



Visit Gateway at <https://gateway.ifionline.org/login.aspx>

# Additional Appropriation Application

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## GATEWAY USER GUIDE



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## How do I get to the application screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units (“Gateway”), users will have a username and password that will allow access to the program. The username is the email address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may contact <mailto:Support@dlgf.in.gov> to register.

**Web Address (URL):** <https://gateway.ifionline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

## Overview

Local officials begin the year with their unit of government’s approved or Department of Local Government Finance (“Department”) certified appropriation for each of their funds. An appropriation is a fund’s permission to spend throughout the year, which is also referred to as the budget. Statute requires funds eligible to receive property taxes along with select others to undergo Department certification, while permission to spend for other funds rely upon amounts adopted by the unit’s adopting body. At times, a need may exist to spend more than was originally budgeted. In this case, the unit of government might find itself needing to pursue an additional appropriation.

Through this process the unit of government: advertises a Notice of Additional Appropriation, holds a public hearing, adopts a resolution/ordinance, and submits the request to the Department. It’s important to note that this process does not result in a fund receiving more money, it is simply seeking permission to spend more than it currently has permission.

Appropriations are certified and additional appropriations are approved by the Department, but spending enforcement is handled by State Board of Accounts (“SBOA”).

*Ind. Code § 6-1.1-18-4 Appropriations not to exceed budget except as otherwise provided in this chapter, the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article.*

*Ind. Code § 6-1.1-18-10 Excessive appropriations; liability of officers; action for recovery (a) If the proper officers of a political subdivision make an appropriation for an item which exceeds the amount which they are permitted to appropriate under this chapter, they are guilty of*



*malfeasance in office and are liable to the political subdivision in an amount equal to the sum of one hundred and twenty-five percent (125%) of the excess so appropriated and court cost.*

Ind. Code § 6-1.1-18-5 outlines a series of steps that need to be completed to receive an additional appropriation:

1. SBOA Reporting,
2. Public Notice,
3. Public Hearing/Adoption.

The Department is only changing the submission, review, and response procedures for additional appropriations.

The online additional appropriation application in Gateway streamlines the process of submitting an approved request to the Department. Local officials will enter the public hearing and advertising information, identify which funds have an additional appropriation request, provide financial data, and electronically submit the data to the Department.

This user guide is designed to walk officials through submitting their request after it has been properly advertised and adopted. Please visit the Department's website for all recent memorandums or contact your Budget Field Representative for more information about the procedures on completing the additional appropriation.

## Accessing Gateway

Please enter your username, which is typically your email address and your password. Once done, please select “Login.”



**Authorized Personnel Login**

User Name:

Password:

After 5 failed attempts, account will be locked

[Forgot your password?](#)

Once you have logged in, you will be taken to the Select Application page in Gateway. Please select, “Additional Appropriations”.



## Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include [Department of Local Government Finance](#), [State Board of Accounts](#), [Indiana Education Employment Relations Board](#) and [Indiana Gaming Commission](#).

### Select Application

Department of Local Government Finance (DLGF)	Deadline	State Board of Accounts (SBOA)	Deadline
<a href="#">New* Additional Appropriations</a>	<input type="button" value="Details"/>		
<a href="#">Abstract</a>	<input type="button" value="Details"/>	<a href="#">Annual Financial Report</a>	<input type="button" value="Details"/>
			Jan 31



You should now be on the Select Unit page. Select your unit of government to continue.

# INDIANA Gateway for governn

DLGF - Additional Appropriations

Home

About

Account

## County County: Year Tax Year

Currently Viewing Year:

Unit Code	Unit Name Link	Unit Type	Unit County	User Role
0025	<a href="#">NORTH ADAMS COMMUNITY SCHOOL CORPORATION</a>	School	Adams	



## Advertising the Notice of Additional Appropriations

Upon clicking the name of your unit, you will be taken to the Manage Petitions page. Here you will be advertising your Notice of Additional Appropriations by uploading it into the “Upload Notice of Additional Appropriations” section at least 14 days prior to the public hearing. Once uploaded, the notice will be available under the unit specific section of [BudgetNotices.in.gov](http://BudgetNotices.in.gov).

To upload your notice:

1. Click “Upload Notice”

### Upload Notice of Additional Appropriations

This section allows you to upload a Notice of Additional Appropriations advertisement pursuant to Ind. Code § 6-1.1-18-5. Please note that effective January 1, 2026, all additional appropriation notices must be uploaded in this section at least 14 days prior to the public hearing. The Department shall then make the information available to taxpayers on BudgetNotices.in.gov at least 10 days prior to the public hearing. Please review the Department’s Additional Appropriation memo for assistance with the advertising and adoption requirements.



Public Hearing Date	File	Uploaded Date
No Records Found		



This will open a pop-up window.

2. **Enter the Public Hearing Date**

Please note: The notice must be uploaded **at least 14 days prior** to the public hearing. Dates fewer than 14 days away cannot be selected.

3. **Select “Choose Files”**

Locate your prepared Notice of Additional Appropriations and confirm that you are uploading the correct document.

