

Chapter 19

Indebtedness Reports

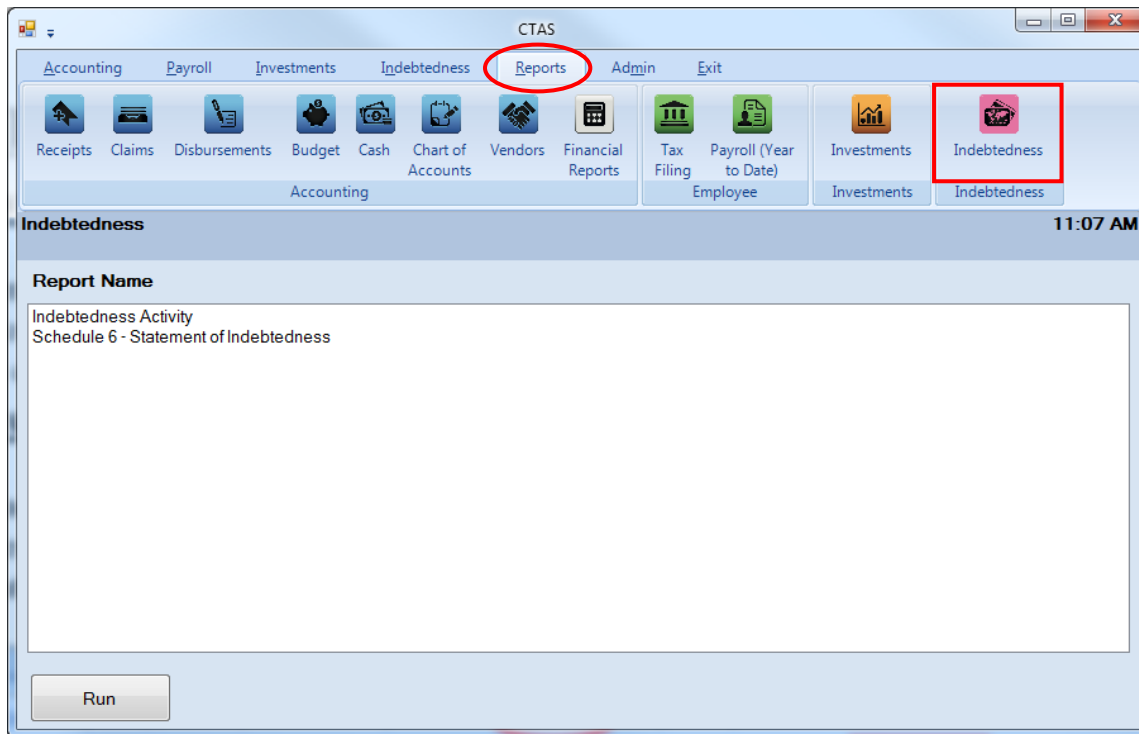
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Indebtedness Reports: Introduction

There are two reports that you can create and print from the Indebtedness Reports section. The following pages will define each report and provide instructions for printing each one. In addition, this chapter will explain how to use the Export feature on the print preview (Report Viewer screen).

Accessing the Indebtedness Reports Section

To access the Indebtedness Reports Section, click on the Reports tab (circled) in the Task Bar, then click on the Indebtedness icon (boxed). The Indebtedness Reports screen will appear, listing all the reports you can create and print.

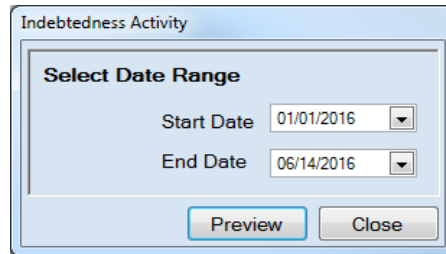


To select the report you want to create, highlight the report name and click the Run button at the bottom of the Indebtedness Reports screen.

Indebtedness Reports: Printing the Indebtedness Activity Report

The Indebtedness Activity Report is designed to provide you with the information on the principal payments on the outstanding debt. This report should be printed and compared to the indebtedness statements received.

