

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
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(2023 / 2024) School Corporation Budget Information for Review Purposes

The list of materials below represents the common documents that the Department of Local Government Finance (“Department”) will need to certify 2023 Pay 2024 Budgets.

The Department requests that each school corporation complete and submit this form, including all other applicable budget documents and pertinent budget information as soon as they are available, or within five (5) business days following the budget adoption meeting.

This information must be submitted to the Department via upload into the Gateway Budget Application using the “Submit Signed Form 4 and Other Documents” section.

Department of Local Government Finance Tasks

- Pre-Budget Worksheet
Provide information and estimates in advance.
- View Forms, Enter and Edit Budgets
View, edit and submit Forms to DLGF.
- Submit Signed Form 4 and Other Documents**
View, upload and submit budget-related documents to DLGF.
- Property Tax Cap Info
View Property Tax Cap Data Currently Entered on all Forms

Capital Projects Plans and Bus Replacement Plans must be uploaded to Gateway File Transmission.

[Gateway File Transmission](#)

Please note that not all steps below will apply to all school corporations.

If you have any questions about the steps below, contact your [Budget Field Representative](#).

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

Alternate contact: (if applicable)	_____		

I. Operations Levy Appeal related to increased transportation costs and/or a bus replacement plan as described in Ind. Code § 20-46-8-3 must be submitted to your Budget Field Representative.

The last date to file is October 19, 2023.

II. Gateway Budget Forms – Must be submitted via Gateway for 2023 Pay 2024:

() Prescribed Budget Forms 1, 2, and 4B for each fund:

() Form 3 and Form 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 any additional appropriations approved by the Department.

() Debt Service Worksheet(s)

() 1782 Recipients: Registration of 1782 Notice Email Recipients.

III. Reports that Must Be Uploaded in the Gateway Budget Application:

Note: The Department has already collected the Form 9 for the last half of 2022. (July to December 2022) Please do not submit this again.

() DOE Form 9 for January 1 – June 30, 2023:

___ Summary of Receipts and Expenditures.

___ Summary of Investments.

___ Summary of Obligations.

___ Descriptive Listing by Fund and Account.

() Final amortization and/or lease rental schedules for any debt issued this year, including refunding, refinancing, or restructured debt.

Note: Schedules internally generated in Excel or word document are not acceptable.

() NEW DEBT: The Department will need a copy of the final amortization schedule to compare to the amortization schedule entered into Debt Management. CSV files used to populate Debt Management will not be accepted.

Note: Uploading these documents into Gateway Debt Management is preferred.

() Schedule of Debt Trustee Fees, unless fees are included Lease Rental Payment.

() Lease rental affidavits from the holding corporation stating there are not sufficient funds to retire the debt.

Note: This affidavit is necessary for all debts except new debt.

() Supplemental report of Unreimbursed Curricular Material if higher than amount certified by DOE. The supplemental report must be summarized by school building and/or grade.

Note: The report should not include student names or other personal information.

() Tax anticipation warrant (actual cost) for the last half of the current year.

() Resolution(s) for tax anticipation warrants estimated interest for the ensuing year.

() Resolution adopting the Capital Projects Plan (Upload plan to File Transmission)

() Resolution adopting the Bus Replacement Plan (Upload plan to File Transmission)

() Resolution(s) covering **Transfers** for July 1 through December 31, 2023.

() School Board Resolution requesting target tax rate or target levy for each fund. (*If Applicable*)

() Property Tax Waivers: The completed workbook detailing transfers needed and line 7 calculations.

() Any other information the Department needs to prepare preliminary budget (i.e.: petition for an adjustment to the Bus Replacement levy, documentation for successful referendums, etc.).

IV. Referendum Information

() Was a new Referendum fund approved via May Ballot? ____ Yes ____ No
 __ Operation Referendum.
 __ Debt Referendum.

() Is a new Referendum fund proposed via November Ballot? ____ Yes ____ No