

---

# 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) 974-1629

**TO:** All Political Subdivisions  
**FROM:** Courtney L. Schaafsma, Commissioner  
**RE:** Use of Budget Form 4 (State Form 55865)  
**DATE:** July 28, 2015

The Department of Local Government Finance (“Department”) issues this memorandum to address an update concerning Budget Form 4 (“Form 4”). Form 4 is the ordinance formally approving and certifying the adopted budgets, property tax levies, and property tax rates for the ensuing budget year. The appropriate fiscal body members affirm their action by signing the Form 4 and marking the appropriate selection, “aye,” “nay,” or “abstain.”

The Department has, through the Indiana Archives and Records Administration (“IARA”), formally converted Form 4 into an official state form (number 55865).

Because Form 4 is now an official state form, it must be used by each political subdivision exactly as it has been prescribed by the Department and recognized by the IARA. The official Form 4 is accessible through Gateway.

The Department cannot accept a Form 4 that is not the official state form. Thus, each political subdivision and its vendor, if any, should be aware that any version of the Form 4 that pre-dates the official state form cannot be accepted by the Department. Moreover, the Department cannot accept a reproduced Form 4. The Form 4 accessible through Gateway must be used as-is.

A political subdivision is not prohibited from adopting a separate budget ordinance for its own use and book-keeping. In other words, the unit must still adopt an official Form 4 for submission to the Department, but the unit is not prohibited from adopting a separate document for its own internal purposes.

## Contact Information

Legal questions may be directed to General Counsel Mike Duffy at (317) 233-9219 or [mduffy@dlgf.in.gov](mailto:mduffy@dlgf.in.gov) and budget questions may be directed to Budget Division Director Susan Clark at (317) 234-3937 or [sclark@dlgf.in.gov](mailto:sclark@dlgf.in.gov).