Commonly Asked Question

Is there a penalty for delinquent TIF Reports?

- There is no penalty for delinquent TIF Reports, however, there is a list prepared annually by the IOC of municipalities with TIF districts that did not submit a TIF Report. Such communities are contacted by the IOC and informed of their delinquent status.

How often does the Joint Review Board meet?

- The Joint Review Board is required to meet annually 180 days after the close of the municipal fiscal year or as soon as the redevelopment project audit (and the annual report of which it is part) becomes available. A copy of the TIF Report should be submitted to each of the taxing districts that overlap the TIF district prior to this meeting.

Is transferring TIF funds from one TIF district to another adjacent TIF district a legally permissible TIF cost?

- You should consult with your legal counsel to determine what are permissible costs.

If a TIF district has been inactive, is the municipality still required to file a TIF Report?

- Yes, if there has been no activity, the financial forms should reflect this. All other items, such as CEO certification, legal opinion, activity statement, etc. must be filed as part of the TIF Report.

The following attachments must be included with the Annual TIF Report:

- Certified audit for special tax allocation funds that have accumulated over $100,000 in incremental tax revenue since inception
- The audit report shall contain a letter from the independent certified public accountant indicating compliance or noncompliance with the requirements of subsection (q) of Section 11-74.4-3
- A brief activity statement that summarizes fiscal year activities undertaken to further TIF Redevelopment Plan goals and objectives
- TIF Administrator must attest to completeness and accuracy of the Report
- Certification of compliance letter by municipal chief executive officer
- Opinion by legal counsel that municipality has complied with the TIF Act

Additional Frequently Asked Questions are available at:
www.ioc.state.il.us
www.illinois-tif.com

Office of the State Comptroller

100 West Randolph Street,
Suite 15-500
Chicago, Illinois 60601-3252
Phone: (877) 304-3899
Fax: (312) 814-2986
Website: www.ioc.state.il.us

Illinois Tax Increment Association

300 East Monroe Street
Suite #204
Springfield, Illinois 62701-1466
Phone: (217) 523-4905
Fax: (217) 391-4371
Website: www.illinois-tif.com

Tax Increment Finance

Reporting Guide

DANIEL W. HYNES
COMPTROLLER
www.ioc.state.il.us

This guide was developed in conjunction with the IL Office of the Comptroller (IOC) and the IL Tax Increment Association (ITIA). It was created in order to provide information to municipalities that have one or more Tax Increment Finance (TIF) districts and must submit an annual TIF Report for each TIF district to the IOC.

Effective in November 1999, 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.] require all Illinois municipalities with one or more TIF districts to annually file information with the IOC.

The following agencies assist in the completion of the annual TIF report:

IL Office of the Comptroller (IOC)
www.ioc.state.il.us

- Central repository for annual TIF Reports
- Annually distributes forms and instructions to municipalities
- Makes TIF Reports available for public inspection

IL Tax Increment Association (ITIA)
www.illinois-tif.com

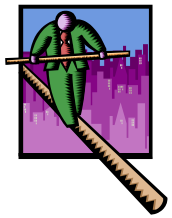
- Sponsors semi-annual conferences and quarterly newsletters for its members, designed to keep them up to date regarding local and state economic development issues and laws pertaining to tax increment financing
- Organizes and conducts workshops and seminars on critical TIF issues
- Provides its members with numerous opportunities for professional dialogue, research, education and exchange of information

Responsibilities of TIF Municipalities

- Submit annual TIF Report to the IOC 180 days after the municipal fiscal year ends (or as soon thereafter as the audited financial statements become available)
- Conduct annual joint review board (JRB) meeting following submission of the annual TIF Report to the IOC
- Distribute copies of the annual TIF Report to all overlapping taxing districts and interested parties
- Select TIF Administrator (responsible for the completion and submission of the TIF Report)

Responsibilities of the TIF Administrator

- Coordinate annual TIF reporting process for the municipality
- Sign TIF Report approved by the municipality
- Prepare and submit reports to IOC and overlapping taxing jurisdictions, convene annual JRB, mail notices to interested parties
- Monitor deadlines, report components, compliance audit for individual Special Tax Allocation Fund(s)
- Monitor TIF budget and accounting of TIF fund(s)
- Confirm eligible expenditures & accurate receipt of TIF revenue
- Determines surplus
- Identify amendments to plan such as boundary extensions, district terminations, etc.



Responsibilities of Municipal or TIF Attorney

- Answer and /or opine on any questions regarding permissible redevelopment costs

Responsibilities of Auditor

- Prepare a Certified Audit for Special Tax Allocation Fund(s) that have accumulated over $100,000 in incremental tax revenue since inception
- The audit report shall contain a letter from the independent certified public accountant indicating compliance or noncompliance with the requirements of subsection (q) of Section 11-74.4-3

Annual TIF Report Basics

- The TIF Report is due 180 days after the municipal fiscal year ends (or as soon thereafter as the audited financial statements become available)
- The Report must be signed by the TIF Administrator
- If there is a change in TIF Administrator, a letter from the Mayor **MUST** be included with the TIF Report
- CEO and legal certification must be included with report even if there is NO activity in the TIF district
- The annual TIF Report is due even if the district did not receive increment or was inactive
- Illinois statutes do not allow the IOC to grant extensions for late report submission