
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
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2010 Indebtedness Reporting Form Instructions

Contact Info Form

- **County** – From the drop down box, select the county in which the taxing unit is located. For cross-county taxing units, select the county in which the majority of the taxing unit is located (“major county”).
- **Unit Code** – Enter the four-digit unit code for the taxing unit. The unit code can be found on the budget paperwork.
- **Unit Name** – The unit name should pre-populate based on the county selected and the unit code entered. However, if the pre-populated unit name is not correct, enter the taxing unit name directly into this cell. This will overwrite the pre-populated unit name.
- **Contact Person** – Enter the full name and title of the individual to whom any questions about the indebtedness form should be addressed.
- **Contact Email** – If available, enter an email address for the Contact Person identified above. The Department recommends that all contact people obtain an e-mail address if one has not already been obtained.
- **Contact Phone** – Enter a phone number at which the Contact Person identified above can be reached.
- **Date of Submittal** – Enter the date on which the spreadsheet is emailed to the DLGF.
- **Does the taxing unit identified above have debt outstanding as of December 31, 2010?** – Using the drop-down menu, enter “Yes” or “No.” If answering “No”, no further information is required. If answering “Yes,” please complete the Debt Reporting Form, located on the second worksheet of the Excel document.

Debt Reporting Form

- **Type of Indebtedness** – Enter one of the following codes to indicate the type of debt being reported:
 - B = Bond
 - L = Lease
 - O = Other Loan

- **Type of Debt** – Enter a brief description of the type of debt being reported. For example, if the debt is a general obligation bond, enter “General Obligation Bond” in the field.

- **If Lease, Lessor** – If the debt being reported has been identified as a Lease, enter the name of the Leaseholder (“Lessor”) in this column. This information can be found in the bond documents, such as the lease agreement or trust indenture. If the debt being reported is not a Lease, leave this column blank.

- **Original Purpose of the Debt** – Enter a brief description of the purpose for which the debt was incurred. For instance, if the debt was incurred for a building project, enter “to construct a new facility.”

- **Year Debt Executed** – Enter the year in which the debt was originally incurred, in four-digit format (i.e. “2009”).

- **Year Debt Scheduled to Retire** – Enter the year in which the debt is expected to be paid off, in four-digit format. If you are reporting a lease, enter the final year of the lease.

- **Average Interest Rate** – Enter the interest rate of the debt in percentage format (i.e. “4.00%”). The interest rate should be expressed as an annual percentage rate (APR). If the debt being reported has different interest rates over the life of the debt, enter the average interest rate of the debt. If the debt being reported is a variable-rate debt in which the future interest rates are not currently known and will be computed based on future market conditions, input “Var” into this column.

- **Original Debt Amount** – If the debt being reported is a Bond or Other Loan, enter the original **principal** amount of the bond or loan. If the debt being reported is a Lease, enter the total amount of payments over the life of the lease.

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Debt Reporting Form (continued)

- **Outstanding Debt Amount** – If the debt being reported is a Bond or Other Loan, enter the remaining **principal** amount of the bond or loan. If the debt being reported is a Lease, enter the sum of the remaining lease payments. These amounts should be **as of December 31, 2010**. If a January 2011 bond payment was already paid as of December 31, 2010, you should not include this amount due in your calculation of the outstanding debt amount as this amount is no longer outstanding as of December 31, 2010.
- **Current Year Payment** – Enter the total amount paid toward the debt during **calendar year 2010**. If the debt being reported is a Bond or Other Loan, this amount would include both principal and interest. If the debt being reported is a Lease, enter the total rental payments made in calendar year 2010.
- **For Lease, Annual Trustee Fee** – If the debt being reported is a Lease, enter the annual trustee fee if applicable.
- **Source of Repayment** – Enter the source of repayment of the debt. If property taxes are wholly or partially to be used to repay the debt, please also specify from which funds property taxes will be allocated.
- **Property Tax Backup** – If the debt being reported is anticipated to be paid through other revenues but property taxes serve as a backup source of repayment on the debt, enter “Y”. If property taxes are the only source of repayment or will not be used to repay the debt at all, enter “N”.
- **Comments** – Enter any other comments pertaining to the debt being reported.