

State of Iowa & Iowa League of Cities



TIF CERTIFICATION & RECONCILIATION

The Basics

October 4, 2012

Presenters

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- **Department of Management**
 - Ted Nellesen
 - Carrie Johnson (For questions)
- **Auditor of State**
 - Marlys Gaston
 - Andy Nielsen (For questions)

Today:

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- **Overview of Tax Increment Financing**
- **How to use the TIF Indebtness Certification forms**
- **How to use the TIF Reconciliation forms**
- **Look at most common areas for errors/noncompliance related to TIF**

TIF Overview

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- **Initially created for revitalizing slum and blighted areas in hopes of spurring private development.**
- **Requires municipalities to create Urban Renewal (UR) Areas**
- **Area must have a designated purpose**
 - ✦ **Slum or Blight mitigation**
 - **Unlimited duration**
 - **Period to recover project costs is unlimited**
 - ✦ **Economic Development**
 - **Limited to 20 years**
 - **Unless created before 1995 then unlimited duration**

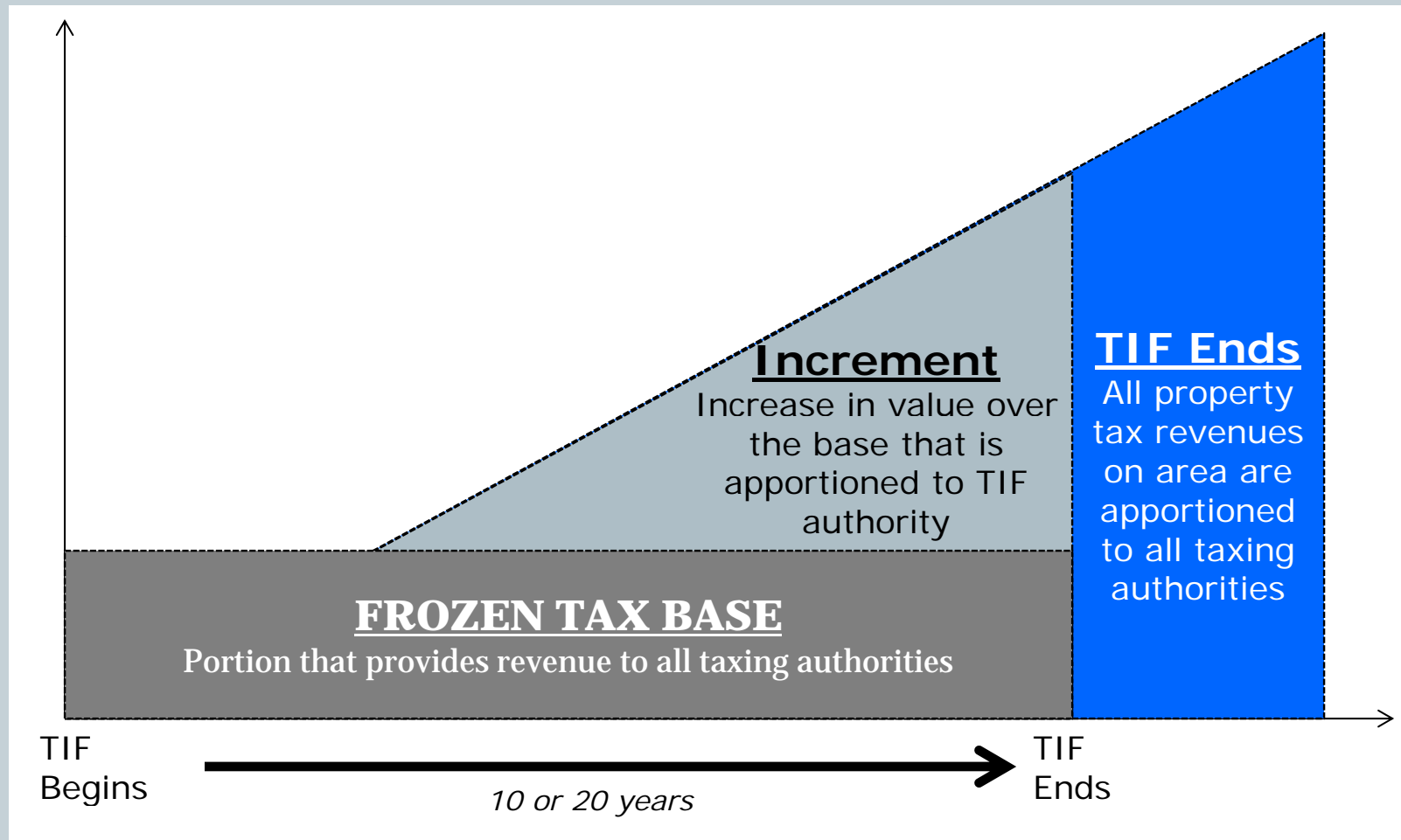
TIF Overview

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- Tax increment financing (TIF) is a method of reallocating property tax revenues that are a result of an increase in valuation above a "base valuation" figure.
 - Revenues produced by property tax levies imposed on any increased valuation over the base by all levy authorities are allocated back to the TIF authority.
 - Revenues used to **repay debt incurred** to make projects happen in the UR Area.

