THE SCHOOL BULLETIN

ISSUED BY STATE BOARD OF ACCOUNTS

ITEMS TO REMEMBER

April

1	Prove all ledgers for the month of March.
15	Last day to upload February 2024 files required by State Examiner Directive 2018-1 in the Monthly and Annual Engagement Uploads application in Gateway.
20	Last day for Early Filers to report and make payment of state and county income tax withheld during March to the Indiana Department of Revenue. Monthly Filers have until 30 days after prior month's end. For questions on filing status contact the Indiana Department of Revenue.
30	Last day to file Employer's Quarterly Federal Tax Return, Form 941, with the Internal Revenue Service for payment of federal tax withheld.
30	Last day to file quarterly reports with the Indiana Department of Workforce Development for the quarter ending March 31.
30	All local investment officers shall reconcile at least monthly the balance of public funds as disclosed by the records of the local offices, with the balance statements provided by the respective depositories. (IC 5-13-6-1(e))

May

1	Prove all ledgers for the month of April.
15	Last day to upload March 2024 files required by State Examiner Directive 2018-1 in the Monthly and Annual Engagement Uploads application in Gateway.
20	Last day for Early Filers to report and make payment of state and county income tax withheld during April to the Indiana Department of Revenue. Monthly Filers have until 30 days after prior month's end. For questions on filing status contact the Indiana Department of Revenue.
27	Legal Holiday – Memorial Day (IC 1-1-9-1)

31   On or before June 1 and December 1 of each year the school corporation shall certify to the county treasurer the name and address of each person who has money due from the school corporation. (IC 6-1.1-22-14)

31   All local investment officers shall reconcile at least monthly the balance of public funds as disclosed by the records of the local offices, with the balance statements provided by the respective depositories. (IC 5-13-6-1(e))

June

1   Prove the Fund Ledger and Ledger of Receipts for the month of May to the control of all funds and reconcile the control with the depository statement. Prove all receipt accounts for each fund to total receipts for that fund. Prove Ledger of Appropriations, Allotments, Encumbrances, Disbursements, and Balances to the total disbursements of the control account of the Fund Ledger. Prove all expenditure accounts within each program to the total disbursements of that program.

15   Last day to upload April 2024 files required by State Examiner Directive 2018-1 in the Monthly and Annual Engagement Uploads application in Gateway.

20   Last day for Early Filers to report and make payment of state and county income tax withheld during February to the Indiana Department of Revenue. Monthly Filers have until 30 days after prior month's end. For questions on filing status contact the Indiana Department of Revenue.

30   Close out all payroll deduction clearing accounts. Balance and close the Fund Ledger and Ledger of Receipts for the school year and reconcile with depositories. Total the Ledger of Appropriations, Allotments, Encumbrances, Disbursements, and Balances (January 1 to June 30). Close the ledger for the school year and prove to the Fund Ledger.

30   All local investment officers shall reconcile at least monthly the balance of public funds as disclosed by the records of the local offices, with the balance statements provided by the respective depositories. (IC 5-13-6-1(e))

CHART OF ACOUNTS UPDATES

We have updated the following items in the School Chart of Accounts on our website at
https://www.in.gov/sboa/4449.htm .

- Chapter 4 – Fund 1851 Local Law Enforcement Continuing Education – **added.**
- Chapter 4 – Fund 3950 Charter School Facility Grant Program – **added.**
- Chapter 4 – Funds 6850-6854 Title II State Set Aside – **added.**
- Chapter 5 – Receipt code 5200 Transfers from One Fund to Another – **edited.**
- Chapter 5 – Receipt code 5201 Transfers from Operations Fund to Education Fund – **added.**
- Chapter 5 – Receipt code 5202 Transfers from Operations Fund to Rainy Day Fund – **added.**
- Chapter 5 – Receipt code 5203 Transfers from Education Fund to Operations Fund – **added.**
- Chapter 5 – Receipt code 5204 Transfers from Education Fund to Rainy Day Fund – **added.**
- Chapter 5 – Receipt code 5205 Transfers from Rainy Day Fund to Operations Fund – **added.**
- Chapter 5 – Receipt code 5206 Transfers from Rainy Day Fund to Education Fund – **added.**
- Chapter 5 – Receipt code 5207 Transfers from Medicaid Reimbursement Fund to Education Fund – **added.**
- Chapter 6 – Expenditure code 60100 – Transfers from One Fund to Another – **edited.**
- Chapter 6 - Expenditure code 60101 – Transfers from Operations Fund to Education Fund – **added.**
- Chapter 6 – Expenditure code 60102 – Transfers from Operations Fund to Rainy Day Fund – **added.**
- Chapter 6 – Expenditure code 60103 – Transfers from Education Fund to Operations Fund – **added.**
- Chapter 6 – Expenditure code 60104 – Transfers from Education Fund to Rainy Day Fund – **added.**
- Chapter 6 – Expenditure code 60105 – Transfers from Rainy Day Fund to Operations Fund – **added.**
- Chapter 6 – Expenditure code 60106 – Transfers from Rainy Day Fund to Education Fund – **added.**
- Chapter 6 – Expenditure code 60107 – Transfers from Medicaid Reimbursement Fund to Education Fund – **added.**

SALE OF UNNEEDED PROPERTY

IC 20-26-7-1(a) states: "Except as otherwise provided in IC 20-26-7.1, if a governing body of a school corporation determines that any real or personal property:
(1) is no longer needed for school purposes; or
(2) should, in the interests of the school corporation, be exchanged for other property;
the governing body may sell or exchange the property in accordance with IC 36-1-11."

IC 20-26-7-1(b) states: "Money derived from the sale or exchange of property under this section shall be placed in the school corporation's operations fund."

Additionally IC 20-26-7-1(c) states: " A governing body may not make a covenant that prohibits the sale of real property to another educational institution."

Please refer to IC 20-26-7.1 regarding the transfers of vacant school buildings to charter schools, and to IC 20-26-7-39 and IC 20-26-7-40 regarding the sale or exchange of unneeded school property to the state.

Sale or Transfer of Real Property

IC 36-1-11-4 states:

"(a) A disposing agent who wants to sell or transfer real property must comply with this section, except as permitted by section 4.1, 4.2, 5, 5.5, 5.7, 5.9, 8, 14, 15, or 18 of this chapter.

(b) The disposing agent shall first have the property appraised by two (2) appraisers. The appraisers must be:
(1) professionally engaged in making appraisals;
(2) licensed under IC 25-34.1; or
(3) employees of the political subdivision familiar with the value of the property.

(c) After the property is appraised, the disposing agent shall determine a minimum bid for the property based on the appraisals and the disposing agent's knowledge of the property, publish a notice in accordance with IC 5-3-1 setting forth the terms and conditions of the sale, including the minimum bid, and, when subsection (e) is employed, may engage an auctioneer licensed under IC 25-6.1 to advertise the sale and to conduct a public auction. The advertising conducted by the auctioneer is in addition to any other notice required by law and shall include a detailed description of the property to be sold stating the key numbers, if any, of the tracts within that property. If the disposing agent determines that the best sale of the property can be made by letting the bidders determine certain conditions of the sale (such as required zoning or soil or drainage conditions) as a prerequisite to purchasing the property, the disposing agent may permit the bidders to specify those conditions. The notice must state the following:

(1) Bids will be received beginning on a specific date.
(2) The sale will continue from day to day for a period determined by the disposing agent of not more than sixty (60) days.
(3) The property may not be sold to a person who is ineligible under section 16 of this chapter.
(4) A bid submitted by a trust (as defined in IC 30-4-1-1(a)) must identify each:
(A) beneficiary of the trust; and
(B) settlor empowered to revoke or modify the trust.

SALE OF UNNEEDED PROPERTY (CONTINUED)

(d) A bid must be open to public inspection. A bidder may raise the bidder's bid, and subject to subsection (e), that raise takes effect after the board has given written notice of that raise to the other bidders.

(e) The disposing agent may also engage an auctioneer licensed under IC 25-6.1 to conduct a sale by public auction. The auction may be conducted either at the time for beginning the sale in accordance with the public notice or after the beginning of the sale. The disposing agent shall give each bidder who has submitted a bid written notice of the time and place of the auction.

