

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // May 8, 2023, 4PM EST**

1. Call to Order
2. Approval of April 10, 2023 Board Meeting Minutes
3. Claims/Payroll for April 2023 /Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. Debbie Reindt, Library Clerk, resigning effective May 18, 2023

6. Old Business
 - a. LED Light Conversion

7. New Business
 - a. None

8. Adjournment

The next meeting is Monday, June 12, 2023 at 4PM.

Monon Town and Township Public Library Board of Trustees Meeting
Monday, April 10, 2023, 4PM

Present: Austin Stroud, Stanley Minnick, Clark Raver, Jennifer Annis, Desi Kyle

Absent: Julie Hart, Rosemary Cooley, Lexi Reagan

Call to Order: Called to order by Clark Raver at 4:00PM.

Minutes - Stanley Minnick made a motion to approve the March 13 board meeting minutes and Desi Kyle seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - Jennifer Annis made the motion to accept the financial reports, and sign the claims register. Desi Kyle seconded the motion. All were in favor. The motion passed.

Librarian's report - Work started on the lights this past week. Austin shared another light option possibly for the hanging lights that the electrician says are discolored, but since this would add another \$8-\$10k in cost we are keeping the light fixtures we have for the time being.

We're still waiting on the water issue in the front entrance to be addressed. I've followed up a few times, but haven't gotten anywhere else with it (so the automatic doors can't be fixed yet). The automatic door company wants to complete their work in early May, but we're still waiting on this.

From Barbara: Our Library Club, Pre-School Story Time and also the Reading Outreach Program at the Elementary School will continue through the end of April. During Spring Break, Molly Childers from the White County Purdue Extension Office hosted a Building Block Party at the library for the children. She brought a room full of all types of building blocks for the children. The children created towers, castles and a lot more. 24 attended.

The Seed Library is ready for this planting season. We have added a few more items, like Sugar snow peas, yellow squash and hot peppers. We will also have Indiana native Buttonbushes for patrons soon. The Buttonbushes do not count towards seed check outs. They are an added bonus.

From Edith: Adult Library monthly programming started in March with an Art Mini Canvas Class, month of April we try Macramé keychains, as well as Gardening programming with

Tom Herman from Norway Gardens, on April 8th. He will be coming back in May for another flower program on the 6th.

Summer Programming will follow a bit on the kids' summer theme, we will try to do a few bigger prizes for the adults.

Edith also submitted a grant request to REMC for money to buy new items for our collection in Spanish. We should find out later this month about that.

Personnel Report -

None.

Old Business -

Alliance Bank CDs - Jennifer contacted the bank, and we don't need to do anything else with the CDs until June. Six have already been handled, three more will mature in June and then one will mature in August. It will depend on what the interest rate is at those times if it's worth closing and reopening the remaining CDs.

New Business -

Austin shared the pricing for the fire alarm battery replacement. This was already completed. This just needs to be formally approved retroactively by the board since this purchase was over the \$500 limit without board approval. Jennifer Annis made a motion to approve this fire alarm battery replacement, and Stanley Minnick seconded. All present were in favor, and the motion passed.

Desi Kyle made a motion to adjourn the meeting at 4:33PM and Stanley Minnick seconded. All present were in favor, and the motion passed. The next meeting: Monday, May 8, at 4PM.

Clark Raver, President

Stanley Minnick, Acting Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 4/1/23 To 4/30/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	136	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding	\$490.49	4/30/23	State and County Tax Deposit
				Payroll Withholding	\$310.47		
				Total this claim	\$800.96		
0	135	Internal Revenue Service	Operating	Employee Benefits	\$917.60	4/30/23	Federal Tax Deposit - adjusted for duplicate March payment that will be applied to April
			Operating	Employee Benefits	\$214.62		
			Operating	Employee Benefits	(\$443.37)		
			Operating	Employee Benefits	(\$103.70)		
			FEDERAL	Payroll Withholding	\$1,157.12		
			FEDERAL	Payroll Withholding	(\$557.40)		
			FICA	Payroll Withholding	\$917.60		
			FICA	Payroll Withholding	(\$443.37)		
			MEDICARE	Payroll Withholding	\$214.62		
			MEDICARE	Payroll Withholding	(\$103.70)		
				Total this claim	\$1,770.02		
0	134	Payroll	Operating	Salary of Librarian	\$2,088.65	4/30/23	PAYROLL
			Operating	Salary of Assistants	\$5,115.88		
				Total this claim	\$7,204.53		
0	133	VOID	Other	Other	\$0.00	4/30/23	
				Total this claim	\$0.00		
0	132	PERF	Operating PERF	Employee Benefits	\$851.01	4/30/23	PERF Deposit
				Payroll Withholding	\$0.00		
				Total this claim	\$851.01		
0	131	Monon Public Library	Rainy Day Fund	Interfund Transfers	\$1,711.42	4/30/23	Transfer from Bank #3548 to Bank #0926 for LED light conversion work
				Total this claim	\$1,711.42		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	101	PERF	Operating PERF	Employee Benefits Payroll Withholding Total this claim	\$858.07 \$0.00 <u>\$858.07</u>	4/15/23	PERF Deposit
0	102	Payroll	Operating Operating	Salary of Librarian Salary of Assistants Total this claim	\$2,088.65 \$5,506.86 <u>\$7,595.51</u>	4/15/23	PAYROLL
0	97	Internal Revenue Service	Operating Operating FEDERAL FICA MEDICARE	Employee Benefits Employee Benefits Payroll Withholding Payroll Withholding Payroll Withholding Total this claim	\$443.37 \$103.70 \$557.40 \$443.37 \$103.70 <u>\$1,651.54</u>	4/1/23	Duplicate Payment. In ten days will request payment to be credited to 2nd Quarter.
0	137	Alliance Bank	Operating	Other Services and Charges Total this claim	\$12.40 <u>\$12.40</u>	4/30/23	Direct Deposit charge
0	120	Monon Public Library	Rainy Day Fund	Interfund Transfers Total this claim	\$5,375.00 <u>\$5,375.00</u>	4/15/23	LED Light conversion - Transfer from Bnk 2 - 3548 to Bnk #1 - 0926
23606	103	Amazon Capital Services, Inc.	Operating Operating Operating Operating Operating Operating Memorial/Gift Fund	Books Cleaning and Sanitation Supplie Communication and Transportati Library Supplies Nonprint Materials Furniture and Equipment Memorial Total this claim	\$87.80 \$75.71 \$3.99 \$74.90 \$120.62 \$1,236.88 \$70.18 <u>\$1,670.08</u>	4/15/23	
23607	104	Anthem Blue Cross Blue Shield	Operating	Employee Benefits Total this claim	\$2,937.68 <u>\$2,937.68</u>	4/15/23	
23608	105	Baker & Taylor	Operating	Books Total this claim	\$1,156.81 <u>\$1,156.81</u>	4/15/23	Credit memo