To print an Indebtedness Activity report, highlight Indebtedness Activity on the Indebtedness Report Name screen and click the Run button (see previous page).



The screenshot shows a dialog box titled "Indebtedness Activity". Inside the dialog, there is a section titled "Select Date Range". Below this title, there are two date selection fields. The first is labeled "Start Date" and contains the text "01/01/2016". The second is labeled "End Date" and contains the text "06/14/2016". Both fields have a small downward-pointing arrow on their right side, indicating they are dropdown menus. At the bottom of the dialog box, there are two buttons: "Preview" and "Close".

On the Indebtedness Activity screen:

- Enter the beginning date for the Indebtedness Activity to be included in this report in the Start Date field, or use the calendar by clicking on the down arrow at the end of the field.
- Enter the ending date for the Indebtedness Activity to be included in this report in the End Date field, or use the calendar by clicking on the down arrow at the end of the field.
- Click the Preview button and the print preview (Report Viewer screen) will appear.

Indebtedness Reports: Printing the Indebtedness Activity Report (continued)

After reviewing the preview, click on the Printer icon (circle, left) to begin printing the report. To close the print preview screen, click the red “X” (circle, right).

CTAS Report Viewer

7/27/2016

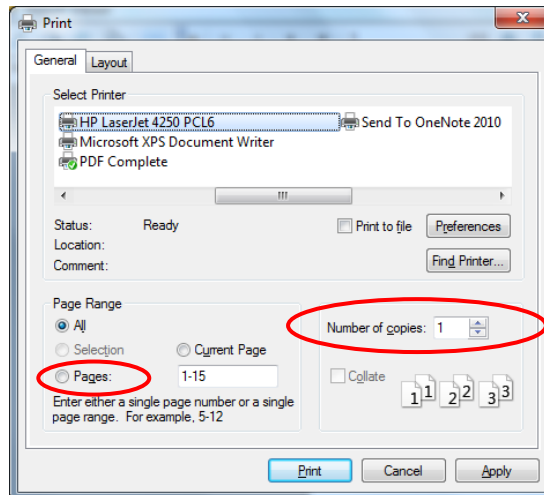
New Township
Indebtedness Activity Report
1/1/2016 To 6/14/2016

Bonded Indebtedness	Outstanding Beginning of Period	Issued	Date Paid	Amount Paid	Outstanding End of Period
General Obligation					
Plow Truck Bond	\$10,000.00	\$0.00	02/23/2016	5,000.00	\$5,000.00
Tax Increment Bonds					
Special Assessment Bonds					
General Obligation Revenue Bonds					
Sewer Revenue Bond	\$10,000.00	\$0.00		0.00	\$10,000.00
Revenue Bonds					
Total Bonded Indebtedness	\$20,000.00	\$0.00		\$5,000.00	\$25,000.00
Other Long Term Debt					
Plow Truck Loan	\$24,800.00	\$0.00		0.00	\$24,800.00
Short Term Debt					
Operating Loan	\$500.00	\$0.00		0.00	\$500.00
Total Indebtedness	\$45,300.00	\$0.00		\$5,000.00	\$75,600.00

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Indebtedness Reports: Printing the Indebtedness Activity Report (continued)

After clicking on the Printer icon, the Print screen appears.



By clicking the Pages radio button (circled, left), you can choose to print only certain pages of the report. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report.

To close the report:

- Click the red “X” icon on the Report Viewer screen (previous page).
- Click the Close button on the Indebtedness Activity screen.

