



Budgeting Basics

CL COONROD & CO

JUNE 16, 2026

Definitions



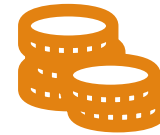
Fund Balance

The actual cash balance of a given fund at any given point in time.



Cash Balance

The total balance of all funds of the Township at any given point in time.



Appropriation

'Permission' to spend money out of a given fund
NOT the same as your fund/cash balance
Can not exceed your fund/cash balance

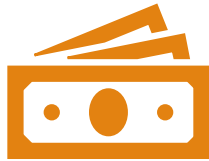


Budget

Effectively interchangeable with term 'Appropriation'

IC 6-1.1-17-5

Definitions (continued)



Additional Appropriation

The process by which you seek permission to spend additional portions of your fund/cash balance above originally approved budget

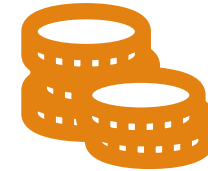
IC 6-1.1-18-5



Tax Levy

The amount of money that you will collect via Property Taxes

You will probably have a Civil Levy (General Fund, TA Fund) & a separate Fire Levy



Maximum Levy

The maximum amount of money you are allowed to levy via Property Taxes in a given year

Definitions (continued)



Tax Rate

The rate at which you charge your residents per \$100 of assessed value of their property



Taxing Unit

The individual local government unit which imposes a tax rate



Tax District

The collective of multiple taxing units that makes up the full tax rate that a citizens pays for property tax (i.e. Hamilton County, City of Fishers, Delaware Township, Hamilton SE School Corporation, Library, etc.)

Definitions (continued)



Property Tax Cap

- 1% - Residential
- 2% - Agricultural
- 3% - Commercial



Circuit Breaker Credit

The amount of Property Tax that you do NOT receive because of the property tax cap



Net Assessed Value

The total taxable value of all property within your Township/Service Area

Budget Process

- 2027 Pre-Budget Report due by 6/30/26
 - Historically this has been optional...I don't know yet if that has changed for this year
- October 13, 2026
 - Last day to post a notice to taxpayers (Budget Form 3) of proposed 2027 budgets and net tax levies and a public hearing in Gateway
- October 23, 2026
 - Last possible day to hold a public hearing

Budget Process (continued)

- November 2, 2026
 - Deadline to adopt 2027 budgets, tax rates, and tax levies

- November 9, 2026
 - Last day to submit 2027 budget, tax rates, and tax levies through Gateway (Form 4)

- Form 1782
 - DLGF communication to you of preliminarily reviewed budget, tax levies and rates.
 - You have 10 days to response to request changes

Form 1782

NOTICE OF FINAL BUDGET RECOMMENDATIONS PURSUANT TO IC 6-1.1-17-16(g)

This notice sets out by fund the final information proposed for your taxing unit. It includes proposed revenue, levy, and budget adjustments that resulted from the application of final assessed values as certified by the county auditor. Applicable cumulative fund rates have been capped based on the calculation required in IC 6-1.1-18-12.

Units must respond to this notice within 10 calendar days with requested changes as specified in IC 6-1.1-17-16(g). No extension will be granted. If no response is received, the budgets, rates, and levies identified in this 1782 Notice will be certified in the final budget order for your county.

Your response must be received no later than November 24, 2025.

Questions on this Notice and the information and calculations contained on the within may be directed to your Budget Field Representative. Requests for adjustments may be provided to the Department electronically by either emailing your signed response to the Department at 1782Notices@dlgf.in.gov or by fax to (317) 232-0178.

- Check the appropriate Box:
- No changes requested
 - Please make the following changes according to the attached information

I acknowledge receipt of the notice:

Budget Process (continued)

- New Gateway application to be released by DLGF sometime in June
- We don't have access to this yet, but we have screenshots that we will go through this afternoon from the Test application

Budget Process (continued)

- Current Year Financial Worksheet
 - Numbers you will need (for each appropriated fund):
 - Additional Appropriations
 - January – June Disbursements
 - Any planned Additional Appropriations for July – December
 - June 30 Cash Balance
 - Expected December Settlement amount

Budget Process (continued)

- Debt Worksheet (if applicable)
 - Name of Debt
 - Due dates
 - Principal and interest payments to be made in subsequent years

Budget Process (continued)

- Form 1

- This is the form where you enter your proposed budget amounts for each category within each fund

- i.e Personal Services

- Salaries & Wages
- Employee Benefits
- Other Personal Services
- Etc.

- i.e Services and Charges

- Professional Services
- Other Services and Charges
- Communication and Transportation
- Etc.

Budget Process (continued)

- Form 2
 - Estimated Miscellaneous Revenues (for each fund)
 - LIT
 - FIT
 - Excise Taxes
 - CVET
 - Interest (Earning on Investments)
 - Other
 - Etc.