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
23609	106	Barbara Rayburn	Operating	Communication and Transportati	\$27.51	4/15/23	Soil for Buttonbushes
			Operating	Library Supplies	\$17.98		
				Total this claim	\$45.49		
23610	107	Cardinal Office Products	Operating	Other Services and Charges	\$95.44	4/15/23	Contract overage charge
				Total this claim	\$95.44		
23611	108	CENGAGE Learning/ Gale	Operating	Books	\$61.58	4/15/23	
				Total this claim	\$61.58		
23612	109	Center Point Large Print	Operating	Books	\$149.32	4/15/23	
				Total this claim	\$149.32		
23613	110	ENA Services LLC	State Technology Fund	Other	\$253.08	4/15/23	
				Total this claim	\$253.08		
23614	111	Kyburz Excavating	Operating	Other Services and Charges	\$70.00	4/15/23	Snow Removal
				Total this claim	\$70.00		
23615	112	Goodwin Fire Equipment	Operating	Other Services and Charges	\$73.38	4/15/23	Service & Repair
				Total this claim	\$73.38		
23616	113	Laura E. Burcham	Operating	Salary of Custodian	\$160.00	4/15/23	April 1 - 15
				Total this claim	\$160.00		
23617	114	Mebulbs	Rainy Day Fund	Repairs and Maintenance	\$5,375.00	4/15/23	
				Total this claim	\$5,375.00		
23618	115	Midwest Tape, LLC	Operating	Nonprint Materials	\$369.06	4/15/23	
				Total this claim	\$369.06		
23619	116	Monon Telephone Co.	Operating	Communication and Transportati	\$244.85	4/15/23	
				Total this claim	\$244.85		
23620	117	Monon Utilities	Operating	Utility Services	\$71.56	4/15/23	
				Total this claim	\$71.56		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
23621	118	NIPSCO	Operating	Utility Services	\$1,357.01	4/15/23	
				Total this claim	\$1,357.01		
23622	119	Taste Of Home Books	Operating	Books	\$28.99	4/15/23	Grandmas Favorites
			Operating	Communication and Transportati	\$6.99		
				Total this claim	\$35.98		
23623	121	Baker & Taylor	Operating	Books	\$681.25	4/30/23	
				Total this claim	\$681.25		
23624	122	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	4/30/23	RICOH copier lease
				Total this claim	\$95.00		
23625	123	Demco, Inc.	Operating	Library Supplies	\$129.27	4/30/23	
				Total this claim	\$129.27		
23626	124	Indiana State Library Foundation	Operating	Other Services and Charges	\$155.95	4/30/23	Feb. 1, 2023 - Jan. 31, 2024 RDA Toolkit license
				Total this claim	\$155.95		
23627	125	Laura E. Burcham	Operating	Salary of Custodian	\$160.00	4/30/23	April 15-30
				Total this claim	\$160.00		
23628	126	Mebulbs	Rainy Day Fund	Repairs and Maintenance	\$1,711.42	4/30/23	
				Total this claim	\$1,711.42		
23629	127	Midwest Tape, LLC	Operating	Nonprint Materials	\$172.44	4/30/23	
				Total this claim	\$172.44		
23630	128	Quill Corporation	Operating	Library Supplies	\$68.98	4/30/23	
				Total this claim	\$68.98		
23631	129	CENGAGE Learning/ Gale	Operating	Books	\$126.36	4/30/23	
				Total this claim	\$126.36		

Warrant Claim

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
23632	130	Consolidated Union New Branch	Operating	Library Insurance	\$27.00	4/30/23	Worker's Compensation Audit 22-23
				Total this claim	\$27.00		

Total Amount of Claims \$45,284.45

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 1, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 8th day of May, 2023.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 4/1/23 To 4/30/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.01 Salary of Librarian	\$52,000.00	\$0.00	\$52,000.00	\$4,177.30	\$16,709.20	\$35,290.80	67.9
1.02 Salary of Assistants	\$115,000.00	\$0.00	\$115,000.00	\$10,622.74	\$40,139.61	\$74,860.39	65.1
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$320.00	\$1,280.00	\$6,220.00	82.9
1.04 Employee Benefits	\$64,000.00	\$0.00	\$64,000.00	\$5,778.98	\$22,774.23	\$41,225.77	64.4
Subtotal	\$238,500.00		\$238,500.00	\$20,899.02	\$80,903.04	\$157,596.96	66.1
2. Supplies							
2.01 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.02 Cleaning and Sanitation Supplies	\$2,750.00	\$0.00	\$2,750.00	\$75.71	\$216.49	\$2,533.51	92.1
2.04 Library Supplies	\$6,250.00	\$0.00	\$6,250.00	\$291.13	\$1,775.59	\$4,474.41	71.6
Subtotal	\$9,000.00		\$9,000.00	\$366.84	\$1,992.08	\$7,007.92	77.9
3. Other Services and Charge							
3.01 Professional Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$283.34	\$1,417.80	\$10,882.20	88.5
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$8,400.00	\$0.00	\$8,400.00	\$27.00	\$27.00	\$8,373.00	99.7
3.05 Utility Services	\$22,000.00	\$0.00	\$22,000.00	\$1,428.57	\$6,491.90	\$15,508.10	70.5
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$4,779.12	\$15,220.88	76.1
3.07 Rentals	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.08 Dues, Interest, Taxes	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$60.00	\$1,190.00	95.2
3.09 Other Services and Charges	\$18,000.00	\$0.00	\$18,000.00	\$502.17	\$9,602.66	\$8,397.34	46.7
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.11 E Book Services & Hoopla	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,200.00	\$4,800.00	80.0
Subtotal	\$95,550.00		\$95,550.00	\$2,241.08	\$23,578.48	\$71,971.52	75.3
<i>4. Capital Outlays</i>							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$1,236.88	\$2,275.25	\$12,724.75	84.8
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$2,292.11	\$7,094.14	\$15,905.86	69.2
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$15.96	\$3,484.04	99.5
4.05 Nonprint Materials	\$12,000.00	\$0.00	\$12,000.00	\$662.12	\$1,740.68	\$10,259.32	85.5
Subtotal	\$53,500.00		\$53,500.00	\$4,191.11	\$11,126.03	\$42,373.97	79.2
Grand Total	\$396,550.00	\$0.00	\$396,550.00	\$27,688.05	\$117,599.63	\$278,950.37	70.3

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Appropriation Report for 201 Rainy Day Fund
Monon Town & Township Public Library

Report Date: From 4/1/23 To 4/30/23

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3. Other Services and Charge							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$7,086.42	\$7,086.42	\$17,913.58	71.7
Subtotal	\$25,000.00		\$25,000.00	\$7,086.42	\$7,086.42	\$17,913.58	71.7
4. Capital Outlays							
4.02 Furniture and Equipment	\$21,749.00	\$0.00	\$21,749.00	\$0.00	\$0.00	\$21,749.00	100.0
Subtotal	\$21,749.00		\$21,749.00	\$0.00	\$0.00	\$21,749.00	100.0
Grand Total	\$46,749.00	\$0.00	\$46,749.00	\$7,086.42	\$7,086.42	\$39,662.58	84.8

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Appropriation Report for 400 Library Improvement Reserve F

Monon Town & Township Public Library

Report Date: From 4/1/23 To 4/30/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.04 Employee Benefits	\$8,239.00	\$0.00	\$8,239.00	\$0.00	\$0.00	\$8,239.00	100.0
Subtotal	\$8,239.00		\$8,239.00	\$0.00	\$0.00	\$8,239.00	100.0
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Grand Total	\$33,239.00	\$0.00	\$33,239.00	\$0.00	\$0.00	\$33,239.00	100.0

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Bank Balances

Date Printed: 5/1/23

Monon Town & Township Public Library

Report Dates = 4/1/23 to 4/30/23

<i>Bank</i>	<i>Start of Year</i>	<i>Start of Month</i>	<i>Receipts this Month</i>	<i>Vouchers thisMonth</i>	<i>EOM Balance</i>
1 Alliance Bank 008-092-6	\$204,206.87	\$79,920.78	\$23,991.04	\$38,198.03	\$65,713.79
2 Alliance Bank 93548	\$297,077.14	\$337,289.22	\$38.39	\$7,086.42	\$330,241.19
3 Alliance Bank 93556	\$172,391.76	\$212,521.23	\$24.45	\$0.00	\$212,545.68
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,133,675.77	\$1,089,731.23	\$24,053.88	\$45,284.45	\$1,068,500.66

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Financial Report
Monon Town & Township Public Library

