

# FY 2017

## TIF Report Instructions

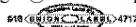


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Updated 07/2017

# Tax Increment Finance Report Instructions

## **PLEASE READ COMPLETELY AS THERE ARE NUMEROUS CHANGES TO TIF REPORTING**

The reporting requirements outlined in the TIF Report form are derived from the Illinois Municipal Code for redevelopment project areas. Tax Increment Finance (TIF) districts are designated under one of two sections: The Tax Increment Allocation Redevelopment Act [65 ILCS 5/11-74.4-3 et. seq.] and the Industrial Jobs Recovery Law [65 ILCS 5/11-74.6-10 et. seq.]. For any problems regarding the submission of the TIF Report forms, please call the Local Government Assistance Hotline at (877) 304-3899.

✓ **NOTE:**

- To ensure proper TIF Report completion and approval by the IOC, please follow the instructions carefully.
- The absence/incorrect upload of required attachments will result in a TIF report rejection by the Illinois Office of the Comptroller (IOC).

## **HOW TO FIND AND DOWNLOAD THE TIF REPORT FORMS**

The template for the FY 2017 TIF Report form (TIFSEC1\_8\_2017.xlsx) is available, in a Microsoft Excel<sup>®</sup> spreadsheet format, on the Office of the Comptroller's website. The template TIF Report form is contained in a zipped file. To download, after logging in to

<http://www.comptrollerconnect.ioc.state.il.us/Office/LocalGovt/TIFReports/UpldTIFRptLogStp1.cfm>

1. Select the TIF template for the district and FY you seek to complete.
1. Click on the corresponding TIF district instruction document.
2. Save the template to a location on your computer

\* If you do not have Microsoft Excel<sup>®</sup>, most spreadsheet software programs can easily convert these files.

## **HOW TO USE THE TIF REPORT TEMPLATE**

1. Create Customized TIF Reports for each TIF district

Open the report template and use the 'Save As' option to create separate TIF reports for each of the TIFs designated by the municipality. We recommend use of a unique file name that clearly identifies the district(s) and FY of the TIF Report.

Example: if the City of AnyTown has three TIF districts named Area\* for FY 2017, the respective file names would be FY2017AnyTown\_EconArea1\_SEC1\_8, FY2017AnyTown\_EconArea2\_Sec1\_8, and FY2017AnyTown\_EconArea3\_Sec1\_8.

2. Create Customized Worksheets Within the TIF Report

Open the customized TIF Report that you created for your TIF district. Sections 1 through 8 are separate worksheets in the same file. These worksheets can be found at the bottom of the spreadsheet and are labeled accordingly. To navigate between sections, click on the worksheet that corresponds to the section you are completing. To facilitate the review process, please answer each question on the TIF Report. If you answer 'Yes' to any of the questions in Section 2, additional documentation is required as part of your TIF Report. These attachments must be in alphabetical order following Sections 1-8 of the TIF Report.

3. Save your work.

We recommend that upon completion of each section, you save your work to safeguard against lost data entry.

✓ **NOTE:** You must enter the TIF name in the corresponding field in Sections 2-8 of your TIF Report. Leaving this field blank will result in rejection of your TIF Report.

## **TIF ADMINISTRATOR CONTACT INFORMATION**

This section contains information about your municipality and the TIF Administrator designated as responsible for submitting TIF Reports on behalf of your municipality. A valid Email address is required and all lines are to be completed. This section must be signed by the designated TIF Administrator before uploading the TIF Report to the website.

✓ **NOTE:** If a new **TIF Administrator** has been designated, you **MUST** submit a letter, signed by the Mayor or Village President, stating the new TIF Administrator's name and contact information or a receive date will not be given. Email the letter to: [LocGovTIF@illinoiscomptroller.gov](mailto:LocGovTIF@illinoiscomptroller.gov) do not include this letter in the upload of TIF Reports.

## **SECTION 1**

List each redevelopment project area (TIF district) administered by the municipality, the date it was designated, and (when applicable) the date terminated. Redevelopment project name and date designated **MUST** be completed.

