



Department of Local Government Finance

Budget Workshop Overview and Preparation

May 2020



Budget Workshop Overview and Preparation

- The goal of this presentation is to address the four questions below:
 - What is a Budget Workshop?
 - How to Prepare for a Budget Workshop?
 - What Happens at a Budget Workshop?
 - What Happens after a Budget Workshop?



What is a Budget Workshop



What is a Budget Workshop

- Budget Workshops – A voluntary, one on one meeting with your Budget Field Representative.
 - Scheduled between July 15 and August 31.
 - The workshop sessions are scheduled for 45 minutes.
 - Officials can receive assistance in preparing and completing many of the budget forms.



What is a Budget Workshop

- The Department will assist in the review, revision, and preparation of the following forms required for budget certification:
 - A. Current Year Financial Worksheet
 - B. Budget Form 2: Estimate of Miscellaneous Revenue
 - C. Budget Form 3: Notice to Taxpayers
 - D. Budget Form 4B: advertised column only



What is a Budget Workshop

- The workshop may be used to discuss any questions or concerns about the budget cycle:
 1. Statutory deadlines.
 2. Unit's timeline for advertising, meeting dates, and adoptions dates.
 3. Gateway Security and submission procedures.
 4. Legislative updates that may impact the unit.
 5. Receive an upload of certain budget forms.
 6. The Department and its representatives cannot provide legal or financial advice.



How to Prepare for a Budget Workshop



How to Prepare for a Budget Workshop

Budget Field Representatives will begin scheduling budget workshops in May.

- Each taxing unit will receive an invitation that tells the location, date and time of their workshop.
- The invitation will also have a list instructing the unit what to bring to the workshop.



How to Prepare for a Budget Workshop

The 12 members of the budget team will conduct approximately 2,000 Workshops between July 15 and August 31.

- The Department will bring estimates, prior year data, updated deadlines, and legislative updates.
- In order to optimize the appointments, units must also prepare for their workshops.



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must:

1. Prepare a financial software report/ledger book showing total expenditures and the receipts.
 - For units with multiple funds or accounts, each must be completed.
 - Must include all activity from January 1 – June 30.
 - Must be totaled and reconciled from January 1 - June 30.



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must:

2. List of encumbrances.

- The list must be totaled by fund with supporting documentation.



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must:

3. Cash balances as of June 30 for each fund.

- Ledger book or software report showing total cash balances (including investments) as of June 30 for each fund.
- The taxing unit should be able to provide the detail information for each fund.



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must:

4. List of any investments by fund.

- List may be an investment ledger or documentation concerning the amounts of any investments included in the June 30 balance.



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must:

5. Amortization schedules.

- May not apply to all units.
- Units with at least one debt fund will need to bring the supporting amortization or lease rental payment schedule(s).



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must:

5. Amortization schedules.

- The Department will need the original amortization schedule used to enter amounts into Gateway, not the Gateway printout.
- All debt must be entered into Gateway Debt Management before an appropriation and levy can be allowed.



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must:

6. Additional appropriation.

- A listing of all Additional Appropriation or reduction resolutions completed from Jan. 1 – June 30.
- A listing of all Additional Appropriation or reduction resolutions that are planned for July 1 – Dec. 31.



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must:

7. Complete Form 1 : Line Item Budget Estimates.

- Includes all budgeted line items for 2021.
- Broken down by fund, department, expense category, and line item.
- Line items will roll over from last year, except for capital outlays.



How to Prepare for a Budget Workshop

Form 1 Best Practices:

- Look at 2020 amounts as a starting point.
- Compare the prior year's actual expenses against the budgeted amounts.
- Compare the prior year's actual expenditures against revenues.
- Consider any changes (increases or decreases) needed.



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must:

8. Complete Form 2 : Revenue Estimates.

- The Department can assist with estimates for Excise, CVET, FIT, and several other revenues.



How to Prepare for a Budget Workshop

- Form 2 Best Practices
 - Always compare the previous year's actual revenues against the estimated amounts.
 - Be conservative when estimating revenue amounts.



How to Prepare for a Budget Workshop

Prior to attending a budget workshop, at a minimum, each elected official must identify:

- The address meeting locations that will be used during the budget cycle.
- The dates and times of the public hearing and adoption meetings.
- The Department recommends identifying back up dates for public hearing and adoption meetings.