Budget Process (continued)

- Form 3
 - This is the Notice to Taxpayers of your proposed budget
 - You'll enter the date of the public hearing and of the adoption meeting
 - Adoption meeting has to be at least 10 days after public hearing

Budget Process (continued)

- Form 4
 - Resolution adopting the budget
- Form 4b
 - Effectively is your Financial Statement that is created through the budget process
 - Shows expected July – December 2026 revenue and expense information
 - Also 2027 expected revenues and expenses
 - Allows you to select how you want the levy to be split between funds
 - Has net assessed value for the Township
 - Shows the Property Tax Rate for each fund



Budget Process (continued)

- Budget Order
 - Typically, by 12/31

2026 Budget Order

County: 61 Parke
Unit: 0001 ADAMS TOWNSHIP

<u>Fund</u>	<u>Fund Name</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0101	GENERAL	\$118,870	\$244,380,997	\$34,213	\$0.0140
Budget approved for displayed amount.					
Rate reduced due to increased assessed valuation.					
0840	TOWNSHIP ASSISTANCE	\$6,300	\$244,380,997	\$0	\$0.0000
Budget approved for displayed amount.					
1111	TOWNSHIP FIRE AND E.M.S.	\$95,000	\$150,335,553	\$45,101	\$0.0300
Budget approved for displayed amount.					
Rate reduced due to increased assessed valuation.					
1182	FIRE EQUIPMENT DEBT	\$147,750	\$150,335,553	\$132,596	\$0.0882
Budget approved for displayed amount.					
Rate reduced due to reduction of operating balance according to IC 6-1.1-17-22.					
1190	CUMULATIVE FIRE (Township)	\$42,000	\$150,335,553	\$50,062	\$0.0333
Budget approved for displayed amount.					
Rate Approved.					
Unit Total:		\$409,920		\$261,972	\$0.1655

Additional Appropriation Process

- Advertise for public hearing
- Prepare resolution
- Hold public hearing and pass resolution
- Complete petition in Gateway
- Obtain DLGF order/acknowledgement

Additional Appropriation Process (continued)

- Advertisement of Public Hearing
 - No longer required to be published in newspaper (now optional)
 - Notice entered into Gateway
 - Log-into Gateway
 - Select Additional Appropriations under the green DLGF section
 - Click Upload Notice (which must include:)
 - Amount of additional appropriation
 - Name of fund
 - Name and account number
 - Date, time, and place of public hearing

Additional Appropriation Process (Continued)

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Department of Local Government Finance (DLGF)	Deadline
Additional Appropriations	Details
Abstract	Details
Assessor Reports	Jan 15
Budgets	Details
Data Entry for CNAV and Form 22	Details

Additional Appropriation Process (Continued)

Upload Notice of Additional Appropriations

This section allows you to upload a Notice of Additional Appropriations advertisement pursuant to Ind. Code § 6-1.1-18-5. Please note that effective January 1, 2026, all additional appropriation notices must be uploaded in this section at least 14 days prior to the public hearing. The Department shall then make the information available to taxpayers on BudgetNotices.in.gov at least 10 days prior to the public hearing. Please review the Department's Additional Appropriation memo for assistance with the advertising and adoption requirements.

[+ Upload Notice](#)



Additional Appropriation Process (Continued)

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATION

Notice is hereby given the taxpayers of NAME OF Township, NAME OF County, Indiana that the proper legal officers will consider the following additional appropriation in excess of the budget for the current year at their regular meeting place at the LOCATION, ADDRESS, CITY, IN at TIME, on the DATE day of MONTH, 2026.

1111 TOWNSHIP FIRE & EMS

Major Budget Classification:


Services & Charges	<u>19,805</u>
<u>Total for Township Fire & EMS</u>	<u>\$19,805</u>

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance (DLGF). The DLGF will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days of receipt of a certified copy of the action taken.

Additional Appropriation Process (Continued)

Upload the Notice of Additional Appropriation ✕

Budget Year: 2026

Public Hearing Date: 

Upload Notice: No file chosen

Additional Appropriation Process (Continued)

- Pass Resolution in public meeting

- After resolution is adopted (within 15 days):
 - Log-in to Gateway and select Additional Appropriation
 - Click Create new Additional Appropriations Petition
 - Fill in Public Hearing Date & Resolution Date
 - Select Fund(s)
 - Fill out Chart
 - Appropriation Amount

Additional Appropriation Process (Continued)

+ Upload Notice

Public Hearing Date	File	Uploaded Date
04/20/2026	2026 Adams, Parke Add Appropriation.pdf	03/27/2026

Create new Additional Appropriations Petition

Year	Public Hearing Date	Resolution Date	Advertising Date	Email Recipient	Submitted By	Submission Date	Fund Preview	Request Amount Preview	Number of Funds	Petition Status	View/Edit Petition	DLGF Reviewed Order	Unlock	Delete Petition
2026	04/20/2026	04/20/2026		michael@coonrodcpa.com	Sharon L. Malone	4/22/2026 10:13:41 AM	1111	19805	0	Approved	Select	Report	Unlock	

Additional Appropriation Process (Continued)

Publication Information

Select Budget Notice ▼

Meeting Information

Public Hearing Date

Resolution Date*

Additional Appropriation Order Recipient

Email:

[Update and Continue](#)

[Close](#)

Additional Appropriation Process (Continued)