**Helpful Reminder: Save your work.**

## **SECTION 2**

Input the TIF name, primary use of area, and component type if the primary use is combination/mixed. Indicate from which section of the Illinois Municipal Code the redevelopment project area is designated.

If any of the responses in Section 2 are "Yes", the corresponding attachment **MUST** be included at the end of the TIF Report in alphabetical order.

- Attachment B (CEO Certification) **MUST** accompany each TIF Report.
- Attachment C (Legal Counsel Opinion) **MUST** accompany each TIF Report.
- If Attachment I is yes, Attachment J must also be checked yes and attached.
- Attachment M (Intergovernmental Agreements) requires a **LIST** of intergovernmental agreements. **DO NOT** attach the agreements.

**Helpful Reminder: Save your work.**

## **SECTION 3.1**

Complete Section 3.1 utilizing the basis of accounting presented in the certified audited financial statements for the TIF district. The information input to Section 3.1 of the TIF Report should match the information contained in the audited financial statements. The fund balance at the beginning of the reporting period and all revenue/receipts information must be entered for the reporting year. All other amounts will be automatically calculated. Expenditure/cash disbursement totals will be carried over from Section 3.2.

Input the revenue/cash receipts by source for the current reporting year in Column B. Input the total cumulative revenue/cash receipts for the life of the TIF in Column C.

Cumulative Totals of Revenue/Cash Receipts for life of TIF	=	All prior years Revenue/Cash Receipts	+	Current year Revenue/Cash Receipts
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The column titled ‘**Percent of Total**’ automatically calculates based on each cumulative revenue source divided by the total cumulative revenues.

**Helpful Reminder: Save your work.**

**SECTION 3.2 A**

List itemized expenditures from the special tax allocation fund by category of permissible redevelopment cost. Statutorily permitted categories are set forth in the statute.

Some categories are permissible only to Tax Increment Allocation Redevelopment TIF districts and others to Industrial Jobs Recovery TIF districts (see form Section 3.2 A).

The categories of permissible redevelopment costs are included in 65 ILCS 5/11-74.4-3 (q) and 65 ILCS 5/11-74.6-10 (o). These are described below in summary. Address questions on the categorization or permissibility of a particular cost to your municipality’s legal counsel or accountant.

1. Cost of studies, surveys, development of plans, and specifications. Implementation and administration of the redevelopment plan, staff and professional service cost.
2. Annual administrative cost.
3. Cost of marketing sites.
4. Property assembly cost and site preparation cost.
5. Costs of renovation, rehabilitation, reconstruction, relocation, repair or remodeling of existing public or private building, leasehold improvements, and fixtures within a redevelopment project area.
6. Costs of the construction.
7. Costs of eliminating or removing contaminants and other impediments.
8. Cost of job training and retraining projects.
9. Financing costs.
10. Capital costs.
11. Cost of reimbursing school districts for their increased costs caused by TIF assisted housing projects.
12. Cost of reimbursing library districts for their increased costs caused by TIF assisted housing projects.
13. Relocation costs.
14. Payments in lieu of taxes.
15. Costs of job training and retraining advanced vocational or career education.
16. Interest cost incurred by redeveloper or other nongovernmental persons in connection with a redevelopment project.
17. Cost of day care services.
18. Other.

**\*This section has three (3) pages labeled Page 1, Page 2, and Page 3**  
**Helpful Reminder: Save your work.**

## **SECTION 3.2 B**

Information in this section is not required by law, but would be helpful in creating fiscal transparency.

**Helpful Reminder: Save your work.**

## **SECTION 3.3**

### **1. Description of Debt Obligations**

Does the municipality have any outstanding bonds, notes, or other obligations for this redevelopment project area?

- If NO move to Question 2.
- If YES, for each bond issue, note, or other obligation include a description and state the amount of the fund balance designated for the subsequent reporting periods.

### **2. Description of Project Costs to be paid**

Did the redevelopment project area have any redevelopment project costs during or prior to the reporting period (other than obligations listed above) for projects consistent with the redevelopment plan that remain unpaid?

- If YES, list with amount(s) designated, then enter total.

