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Chair, Indiana Bond Bank
Treasurer of State

Ronald L. Mangus
Executive Director

Patrick F. Carr
Vice-Chair



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Philip C. Belt
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Cynthia B. Walsh
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MEMORANDUM

TO: Advance Funding Program Participants
FROM: Matt Zimmerman, Program and Marketing Director
317-233-0090
RE: 2016 Advance Funding Program Information

Enclosed please find the application materials that will allow you to participate in the Bond Bank's Advance Funding Program for 2016. You will also find a brochure that describes in detail last year's Advance Funding Program.

PACKET CONTENTS

Your packet should contain the following information:

- *Participation Survey*
- *Step by Step Instructions*
- *2016 Participant Schedule*
- *Application with Instructions*

If any of the above items are missing, or if you need additional information please contact the Bond Bank at the number listed above or by e-mail at bondbank@inbondbank.com.

CASH FLOW PROGRAM

Please note that your cash flow information should be sent by email as an Excel file. If you would like an electronic cash flow file, please contact the Bond Bank at bondbank@inbondbank.com or call at 317-233-0888 or 800-535-6974.

PARTICIPANT SCHEDULE HIGHLIGHTS

Please note that the following dates are important as you prepare for participation in the 2016 Program:

Participation Survey	10/2/15 (Friday)
Credit Applications Due	10/9/15 (Friday)
Cash Flow Worksheets Due	10/23/15 (Friday)
Notice of Interim Borrowing	11/13/15 (Friday)
Interim Funds Available	1/4/16 (Monday)
Regular Proceeds Available	1/28/16 (Thursday)

INTERIM BORROWING

The 2016 Program will make funds available to all participants on Thursday, January 28, 2016. However, for those who need funds prior to January 28, 2016, the Bond Bank will make funds available on January 4, 2016. These funds will be limited to only the amounts that are necessary for the period.

You will need to elect on the credit application (bottom of page 1) that you will need interim funding to receive interim funding, or the Bond Bank should be notified of your need (in writing) prior to November 13, 2015. Please note that all qualified entity costs for the program are included in the interest rate.

The interest rates associated with the 2016 Program will be determined at the time the Bond Bank sells its notes in the market (mid-January 2016). The Bond Bank has in the past and will continue to strive to see that the rates obtained will be the lowest possible rates available.

MATERIALS CHECKLIST

To assist you in submitting your materials for the 2016 Program, the Bond Bank will periodically provide you an email with the list of missing items. Please follow-up with the Bond Bank as soon as possible regarding the missing items.

CONCLUSION

Again, keep in mind the Credit Applications are due October 9th and the Cash Flow Worksheets are due October 23rd. We will accept the application and final 2016 cash flow information as soon as they can be completed. Additionally, it would be greatly appreciated if you would return the 2016 PARTICIPATION SURVEY before October 2, 2015 so that we may begin setting up your files as soon as possible.

I look forward to working with you as we plan the 2016 Program. If you should have any questions or need additional information, please do not hesitate to call me at 317-233-0090 or 800-535-6974.

Enclosure: Application Packet

2016 Advance Funding Program

PARTICIPATION SURVEY

In an effort for our staff to be prepared to serve your needs, we are asking that you indicate below your intentions regarding participation in the 2016 Advance Funding Program. This is not a commitment to participate in the Program. Please note that you may also request a HELP packet or a fuel budgeting packet.

Please FAX this sheet to the Bond Bank at (317) 233-0894 or email to bondbank@inbondbank.com at your earliest convenience.

2016 ADVANCE FUNDING PROGRAM -- PLEASE CHECK APPROPRIATE BOX:

We plan to participate in the 2016 Advance Funding Program.

Please send us a 2016 Advance Funding credit application packet:

- Please e-mail us a credit application packet to the e-mail address below.
- Please mail us a credit application packet to the address below.
- We have already received our credit application packet.

