



## **Tax Increment Finance Report Instructions**

The reporting requirements outlined in this form are derived from the Illinois Municipal Code for redevelopment project areas, Tax Increment Finance (TIF) districts 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 preparation or submission of this form, please call the **Local Government Assistance Hotline at (877) 304-3899**.

The spreadsheets are available on our website at: [www.ioc.state.il.us](http://www.ioc.state.il.us). The electronic version of this form is available in Microsoft Excel<sup>®</sup>. If you do not have Microsoft Excel<sup>®</sup>, most spreadsheet software programs can easily convert these files. If your program will not support this format, please contact the Local Government TIF Administrator at (312) 814-4780.

Mail all documents to: **IL Office of the Comptroller, Local Government Division, 100 W. Randolph, Suite 15-500, Chicago, IL 60601**. Please label all of your mail with the municipality name and unit code number (located in the upper right corner of the *Contact Information Section*).

✓ **NOTE:** Please do not e-mail documents. Submit TIF report and all attachments, at the same time, this will greatly facilitate the review process.

### **Opening the Forms and Spreadsheet Files**

The forms and spreadsheets are available on our website at: [www.ioc.state.il.us](http://www.ioc.state.il.us). Log on to the Comptroller's website and point to "*Departments and Applications*", highlight "*Local Government*" and click on "*Home*". On the Local Government Division page highlight "*TIF Districts in Illinois*" and click on "*Download Forms/Instructions*" to access the TIF you need. This is a zipped file that contains one PDF file and one Microsoft Excel<sup>®</sup> file. Double click on this file to open it, you will need WinZip<sup>®</sup> to open this file. You can download the free evaluation version of WinZip<sup>®</sup> at [www.winzip.com](http://www.winzip.com).

Once you have opened the zipped file click on *Extract* at the top of the WinZip<sup>®</sup> box. Choose the path where you would like the file to be saved. This will allow you to take the unzipped files and save it onto your computer. Once extracted, you will be able to work on the files directly off of your computer.

Open the template file **2004Instructions\_SEC1.pdf** by double clicking on it. This document contains the instructions and *Section 1* of the TIF form. You will need Adobe Acrobat Reader<sup>®</sup> in order to open this file. If your computer does not have Adobe Acrobat Reader<sup>®</sup> you can download it at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html). If your software program cannot read these file types, contact the TIF Administrator, at (312) 814-4780.

Open the template file **TIFSEC2\_8.xls** for *Sections 2 through 8* of the forms. If your software program will not read Excel files, please contact the Local Government Assistance Hotline at (877) 304-3899. **After you open the file, note that *Sections 2 through 8* are eight separate worksheets in the same file (located at the bottom of the spreadsheet). To move from page to page, single click on the tab that corresponds to the worksheet you wish to use.**

### **Saving Files**

After you have opened the template file **TIFSEC2\_8.xls** and enter data, you must save each file with a unique file name. For example, after the City of Any town has completed *Section 1*, it would save that file as "AnytwnTIFSEC1" After it has completed *Sections 2 through 8* for their "North River TIF", it would save that file as "NRiverTIFSEC2\_8".)



### **TIF ADMINISTRATOR CONTACT INFORMATION**

This section contains information about your municipality and the **TIF Administrator** (the contact person on record at the Comptroller's Office who has been designated as responsible for submitting TIF reports on behalf of your municipality). Pre-printed information may appear on the TIF report, which is based on data submitted for your municipality in previous years.

If any of the information listed for your government is incorrect or missing, please enter the appropriate changes and submit it with your TIF information. 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.

### **SECTION 1**

*Section 1* is located in the file **2004Instructions\_SEC1.pdf**. List each redevelopment project area (TIF district) administered by the municipality, the date it was designated and (where applicable) the date terminated. After completing the *Contact Information Section* and *Section 1*, it must be signed by the designated TIF administrator and mailed with your report as well as any required paper documents.



### **SECTION 2 through SECTION 8**

*Sections 2 through 8* are located in a separate template file named **TIFSEC2\_8.xls**. **One copy of this file should be completed and saved for each redevelopment project area (TIF district) designated by the municipality.** After opening the **TIFSEC2\_8.xls** file, click on 'file', 'save as'. Please name each TIF district's *Section 2 through 8* information in a separate file with a unique name that includes at least part of the name of the TIF District for which you are reporting.

