



# Department of Local Government Finance

## School Budget Information Preparing for Budget Season

Jamie Bolser

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# Disclaimer

- This presentation and other Department of Local Government Finance materials are not a substitute for the law. The following is not legal advice, just an informative presentation. The Indiana Code always governs.



# Introductions



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# Agenda

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- Budget Information
- Budget Deadlines
- Gateway Budget Forms
- LDA Changes
- Helpful DLGF Resources



# Budget Information

- In addition to advertisement and adoption requirements, there are a number of documents that the Department requires in order to certify budgets.
- The list below and in the 2024 Pay 2025 School Budget Information Memo represents the common documents that the Department will need to certify your budget.

<https://www.in.gov/dlgf/memos-and-presentations/memos/>

- The Department notes that not all steps will apply to all school corporations.



# Budget Information

- Those Documents Include:
  - All Budget Forms & Update 1782 Recipients (All submitted through Gateway).
  - DOE Form 9 for July 1 – December 31 (6-month report).
  - DOE Form 9 for January 1 – June 30 (6-month report)
  - Debt information.
  - Resolution adopting Capital Projects Plan and Bus Replacement Plan.
  - Resolution(s) covering transfers for July 1 – December 31, 2024.
  - Resolution requesting target tax rate or target levy for each fund, if applicable.
  - Protected tax waivers – completed workbook detailing transfers needed and line 7 calculations.



# Budget Information

- Budget Reports – (cont.)
  - Tax anticipation warrant information, if applicable
- Referenda Information (if applicable)
- Education Fund to Operations Fund Transfers (if applicable)



# Calendar Year 2025 Budget Deadlines

- The Department has posted the 2024 budget calendar. The calendar contains the statutory submission/due dates for some key deadlines for the budget certification process.

<https://www.in.gov/dlgf/files/2024-memos/240207-Van-Dorp-Memo-2024-Budget-Calendar.pdf>

- June 30 – Submission deadline for Pre-Budget Report & release of the MLGQ
- July 15 – Release of the Department’s “July Estimates” including non-property tax revenues of FIT, CVET, and Excise.





# Calendar Year 2025 Budget Deadlines

- August 1 - Release of Department's Estimates of Circuit Breaker Loss by unit. Posted to the DLGF website at: <https://www.in.gov/dlgef/county-specific-information/>
- August 1 - Last day for county auditor to certify net assessed values ("CNAV") to the Department.
- October 12 - Last day to post a notice to taxpayers ("Budget Form 3") of proposed 2025 budgets and net tax levies and a public hearing to Gateway.
- October 22 - Last day to hold a public hearing on units 2025 budgets.
- November 1 - Deadline for all units to adopt 2025 budgets, tax rates, and tax levies.



# Calendar Year 2025 Budget Deadlines

- **December 31** - Deadline for the Department to certify 2025 budgets, tax rates, and tax levies unless a taxing unit in a county is issuing debt after December 1 in the year preceding the budget year or intends to file a shortfall appeal.
- **January 15, 2025** - Deadline for the Department to certify 2025 budgets, tax rates, and tax levies if a taxing unit in a county is issuing debt after December 1 in the year preceding the budget year or intends to file a shortfall appeal.



# Gateway Budget Forms

- Gateway budget forms must be submitted via Gateway.
- Prescribed Budget Forms 1, 2, and 4B for each fund.
- Forms 3 and 4 containing all funds for the school corporation.
- Current Year Financial Worksheet
  - Include a copy of any appropriation reduction resolution(s), if applicable.
  - Include a copy of an additional appropriation resolution(s) approved by the Department.



# Gateway Budget Forms

- Gateway budget forms – (cont.)
- Debt Service Worksheet(s)
- 1782 Recipients: registration of 1782 Notice email recipients.



# Current Year Financial Worksheet (CYFW)

**Current Year Financial Worksheet: Additional Calculations for Form 4B** ⚠️

[Click to edit form](#) ⚠️ Not 'Ready to Submit'.

<b>Debt Worksheet</b>	⚠️
<b>Form 1: Budget Estimate</b>	⚠️
<b>Form 2: Estimate of Miscellaneous Revenues</b>	⚠️
<b>Form 3: Notice to Taxpayers</b>	⚠️
<b>Form 4: Ordinance / Resolution of Appropriations and Tax Rates</b>	⚠️
<b>Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate</b>	⚠️
<b>1782 Recipients: Registration of 1782 Notice E-mail Recipients</b>	⚠️



# Current Year Financial Worksheet (CYFW)

- The Current Year Financial Worksheet is a snapshot of your financial situation on June 30.
- This form is the starting point of the 18-month cycle covered on the budget forms.
- Completing this form will fill out lines 1, 2, 5, 6, 7, and 16 on the Form 4B.