Please send us the cash flow worksheets in Excel as follows:

- Please e-mail us an electronic cash flow file to the address below.
- We do NOT need an electronic cash flow file.

We do NOT plan to participate in the 2016 Advance Funding Program.

OTHER PROGRAMS – PLEASE CHECK THE APPROPRIATE BOX:

- Please send us a Hoosier Equipment Lease Purchase (HELP) program packet.
- Please send us information about the 2016 Fuel Budgeting program.

PARTICIPANT: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ E-MAIL: _____

**2016 Advance Funding Program
Step by Step Instructions**

Contact: Ron Mangus 317-233-0091

Toll Free: 800-535-6974

Fax: 317-233-0894

Email: rmangus@inbondbank.com

1. Fax to 317-233-0894 the **Participation Survey** (Due 10/2/2015)
2. **Complete Credit Application** (Due 10/9/2015)
 - For new participants, contact Matt Zimmerman for assistance with application
 - Contact the County Auditor or Assessor for 10 largest taxpayers
 - Contact the Chamber of Commerce for the 10 largest employers
 - Go to www.stats.indiana.edu for demographic information
 - If you have issued bonds recently, much of the information requested in the application will be in your offering document
 - **Please call the Bond Bank if you need assistance**
3. Submit financial reports (if not already on file with the Bond Bank)
4. **Complete Cash Flow Worksheets** (Due 10/23/2015) for the funds from which you intend to borrow
 - 2014 actual (if not on file with the Bond Bank)
 - 2015 actual through August 31, 2015 (please project the remainder of 2015)
 - 2016 projected

Cash flows should be submitted electronically in Excel via e-mail. Please contact Ron Mangus at 317-233-0091 or 800-535-6974 for a cash flow template or you can download a cash flow template from our website at www.in.gov/bond/.

- Email cash flows to: bondbank@inbondbank.com

5. Upon review of your cash flows, the Bond Bank will send you a **sizing analysis** stating the amount you are eligible to borrow. Generally speaking, **you are eligible to borrow up to your largest projected cash deficit in the first half of 2015 or 80% of your gross tax levy (net of the estimated circuit breaker credit), whichever is less.** Please contact the Bond Bank if you have questions regarding the amount you are eligible to borrow. We will be glad to answer your questions and work with you.
6. All legal paperwork for the Advance Funding Program is provided by Bose McKinney & Evans LLP. The contact at Bose McKinney & Evans is Dennis Otten at 317-684-5307.
7. **If requested on the credit application (bottom of page 1), interim funds will be received** via wire on January 4, 2016.
8. **Program closes on January 28, 2016. Funds will be received via wire on January 28, 2016.**
9. **Funds are repaid** on June 30, 2016 and December 31, 2016 depending on when your warrants mature.

Please note that if you need additional time in submitting application materials or cash flows, please contact Matt Zimmerman at 317-233-0090 or 800-535-6974.

2016 Advance Funding Program

PARTICIPANT SCHEDULE

<u>Description</u>	<u>Date</u>
Participation Survey	10/2/15 (Friday)
Applications Due	10/9/15 (Friday)
Cash Flow Worksheets Due	10/23/15 (Friday)
Participant Resolution/Ordinance Adopted	11/2/15-12/4/15
Warrant Sizing Sign-off & Notice of Interim Borrowing	11/13/15 (Friday)
Interim Closing Documents Returned	12/1/15 – 12/4/15
Interim Closing/Funds Distributed	1/4/16 (Monday)
Closing Documents Returned	1/4/16 – 1/8/16
Closing/Funds Distributed	1/28/16 (Thursday)

If for any reason you cannot meet these deadlines, it is important to contact the Bond Bank as soon as possible so that other arrangements can be made.

Note: All of the above dates (with the exception of the Interim Closing and Funds Distributed on January 4, 2016 and Closing and Funds Distributed on January 28, 2016) are on or before dates. It would be helpful if items were submitted early.