(f) The disposing agent may, before expiration of the time set out in the notice, sell the property to the highest and best bidder. The highest and best bidder must have complied with any requirement under subsection (c)(4). The disposing agent may reject all bids. If the disposing agent rejects all bids, the disposing agent must make a written determination to reject all bids explaining why all bids were rejected.

(g) If the disposing agent determines that, in the exercise of good business judgment, the disposing agent should hire a broker or auctioneer to sell the property, the disposing agent may do so and pay the broker or auctioneer a reasonable compensation out of the gross proceeds of the sale. A disposing agent may hire a broker to sell real property directly rather than using the bid process under subsections (c) through (f) if: …
   …(2) in the case of a school corporation, the disposing agent publishes a notice of the determination to hire a broker in accordance with IC 5-3-1.
The disposing agent may hire one (1) of the appraisers as the broker or auctioneer.

(h) The following apply if a broker is hired under subsection (g):
   (1) The property may not be sold to a person who is ineligible under section 16 of this chapter.
   (2) If the property is sold to a trust (as defined in IC 30-4-1-1(a)), the following information must be placed in the public record relating to the sale:
      (A) Each beneficiary of the trust.
      (B) Each settlor empowered to revoke or modify the trust.
(i) A disposing agent may conduct a public auction under this section solely by electronic means, referred to in this subsection as an electronic sale. A disposing agent that elects to conduct an electronic sale may receive electronic payments and establish policies necessary to secure the payments in a timely fashion. The disposing agent may not charge an additional fee for conducting an electronic sale. If a disposing agent chooses to conduct a public auction as an electronic sale, the notice required by subsection (c) must include a statement declaring this fact."

IC 36-1-11-5.5 also contains a special provision for the sale or transfer of real property for no compensation or a nominal fee to a not-for-profit corporation created for educational or recreational purposes. Additionally, other possible applicable provisions exist in IC 20-23-6-9 and throughout IC 20-26-7.

Disposition of Surplus Personal Property by a Governmental Body

Personal property subject to disposal (buses, trucks, mowers, desks, tables, chairs and/or other moveable equipment), is governed by IC 5-22-22.

SALE OF UNNEEDED PROPERTY (CONTINUED)

Use of auctioneer

IC 5-22-22-4 states:
"…If the property to be sold is:
(1) one (1) item, with an estimated value of one thousand dollars ($1,000) or more; or
(2) more than one (1) item, with an estimated total value of five thousand dollars ($5,000) or more;
the purchasing agency may engage an auctioneer licensed under IC 25-6.1 to advertise the sale and conduct a public auction….

…(c) The advertising by an auctioneer under this section must include a detailed description of the property to be sold.

(d) The purchasing agency shall pay an auctioneer who conducts a sale under this section from the gross proceeds of the sale received before other expenses and liens are paid."

Internet sales

IC 5-22-22-4.5 states:

"(a) The purchasing agency may sell surplus property using an Internet auction site that satisfies both of the following:
(1) The site is approved by the office of technology established by IC 4-13.1-2-1.
(2) The site is linked to the electronic gateway administered under IC 4-13.1-2-2(a)(6) by the office of technology.

(b) The purchasing agency's posting of the sale on the Internet auction site must include a detailed description of the surplus property to be sold.

(c) The purchasing agency may pay the costs of conducting the auction on the Internet site as required by the person maintaining the auction site."

Public sale or sealed bids

IC 5-22-22-5 states:

"(a) If:
(1) an auctioneer is not engaged under section 4 of this chapter; or
(2) the surplus property is not sold through an Internet auction site under section 4.5 of this chapter;
the purchasing agency shall sell the property at a public sale or by sealed bids delivered to the office of the purchasing agency before the date of sale.

(b) Advertisement of the sale shall be made in accordance with IC 5-3-1.

(c) All sales shall be made to the highest responsible bidder."

SALE OF UNNEEDED PROPERTY (CONTINUED)

Public or private sale or transfer without advertising

IC 5-22-22-6 states:

"If the property to be sold is:
      (1) one (1) item, with an estimated value of less than one thousand dollars ($1,000); or
      (2) more than one (1) item, with an estimated total value of less than five thousand
      dollars ($5,000);
the purchasing agency may sell the property at a public or private sale or transfer the property, without advertising."

Sale or transfer of recyclable property

IC 5-22-22-7 states:

"If the property to be sold is material that:
      (1) may be recycled; and
      (2) has been collected in conjunction with a recycling program;
the purchasing agency may, without advertising, sell the property at a public or private sale or transfer the property."

Worthless property

IC 5-22-22-8 states:

"(a) If the property is worthless, it may be demolished or junked.

(b) For purposes of this section and IC 5-22-21-6(4)(B), property may be considered worthless or of no market value if the value of the property is less than the estimated costs of the sale and transportation of the property."

Exchange of property between purchasing agency and governmental body

IC 5-22-22-10 states:

"(a) A purchasing agency may exchange property with another governmental body upon terms and conditions agreed upon by the governmental bodies as evidenced by adoption of a substantially identical resolution by each entity.

(b) A transfer under this section may be made for any amount of property or cash as agreed upon by the governmental bodies."

The governing board should seek written advice of the school corporation attorney for interpretation of any of the provisions relating to selling or other disposition of property no longer needed by the school corporation.

COMPUTER CONSORTIUM/EDUCATION TECHNOLOGY ADVANCEMENTS

School Technology Advancements can be approved from the State's School Technology Advancement Account established within the Common School Fund in accordance with IC 20-49-4.

The accounting procedure for these advancements is the following:

1. A special fund titled "Computer Consortium/Education Technology Advancements" and numbered 3190-3199 for reporting on the Form 9 should be set up on your records when any money is received in support of the approved advancement. The money is to be receipted to the fund in Receipt Account Number 3220 "Computer Consortium Advancements", totaled and posted to the receipt side of the fund.

2. The proper procedures, after following the provisions of the Public Purchase Law are, the items are received, payment is approved and the check is written and should be recorded in Expenditure Account Number 22250 "Computer Assisted Instruction Services: of the above new fund. The amount must be included in the total for the posting period which is carried to Account Number 22000 of the fund and to the disbursement side of the fund to reduce the balance remaining.

3. Repayment to the State of the advancement is to be handled in the same manner as Common School Fund advancements for school construction; that is, withheld from distributions by the State of tuition support for the school corporation's Education Fund. The school corporation may budget for these annual repayments as part of its Debt Service Fund tax rate and levy in Account Number 54200. The amount when collected in the Debt Service Fund may be paid to the Education Fund, Account Number 3113, to replace the amount withheld from the State support distribution for the General Fund.

4. Money received in support of these advancements as approved; receipted to a special fund as described herein; and, disbursed for the designated purpose as defined in the authorizing statute, IC 20-49-4, does not require appropriation before expenditure.

Please note that the provision for expenditure from the Fund without an appropriation being required applies only to the money advanced by the State for the purchases and does not include any Education Fund or Operations Fund money.

BAD CHECKS

Liability

IC 26-2-7-4 states: "Subject to section 8 of this chapter, a person found liable under other applicable law is liable under this chapter to the holder of a check if the person executed and delivered the check to another person drawn on or payable at a financial institution and the person does either of the following:

> (1) Without valid legal cause stops payment on the check.
> (2) Allows the check to be dishonored by a financial institution because of any of the following:
> > (A) Lack of funds.
> > (B) Failure to have an account.
> > (C) Lack of an authorized signature of the drawer or a necessary endorser."

Cost and Fees

IC 26-2-7-5 states: "A person liable under section 4 of this chapter is also liable for all of the following:

> (1) Interest at the rate of eighteen percent (18%) per annum on the face amount of the check from the date of the check's execution until payment is made in full.
> (2) Court costs incurred in prosecuting an action that may be brought by the holder to collect on the check.
> (3) Reasonable attorney's fees incurred by the holder if the responsibility for collection is referred to an attorney who is not a salaried employee of the holder. If legal action is filed to effect collection and the collection on the check is referred to an attorney who is not a salaried employee of the holder, the holder of the check is entitled to minimum attorney's fees of not less than one hundred dollars ($100).
> (4) Actual travel expenses not otherwise reimbursed under subdivisions (1) through (3) and incurred by the holder to do either of the following:
> > (A) Have the holder or an employee or agent of the holder file papers and attend court proceedings related to the recovery of a judgment under this chapter.
> > (B) Provide witnesses to testify in court proceedings related to the recovery of a judgment under this chapter.
> (5) A reasonable amount to compensate the holder for time used to do either of the following:
> > (A) File papers and attend court proceedings related to the recovery of a judgment under this chapter.
> > (B) Travel to and from activities described in clause (A).
> (6) Actual direct and indirect expenses incurred by the holder to compensate employees and agents for time used to do either of the following:
> > (A) File papers and attend court proceedings related to the recovery of a judgment under this section.
> > (B) Travel to and from activities described in clause (A).
> (7) All other reasonable costs of collection."