- *Important:* Once a notice is uploaded, it cannot be deleted. For guidance and a template, refer to the Department’s Additional Appropriations memo.

4. **Click “Upload”**

After uploading, the notice will appear in the table below for your reference.

[+ Upload Notice](#)

Public Hearing Date	File	Uploaded Date
03/01/2026	<a href="#">Additional Appropriation Notice 2026.docx</a>	02/06/2026

Uploaded notices will also be available on your unit’s page at [BudgetNotices.in.gov](http://BudgetNotices.in.gov). To view:

- Navigate to the site, select the applicable county and click “Search”.





- Select your unit of government.

### Unit Look-up

Budget Year: 2026

County: 01 - Adams

Taxing District: ALL

[Find My Taxing District!](#)

Unit Type: ALL

Taxpayers are advised to check back within 7 days of the public hearing to see if the unit of government has made any revisions to the initial advertisement.

Taxing Unit	2025 Certified Levy	2026 Proposed Budget	2026 Proposed Levy	Public Hearing	Adoption Meeting	Budget Notice
0000 - Adams County	\$12,830,660	\$37,754,489	\$22,436,619	9/9/2025	10/14/2025	8/26/2025
0001 - Blue Creek Township	\$32,599	\$67,245	\$35,109	9/17/2025	9/29/2025	9/2/2025
0001 - Berne Public Library	\$385,692	\$746,700	\$401,220	9/16/2025	10/21/2025	8/19/2025
0002 - French Township	\$35,774	\$53,250	\$38,176	8/25/2025	9/11/2025	8/15/2025

- The Additional Appropriation Notices section will display all uploaded notices.

## ADAMS COUNTY, Adams County

Unit Code: 0000 - Unit Type: 1 - County

- Public Hearing Date: 09-09-2025 8:30 AM
- Adoption Meeting Date: 10-14-2025 8:30 AM

[VIEW BUDGET NOTICE](#)

### Previous Notices

Submitted Notices	Submitted Date	Status
Notice #1	8/26/2025 3:42:21 PM	PUBLISHED

### Additional Gateway Reports Submitted by this Unit

Plan ID	Year	File Name	Description	Type of Plan	Date Submitted	Submitter	Download
No records to display.							

### Additional Appropriations Notices

Public Hearing Date	File	Uploaded Date
02/03/2026	Additional Appropriation Notice 012026.docx	01/20/2026



## Create a new Additional Appropriation Petition

Once an additional appropriation has been adopted, the petition will need to be submitted to the Department in Gateway. To create a new additional appropriation petition, click the “Create new Additional Appropriation Petitions” button. This brings up a box for you to enter the publication information.

### Upload Notice of Additional Appropriations

This section allows you to upload a Notice of Additional Appropriations advertisement pursuant to Ind. Code § 6-1.1-18-5. Please note that effective January 1, 2026, all additional appropriation notices must be uploaded in this section at least 14 days prior to the public hearing. The Department shall then make the information available to taxpayers on BudgetNotices.in.gov at least 10 days prior to the public hearing. Please review the Department’s Additional Appropriation memo for assistance with the advertising and adoption requirements.

[+ Upload Notice](#)

Public Hearing Date	File	Uploaded Date
03/01/2026	Additional Appropriation Notice 2026.docx	02/06/2026

[Create new Additional Appropriations Petition](#)

ID	Year	Public Hearing Date	Resolution Date	Advertising Date	Email Recipient	Submitted By	Submission Date	Fund Preview	Request Amount Preview	Number of Funds	Petition Status	View/Edit Petition	DLGF Reviewed Order
No Records Found													

Records of Additional Appropriation Petitions will show here once added.

## Libraries Only – Binding Adoption Questions

For libraries, the top of the Publication Information Page will have two additional questions. It will begin by asking if the library’s adoption of the additional appropriation is subject to a binding adoption. If a library increases the current year’s budget by more than the Max Levy Growth Quotient (“MLGQ”), the adoption is to be performed by the library’s adopting body, which is often (but not always) the county council.

If a library answers “yes” to the binding review question, the name of the adopting/fiscal body will need to be provided.

**Publication Information**

Subjected to a Binding Adoption\*  Yes  No

Name of Adopting/Fiscal Body\*

In the next section, the remainder of the Publication Information section will need to be completed. This includes information about your public notice, public hearing, resolution, and email address.



## Publication Information Page

The first step of the process is to begin populating the Publication Information section. You will enter the information about your public notice, public hearing, and resolution.

The Notice of Additional Appropriations is to be advertised by uploading the prepared notice in the “Upload Notice of Additional Appropriations” section of this page at least 14 days prior to the public hearing. Please refer to the additional appropriation memo for further information and details on completing the additional appropriation process.

The application will ensure that the resolution was not adopted before the public hearing. It will also make sure that the following reports from two years ago are submitted (*example: additional appropriations for 2026 will check the 2024 reports*):

- Annual Financial Report
- 100R - Employee Compensation Report
  - Anti-Nepotism policy uploaded into the 100R
  - Contracting policy uploaded into the 100R

The two policies won’t apply to all units. An additional appropriation cannot be submitted until all applicable reports have been submitted in Gateway to SBOA.