Indebtedness Reports: Printing the Indebtedness Activity Report (continued)

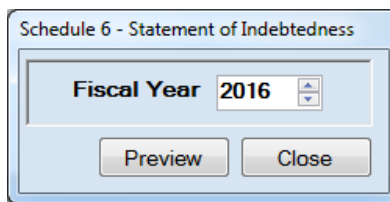
Sample Indebtedness Activity Report

New Township Indebtedness Activity Report 1/1/2016 to 6/14/2016					
Bonded Indebtedness	Outstanding Beginning of Period	Issued	Date Paid	Amount Paid	Outstanding End of Period
General Obligation Plow Truck Bond	\$10,000.00	\$0.00	02/23/2016	\$ 5,000.00	\$5,000.00
Tax Increment Bonds					
Special Assessment Bonds					
General Obligation Revenue Bonds Sewer Revenue Bond	\$10,000.00	\$0.00		0.00	\$10,000.00
Revenue Bonds					
<u>Total Bonded Indebtedness</u>	<u>\$20,000.00</u>	<u>\$0.00</u>		<u>\$0.00</u>	<u>\$20,000.00</u>
Other Long Term Debt Plow Truck Loan	\$24,800.00	\$0.00		0.00	\$24,800.00
Short Term Debt Operating Loan	\$500.00	\$0.00		0.00	\$500.00
<u>Total Indebtedness</u>	<u>\$45,300.00</u>			<u>\$5,000.00</u>	<u>\$40,300.00</u>
Report Version: 03/27/2015	Page -1 of 1				

Indebtedness Reports: Printing the Schedule 6 - Statement of Indebtedness

The Statement of Indebtedness displays the outstanding indebtedness for the fiscal year selected. Schedule 6 is a required part of the financial statements for cities. Towns also should include Schedule 6 as part of their financial statements when they have outstanding indebtedness.

To print a Statement of Indebtedness, highlight Schedule 6 - Statement of Indebtedness on the Indebtedness Report Name screen (see [page 19-1](#) for instructions) and click the Run button.



To view the indebtedness report:

- To change the fiscal year, enter the year or click the up or down arrow next to the fiscal year.
- Click the Preview button. The print preview (Report Viewer screen) appears, as shown on the next page.

Indebtedness Reports: Printing the Schedule 6 - Statement of Indebtedness (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 19-4](#) for printing instructions)

SCHEDULE 6

New Township
STATEMENT OF INDEBTEDNESS
For the Year Ended December 31, 2016

	Interest Rate	Issue Date	Final Maturity Date	Outstanding Jan 1, 2016	Issued in 2016	Paid in 2016	Outstanding Dec 31, 2016
Bonded Indebtedness							
General Obligation*							
Plow Truck Bond	3.40	07/21/2014	09/24/2030	\$10,000.00	\$0.00	\$5,000.00	\$5,000.00
Total General Obligation*				<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$5,000.00</u>
Tax Increment Bonds							
Total Tax Increment Bonds				<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Special Assessment Bonds							
Total Special Assessment Bonds				<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
General Obligation Revenue Bonds							
Sewer Revenue Bond	3.50	07/21/2014	12/18/2024	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Total General Obligation Revenue Bonds				<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,000.00</u>
Revenue Bonds							
Total Revenue Bonds				<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Bonded Indebtedness				<u>\$20,000.00</u>	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$15,000.00</u>
Other Long Term Debt							
Plow Truck Loan	2.90	04/23/2014	04/23/2024	\$24,800.00	\$0.00	\$0.00	\$24,800.00
Total Other Long Term Debt				<u>\$24,800.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$24,800.00</u>
Short Term Debt							
Operating Loan	9.30	07/21/2014	10/23/2014	\$500.00	\$0.00	\$0.00	\$500.00
Total Short Term Debt				<u>\$500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$500.00</u>
Total City Indebtedness				<u>\$45,300.00</u>	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$40,300.00</u>
				[a]		[b]	[c]

Note:
 [*] Special Assessment Bonds and Revenue Bonds with General Obligation backing should not be classified as General Obligation Bonds
 [a] The Jan. 1 balance should agree with the Dec. 31 balance of the prior year.
 [b] Amounts paid should agree with the amounts shown as principal paid on Schedule 2 and 4.
 [c] Bonds maturing January 1, which are paid on or before December 31, should not be included in the balance outstanding at December 31.

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To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Schedule 6 – Statement of Indebtedness screen.