Report Dates = 4/1/23 to 4/30/23

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 Operating	\$441,774.53	\$27,698.05	\$197,599.63	\$20,421.95	\$65,187.22	\$309,362.12
Subtotal	\$441,774.53	\$27,698.05	\$197,599.63	\$20,421.95	\$65,187.22	\$309,362.12
2. Special Revenue						
200 Memorial/Gift Fund	\$5,339.62	\$70.18	\$306.42	\$0.62	\$202.62	\$5,235.82
201 Rainy Day Fund	\$371,164.88	\$14,172.84	\$14,172.84	\$31.56	\$40,214.31	\$397,206.35
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$253.08	\$506.16	\$0.00	\$3,617.83	\$3,111.67
275 Carroll White REMC Community	\$0.00	\$0.00	\$0.00	\$475.00	\$475.00	\$475.00
276 Annie Horton Advisory Grant Fund	\$1,333.74	\$0.00	\$450.96	\$0.00	\$0.00	\$882.78
277 Indiana Humanities Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES Grant Fund	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
279 ARPA Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
280 LSTA Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$379,838.24	\$14,496.10	\$17,436.38	\$507.18	\$44,509.76	\$406,911.62
4. Capital Projects						
400 Library Improvement Reserve Fund	\$311,948.10	\$0.00	\$0.00	\$24.45	\$40,153.92	\$352,102.02
Subtotal	\$311,948.10	\$0.00	\$0.00	\$24.45	\$40,153.92	\$352,102.02
5. Clearing						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$114.90	\$0.00	\$0.00	\$10.00	\$10.00	\$124.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,157.12	\$4,397.49	\$1,157.12	\$4,397.49	\$0.00
804 FICA	\$0.00	\$917.60	\$3,524.67	\$917.60	\$3,524.67	\$0.00
805 MEDICARE	\$0.00	\$214.62	\$824.35	\$214.62	\$824.35	\$0.00
806 STATE	\$0.00	\$490.49	\$1,888.79	\$490.49	\$1,888.79	\$0.00
807 COUNTY	\$0.00	\$310.47	\$1,185.87	\$310.47	\$1,185.87	\$0.00
808 PERF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
809 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Transfer Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$114.90	\$3,090.30	\$11,821.17	\$3,100.30	\$11,831.17	\$124.90
Grand Total	\$1,133,675.77	\$45,284.45	\$226,857.18	\$24,053.88	\$161,682.07	\$1,068,500.66

Total all banks = \$1,068,500.66

Monon Town & Township Public Library

Report Dates = 4/1/23 to 4/30/23

Receipt Summaries for : 100 Operating

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
109 HONEY CREEK CARDS		\$490.00
110 LIBERTY TOWNSHIP CARDS		\$2,000.00
130 FINES AND FEES	\$58.04	\$353.59
132 COPIES	\$107.30	\$449.35
152 LOCAL INCOME TAX (LIT)	\$13,162.67	\$52,650.68
156 LOF SAVINGS INTEREST	\$6.21	\$33.54
157 LOF INTEREST FROM CD		\$113.54
158 LOF CHECKING INTEREST	\$1.31	\$10.10
701 INTERFUND TRANSFER	\$7,086.42	\$9,086.42
	<u>\$20,421.95</u>	<u>\$65,187.22</u>

Receipt Summaries for : 200 Memorial/Gift Fund

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
302 MEMORIAL FUND RECEIPT		\$200.00
303 MEMORIAL GIFT FUND INTEREST	\$0.62	\$2.62
	<u>\$0.62</u>	<u>\$202.62</u>

Receipt Summaries for : 201 Rainy Day Fund

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
156 LOF SAVINGS INTEREST		\$31.23
701 INTERFUND TRANSFER		\$40,000.00
923 RAINY DAY INTEREST	\$31.56	\$95.43
924 RAINY DAY INTEREST FROM CD		\$87.65
	<u>\$31.56</u>	<u>\$40,214.31</u>

Receipt Summaries for : 226 State Technology Fund Grant F

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
823 STATE TECH FUND GRANT FUND		\$3,617.83
		<u>\$3,617.83</u>

Receipt Summaries for : 275 Carroll White REMC Community

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
----------------	-------------------	------------

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

962	Carroll White REMC Community	\$475.00	\$475.00
		<u>\$475.00</u>	<u>\$475.00</u>

Receipt Summaries for :		400	Library Improvement Reserve F
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$24.45	\$102.25
406	LIRF INTEREST FROM CD		\$51.67
701	INTERFUND TRANSFER		\$40,000.00
		<u>\$24.45</u>	<u>\$40,153.92</u>

Receipt Summaries for :		801	Evergreen Indiana Pass Throug
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
961	EVERGREEN INDIANA RECEIPT	\$10.00	\$10.00
		<u>\$10.00</u>	<u>\$10.00</u>

Receipt Summaries for :		803	FEDERAL
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$1,157.12	\$4,397.49
		<u>\$1,157.12</u>	<u>\$4,397.49</u>

Receipt Summaries for :		804	FICA
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$917.60	\$3,524.67
		<u>\$917.60</u>	<u>\$3,524.67</u>

Receipt Summaries for :		805	MEDICARE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$214.62	\$824.35
		<u>\$214.62</u>	<u>\$824.35</u>

Receipt Summaries for :		806	STATE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$490.49	\$1,888.79

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Printed On Monday, May 1, 2023

\$490.49

\$1,888.79

Receipt Summaries for :

807

COUNTY

Account

This Month

YTD

400 Payroll Withholdings

\$310.47

\$1,185.87

\$310.47

\$1,185.87

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Printed On Monday, May 1, 2023

Librarian's Report – May 8, 2023

Work is still ongoing with the lights. We may eventually need to replace the fixtures to get the type of look we need – things are just so discolored and melted inside from them being so hot and old. Austin is recommending that we try to hold off on this until 2024 due to nearing our budget spending limit on projects in 2023. We can go ahead and change the bulbs to LED now, and then we at least wouldn't have to rush to get the new fixtures even in 2024. We do have the option to go before the county council to ask for an additional appropriation since we have the money if the board chooses to go forward now. Austin included a guide later with this agenda item under old business should we choose to look into the additional appropriation process.

Harry Mohler brought a painter to apply some sealant to the areas that were leaking in the front entrance. He thinks we may need to do this about every five years. We're going to wait a bit longer to make sure it is not continuing to leak, and then we'll get back on the schedule to get the automatic doors repaired. The electrical outlet in that entryway also needs addressed, and the electrician doing the lights said he could quote that as a separate job.

We will be setup at the Monon Food Fest on Saturday, June 3. We'll have the book bike out again, and will be having some giveaways and drawings.

From Barbara: Our Reading Outreach program to the school ended on April 26th, 2023. The library bike was ridden to the school by Barbara. The kindergarteners that were a part of the Outreach program were given a free book. All three kindergarten classes will be walking to the library for a reading program and tour on May 9th.

Summer Reading will be starting on June 1, 2023. On June 3 during the Monon Food Fest, Silly Safaris will be here performing from 11:00 am – 12:00 pm. Our Summer Reading program will continue until July 6th when Roz Puppets will perform, "The Frog Prince". Our theme this year is, "It's a Star-Spangled Summer...Read! Some of the topics will be, American Tall Tales, The Bald Eagle and America's Flag.

From Edith: Edith received the \$475 grant from REMC to add new items to our collection in Spanish. These books will be out and on display at the library for patrons to check out. Edith also is working on an adult summer reading program. We'll be giving everyone that finishes a participation prize – hopefully a canvas bagged filled with items. Alliance Bank is donating some promotional items, and then we will enter everyone that finishes into a drawing for nicer prizes.

Collection Area	April 2023 Circulation	April 2022 Circulation	April 2021 Circulation
Adult Fiction	240	212	166
Adult Non-Fiction	115	45	46
Adult/Juvenile DVDs/Videos	127	132	54
Adult/Juvenile Audiobooks	1	2	1
Magazines	39	51	33
Juvenile Fiction	165	115	59
Juvenile Non-Fiction	62	9	19
Young Adult/Teen	18	20	30
Video Games	18	2	2
Hoopla	28	28	22
Overdrive (ebooks/e-audio)	227	220	255
Hotspots	19	15	5
Library of Things	3	8	0
Total Circulation (# of checkouts)	1062	859	692



Visit Gateway at <https://gateway.ifionline.org/login.aspx>

Additional Appropriation Application

GATEWAY USER GUIDE



Table of Contents

How do I get to the application screen in Gateway?	3
Overview	4
Manage Petitions	6
Create a new Additional Appropriation Petition	7
Libraries Only – Binding Adoption Questions	7
Publication Information Page	7
Select Funds.....	9
Add Existing Fund	9
Add a Fund.....	10
Add a New Home Ruled Fund.....	11
Manage Reviewed Funds.....	12
Select Fund.....	12
Edit Fund.....	13
Editing Additional Funds	14
Update Revenues (Optional)	17
Manage Non-Reviewed Funds	19
Summary and Submission	19
Only applies to libraries.....	20
Upload the Signed Resolution	20
Department Review Process.....	22
Additional Appropriation Report.....	23
Certified Order	23
Certified Copy.....	24
Miscellaneous Revenue Report.....	25
Non-Reviewed Funds Acknowledgment	25
Support.....	25



How do I get to the application screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units (“Gateway”), users will have a username and password that will allow access to the program. The username is the email address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may contact Support@dlgf.in.gov to register.