TIF Overview

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TIF Overview – 4 Step Process

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- ✓ **Incur debt within the UR area**
- ✓ **Certify the debt to the County Auditor**
- ✓ **Receive the divided revenue from the County Auditor**
- ✓ **Repay the debt**

Typical TIF Debt Certification Scenario #1

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- **Borrow dollars**
 - *Internal Loan from another fund or external via bonds or notes.*
- **Proceeds placed in a Capital Projects Fund.**
- **Incur/pay expenses for authorized TIF project.**
- **By December 1, certify TIF debt to Co. Auditor.**
- **County Auditor divides increment valuations.**
- **TIF tax collections are receipted into TIF Special Revenue Fund to repay the certified debt.**
- **Debt is repaid.**

Typical TIF Debt Certification Scenario #2

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- The authorized Econ. Dev. grant is disbursed to the grantee.
- The disbursement is identified to the voucher level and approved by the board or council as TIF debt.
- By December 1, certify the TIF debt to County Auditor.
- County Auditor divides increment valuations.
- TIF tax collections are receipted into TIF Special Revenue Fund to repay the certified debt.
- The fund from which the grant was paid is reimbursed.

TIF CERTIFICATION

TIF Certification Form— Getting a copy

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- www.dom.state.ia.us



The screenshot shows the Iowa Department of Management website. The header features the Iowa State Capitol dome and the text "Iowa Department of Management". Navigation links include "About Us", "Contact Us", and "Results Iowa". A left-hand navigation menu lists various services, with "Utility Tax Data" highlighted and an arrow pointing to it. The main content area displays a "Welcome" message and a list of services, including "TIF Forms" and "Utility Tax Data".

DOM Home | **Welcome**

State Budget | The Department of Management (DOM) was created to provide a framework and environment for integrating decision-making. It was established to create a strong relationship with the

Local Budget & Finance | **About**

Planning & Performance | **Public Access to Local Gov Budgets** | lead enterprise planning and coordinate enterprise governance systems so on their public investment. The department also strives to achieve its vision

Early Childhood Iowa | **Local Gov Budget Submittals** | finance and accountability center of excellence in state government. In

State Appeal Board | **County Auditor Sign In** | nates implementation of the Governor's leadership agenda.

Grant Enterprise Management System | **City Data & Forms** |

Consolidated Tax Rates | activities include:

County Data & Forms |

School Data & Forms | nd oversight

Miscellaneous Data & Forms | nent and oversight - Accountable Government Act (AGA) including strategic

Tax History By Authority & Class | d performance auditing

TIF Forms | ysis

Utility Tax Data | nomic forecasting

Valuation Data |

Local Budget Protests | ordination for early childhood

- Continuous improvement/Lean implementation
- Enterprise project management
- State Appeal Board administration
- Local government budget support
- Utility tax replacement administration
- Collective bargaining support

TIF Certification Form– Getting a copy

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- www.dom.state.ia.us



The screenshot shows the Iowa Department of Management website. The header features the Iowa State Capitol dome and the text "Iowa Department of Management". Navigation links include "About Us", "Contact Us", and "Results Iowa". A left sidebar lists various categories: "DOM Home", "State Budget", "Local Budget & Finance", "Planning & Performance", "Early Childhood Iowa", "State Appeal Board", and "Grant Enterprise Management System". The main content area is titled "Tax Increment Financing" and includes instructions: "To download a file, right click on the icon and select 'Save Target As...'", followed by "TIF Indebtedness Certification Forms:" with links for "CITY TIF Indebtedness Certification" and "COUNTY TIF Indebtedness Certification". Below that is "TIF Reconciliation Forms (For County Auditor Use Only):" with links for "TIF Reconciliation - Area WITHOUT Segregated Rebates" and "TIF Reconciliation - Area WITH Segregated Rebates". A footer contains links for "State of Iowa", "Governor's Office", "Site Map", "Policies", "Webmaster", "PDF Reader", and "Search".

TIF Certification Form – Form 1

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CERTIFICATION TO COUNTY AUDITOR
Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal Area

CITY TIF FORM 1

City: Sample City County: Presentation

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001 (Use five-digit Area Number Assigned by the County Auditor)

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 3,774,878

Dated this 4th day of October, 2012

Signature of Authorized Official _____ Telephone _____

Input identification information for the UR Area

Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal Area

City: Sample City County: Presentation

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Will be auto-filled from inputs on other sheets

TIF Certification Form – Form 1

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CERTIFICATION TO COUNTY AUDITOR

Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Paid
Use One Certification Per Urban Renewal Area

City: Sample City County: Presentation

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above, the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 1 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified: \$ _____

*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1'.)