BAD CHECKS (CONTINUED)

Liability for Continued Nonpayment

IC 26-2-7-6 states:

"(a) This section does not apply to a person who has allowed a check to be dishonored because of lack of funds if both of the following apply:

> (1) The person reasonably believed that there were sufficient funds in the account to cover the check.

> (2) The insufficiency of funds is caused by the dishonoring of a third party check that had been deposited into the person's account.

(b) If a person liable under this chapter does not pay to the holder the full amount of the check not more than thirty (30) days after the certified mailing of written notice that the check has not been paid, the person is liable for, and the court shall award judgment for, the following, whichever applies:

> (1) If the face amount of the check is not greater than two hundred fifty dollars ($250), three (3) times the face amount of the check.

> (2) If the face amount of the check is greater than two hundred fifty dollars ($250), the face amount of the check plus five hundred dollars ($500)."

Remedies

IC 26-2-7-7 states: "A person must elect whether to pursue a claim either under this chapter or under IC 34-24-3-1 (or IC 34-4-30-1 before its repeal)."

Exemption

IC 26-2-7-8 states:

"(a) A person who has allowed a check to be dishonored is not liable under this chapter if, not more than ten (10) days after the holder has given notice that the check has not been paid by the financial institution, the person pays to the holder the full amount of the check.

(b) A payment made under subsection (a) is effective for all purposes as of the date the payment is made."

APPROPRIATION - ENCUMBERANCES

The State Board of Accounts is of the audit position that when purchase orders or contracts have been written during the year for the necessary purchases of the school corporation and such purchase orders or contracts have been entered in the Ledger of Appropriations Allotments, Encumbrances, Disbursements and Balances to encumber a sufficient amount of the proper appropriation to provide for payment when due, a permissible procedure is available to carry forward to the next budget year any amounts so encumbered which have not been liquidated as of December 31. Any such encumbrances carried forward must be for the exact amount of the purchase orders or contracts outstanding shall be carried to the same program and expenditure account in the ledger for the new budget year as that in which they appeared for the year ending December 31. These amounts when carried forward should be entered individually on each of the expenditure accounts affected and in total on the program (appropriation) account as an opening entry separate from the next annual appropriation amount. The total amount of encumbered appropriations carried forward for any fund must not exceed the fund cash balance or the available appropriation balance as of December 31 or a funding difficulty could exist during the new budget year.

Liquidation of the amounts carried forward must be made individually for each purchase order encumbered when payment of the claim is entered on the record following receipt of the items purchased. The balance of an encumbrance for a vendor's claim for payment of specific purchases found to be less than the amount of the encumbrance carried forward, may not be used to authorize payment of any other claim. Such balance must be liquidated at the time of liquidating the purchase order or contract or permitted to expire at the close of the budget year. Any amount of claim for payment that is greater than the encumbered amount carried forward must be charged against the available appropriation for the same purpose from the current budget or an additional appropriation obtained for that specific purpose.

MEMBERSHIP DUES IN ORGANIZATIONS

IC 20-26-5-8 states:

"(a) The governing body of a school corporation may appropriate necessary funds to provide for membership of the school corporation in state and national associations of an educational nature that have as the associations' purpose the improvement of school governmental operations.

(b) A school corporation may participate through designated representatives in the meetings and activities of the associations. The governing body of the school corporation may appropriate the necessary funds to defray the expenses of the representatives in connection with the meetings and activities."

Please note IC 20-26-5-8 provides only for membership of the school corporation, as an institutional or corporate membership.

IC 20-26-5-18 provides authority for a school corporation to join and associate with groups of other school corporations within Indiana in regional school study councils to examine common school problems and exchange educational information of mutual benefit. Dues paid shall be paid from the school corporation operations fund. This membership is also an institutional or corporate membership of the school corporation.

CERTIFICATION OF NAMES AND ADDRESSES TO THE COUNTY TREASURER

IC 6-1.1-22-14(a) requires the disbursing officer to certify the name and address of each person who has money due the person from the school corporation to the treasurer of the county in which the school corporation is located on or before June 1 and December 1 of each year (or more frequently if the county legislative body adopts an ordinance requiring additional certifications).

This report should not be confused with the Report of Names, Addresses, Duties and Compensation of Public Employees (Annual Personnel Report - Form 100R) required by IC 5-11-13.

ATHLETIC OFFICIALS - INDEPENDENT CONTRACTOR OR EMPLOYEE

We often receive inquiries regarding whether an athletic official is an employee of the school corporation or an independent contractor.

The determination whether athletic officials are employees or independent contractors can have important tax, liability, and labor ramifications. Generally, an employer must withhold income taxes, withhold and pay Social Security and Medicare taxes, and pay unemployment tax on wages paid to an employee. An employer does not generally have to withhold or pay any taxes on payments to independent contractors. IHSAA considers athletic officials to be independent contractors. The IHSAA's "Contract for Conflict Official" provides that the licensed officials enter into agreements for officiating in the capacity as independent contractors.

The IRS has not made an official determination of whether athletic officials are employees or independent contractors. However, the IRS has ruled on this issue twice in Revenue Rulings.

In Revenue Ruling 57-119, the IRS held that college sports officials were employees of an athletic association composed of colleges and universities for federal employment tax purposes. The association selected, trained and assigned the officials and also required extensive reporting by the officials.

In Revenue Ruling 67-119, the IRS ruled that a group of high school officials were independent contractors and not employees of their own associations. The association provided training and assigned the officials games, but found that these acts were not enough to make the officials employees of their own association.

The IRS has provided the following guidance for determining if an individual is an independent contractor or employee on their website:

ATHLETIC OFFICIALS - INDEPENDENT CONTRACTOR OR EMPLOYEE (CONTINUED)

Common Law Rules

Facts that provide evidence of the degree of control and independence fall into three categories:

1. Behavioral: Does the company control or have the right to control what the worker does and how the worker does his or her job?
2. Financial: Are the business aspects of the worker's job controlled by the payer? (these include things like how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)
3. Type of Relationship: Are there written contracts or employee type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?

Businesses must weigh all these factors when determining whether a worker is an employee or independent contractor. Some factors may indicate that the worker is an employee, while other factors indicate that the worker is an independent contractor. There is no "magic" or set number of factors that "makes" the worker an employee or an independent contractor, and no one factor stands alone in making this determination. Also, factors which are relevant in one situation may not be relevant in another.

The keys are to look at the entire relationship, consider the degree or extent of the right to direct and control, and finally, to document each of the factors used in coming up with the determination.

Form SS-8

If, after reviewing the three categories of evidence, it is still unclear whether a worker is an employee or an independent contractor, Form SS-8, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding can be filed with the IRS. The form may be filed by either the business or the worker. The IRS will review the facts and circumstances and officially determine the worker's status.

Be aware that it can take at least six months to get a determination, but a business that continually hires the same types of workers to perform particular services may want to consider filing the Form SS-8.

If you classify an employee as an independent contractor and you have no reasonable basis for doing so, you may be held liable for employment taxes for that worker.

When the athletic official is also employed by the school corporation as a teacher or other employee of the school corporation, this should be disclosed on Form SS-8 and may result in a different determination by the IRS. In instances where an individual provides services in two separate roles to the same business, the IRS examines separately the relationship between the worker and the business for each performance of services. Just as with any examination of worker status, the IRS examines each relationship based on facts that fall into the three categories of evidence explained above—behavioral controls, financial controls, and relationship of the parties. If an employer-employee relationship is found with regard to performance of services for only one role of the worker, remuneration with regard to only those specific services is subject to all FICA and income tax withholding requirements under the Code. If an employer-employee relationship is found for both roles, then remuneration for all services performed by the worker for the business are subject to withholding requirements under the Code.