To complete this pop up:

- Select Budget Notice: Select the advertised notice that corresponds to this additional appropriation.
- Public Hearing Date: This is automatically populated from the previously uploaded notice that is selected.
- Resolution Date: Enter the date the resolution was adopted. The adoption may not occur prior to the public hearing.

Once you have entered the information click “Update and Continue” to move on to the next step.

The screenshot shows a web form titled "Publication Information" with three sections: "Publication Information", "Meeting Information", and "Additional Appropriation Order Recipient". The "Publication Information" section has a dropdown menu for "Select Budget Notice" with the value "-Additional-Appropriation-template.docx". The "Meeting Information" section has a "Public Hearing Date" field with the value "02/01/2026" and a "Resolution Date\*" field with the value "02/04/2026". The "Additional Appropriation Order Recipient" section has an "Email:" field with the value "RBurke@dlgf.in.gov". At the bottom, there are two buttons: "Update and Continue" and "Close". A red arrow points to the "Update and Continue" button.



## Select Funds

Upon clicking “Save and Continue”, you will be directed to the Select Funds page. On this page, you can select an existing fund already added in the Budget application, add a new fund, and add a new home ruled fund.

Select Unit > Manage Petitions > Select Funds

Selected Year 2026 Select Unit: DLGF City 10, Gateway1 Co. - 9992

Fund Cd	Fund Description	Select Fund(s):
0050	TOWNSHIP ROAD AND INFRASTRUCTURE FUND	<input type="checkbox"/>
0101	GENERAL	<input type="checkbox"/>
0180	DEBT SERVICE	<input type="checkbox"/>
0702	HIGHWAY	<input type="checkbox"/>
0706	LOCAL ROAD & STREET	<input type="checkbox"/>
0790	CUMULATIVE BRIDGE	<input type="checkbox"/>
0801	HEALTH	<input type="checkbox"/>
1156	EMERGENCY TELEPHONE SYSTEM	<input type="checkbox"/>
1190	CUMULATIVE FIRE (Township)	<input type="checkbox"/>
1191	CUMULATIVE FIRE SPECIAL	<input type="checkbox"/>

## Add Existing Fund

If you are selecting an existing fund in the unit fund(s) list, you will need to click the checkbox to the right of the Fund Description. Once you have selected the fund, you will see that the box has been checked to identify you have selected that fund.

Select Unit > Manage Petitions > Select Funds

Selected Year 2021 Select Unit: GRANT COUNTY, Grant Co. - 0000

Fund Cd	Fund Description	Select Fund(s):
0101	GENERAL	<input checked="" type="checkbox"/>
0124	2015 REASSESSMENT	<input type="checkbox"/>
0180	DEBT SERVICE	<input type="checkbox"/>
0702	HIGHWAY	<input type="checkbox"/>
0706	LOCAL ROAD & STREET	<input type="checkbox"/>
0790	CUMULATIVE BRIDGE	<input checked="" type="checkbox"/>
0801	HEALTH	<input type="checkbox"/>
2391	CUMULATIVE CAPITAL DEVELOPMENT	<input type="checkbox"/>
2411	ECONOMIC DEV INCOME TAX CEDIT	<input type="checkbox"/>



Please note that units with more than 10 funds will have their funds displayed on multiple pages. Please click the page numbers on the bottom left of this table to navigate between them.

0615	ANIMAL SHELTER	<input type="checkbox"/>
0702	HIGHWAY	<input type="checkbox"/>
12345...>>		

### Add a Fund

If you are adding a new fund select, “Add New Fund.” This will allow you to add a standard Department fund from a drop-down list.

0180	DEBT SERVIC
------	-------------

Add a Fund

Add a New Home Ruled Fund

Fund Cd	Fund Descrip
No Records Selected	

Save and Continue

This brings up a box that contains a list of funds that can be added. Select your desired fund from the drop-down box to select the fund. Once you have selected the new fund you will select, “Add New Fund.”

Fund Code - Description: 0061 - RAINY DAY v

Close

Add New Fund

0005 - CASINO/RIVER/CAT

0001 - REFERENDUM FUND - EXEMPT OPERATING

0022 - REFERENDUM FUND - EXEMPT OPERATING - POST 2009

0025 - REFERENDUM FUND - EXEMPT SCHOOL SAFETY OPERATING

0060 - PRE-SCHOOL SPECIAL EDUCATION

0062 - ARSON

0063 - DISCRETIONARY FUND

0064 - EDUCATION LICENSE PLATE

0065 - EXTRA CURRICULAR

0066 - FIRE PREVENTION

0067 - GIFT FUND

0068 - HAZMAT NONREVERTING

0069 - HOMELESS SHELTER

0070 - LATCH KEY

Scroll down and select.



## Add a New Home Ruled Fund

If you are adding a new home ruled fund select, “Add a New Home Ruled Fund.” This will allow you to add a new home ruled fund with your custom fund name. Once you entered the fund description select, “Add New HR Fund.”

The added fund(s) will show in the box below with a checkmark in the box under the “Select Fund(s) column.