<b>Line 5</b>	
<b>APPROPRIATIONS</b>	
1. Current Year Approved Budget	\$ 263,325
2. Encumbrances Brought Forward	\$ 0
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ 0
b) Reductions January through June	\$ 0
4. Other Non-Appropriated Obligations	\$ 0
5. Total Approved Appropriations	\$ 263,325
<b>DISBURSEMENTS</b>	
6. January through June Current Year Disbursements	\$ 0
7. Appropriation Balance	\$ 263,325
8. Reductions July through December	\$ 0
9. Estimated Current Year Expenditures July through December	\$ 263,325
<b>Line 6</b>	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$ 0
<b>Line 7</b>	
11. Levy excess not transferred prior to June 30	\$ 0
12. Temporary loans outstanding as of June 30 and transfers out July 1 – Dec 31, 2023	\$ 0
What fund is being repaid/receiving the transfer?	
13. Total temporary loans, transfers out, and levy excess for July 1 – December 31, 2023	\$ 0
<b>Line 16</b>	
14. Temp loans to be repaid in the first 6 months of 2024 and transfers out in 2024	\$ 0
What fund is being repaid/receiving the transfer?	
<b>Line 1</b>	
15. June 30 Cash Balance, including investments	\$ 0
<b>Line 2</b>	
16. Taxes to be collected, present year (December settlement)	\$ 0



# CYFW - Encumbrances

- Don't forget to include encumbrances:
  - An encumbrance is an expense that is budgeted in one year but was not spent in that year and is carried forward by resolution into the next year.
- Encumbrances will be listed on line 2 of the CYFW.
  - Should match the July – December Encumbrances reported on the Period 2 Form 9.
- Encumbrances increase your current year approved budget.

Line 5	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 263,325
2. Encumbrances Brought Forward	\$ <input type="text" value="0"/>
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ <input type="text" value="0"/>
b) Reductions January through June	\$ <input type="text" value="0"/>
4. Other Non-Appropriated Obligations	\$ <input type="text" value="0"/>
5. Total Approved Appropriations	\$ 263,325



# CYFW – Non-Appropriated Obligations

- What is a non-appropriated obligation?
  - A non-appropriated obligation is something that shows in the disbursement total in your financials but does not count against your approved appropriations.
- Examples:
  - Purchase of Investment
  - Insurance Reimbursements
  - Transfers to Levy Excess
  - Transfers to Rainy Day
  - Transfer of funds due to Temporary Loans

Line 5	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 263,325
2. Encumbrances Brought Forward	\$ <input type="text" value="0"/>
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ <input type="text" value="0"/>
b) Reductions January through June	\$ <input type="text" value="0"/>
4. Other Non-Appropriated Obligations	\$ <input type="text" value="0"/>
5. Total Approved Appropriations	\$ 263,325







# CYFW – Non-Appropriated Obligations

- Non-appropriated obligations will be listed on line 4 of the CYFW.
- Do these non-appropriated disbursements show as part of the expenditures for the first 6 months? If not, they do not need to be listed on this line.

Line 5	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 263,325
2. Encumbrances Brought Forward	\$ <input type="text" value="0"/>
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ <input type="text" value="0"/>
b) Reductions January through June	\$ <input type="text" value="0"/>
4. Other Non-Appropriated Obligations	\$ <input type="text" value="0"/>
5. Total Approved Appropriations	\$ 263,325





# CYFW – Additional Appropriations & Reduction to Appropriations









- First Six Months (January – June)
  - Additional Appropriations
    - Line 3A
  - Reduction to Appropriations
    - Line 3B
  - These need to be entered and approved through the Additional Appropriation Application prior to June 30.
  
- Second Six Months (July – December)
  - Additional Appropriations
    - Line 10
  - Reduction to Appropriations
    - Line 8
  - After June 30; before December 31

Line 5	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 263,325
2. Encumbrances Brought Forward	\$ <input type="text" value="0"/>
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ <input type="text" value="0"/>
b) Reductions January through June	\$ <input type="text" value="0"/>
4. Other Non-Appropriated Obligations	\$ <input type="text" value="0"/>
5. Total Approved Appropriations	\$ 263,325

DISBURSEMENTS	
6. January through June Current Year Disbursements	\$ <input type="text" value="0"/>
7. Appropriation Balance	\$ 263,325
8. Reductions July through December	\$ <input type="text" value="0"/>
9. Estimated Current Year Expenditures July through December	\$ 263,325
Line 6	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$ <input type="text" value="0"/>