ATHLETIC OFFICIALS - INDEPENDENT CONTRACTOR OR EMPLOYEE (CONTINUED)

In conclusion, the determination can be complex and depends on the facts and circumstances of each case. If the IRS rules that a worker was wrongly classified as an independent contractor, there could be significant tax penalties imposed on both the employer and employee. We recommend that either the employer or employee file Form SS-8 in advance with the IRS, which will result in the IRS officially determining the proper worker classification for each circumstance.

PAYMENT OF ATHLETIC OFFICIALS

The State Board of Accounts will not take exception to the payment of athletic officials using an online payment system with the following conditions:

1. The School Board must authorize the use of the online payment system through a resolution, which has been approved in the minutes.

2. The School Board must implement and ensure that proper internal controls are in place.

3. The athletic director shall provide the ECA treasurer with a detailed list of athletic officials that have been scheduled to officiate each contest. A Purchase Order/Accounts Payable Voucher (SA-1) must be completed with a copy of the detailed list attached.

4. The ECA treasurer shall transfer the appropriate rate of payment for each official on the detailed list and the estimated transaction fees for the corresponding payments to the trust account.

5. After the officials have officiated a contest, the athletic director must validate that the contest was held and services were provided through the online payment system.

6. Once the contest has been validated by the athletic director, payments to the officials are initiated by the ECA treasurer through the online payment system.

7. The ECA treasurer shall print and retain a report of all payments and transaction fees paid from the trust account. This listing should be attached to the SA-1, supporting the disbursements from the trust account. Any payment without proper documentation may be the responsibility of that officer or employee.

8. The trust account must be reconciled by the ECA treasurer on a monthly basis.

9. The ECA treasurer is responsible for compliance with all rules, regulations, guidelines, and directives of the Internal Revenue Service and the Indiana Department of Revenue.

10. At the end of the school year, all funds remaining in the trust account must be receipted back into the extra-curricular Athletic Fund and deposited into the ECA bank account.

INTEREST RATES

From the Department of Revenue, Departmental Notice #3 issued in November 2023 effective January 1, 2024. "Pursuant to IC 6-8.1-10-1, the rate of interest for an underpayment of tax and an excess tax payment is the percentage rounded to the nearest whole number that equals two percentage points above the average investment yield on state general fund money for the state's fiscal year ending June 30, 2023, excluding pension fund investments, as provided by the State Treasurer's office. The rate of interest for an underpayment of tax and an excess tax payment for calendar year 2024 will be 4%"

In addition, we have included a historical list of calculated percentages for the last 10 years. This information can be found on the Department of Revenue website (www.in.gov/dor)

Historical Interest Rate List

Year	Overpayments	Delinquent Payments
2014	3%	3%
2015	3%	3%
2016	2%	2%
2017	3%	3%
2018	3%	3%
2019	3%	3%
2020	4%	4%
2021	4%	4%
2022	3%	3%
2023	2%	2%
2024	4%	4%

ESTABLISHING THE ESTIMATED COST OF CAPITAL ASSETS

When it is not possible to determine the historical cost of capital assets owned by a governmental unit, the following procedure should be followed. Obtain an estimate of the replacement costs of these assets. Through inquiry determine the year or approximate year of acquisition. Then multiply the estimate replacement cost by the factor for the year of acquisition from the Table of Cost Indexes. The resulting amount will be the estimated cost of the asset. In some cases, estimated replacement cost can be obtained from insurance policies; however, if estimated replacement costs are not available from insurance policies, you should obtain or make an estimate of the replacement costs. If the replacement cost is estimated to be $76,000.00 and the asset was constructed about 1930, then the estimated cost of the asset should be reported as $4,560.00 ($76000 x .06).

TABLE OF COST INDEXES

1915 to 2022

Year	Index	Year	Index	Year	Index	Year	Index
2022	1.00	**1995**	0.55	**1968**	0.12	**1941**	0.05
2021	0.96	**1994**	0.53	**1967**	0.12	**1940**	0.05
2020	0.94	**1993**	0.52	**1966**	0.12	**1939**	0.05
2019	0.93	**1992**	0.50	**1965**	0.11	**1938**	0.05
2018	0.91	**1991**	0.48	**1964**	0.11	**1937**	0.05
2017	0.89	**1990**	0.46	**1963**	0.11	**1936**	0.05
2016	0.88	**1989**	0.44	**1962**	0.11	**1935**	0.05
2015	0.87	**1988**	0.42	**1961**	0.11	**1934**	0.05
2014	0.86	**1987**	0.40	**1960**	0.11	**1933**	0.05
2013	0.85	**1986**	0.40	**1959**	0.11	**1932**	0.06
2012	0.83	**1985**	0.38	**1958**	0.10	**1931**	0.06
2011	0.81	**1984**	0.37	**1957**	0.10	**1930**	0.06
2010	0.79	**1983**	0.36	**1956**	0.10	**1929**	0.06
2009	0.79	**1982**	0.33	**1955**	0.10	**1928**	0.06
2008	0.77	**1981**	0.30	**1954**	0.10	**1927**	0.06
2007	0.74	**1980**	0.27	**1953**	0.10	**1926**	0.06
2006	0.72	**1979**	0.24	**1952**	0.10	**1925**	0.06
2005	0.70	**1978**	0.22	**1951**	0.09	**1924**	0.06
2004	0.68	**1977**	0.21	**1950**	0.09	**1923**	0.06
2003	0.66	**1976**	0.20	**1949**	0.09	**1922**	0.06
2002	0.65	**1975**	0.18	**1948**	0.08	**1921**	0.07
2001	0.64	**1974**	0.16	**1947**	0.07	**1920**	0.06
2000	0.62	**1973**	0.15	**1946**	0.07	**1919**	0.06
1999	0.60	**1972**	0.15	**1945**	0.06	**1918**	0.05
1998	0.59	**1971**	0.14	**1944**	0.06	**1917**	0.04
1997	0.58	**1970**	0.13	**1943**	0.06	**1916**	0.04
1996	0.56	**1969**	0.13	**1942**	0.05	**1915**	0.04

<u>STATE BOARD OF ACCOUNTS YEAR END REPORTING</u>

Report of Names, Addresses, Duties and Compensation of Public Employees (Annual Personnel Report - Form 100R) (IC 5-11-13)

Every school corporation shall during the month of January of each year prepare, make, and sign a certified report, correctly and completely showing the names and business addresses of each and all officers, employees, and agents in their respective offices, and the respective duties and compensation of each with the state board of accounts.

The report must indicate whether the school corporation offers a health plan, a pension, and other benefits to full-time and part-time employees. The report must be filed electronically through the State Gateway.

This report is a public record which shall be open to public inspection and examination. A school official who fails to file this report commits a Class C infraction and is subject to removal for neglect of duty.

The total compensation paid to all employees of the school corporation for the previous year should be reported. This includes part time, temporary, and seasonal employees. If a W2 was required to be issued, that person should be listed on the report. IRS Publication 15 has guidelines for determining if someone is an employee or a contractor. Elected officials, including board members, should be included.

Correspondence regarding the report will be sent to the email address on file in the State Gateway. If there has been a change in school official or email address please send an email to AnnualReports@sboa.in.gov requesting an update of the school corporation's contact information.

RATES FOR LEGAL ADVERTISING

Effective January 1, 2024

The following rates, effective January 1, 2024, were computed based upon the statutorily authorized 2.75% increase allowed by IC 5-3-1-1(b)(4). Any percentage increase other than the 2.75% will require a separate computation by the State Board of Accounts. A newspaper, locality newspaper, or qualified publication may, effective January 1 of any year increase the basic charges by not more than 2.75% more than the basic charges that were in effect during the previous year.