Web Address (URL): <https://gateway.ifionline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.



Overview

Local officials begin the year with their unit of government's approved or Department of Local Government Finance ("Department") certified appropriation for each of their funds. An appropriation is a fund's permission to spend throughout the year, which is also referred to as the budget. Statute requires funds eligible to receive property taxes along with select others to undergo Department certification, while permission to spend for other funds rely upon amounts adopted by the unit's adopting body. At times, a need may exist to spend more than was originally budgeted. In this case, the unit of government might find itself needing to pursue an additional appropriation.

Through this process the unit of government: advertises a Notice of Additional Appropriation, holds a public hearing, adopts a resolution/ordinance, and submits the request to the Department. It's important to note that this process does not result in a fund receiving more money, it is simply seeking permission to spend more than it currently has permission.

Appropriations are certified and additional appropriations are approved by the Department, but spending enforcement is handled by State Board of Accounts ("SBOA").

IC 6-1.1-18-4 Appropriations not to exceed budget except as otherwise provided in this chapter, the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article.

IC 6-1.1-18-10 Excessive appropriations; liability of officers; action for recovery (a) If the proper officers of a political subdivision make an appropriation for an item which exceeds the amount which they are permitted to appropriate under this chapter, they are guilty of malfeasance in office and are liable to the political subdivision in an amount equal to the sum of one hundred and twenty-five percent (125%) of the excess so appropriated and court cost.

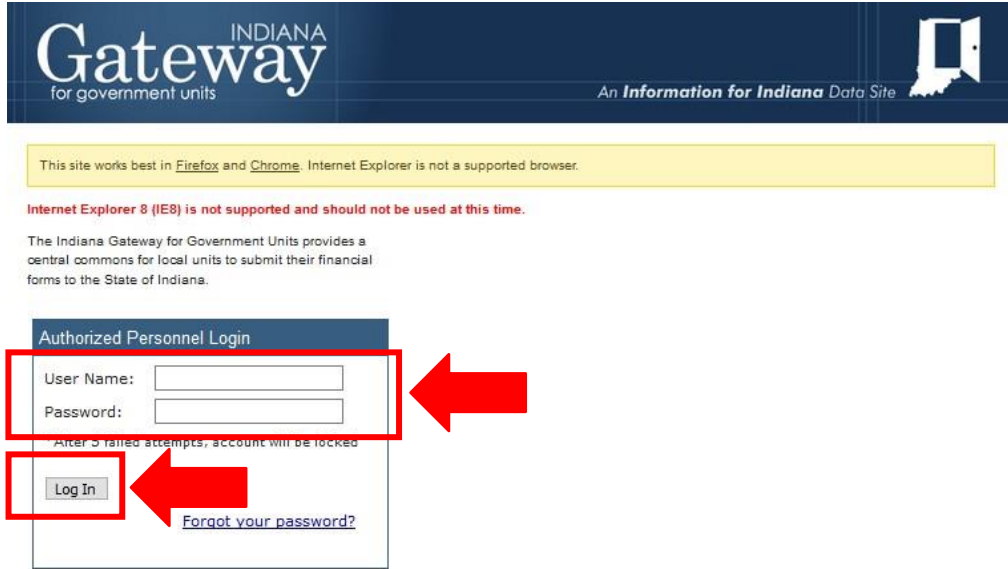
IC 6-1.1-18-5 outlines a series of steps that need to be completed to receive an additional appropriation: 1. SBOA Reporting, 2. Public Notice, 3. Public Hearing/Adoption. The Department is only changing the submission, review, and response procedures for additional appropriations.

The online additional appropriation application in Gateway streamlines the process of submitting an approved request to the Department. Local officials will enter the public hearing and advertising information, identify which funds have an additional appropriation request, provide financial data, and electronically submit the data to the Department.

This user guide is designed to walk officials through submitting their request after it has been properly advertised and adopted. Please visit the Department's website for all recent memorandum or contact your Budget Field Representative for more information about the procedures on completing the additional appropriation.

Accessing Gateway

Please enter your username which is typically your email address and your password. Once done, please select “Login.”



This site works best in [Firefox](#) and [Chrome](#). Internet Explorer is not a supported browser.

Internet Explorer 8 (IE8) is not supported and should not be used at this time.

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

After 3 failed attempts, account will be locked.

[Forgot your password?](#)

Once you have logged in, you will be taken to the Select Application page in Gateway. Please select, “Additional Appropriations”.





[Home](#)
[About](#)
[Account Settings](#)
[User Guides](#)
[Logout](#)


Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include [Department of Local Government Finance](#), [State Board of Accounts](#), [Indiana Education Employment Relations Board](#) and [Indiana Gaming Commission](#).

Select Application

Department of Local Government Finance (DLGF)	Deadline	State Board of Accounts (SBOA)	Deadline
New* Additional Appropriations	<input type="button" value="Details"/>	Annual Financial Report	Jan 31 <input type="button" value="Details"/>
Abstract	<input type="button" value="Details"/>		

You should now be on the Select Unit page. Select your unit of government to continue.



INDIANA
Gateway for governm

DLGF - Additional Appropriations Home About Account

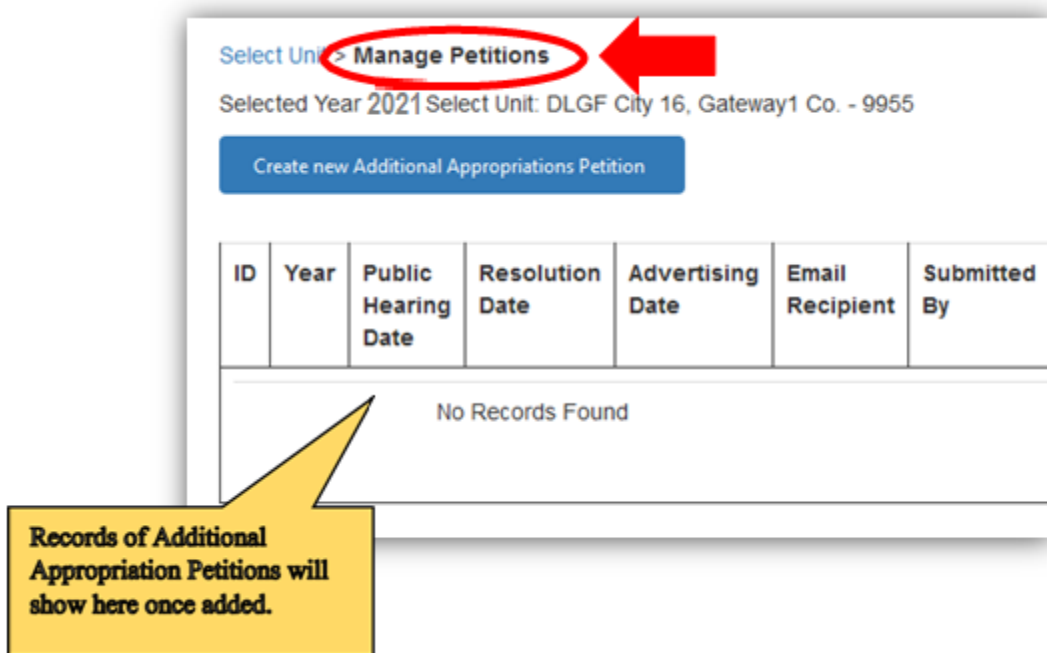
County County: Year Tax Year

Currently Viewing Year:

Unit Code	Unit Name Link	Unit Type	Unit County	User Role
0025	NORTH ADAMS COMMUNITY SCHOOL CORPORATION	School	Adams	

Manage Petitions

Upon clicking the name of your unit, you will be taken to the Manage Petitions page. Here you will be able to track your previously submitted additional appropriations and create a new additional appropriation petition.



