#### May 2017 Auditor's Conference: June 2017 Settlement

Office of State Auditor Tera Klutz, CPA Settlements Division Thursday, May 25, 2017

## Settlement Outline

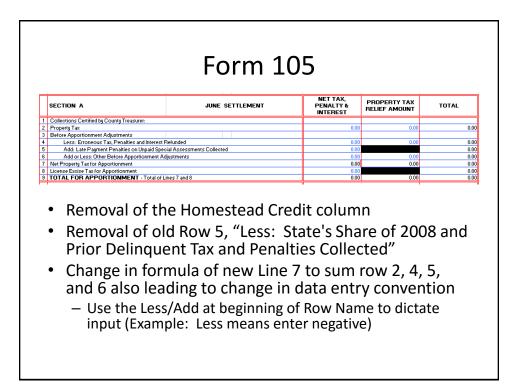
- 1. Process
- 2. Form 105
- 3. 49TC
- 4. 17TC
- 5. Certificate of Error
- 6. Quietus
- 7. Other forms

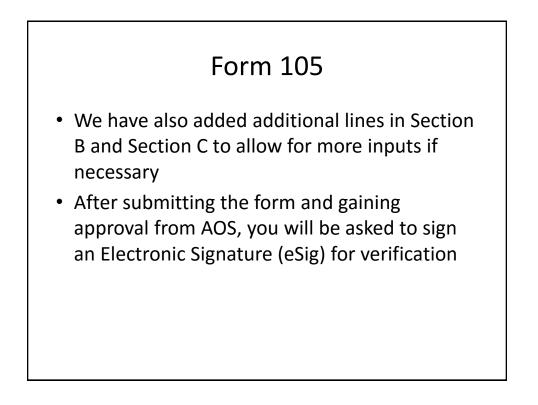
## The Settlement Process

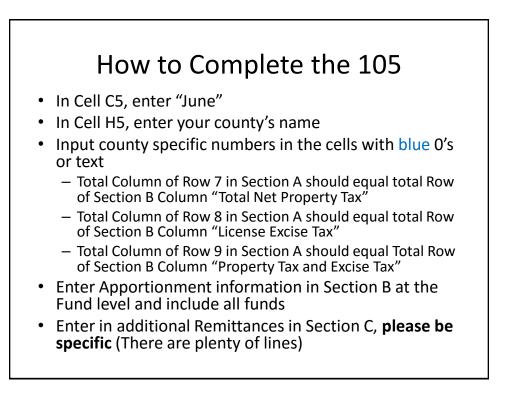
- You will need to complete the forms that were placed on the AOS FTP site in the "From Settlements" folder and then upload the completed forms using the AOS FTP site in the "To Settlements" folder
- Again, we are partnering with Crowe Horwath to help us increase the accuracy and internal controls of our review process
- Due to the increase in internal controls, expect a bit lengthier of a delay on approval

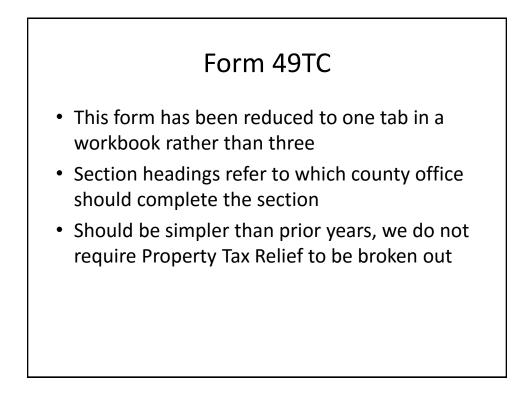
## How Can You Help Us Speed Up Approval?