How to Prepare for a Budget Workshop

- For 2021, the Department will be using a new format for the Form 4B. Among other changes, the new 4B will treat circuit breaker as a reduction to the revenue.
- For additional information about the new format:
 - 2021 4B Video: <https://youtu.be/6AoJcX0Q4w8>
 - 2021 4B Template: [Interactive Template](#)



What Happens at a Budget Workshop

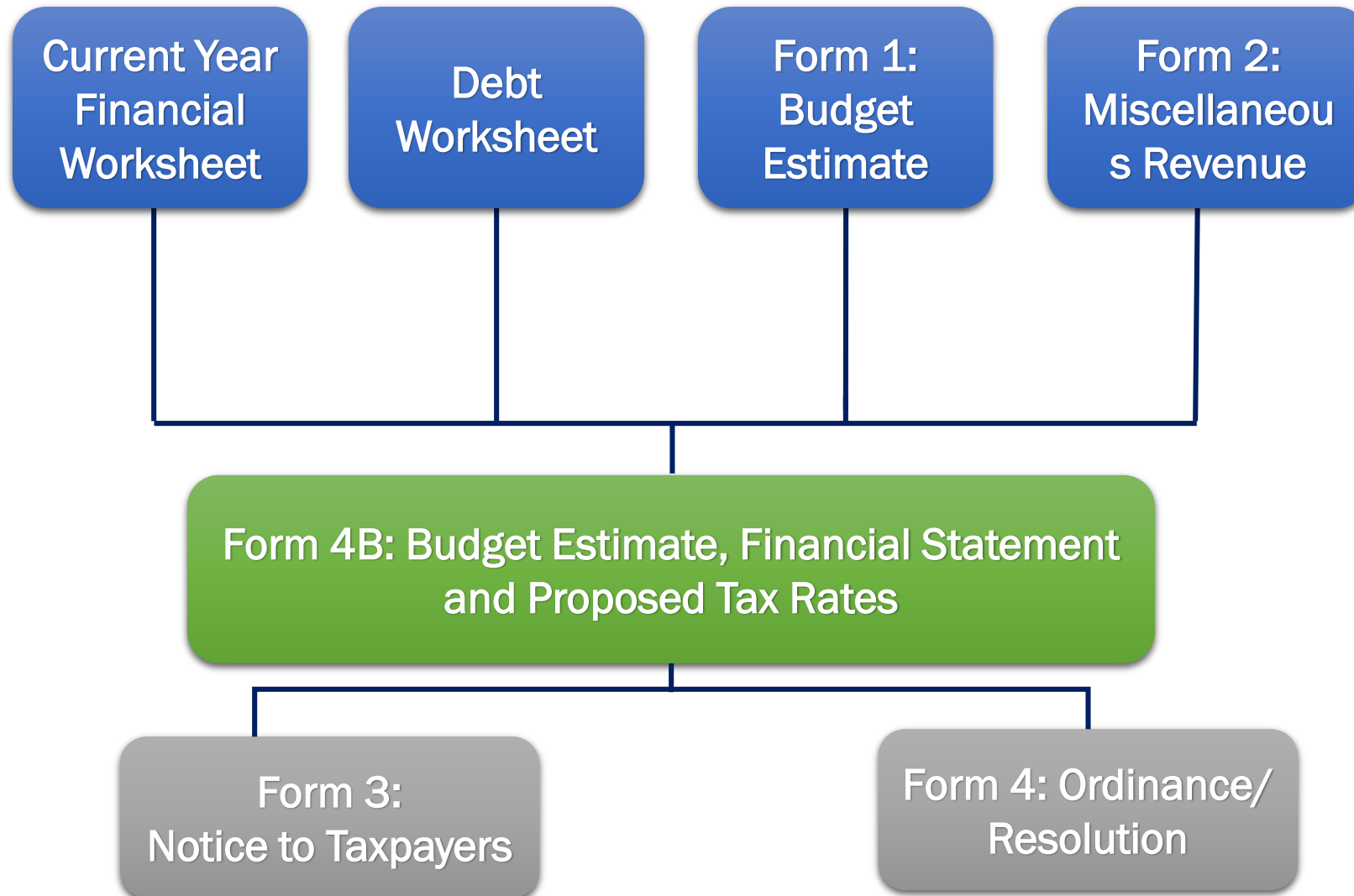


What Happens at the Workshops

- The Department and the unit will review the June 30 financial data from the records and use this information to complete the Current Year Financial Worksheet (“CYFW”).
 - The CYFW will be completed, even if no other assistance is required of or requested by the unit official.
- The Department can also assist with the completion and review:
 - Form 2
 - Form 3
 - Form 4B



Budget Forms – Flow Chart





What Happens at a Budget Workshop

- On behalf of the unit, The Department may upload a CYFW, Form 2, Form 3, and Form 4B into Gateway.
 - Only the advertised column of Form 4B is uploaded.
- If a unit requests an upload, the official will review the information in the advertised column of the uploaded forms in Gateway. The official is responsible for making sure the data is correct prior to submitting the forms.
- The Department cannot fill out or upload budget Form 1, Form 4, or Debt Worksheet.



