

# Newly Elected County Officials

## County Officials Basics of County Budgets and Revenue Streams

December 15, 2016



# Newly Elected County Officials

The annual budget provides a financial plan for the local officials and taxpayers that identifies the operating costs and revenues considered essential to operate the local taxing unit for a given period. It also details the expenditure allowances for the use of elected officials and department heads.

## FINANCIAL ROLES

### County Council – Fiscal Body

- Establish budgets and appropriations for expenditure of funds
- Set Salary Ordinances for county employees IC 36-2-5-3

### County Auditor – Fiscal Officer

- Receipts in all county money
- Tracks all county money by fund
- Disburse payment of all claims (bill or invoice for goods or services) – requires two signatures
- Track expenditure accounts by department and classification

### County Treasurer - Custodian of all money

- Deposits all money daily
- Disburses all money – requires two signatures
- Invest all money (under the policy of the County Board of Finance)
- Balance cash in bank with cashbook monthly.

### County Commissioners – Executive Body

- Purchasing Agency
- Recommend salaries for county employees
- Approves all claims for payment

County Manual website <http://www.in.gov/sboa/4847.htm>

County Auditor Manual website <http://www.in.gov/sboa/4856.htm>

County Treasurer Manual website <http://www.in.gov/sboa/4854.htm>



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## BUDGET TERMINOLOGY

**SBOA - State Board of Accounts** – Agency that establishes all fund accounting principals and audits the tracking of receipts and disbursements.

**DLGF - Department of Local Government Finance** – Agency that oversees the assessment, taxation and budgeting processes. Issue Budget Orders and track additional appropriations.

**Taxing Unit** – An entity that has the authority to impose a tax rate on property. Ex: City, Township, Library, County

**Taxing District** – A geographic area within which property is taxed at the same total tax rate.

Ex: County rate + Township rate + School rate + Library rate = Total Tax Rate

**Levy** – The amount of taxes to be collected.

**Net Assessed Value** – The gross assessment of property determined by the County Assessor by parcel less all eligible deductions and exemptions.

**Tax Rate** - Levy/Net Assessed Value/100

**Maximum Levy** – Sometime called frozen or controlled levy. This was part of the 1973 Gov Bowen property tax reform. That reform limited local government’s ability to increase property tax levies. The growth is determined by a “Growth Quotient” which is equal to a 6 year average of non-farm income. This amount is certified to a Taxing Unit by the DLGF before August 1.

IC 6-1.1-18.5-24



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## BUDGET TERMINOLOGY cont.

**Levy Controlled Fund** - The tax rate is determined by the levy divided by the net assessed value.

**Rate Controlled Fund** - The rate is determined by resolution of the County Council. The levy is determined by the rate times the net assessed value. These are also known as Cumulative Funds. An estimated rate is certified to a unit by July 15 by the DLGF

**Debt Service Fund** – These funds are determined by the principal and interest on approved property tax supported debt. An estimated rate is certified to a unit by July 15 by the DLGF.

**Property Tax Caps** – Upper dollar amount that may be paid on property - determined by its property use.

**Cap 1%** - Homestead Property,

**Cap 2%** - Non homestead residential property and Agriculture Land

**Cap 3%** - Commercial and industrial property

**Circuit Breaker Credit** – The dollar amount above the cap limitation. These loss revenues are never recovered. The amounts are used in the budget preparation and estimates are certified by July 15 by the DLGF.

**Appropriation** – An amount established by the County Council for expenditure of funds.

**Classification** -  
10000 Personal Services  
20000 Supplies  
30000 Other Services  
40000 Capital Purchases

**Fund** – An account containing both revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

**Current Budget Year** - The budget year in which a local government is operating.

**Ensuing Budget Year** - The next upcoming budget year which runs from January 1 to December 31. Also known as “ensuing” budget year.



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## BUDGET CALENDAR

A Budget Calendar refers to the schedule of events . Every level of government must accomplish certain actions to complete its budget and the dates on which, or no later than which, these actions may occur are established by law. The DLGF disburses this calendar annually and that calendar can also be found in the 2013 Budget Manual at [http://www.in.gov/dlgf/files/2013\\_Budget\\_Manual\\_10\\_9\\_2013.pdf](http://www.in.gov/dlgf/files/2013_Budget_Manual_10_9_2013.pdf) The Auditor's Manual found at <http://www.in.gov/sboa/files/coaud8.pdf> also list the necessary budget details.

The budget process starts in May/June when the County Auditor disburses the required forms to other elected officials and department heads for completion. (Form 1's and Form 144)

Beginning July 1<sup>st</sup> , the County Auditor will begin determining and verifying the cash balance in every fund and begin the completion of Budget Form 2. (Estimate Miscellaneous Revenues) The Auditor will also begin working Budget Form 4B -also known as 16 Line Form. (Budget Estimate to be Raised and Tax Rates).