Select Unit > **Manage Petitions**

Selected Year 2021 Select Unit: DLGF City 16, Gateway1 Co. - 9955

[Create new Additional Appropriations Petition](#)

ID	Year	Public Hearing Date	Resolution Date	Advertising Date	Email Recipient	Submitted By
No Records Found						

Records of Additional Appropriation Petitions will show here once added.

Create a new Additional Appropriation Petition

To create a new additional appropriation petition, select “Create new Additional Appropriation Petitions.” This brings up a box for you to enter the publication information.

County County: Year Tax Year

Select Unit > Manage Petitions

Selected Year 2021 Select Unit: GRANT COUNTY, Grant Co. - 0000

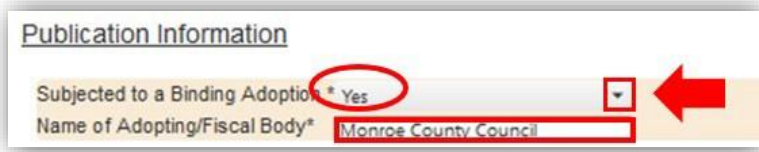


ID	Year	Public	Resolution	Advertising	Email Recipient
----	------	--------	------------	-------------	-----------------

Libraries Only – Binding Adoption Questions

For libraries, the top of the Publication Information Page will have two additional questions. It will begin by asking if the library’s adoption of the additional appropriation is subject to a binding adoption. If a library increases the current year’s budget by more than the Max Levy Growth Quotient (“MLGQ”), the adoption is to be performed by the library’s adopting body, which is often (but not always) the County Council. Please contact your Department Budget Field Representative with any questions.

If a library answers “yes” to the binding review question, the name of the adopting/fiscal body will need to be provided.



In the next section, the remainder of the Publication Information section will need to be completed. This includes information about your public notice, public hearing, resolution, and email address.

Publication Information Page

The Additional Appropriation Application is largely based on State Form 55819. The first step of the process is to begin populating the Publication Information section. You will enter the information about your public notice, public hearing, and resolution.



The advertisement is to be published one time in two newspapers published in the unit’s jurisdiction. If only one newspaper is published in the jurisdiction, publication in that paper is sufficient. The application will ensure that the notice was published at least 10 days before the public hearing. Please refer to the additional appropriation memo for further information and details on completing the additional appropriation process <https://www.in.gov/dlgf/2444.htm>.

The application will also make sure that the resolution was not adopted before the public hearing. Please note the “All Applicable SBOA Reports filed” field. This line confirms if the unit of government has submitted all applicable reports including the: Annual Financial Report, 100R, Anti-Nepotism policy, and Contracting policy. The two policies won’t apply to all units. An additional appropriation cannot be approved until all applicable reports have been submitted in Gateway to SBOA.

Once you have entered the information click “Save and Continue” to move on to the next step.

Publication Information

Resolution Date*	03/11/2021
Newspaper Name	The Wabash Valley News
Date of Publication	03/01/2021
Newspaper 2 Name	
Date of Publication	
Public Hearing Date	03/11/2021
Publication Dates	Timely
Resolution Dates	Timely
All applicable SBoA reports filed:	Yes

Additional Appropriation Order Recipient

Email: rburke@dlgf.in.gov

Save and Continue

Close

The Application will provide immediate feedback as to whether:

1. The SBOA reports are submitted.
2. The public hearing was advertised timely.
3. The resolution was adopted timely.



Select Funds

Upon clicking “Save and Continue”, you will be directed to the Select Funds page. On this page, you can select an existing fund already added in the Budget application, add a new fund, and add a new home ruled fund.

Select Unit > Manage Petitions > **Select Funds** ←

Selected Year 2021 Select Unit: Training City of Gateway1 Co. - 9910

Fund Cd	Fund Description
0061	RAINY DAY
0101	GENERAL
0180	DEBT SERVICE

Add Existing Fund

If you are selecting an existing fund in the unit fund(s) list, you will need to click the checkbox to the right of the Fund Description. Once you have selected the fund you will see that the box has been checked to identify you have selected that fund.

Select Unit > Manage Petitions > Select Funds

Selected Year 2021 Select Unit: GRANT COUNTY, Grant Co. - 0000

Fund Cd	Fund Description	Select Fund(s):
0101	GENERAL	<input checked="" type="checkbox"/>
0124	2015 REASSESSMENT	<input type="checkbox"/>
0180	DEBT SERVICE	<input type="checkbox"/>
0702	HIGHWAY	<input type="checkbox"/>
0706	LOCAL ROAD & STREET	<input type="checkbox"/>
0790	CUMULATIVE BRIDGE	<input checked="" type="checkbox"/>
0801	HEALTH	<input type="checkbox"/>
2391	CUMULATIVE CAPITAL DEVELOPMENT	<input type="checkbox"/>
2411	ECONOMIC DEV INCOME TAX CREDIT	<input type="checkbox"/>

Please note that units with more than 10 funds will have their funds displayed on multiple pages. Please click the page numbers on the bottom left of this table to navigate between them.

0615	ANIMAL SHELTER	<input type="checkbox"/>
0702	HIGHWAY	<input type="checkbox"/>
12345...>>		

Add a Fund

If you are adding a new fund select, “Add New Fund.” This will allow you to add a standard Department fund from a drop-down list.

0180	DEBT SERVIC
------	-------------

Add a Fund

Add a New Home Ruled Fund

Fund Cd	Fund Descrip
No Records Selected	

Save and Continue

This brings up a box that contains a list of funds that can be added. Select your desired fund from the drop-down box to select the fund. Once you have selected the new fund you will select, “Add New Fund.”

Fund Code - Description: 0061 - RAINY DAY ▼

Close

Add New Fund

- 0006 - CASINO/RIVERBOAT
- 0021 - REFERENDUM FUND - EXEMPT OPERATING
- 0022 - REFERENDUM FUND - EXEMPT OPERATING - POST 2009
- 0025 - REFERENDUM FUND - EXEMPT SCHOOL SAFETY OPERATING
- 0060 - PRE-SCHOOL SPECIAL EDUCATION
- 0062 - ARSON
- 0063 - DISCRETIONARY FUND
- 0064 - EDUCATION LICENSE PLATE
- 0065 - EXTRA CURRICULAR
- 0066 - FIRE PREVENTION
- 0067 - GIFT FUND
- 0068 - HAZMAT NONREVERTING
- 0069 - HOMELESS SHELTER
- 0070 - LATCH KEY

Scroll down and select.


Add a New Home Ruled Fund

If you are adding a new home ruled fund select, “Add a New Home Ruled Fund.” This will allow you to add a new home-ruled fund with your custom fund name. Once you entered the fund description select, “Add New HR Fund.”

The added fund(s) will show in the box below with a checkmark in the box under the “Select Fund(s)” column.

Then select, “Save and Continue” to save your new fund entry and move to the next step.


Add a Fund
Add a New Home Ruled Fund



Fund Cd	Fund Description	Select Fund(s):
0061	RAINY DAY	<input checked="" type="checkbox"/>
9500	Local Law Enforcement Cont. Ed	<input checked="" type="checkbox"/>

Once all needed funds have been added/selected. Click “Save and Continue” to advance to the next page.

Fund Cd	Fund Description	Select Fund(s):
0061	RAINY DAY	<input checked="" type="checkbox"/>
9500	Local Law Enforcement Cont. Ed	<input checked="" type="checkbox"/>



Save and Continue

Note: When adding funds, the unit will select the fund(s) that will be included on the Additional Appropriation petition when working on each fund you must save every update you’ve made before continuing to another step.