- ✓ **NOTE:** FY and TIF Name are included as a footer on each page of the TIF Report. You will have to enter the TIF Name in the footer portion of your spreadsheet by clicking **View** on the toolbar, select "*Header and Footer*", click on the "*Header/Footer*" tab on the popup, select the "*Custom Footer*" and type the TIF Name in the "*Right Section*". This must be done for each page of the Excel spreadsheet.

## **# SECTION 2**

List the name of the redevelopment project area (TIF district), its primary focus or use, and component types (if primary use is combination/mixed). You should also indicate the section of the Illinois Municipal Code the redevelopment project area was designated.

In addition to this form, you are required to provide the attachments listed in *Section 2*, when applicable. *Attachments B & C* can be sent for each redevelopment project or you can complete one with all of your government's redevelopment projects listed on attachment.

**Again, please submit all forms and documents together when the entire report is complete. Answer each question on the form and clearly label any documents provided. This also will facilitate the review process.**

## **# SECTION 3.1**

Input the revenue/receipt information for the cumulative column. The column titled "Cumulative" is necessary to determine a balance by source as required by statute. The column titled "Percent of Total" automatically calculates based on each cumulative revenue source divided by the total cumulative revenues. If a surplus is calculated (see *Section 3.3*), it will be assumed that the sources of the surplus will be prorated based on the percentage of cumulative revenues collected, not based on current year revenue alone.

*Complete Section 3.1* utilizing the basis of accounting presented in the certified audited financial statements. Therefore, the reporting year information should be the same information as presented in the audited financial statements. The fund balance at the beginning of the reporting period and all revenue/receipts information will need to be entered for the reporting year. All other amounts will be calculated. In addition, expenditure/cash disbursement totals should be carried over from *Section 3.2A*.

## **# 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 3.2A*). If additional rows are needed to report itemized expenditures under a particular category, please type "Other" into the last available row and attach a schedule detailing the remainder of the expenditures.

Permissible costs may be entered under each category of natural classification (i.e., legal services, engineering fees) or by function/type of expenditure (i.e., salaries, contractual services). **For any expenditure over \$10,000, you must also complete *Section 3.2 B*.**

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. Costs of studies, surveys, development of plans, and specifications, implementation and administration of the redevelopment plan.
2. Marketing costs.
3. Property assembly costs.
4. Costs of rehabilitation, reconstruction/repair, or remodeling of existing public or private buildings.
5. Costs of the construction of public works or improvements.
6. Costs of eliminating or removing contaminants and other impediments.
7. Costs of job training and retraining projects.
8. Financing costs.
9. Approved capital costs.
10. Reimbursement to school districts.
11. Relocation costs.
12. Payment in lieu of taxes
13. Costs of job training.
14. Interest cost incurred by a redeveloper related to the construction, renovation or rehabilitation of a redevelopment project.
15. Cost of construction of new housing.
16. Cost of day care services.

### **■ SECTION 3.2 B**

This schedule should include all payments made in excess of \$10,000 to other municipal funds for reimbursement of TIF eligible expenditures. Information requested includes payee name and the total paid to that entity during the fiscal year. This information should be available in your municipal treasurer's report.

### **■ 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**, enter "NA" under **Description of Obligation** and 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.

✓ **NOTE:** The amount designated can be shown up to the total amount of principal and interest due on any debt obligations in future years. It is not limited to the current portion of principal and interest.

## 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
- If **NO**, enter “NA” under **Description of Redevelopment Project Costs to be Paid** and “zero” in **Total Amount Designated for Project Costs**.

✓ **NOTE:** Future project costs can include unexecuted portions of contracts as well as projects planned but not yet contracted.

## 3. 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**. Record **Surplus/ (Deficit)** below. If the resulting amount is a surplus, the municipality may be required to disburse the surplus to overlapping taxing districts.

### **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.

### **SECTION 5**

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

### **SECTION 6 through SECTION 8 (OPTIONAL)**

Although the completion of these sections is optional, the data provided can be most useful in analyzing the success of the TIF program when measured against other reporting TIF districts.

Fiscal Year End:        /        /**2004**