6 Pica 3 Point Column					6 Pica 4 Point Column			
	Number of Insertions					Number of Insertions		
Type Size	1	2	3	4	Type Size	1	2	3	4
7	0.3471	0.5190	0.6926	0.8661	7	0.3516	0.5256	0.7014	0.8772
7.5	0.3240	0.4844	0.6464	0.8084	7.5	0.3281	0.4906	0.6547	0.8187
8	0.3038	0.4541	0.6060	0.7579	8	0.3076	0.4599	0.6138	0.7676
9	0.2700	0.4037	0.5387	0.6737	9	0.2735	0.4088	0.5456	0.6823
10	0.2430	0.3633	0.4848	0.6063	10	0.2461	0.3680	0.4910	0.6141
12	0.2025	0.3028	0.4040	0.5053	12	0.2051	0.3066	0.4092	0.5117
Rate/Square	8.10	12.11	16.16	20.21	Rate/Square	8.10	12.11	16.16	20.21

6 Pica 7 Point Column					6 Pica 9 Point Column			
	Number of Insertions					Number of Insertions		
Type Size	1	2	3	4	Type Size	1	2	3	4
7	0.3655	0.5464	0.7291	0.9119	7	0.3749	0.5605	0.7480	0.9354
7.5	0.3411	0.5100	0.6805	0.8511	7.5	0.3499	0.5232	0.6981	0.8731
8	0.3198	0.4781	0.6380	0.7979	8	0.3281	0.4905	0.6545	0.8185
9	0.2843	0.4250	0.5671	0.7092	9	0.2916	0.4360	0.5818	0.7276
10	0.2558	0.3825	0.5104	0.6383	10	0.2624	0.3924	0.5236	0.6548
12	0.2132	0.3187	0.4253	0.5319	12	0.2187	0.3270	0.4363	0.5457
Rate/Square	8.10	12.11	16.16	20.21	Rate/Square	8.10	12.11	16.16	20.21

6 Pica 10 Point Column					6 Pica 11 Point Column			
	Number of Insertions					Number of Insertions		
Type Size	1	2	3	4	Type Size	1	2	3	4
7	0.3794	0.5672	0.7568	0.9465	7	0.3844	0.5746	0.7668	0.9590
7.5	0.3541	0.5294	0.7064	0.8834	7.5	0.3587	0.5363	0.7157	0.8951
8	0.3319	0.4963	0.6622	0.8282	8	0.3363	0.5028	0.6710	0.8391
9	0.2951	0.4411	0.5887	0.7362	9	0.2989	0.4469	0.5964	0.7459
10	0.2656	0.3970	0.5298	0.6626	10	0.2690	0.4022	0.5368	0.6713
12	0.2213	0.3308	0.4415	0.5521	12	0.2242	0.3352	0.4473	0.5594
Rate/Square	8.10	12.11	16.16	20.21	Rate/Square	8.10	12.11	16.16	20.21

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7 Pica — 0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.3888	0.5813	0.7757	0.9701
7.5	0.3629	0.5425	0.7240	0.9054
8	0.3402	0.5086	0.6787	0.8488
9	0.3024	0.4521	0.6033	0.7545
10	0.2722	0.4069	0.5430	0.6791
12	0.2268	0.3391	0.4525	0.5659
Rate/Square	8.10	12.11	16.16	20.21

7 Pica — 2 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.3982	0.5954	0.7945	0.9936
7.5	0.3717	0.5557	0.7416	0.9274
8	0.3485	0.5210	0.6952	0.8694
9	0.3097	0.4631	0.6180	0.7728
10	0.2788	0.4168	0.5562	0.6955
12	0.2323	0.3473	0.4635	0.5796
Rate/Square	8.10	12.11	16.16	20.21

7 Pica — 6 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.4166	0.6228	0.8311	1.0394
7.5	0.3888	0.5813	0.7757	0.9701
8	0.3645	0.5450	0.7272	0.9095
9	0.3240	0.4844	0.6464	0.8084
10	0.2916	0.4360	0.5818	0.7276
12	0.2430	0.3633	0.4848	0.6063
Rate/Square	8.10	12.11	16.16	20.21

7 Pica — 10 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.4349	0.6502	0.8677	1.0851
7.5	0.4059	0.6069	0.8098	1.0128
8	0.3805	0.5689	0.7592	0.9495
9	0.3383	0.5057	0.6748	0.8440
10	0.3044	0.4551	0.6074	0.7596
12	0.2537	0.3793	0.5061	0.6330
Rate/Square	8.10	12.11	16.16	20.21

8 Pica — 3 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.4582	0.6851	0.9142	1.1433
7.5	0.4277	0.6394	0.8532	1.0671
8	0.4010	0.5994	0.7999	1.0004
9	0.3564	0.5328	0.7110	0.8892
10	0.3208	0.4796	0.6399	0.8003
12	0.2673	0.3996	0.5333	0.6669
Rate/Square	8.10	12.11	16.16	20.21

8 Pica — 5 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.4677	0.6992	0.9330	1.1669
7.5	0.4365	0.6526	0.8708	1.0891
8	0.4092	0.6118	0.8164	1.0210
9	0.3637	0.5438	0.7257	0.9076
10	0.3274	0.4894	0.6531	0.8168
12	0.2728	0.4079	0.5443	0.6807
Rate/Square	8.10	12.11	16.16	20.21

8 Pica — 6 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.4721	0.7058	0.9419	1.1780
7.5	0.4406	0.6588	0.8791	1.0994
8	0.4131	0.6176	0.8242	1.0307
9	0.3672	0.5490	0.7326	0.9162
10	0.3305	0.4941	0.6593	0.8246
12	0.2754	0.4117	0.5494	0.6871
Rate/Square	8.10	12.11	16.16	20.21

9 Pica — 0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.4999	0.7474	0.9973	1.2472
7.5	0.4666	0.6975	0.9308	1.1641
8	0.4374	0.6539	0.8726	1.0913
9	0.3888	0.5813	0.7757	0.9701
10	0.3499	0.5232	0.6981	0.8731
12	0.2916	0.4360	0.5818	0.7276
Rate/Square	8.10	12.11	16.16	20.21

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9 Pica — 2 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5093	0.7615	1.0161	1.2708
7.5	0.4754	0.7107	0.9484	1.1861
8	0.4457	0.6663	0.8891	1.1120
9	0.3961	0.5923	0.7903	0.9884
10	0.3565	0.5330	0.7113	0.8896
12	0.2971	0.4442	0.5927	0.7413
Rate/Square	8.10	12.11	16.16	20.21

9 Pica — 4 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5182	0.7748	1.0339	1.2930
7.5	0.4837	0.7231	0.9649	1.2068
8	0.4534	0.6779	0.9046	1.1314
9	0.4031	0.6026	0.8041	1.0056
10	0.3628	0.5423	0.7237	0.9051
12	0.3023	0.4519	0.6031	0.7542
Rate/Square	8.10	12.11	16.16	20.21

9 Pica — 5 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5232	0.7822	1.0438	1.3055
7.5	0.4883	0.7301	0.9743	1.2184
8	0.4578	0.6845	0.9134	1.1423
9	0.4069	0.6084	0.8119	1.0154
10	0.3662	0.5476	0.7307	0.9138
12	0.3052	0.4563	0.6089	0.7615
Rate/Square	8.10	12.11	16.16	20.21

9 Pica — 6 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5277	0.7889	1.0527	1.3165
7.5	0.4925	0.7363	0.9825	1.2288
8	0.4617	0.6903	0.9211	1.1520
9	0.4104	0.6136	0.8188	1.0240
10	0.3694	0.5522	0.7369	0.9216
12	0.3078	0.4602	0.6141	0.7680
Rate/Square	8.10	12.11	16.16	20.21

9 Pica — 8 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5371	0.8030	1.0715	1.3401
7.5	0.5013	0.7495	1.0001	1.2508
8	0.4700	0.7026	0.9376	1.1726
9	0.4177	0.6246	0.8334	1.0423
10	0.3760	0.5621	0.7501	0.9381
12	0.3133	0.4684	0.6251	0.7817
Rate/Square	8.10	12.11	16.16	20.21

9 Pica — 9 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5415	0.8096	1.0804	1.3512
7.5	0.5054	0.7557	1.0084	1.2611
8	0.4739	0.7084	0.9454	1.1823
9	0.4212	0.6297	0.8403	1.0509
10	0.3791	0.5667	0.7563	0.9458
12	0.3159	0.4723	0.6302	0.7882
Rate/Square	8.10	12.11	16.16	20.21