Manage Reviewed Funds

The Additional Appropriation application will classify each fund into one of two categories. Funds will either be subject to Department review or be a “reporting only” fund. The application will refer to the reporting-only funds as “non-reviewed” funds.

The Manage Reviewed Funds page will be populated with the funds subject to Department review. To review these funds to assess sufficient funding, certain financial data will be manually entered while other data is populated from the Department.

This page is a restatement of the calculations done on State Form 55819. This page now only requires local officials to provide six pieces of data. All other information will default into the application.


Select Fund


You will begin by selecting, “Select Fund” and click on the drop-down box arrow to open the fund list box. Then select the fund you want to enter data into first.

Select Unit > Manage Petitions > Select Funds > Manage Reviewed Funds

[Edit Funds](#)

Select Fund Code

Select Fund 

Select Fund 

Select Fund

0061 - RAINY DAY

0101 - GENERAL

A. DLGF Fund Number		0061	0101
B. Fund Name		RAINY DAY	GENERAL
C. Appropriation Amount Requested		\$0	\$0
D. Amount by Reduction		\$0	\$0
E. Net Amount of Increase		\$0	\$0
1. Property Tax Levy		\$0	\$13,299,944



Edit Fund

Once a fund has been selected, the page will prompt the user to manually enter the following fields.

Select Unit > Manage Petitions > Select Funds > Manage Reviewed Funds

Edit Funds

Select Fund Code

C. Appropriation Amount Requested	\$0
D. Amount By Reduction (Enter as a positive number)	\$0
6. January 1 Cash Balance (Includes investments)	\$0
11. Encumbered Appropriations Carried Forward from Previous Year	\$0
12. Temporary Loans Outstanding as of January 1	\$0
16. Amount transferred to Rainy Day Fund	\$0

Not all of the fields will apply to all funds. Enter the requested data for all applicable fields:

- Line C - Appropriation Amount Requested – The amount of an increase in appropriations that were approved.
- Line D - Amount by reduction (Enter as a positive number) – The amount of a reduction in appropriations that was approved.
- Line 6 - January 1 Cash Balance (Include investments) – The beginning year cash balance for the fund including investments that originated from the selected fund.
- Line 11 - Encumbered Appropriations Carried Forward from Previous Year – If the board/council formally carried over appropriations (permission to spend) from the prior year to be spent in the current year, enter the total encumbered amount for this fund.
- Line 12 - Temporary loans outstanding as of January 1. This is only used for cases where the January 1 cash balance includes money that has yet to be repaid to another fund.
- Line 16 - Amount transferred to the Rainy Day Fund. Reserved for amounts permanently transferred to another fund. Example: From the General fund or School Operations fund (but not exclusively).



Select Unit > Manage Petitions > Select Funds > Manage Reviewed Funds

Edit Funds

Select Fund Code

- C. Appropriation Amount Requested
- D. Amount By Reduction (Enter as a positive number)
- 6. January 1 Cash Balance (Includes investments)
- 11. Encumbered Appropriations Carried Forward from Previous Year
- 12. Temporary Loans Outstanding as of January 1
- 16. Amount transferred to Rainy Day Fund

0061 - RAINY DAY	▼
\$100000	
\$0	
\$75000	
\$0	
\$0	
\$0	

Update was successful



Editing Additional Funds

Once you have entered data into all the applicable fields, select “Save Amounts”. Once saved, you will see, “Update was successful” then you are ready to move on to the next fund. It’s important to always save before continuing to the next fund or page.

Select Unit > Manage Petitions > Select Funds > Manage Reviewed Funds

Edit Funds

Select Fund Code

- C. Appropriation Amount Requested
- D. Amount By Reduction (Enter as a positive number)
- 6. January 1 Cash Balance (Includes investments)
- 11. Encumbered Appropriations Carried Forward from Previous Year
- 12. Temporary Loans Outstanding as of January 1
- 16. Amount transferred to Rainy Day Fund

0061 - RAINY DAY	▼
Select Fund	
0061 - RAINY DAY	
0101 - GENERAL	
\$0	
\$0	
\$0	

Update was successful

Save Amounts

Click on the drop-down arrow. Here you will see a box that will open with the name of the fund that was to be include in the unit’s petition.

The body of this page is used to compare the net amount of requested increase to the surplus funds available. Let’s review each row.

A. DLGF Fund Number	0061	0101
B. Fund Name	RAINY DAY	GENERAL
C. Appropriation Amount Requested	\$100,000	\$500,000
D. Amount by Reduction	\$0	\$100,000
E. Net Amount of Increase	\$100,000	\$400,000

The first section summarizes the amount approved by the board/council. This is the amount being sought for approval by the Department.

- Row A – The Department assigned fund number.
- Row B – The Department assigned fund name.
- Row C – The amount of additional appropriation approved by the board/council and manually entered above.
- Row D – The amount of appropriation reduction approved by the board/council and manually entered above.
- Row E – The net amount of increase to the appropriations. This is calculated as Row C minus D.

The next section calculates financial data to determine if there is sufficient funding to support the request.

1. Property Tax Levy	\$0	\$0
2. Levy Excess	\$0	\$0
3. PRTC from Local Income Tax(LIT)	\$0	\$0
4. LIT Levy Freeze Amount	\$0	\$0
5. Misc. Revenue	\$0	\$0
6. January 1 Cash Balance	\$75,000	\$2,000,000
7. Subtotal of Funds	\$75,000	\$2,000,000
8. Less Circuit Breaker	\$0	\$0
9. Total Funds	\$75,000	\$2,000,000
10. DLGF Approved Budget	\$0	\$0
11. Encumbered Appropriations Carried Forward From Previous Year	\$0	\$0
12. Temporary Loans Outstanding as of January 1	\$0	\$0
13. Beginning Obligations	\$0	\$0
14. Surplus Funds	\$75,000	\$2,000,000
15. Previous additional appropriations approved since January 1, less any reductions in appropriations	\$0	\$0
16. Amount transferred to the Rainy Day Fund	\$0	\$0
17. Surplus Funds Remaining	\$75,000	\$2,000,000
18. Funded or Unfunded	Partial Funding: \$75000.00	Funded

Save & Update Revenues
Save & Update

The Line numbers refer to the Form 4B or 1782 Notice Fund Report

1. Property tax levy (Line 11): This field is automatically populated with the current year property tax levy certified by the Department.
2. Levy excess applied (line 10): This field is automatically populated with the current year levy excess applied by the Department.



3. Misc. revenue estimate (Line 13): This field is automatically populated with the current year revenue used by the Department to certify the fund’s budget. This amount can be edited by clicking “Save and Update Revenues” at the bottom of the page.
4. January 1 Cash Balance (Including investments): This field is populated by the beginning year cash balance manually entered at the top of the page.
5. Subtotal of funds available (Add 1 through 6): This line calculates the total of lines 1 through 6. This represents total funds available before any appropriations are deducted for this fund.
6. Less circuit breaker (line 12) (Amount from Circuit Breaker Report): This field is prepopulated with the circuit breaker amount (also called tax cap loss). During the beginning part of the year, the unit’s estimates used during budget certification are used. Once the actual amounts are calculated (typically in April) this field will be populated with the actual circuit breaker losses.
7. Calculates total funds available (7 minus 8): This is a total row that subtracts line 8 from line 7.
8. Department Approved Budget: This field is populated with the Department certified budget for the fund.
9. Encumbered Appropriations (line 15) Carried Forward from Previous Year: This field presents the amount of the encumbrances manually entered in the data entry section above.
10. Temporary loans outstanding as of January 1: This field is populated with the amount of outstanding temporary loans manually entered in the data entry section above.
11. Beginning obligations (Add 10 through 12): This is a total row that adds lines 10, 11, and 12.
12. This represents the amount of funds already committed to being spent for this fund.
13. Surplus funds (9 minus 13): Automatic Calculation: Subtracts line 9 from line 13. These are the funds available before the approval of any additional appropriations during the current calendar year.
14. Previous additional appropriation(s) approved since January 1, less any reductions: This field is populated by the Department with the total additional appropriations certified by the Department for this fund minus the total reported reductions for this fund.
15. Permanent Transfers Out: This represents the amount of funds permanently transferred to another fund. This would not include appropriated transfers.
16. Surplus funds Remaining: This row subtracts lines 15 and 16 from line 14. This represents the total amount of uncommitted funds available for the additional appropriation. If the amount on this line is equal to or exceeds the net amount requested (Row E), it is likely the additional appropriation will be approved if the proper procedures have been followed. The appropriation approved will be limited to the amount on this line.
17. Funded or Unfunded: This field will calculate if the requested amount is either funded, not funded, or partially funded. If the amount is partially funded, the amount approved will be only what available revenue will fund.