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1'.)

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

Input relevant notes about UR Area

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

Sign and date upon completion

Dated this 4th day of October, 2012

Signature of Authorized Official

Telephone

TIF Certification Form 1.1

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- **Indebtness Certification**
 - Spaces to allow the input of debt for repayment from TIF revenues that has *not yet been certified*.
 - ✦ Input the name or a short description of the debt.
 - Type of debt
 - Name of Bonds on Official Statement
 - ✦ Input date the debt was incurred.
 - ✦ Input the total PRINCIPAL & INTEREST due for the life of the debt (now required by HF2460).
 - ✦ Use checkbox if the debt to be certified is a rebate.

TIF Certification Form – Form 1.1

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TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

City: Sample City County: Presentation
Urban Renewal Area Name: Southside Sample City UR Area
Urban Renewal Area Number: 01001 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details: _____ Date Approved: _____ Total Amount: _____

1. 2012 G.O. Sample **CITY TIF FORM 1.1 - To be attached to CITY TIF FORM 1 - INDEBTEDNESS CERTIFICATION** Page 1

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

*X this box if a rebate agreement. List administrative details on lines above.

2. Sample City City: Sample City County: Presentation
\$25,000 maximum

*X this box if a rebate agreement. List administrative details on lines above.

3. Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001 (Use five-digit Area Number Assigned by the County Auditor)

*X this box if a rebate agreement. List administrative details on lines above.

4. _____

*X this box if a rebate agreement. List administrative details on lines above.

5. _____

*X this box if a rebate agreement. List administrative details on lines above.

If more indebtedness entry lines are needed continue to Form 1.1 Page 2

Total For City TIF Form 1.1 Page 1: 3,174,818

*"Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

All fields at the top of the form will be auto-populate from the Form 1

TIF Certification Form – Form 1.1

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CITY TIF FORM 1.1 - To be attached to CITY TIF FORM 1-INDEBTEDNESS CERTIFICATION

Page 1

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

City Sample City County Presentation

Urban Renewal Area Name Southside Sample City UR Area

Urban Renewal Area Number 01001 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details	Date Approved*	Total Amount
1. 2012 G.O. Sample Bonds	05/01/2012	3,524,878
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. Sample City Store Rebates	05/01/2012	250,000
\$25,000 maximum yearly payment, \$250,000 maximum total		
<input type="checkbox"/> 'X' this box		

Input for debts to be certified.

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. <u>2012 G.O. Sample Bonds</u>	<u>05/01/2012</u>	<u>3,524,878</u>
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. <u>Sample City Store Rebates</u>	<u>05/01/2012</u>	<u>250,000</u>
<u>\$25,000 maximum yearly payment, \$250,000 maximum total</u>		
<input checked="" type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

TIF Certification Form 2

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- **TIF Indebtness Modification**
 - Allows for modification of *YEARLY* amount received from TIF revenues.
 - ✦ A levying authority can reduce the amount of TIF revenues received each year.
 - ✦ Allows levying authorities to match revenues to the needs of their debt schedules.

TIF Certification Form – Form 2

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CITY TIF FORM 2
SPECIFIC DOLLAR REQUEST FOR AVAILABLE TIF INCREMENT TAX FOR NEXT FISCAL YEAR
CERTIFICATION TO COUNTY AUDITOR
Due To County Auditor By December 1 Prior To The Fiscal Year
Where Less Than The Legally Available TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal Area

City: Sample City County: Presentation

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001 (Use five-digit Area Number Assigned by the County Auditor)

CITY TIF FORM 2

SPECIFIC DOLLAR REQUEST FOR AVAILABLE TIF INCREMENT TAX FOR NEXT FISCAL YEAR
CERTIFICATION TO COUNTY AUDITOR
Due To County Auditor By December 1 Prior To The Fiscal Year
Where Less Than The Legally Available TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal Area

City: Sample City County: Presentation

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001 (Use five-digit Area Number Assigned by the County Auditor)

Dated this _____ day of _____, _____

Signature of Authorized Official Telephone _____

Input UR Area Information

TIF Certification Form – Form 2

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Provide sufficient detail so that the County Auditor will know how to specifically administer your request. For example you may have multiple indebtedness certifications in an Urban Renewal Area, and want the maximum tax for rebate agreement property that the County has segregated into separate taxing districts, but only want a portion of the available increment tax from the remainder of the taxing districts in the Area.