9 Pica — 10 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5460	0.8163	1.0893	1.3623
7.5	0.5096	0.7619	1.0167	1.2715
8	0.4777	0.7142	0.9531	1.1920
9	0.4247	0.6349	0.8472	1.0595
10	0.3822	0.5714	0.7625	0.9536
12	0.3185	0.4762	0.6354	0.7947
Rate/Square	8.10	12.11	16.16	20.21

9 Pica — 11 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5510	0.8238	1.0992	1.3747
7.5	0.5143	0.7688	1.0260	1.2831
8	0.4821	0.7208	0.9618	1.2029
9	0.4285	0.6407	0.8550	1.0692
10	0.3857	0.5766	0.7695	0.9623
12	0.3214	0.4805	0.6412	0.8019
Rate/Square	8.10	12.11	16.16	20.21

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10 Pica   0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5554	0.8304	1.1081	1.3858
7.5	0.5184	0.7750	1.0342	1.2934
8	0.4860	0.7266	0.9696	1.2126
9	0.4320	0.6459	0.8619	1.0779
10	0.3888	0.5813	0.7757	0.9701
12	0.3240	0.4844	0.6464	0.8084
Rate/Square	8.10	12.11	16.16	20.21

10 Pica   5 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5788	0.8653	1.1547	1.4440
7.5	0.5402	0.8076	1.0777	1.3478
8	0.5064	0.7571	1.0103	1.2635
9	0.4501	0.6730	0.8981	1.1231
10	0.4051	0.6057	0.8083	1.0108
12	0.3376	0.5047	0.6735	0.8424
Rate/Square	8.10	12.11	16.16	20.21

10 Pica   6 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.5832	0.8719	1.1635	1.4551
7.5	0.5443	0.8138	1.0860	1.3581
8	0.5103	0.7629	1.0181	1.2732
9	0.4536	0.6782	0.9050	1.1318
10	0.4082	0.6103	0.8145	1.0186
12	0.3402	0.5086	0.6787	0.8488
Rate/Square	8.10	12.11	16.16	20.21

11 Pica   0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.6110	0.9134	1.2189	1.5244
7.5	0.5702	0.8525	1.1377	1.4228
8	0.5346	0.7993	1.0666	1.3339
9	0.4752	0.7105	0.9481	1.1857
10	0.4277	0.6394	0.8532	1.0671
12	0.3564	0.5328	0.7110	0.8892
Rate/Square	8.10	12.11	16.16	20.21

11 Pica   3 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.6249	0.9342	1.2466	1.5591
7.5	0.5832	0.8719	1.1635	1.4551
8	0.5468	0.8174	1.0908	1.3642
9	0.4860	0.7266	0.9696	1.2126
10	0.4374	0.6539	0.8726	1.0913
12	0.3645	0.5450	0.7272	0.9095
Rate/Square	8.10	12.11	16.16	20.21

11 Pica   7 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.6432	0.9616	1.2832	1.6048
7.5	0.6003	0.8975	1.1976	1.4978
8	0.5628	0.8414	1.1228	1.4042
9	0.5003	0.7479	0.9980	1.2482
10	0.4502	0.6731	0.8982	1.1234
12	0.3752	0.5609	0.7485	0.9361
Rate/Square	8.10	12.11	16.16	20.21

12 Pica   5 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.6898	1.0314	1.3763	1.7212
7.5	0.6439	0.9626	1.2845	1.6065
8	0.6036	0.9024	1.2042	1.5060
9	0.5365	0.8022	1.0704	1.3387
10	0.4829	0.7219	0.9634	1.2048
12	0.4024	0.6016	0.8028	1.0040
Rate/Square	8.10	12.11	16.16	20.21

12 Pica   9 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.7082	1.0588	1.4128	1.7669
7.5	0.6610	0.9882	1.3187	1.6491
8	0.6197	0.9264	1.2362	1.5461
9	0.5508	0.8235	1.0989	1.3743
10	0.4957	0.7411	0.9890	1.2369
12	0.4131	0.6176	0.8242	1.0307
Rate/Square	8.10	12.11	16.16	20.21

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13 Pica — 0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.7221	1.0795	1.4405	1.8016
7.5	0.6739	1.0076	1.3445	1.6815
8	0.6318	0.9446	1.2605	1.5764
9	0.5616	0.8396	1.1204	1.4012
10	0.5054	0.7557	1.0084	1.2611
12	0.4212	0.6297	0.8403	1.0509
Rate/Square	8.10	12.11	16.16	20.21

13 Pica — 2 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.7315	1.0936	1.4594	1.8251
7.5	0.6827	1.0207	1.3621	1.7035
8	0.6401	0.9569	1.2770	1.5970
9	0.5689	0.8506	1.1351	1.4196
10	0.5120	0.7655	1.0216	1.2776
12	0.4267	0.6380	0.8513	1.0647
Rate/Square	8.10	12.11	16.16	20.21

14 Pica — 2 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.7870	1.1767	1.5702	1.9637
7.5	0.7346	1.0982	1.4655	1.8328
8	0.6887	1.0296	1.3739	1.7183
9	0.6121	0.9152	1.2213	1.5273
10	0.5509	0.8237	1.0991	1.3746
12	0.4591	0.6864	0.9159	1.1455
Rate/Square	8.10	12.11	16.16	20.21

14 Pica — 5 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.8009	1.1974	1.5979	1.9984
7.5	0.7475	1.1176	1.4914	1.8651
8	0.7008	1.0478	1.3982	1.7486
9	0.6229	0.9313	1.2428	1.5543
10	0.5606	0.8382	1.1185	1.3989
12	0.4672	0.6985	0.9321	1.1657
Rate/Square	8.10	12.11	16.16	20.21

14 Pica — 7 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.8098	1.2107	1.6156	2.0205
7.5	0.7558	1.1300	1.5079	1.8858
8	0.7086	1.0594	1.4137	1.7680
9	0.6299	0.9417	1.2566	1.5715
10	0.5669	0.8475	1.1309	1.4144
12	0.4724	0.7063	0.9425	1.1786
Rate/Square	8.10	12.11	16.16	20.21

14 Pica — 9 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.8193	1.2248	1.6345	2.0441
7.5	0.7646	1.1432	1.5255	1.9078
8	0.7169	1.0717	1.4302	1.7886
9	0.6372	0.9527	1.2713	1.5899
10	0.5735	0.8574	1.1441	1.4309
12	0.4779	0.7145	0.9534	1.1924
Rate/Square	8.10	12.11	16.16	20.21

15 Pica — 0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.8331	1.2456	1.6622	2.0787
7.5	0.7776	1.1626	1.5514	1.9402
8	0.7290	1.0899	1.4544	1.8189
9	0.6480	0.9688	1.2928	1.6168
10	0.5832	0.8719	1.1635	1.4551
12	0.4860	0.7266	0.9696	1.2126
Rate/Square	8.10	12.11	16.16	20.21

15 Pica — 9 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.8748	1.3079	1.7453	2.1827
7.5	0.8165	1.2207	1.6289	2.0372
8	0.7655	1.1444	1.5271	1.9098
9	0.6804	1.0172	1.3574	1.6976
10	0.6124	0.9155	1.2217	1.5279
12	0.5103	0.7629	1.0181	1.2732
Rate/Square	8.10	12.11	16.16	20.21

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16 Pica   5 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.9120	1.3635	1.8195	2.2755
7.5	0.8512	1.2726	1.6982	2.1238
8	0.7980	1.1931	1.5921	1.9911
9	0.7093	1.0605	1.4152	1.7699
10	0.6384	0.9545	1.2737	1.5929
12	0.5320	0.7954	1.0614	1.3274
Rate/Square	8.10	12.11	16.16	20.21

17 Pica   3 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	0.9581	1.4324	1.9115	2.3906
7.5	0.8942	1.3369	1.7841	2.2312
8	0.8384	1.2534	1.6726	2.0917
9	0.7452	1.1141	1.4867	1.8593
10	0.6707	1.0027	1.3380	1.6734
12	0.5589	0.8356	1.1150	1.3945
Rate/Square	8.10	12.11	16.16	20.21

18 Pica   9 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.0414	1.5570	2.0777	2.5984
7.5	0.9720	1.4532	1.9392	2.4252
8	0.9113	1.3624	1.8180	2.2736
9	0.8100	1.2110	1.6160	2.0210
10	0.7290	1.0899	1.4544	1.8189
12	0.6075	0.9083	1.2120	1.5158
Rate/Square	8.10	12.11	16.16	20.21