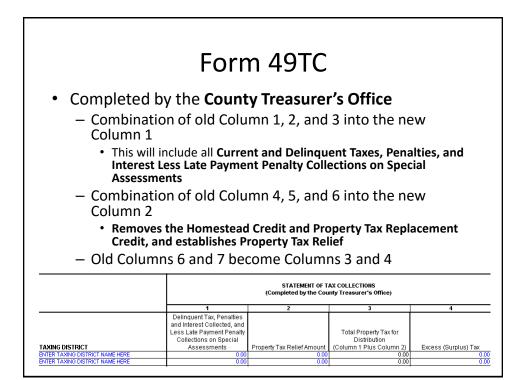
- 1. Complete the checklist provided by the Auditor of State before submission
- 2. Provide and upload explanations for any drastic changes in your reported amounts
- 3. Be prepared to answer potential follow up questions

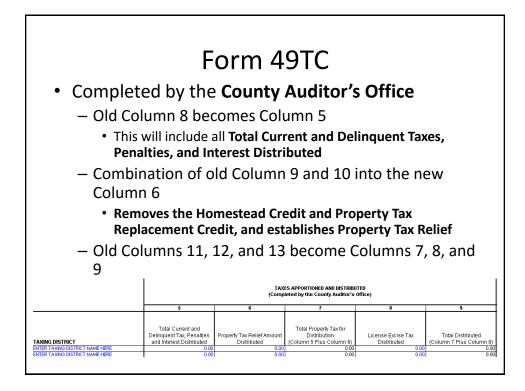




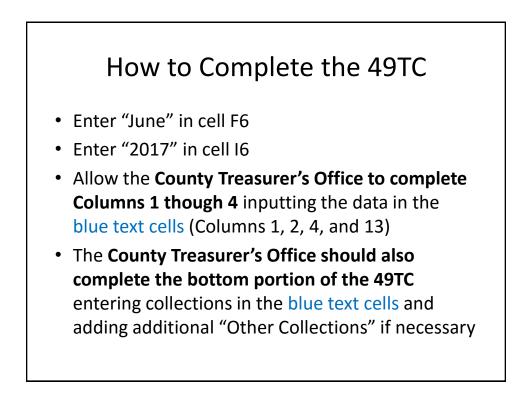






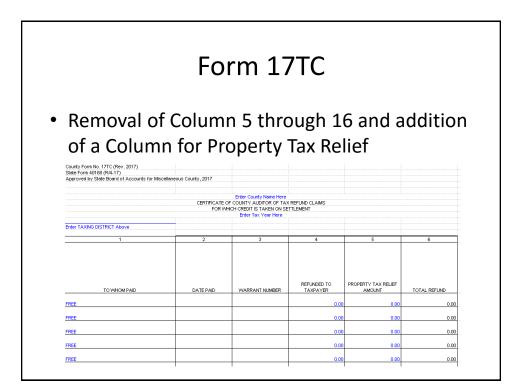


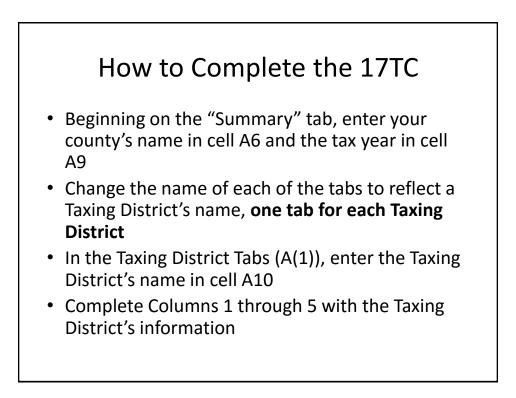
Form 49TC				
<ul> <li>Section 2 of old Form 49TC has been eliminated down to new Form 49TC Columns 10-12         <ul> <li>Primarily due to Homestead Credit change</li> </ul> </li> <li>Old Column 14 is now 10, old Column 15 is now 11, and old Column 16 is now 12</li> <li>Section 3 of the old Form 49TC has been eliminated and added as Column 13 of the new Form 49TC, this Column should be completed by the County Treasurer's Office</li> </ul>				
<ul> <li>The bottom portion of 49TC has a minor addition of Business Personal Property Ordinance Fees which are distributed differently then the other property tax distributions</li> </ul>				
	SETTLEMENT OF PROPERTY TAX RELIEF AMOUNT (Revie <del>v</del> Section, Column 13 completed by the County Treasurer's Office if necessary)			SETTLEMENT OF LATE PAYMENT PENALTIES (Completed by the County Treasurer's Office)
	10	11	12	13
	Property Tax Relief Amount Due Taxing District From Column 6		Balance of Property Tax Relief (Column 10 Less Column 11) 0.00	Late Payment Penalty Collections on Special Assessments 0.00
ENTER TAXING DISTRICT NAME HERE	0.00	0.00	0.00	0.00