Then select, “Save and Continue” to save your new fund entry and move to the next step.

Fund Cd	Fund Description	Select Fund(s):
0061	RAINY DAY	<input checked="" type="checkbox"/>
9500	Local Law Enforcement Cont. Ed	<input checked="" type="checkbox"/>

Once all needed funds have been added/selected. Click “Save and Continue” to advance to the next page.

Fund Cd	Fund Description	Select Fund(s):
0061	RAINY DAY	<input checked="" type="checkbox"/>
9500	Local Law Enforcement Cont. Ed	<input checked="" type="checkbox"/>

Note: When adding funds, the unit will select the fund(s) that will be included on the Additional Appropriation petition when working on each fund you must save every update you’ve made before continuing to another step.



## Manage Reviewed Funds

The Additional Appropriation application will classify each fund into one of two categories. Funds will either be subject to Department review or be a “reporting only” fund. The application will refer to the reporting-only funds as “non-reviewed” funds.

The Manage Reviewed Funds page will be populated with the funds subject to Department review. To review these funds for sufficient funding, certain financial data will be manually entered while other data is populated from the Department.

Local officials now only need to provide six pieces of data. All other information will default into the application.

## Select Fund

You will begin by selecting, “Select Fund” and click on the drop-down box arrow to open the fund list box. Then select the fund you want to enter data into first.

[Select Unit](#) > [Manage Petitions](#) > [Select Funds](#) > [Manage Reviewed Funds](#)

**Edit Funds**  
Select Fund Code

Select Fund 

Select Fund 

Select Fund

0061 - RAINY DAY

0101 - GENERAL

A. DLGF Fund Number		0061	0101
B. Fund Name		RAINY DAY	GENERAL
C. Appropriation Amount Requested		\$0	\$0
D. Amount by Reduction		\$0	\$0
E. Net Amount of Increase		\$0	\$0
1. Property Tax Levy		\$0	\$13,299,944



## Edit Fund

Once a fund has been selected, the page will prompt the user to manually enter the following fields.

Select Unit > Manage Petitions > Select Funds > Manage Reviewed Funds

**Edit Funds**

Select Fund Code

C. Appropriation Amount Requested	\$0
D. Amount By Reduction (Enter as a positive number)	\$0
6. January 1 Cash Balance (Includes investments)	\$0
11. Encumbered Appropriations Carried Forward from Previous Year	\$0
12. Temporary Loans Outstanding as of January 1	\$0
16. Amount transferred to Rainy Day Fund	\$0

Not all of the fields will apply to all funds. Enter the requested data for all applicable fields:

- Line C - Appropriation Amount Requested – The amount of an increase in appropriations that were approved.
- Line D - Amount By Reduction (Enter as a positive number) – The amount of a reduction in appropriations that was approved.
- Line 6 - January 1 Cash Balance (Include investments) – The beginning year cash balance for the fund including investments that originated from the selected fund.
- Line 11 - Encumbered Appropriations Carried Forward from Previous Year – If the board/council formally carried over appropriations (permission to spend) from the prior year to be spent in the current year, enter the total encumbered amount for this fund.
- Line 12 - Temporary loans outstanding as of January 1. This is only used for cases where the January 1 cash balance includes money that has yet to be repaid to another fund.
- Line 16 - Amount transferred to the Rainy Day Fund. Reserved for amounts permanently transferred to another fund. Example: From the General fund or School Operations fund (but not exclusively).



Select Unit > Manage Petitions > Select Funds > Manage Reviewed Funds

**Edit Funds**

Select Fund Code

- C. Appropriation Amount Requested
- D. Amount By Reduction (Enter as a positive number)
- 6. January 1 Cash Balance (Includes investments)
- 11. Encumbered Appropriations Carried Forward from Previous Year
- 12. Temporary Loans Outstanding as of January 1
- 16. Amount transferred to Rainy Day Fund

0061 - RAINY DAY	▼
\$100000	
\$0	
\$75000	
\$0	
\$0	
\$0	

Update was successful



## Editing Additional Funds

Once you have entered data into all the applicable fields, select “Save Amounts”. Once saved, you will see, “Update was successful” then you are ready to move on to the next fund. It’s important to always save before continuing to the next fund or page.

Select Unit > Manage Petitions > Select Funds > Manage Reviewed Funds

**Edit Funds**

Select Fund Code

- C. Appropriation Amount Requested
- D. Amount By Reduction (Enter as a positive number)
- 6. January 1 Cash Balance (Includes investments)
- 11. Encumbered Appropriations Carried Forward from Previous Year
- 12. Temporary Loans Outstanding as of January 1
- 16. Amount transferred to Rainy Day Fund

0061 - RAINY DAY	▼
Select Fund	
0061 - RAINY DAY	
0101 - GENERAL	
\$0	
\$0	
\$0	

Update was successful

Save Amounts

Click on the drop-down arrow. Here you will see a box that will open with the name of the fund that was to be include in the unit’s petition.



The body of this page is used to compare the net amount of requested increase to the surplus funds available. Be sure to review each row.