Indebtedness Reports: Printing the Schedule 6 - Statement of Indebtedness (continued)

Sample Schedule 6 - Statement of Indebtedness Report

SCHEDULE 6							
New Township							
STATEMENT OF INDEBTEDNESS							
For the Year Ended December 31, 2016							
<u>Bonded Indebtedness</u>	<u>Interest Rate</u>	<u>Issue Date</u>	<u>Final Maturity Date</u>	<u>Outstanding Jan 1, 2016</u>	<u>Issued in 2016</u>	<u>Paid in 2016</u>	<u>Outstanding Dec 31, 2016</u>
General Obligation*							
Plow Truck Bond	3.40	07/21/2014	09/24/2030	\$10,000.00	\$0.00	\$5,000.00	\$5,000.00
Total General Obligation*				\$10,000.00	\$0.00	\$5,000.00	\$5,000.00
Tax Increment Bonds							
Total Tax Increment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
Special Assessment Bonds							
Total Special Assessment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
General Obligation Revenue Bonds							
Sewer Revenue Bond	3.50	07/21/2014	12/18/2024	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Total General Obligation Revenue Bonds				\$10,000.00	\$0.00	\$0.00	\$10,000.00
Revenue Bonds							
Total Revenue Bonds				\$0.00	\$0.00	\$0.00	\$0.00
Total Bonded Indebtedness				\$20,000.00	\$0.00	\$5,000.00	\$15,000.00
Other Long Term Debt							
Plow Truck Loan	2.90	04/23/2014	04/23/2024	\$24,800.00	\$0.00	\$0.00	\$24,800.00
Total Other Long Term Debt				\$24,800.00	\$0.00	\$0.00	\$24,800.00
Short Term Debt							
Operating Loan	9.30	07/21/2014	10/23/2014	\$500.00	\$0.00	\$0.00	\$500.00
Total Short Term Debt				\$500.00	\$0.00	\$0.00	\$500.00
Total City Indebtedness				\$45,300.00	\$0.00	\$5,000.00	\$40,300.00
				[a]		[b]	[c]
Note:							
[*] Special Assessment Bonds and Revenue Bonds with General Obligation backing should not be classified as General Obligation Bonds							
[a] The Jan 1 balance should agree with the Dec 31 balance of the prior year.							
[b] Amounts paid should agree with the amounts shown as principal paid on Schedule 2 and 4.							
[c] Bonds maturing January 1, which are paid on or before December 31, should not be included in the balance outstanding at December 31.							
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Indebtedness Reports: Creating a PDF Version of a Report

This section will explain how to create a PDF version of a report and describe how to view the report it creates.

The Export Report icon (circled) is located on the far left of the top bar of the print preview (Report Viewer) screen. By using the Export Report icon, you can print a report to a Portable Document Format (PDF), which can be viewed in free Acrobat Reader software, or to another format. A PDF file can be attached to an e-mail, and anyone with a PDF reader can open the file.

To convert a report to a PDF file, click the Export report icon (circled) on the Report Viewer screen. For our example, we will use the Schedule 6 - Statement of Indebtedness report.

New Township
STATEMENT OF INDEBTEDNESS
For the Year Ended December 31, 2016

	Interest Rate	Issue Date	Final Maturity Date	Outstanding Jan 1, 2016	Issued in 2016	Paid in 2016	Outstanding Dec 31, 2016
Bonded Indebtedness							
General Obligation*							
Plow Truck Bond	3.40	07/21/2014	09/24/2030	\$10,000.00	\$0.00	\$5,000.00	\$5,000.00
Total General Obligation*				<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$5,000.00</u>
Tax Incremental Bonds							
Total Tax Incremental Bonds				<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Special Assessment Bonds							
Total Special Assessment Bonds				<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
General Obligation Revenue Bonds							
Sewer Revenue Bond	3.50	07/21/2014	12/18/2024	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Total General Obligation Revenue Bonds				<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,000.00</u>
Revenue Bonds							
Total Revenue Bonds				<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Bonded Indebtedness				<u>\$20,000.00</u>	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$15,000.00</u>
Other Long Term Debt							
Plow Truck Loan	2.90	04/23/2014	04/23/2024	\$24,800.00	\$0.00	\$0.00	\$24,800.00
Total Other Long Term Debt				<u>\$24,800.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$24,800.00</u>
Short Term Debt							
Operating Loan	9.30	07/21/2014	10/23/2014	\$500.00	\$0.00	\$0.00	\$500.00
Total Short Term Debt				<u>\$500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$500.00</u>
Total City Indebtedness				<u>\$45,300.00</u>	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$40,300.00</u>