Specific Instructions To County Auditor For Administering The Request That This Urban Renewal Area Generate Less Than The Maximum Available TIF Increment Tax	Amount Requested
Sample City Store Rebate - Limit the TIF revenues divided for this debt to only \$25,000	25,000
Sample City 123 Main Street Rebate - Limit the TIF revenues divided for this debt to only \$10,000	10,000

Specific Instructions To County Auditor For Administering The Request That This Urban Renewal Area Generate Less Than The Maximum Available TIF Increment Tax:	Amount Requested:
Sample City Store Rebate - Limit the TIF revenues divided for this debt to only \$25,000	25,000
Sample City 123 Main Street Rebate - Limit the TIF revenues divided for this debt to only \$10,000	10,000

Dated this _____ day of _____, _____

Signature of Authorized Official

Telephone

TIF Certification Form 3

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- **TIF Indebtness De-Certification**
 - Allows for modification of *TOTAL* amount received from TIF revenues.
 - ✦ A levying authority can reduce the amount of TIF revenues received for each debt.
 - ✦ Should be used to reduce previously certified debts that have been refinanced, paid from other sources, etc...
 - Example: Reduction due to proceeds from sale of property
 - Example: Reduction due to interest earnings of the TIF Special Fund Balance

County Auditor Role in Process

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- **Code of Iowa: Chapters 403.19(5) and 403.19(2)**
- **County Auditors have always been charged by the Code with not remitting more TIF revenues than the amount of certified debt**
- ***TIF Reconciliation form* developed by the DOM to help in this role**
 - **Two forms – With and without rebate tied to a specific tax district**

TIF RECONCILIATION

TIF Reconciliation Form— Getting a copy

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- www.dom.state.ia.us



The screenshot shows the Iowa Department of Management website. The header features the Iowa Department of Management logo and the text "Iowa Department of Management". Below the header is a navigation bar with links for "About Us", "Contact Us", and "Results Iowa". The main content area is a dropdown menu with the following items:

- DOM Home
- State Budget
- Local Budget & Finance
- Planning & Performance
- Early Childhood Iowa
- State Appeal Board
- Grant Enterprise Management System

The "TIF Forms" link is highlighted with a black arrow. Below the "TIF Forms" link, there is a list of services:

- Continuous improvement/Lean implementation
- Enterprise project management
- State Appeal Board administration
- Local government budget support
- Utility tax replacement administration
- Collective bargaining support

TIF Reconciliation Form– Getting a copy

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- www.dom.state.ia.us



The screenshot shows the Iowa Department of Management website. The header features the Iowa State Capitol dome and the text "Iowa Department of Management". Navigation links include "About Us", "Contact Us", and "Results Iowa". A left sidebar lists various categories such as "DOM Home", "State Budget", "Local Budget & Finance", "Planning & Performance", "Early Childhood Iowa", "State Appeal Board", and "Grant Enterprise Management System". The main content area is titled "Tax Increment Financing" and includes instructions for downloading files. Under "TIF Indebtedness Certification Forms:", there are links for "CITY TIF Indebtedness Certification" and "COUNTY TIF Indebtedness Certification". A red dashed box highlights the "TIF Reconciliation Forms (For County Auditor Use Only)" section, which contains two links: "TIF Reconciliation - Area WITHOUT Segregated Rebates" and "TIF Reconciliation - Area WITH Segregated Rebates". The footer contains links for "State of Iowa", "Governor's Office", "Site Map", "Policies", "Webmaster", "PDF Reader", and "Search".

TIF Recon. Form – Instruction Page

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URBAN RENEWAL AREA TIF INDEBTEDNESS/INCREMENT TAX RECONCILIATION
TO BE ANNUALLY UPDATED BY THE COUNTY AUDITOR

For Areas Which Will Include Rebate Property Segregated into Separate Taxing Districts

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001 (Five-digit Area Number Assigned by the County Auditor)

Enter the City or County, Area Name, Area Number, and Date Prepared above. (Entries carry to other sheets.)

IF ENTRIES NOT RELATED TO REBATE PROPERTY SEGREGATED INTO SEPARATE TAXING DISTRICT
 Pages 2 through 5

Enter certified TIF indebtedness on Page 2.
 Enter the TIF increment tax apportioned in all prior fiscal years on
 Enter the current year tax list TIF increment tax on Page 4.
 Enter next fiscal year's projected TIF increment tax on Page 5.

URBAN RENEWAL AREA TIF INDEBTEDNESS/INCREMENT TAX RECONCILIATION
TO BE ANNUALLY UPDATED BY THE COUNTY AUDITOR

Page 1

For Areas Which Will Include Rebate Property Segregated into Separate Taxing Districts

FOR REBATE PROPERTY SEGREGATED INTO SEPARATE TAXING DISTRICTS
 Pages 6 through 25 (sheet tabs named "Rebate 1" through "Rebate 20")

Use an individual rebate sheet tab for each rebate agreement started in the current fiscal year.
 Enter the Rebate Name at the top of each sheet used.
 Enter certified TIF indebtedness and TIF increment tax for the prior fiscal year on the applicable individual rebate sheet.
 Change the tab name to the name of the rebate agreement (by double-clicking on the tab name).