### **Total Amount Designated for Obligations and Total Amount Designated for Project Costs**

Total Amount Designated for Obligations and Total Amount Designated for Project Costs are added together and then subtracted from Fund Balance, End of Reporting Period. If the resulting amount is a surplus, the municipality may be required to disburse the surplus to overlapping taxing districts. This amount carries over to section 3.1 of the TIF Report.

**Helpful Reminder: Save your work.**

## **SECTION 4**

Please complete one full description per property purchased. If needed, additional lines for property can be added to the bottom of the page.

**Helpful Reminder: Save your work.**

## **SECTION 5**

Section 5 seeks information regarding both public and private investments in this redevelopment project area that have been undertaken after November 1, 1999 and are estimated to be undertaken during the year following the current fiscal year reporting. The report calculates the ratio of private to public investment. Please provide the information on a project-by-project basis.

**You must select either OPTION 1 or OPTION 2 for the TIF Report to be considered complete.**

**This section cannot be left blank.**

If **no** projects were undertaken by the municipality, mark Option 1 in the box at the top of the section with an 'X'.

If projects **were** undertaken by the municipality, select Option 2. You are also required to answer 2a; please enter a number based on the undertaken projects.

- If projects were undertaken, enter the project name under each project title number listed directly above the box titled '**Private Investment Undertaken**'.

Section 5 provides Pages 1-3 to accommodate up to twenty-five projects. Page one **MUST** be included with the Report as it is part of the official TIF Report.

✓ <b>NOTE:</b> Pages 2 and 3 of Section 5 are to be included <b><u>only</u></b> if projects are listed.
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**Helpful Reminder: Save your work.**

### **SECTION 6 THROUGH SECTION 8**

Information in Sections 6-8 is not required by law, but may be helpful in evaluating the TIF. Though completion of Sections 6-8 is optional, they must be submitted as part of the TIF Report. Omission of these sections will result in the rejection of the TIF Report.

**Section 8 is the last section of the TIF Report. Save your work upon completion.**

**Completed TIF Reports are to be uploaded as follows:**

**EXCEL SECTION:**

Section 1

Section 2

Section 3.1

Section 3.2 A consisting of three pages

Section 3.2 B

Section 3.3

Section 4

Section 5 \*Pages 2-3 are extra and are to be included **ONLY** if projects are listed on these pages

Section 6-8

Attachments pertaining to Section 2 must be uploaded after Section 8.

**YES ON SECTION 2:**

**ATTACHMENTS ARE TO BE UPLOADED IN ALPHABETICAL ORDER AS FOLLOWS:**

Attachment A: Amendment to redevelopment plan: If applicable.

Attachment B: Chief Executive Office Certification: **Must be included with Report.**

Attachment C: Legal Counsel Opinion: **Must be included with Report.**

Attachment D: Activities undertaken in furtherance of the objective of plan: If applicable.

Attachment E: Agreements entered in regard to disposition or redevelopment of property: If applicable.

Attachment F: Additional information on use of all funds: If applicable.

- Attachment G: TIF advisors/consultants entering into contracts with entities/person receiving payment financed by TIF: If applicable.
- Attachment H: Joint Review Board meeting minutes: If applicable.
- Attachment I: Obligations issued: If applicable.
- Attachment J: Analysis prepared: If applicable.
- Attachment K: Audited Financial Statements (Audit) once cumulative deposits equal to or greater than \$100,000 are made. After amount is reached, every following TIF Report(s) **Must** have Attachment K (Audit) attached.
- Attachment L: Auditor's compliance letter certifying compliance of sub-section Q... once cumulative deposits equal to or greater than \$100,000 of Incremental Revenue are made. After this amount is reached, every following TIF Report(s) **Must** have the auditor compliance letter attached.
- Attachment M: Currently in effect intergovernmental agreements which the municipality is a part of. Attach a list only, not the actual agreements. (Spreadsheet available upon request).

✓ **NOTE:** Header pages are **not** accepted. Please properly label your attachments.

**\*For instructions on how to upload TIF reports refer to the 'TIF Upload Instruction Document'.**  
**If the TIF Report is not uploaded per these instructions, the TIF Report will be rejected by the IOC, and the government reporting obligation will be considered outstanding, and may be subject to fines for delinquency.**