Interim Closing will be on January 4, 2016. The Bond Bank will need written notice or indication on the credit application that your entity will need interim funds prior to November 13, 2015.

INDIANA BOND BANK
10 West Market Street
Suite 2980
Indianapolis, Indiana 46204
bondbank@inbondbank.com

**ADVANCE FUNDING PROGRAM
2016 WARRANT CREDIT APPLICATION**

(To be completed by all participants.)

Please make every effort to fill out this Application accurately and completely. Please complete all parts to all questions. If none, state NONE; if not applicable, state N/A.

NAME OF APPLICANT: _____

FEDERAL TAX IDENTIFICATION NUMBER: _____

COUNTY OR COUNTIES IN WHICH LOCATED: _____

ADDRESS: _____

CONTACT PERSON:

Name: _____

Title: _____

Phone Number: _____ FAX Number: _____

E-mail Address: _____ Office Hours: _____

Alternate Contact: _____ Alternate Email Address: _____

Qualified Entity: City School
 Town Library
 County Other (List) _____

Name of Local Counsel: _____ Phone Number: _____

Local Counsel Email: _____

Legislative Body: (e.g., Common Council, Town Council, School Board)

Dates of November and December 2015 legislative body meetings: _____

Funds will be provided on Thursday, January 28, 2016, unless otherwise noted.

Will you need funds before January 28, 2016? Yes No

If yes, what date? _____

PLEASE INDICATE PROPERTY TAX BASED FUNDS FOR WHICH YOU ISSUED TAX ANTICIPATION WARRANTS IN 2015 AND FUNDS FOR WHICH YOU EXPECT TO ISSUE TAX ANTICIPATION WARRANTS IN THE 2016 WARRANT PROGRAM.

<u>Fund</u>	<u>2015</u>	<u>2016</u>	<u>Fund</u>	<u>2015</u>	<u>2016</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Do you expect to issue tax anticipation warrants against a property tax fund approved in a voter referendum? Yes No

If yes, please indicate the name of the fund: _____

DEBT PROFILE

- Complete the following record for Tax Anticipation Warrants issued in prior years. If none, write "NONE" as applicable.

	<u>Amount Issued in Calendar Year</u>	<u>Amount Outstanding At End of Calendar Year</u>	<u>Amount Outstanding As of This Application Date</u>	<u>Mature On</u>	<u>Borrowing Source</u>
2015	\$ _____	\$ _____	\$ _____	_____	_____
2014	_____	_____	_____	_____	_____
TOTAL OUTSTANDING			\$ _____		

- Please list annual (year ending December 31) debt service payments on all long-term debt (Warrants not included).

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Final Maturity Date</u>
G.O. Bonds	_____	_____	_____	_____	_____
Revenue Bonds	_____	_____	_____	_____	_____
Building Corp. Leases	_____	_____	_____	_____	_____
Short Term Leases	_____	_____	_____	_____	_____
Other*	_____	_____	_____	_____	_____

* Explain type of debt (i.e., bank loans, common school loans, inter-fund loans, etc.)

3. Please list the total amount of long-term general obligation debt outstanding (principal amount only) as of **June 1, 2015** for:

	<u>Dollar Amount</u>	<u>Dollar Per Capita</u>	<u>Debt Percent of Assessed Valuation</u>
(a) Applicant	\$ _____		
(b) All Other Governmental Units	_____		
(c) Total	\$ _____	\$ _____	_____ %

All Other Governmental Units

G.O. debt which is attributable to Applicant's governmental unit on an overlapping or underlying basis (based on percent of Assessed Valuation within Applicant's jurisdiction).

Dollar Per Capita - Divide the total dollar amount of debt under 3(c) by the population of Applicant's governmental unit.

Debt Percent of Assessed Valuation - Divide total debt under 3(c) by the current assessed valuation.