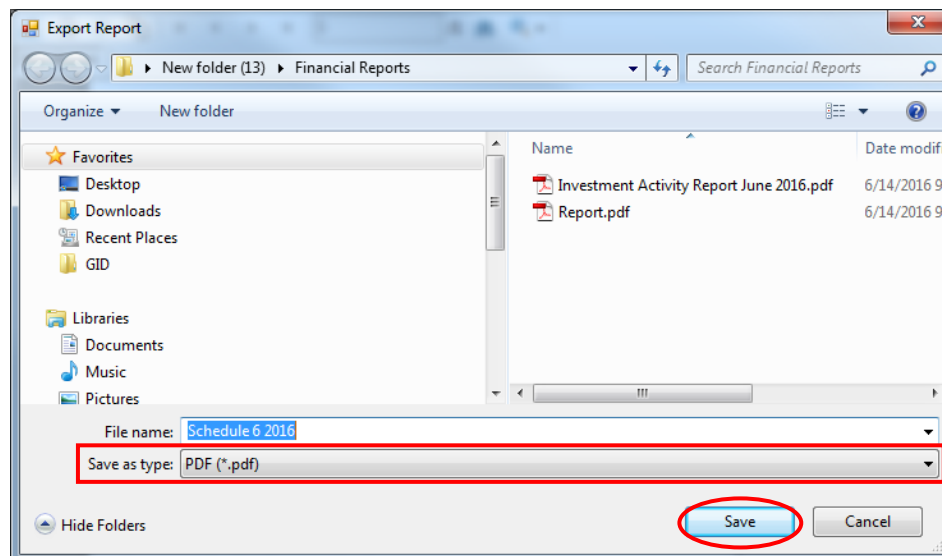
Note:
 [*] Special Assessment Bonds and Revenue Bonds with General Obligation backing should not be classified as General Obligation bonds
 [a] The Jan 1 balance should agree with the Dec 31 balance of the prior year.
 [b] Amounts paid should agree with the amounts shown as principal paid on Schedule 2 and 4.
 [c] Bonds maturing January 1, which are paid on or before December 31, should not be included in the balance outstanding at December 31.

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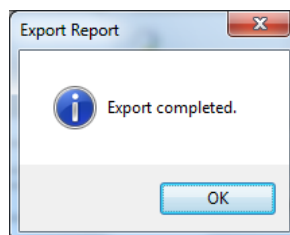
Indebtedness Reports: Creating a PDF Version of a Report (continued)

After clicking on the Export Report icon, the Export Report screen appears.



To export the file to your computer:

- Select where on your computer you would like to save the PDF; change the file name if desired.
- Click the down arrow (boxed) at the end of the “Save as type” field and select PDF (*.pdf).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.



Click OK to return to Report Viewer screen. To close the printing of the report, click the red “X” icon on the Report Viewer screen.

To view the file:

- Browse to the location where the file was previously saved.
- Once you’ve found the saved file, double-click on the file.
- The file will open as a PDF document.

Indebtedness Reports: Exporting a Report to a CSV File

CTAS allows you to export your data to a CSV file. The CSV ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Many CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

Most of the reports you can print in CTAS can also be exported to a CSV file. To convert a report to a CSV file, click the Export report icon (circled) on the Report Viewer screen. For our example, we will use the Statement of Indebtedness Report.