County Auditor Certificate- is no longer prepared by the Auditor beginning in 2017. In January 2016, Senate Bill 321 made several changes to the budget process. The DLGF now certifies this information to the fiscal officer of each political subdivision of the county on various days depending on the information being certified.

Certificate of Net Assessed Valuation (CNAV): County Auditors, before August 1, are required to certify the net assessed values to the DLGF who will make them visible to all political subdivisions. The Auditors must also notify the DLGF and give notice, via Gateway, to all political subdivision what portion of CNAVs are being withheld. They may withhold up to 2% to allow for possible appeals and additional deductions filed.

Beginning for the 2012 budget year, the DLGF requires budget forms be submitted electronically through the Indiana Gateway for Government Units ("Gateway") website. Submission of the budget forms through Gateway will allow for transparency of county budgeting.

# Newly Elected County Officials

## REVENUE STREAMS

### LIT CERTIFIED SHARES ...CAGIT– County Adjusted Gross Income Tax - **I.C.6-3.6-6-4**

Adopted by County Council

Money is used for property tax relief

County Auditor distributes this money monthly as determined by the DLGF to every taxing unit based on property tax levy shares. (not schools)

### LIT CERTIFIED SHARES ... COIT – County Option Income Tax **I.C.6-3.6-6-4**

Adopted by County Income Tax Council

Option to reduce property tax levies

County Auditor distributes this money monthly as determined by the DLGF to every taxing based on property tax levy shares. (not schools)

### LIT ECONOMIC DEVELOPMENT...CEDIT/EDIT - County Economic Development Income Tax - **I.C.6-3.6-6-4**

Adopted by County Council if CAGIT county, County Income Tax Council if COIT county or either body if no income tax has been adopted. Revenue may be used for any lawful purpose for which money in any other fund may be used – **IC 6.3.5-7-13.1 version b**

County Auditor disburses monthly as determined by the DLGF to

County, Cities and Towns based on property tax levy and population. (not schools)

### LIT PUBLIC SAFETY...LOIT PUBLIC SAFETY – Public Safety Income Tax **I.C. 6-3.6-6-4**

Adopted by County Council if CAGIT County, County Income Tax Council if COIT County

Money may be spent for any public safety purpose.

County Auditor disburses monthly as determined by the DLGF to units depending on adopting ordinance.

Distribution may be changed by the adopting Council before July 1 of the year prior to distribution.

### FIT – Financial Institution Tax – **IC 6-5.5-2 & IC 6-5.5-8-2**

Taxes paid by financial institutions to the Department of Revenue. The Dept. of Revenue disburses to the County Auditor who then disburses the money to the local taxing units as determined by a formula in statute. In 2017 these revenues became a part of the levy instead of treated as income.



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## REVENUE STREAMS cont.

### LOHUT – Local Option Highway User Tax –

Comprises 2 taxes: wheel tax and excise surtax. County must adopt or rescind both at same time.

Excise surtax is passenger cars, motorcycles and trucks with a weight  $\leq$  11,000 lbs.

Wheel tax is recreational vehicles, buses, semi-trailers, tractors and trailers  $>$  3,000 lbs.

May be used to construct, reconstruct, repair or maintain roads and streets.

Disbursed monthly by County Auditor to County, Cities and Towns based on road miles and population.

### MVH - Motor Vehicle Highway

Money received monthly from the Dept. of Revenue

Placed in Highway Fund

May be used for salaries, equipment or maintenance

### LRS - Local Road and Street

Money received monthly from the Dept. of Revenue

Deposited into LRS Fund

May be used for road maintenance, construction or reconstruction.

## EXCISE TAX

Money paid by taxpayers when registering vehicles.

Money disbursed by County Auditor to all Taxing Units in June and December with property tax settlement.

**USER FEES:** Deposited into various funds and accounted on Estimated Misc. Revenue Forms. A few examples:

Building Permits

Recorder's Fees

Clerk's Fees

Health Depart. Fees

Rent County Property

Prosecutor Fees

Interest Income

Grants

Sheriff Fees



# Newly Elected County Officials

## ENCUMBRANCES

Expenses that have been incurred in one year but not yet processed through the claim pay process may be encumbered into the new year upon request and approval of the County Council.

In order to request an expense to be encumbered the following requirements must be met:

1. A lawful contract has been entered into prior to December 31 of the current year and all or part of that contract has not been satisfied.
2. An invoice for goods or services received dated prior to December 31 of the current year.
3. An existing appropriation is in place and has not been expended in the current year.

Only the amount required to meet the balance due or the remainder of the appropriation not expended whichever is less may be encumbered.