A. DLGF Fund Number	0061	0101
B. Fund Name	RAINY DAY	GENERAL
C. Appropriation Amount Requested	\$100,000	\$500,000
D. Amount by Reduction	\$0	\$100,000
E. Net Amount of Increase	\$100,000	\$400,000

The first section summarizes the amount approved by the board/council. This is the amount being sought for approval by the Department.

- Row A – The Department assigned fund number.
- Row B – The Department assigned fund name.
- Row C – The amount of additional appropriation approved by the board/council and manually entered above.
- Row D – The amount of appropriation reduction approved by the board/council and manually entered above.
- Row E – The net amount of increase to the appropriations. This is calculated as Row C minus D.



The next section calculates financial data to determine if there is sufficient funding to support the request.

1. Property Tax Levy	\$0	\$0
2. Levy Excess	\$0	\$0
3. PRTC from Local Income Tax(LIT)	\$0	\$0
4. LIT Levy Freeze Amount	\$0	\$0
5. Misc. Revenue	\$0	\$0
6. January 1 Cash Balance	\$75,000	\$2,000,000
7. Subtotal of Funds	\$75,000	\$2,000,000
8. Less Circuit Breaker	\$0	\$0
9. Total Funds	\$75,000	\$2,000,000
10. DLGF Approved Budget	\$0	\$0
11. Encumbered Appropriations Carried Forward From Previous Year	\$0	\$0
12. Temporary Loans Outstanding as of January 1	\$0	\$0
13. Beginning Obligations	\$0	\$0
14. Surplus Funds	\$75,000	\$2,000,000
15. Previous additional appropriations approved since January 1, less any reductions in appropriations	\$0	\$0
16. Amount transferred to the Rainy Day Fund	\$0	\$0
17. Surplus Funds Remaining	\$75,000	\$2,000,000
18. Funded or Unfunded	Partial Funding: \$75000.00	Funded

Save & Update Revenues      Save & Update

The Line numbers refer to the Form 4B or 1782 Notice Fund Report.

1. Property Tax Levy (Line 11): This field is automatically populated with the current year property tax levy certified by the Department.
2. Levy Excess Applied (line 10): This field is automatically populated with the current year levy excess applied by the Department.
3. Misc. Revenue Estimate (Line 13): This field is automatically populated with the current year’s revenue used by the Department to certify the funds’ budget. This amount can be edited by clicking “Save and Update Revenues” at the bottom of the page.
4. January 1 Cash Balance (Including investments): This field is populated by the beginning year cash balance manually entered at the top of the page.
5. Subtotal Of Funds Available (Add 1 through 6): This line calculates the total of lines 1 through 6. This represents total funds available before any appropriations are deducted for this fund.
6. Less Circuit Breaker (line 12) (Amount from Circuit Breaker Report): This field is prepopulated with the circuit breaker amount (also called tax cap loss). During the beginning part of the year, the unit’s estimates used during budget certification are used. Once the actual amounts are calculated (typically in April) this field will be populated with the actual circuit breaker losses.



7. Calculates Total Funds Available (7 minus 8): This is a total row that subtracts line 8 from line 7.
8. Department Approved Budget: This field is populated with the Department certified budget for the fund.
9. Encumbered Appropriations (line 15) Carried Forward from Previous Year: This field presents the amount of the encumbrances manually entered in the data entry section above.
10. Temporary Loans Outstanding As Of January 1: This field is populated with the amount of outstanding temporary loans manually entered in the data entry section above.
11. Beginning Obligations (Add 10 through 12): This is a total row that adds lines 10, 11, and 12.
12. This represents the amount of funds already committed to being spent for this fund.
13. Surplus Funds (9 minus 13): Automatic Calculation: Subtracts line 9 from line 13. These are the funds available before the approval of any additional appropriations during the current calendar year.
14. Previous Additional Appropriation(S) Approved Since January 1, Less Any Reductions: This field is populated by the Department with the total additional appropriations certified by the Department for this fund minus the total reported reductions for this fund.
15. Permanent Transfers Out: This represents the amount of funds permanently transferred to another fund. This would not include appropriated transfers.
16. Surplus funds Remaining: This row subtracts lines 15 and 16 from line 14. This represents the total amount of uncommitted funds available for the additional appropriation. If the amount on this line is equal to or exceeds the net amount requested (Row E), it is likely the additional appropriation will be approved if the proper procedures have been followed. The appropriation approved will be limited to the amount on this line.
17. Funded or Unfunded: This field will calculate if the requested amount is either funded, not funded, or partially funded. If the amount is partially funded, the amount approved will be only what available revenue will fund.

Once the page is completed, the user may edit the revenues or continue to the next page.

## Update Revenues (Optional)

18. Funded or Unfunded	Funded	Funded
18. Funded or Unfunded	Not Funded	Funded
18. Funded or Unfunded	Partial Funding: \$1297324.00	FUNDED

Save & Update Revenues    Save & Update

If you need to update your revenue estimates, select “Click to Add a New Revenue” at the bottom of the Manage Reviewed Funds page.

18. Funded or Unfunded	Partial Funding: \$1297324.00	FUNDED
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Save & Update Revenues
Save & Update

This will direct the user to the “Form 2” or miscellaneous revenue page. This page is populated with the revenues used when the Department certified the current year budget. Begin by selecting your desired fund.