SCHEDULE 6

New Township
STATEMENT OF INDEBTEDNESS
For the Year Ended December 31, 2016

Bonded Indebtedness	Interest Rate	Issue Date	Final Maturity Date	Outstanding Jan 1, 2016	Issued in 2016	Paid in 2016	Outstanding Dec 31, 2016
General Obligation*							
Plow Truck Bond	3.40	07/21/2014	09/24/2030	\$10,000.00	\$0.00	\$5,000.00	\$5,000.00
Total General Obligation*				\$10,000.00	\$0.00	\$5,000.00	\$5,000.00
Tax Increment Bonds							
Total Tax Increment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
Special Assessment Bonds							
Total Special Assessment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
General Obligation Revenue Bonds							
Sewer Revenue Bond	3.50	07/21/2014	12/18/2024	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Total General Obligation Revenue Bonds				\$10,000.00	\$0.00	\$0.00	\$10,000.00
Revenue Bonds							
Total Revenue Bonds				\$0.00	\$0.00	\$0.00	\$0.00
Total Bonded Indebtedness				\$20,000.00	\$0.00	\$5,000.00	\$15,000.00
Other Long Term Debt							
Plow Truck Loan	2.90	04/23/2014	04/23/2024	\$24,800.00	\$0.00	\$0.00	\$24,800.00
Total Other Long Term Debt				\$24,800.00	\$0.00	\$0.00	\$24,800.00
Short Term Debt							
Operating Loan	9.30	07/21/2014	10/23/2014	\$500.00	\$0.00	\$0.00	\$500.00
Total Short Term Debt				\$500.00	\$0.00	\$0.00	\$500.00
Total City Indebtedness				\$45,300.00	\$0.00	\$5,000.00	\$40,300.00

Note:
 [*] Special Assessment Bonds and Revenue Bonds with General Obligation bonding should not be classified as General Obligation Bonds
 [a] The Jan.1 balance should agree with the Dec.31 balance of the prior year.
 [b] Amounts paid should agree with the amounts shown as principal paid on Schedule 2 and 4.
 [c] Bonds maturing January, which are paid on or before December 31, should not be included in the balance outstanding at December 31.

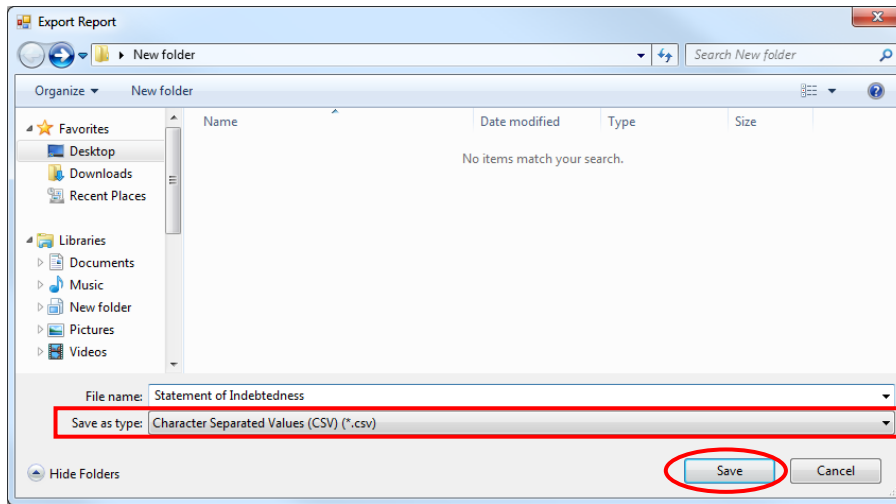
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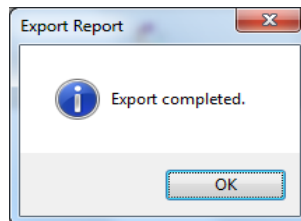
Indebtedness Reports: Exporting a Report to a CSV File (continued)

The Export screen will appear.



To export the file to your computer:

- Select where on your computer you would like to save the Excel file; change the file name if desired.
- Click the down arrow (boxed) at the end of the “Save as type” field and select CSV (*.csv).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.



Click the OK button to return to Report Viewer screen. Click the red “X” icon on the Report Viewer screen to close.

To view the file:

- Browse to the location where the file was previously saved.
- Once you’ve found the saved file, double-click on the file.
- The file will open as a CSV document.