



# FISCAL

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Indiana Emergency Response Commission  
January 2024



LEPCs must comply with Indiana Codes, 4-2-7-3, 13-25-1-6, 13-25-2-5, 13-25-2-10.6(b), 13-25-2-10.7 and 13-25-2-14 to receive funding. To meet funding and IERC requirements, the following documents/information must be submitted annually through the LEPC online reporting system at

<https://on.in.gov/lepc-reports>.



# DUE DATE

- Due Oct. 31.
- The LEPC **must vote on the Fiscal Report** before it is uploaded into TIER II.
- Must submit county auditor's report for Fund 1152 LEPC Right to Know.
- Dated from Jan. 1 to Dec. 31 of the previous year.
- Include year-end balance for previous year (carry forward/beginning balance).
- Include expenditures/interest/grant money.



# EXPENDITURES

- **Prior year expenditures must be itemized/entered** into the online system. The official county auditor's report must also be uploaded into the online system.
- When the expenditures are entered into the Tier II fiscal report, the expenditures must be itemized. There is a dropdown menu available.



# EXPENDITURES

## Dropdown Menu

- Communication equipment
- Data management
- Emergency planning
- HazMat response equipment
- IERC approved special projects
- LEPC equipment maintenance
- Meeting stipend
- Other
- Training
- No disbursements



# FISCAL TEMPLATE

You can use the fiscal template to verify the information being submitted into TIER II is correct.

It can be found on the LEPC website:

<https://www.in.gov/dhs/boards-and-commissions/lepc-information/>

It will make things easier for yourself and IDHS because everything will be in one location when the agency goes in to review your fiscal report.



**If you use a fiscal template, you still need to submit an auditor's report.**

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# FISCAL TEMPLATE

For anyone who does not know how to fill out a fiscal template but would like to use one, there are three videos that explain how to fill out the template. Those videos can be found at:

[https://www.youtube.com/playlist?list=PLZb\\_B8IPdY-Fn6f6pIRVuZk7xJCs455h0](https://www.youtube.com/playlist?list=PLZb_B8IPdY-Fn6f6pIRVuZk7xJCs455h0)

You can ask your program manager for the link.





**If you have any questions, please email:**

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# THE END