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001 (Five-digit Area Number Assigned by the County Auditor)

Enter the City or County, Area Name, Area Number, and Date Prepared above. (Entries carry to other sheets.)

The Numbers Below are Formula-driven Totals from the Pages that Follow.

	All Except Segregated Rebate Property: (Pages 2 - 5)	Segregated Rebate Property Only: (Pages 6 - 26)
Certified TIF Indebtedness:	0	0
Less: TIF Tax Apportioned Prior Fiscal Years:	(0)	(0)
Less: TIF Tax To Be Apportioned Current Fiscal Year:	(0)	(0)
Less: TIF Tax To Be Apportioned Next Fiscal Year:	(0)	(0)
Equals: Projected TIF Indebtedness Remaining at the End of Next Fiscal Year:	0	0

*Reduce TIF tax if negative. Individually examine the Rebate Property sheet data on pages 6 through 25 to determine any required actions.

Input UR Area Info

TIF Recon. Form – Instruction Page

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URBAN RENEWAL AREA TIF INDEBTEDNESS/INCREMENT TAX RECONCILIATION Page 1
TO BE ANNUALLY UPDATED BY THE COUNTY AUDITOR

For Areas Which Will Include Rebate Property Segregated into Separate Taxing Districts

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001 (Five-digit Area Number Assigned by the County Auditor)

Enter the City or County, Area Name, Area Number, and Date Prepared above. (Entries carry to other sheets.)

FOR ENTRIES NOT RELATED TO REBATE PROPERTY SEGREGATED INTO SEPARATE TAXING DISTRICTS
Pages 2 through 5

- Enter certified TIF indebtedness on Page 2.
- Enter the TIF increment tax apportioned in all prior fiscal years on Page 3.
- Enter the current year tax list TIF increment tax on Page 4.
- Enter next fiscal year's projected TIF increment tax on Page 5.

FOR REBATE PROPERTY SEGREGATED INTO SEPARATE TAXING DISTRICTS
Pages 6 through 25 (sheet tabs named "Rebate 1" through "Rebate 20")

- Use an individual rebate sheet tab for each rebate agreement starting with "Rebate 1" through "Rebate 20".
- Enter the Rebate Name at the top of each sheet used.
- Enter certified TIF indebtedness and TIF increment tax for the prior year on the applicable individual rebate sheet.
- Change the tab name to the name of the rebate agreement (by double-clicking on the tab name).

The Numbers Below are Formula-driven Totals from the Pages that Follow.

	All Except Segregated Rebate Property: (Pages 2 - 5)	Segregated Rebate Property Only: (Pages 6 - 26)
Certified TIF Indebtedness:	0	0
Less: TIF Tax Apportioned Prior Fiscal Years:	(0)	(0)
Less: TIF Tax To Be Apportioned Current Fiscal Year:	(0)	(0)
Less: TIF Tax To Be Apportioned Next Fiscal Year:	(0)	(0)
Equals: Projected TIF Indebtedness Remaining at the End of Next Fiscal Year	0 *	0

*Reduce TIF tax if negative. Individually examine the Rebate Property sheet data on pages 6 through 25 to determine any required actions.

The Numbers Below are Formula-driven Totals from the Pages that Follow.

	All Except Segregated Rebate Property: (Pages 2 - 5)	Segregated Rebate Property Only: (Pages 6 - 26)
Certified TIF Indebtedness:	0	0
Less: TIF Tax Apportioned Prior Fiscal Years:	(0)	(0)
Less: TIF Tax To Be Apportioned Current Fiscal Year:	(0)	(0)
Less: TIF Tax To Be Apportioned Next Fiscal Year:	(0)	(0)
Equals: Projected TIF Indebtedness Remaining at the End of Next Fiscal Year	0 *	0

*Reduce TIF tax if negative. Individually examine the Rebate Property sheet data on pages 6 through 25 to determine any required actions.

Create a separate Excel workbook file for each Area naming each file using the Area Name and Number.

All fields at the bottom of the form will be auto-populate from the following forms.

TIF Recon. Form – Indebtedness Page

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CERTIFIED AND REDUCED TIF INDEBTEDNESS Page 2

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001

Enter individual TIF indebtedness amounts and the date approved by the local governing body below (from Forms 1.1).
 Enter a negative amount upon receipt of a certification that indebtedness has been reduced by reason other than application of TIF increment tax received from the County Treasurer (from Form 3).

Individual Indebtedness Type/Description:	Date Approved:	Amount:
2001 GO Bonds	09/01/2001	1,225,557
2003 TIF Revenue Bonds	03/05/2003	857,250
2005 GO Bonds	05/01/2005	1,005,222

Fields will be auto-filled from previous inputs

CERTIFIED AND REDUCED TIF INDEBTEDNESS Page 2

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001

Enter individual TIF indebtedness amounts and the date approved by the local governing body below (from Forms 1.1).
 Enter a negative amount upon receipt of a certification that indebtedness has been reduced by reason other than application of TIF increment tax received from the County Treasurer (from Form 3).