Once the page is completed, the user may edit the revenues or continue to the next page.

18. Funded or Unfunded	Funded	Funded
18. Funded or Unfunded	Not Funded	Funded
18. Funded or Unfunded	Partial Funding: \$1297324.00	FUNDED

Save & Update Revenues Save & Update

Update Revenues (Optional)

If you need to update your revenue estimates, select “Click to Add a New Revenue” at the bottom of the Manage Reviewed Funds page.

18. Funded or Unfunded	Partial Funding: \$1297324.00	FUNDED
------------------------	-------------------------------	--------

Save & Update Revenues

Save & Update

This will direct the user to the “Form 2” or miscellaneous revenue page. This page is populated with the revenues used when the Department certified the current year budget. Begin by selecting your desired fund.

Select Fund:

Revenue Estimates	Revenue Estimates Jan 1 To Dec 31, 2020	
R114 - Vehicle/Aircraft Excise Tax Distribution	<input style="width: 80px;" type="text" value="3628"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
R135 - Commercial Vehicle Excise Tax Distribution (CVET)	138	<input type="button" value="Edit"/>
Total	\$3,766	

Click to Add a New Revenue

To add a new revenue, select the “Click to Add a New Revenue” button. This will result in a popup menu with a drop-down list. Select your desired revenue from the drop-down list and then select “Add Revenue.”

R134 - Federal and State Grants and Distributions - Other

R130 - Federal and State Grants and Distributions - Culture and Recreation

R131 - Federal and State Grants and Distributions - Economic Development

R132 - Federal and State Grants and Distributions - Health and Welfare

R133 - Federal and State Grants and Distributions - Public Safety

R110 - Casino/Riverboat Distribution



To edit an existing or newly added revenue, click the “Edit” button to revise the amount.

ESTIMATE OF THE MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN
GENERAL PROPERTY TAXES FOR USE PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2020

Select Fund:

0061 - RAINY DAY

Revenue Estimates	Revenue Estimates Jan 1 To Dec 31, 2021	
R913 - Other Receipts	0	Edit
Total	\$0	

[Click to Add a New Revenue](#)

[Save and Return](#)

ESTIMATE OF THE MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN
GENERAL PROPERTY TAXES FOR USE PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2021

Select Fund:

0061 - RAINY DAY

Revenue Estimates	Revenue Estimates Jan 1 To Dec 31, 2021	
R913 - Other Receipts	<input type="text" value="30000"/>	Update Cancel
Total	\$0	

[Click to Add a New Revenue](#)

[Save and Return](#)

Once the edit button is clicked, change the amount, and then click “Update” to save your entry

Once complete, you can select “Save and Return” to go back to the Manage Reviewed Funds Page.

ESTIMATE OF THE MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN
GENERAL PROPERTY TAXES FOR USE PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2021

Select Fund:

0061 - RAINY DAY

Revenue Estimates	Revenue Estimates Jan 1 To Dec 31, 2021	
R913 - Other Receipts	30000	Edit
Total	\$30,000	

[Click to Add a New Revenue](#)

[Save and Return](#)

The user will then review their request and pay special attention to the funding status on Line 18. Once the unit is ready, they will click “Save and Update.”

17. Surplus Funds Remaining	\$105,000	\$30,741,983
18. Funded or Unfunded	Funded	Funded

Save & Update Revenues Save & Update

Manage Non-Reviewed Funds

The Manage Non-Reviewed Funds page is used to report any additional appropriations or reductions adopted for the “reporting only” funds that the Department will not review.

Select “Edit” to modify the amount for the Appropriation Requested or the amount for the Appropriation Reduction. Once done with the edit click “Update”.

Select Unit > Select Funds > Manage Non-Reviewed Funds

Selected Year 2021 Select Unit: GRANT COUNTY, Grant Co. - 0000

DLGF Fund Number	Fund Name	Appropriation Requested	Appropriation Reduction	Edit
0790	CUMULATIVE BRIDGE	\$1,000,000	\$0	Edit
9500	GATEWAY HOME-RULE FUND #1	0	0	Update Cancel

Save and Continue

Once the page is completed, select “Save and Continue.”

Select Unit > Select Funds > Manage Non-Reviewed Funds

Selected Year 2021 Select Unit: GRANT COUNTY, Grant Co. - 0000

DLGF Fund Number	Fund Name	Appropriation Requested	Appropriation Reduction	Edit
0790	CUMULATIVE BRIDGE	\$1,000,000	\$0	Edit
9500	GATEWAY HOME-RULE FUND #1	\$200,000	\$0	Edit

Save and Continue

Summary and Submission

The Summary and Submission page will present a summary of each fund along with the “funded” amount.

Selected Year 2021 Select Unit: GRANT COUNTY, Grant Co. - 0000

Petition/Order: 1115100

Fund Name	Amount Requested	Reduction Amount	Surplus Remaining	Funded Amount
CUMULATIVE BRIDGE	\$1000000	\$0	N/A	N/A
GATEWAY HOME-RULE FUND #1	\$200000	\$0	N/A	N/A
GENERAL	\$500000	\$100000	\$30741983	\$500000
RAINY DAY	\$100000	\$0	\$105000	\$100000

If no debt funds were added and the submission isn't for a library, the next step would be to sign and submit the petition with your name, title, and 4 digit PIN. If you do not recall your PIN, please email Support@dlgf.in.gov for assistance.

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

Form Signature


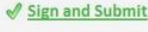
NAME
Leia Burke *

TITLE
County Auditor *

SIGNATURE/PIN

DATE
03/13/2020 *

Submitter's: name, title, and pin

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 9-24-2-2. This submission is intended to, and hereby does, constitute authorization and approval of the submitted document as required by the Indiana Public Access to Information Act. I understand that this electronic signature takes the place of my handwritten signature and acknowledges the same purposes as would my

If your request includes a debt service fund, you will be asked to provide a reason why additional spending is requested for this fund. Once the explanation is added, select "Save Comment."

[Select Unit](#) > [Select Funds](#) > [Manage Reviewed Funds](#) > [Summary and Submission](#)

Selected Year 2021 Select Unit: MONROE COUNTY PUBLIC LIBRARY - 0154 Monroe County

Petition/Order: 1115182

Fund Name	Amount Requested	Reduction Amount	Surplus Remaining	Funded Amount
DEBT SERVICE	\$2000	\$0	\$304544	\$2000

This unit has a debt fund:

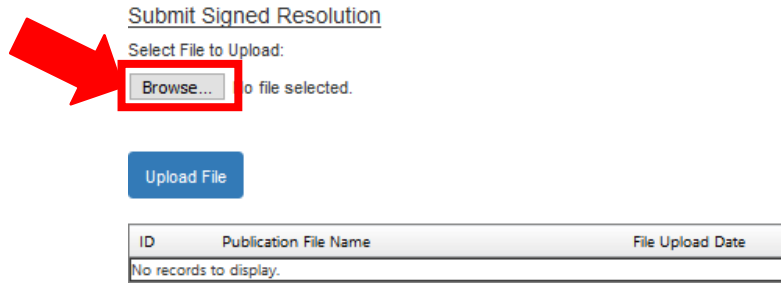
The 2021 certified budget did not include bank fees of \$2,000.