[Select Unit](#) > [Manage Petitions](#) > **Select Funds**

Selected Year 2026 Select Unit: ADAMS TOWNSHIP, Parke Co. - 0001

Fund Cd	Fund Description	Select Fund(s):
0101	GENERAL	<input type="checkbox"/>
0840	TOWNSHIP ASSISTANCE	<input type="checkbox"/>
1111	TOWNSHIP FIRE AND E.M.S.	<input checked="" type="checkbox"/>
1182	FIRE EQUIPMENT DEBT	<input type="checkbox"/>
1190	CUMULATIVE FIRE (Township)	<input type="checkbox"/>
9500	home rule-innkeepers for fire & ems	<input type="checkbox"/>

Add a Fund

Add a New Home Ruled Fund

Fund Cd	Fund Description	Select Fund(s):
No Records Selected		

Save and Continue

Additional Appropriation Process (Continued)

- After resolution is adopted:
 - Fill out Chart
 - For the most part, this will be pre-populated, but you can make adjustments as needed (particularly blue Save and Update Revenues button at the bottom)
 - Upload the signed resolution
 - Click Submit



Additional Appropriation Process

(Continued)

[Edit Funds](#)
Select Fund

A. DLGF Fund Number	1111
B. Fund Name	TOWNSHIP FIRE AND E.M.S.
C. Appropriation Amount Requested	\$19,805
D. Amount by Reduction	\$0
E. Net Amount of Increase	\$19,805
1. Property Tax Levy	\$45,101
2. Levy Excess	\$0
3. PRTC from Local Income Tax(LIT)	\$0
4. LIT Levy Freeze Amount *See Note Below	\$0
5. Misc. Revenue	\$36,894
6. January 1 Cash Balance	\$32,575
7. Subtotal of Funds	\$114,570
8. Less Circuit Breaker	\$1,663
9. Total Funds	\$112,907
10. DLGF Approved Budget	\$95,000
11. Encumbered Appropriations Carried Forward From Previous Year	\$0
12. Temporary Loans Outstanding as of January 1	\$0
13. Beginning Obligations	\$95,000
14. Surplus Funds	\$17,907
15. Previous additional appropriations approved since January 1, less any reductions in appropriations	\$0
16. Permanent Transfers Out	\$0
17. Surplus Funds Remaining (Available to fund increase on Row E)	\$17,907
18. Funded or Unfunded	PARTIAL FUNDING:\$17,907

* Update: Starting in 2021, the LIT Freeze revenues are now part of the miscellaneous revenues and no longer a standalone line. "4. LIT Levy Freeze Amount" will now be zero for all funds, and it will appear as revenue R105 under miscellaneous revenues, if it applies.

Save & Update Revenues

Save & Continue



Additional Appropriation Process (Continued)

**ESTIMATE OF THE MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN
GENERAL PROPERTY TAXES FOR USE PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2026**

Select Fund:

1111 - TOWNSHIP FIRE AND E.M.S. ▾

Revenue Estimates	Revenue Estimates Jan 1 To Dec 31, 2026	
R105 - Local Option Income Tax (LOIT) for Levy Freeze	\$11,724	Edit
R108 - Other Taxes	\$19,806	Edit
R112 - Financial Institution Tax Distribution	\$0	Edit
R114 - Vehicle/Aircraft Excise Tax Distribution	\$5,364	Edit
R135 - Commercial Vehicle Excise Tax Distribution (CVET)	\$0	Edit
R902 - Earnings on Investments and Deposits	\$0	Edit
R905 - Sale of Capital Assets	\$0	Edit
R912 - Interfund Loans - Repayment from Another Fund	\$0	Edit
Total	\$36,894	

[Click to Add a New Revenue](#)

[Click to View Available Revenue Codes in Excel](#)

[Save and Return](#)

Additional Appropriation Process (Continued)

Petition/Order: 1300058

Fund	Amount Requested	Reduction Amount	Surplus Funds Remaining	Funded Amount
1111 - TOWNSHIP FIRE AND E.M.S.	\$19,805	\$0	\$17,907	\$17,907

[Submit Signed Resolution](#) (Libraries Only)

Select File to Upload:

Choose File No file chosen

*Please choose a file less than 50MB and with a filename under 50 characters.

Upload File

ID	Publication File Name	File Upload Date	Action	Download
22750	Signed Resolution.pdf	4/21/2026 3:55:56 PM	✖	↓

By submitting this form, I do hereby certify that the information entered is true and correct.

📌 Once submitted, the DLGF's order will be immediately available on the Manage Petitions page.

Additional Appropriation Process (Continued)

- If you want/need to, at any point in time you can move appropriations from one account to another within a fund
- This is done via a public meeting and resolution, but does NOT require DLGF review or approval

Economic Development Reporting

- NOT budget related
- Just wanted you to be aware that you will need to fill out this report by 10/1/26
- IC 4-33-23-17

Contact Information

W. Tyler Michael, CPA

Michael@CoonrodCPA.com

(317) 778-4340

Abby Parker

Parker@CoonrodCPA.com

(317) 586-1275