(d) Does Applicant anticipate the issuance of additional long-term G.O. or lease rental debt during the next several years? Yes No

If Yes, please provide:

<u>Year</u>	<u>Anticipated Amount</u>	<u>Purpose</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(e) Does Applicant expect to issue more than \$5,000,000 in tax exempt obligations in 2016?
 Yes No

(f) If the Applicant is a school and answered the prior question (e) yes, then please describe the nature and amount of each financings, other than the Warrants to be sold to the Indiana Bond Bank: _____
_____. (If necessary, attach sheets.)

(g) Aside from the Warrants to be sold to the Indiana Bond Bank, does the Applicant intend to issue any other tax-exempt obligations, including bonds, between January 4, 2016 and January 31, 2016? If yes, please describe. _____

4. A. Briefly describe the Applicant's projected capital improvements planned for 2016. Provide an approximate percentage breakdown of all funding sources, including bonds.

B. Estimated total capital improvement expenditures for 2016. _____

5. Has the Applicant defaulted in the payment of any debt obligation? Yes No
If yes, attach explanation.

OPERATING PROFILE

6. Total budgeted sources of revenue for all participating and non-participating tax supported Funds of the Applicant.

	<u>2015</u>	<u>2016</u>
1) Local - Property Taxes Only *	\$ _____	\$ _____
2) Local - Other Than Property Taxes	_____	_____
3) State Aid	_____	_____
4) Federal	_____	_____
Total	\$ _____	\$ _____

* Property tax and local PTRC (if applicable) receipts only.

7. Please list December 31, 2016 estimated balances of non-participating Funds.

<u>Fund Name</u>	<u>Estimated Balance as of December 31, 2016</u>
_____	\$ _____
_____	_____
_____	_____

8. Property tax collection information expressed in total dollars for all participating and non-participating Funds of the Applicant (not rate dollars).

Actual Levy for 2015 (All Funds) \$ _____

Estimated Budgeted Gross Levy for 2016 (all Funds) \$ _____

	<u>Gross Levy (A)</u>	<u>Payable Year Total Collected (B)</u>	<u>% Total Collected (C)</u>
2015 (D)	\$ _____	\$ _____	_____
2014	_____	_____	_____
2013	_____	_____	_____
2012	_____	_____	_____

- (A) Gross Levy as certified by the Department of Local Government Finance. Use total levy for all Funds.
- (B) Current taxes collected plus delinquent taxes collected within each payable year (available at County Auditor's office).
- (C) **Please attach explanation of any total below 98% or over 102%.**
- (D) Please record distributions received to date.

9. Circuit Breaker Loss

<u>Pay Year</u>	<u>Circuit Breaker Loss</u>
2015 (1)	\$ _____
2014	_____
2013	_____

(1) Estimated

ECONOMIC PROFILE

10. Please note or discuss any economic events experienced that would be material to an analysis of the Applicant's credit. (Outstanding judgments, the opening or closing of an important factory, announced workforce additions or reductions, tax abatements, enterprise zones, federal and state compliance orders, recent or expected land development, available undeveloped land, trends in growth patterns, etc.)

11. Assessed Value for Applicant's district limits.

<u>Year Payable</u>	<u>Assessed Value</u>	<u>Explain any 5% increase or decrease in assessed value</u>
2016 (est.)	\$ _____	_____
2015	_____	_____
2014	_____	_____
2013	_____	_____

12. Largest Property Taxpayers in Applicant's district.
Please do not list duplicate taxpayers.

	<u>Taxpayer</u>	<u>Type of Business</u>	Estimated 2015-2016 <u>Assessed Valuation</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Note: This is very important data. If needed, enlist assistance from County Auditor or Assessor in order to provide latest and most accurate information. If listing County largest taxpayers, please note.

13. Largest Employers - Counties complete in full; all others supply at least top 5.

	<u>Employer</u>	<u>Business or Product</u>	Estimated Number of <u>Employees</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Identify with asterisk those employers located outside of the Applicant's corporate or district limits.

