

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
FAX (317) 232-8779

2018 Budget School Information for Review Purposes

Please mail this completed form and the requested information to your Field Representative (http://www.in.gov/dlhf/files/Field_Rep_Map_-_Budget.pdf) within two days after the adoption meeting.

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

- I. Excessive levy appeal** for increased transportation costs – must be filed directly with the Indianapolis office of the Department of Local Government Finance. Last date to file is Oct. 20, 2017.
- II. Budget Forms – Must be submitted via Gateway for 2017 pay 2018**
- Prescribed Budget Forms 1, 2, and 4B for each fund, along with Forms 3, 4, and 4A.
 - Current Year Financial Worksheet (formerly line 2 Worksheet)
 __ include a copy of any appropriation reduction resolution(s), if applicable.
 - Debt Service Worksheet(s)
- III. Reports to be submitted via U.S. mail**
- Encumbrance information from 2016 (part of Form 9 for July 1 – December 31, 2016)
 - DOE Form 9 for July 1 – December 31, 2016
 - DOE Form 9 for January 1 – June 30, 2017
 - Expenditure detail page(s) for debt payments
 - 2018 CPF Plan (all sections including the summary page)
 - 2018 Bus Replacement Plan (Sections 1, 2, and 3)
- IV. Additional information to be uploaded in the Budget Application of Gateway**
- Proof of Publication: CPF Hearing
 - Proof of Publication: CPF Notice of Adoption
 - Resolution adopting the CPF Plan
 - Certificate of no remonstrance for CPF Plan from County Auditor
 - If you expect CPF budget cuts, please submit a priority cut list.
 - Proof of Publication: Bus Replacement Plan Hearing
 - Resolution adopting the Bus Replacement Plan
 - Final Amortization and/or lease rental schedules for debt issued this year, including refunding (refinancing) or restructured debt.
 - For new debt: board resolutions, proofs of all publications and notices required by law pertaining to the debt.

- () Lease rental affidavits for First Mortgage and Lease Rental Bonds
- () Actual temporary loan interest for the last half of the current year, if available.
- () Unreimbursed textbooks amount with supplemental report if higher than amount certified by DOE.
- () Neutrality resolution for Pension debt, if applicable.
- () Copy of School Board Resolution requesting fixed rate, cap, levy, combination fixed rate, etc. (if applicable)
- () Approving Order from the DLGF for exemption from protected taxes (if applicable) plus worksheets detailing transfers needed and line 7 calculations.
- () For school corporations that received a Determination of Eligibility, worksheets detailing circuit breaker re-allocation, transfers needed, and line 7 calculations.
- () Any other information the DLGF needs to prepare preliminary budget (i.e.: debt restructuring, petition for an adjustment to the Bus Replacement levy, documentation for successful referendums, etc.)
- () Was a new Referendum fund approved via Ballot? ____ Yes _____ No