Individual Indebtedness Type/Description:	Date Approved:	Amount:
2001 GO Bonds	09/01/2001	1,225,557
2003 TIF Revenue Bonds	03/05/2003	857,250
2005 GO Bonds	05/01/2005	1,005,222

Each time a debt is certified or an amount of previously certified debt is de-certified(forms 1.1 and 3 of the TIF Indebtedness Certification) those amounts should be entered.

TIF Recon. Form – Indebtedness Page

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If you have rebates that have been developed to utilize the increment from a specific tax district in the urban renewal area.

CERTIFIED AND REDUCED TIF INDEBTEDNESS

City or County: Sample City

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001

Enter individual TIF indebtedness amounts and the date approved by the local governing body below (from Forms 1.1).
 Enter a negative amount upon receipt of a certification that indebtedness has been reduced by reason other than application of TIF increment tax received from the County Treasurer (from Form 3).

Individual Indebtedness Type/Description:

2001 GO Bonds

2003 TIF Revenue Bonds

2005 GO Bonds

2010 GO Bonds

2010 GO Bonds Reduction

2012 GO Bonds

CERTIFIED AND REDUCED TIF INDEBTEDNESS

Page 2

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001

Enter individual TIF indebtedness amounts and the date approved by the local governing body below (from Forms 1.1).
 Enter a negative amount upon receipt of a certification that indebtedness has been reduced by reason other than application of TIF increment tax received from the County Treasurer (from Form 3).

Individual Indebtedness Type/Description:	Date Approved:	Amount:
2001 GO Bonds	09/01/2001	1,225,557
2003 TIF Revenue Bonds	03/05/2003	857,250
2005 GO Bonds	05/01/2005	1,005,222

Each time a NON-REBATE debt is certified or an amount of NON-REBATE debt is de-certified(forms 1.1 and 3 of the TIF Indebtedness Certification) those amounts should be entered.

TIF Reconciliation – Tax Prior FY's

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TIF INCREMENT TAX APPORTIONED IN ALL PRIOR FISCAL YEARS Page 3

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001

Prior Fiscal Year	TIF Increment Taxing District Number and Name for which Tax is Apportioned:	Prior Fiscal Year Amount:
2003	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	100,000
2004	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	
2005	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	
2006	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	
2007	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	
2008	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	
2009	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	
2010	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	
2011	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	
2012	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	
Total TIF Increment Tax Ap		

Fields will be auto-filled from previous inputs

TIF INCREMENT TAX APPORTIONED IN ALL PRIOR FISCAL YEARS Page 3

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001

Prior Fiscal Year:	TIF Increment Taxing District Number and Name for which Tax is Apportioned:	Prior Fiscal Year Amount:
2003	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	100,000 25,000
2004	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm 01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	105,000 40,000

All amounts of TIF increment apportioned to the levy authority in prior fiscal years should be entered by tax district.

TIF Reconciliation – Tax Current FY

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TIF INCREMENT TAX LIST AMOUNTS FOR THE CURRENT FISCAL YEAR ONLY

City or County: Sample City Date Prepared: 10-04-2012
 Urban Renewal Area Name: Southside Sample City UR Area
 Urban Renewal Area Number: 01001

Fields will be auto-filled from previous inputs

Current Fiscal Year	TIF Increment Taxing District Number and Name for which Tax is Apportioned	Fiscal Year Amount
2013	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm	500,000
	01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	125,000

TIF INCREMENT TAX LIST AMOUNTS FOR THE CURRENT FISCAL YEAR ONLY

Page 4

City or County: Sample City Date Prepared: 10-04-2012
 Urban Renewal Area Name: Southside Sample City UR Area
 Urban Renewal Area Number: 01001

Current Fiscal Year:	TIF Increment Taxing District Number and Name for which Tax is Apportioned:	Current Fiscal Year Amount:
2013	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm	500,000
	01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	125,000

All amounts of TIF increment apportioned to the levy authority in the current fiscal years should be entered by tax district.

Total TIF Increment Tax List

TIF Recon. – Tax Projected Next FY

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TIF INCREMENT TAX PROJECTED FOR NEXT FISCAL YEAR ONLY

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001

Fields will be auto-filled from previous inputs

Next Fiscal Year	TIF Increment Taxing District Number and Name for which Tax is Apportioned	Fiscal Year Amount
2014	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm	650,000
	01068 Sample City/Sample City Sch/UR Area 2 TIF incre	110,000

TIF INCREMENT TAX PROJECTED FOR NEXT FISCAL YEAR ONLY Page 5

City or County: Sample City Date Prepared: 10-04-2012

Urban Renewal Area Name: Southside Sample City UR Area

Urban Renewal Area Number: 01001

Next Fiscal Year:	TIF Increment Taxing District Number and Name for which Tax is Apportioned:	Next Fiscal Year Amount:
2014	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm	650,000
	01068 Sample City/Sample City Sch/UR Area 2 TIF Increm	110,000

All amounts of TIF increment projected to be apportioned to the levy authority in the next fiscal year should be entered by tax district.