# Newly Elected County Officials

## APPROPRIATIONS

Money **must** be appropriated by the County Council before it is spent unless there the expenditure is statutorily authorized. A list of most of these exceptions can be found in the Auditor's Manual page 8-14. <http://www.in.gov/sboa/files/coaud8.pdf>

There are reports that may be requested from the County Auditor for your review for tracking appropriations.

1. Harris Financial Software – Budget Status Report
2. Low Financial Software - Summary of Balances by Account/Object/Location

If an appropriation is not sufficient you may request:

1. Transfer of appropriation **IC 6-1.1-18-6**
  - a. Transfer within budget classification – no prior Council approval  
Classification-                      10000 Personal Services  
                                                    20000 Supplies  
                                                    30000 Other Services  
                                                    40000 Capital Purchases
  - b. Transfer from one classification to another – **must** have prior Council approval
  - c. Transfers can **ONLY** be made within a department.
  - d. If needed from one department to another, a Resolution of Reduction of an Appropriation and a Resolution of an Additional Appropriation will need to be advertised and adopted.
2. Additional appropriation **IC 6-1.1-18-5**
  - a. Notice of Public Meeting must be published 10 days prior to date of the meeting.



# Newly Elected County Officials

## EXPENDITURE CLAIM PROCESSING Responsibility of Elected Official/Department Head

1. Receive an invoice for goods or services rendered
2. Verify the validity of the invoice
3. Verify the accuracy of the invoice
  - a. Are prices charged at bid rate/contract
  - b. Have all goods or services been received
  - c. Compute all amounts
4. Complete a claim voucher
  - a. Attach *original* invoice
  - b. Sign and date authorization
  - c. Designate the appropriation number from which the payment is to be deducted.



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## Responsibility of County Auditor

1. Receive completed claim voucher with **original** invoice
  - a. Check for authorization signature
2. Review invoice –
  - a. Invoice or bill is fully itemized and the original
  - b. Prices charged are at bid rate or within contractual agreement
  - c. Make sure no taxes have been charged
  - d. Make sure no penalties have been charged
  - e. Compute all amounts
  - f. Insure goods and services are being paid from the appropriate expenditure category
  - g. Verify there are sufficient appropriations available
3. Verify the Vendor's name and address
  - a. If for services – will require information for 1099
4. Prepare a Claim Docket for the Board of Commissioner's approval
5. Upon approval of Commissions – Issue checks

IC Code 5-11-10-1.6

IC 5-11-10-2



# Newly Elected County Officials

## Responsibility of County Commissioners

While County Councils establish the amounts that may be expended in every fund and department by classification, it is the responsibility of the Board of Commissioners to make the final authorization for payment.

1. In a regularly scheduled meeting, receive a Claim Docket which lists every voucher that has been audited and certified by the County Auditor all requirements have been met. IC 36-2-6-4
2. You may request to review any and all claims.
3. You may choose to deny a claim for payment that may need further verification or review. IC 36-2-6-2
4. Upon passage of a motion to pay, the Board of Commissioners shall sign the Claim Docket.
  - a. This docket shall list all claims and amounts to be paid.
  - b. The total claimed and the total allowed.

This process is for all funds under the jurisdiction of the County Council. However, there are some funds that are audited by the State Board of Accounts in a county's annual audit that do not fall under this practice. Ex:

Sheriff Commissary Funds  
Clerk's Trust Funds

The Board of Commissioners have the right to audit all county funds.

IC 5-11-10-2



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## OTHER FINANCIAL DUTIES:

### IC 36-2-2-17

The executive may audit the accounts of officers who deal with money belonging to or appropriated for the benefit of the county.

### IC 36-2-2-18

At the regular meeting of the executive in January of each year, the executive and the county treasurer shall make a settlement for the preceding calendar year. A copy of the settlement sheet shall be copied in the order book of the executive.

### IC 5-13-7-1

The Board of Commissioners along with the County Treasurer serve as the Local Board of Finance.

### IC 5-13-7-6

The Board of Finance shall:

1. Meet after the first Monday and before the last day of January every year.
2. Elect President and Secretary
3. Review Investment Report prepared by Treasurer
4. Review Investment Policy

### IC 36-2-2-19

At its second regular meeting each year, the executive shall make an accurate statement of the county's receipts and expenditures during the preceding calendar year. There are actually two reports:

1. A statement reporting the name of and total compensation paid to each county officer, deputy, and employee.
2. The annual report. There are conflicting statutes as per IC 5-11-1-4, the County Auditor has 60 days after the beginning of the year to complete the annual report. After that, the executive shall post this statement at the courthouse door and two (2) other places in the county and shall publish it in the manner prescribed by IC 5-3-1



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