outstanding, when will the loan be repaid? (If the loan is to be repaid after December 31, 2026, a resolution signed by your board indicating an emergency has been declared must be submitted.)
    - Are these interfund loans?
        - If interfund, which fund loaned the money and which fund received the money?
- Resolution(s) for transfers completed from January 1, 2026, through June 30, 2026.
- Listing of transfers planned between July 1, 2026, and December 31, 2026.

3. **Budget Advertisement and 2027 Budget Estimates: Complete the Form 1 – Line Item Budget Estimate: Data Entry page in Budgets 2.0 before the meeting. Be prepared to discuss this at the meeting.**

    - Indicate any new funds that will be budgeted for the first time in 2027.
    - Indicate any existing funds that will not be budgeted for 2027.

4. **Budget Advertisement and Non-Property Tax Revenue Information: Enter local revenues on the Form 2: Non-Property Tax Revenue Estimates: Data Entry page before the meeting and be prepared to discuss them at the meeting.**

    - Provide a listing of all non-property tax revenue that the unit will collect between July 1 and December 31, 2026.
    - Provide a listing of all non-property tax revenue that the unit will collect between January 1 and December 31, 2027.

- The Department will provide estimates for Property Tax, Excise, CVET, FIT, LIT Certified Shares, LRS, MVH, ABC Gallonage, and Cigarette Tax.

Miscellaneous Information: Be prepared to discuss and/or provide necessary documentation at the meeting.

Additional information that may be relevant to your taxing unit.

- Was your unit impacted by an annexation? YES ____ NO ____
- Do you anticipate a significant change to your AV? YES ____ NO ____
- Did you establish or re-establish a cumulative fund? YES ____ NO ____
- Will you be issuing a new debt in 2026? YES ____ NO ____
- Will you be filing an Excess Levy Appeal? YES ____ NO ____
- Does your unit have a "maximum target tax rate"? YES ____ NO ____

5. **Budget Advertisement and Debt Information: Complete the debt worksheet before the meeting and be prepared to discuss and/or provide necessary documentation at the meeting.**

This section will not apply to all units. Units with at least one debt fund will need to:

- Complete the debt worksheet in Budgets 2.0 by ensuring all applicable debts are listed and all payments are selected for each time period during the 3-year time span. Ensure the payment selections are based off when the payments are paid, which can vary from the payment due dates.
- Ensure you have already completed the annual debt verification in Gateway – Debt Management that was due by March 1.
- Provide the original loan amortization or lease rental payment schedule(s) from a financial institution.
    - The Department will need the original amortization schedule that was used to enter amounts into Gateway. (The schedule printed from Gateway Debt Management is not considered the original document.)

6. **Meetings: Have an idea of when the public hearing and adoption meetings will occur for the Pay 2027 Budget.**

a) Date of hearing as **confirmed** with the board or council. The deadline for the public hearing is Friday, October 24, 2026.
- Date and time.
- Physical address of meeting location.
- If any special notes need to be added to Form 3 (virtual meeting links) they will need to be added manually by the unit.

b) Date of hearing as **confirmed** with the board or council. The deadline for the adoption meeting is Monday, November 3, 2026, and (except in a consolidated city and county and in a second class city) there must be a minimum of ten (10) calendar days between the public hearing and the adoption meeting.
- Date and time.
- Physical address of meeting location (if different than the public hearing).

Note: Please note that all units need to complete the contract affirmation process. If you have questions about this process, please contact your assigned **Budget Field Representative**.

Additional Resources:

- 2026 Pay 2027 Budget Calendar
- Budget 101 Webinar (Budget 2.0 Edition)
- Budget 2.0 Application Overview
- Gateway Overview Training Video
- Common Budget Mistakes Presentation
- Budget Field Representative Map