Total TIF Increment T

TIF Reconciliation – Rebate

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- www.dom.state.ia.us



The screenshot shows the Iowa Department of Management website. The header features the Iowa State Capitol dome and the text "Iowa Department of Management". Navigation links include "About Us", "Contact Us", and "Results Iowa". A left-hand menu lists various categories, with "Utility Tax Data" highlighted by a black arrow. The main content area displays a "Welcome" message and a list of links, including "TIF Forms" and "Utility Tax Data".

DOM Home | **Welcome**

State Budget | The Department of Management (DOM) was created to provide a framework and environment for integrating decision-making. It was established to create a strong relationship with the

Local Budget & Finance | **About**

Planning & Performance | **Public Access to Local Gov Budgets** | lead enterprise planning and coordinate enterprise governance systems so on their public investment. The department also strives to achieve its vision

Early Childhood Iowa | **Local Gov Budget Submittals** | finance and accountability center of excellence in state government. In

State Appeal Board | **County Auditor Sign In** | nates implementation of the Governor's leadership agenda.

Grant Enterprise Management System | **City Data & Forms** |

Consolidated Tax Rates | activities include:

County Data & Forms |

School Data & Forms | nd oversight

Miscellaneous Data & Forms | nent and oversight - Accountable Government Act (AGA) including strategic

Tax History By Authority & Class | d performance auditing

TIF Forms | ysis

Utility Tax Data | nomic forecasting

Valuation Data |

Local Budget Protests | ordination for early childhood

- Continuous improvement/Lean implementation
- Enterprise project management
- State Appeal Board administration
- Local government budget support
- Utility tax replacement administration
- Collective bargaining support



TIF Reconciliation – Rebate

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- www.dom.state.ia.us



The screenshot shows the Iowa Department of Management website. The header includes the Iowa Department of Management logo and the text "Iowa Department of Management". Below the header is a navigation menu with links for "About Us", "Contact Us", and "Results Iowa". The main content area is titled "Tax Increment Financing" and contains a list of links. A red dashed box highlights the "TIF Reconciliation Forms (For County Auditor Use Only)" section, which includes two links: "TIF Reconciliation - Area WITHOUT Segregated Rebates" and "TIF Reconciliation - Area WITH Segregated Rebates". A black arrow points to the "Area WITH Segregated Rebates" link. The footer contains links for "State of Iowa", "Governor's Office", "Site Map", "Policies", "Webmaster", "PDF Reader", and "Search".

DOM Home	Tax Increment Financing
State Budget	To download a file, right click on the icon and select "Save Target As..."
Local Budget & Finance	TIF Indebtedness Certification Forms:
Planning & Performance	 CITY TIF Indebtedness Certification
Early Childhood Iowa	 COUNTY TIF Indebtedness Certification
State Appeal Board	TIF Reconciliation Forms (For County Auditor Use Only)
Grant Enterprise Management System	 TIF Reconciliation - Area WITHOUT Segregated Rebates
	 TIF Reconciliation - Area WITH Segregated Rebates

TIF Reconciliation – Rebate

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FOR INDIVIDUAL REBATE PROPERTY SEGREGATED INTO SEPARATE TAXING (One Rebate Agreement Per Page) Page 6

City or County Sample City
 Urban Renewal Area Name Southside Sample City UR Area
 Urban Renewal Area Number 01001
 Rebate Name: 2008 Sample City 123 Main St Rebate

All amounts of TIF increment apportioned to the levy authority in the current fiscal year for this rebate should be entered here.

CERTIFIED AND REDUCED TIF INDEBTEDNESS for Se
 Enter segregated TIF rebate indebtedness amounts and the date approved by the local government (Form 300-1). Enter a negative amount upon receipt of a certification that indebtedness has been reduced by reason other than application of TIF increment tax received from the County Treasurer (from Form 300-1).

