



2019 Quarterly Conference Call Budget Edition

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Budget Division Director
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Conference Call Agenda

- Introduction and welcome w/ Commissioner
- 2019 Budget Certification Recap
- 2020 Budget Calendar Overview
- Budget Best Practices
- Questions



2019 Budget Certification Recap

- SEA 321 – 2016 changed the Department’s due dates for Budget Certification.

Budget Year	Certification Date
Budget Year 2017	February 15, 2018
Budget Year 2018	February 15, 2018
Budget Year 2019* (Current Year)	December 31, 2018 or January 15, 2019

- Note: There were unit specific events that could trigger and entire county to have a January 15 certification date.



2019 Budget Certification Recap

Key Metrics for 2019 Budget Certification.

Date	Action
Nov. 8	Department sends the first 59 1782 reports of the season
Nov. 19	Department sends out a season high 298 1782 reports
Nov. 20	Department certifies the first Budget Order
Dec. 31	73 rd county receives its Certified Budget Order
Jan. 10	92 nd county receives its Certified Budget Order



2019 Budget Certification Recap

Keys to Success for 2019:

1. Year long focus on encouraging units to adopt budgets earlier.
2. Began processing adopted budgets earlier.
3. Distributed 1782s for individual units when they were available.
4. Year long focus on the budget calendar.



2020 Budget Calendar Overview

- Preliminary 2019 Budget Calendar
<https://www.in.gov/dlhf/files/pdf/190212%20-%20Van%20Dorp%20Memo%20-%202019%20-%202020%20Budget%20Calendar.pdf>
- Annually the Department releases a Budget Calendar that lists some of the key events for all units during the year related to budgets.
- The calendar is often amended after the legislative cycle ends.



2020 Budget Calendar Overview

Date	Description
March 30	<p>Department may require taxing units to provide information on proposed debt issuance, excess levy appeals, and proposed establishment of new funds that may impact the ensuing year's tax levies and tax rates. Information will be submitted via the "Prebudget Survey" in the Budget module in Gateway. (IC 6-1.1-20.6-11.1; IC 6-1.1-17-0.7)</p>
April 30	<p>Last day for a unit to submit a proposed cumulative fund establishment or reestablishments to the Department for approval. Proposals may be emailed to the Department. (IC 6-1.1-41-4)</p> <p>https://www.in.gov/dlgf/files/pdf/190212%20-%20Van%20Dorp%20Memo%20-%20Procedures%20for%20the%20Establishment%20and%20Reestablishment%20of%20Cumulative%20Funds.pdf</p>



2020 Budget Calendar Overview

Date	Description
May 1	Last day for State Budget Agency to provide the amount of the supplemental Local Income Tax distribution to Department and qualifying counties. (IC 6-3.6-9-15)
May 15	Last day for the Department to provide unit level Supplemental LIT distribution reports qualifying counties. (IC 6-3.6-9-15) https://www.in.gov/dlgf/files/2019%20Supplemental%20LIT%20Calculation%20(2019-03-19).pdf
May 31	Last day for county auditor to distribute to each taxing unit the amount of the supplemental distribution that is allocated to the taxing unit under subdivision. (IC 6-3.6-9-15)



2020 Budget Calendar Overview

Date	Description
June 30	Deadline for State Budget Agency (“SBA”) to provide Assessed Value Growth Quotient (“AVGQ”) to civil taxing units, school corporations, and Department. (IC 6-1.1-18.5-2(c))
July 15	Department provides each taxing unit an estimate of the maximum permissible property tax levy for the ensuing year and guidance on calculating allowable adjustments to the maximum levy. The report will be posted on the Department’s website. (IC 6-1.1-18.5-24)
July 15	Department provides to all units an estimate of the maximum Cumulative Fund tax rate for the ensuing year. The report will be posted on the Department’s website. (IC 6-1.1-18.5-9.8(b))



2020 Budget Calendar Overview

Date	Description
July 15	Department provides to each county an estimate of the maximum allowable appropriation and maximum amount of property taxes that may be imposed for community mental health centers or community intellectual disability and other developmental disabilities centers that are exempt from property tax levy limits for the ensuing year. The report will be posted on the Department's website. (IC 12-29-1-3.5)
July 15	Department provides to each county, city, and town an estimate of several miscellaneous revenue sources, including FIT, CVET, MVH, and Local Road and Street. The report will be posted on the Department's website.
July 31	Department provides to each taxing unit that levies a property tax an <u>estimate</u> of the amount by which property tax distributions will be reduced in the ensuing year due to <u>circuit breaker credits</u> . (IC 6-1.1-20.6-11.1)



2020 Budget Calendar Overview

Date	Description
August 1	<p>Last day for county auditor to certify net assessed values to the Department. The Department will make values visible to political subdivisions via Gateway. (IC 6-1.1-17-1)</p> <p>On time AV certification will continue to be a priority for the Department. The Department will continue to work with the county auditor and county assessor to make sure that all 92 counties meet this statutory due date.</p> <p>In 2019, only 20% (19 of 92) counties submitted before the due date.</p>



2020 Budget Calendar Overview

Date	Description
Oct. 11	Last day to post notice to taxpayers of proposed 2020 budgets and net tax levies and public hearing (Budget Form 3) to Gateway. (IC 6-1.1-17-3)
Oct. 21	Last possible day for taxing units to hold a public hearing on their 2020 budgets. Public hearing must be held at least ten days before budget is adopted. (IC 6-1.1-17-5) Note: This deadline is subject to scheduling of the public hearing.
Nov. 1	Deadline for all taxing units to adopt 2020 budgets, tax rates, and tax levies. (IC 6-1.1-17-5(a)) Note: This deadline is subject to scheduling of the public hearing.
Nov. 4	Last day for units to submit their 2020 budgets, tax rates, and tax levies to the Department through Gateway as prescribed by the Department.



Budget Best Practices

- Although budget certification occurs once a year, budgeting can be considered a year round event. Once the Department starts the budget cycle on July 15, there is less time available for training and discussion.
- Until then, there are a number of preliminary steps that each unit should consider doing **each Spring** to streamline and improve their budget process.



Budget Best Practices

Plan ahead

- Use the budget calendar to develop a personalized calendar with the key due dates for the budget cycle.
- Evaluate last year's process, budget, and revenue estimates.
- Examine cash flows by comparing actual expenses to revenues.
- Analyze your unit's information and other resources available from the Department website, Gateway Public Site, your association, and other local officials.



Budget Best Practices

Engage with the Department

- Review the Commissioner's Weekly Email.
- Review the subject specific memos.
- Participate in Gateway Trainings.
- View PDF or recorded versions of these presentations and others.
- Explore the "County Specific Information" section of our home page.



Budget Best Practices

Stay in contact with your Field Representative.

- **Ask questions!**
- Recap the 2019 Budget Cycle.
- Discuss how best to participate in the 1782 review process.
- Understand why any reductions were made and how they can be prevented in the future.



Budget Best Practices

Stay in contact with your Field Representative.

- Prepare for the 2020 Budget Cycle.
- Relay your unit's priorities and explore options to achieve them.
- Understand how to be thoroughly prepared for Budget Workshops so you can benefit the most from it.



Questions?



Contact Information

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