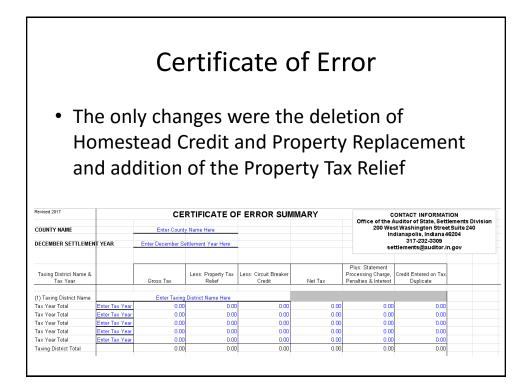


### How to Complete the 49TC

- The County Auditor's Office is to complete
   Columns 5 through 9 entering data in the blue
   text cells (Columns 5, 6, and 8)
- Allow Columns 10-12 to be the reconcilement of the Auditor's Office reported distribution numbers with the Treasurer's Office reported collection numbers, **these must reconcile**







# How to Complete the Certificate of Error

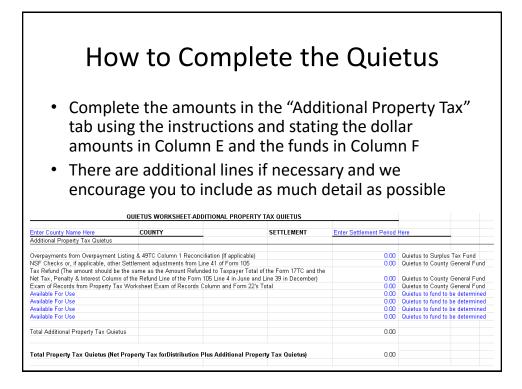
- Enter the county name in cell C3
- Enter the Settlement year in C5
- Beginning with the first Taxing District table enter the Taxing District Name
- Input all necessary data input cells (blue text cells) with the correct numbers

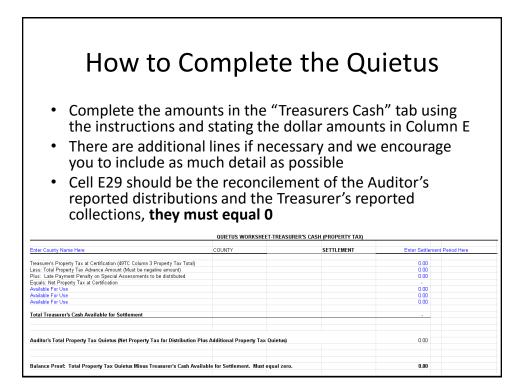


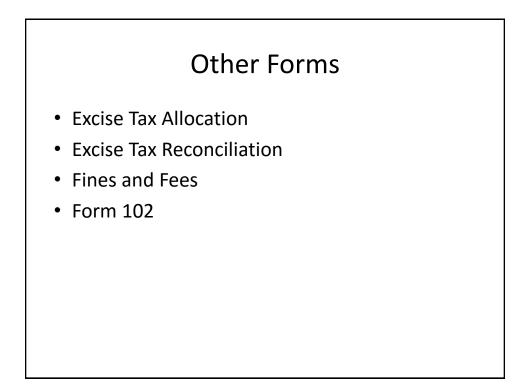
- This workbook is for you as the County Auditor and will assist in finding difference amongst the amount distributed and the reported collections of the County Treasurer
- Only a few changes were made to conform to the new LIT statute
  - Removal of LOIT related Fund inputs in the "Additional Property Tax" and the "Treasurer's Cash" tabs

### How to Complete the Quietus

- Beginning on the "Quietus Summary" tab, enter the county name in cell A4 and the Settlement Period in E4 (Example: June 2016 pay 2017)
- In the "Property Tax" and the "Excise Tax" tabs, enter the funds and distributions reported on the 105







# Settlement Recap

- 1. Process
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#### **Contact Information**

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Settlements: <u>Settlements@auditor.in.gov</u>