Select Fund: 0101 - GENERAL 

Revenue Estimates	Revenue Estimates Jan 1 To Dec 31, 2020	
R114 - Vehicle/Aircraft Excise Tax Distribution	<input style="width: 80%;" type="text" value="3628"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
R135 - Commercial Vehicle Excise Tax Distribution (CVET)	138	<input type="button" value="Edit"/>
<b>Total</b>	<b>\$3,766</b>	

Click to Add a New Revenue 

Save and Return

To add a new revenue, select the “Click to Add a New Revenue” button. This will result in a popup menu with a drop-down list. Select your desired revenue from the drop-down list and then select “Add Revenue.”

- R130 - Federal and State Grants and Distributions - Culture and Recreation
- R131 - Federal and State Grants and Distributions - Economic Development
- R132 - Federal and State Grants and Distributions - Health and Welfare
- R133 - Federal and State Grants and Distributions - Public Safety
- R134 - Federal and State Grants and Distributions - Other
- R110 - Casino/Riverboat Distribution

Close
Add Revenue





To edit an existing or newly added revenue, click the “Edit” button to revise the amount.

ESTIMATE OF THE MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN  
GENERAL PROPERTY TAXES FOR USE PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2020

Select Fund:

0061 - RAINY DAY

Revenue Estimates	Revenue Estimates Jan 1 To Dec 31, 2021	
R913 - Other Receipts		0 <a href="#">Edit</a>
Total		\$0

[Click to Add a New Revenue](#)

[Save and Return](#)

ESTIMATE OF THE MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN  
GENERAL PROPERTY TAXES FOR USE PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2021

Select Fund:

0061 - RAINY DAY

Revenue Estimates	Revenue Estimates Jan 1 To Dec 31, 2021	
R913 - Other Receipts	<input type="text" value="30000"/>	<a href="#">Update</a> <a href="#">Cancel</a>
Total		\$0

[Click to Add a New Revenue](#)

[Save and Return](#)

Once the edit button is clicked, change the amount, and then click “Update” to save your entry

Once complete, you can select “Save and Return” to go back to the Manage Reviewed Funds Page.

ESTIMATE OF THE MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN  
GENERAL PROPERTY TAXES FOR USE PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2021

Select Fund:

0061 - RAINY DAY

Revenue Estimates	Revenue Estimates Jan 1 To Dec 31, 2021	
R913 - Other Receipts		30000 <a href="#">Edit</a>
Total		\$30,000

[Click to Add a New Revenue](#)

[Save and Return](#)

The user will then review their request and pay special attention to the funding status on Line 18. Once the unit is ready, they will click “Save and Update.”

17. Surplus Funds Remaining	\$105,000	\$30,741,983
18. Funded or Unfunded	Funded	Funded

[Save & Update Revenues](#) [Save & Update](#)

## Manage Non-Reviewed Funds

The Manage Non-Reviewed Funds page is used to report any additional appropriations or reductions adopted for the “reporting only” funds that the Department will not review.

Select “Edit” to modify the amount for the Appropriation Requested or the amount for the Appropriation Reduction. Once done with the edit click “Update”.

Select Unit > Select Funds > Manage Non-Reviewed Funds

Selected Year 2021 Select Unit: GRANT COUNTY, Grant Co. - 0000

DLGF Fund Number	Fund Name	Appropriation Requested	Appropriation Reduction	Edit
0790	CUMULATIVE BRIDGE	\$1,000,000	\$0	<a href="#">Edit</a>
9500	GATEWAY HOME-RULE FUND #1	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Update Balance</a>

[Save and Continue](#)



Once the page is completed, select “Save and Continue.”

Select Unit > Select Funds > Manage Non-Reviewed Funds

Selected Year 2021 Select Unit: GRANT COUNTY, Grant Co. - 0000

DLGF Fund Number	Fund Name	Appropriation Requested	Appropriation Reduction	Edit
0790	CUMULATIVE BRIDGE	\$1,000,000	\$0	<a href="#">Edit</a>
9500	GATEWAY HOME-RULE FUND #1	\$200,000	\$0	<a href="#">Edit</a>

[Save and Continue](#)



## Summary and Submission

The Summary and Submission page will present a summary of each fund along with the “funded” amount.

Selected Year 2021 Select Unit: GRANT COUNTY, Grant Co. - 0000

Petition/Order: 1115180

Fund Name	Amount Requested	Reduction Amount	Surplus Remaining	Funded Amount
CUMULATIVE BRIDGE	\$1000000	\$0	N/A	N/A
GATEWAY HOME-RULE FUND #1	\$200000	\$0	N/A	N/A
GENERAL	\$500000	\$100000	\$30741983	\$500000
RUBY DAY	\$100000	\$0	\$105000	\$100000





If no debt funds were added and the submission isn't for a library, the next step will be to sign and submit the petition with your name, title, and 4 digit PIN. If you do not recall your PIN, please email [Support@dlgf.in.gov](mailto:Support@dlgf.in.gov) for assistance.