19 Pica   0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.0553	1.5778	2.1054	2.6331
7.5	0.9850	1.4726	1.9651	2.4575
8	0.9234	1.3805	1.8422	2.3039
9	0.8208	1.2271	1.6375	2.0479
10	0.7387	1.1044	1.4738	1.8432
12	0.6156	0.9204	1.2282	1.5360
Rate/Square	8.10	12.11	16.16	20.21

19 Pica   4 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.0736	1.6052	2.1420	2.6788
7.5	1.0021	1.4982	1.9992	2.5002
8	0.9394	1.4045	1.8742	2.3440
9	0.8351	1.2485	1.6660	2.0835
10	0.7516	1.1236	1.4994	1.8752
12	0.6263	0.9363	1.2495	1.5626
Rate/Square	8.10	12.11	16.16	20.21

19 Pica   6 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.0831	1.6193	2.1608	2.7024
7.5	1.0109	1.5113	2.0168	2.5222
8	0.9477	1.4169	1.8907	2.3646
9	0.8424	1.2594	1.6806	2.1018
10	0.7582	1.1335	1.5126	1.8917
12	0.6318	0.9446	1.2605	1.5764
Rate/Square	8.10	12.11	16.16	20.21

19 Pica   9 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.0970	1.6400	2.1885	2.7370
7.5	1.0238	1.5307	2.0426	2.5545
8	0.9599	1.4350	1.9150	2.3949
9	0.8532	1.2756	1.7022	2.1288
10	0.7679	1.1480	1.5320	1.9159
12	0.6399	0.9567	1.2766	1.5966
Rate/Square	8.10	12.11	16.16	20.21

19 Pica   10 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.1014	1.6467	2.1974	2.7481
7.5	1.0280	1.5369	2.0509	2.5649
8	0.9637	1.4408	1.9227	2.4046
9	0.8567	1.2808	1.7091	2.1374
10	0.7710	1.1527	1.5382	1.9237
12	0.6425	0.9606	1.2818	1.6031
Rate/Square	8.10	12.11	16.16	20.21

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19 Pica   11 Point Column

| Type Size | \ Number of Insertions | | | |
	1	2	3	4
7	1.1064	1.6542	2.2074	2.7606
7.5	1.0327	1.5439	2.0602	2.5765
8	0.9681	1.4474	1.9314	2.4155
9	0.8605	1.2866	1.7168	2.1471
10	0.7745	1.1579	1.5452	1.9324
12	0.6454	0.9649	1.2876	1.6103
Rate/Square	8.10	12.11	16.16	20.21

20 Pica   3 Point Column

| Type Size | Number of Insertions | | | |
	1	2	3	4
7	1.1247	1.6816	2.2439	2.8063
7.5	1.0498	1.5695	2.0943	2.6192
8	0.9842	1.4714	1.9634	2.4555
9	0.8748	1.3079	1.7453	2.1827
10	0.7873	1.1771	1.5708	1.9644
12	0.6561	0.9809	1.3090	1.6370
Rate/Square	8.10	12.11	16.16	20.21

20 Pica   4 Point Column

| Type Size | Number of Insertions | | | |
	1	2	3	4
7	1.1292	1.6882	2.2528	2.8174
7.5	1.0539	1.5757	2.1026	2.6296
8	0.9880	1.4772	1.9712	2.4652
9	0.8783	1.3130	1.7522	2.1913
10	0.7904	1.1817	1.5770	1.9722
12	0.6587	0.9848	1.3141	1.6435
Rate/Square	8.10	12.11	16.16	20.21

20 Pica   6 Point Column

| Type Size | Number of Insertions | | | |
	1	2	3	4
7	1.1386	1.7023	2.2716	2.8409
7.5	1.0627	1.5888	2.1202	2.6516
8	0.9963	1.4895	1.9877	2.4858
9	0.8856	1.3240	1.7668	2.2096
10	0.7970	1.1916	1.5901	1.9887
12	0.6642	0.9930	1.3251	1.6572
Rate/Square	8.10	12.11	16.16	20.21

21 Pica   6 Point Column

| Type Size | Number of Insertions | | | |
	1	2	3	4
7	1.1942	1.7854	2.3824	2.9795
7.5	1.1146	1.6663	2.2236	2.7809
8	1.0449	1.5622	2.0846	2.6071
9	0.9288	1.3886	1.8530	2.3174
10	0.8359	1.2498	1.6677	2.0857
12	0.6966	1.0415	1.3898	1.7381
Rate/Square	8.10	12.11	16.16	20.21

21 Pica   7 Point Column

| Type Size | Number of Insertions | | | |
	1	2	3	4
7	1.1986	1.7920	2.3913	2.9906
7.5	1.1187	1.6725	2.2319	2.7912
8	1.0488	1.5680	2.0924	2.6168
9	0.9323	1.3938	1.8599	2.3260
10	0.8390	1.2544	1.6739	2.0934
12	0.6992	1.0453	1.3949	1.7445
Rate/Square	8.10	12.11	16.16	20.21

22 Pica   0 Point Column

| Type Size | Number of Insertions | | | |
	1	2	3	4
7	1.2219	1.8269	2.4379	3.0488
7.5	1.1405	1.7051	2.2753	2.8456
8	1.0692	1.5985	2.1331	2.6677
9	0.9504	1.4209	1.8961	2.3713
10	0.8554	1.2788	1.7065	2.1342
12	0.7128	1.0657	1.4221	1.7785
Rate/Square	8.10	12.11	16.16	20.21

22 Pica   1 Point Column

| Type Size | Number of Insertions | | | |
	1	2	3	4
7	1.2264	1.8335	2.4467	3.0599
7.5	1.1446	1.7113	2.2836	2.8559
8	1.0731	1.6043	2.1409	2.6774
9	0.9539	1.4261	1.9030	2.3799
10	0.8585	1.2835	1.7127	2.1419
12	0.7154	1.0696	1.4273	1.7849
Rate/Square	8.10	12.11	16.16	20.21

22 Pica		10 Point Column		
	Number of Insertions			
Type Size	1	2	3	4
7	1.2680	1.8958	2.5298	3.1638
7.5	1.1835	1.7694	2.3612	2.9529
8	1.1095	1.6588	2.2136	2.7684
9	0.9863	1.4745	1.9676	2.4608
10	0.8876	1.3271	1.7709	2.2147
12	0.7397	1.1059	1.4757	1.8456
Rate/Square	8.10	12.11	16.16	20.21

23 Pica		0 Point Column		
	Number of Insertions			
Type Size	1	2	3	4
7	1.2775	1.9099	2.5487	3.1874
7.5	1.1923	1.7826	2.3788	2.9749
8	1.1178	1.6712	2.2301	2.7890
9	0.9936	1.4855	1.9823	2.4791
10	0.8942	1.3369	1.7841	2.2312
12	0.7452	1.1141	1.4867	1.8593
Rate/Square	8.10	12.11	16.16	20.21

23 Pica		3 Point Column		
	Number of Insertions			
Type Size	1	2	3	4
7	1.2914	1.9307	2.5764	3.2221
7.5	1.2053	1.8020	2.4046	3.0072
8	1.1300	1.6893	2.2543	2.8193
9	1.0044	1.5016	2.0038	2.5060
10	0.9040	1.3515	1.8035	2.2554
12	0.7533	1.1262	1.5029	1.8795
Rate/Square	8.10	12.11	16.16	20.21

24 Pica		0 Point Column		
	Number of Insertions			
Type Size	1	2	3	4
7	1.3330	1.9930	2.6595	3.3260
7.5	1.2442	1.8601	2.4822	3.1043
8	1.1664	1.7438	2.3270	2.9102
9	1.0368	1.5501	2.0685	2.5869
10	0.9331	1.3951	1.8616	2.3282
12	0.7776	1.1626	1.5514	1.9402
Rate/Square	8.10	12.11	16.16	20.21

