

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
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2020 Budget School Information for Review Purposes

The checklist below represents a general list of the various documents that will need to be collected by the Department of Local Government Finance (“Department”) through mail, email, or through the Department’s Gateway Budget Application (“Gateway”) in order to certify the ensuing year’s budget.

Please mail this completed form and the requested information to your [Field Representative](#) no later than five days after the adoption meeting.

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

- I. **Excess levy appeal** due to **increased transportation costs** must be filed directly with the Indianapolis office of the Department of Local Government Finance. Appeals may be emailed to fvandorp@dlgf.in.gov. The last date to file is Oct. 19, 2019.

Operations levy appeal related to a **bus replacement plan** as described in IC 20-46-8-4, must be filed directly with the Indianapolis office of the Department of Local Government Finance. Appeals may be emailed to fvandorp@dlgf.in.gov. School corporations are very strongly encouraged to file all applicable paperwork no later than Oct. 19, 2019.

- II. **Budget Forms** – All applicable forms **must be submitted to the Department via the Gateway Budget Application for 2019 pay 2020**

- Budget Forms 1, 2, 4A, and 4B for each fund
- Form 3
- Form 4
- Current Year Financial Worksheet (formerly line 2 Worksheet)
 ___ include a copy of any appropriation reduction resolution(s), if applicable.
- Debt Service Worksheet(s)
- 1782 Recipients: Registration of 1782 Notice E-mail Recipients

III. Reports to be submitted via U.S. mail

- () Encumbrance information from 2018 (part of Form 9 for July 1 – December 31, 2018)
- () DOE Form 9 for July 1 – December 31, 2018
- () DOE Form 9 for January 1 – June 30, 2019
- () Expenditure history report for debt funds (July 1, 2018 to the present)
- () Lease rental affidavits for debts retiring at the end of the current or upcoming year
- () Original, actual, and/or final amortization and/or lease rental schedules for debt issued this year, including refunding, refinancing, or restructured debt.
(Note: Versions of the schedules and tables that are internally generated in Excel or word documents would not satisfy this requirement.)
- () 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
(Note: This requirement is not applicable for all schools.)
- () Actual temporary loan interest for the last half of the current year.
(Note: This requirement is not applicable for all schools.)
- () Supplemental report of unreimbursed textbooks if higher than amount certified by DOE. Only the summary report is necessary. The detailed report with student names/social security number should not be sent.
(Note: This requirement is not applicable for all schools.)

IV. Additional information to be uploaded in the Budget Application of Gateway

- () Resolution adopting the Capital Projects Plan
- () Resolution adopting the Bus Replacement Plan
- () Was a new Referendum fund approved via Ballot? ____ Yes ____ No
- () Transfer resolutions for the last half of 2019
- () School Board Resolution requesting fixed rate, cap, levy, or combination fixed rate
(Note: This requirement is not applicable for all schools.)
- () Waivers: Approving Order from the DLGF for exemption from protected taxes plus the workbook and current circuit breaker reported used for the workbook detailing transfers needed and line 7 calculations
(Note: This requirement is not applicable for all schools.)
- () All other information the Department needs to prepare preliminary budget, including, but not limited to debt restructuring, petition for an adjustment to the Bus Replacement levy, or documentation for successful referendums.