14. School District Enrollment
(to be completed by School Districts only)

	Estimate	Estimate	Estimate
<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
_____	_____	_____	_____

15. Population estimate of county, SMSA or PMSA.
(www.stats.indiana.edu)

<u>Current</u>	<u>2010</u>	<u>2000</u>
_____	_____	_____

Note: Population information can be found online at <http://www.stats.indiana.edu>.

16. (a) Composition of Assessed Valuation (percent should total 100%) for 2015:

Real _____% Personal _____% Utilities & Railroads _____%

Note: Should be available from County Auditor's tax transcripts.

(b) Estimated percent of Assessed Valuation (percent should total 100%):

_____ (year)

Residential _____% Commercial/
Industrial _____% Agricultural _____%

Note: If unavailable, please estimate.

17. Is the Applicant in compliance with Continuing Disclosure requirements on all outstanding Bonds and Leases? (You may want to consult your financial advisor or underwriter regarding this question.)

YES NO

If no, please explain: _____

18. In the previous five (5) years, have there been any instances in which the Applicant failed to comply, in all material respects, with any previous continuing disclosure undertaking agreements entered into pursuant to U.S. Securities and Exchange Commission (the "SEC") Rule 15c2-12(b)(5)(i)? (You may want to consult your financial advisor or underwriter regarding this question.)

YES NO

If yes, please explain: _____

19. Did the Applicant submit a questionnaire for self-reporting entities to the SEC Division of Enforcement in connection with the Municipalities Continuing Disclosure Cooperation Initiative ("MCDC")?

YES NO

If yes, please explain whether the Applicant (1) is in settlement negotiations with the SEC concerning the terms of a cease and desist order as a result of the submission of a questionnaire through the MCDC Initiative, or (2) has already entered into a cease and desist order with the SEC as a result of the submission of a questionnaire through the MCDC Initiative:

20. Are you current on all financial obligations including, but not limited to, debt service payments, payments to the IRS, payments to the Indiana Department of Revenue, vendors, self-insurance funds and Debt Service Reserve payments?

YES NO

If no, please explain: _____

21. Would you like your Advance Funding proceeds deposited into your TrustINDiana Account at closing?

YES NO

If yes, please go to question 22 and complete your TrustINDiana account information. If no, please complete your local bank information on Question 22.

Would you like information on the State of Indiana TrustINDiana Investment Pool?

YES NO

22. Local bank for transfer of funds:

Name of Bank: _____ ABA #: _____

Address: _____

Contact Person: _____

Phone Number: _____

Account Name: _____

Account Number: _____

23. Would you prefer to receive legal documents by: E-mail Express mail

Please note that legal documents are provided by Bose McKinney & Evans LLP. Documents are provided after the review of your credit application and cash flows.

24. Financial Information to be Supplied in Addition to the Application

- A. Please provide Cash Flow Worksheets (attached) for 2014, 2015 and 2016 for each operating Fund for which you expect to issue Warrants. Actual figures should be used for 2014; 2015 should show up-to-date actual numbers (at least through August 31, 2015) and estimates for remainder of year. Cash flows for 2016 should be estimated based on budgets and historical data. **Cash flows are due by October 23, 2015.** Cash flows should be submitted by email to bondbank@inbondbank.com. Please contact the Bond Bank to email an electronic copy of the cash flow work sheets.
- B. Please provide most recent copies of State Board of Accounts reports and, if applicable, summary sections of CTAR's and Form 9's; CAFR or other annual reports, unless on file currently with the Indiana Bond Bank.
- C. If within the last year, the Applicant or its associated Building Corporation(s) has issued bonds or other indebtedness, please include a copy of the Official Statement, Offering Circular or Placement Memorandum issued in connection with the sale.

Name of person submitting this form: _____

Title: _____

Mailing Address: _____

Telephone Number: _____

E-mail Address: _____

I hereby certify that, to the best of my knowledge, all information on this Application is true and complete.