By submitting this form, I do hereby certify that the information entered is true and correct.

Form Signature

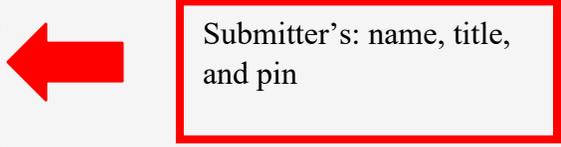
NAME  
Leia Burke \*

TITLE  
County Auditor \*

SIGNATURE/PIN  
[Empty field]

DATE  
03/13/2020 \*

Sign and Submit



If your request includes a debt service fund, you will be asked to provide a reason why additional spending is requested for this fund. Once the explanation is added, select "Save Comment."

[Select Unit](#) > [Select Funds](#) > [Manage Reviewed Funds](#) > **Summary and Submission**

Selected Year 2021 Select Unit: MONROE COUNTY PUBLIC LIBRARY - 0154 Monroe County

Petition/Order: 1115182

Fund Name	Amount Requested	Reduction Amount	Surplus Remaining	Funded Amount
DEBT SERVICE	\$2000	\$0	\$304544	\$2000

This unit has a debt fund:

The 2021 certified budget did not include bank fees of \$2,000.

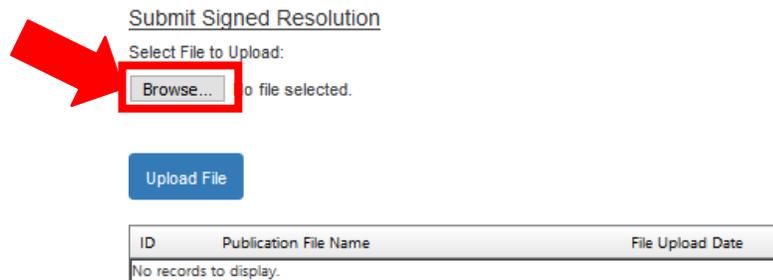
**Save Comment**



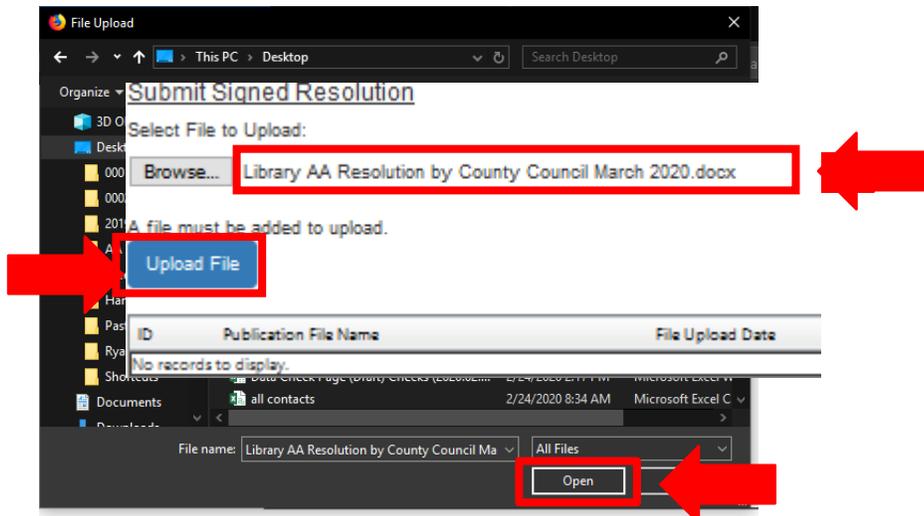
## Libraries Only - Upload the Signed Resolution

If your unit is a library, you will need to upload a copy of the resolution/ordinance that was adopted to approve the additional appropriation. If this additional appropriation wasn't subject to binding review, it should have been adopted by the library board. If this additional appropriation was subject to a binding review, it should have been adopted by the adopting/fiscal body (typically the county council, but not always).

Select "Browse", from here select the appropriate location where you saved the Signed Resolution.



Then select the desired file highlighted, click "Open."



Notice the file path now appears to the right of the "Browse" button. Then click the "Upload File" button.



## Department Review Process

Above the signature panel will be a note that explains how your request will be reviewed. Under certain criteria, the Department order will be immediately available on the “Manage Petitions” page.

By submitting this form, I do hereby certify that the information entered is true and correct.

Once submitted, the DLGF's order will be immediately available on the Manage Petitions page.

### Form Signature

NAME

 \*

Once submitted, the user will be taken to the Manage Petitions page, where the petition will have a link to download the Department order.

Select Unit > Manage Petitions

Selected Year 2021 Select Unit: GASTON CIVIL TOWN, Delaware Co. - 0593

Create new Additional Appropriations Petition

ID	Year	Public Hearing Date	Resolution Date	Email Recipient	Submitted By	Submission Date	Fund Preview	Request Amount Preview	Number of Funds	Petition Status	View/Edit Petition	DLGF Reviewed Order
1115474	2021	03/18/2021	03/18/2021	rburke@dlgf.in.gov	Landon Burke	3/24/2021 3:30:19 PM	0061	5000	1	Approved	Select	Report

Sometimes the signature panel will display a note above it explaining that the Department will need to perform a more detailed review. If this happens, the email recipient provided will receive an email within 15 days, once the Department has completed their review. The following changes will trigger a more detailed review: debt funds, changing “certified” revenues, or adding specific revenues. The email will notify the unit that the additional appropriation has been reviewed, and the order is now available in Gateway.