What Happens at a Budget Workshop

- If an upload of the information is not requested during the appointment, the unit official will enter the information directly into Gateway.
- Whether an upload is requested or not requested, after attending the workshop, please refer to the step by step walkthrough to complete the budgeting cycle.



What Happens after a Budget Workshop



What Happens after a Budget Workshop

- The workshop is the beginning step of the six month long budgeting process.
- After the workshop, the taxing unit must complete several additional steps to ensure the budget gets adopted.
- The Department will provide a step by step checklist of remaining responsibilities.







What Happens after a Budget Workshop

- Gateway provides a visual cue for units submitting information.
- Prior to submitting a valid form, the Budget Menu will options are listed in yellow, after a form is successfully submitted, the option will turn green.
- All forms must be submitted in order for the Department to review the budget.



Budget Form Menu – Incomplete Submission

 Error Prevention Report	 Budget Forms Flow Chart
Current Year Financial Worksheet: Additional Calculations for Form 4B 	
 Click to edit form	 Not 'Ready to Submit'.
Debt Worksheet	
Form 1: Budget Estimate	
Form 2: Estimate of Miscellaneous Revenues	
Form 3: Notice to Taxpayers	
Form 4: Ordinance / Resolution of Appropriations and Tax Rates	
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	
1782 Recipients: Registration of 1782 Notice E-mail Recipients	



Budget Forms – Complete Submission



[Error Prevention Report](#)



[Budget Forms Flow Chart](#)

Current Year Financial Worksheet: Additional Calculations for Form 4B



[Click to view form](#)



This form has been submitted.

Submitted on 10/11/2017 11:30:57 AM

Debt Worksheet

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Form 4: Ordinance / Resolution of Appropriations and Tax Rates

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

1782 Recipients: Registration of 1782 Notice E-mail Recipients



What Happens after a Budget Workshop

- Review the 1782 Notice Recipients.
- The 1782 notice is sent to only the individuals listed in Gateway by the unit.
- The Department recommends including several contacts potentially including council members, financial advisors, secondary contacts within the unit.
 - Note: This email will only be used for 1782s, they will not be automatically added to a larger distribution list.



Budgetary Best Practices Form 3 and Form 4



Form 3

1. The unit must submit Budget Form 3 (Notice to Taxpayers) in Gateway at least 10 days prior to the public hearing.
2. Hold the public hearing (at least 10 days before the adoption meeting).
3. Hold the adoption meeting – Budget Form 4 is signed at this meeting.
 - Please remember that the public meeting and adoption meeting must be held on the dates listed on Form 3.



Form 4

1. Form 4 is the Resolution/Ordinance of Appropriations and Tax Rates, and is to be completed and submitted by the unit official.
2. The appropriations, tax levies, and tax rates on Form 4 are generated from the information in the adopted column of Form 4B.
3. The unit will be responsible for inserting the date of the adoption meeting. Please make sure that the date on Form 4 matches the adoption meeting date on Form 3.
4. The unit must also fill in the names of the board/council members and the taxing unit official's name.
5. Submit all completed budget forms in Gateway including scanning and uploading signed Form 4 (within 5 business days of the adoption meeting).



Resources and Contact Information



Contact Us

Website: www.in.gov/dlgf

Contact Us: www.in.gov/dlgf/2338.htm

Telephone: (317) 232-3777

Budget Field Representative Map:

https://www.in.gov/dlgf/files/Budget_Field_Reps.pdf

Gateway Support:




Gateway@dlgf.in.gov

DLGF Customer Service Survey:

[Customer Survey](#)



Resources

- You  Training Videos
 - www.youtube.com/user/DLGFgateway
 - www.in.gov/dlgf/8945.htm
- User Guides
- Information A screenshot of a navigation menu with a green background. It contains five items: "Home" with a house icon, "About" with an information icon, "Account Settings" with a gear icon, "User Guides" with a question mark icon (highlighted with a green box), and "Logout" with a person icon.
- DLGF Memos 
 - www.in.gov/dlgf/2444
- Email
- Call