Signature _____

Date _____

Assistance in the completion of this form was provided by:

Name: _____

Title: _____

Firm Name: _____

Mailing Address: _____

Telephone Number: _____

E-mail Address: _____

Did a municipal or financial advisor provide assistance in completing this application or will provide assistance with your cash flows?

Yes No

If yes, please provide Independent Municipal Registered Advisor (IRMA) registration number.

Signature _____

Date _____

INDIANA BOND BANK
Advance Funding Program

2016 Warrant Credit Application Instructions

BE CONSISTENT WITH EITHER APPLICATION OR QUALIFIED ENTITY THROUGHOUT

This Warrant Credit Application (the "Application") requests data for the purpose of evaluating each Applicant's credit worthiness by national rating agencies and for the use of the Indiana Bond Bank to ultimately determine the total amount of funds that may be borrowed by each Applicant.

The following explanations may be helpful to you in completing the Application. Explanatory paragraphs set forth hereafter are numbered in sequence with questions numbered on the Application.

2. Show annual principal and interest payments of debt service for each category of debt. If there are multiple debt service payments in a category, please combine payments and report total. The category "Other" should include all other long term debt (debt maturing in more than one year) that cannot be classified in other categories.
3. On this schedule include only the principal amount of presently outstanding general obligation debt for the Applicant. Also list under "All Other Governmental Units" the amount of general obligation debt, which is attributable to the Applicant's tax base on an overlapping or underlying basis. If you do not know this calculation, please call your County Auditor.

The "Dollar Per Capita" calculation is determined by dividing the total dollar amount of debt under 3(c) by the population of the Applicant's governmental unit or equivalent.

The calculation of "Debt Percent of Assessed Valuation" is determined by dividing total debt listed on 3(c) by the current assessed valuation.

4. The purpose of this question is to determine the Applicant's need for infrastructure improvements and other non-operating capital expenditures during the period in which Warrants will be outstanding.
6. The item designated "Local - Other Than Property Taxes" is designed to include all other Qualified Entity's revenue except property tax collections, state aid payments, and federal grants and payments. Include local PTRC relief, if any, in "Local - Property Taxes Only" totals.
7. The purpose of this question is to disclose to the rating agencies and the Bond Bank the balances in non-participating Funds at year end, in order to evaluate the general creditworthiness of the Qualified Entity since the balances of the

participating Funds only partially represent the financial resources of the Qualified Entity.

8. Please use total dollar amounts for “Actual Levy for 2015” and “Estimated Budgeted Gross Levy for 2016” for **all** Funds of the Applicant. This schedule is very important in the credit reviews. Enlist the assistance of your County Auditor for accurate data if you have difficulty with this information.

Common Errors (numbered in sequence with Application questions)

2. Balances are listed instead of annual payments made.
3. Omission of “All Other Governmental Units” debt. Your County Auditor may be able to assist in obtaining this information. This is needed by rating agencies to determine over-all debt burden on taxpayers in the District.
6. Amounts used for Fund only instead of total of **all** Funds.
8. Incorrect “Property Tax Collection” information. Check with your County Auditor if unsure about this.
11. Inaccurate “Assessed Value” data. Please check with your County Auditor.

INDIANA BOND BANK
Advance Funding Program

2016 Cash Flow Worksheet Instructions

For purposes of determining actual participation and total demand for the Indiana Bond Bank's 2016 Advance Funding Program, it will be necessary for each Applicant to prepare Cash Flow Worksheets for each fund they desire to borrow against for the years 2014, 2015 and 2016. The Cash Flow Worksheet for the 2014 should show actual figures. The 2015 Worksheet should be completed with actual figures through at least August 31, 2015 with the remainder of the year being estimated. **The 2016 Worksheet should contain realistic projections for calendar year 2016 with property tax receipts shown by December.** Figures should be rounded to the nearest dollar amount.