Once submitted, the DLGF will review your request within 15 days and an email will be sent once the review is complete

## Additional Appropriation Report

The report can be comprised of multiple sections. The first three are only applicable if the request includes Department reviewed funds, while the last section only applies to “non-reviewed” or “reporting-only” funds.



## Certified Order

This report summarizes the Department's actions to approve, modify, or deny the request in a single table.

### ORDER 1115480

In the matter of Additional Appropriations for GASTON CIVIL TOWN taxing unit County of Delaware as adopted on March 1, 2021.

A certified copy of additional appropriation action taken by the above named taxing unit was filed with the Department of Local Government Finance on March 24, 2021. It was examined for availability and sufficiency of unencumbered revenues. The Department makes the following determination based upon financial information as submitted by the fiscal officer:

Sufficient revenues are available to support the following requested appropriations.

FUND CD	FUND NAME	REPORTED REDUCTION	REQUESTED INCREASE	AMOUNT APPROVED	AMOUNT DENIED
0061	RAINY DAY	\$0	\$30,000	\$30,000	\$0
0101	GENERAL	\$10,000	\$50,000	\$50,000	\$0



## Certified Copy

This report presents a summary of the public hearing, resolution, and advertising dates along with a restatement of the Manage Reviewed Funds page. This page presents the calculation to determine if the request was funded or not funded.

### Certified Copy of Additional Appropriation

UNIT NAME: GASTON CIVIL TOWN

Unit Number: 0593

COUNTY NAME: Delaware

County Number: 18

Date of Publication  
02/03/2021

Newspaper Name: The Muncie Times

Date of Publication

Newspaper Name:

Date of Publication Hearing  
03/01/2021

Date Resolution Passed  
03/01/2021

A. DLGF Fund Number	0061	0101
B. Fund Name	RAINY DAY	GENERAL
C. Appropriation Amount Requested	\$30,000	\$50,000
D. Amount by Reduction (C minus D)	\$0	\$10,000
E. Net Amount of Increase	\$30,000	\$40,000
1. Property Tax Levy	\$0	\$265,835
2. Levy Excess	\$0	\$0
3. PTRC from Local Income Tax (LIT)	\$0	\$0
4. LIT Levy Freeze Amount	\$0	\$0
5. Misc. Revenue	\$0	\$80,010
6. January 1 Cash Balance (Include investments)	\$50,000	\$100,000
7. Subtotal of Funds (Add 1 thru 6)	\$50,000	\$445,845
8. Less Circuit Breaker	\$0	\$82,000
9. Total Funds (7 minus 8)	\$50,000	\$363,845
10. DLGF Approved Budget	\$0	\$298,209
11. Encumbered Appropriations Carried Forward from Previous Year	\$0	\$0
12. Temporary Loans Outstanding as of January 1	\$0	\$0
13. Beginning Obligations (Add 10 thru 12)	\$0	\$298,209
14. Surplus Funds (9 minus 13)	\$50,000	\$65,636
15. Previous additional appropriations since January 1, less reductions in appropriations	\$5,000	\$0
16. Amount transferred to the Rainy Day Fund	\$0	\$0
17. Surplus Funds Remaining (14 minus 15 minus 16)	\$45,000	\$65,636
18. Funded or Unfunded	Funded	Funded



## Miscellaneous Revenue Report

This report is a restatement of the revenue page of the application. These totals are referenced in Line 5 of the Certified Copy (previous page).

**ORDER 1115480**

County : Delaware  
Unit : GASTON CIVIL TOWN  
Unit ID : 18-3-0593

**FUND: 0061 - RAINY DAY**

Revenue Code	Revenue Name	Revenue Estimates Jan 1 to Dec 31 2021
R910	Transfers In	0
<b>TOTAL</b>		<b>0</b>

## Non-Reviewed Funds Acknowledgment

This report summarizes the reported additional appropriations and appropriation reductions for the “reporting-only” or non-reviewed funds.

County : Delaware  
Unit : GASTON CIVIL TOWN  
Date : 03/01/2021

The Department of Local Government Finance acknowledges receipt of the fiscal body's action on the following additional appropriation and/or reduction:

Fund	Fund Name	Requested Additional	Requested Reduction
0005	CASINO/RIVERBOAT	3,000	0
9500	Local Law Enforcement Cont. Ed	700	0

## Support

As you work through the process of an additional appropriation or reporting it through Gateway, keep in mind that you have resources available to help you.

Technical Support - If you have trouble entering an amount or using the application, please contact the Support Team at [Support@dlgf.in.gov](mailto:Support@dlgf.in.gov).

If you require assistance with the process of completing an additional appropriation or with what amounts should be entered into the application, please contact your [Budget Field Representative](#).