STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

TAX INCREMENT FINANCE REPORT INSTRUCTIONS

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 preparation or submission of the TIF Report forms, please call the **Local Government Assistance Hotline at (877) 304-3899 or June Canello, at 312-814-4780.**

✓ **PLEASE NOTE A CHANGE IN HOW YOU SUBMIT TIF REPORTS**

- TIF Reports, including attachments, must still be submitted to the Office of the Comptroller in separate PDF files for **each** TIF district.
- A new application, Upload TIF Reports, is available that will replace the emailing of TIF Reports.
- For more details, download the Quick Start insert provided in the TIF section of the Download Center

HOW TO FIND AND DOWNLOAD THE TIF REPORT FORMS

The **template** for the FY 2015 TIF Report form (**TIFSEC1_8_2015.xlsx**) is available, in a Microsoft Excel*© spreadsheet format, on the Office of the Comptroller's website. The **template** TIF Report form is contained in a zipped^ ( ) file. To download this zipped file, go to www.illinoiscomptroller.com and then:

- Click on Departments
- Click on Local Government Division
- Click on Download Center
- Click on TIF Report Forms/Instructions
- Click on the TIF Forms and Instructions for the correct FY that you need
- Save the zipped **template** file

***** If you do not have Microsoft Excel©, most spreadsheet software programs can easily convert these files.
^The zipped files can be opened using the WinZip© program. Download the program at www.winzip.com.

HOW TO EXTRACT THE TIF REPORT FORM

Open the zipped template that you saved. Once you have opened the zipped file click on *Extract* at the top of the WinZip© box. Choose the location (path) where you would like the TIF Report form **template** file (TIFSEC1_8_2015.xlsx) to be saved on your computer. Once you have extracted this file, you will be able to access it from your computer.

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HOW TO USE THE TEMPLATE TIF REPORT FORMS

Create Customized TIF Report forms for each TIF District

First, open the TIF Report template form and use your 'Save As' option to create separate TIF Report forms for each of your redevelopment project areas (TIF Districts) designated by the municipality. Be sure to use a unique file name that clearly identifies the TIF District(s) and FY represented in the TIF Report.

For example, if the City of AnyTown has three TIF Districts named TIF1, TIF2, and TIF3 for FY 2015 then they should use the template to create three separate Excel files (FY2015AnyTown_TIF1_SEC1_8, FY2015AnyTown_TIF2_SEC1_8, and FY2015AnyTown_TIF3_SEC1_8)

Create Customized Worksheets Within the TIF Report forms

Open the customized TIF REPORT form(s) that you have created for your TIF Districts. Note that *Sections 1 through 8* are nine separate worksheets in the same file. These worksheets are located at the bottom of the spreadsheet as tabs. To move from page to page, simply click on the tab that corresponds to the worksheet you wish to use. In order to facilitate the review process, please answer each question on the TIF Report form. **In addition, take note that if you answer 'Yes' to any of the questions in Section 2, it is necessary for you to enclose the requested documentation as part of your TIF Report. These attachments are to be in alpha order after sections 1-8 of the TIF report.**

- ✓ **NOTE: *FY*** and ***TIF Name*** are **NO** longer in the footer on each page of the TIF Report form. It can now be found at the top of each TIF report form page. FY 2015 is already populated; you will have to type in the TIF name.

HOW TO SUBMIT YOUR COMPLETED TIF REPORT FORMS

TIF Administrators will **NO** longer e-mail your government's TIF Reports to the Office of the Comptroller. Any TIF reports FY 2010 onward have to be uploaded by the government.

In an effort to make it easier for TIF Administrators to submit their Annual TIF Reports electronically, a new application is now available on the Illinois State Comptroller's website. This application, **Upload TIF Reports**' will allow TIF Administrators to upload a **single** PDF-formatted TIF Report for **each** of their TIF Districts. All TIF Administrators were mailed the password and a Quick Start inserts to help them use the new application. The Quick Start insert is also available online. Call our **Local Government Assistance Hotline Phone Number** (877) 304-3899 if you need help using the new application.

⌗ TIF ADMINISTRATOR CONTACT INFORMATION

This section should contain information about your municipality and the **TIF Administrator** (the contact person on record at Office of the Comptroller who has been designated as responsible for submitting TIF reports on behalf of your municipality). **All TIF Administrators must provide a valid e-mail address that can be used to contact them regarding the TIF Districts they are responsible for**. All Lines should be completed. This section must be signed by the designated TIF Administrator **before** your TIF Report is submitted to the Office of the Comptroller.

- ✓ **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. This letter should be emailed to June Canello at caneljm@mail.ioc.state.il.us and not included 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 (where applicable) the date terminated. Redevelopment project name and date designated **MUST** be completed.

⌗ SECTION 2

List the name of the redevelopment project area (TIF district) this is the top line and **MUST** be completed, 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*, if any of these are checked yes, the attachment **MUST** be included at the end of the TIF report in alpha order.

- **Attachment B (CEO Certification) must accompany each TIF district report**.
- **Attachment C (Legal Counsel Opinion) must accompany each TIF district report**.
- **Attachment M (Intergovernmental Agreements) requires a list ONLY, not the actual agreements.**
- **In addition, take note that if you answer 'Yes' to any of the questions in Section 2, it is necessary for you to enclose the requested documentation as part of your TIF Report. These attachments are to be in alpha order at the end of sections 1-8 of each TIF report.**

⌗ 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.* Total Amount Designated also carries forward from *section 3.3.*

*Cumulative totals **MUST** be entered for **ANY** column that has an amount in it.

⌗ 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: property acquisition, building demolition, site preparation and environmental site improvement 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 related to obligations issued by municipality.
9. Approved taxing district capital costs.
10. Reimbursement to school districts.
11. Relocation costs.
12. Payment in lieu of taxes
13. Costs of job training.
14. Cost of reimbursing private developers for interest expenses incurred on approved redevelopment projects
15. Cost of construction of new housing.
16. Cost of day care services.

***This section has three (3) pages labeled Page 1, Page 2 and Page 3**

⌗ 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. 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.

⌗ 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. At the top of this page, please check off **EITHER** NO projects were undertaken by the Municipality or if you **DO** have projects then you **MUST** put the total numbers of projects listed. Section 5 provides Pages 1-3 to accommodate up to 25 projects. Page one **MUST BE INCLUDED** with the TIF report, even if there are NO projects listed. Pages 2-3 should be included **IF** projects are listed. Please **NOTE** if you do have projects listed then the name of the project **MUST** be filled in. The name is typed directly below the title (e.g. only **Project 1:** etc.).

⌗ 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.

UPLOADED TIF REPORTS SHOULD BE UPLOADED FOR EACH TIF DISTRICT AS FOLLOWS:

Section 1
Section 2
Section 3.1
Section 3.2 A
Section 3.2 B
Section 3.3
Section 4
Section 5 (page 2-3 only if projects are listed)
Section 6-8

Attachment A	If applicable
Attachment B	Must be included with report
Attachment C	Must be included with report
Attachment D	If applicable
Attachment E	If applicable
Attachment F	If applicable
Attachment G	If applicable
Attachment H	If applicable
Attachment I	If applicable
Attachment J	If applicable
Attachment K	Attach if cumulative deposits EQUAL or GREATER than $100,000 are made
Attachment L	Attach if cumulative deposits of INCREMENTAL REVENUE of $100,000 are made
Attachment M	Attach LIST only if this applies, not the actual agreements. (Spreadsheet available upon request)

- **HEADER PAGES ARE NOT ACCEPTED.**