Segregated Rebate Property Indebtedness Description:
123 Main Street Rebate - Max \$10,000 per Year to max of \$150,000 total

Current Fiscal Year:	TIF INCREMENT TAX LIST AMOUNTS FOR THE CURRENT FISCAL YEAR ONLY	Current Fiscal Year Amount:
2013	TIF Increment Taxing District Number and Name for which Rebate Tax is Apportioned: 01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm	10,000

Prior Fiscal Year:	TIF INCREMENT TAX APPORTIONED IN ALL PRIOR FISCAL YEARS
2009	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm
2010	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm
2011	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm
2012	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm

Next Fiscal Year:	TIF INCREMENT TAX PROJECTED FOR NEXT FISCAL YEAR ONLY	Next Fiscal Year Amount:
2014	TIF Increment Taxing District Number and Name for which Rebate Tax is Apportioned: 01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm	10,000

Total TIF Increment Tax Apportioned in Prior Fiscal Years:	PROJECTED TIF INDEBTEDNESS REMAINING AT THE END OF NEXT FISCAL YEAR (Certified Indebtedness less all prior, current, and projected TIF increment tax):
40,000	90,000

Current Fiscal Year:	TIF INCREMENT TAX LIST AMOUNTS FOR THE CURRENT FISCAL YEAR ONLY	Current Fiscal Year Amount:
2013	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm	10,000
Next Fiscal Year:	TIF INCREMENT TAX PROJECTED FOR NEXT FISCAL YEAR ONLY	Next Fiscal Year Amount:
2014	01056 Sample City/Sample City Sch/UR Area 1 UR TIF Increm	10,000
PROJECTED TIF INDEBTEDNESS REMAINING AT THE END OF NEXT FISCAL YEAR (Certified indebtedness less all prior, current, and projected TIF increment tax):		30,000

TIF Reconciliation – Final Summary

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URBAN RENEWAL AREA TIF INDEBTEDNESS/INCREMENT TAX RECONCILIATION TO BE ANNUALLY UPDATED BY THE COUNTY AUDITOR

For Areas Which Will Include Rebate Property Segregated Into Separate Taxing Districts

City or County: Sample City

Urban Renewal Area Name: Southside S

Urban Renewal Area Number: 01001

Enter the City or County Area Na

TRIES NOT RELATED TO REBA

Enter certified TIF indebtedness

Enter the TIF increment tax appo

Enter the current year tax list TIF

Enter next fiscal year's projected

FOR REBATE PROPERTY

Pages 6 through 25

Use an individual rebate sheet tab

Enter the Rebate Name at the top

Enter certified TIF indebtedness

on the applicable individual rebat

Change the tab name to the name

The Numbers Below are Formula-driven Totals from the Pages that Follow.

Certified TIF Indebtedness:

Less: TIF Tax Apportioned Prior Fiscal Years:

Less: TIF Tax To Be Apportioned Current Fiscal Year:

Less: TIF Tax To Be Apportioned Next Fiscal Year:

Equals: Projected TIF Indebtedness Remaining at the End of Next Fiscal Year:

*Reduce TIF tax if negative. Individually examine the Rebate Property sheet data on pages 6 through 25 to determine any required actions.

All Except Segregated Rebate Property: (Pages 2 - 5)	Segregated Rebate Property Only: (Pages 6 - 26)
7,600,008	400,000
(4,229,000)	(40,000)
(625,000)	(10,000)
(760,000)	(35,000)
1,986,008 *	315,000

The Numbers Below are Formula-driven Totals from the Pages that Follow.

	All Except Segregated Rebate Property: (Pages 2 - 5)	Segregated Rebate Property Only: (Pages 6 - 26)
Certified TIF Indebtedness:	7,600,008	400,000
Less: TIF Tax Apportioned Prior Fiscal Years:	(4,229,000)	(40,000)
Less: TIF Tax To Be Apportioned Current Fiscal Year:	(625,000)	(10,000)
Less: TIF Tax To Be Apportioned Next Fiscal Year:	(760,000)	(35,000)
Equals: Projected TIF Indebtedness Remaining at the End of Next Fiscal Year:	1,986,008 *	315,000

*Reduce TIF tax if negative. Individually examine the Rebate Property sheet data on pages 6 through 25 to determine any required actions.

Inputs on previous pages now give a summary of the amount of certified debt still outstanding for the UR Area.

COMMON TIF ERRORS & OMMISSIONS

High Risk Area for Errors

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- **Small and large cities & counties**
- **Requirements can be confusing**
- **May not always seek help (or recognize the need to seek help) to understand requirements**
- **Often little guidance from knowledgeable sources at time of certification**

Common Areas for Errors/Noncompliance

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- Not using prescribed forms or equivalent forms with required elements
- No debt created for use of funds
- “Excess” TIF balances
- Unsupported TIF debt certification
- Use of TIF revenues for items not encompassed within the definition of an “urban renewal project”
- Certifying debt before it’s incurred
- Re-certifying previously certified debt

Common Areas for Errors/Noncompliance

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- **Annually appropriated debt**
- **Levying debt service levy for general obligation debt and certifying that same debt as TIF debt**
- **No repayment of inter-fund loans**
- **Interest portion of debt not certified**
- **Interest earned on TIF funds not credited to TIF and that amount de-certified**
- **Debt previously certified is repaid from sources other than TIF, but original debt not de-certified**

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Question Time