25 Pica		6 Point Column		
	Number of Insertions			
Type Size	1	2	3	4
7	1.4163	2.1175	2.8257	3.5339
7.5	1.3219	1.9764	2.6373	3.2983
8	1.2393	1.8528	2.4725	3.0921
9	1.1016	1.6470	2.1978	2.7486
10	0.9914	1.4823	1.9780	2.4737
12	0.8262	1.2352	1.6483	2.0614
Rate/Square	8.10	12.11	16.16	20.21

26 Pica		0 Point Column		
	Number of Insertions			
Type Size	1	2	3	4
7	1.4441	2.1590	2.8811	3.6032
7.5	1.3478	2.0151	2.6890	3.3629
8	1.2636	1.8892	2.5210	3.1528
9	1.1232	1.6793	2.2409	2.8025
10	1.0109	1.5113	2.0168	2.5222
12	0.8424	1.2594	1.6806	2.1018
Rate/Square	8.10	12.11	16.16	20.21

26 Pica		3 Point Column		
	Number of Insertions			
Type Size	1	2	3	4
7	1.4580	2.1798	2.9088	3.6378
7.5	1.3608	2.0345	2.7149	3.3953
8	1.2758	1.9073	2.5452	3.1831
9	1.1340	1.6954	2.2624	2.8294
10	1.0206	1.5259	2.0362	2.5465
12	0.8505	1.2716	1.6968	2.1221
Rate/Square	8.10	12.11	16.16	20.21

29 Pica		3 Point Column		
	Number of Insertions			
Type Size	1	2	3	4
7	1.6246	2.4289	3.2412	4.0535
7.5	1.5163	2.2670	3.0252	3.7833
8	1.4216	2.1253	2.8361	3.5469
9	1.2636	1.8892	2.5210	3.1528
10	1.1372	1.7002	2.2689	2.8375
12	0.9477	1.4169	1.8907	2.3646
Rate/Square	8.10	12.11	16.16	20.21

29 Pica — 4 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.6291	2.4356	3.2501	4.0646
7.5	1.5205	2.2732	3.0334	3.7937
8	1.4254	2.1311	2.8438	3.5566
9	1.2671	1.8943	2.5279	3.1614
10	1.1404	1.7049	2.2751	2.8452
12	0.9503	1.4207	1.8959	2.3710
Rate/Square	8.10	12.11	16.16	20.21

29 Pica — 6 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.6385	2.4497	3.2689	4.0882
7.5	1.5293	2.2864	3.0510	3.8156
8	1.4337	2.1435	2.8603	3.5772
9	1.2744	1.9053	2.5425	3.1797
10	1.1470	1.7148	2.2883	2.8617
12	0.9558	1.4290	1.9069	2.3848
Rate/Square	8.10	12.11	16.16	20.21

29 Pica — 7 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.6430	2.4563	3.2778	4.0993
7.5	1.5334	2.2926	3.0593	3.8260
8	1.4376	2.1493	2.8681	3.5869
9	1.2779	1.9105	2.5494	3.1883
10	1.1501	1.7194	2.2945	2.8695
12	0.9584	1.4329	1.9121	2.3912
Rate/Square	8.10	12.11	16.16	20.21

29 Pica — 8 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.6480	2.4638	3.2878	4.1118
7.5	1.5381	2.2995	3.0686	3.8376
8	1.4420	2.1558	2.8768	3.5978
9	1.2817	1.9163	2.5572	3.1980
10	1.1536	1.7247	2.3014	2.8782
12	0.9613	1.4372	1.9179	2.3985
Rate/Square	8.10	12.11	16.16	20.21

30 Pica — 0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.6663	2.4912	3.3243	4.1575
7.5	1.5552	2.3251	3.1027	3.8803
8	1.4580	2.1798	2.9088	3.6378
9	1.2960	1.9376	2.5856	3.2336
10	1.1664	1.7438	2.3270	2.9102
12	0.9720	1.4532	1.9392	2.4252
Rate/Square	8.10	12.11	16.16	20.21

30 Pica — 1 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.6707	2.4978	3.3332	4.1686
7.5	1.5593	2.3313	3.1110	3.8907
8	1.4619	2.1856	2.9166	3.6475
9	1.2995	1.9428	2.5925	3.2422
10	1.1695	1.7485	2.3332	2.9180
12	0.9746	1.4571	1.9444	2.4317
Rate/Square	8.10	12.11	16.16	20.21

30 Pica — 3 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.6802	2.5120	3.3520	4.1921
7.5	1.5682	2.3445	3.1286	3.9127
8	1.4702	2.1980	2.9330	3.6681
9	1.3068	1.9537	2.6071	3.2605
10	1.1761	1.7584	2.3464	2.9345
12	0.9801	1.4653	1.9554	2.4454
Rate/Square	8.10	12.11	16.16	20.21

30 Pica — 9 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.7079	2.5535	3.4075	4.2614
7.5	1.5941	2.3832	3.1803	3.9773
8	1.4945	2.2343	2.9815	3.7287
9	1.3284	1.9860	2.6502	3.3144
10	1.1956	1.7874	2.3852	2.9830
12	0.9963	1.4895	1.9877	2.4858
Rate/Square	8.10	12.11	16.16	20.21

30 Pica   10 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.7124	2.5601	3.4163	4.2725
7.5	1.5982	2.3894	3.1886	3.9877
8	1.4983	2.2401	2.9893	3.7384
9	1.3319	1.9912	2.6571	3.3231
10	1.1987	1.7921	2.3914	2.9908
12	0.9989	1.4934	1.9929	2.4923
Rate/Square	8.10	12.11	16.16	20.21

31 Pica   0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.7218	2.5742	3.4352	4.2961
7.5	1.6070	2.4026	3.2061	4.0097
8	1.5066	2.2525	3.0058	3.7591
9	1.3392	2.0022	2.6718	3.3414
10	1.2053	1.8020	2.4046	3.0072
12	1.0044	1.5016	2.0038	2.5060
Rate/Square	8.10	12.11	16.16	20.21

31 Pica   2 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.7313	2.5884	3.4540	4.3196
7.5	1.6159	2.4158	3.2237	4.0317
8	1.5149	2.2648	3.0222	3.7797
9	1.3465	2.0132	2.6864	3.3597
10	1.2119	1.8118	2.4178	3.0237
12	1.0099	1.5099	2.0148	2.5198
Rate/Square	8.10	12.11	16.16	20.21

31 Pica   3 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.7357	2.5950	3.4629	4.3307
7.5	1.6200	2.4220	3.2320	4.0420
8	1.5188	2.2706	3.0300	3.7894
9	1.3500	2.0183	2.6933	3.3683
10	1.2150	1.8165	2.4240	3.0315
12	1.0125	1.5138	2.0200	2.5263
Rate/Square	8.10	12.11	16.16	20.21

33 Pica   0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.8329	2.7403	3.6568	4.5732
7.5	1.7107	2.5576	3.4130	4.2684
8	1.6038	2.3978	3.1997	4.0016
9	1.4256	2.1314	2.8442	3.5570
10	1.2830	1.9182	2.5597	3.2013
12	1.0692	1.5985	2.1331	2.6677
Rate/Square	8.10	12.11	16.16	20.21

34 Pica   1 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.8929	2.8300	3.7765	4.7229
7.5	1.7667	2.6413	3.5247	4.4080
8	1.6563	2.4763	3.3044	4.1325
9	1.4723	2.2011	2.9372	3.6734
10	1.3250	1.9810	2.6435	3.3060
12	1.1042	1.6508	2.2029	2.7550
Rate/Square	8.10	12.11	16.16	20.21

35 Pica   0 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.9440	2.9064	3.8784	4.8504
7.5	1.8144	2.7126	3.6198	4.5270
8	1.7010	2.5431	3.3936	4.2441
9	1.5120	2.2605	3.0165	3.7725
10	1.3608	2.0345	2.7149	3.3953
12	1.1340	1.6954	2.2624	2.8294
Rate/Square	8.10	12.11	16.16	20.21

35 Pica   8 Point Column

Type Size	Number of Insertions			
	1	2	3	4
7	1.9812	2.9620	3.9526	4.9433
7.5	1.8491	2.7646	3.6891	4.6137
8	1.7336	2.5918	3.4586	4.3253
9	1.5409	2.3038	3.0743	3.8448
10	1.3868	2.0734	2.7669	3.4603
12	1.1557	1.7279	2.3057	2.8836
Rate/Square	8.10	12.11	16.16	20.21