The Worksheets (paper or electronic) must be completed by all Applicants in accordance with the following general instructions:

1. The person designated to complete the form on behalf of the Applicant should be the person to whom questions can be addressed by personnel of the Bond Bank or Crowe Horwath LLP.
2. A separate Worksheet should be completed for each Fund projected to have a deficit during calendar year 2016 and for which borrowing will be requested. For example, a City typically uses the Advance Funding Program for borrowing for its General Fund and Park Fund. For Schools, typical funds include the Debt Service Fund, the Transportation Fund, and the Bus Replacement Fund.
3. Each Fund's Annual Levy amount should be stated in total dollars as approved by the Department of Local Government Finance. **Each Fund's Annual Levy for 2016 should be shown as its Gross Fund Levy, before local Property Tax Replacement Credits (PTRC) if applicable.**
4. Identify the sources of 2015 and 2016 "Temporary Loans" receipts in the space provided at the top of the Worksheets.
5. Actual data for 2014 and 2015 should match the data in the Applicant's Annual Report or Form 9's. Actual 2015 data should be provided through at least August 31, 2015.
6. Projections for 2016 should be consistent with the total budget approved for 2016 and the receipts and expenditure estimates made in that budget.
7. A Worksheet should be prepared for each Fund starting with the Beginning Balance of that Fund on January 1, adding Receipts monthly (as classified on the Worksheet) and subtracting Expenditures monthly (as classified on the Worksheet) to arrive at a month end Cash Balance. The month end Cash Balance is then carried forward through the same process. As monthly deficits occur, the Cash Balances will become negative. The projected deficits for 2016 will be used to determine the borrowing limits for each Fund.

In the line "Temporary Loans", in the Receipts section of the Worksheet, you should record the temporary loans borrowed by the Fund in the month in which the borrowing occurred for 2014 and 2015. The repayment of these loans should also be recorded in the Expenditures section in the month in which it occurred in 2014 and 2015. **For Participants in the Bond Bank's 2014 and 2015 Advance Funding Programs, warrant borrowings should be recorded in the months funds were received and repaid.** The Totals for Temporary Loans in the Receipts and Expenditures sections should be the same. If not, please attach an explanation.

Please add each column in the Receipts and Expenditures sections. These Totals can then be used to double check the ending Cash Balance as of December 31 by adding total receipts to beginning of year cash balances and subtracting therefrom the total expenditures.

REMEMBER THAT THE ENDING BALANCE FOR 2014 SHOULD BE THE BEGINNING BALANCE FOR 2015 AND THE 2015 PROJECTED ENDING BALANCE SHOULD BE THE PROJECTED BEGINNING BALANCE FOR 2016. IT IS REQUIRED THAT THE ENDING BALANCE FOR 2016 MUST BE A POSITIVE BALANCE.

DO NOT INCLUDE ANY ANTICIPATED TEMPORARY LOANS OR BORROWINGS ON THE 2015 WORKSHEETS. PLEASE NOTE THAT YOU MAY NEED TO SHOW THE TEMPORARY LOAN REPAYMENT OF 2014 OBLIGATIONS IN 2016 IF YOU PLAN TO ROLL THE OBLIGATIONS AT YEAR END.

If you have any questions about the preparation of the Cash Flow Worksheets, please contact Matt Zimmerman at the Indiana Bond Bank at either of the following numbers: 1-800-535-6974 or (317) 233-0090. Cash flow worksheets may be submitted by email to bondbank@inbondbank.com.

Common Errors

1. Transposition and arithmetic errors. Please be sure to double check your figures.
2. **Do not** include anticipated warrant borrowings in the 2016 Cash Flow Worksheets.
3. Ending Balance for a previous year does not agree with the Beginning Balance of the succeeding year. Make appropriate adjustments to the applicable year.
4. Temporary Loan receipts do not equal Temporary Loan expenditures.