

# 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) 232-8779

## 2017 Budget School Information for Review Purposes

Please mail this completed form and the requested information to your Field Representative within two days after the adoption meeting.

School Name: _____	County: _____
Contact Person: _____	Title: _____
Telephone: _____	Fax: _____
Mailing Address: _____	Email: _____
_____	_____
_____	_____

- I. **Excessive levy appeal** for increased transportation costs– must be filed directly with the Indianapolis office of the Department of Local Government Finance. Last date to file is Oct. 19, 2016.
- II. **Budget Forms – Must be submitted via Gateway for 2016 pay 2017**
- Prescribed Budget Forms 1, 2, and 4B for each fund, along with Forms 3, 4, and 4A
  - Current Year Financial Worksheet (formerly line 2 Worksheet)  
    \_\_\_ include a copy of any appropriation reduction resolution, if applicable
  - Debt Service Worksheet(s)
- III. **Reports to be submitted via U.S. mail**
- Encumbrance information from 2015 (part of Form 9 for July 1, 2015 – December 31, 2015)
  - DOE Form 9 for July 1, 2015 – December 31, 2015
  - DOE Form 9 for January 1, 2016 – June 30, 2016
  - 2017 CPF Plan (all sections including the summary)
  - 2017 Bus Replacement Plan (Sections 1, 2 and 3)
- IV. **Additional information to be uploaded in the Budget Application of Gateway**
- Proof of Publication: CPF Hearing
  - Proof of Publication: CPF Notice of Adoption
  - Resolution adopting the CPF Plan
  - Certificate of no remonstrance to CPF Plan from County Auditor
  - If you expect CPF budget cuts, please submit a priority cut list
  - Proof of Publication: Bus Replacement Plan Hearing
  - Resolution adopting the Bus Replacement Plan
  - Final Amortization and/or lease rental schedules for debt issued this year, including refunding (refinancing) or restructured debt
  - For new debt: board resolutions, proofs of all publications and notices required by law pertaining to the debt.
  - Lease rental affidavits for First Mortgage and Lease Rental Bonds

- ( ) Actual temporary loan interest for the last half of the current year, if available
- ( ) Unreimbursed textbooks amount with supplemental report if higher than amount certified by DOE
- ( ) Neutrality resolution for Pension debt, if applicable
- ( ) Copy of School Board Resolution requesting fixed rate, cap, levy, combination fixed rate, etc. (if applicable)
- ( ) Approving Order from the DLGF for exemption from protected taxes (if applicable) plus worksheets detailing transfers needed and line 7 calculations.
- ( ) For school corporations that received a Determination of Eligibility, worksheets detailing circuit breaker re-allocation, transfers needed and line 7 calculations.
- ( ) Any other information the DLGF needs to prepare preliminary budget (i.e.: debt restructuring, petition for an adjustment to the Bus Replacement levy, documentation for successful referendums, etc.)