



Reporting Requirements for Cities and Towns

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Reporting Requirements

- IC 5-11-1-4
 - State examiner requires that all units file annual financial reports within 60 days after the close of each fiscal year.
 - DLGF may not approve the budget or a supplemental appropriation until the unit files the annual report for the preceding year.
 - IC 5-14-3.8 requires the DLGF and SBOA to post annual reports on the state website.



Reporting Requirements

- IC 5-11-1-4 (Continued)
 - Furthermore, a county or municipality may not issue bonds unless they have filed an annual report with the state examiner for the preceding **fiscal** year and the annual report was prepared in accordance with all generally accepted accounting principles (GAAP) as established by Governmental Accounting Standards Board (GASB). **However, upon request of the county or municipality, the state examiner may waive this GAAP requirement.**



Reporting Requirements

- IC 5-11-1-4 (Continued)
 - The section prohibiting the sale of bonds unless the annual report has been filed only applies to:
 - After June 30, 2017: municipality with a population greater than 250,000;
 - After June 30, 2019: municipality with a population greater than 100,000, and;
 - After June 30, 2020: municipality with a population greater than 75,000.



Reporting Requirements

- IC 5-11-13-1 (100R)
 - Every unit : “shall during the month of January...” prepare a report showing the “names and business addresses of each and all officers, employees, and agents...” and file with the state examiner.
 - Report must also indicate if the unit offers a health plan, a pension, and other benefits to full and part-time employees.



Reporting Requirements

- IC 5-11-13-1 (Continued)
 - The certification must be filed electronically in manner prescribed under IC 5-14-3.8-7.
 - DLGF may not approve the budget or a supplemental appropriation of a county, city, town, or township until they file this report for the preceding year.



Reporting Requirements

- IC 5-11-13-1.1
 - Nepotism and Contracting Policy statement by the executive must be included with the annual salary report (100R).
 - DLGF may not approve the unit's budget or any supplemental appropriations for the unit for the ensuing calendar year **if the unit has not adopted these policies.**



Reporting Requirements

- IC 5-1-18 Debt Reporting
 - Excludes short term debt that will be repaid in the same calendar year.
 - Debt issuance report must be filed with DLGF within one month of issuance.
 - DLGF may not approve an appropriation or a property tax levy associated with a debt that has not been reported.
 - DLGF may grant waiver for “good cause.”



Reporting Requirements

- IC 5-1-18-9
 - Each unit with outstanding bonds or leases shall submit a report to the department before March 1 that includes a summary of all outstanding bonds and a comparison to the constitutional or statutory limitations on debt. (Report is to distinguish between bonds and leases.)
 - DLGF may require other information.



Reporting Requirements

- Other Reporting Requirements:
 - March 31 – RDC treasurer annual report to commission. IC 36-7-14-8.
 - April 15 – RDC reports to executive, fiscal body, and DLGF regarding activities during preceding year and information about TIF districts. IC 36-7-14-13.
 - June 14 – Redevelopment commission reports available TIF surplus AV or shortfall to county auditor, taxing units, and DLGF. IC 36-7-14-39.



Reporting Requirements

- Other Reporting Requirements (Continued):
- RDC Annual Report (IC 36-7-14-13 Version b)
 - Commissioners file with unit's executive, fiscal body and DLGF by April 15.
 - This report is a combination of several reports that were previously required.
 - This report is in addition to the debt issuance report, which is also required for any bond issue.



Reporting Requirements

- IC 36-1-8-17.5 (OPEB)
 - Due **by** March 1
 - Data on retiree benefits and expenditures other than pension benefits.
 - All political subdivisions must report even if they don't provide post employment benefits.
 - See DLGF memo dated January 5, 2016.



Contact the Department

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