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

<b>Current Year Financial Worksheet: Additional Calculations for Form 4B</b> 
 <a href="#">Click to edit form</a>  Not 'Ready to Submit'.
<b>Debt Worksheet</b> 
<b>Form 1: Budget Estimate</b> 
<b>Form 2: Estimate of Miscellaneous Revenues</b> 
<b>Form 3: Notice to Taxpayers</b> 
<b>Form 4: Ordinance / Resolution of Appropriations and Tax Rates</b> 
<b>Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate</b> 
<b>1782 Recipients: Registration of 1782 Notice E-mail Recipients</b> 



# Form 4B

- Form 4B presents a comprehensive look at the unit budget through a financial statement. This form is sometimes referred to as the “16-line statement”.
- Lines 1, 2, 5, 6, 7, and 16 on the Form 4B are populated from CYFW.
- Lines 3 and 13 populated from Form 2.

July to December - 2023	
<b>Cash Balance and Revenues</b>	
1. June 30th Cash Balance	\$ 1,610,418
2. Property Taxes To be Collected	\$ 1,306,134
3. Miscellaneous Revenue	\$ 521,865
4. Total Cash and Revenues	\$ 3,438,417
<b>Expenses</b>	
5. Necessary Expenditures	\$ 2,559,224
6. Additional Appropriations	\$ 0
7. Outstanding Temporary Loans and Transfers	\$ 0
8. Total Expenses required	\$ 2,559,224
9. Estimated December 31st 2023 Cash Balance (Line 4 - 8)	\$ 879,193

Budget Year -		
Revenues	Advertised Amount	Adopted Amount
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$ 3,868,445	\$ 3,868,445
12. Property Tax Cap Impact	\$ -568000	\$ -568000
13. Miscellaneous Revenues	\$ 1,212,027	\$ 1,212,027
14. Budget Year Total Revenues	\$ 4,512,472	\$ 4,512,472
Expenses	Advertised Amount	Adopted Amount
15. Budget Estimate	\$ 5,322,191	\$ 5,322,191
16. Outstanding Temporary Loans and Transfers	\$ 0	\$ 0
17. Total Expenses	\$ 5,322,191	\$ 5,322,191
18. Operating Balance - Estimated December 31st Cash Balance (Line 9 + 14 - 17)	\$ 69,474	\$ 69,474

	Advertised Amount	Adopted Amount
Net Assessed Value	\$ 629,534,806	\$ 629,534,806
Property Tax Rate	0.6145	0.6145



# School Transfers (In)

- Form 2
  - Column A (July – December)
  - Column B (January – December)
  - Report per Fund
  - To be able to include any of these revenues on Form 2 Column A, the Department will need a signed resolution covering all planned transfers from July 1 – December 31.

Select Fund:

3300 - OPERATIONS

Select Category Tab

		Taxes	Intergovernmental Revenue	Other Receipts
Revenue Code	Description	July 1 to Dec 31, 2023	Jan 1 to Dec 31, 2024	
1323	Payments by Area Vocational School Members	\$ 40,000		\$ 100,000
1440	Transportation Fees from Other Private Sources	\$ 0		\$ 15,000
1910	Rentals	\$ 50,000		\$ 10,000
1994	Other Overpayments and Reimbursements	\$ 10,000		\$ 20,000
1997	Indirect Costs from Federal Government	\$ 20,000		\$ 100,000
1999	Other Revenue from Local Sources	\$ 40,000		\$ 80,000
5203	Transfer from Education to Operations	\$ 2,000,000		\$ 6,150,000
5320	Disposal of Personal Property	\$ 5,000		\$ 10,000
<b>TOTALS BY CATEGORY</b>		<b>Total: \$ 2,165,000</b>		<b>Total: \$ 6,485,000</b>
<b>TOTALS BY FUND</b>		<b>Total: \$ 2,600,615</b>		<b>Total: \$ 7,373,583</b>
<b>TOTALS BY UNIT</b>		<b>Total: \$ 21,484,472</b>		<b>Total: \$ 50,513,610</b>



# School Transfers (In)

- Revenue Codes
  - 5201 Transfer from Operations to Education
  - 5202 Transfer from Operations to Rainy Day
  - 5203 Transfer from Education to Operations
  - 5204 Transfer from Education to Rainy Day
  - 5205 Transfer from Rainy Day to Operations
  - 5206 Transfer from Rainy Day to Education

Select Fund:

3300 - OPERATIONS

Select Category Tab

		Taxes	Intergovernmental Revenue	Other Receipts
Revenue Code	Description	July 1 to Dec 31, 2023	Jan 1 to Dec 31, 2024	
1323	Payments by Area Vocational School Members	\$ 40,000	\$ 100,000	
1440	Transportation Fees from Other Private Sources	\$ 0	\$ 15,000	
1910	Rentals	\$ 50,000	\$ 10,000	
1994	Other Overpayments and Reimbursements	\$ 10,000	\$ 20,000	
1997	Indirect Costs from Federal Government	\$ 20,000	\$ 100,000	
1999	Other Revenue from Local Sources	\$ 40,000	\$ 80,000	
5203	Transfer from Education to Operations	\$ 2,000,000	\$ 6,150,000	
5320	Disposal of Personal Property	\$ 5,000	\$ 10,000	
<b>TOTALS BY CATEGORY</b>		<i>Total</i> \$ 2,165,000	<i>Total</i> \$ 6,485,000	
<b>TOTALS BY FUND</b>		<i>Total</i> \$ 2,600,615	<i>Total</i> \$ 7,373,583	
<b>TOTALS BY UNIT</b>		<i>Total</i> \$ 21,484,472	<i>Total</i> \$ 50,513,610	



# School Transfers (Out)

- Form 4B
  - Line 7C School Transfers (July – December)
  - Line 16C School Transfers (January – December)
  - Report per Fund

July to December - 2023

Cash Balances and Revenues	
1. June 30th Cash Balance	\$ 9,256,625
2. Property Taxes To be Collected	\$ 0
3. Miscellaneous Revenue	\$ 18,529,352
<b>4. Total Cash and Revenues</b>	<b>\$ 27,785,977</b>
Expenses	
5. Necessary Expenditures	\$ 19,106,280
6. Additional Appropriations	\$ 0
<b>7. Outstanding Temporary Loans and Transfers</b>	<b>\$ 2,000,000</b>
7a). Transfers Out and Outstanding Temporary Loans	\$ 0
7b). Reserved	\$ 0
<b>7c). School Transfers</b>	<b>\$ 2,000,000</b>

Budget Year -

	Advertised Amount	Adopted Amount
Revenues		
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$ 0	\$ 0
12. Property Tax Cap Impact	\$ 0	\$ 0
13. Miscellaneous Revenues	\$ 42,447,660	\$ 42,447,660
<b>14. Budget Year Total Revenues</b>	<b>\$ 42,447,660</b>	<b>\$ 42,447,660</b>
Expenses		
15. Budget Estimate	\$ 36,758,432	\$ 36,758,432
<b>16. Outstanding Temporary Loans and Transfers</b>	<b>\$ 6,150,000</b>	<b>\$ 6,150,000</b>
16a). Transfers Out and Outstanding Temporary Loans	\$ 0	\$ 0
16b). Reserved	\$ 0	\$ 0
<b>16c). School Transfers</b>	<b>\$ 6,150,000</b>	<b>\$ 6,150,000</b>



# Limited Delegations of Authority

- The Department launched a new application for processing LDA forms last year. Earlier this month, the Department removed all permissions for individuals that did not have submitter access. If you, your staff, vendors, financial advisors, etc. would like to regain any access that was lost, a new LDA will need to be completed and accepted in the LDA application.
- The Department will no longer accept paper forms.
- LDAs are valid for one year and will reset each year to ensure the correct individuals have the correct access and past users that should no longer have access are purged from the system regularly.





# Helpful DLGF Resources

- Each month the Department hosts free, virtual webinars, covering a variety of topics. Find the schedule, recordings of previous webinars, and links to register on our website at: <https://www.in.gov/dlgf/continuing-education/webinars/>
- A few webinars that school leaders might find particularly helpful:
  - Maximum Levies Overview – April 19, 2023\*
  - Circuit Breaker Overview – May 17, 2023\*
  - Gateway Overview – Feb 21, 2024
  - Common Budget Mistakes (and how to avoid them) – May 15, 2024
  - Legislative Overview – June 19, 2024
- \*Webinars are moved to the presentations page after the calendar year rolls over. Find previous webinars here: <https://www.in.gov/dlgf/memos-and-presentations/presentations/2023-presentations/>



# Budget Field Representatives

- Budget Field Reps are your #1 contact at the Department.
- They can answer questions.
- They can help explain changes in procedures.
- They can help you avoid common mistakes and, in some cases, help correct those mistakes.
- <https://www.in.gov/dlgf/files/maps/Field-Rep-Map-Budget.pdf>

## Budget Field Representative County Assignments

