

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
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## 2022 Budget School Information for Review Purposes

The list below represents the common documents that the Department of Local Government Finance (“Department”) will need to certify your Budget. Please note that not all steps below will apply to all school corporations.

The Department requests that each school corporation complete and submit this completed form and all other applicable budget documents and pertinent budget information within five business days following your budget adoption meeting. The information will be submitted to the Department via upload into the Gateway Budget Application using the “Submit Signed Form 4 and Other Documents” section. There will be an option labeled “Other School Documents.”

If you have any questions about the Steps below, contact your [Budget Field Representative](#).

School Name: _____	County: _____
Contact Person: _____	Title: _____
Telephone: _____	Fax: _____
Mailing Address: _____	Email: _____
Alternate contact: _____	
(if applicable) _____	

- I. Operations levy appeal** related to increased transportation costs and/or a bus replacement plan as described in IC 20-46-8-3 must be submitted to your Field Representative. The last date to file is Oct. 19, 2021.
- II. Budget Forms – Must be submitted via Gateway for 2021 pay 2022**
- Prescribed Budget Forms 1, 2, and 4B for each fund.
  - Form 3 and Form 4 containing all funds for the School Corporation.
  - Current Year Financial Worksheet.  
    \_\_\_ include a copy of any appropriation reduction resolution(s), if applicable.
  - Debt Service Worksheet(s).
  - 1782 Recipients: Registration of 1782 Notice Email Recipients.
- III. Reports to be uploaded in the Budget Application of Gateway**
- DOE Form 9 for July 1 – December 31, 2020.
    - Summary of Receipts and Expenditures
    - Encumbrances
    - Summary of Investments
    - Summary of Obligations
    - Descriptive Listing by Fund and Account

- ( ) DOE Form 9 for January 1 – June 30, 2021
  - Summary of Receipts and Expenditures
  - Summary of Investments
  - Summary of Obligations
  - Descriptive Listing by Fund and Account
- ( ) Original/actual final amortization and/or lease rental schedules for debt issued this year, including refunding, refinancing, or restructured debt. Schedules internally generated in an Excel or Word document are not acceptable.
- ( ) 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.
- ( ) Lease rental affidavits from the holding corporation stating there are insufficient funds to retire the debt.
- ( ) Actual temporary loan interest for the last half of the current year, if applicable.
- ( ) Supplemental report of unreimbursed textbooks if higher than amount certified by DOE. The report is summarized by school building and/or grade. The report should not include student names or other personal information.
- ( ) Resolution adopting the Capital Projects Plan.
- ( ) Resolution adopting the Bus Replacement Plan.
- ( ) Resolution covering the transfers for July 1 through December 31, 2021.
- ( ) School Board Resolution requesting target tax rate or target levy for each fund.
- ( ) Waivers: The completed workbook detailing transfers needed and line 7 calculations.
- ( ) Any other information the Department needs to prepare a preliminary budget (i.e.: debt restructuring, petition for an adjustment to the Bus Replacement levy, documentation for successful referendums, etc.)

**IV. Referendum Information**

- ( ) Was a new referendum fund approved via a referendum held in the May primary election? \_\_\_\_ Yes \_\_\_\_ No
- ( ) Is a new referendum fund proposed via a referendum being held in the November general election? \_\_\_\_ Yes \_\_\_\_ No