[Save Comment](#)

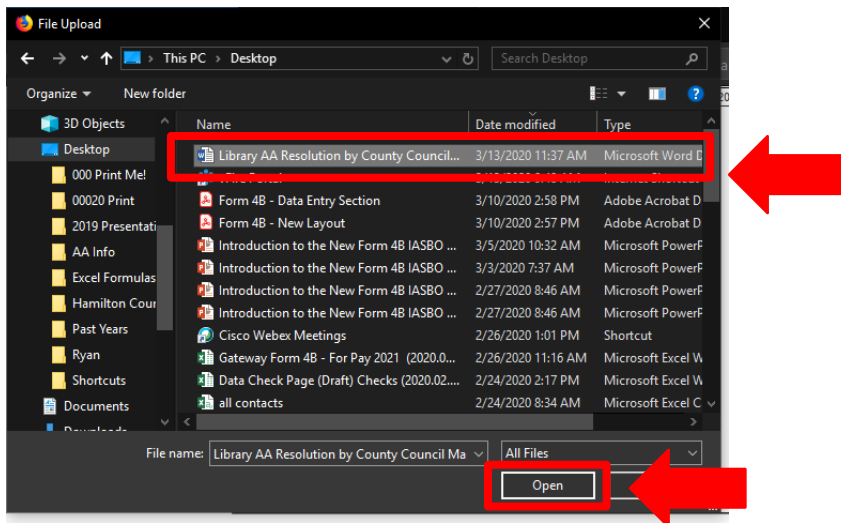
Libraries Only - Upload the Signed Resolution

If your unit is a library, you will need to upload a copy of the resolution/ordinance that was adopted to approve the additional appropriation. If this additional appropriation wasn't subject to binding review, it should have been adopted by the library board. If this additional appropriation was subject to a binding review, it should have been adopted by the adopting/fiscal body (typically the county council, but not always).

Select “Browse”, from here select the appropriate location where you saved the Signed Resolution.



Then select the desired file highlighted, click “Open.”



Notice the file path now appears to the right of the “Browse” button. Then click the “Upload File” button.

Submit Signed Resolution

Select File to Upload:

Library AA Resolution by County Council March 2020.docx

A file must be added to upload.

ID	Publication File Name	File Upload Date
No records to display.		

Department Review Process

Above the signature panel will be a note that explains how your request will be reviewed. Under certain criteria, the Department order will be immediately available on the “Manage Petitions” page.

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

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

Form Signature

NAME *

Once submitted, the user will be taken to the Manage Petitions page, where the petition will have a link to download the Department order.

Select Unit > Manage Petitions

Selected Year 2021 Select Unit: GASTON CIVIL TOWN, Delaware Co. - 0593

[Create new Additional Appropriations Petition](#)

ID	Year	Public Hearing Date	Resolution Date	Email Recipient	Submitted By	Submission Date	Fund Preview	Request Amount Preview	Number of Funds	Petition Status	View/Edit Petition	DLGF Reviewed Order
1115474	2021	03/18/2021	03/18/2021	rburke@dlgf.in.gov	Landon Burke	3/24/2021 3:30:19 PM	0061	5000	1	Approved	Select	Report



Sometimes the signature panel will display a note above it explaining that the Department will need to perform a more detailed review. If this happens, the email recipient provided will receive an email within 15 days, once the Department has completed their review. The following changes will trigger a more detailed review: debt funds, changing “certified” revenues, or adding specific revenues. The email will notify the unit that the additional appropriation has been reviewed and the order is now available in Gateway.

▲Once submitted, the DLGF will review your request within 15 days and an email will be sent once the review is complete

Additional Appropriation Report

The report can be comprised of multiple sections. The first three are only applicable if the request includes Department reviewed funds, while the last section only applies to “non-reviewed” or “reporting-only” funds.

Certified Order

This report summarizes the Department’s action to approve, modify, or deny the request in a single table.

ORDER 1115480

In the matter of Additional Appropriations for GASTON CIVIL TOWN taxing unit County of Delaware as adopted on March 1, 2021.

A certified copy of additional appropriation action taken by the above named taxing unit was filed with the Department of Local Government Finance on March 24, 2021. It was examined for availability and sufficiency of unencumbered revenues. The Department makes the following determination based upon financial information as submitted by the fiscal officer:

Sufficient revenues are available to support the following requested appropriations.

FUND CD	FUND NAME	REPORTED REDUCTION	REQUESTED INCREASE	AMOUNT APPROVED	AMOUNT DENIED
0061	RAINY DAY	\$0	\$30,000	\$30,000	\$0
0101	GENERAL	\$10,000	\$50,000	\$50,000	\$0



Certified Copy

This report presents a summary of the public hearing, resolution, and advertising dates along with a restatement of the Manage Reviewed Funds page. This page presents the calculation to determine if the request was funded or not funded.

Certified Copy of Additional Appropriation

UNIT NAME: GASTON CIVIL TOWN

Unit Number: 0593

COUNTY NAME: Delaware

County Number: 18

Date of Publication
02/03/2021

Newspaper Name: The Muncie Times

Date of Publication

Newspaper Name:

Date of Publication Hearing
03/01/2021

Date Reselution Passed
03/01/2021

A. DLGF Fund Number	0061	0101
B. Fund Name	RAINY DAY	GENERAL
C. Appropriation Amount Requested	\$30,000	\$50,000
D. Amount by Reduction (C minus D)	\$0	\$10,000
E. Net Amount of Increase	\$30,000	\$40,000
1. Property Tax Levy	\$0	\$265,835
2. Levy Excess	\$0	\$0
3. PTRC from Local Income Tax (LIT)	\$0	\$0
4. LIT Levy Freeze Amount	\$0	\$0
5. Misc. Revenue	\$0	\$80,010
6. January 1 Cash Balance (Include investments)	\$50,000	\$100,000
7. Subtotal of Funds (Add 1 thru 6)	\$50,000	\$445,845
8. Less Circuit Breaker	\$0	\$82,000
9. Total Funds (7 minus 8)	\$50,000	\$363,845
10. DLGF Approved Budget	\$0	\$298,209
11. Encumbered Appropriations Carried Forward from Previous Year	\$0	\$0
12. Temporary Loans Outstanding as of January 1	\$0	\$0
13. Beginning Obligations (Add 10 thru 12)	\$0	\$298,209
14. Surplus Funds (9 minus 13)	\$50,000	\$65,636
15. Previous additional appropriations since January 1, less reductions in appropriations	\$5,000	\$0
16. Amount transferred to the Rainy Day Fund	\$0	\$0
17. Surplus Funds Remaining (14 minus 15 minus 16)	\$45,000	\$65,636
18. Funded or Unfunded	Funded	Funded



Miscellaneous Revenue Report

This report is a restatement of the revenue page of the application. These totals are referenced in Line 5 of the Certified Copy (previous page).

ORDER 1115480

County : Delaware
Unit : GASTON CIVIL TOWN
Unit ID : 18-3-0593

FUND: 0061 - RAINY DAY

Revenue Code	Revenue Name	Revenue Estimates Jan 1 to Dec 31 2021
R910	Transfers In	0
TOTAL		0

Non-Reviewed Funds Acknowledgment

This report summarizes the reported additional appropriations and appropriation reductions for the “reporting-only” or non-reviewed funds.

County : Delaware
Unit : GASTON CIVIL TOWN
Date : 03/01/2021

The Department of Local Government Finance acknowledges receipt of the fiscal body's action on the following additional appropriation and/or reduction:

Fund	Fund Name	Requested Additional	Requested Reduction
0005	CASINO/RIVERBOAT	3,000	0
9500	Local Law Enforcement Cont. Ed	700	0

Support

As you work through the process of an additional appropriation or reporting it through Gateway, keep in mind that you have resources available to help you.

Technical Support - If you have trouble entering an amount or using the application please contact the DLGF Support Team at Support@dlgf.in.gov.

If you require assistance with the process of completing an additional appropriation or with what amounts should be entered into the application, please contact your [Budget Field Representative](#).