

# **Chapter 19**

## **Indebtedness Reports**

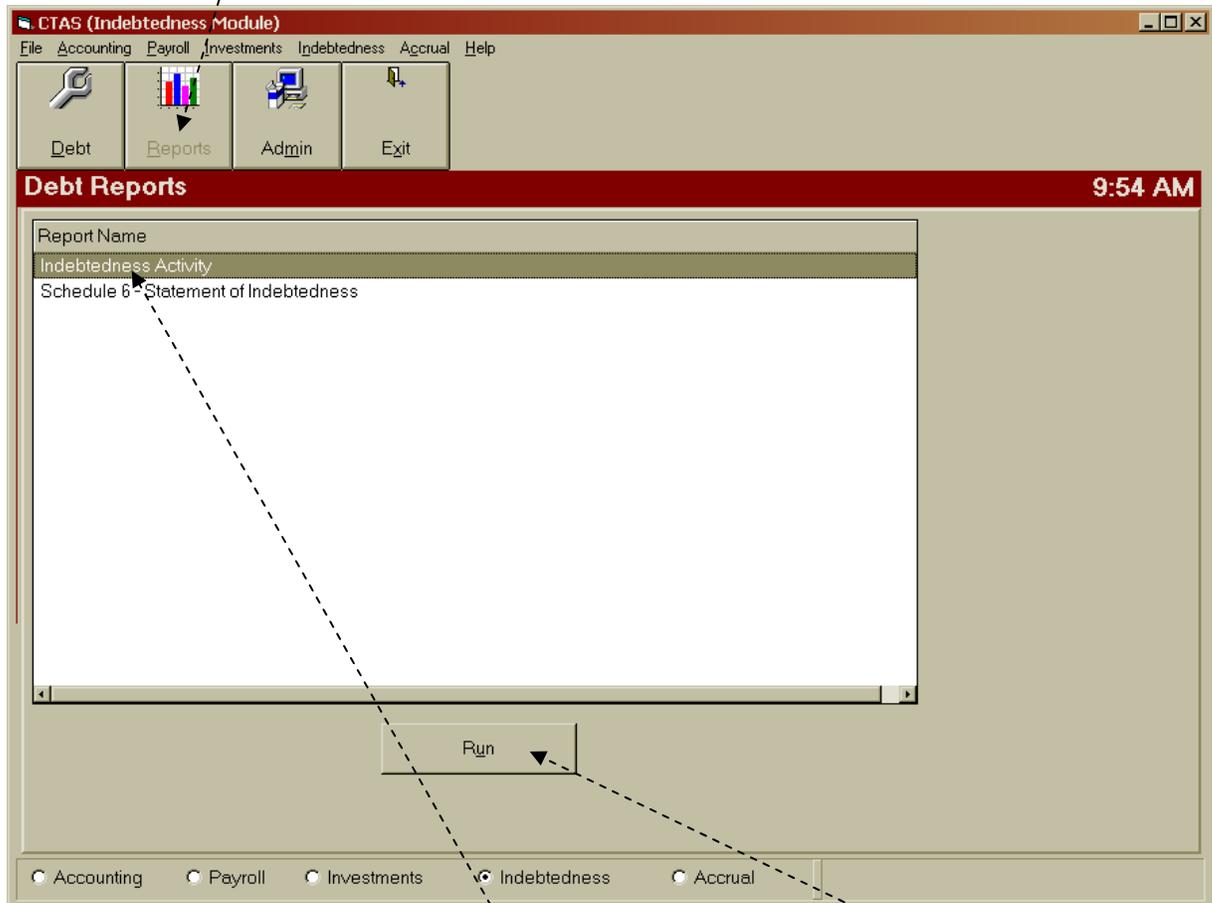
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## Indebtedness Reports: Introduction

There are two reports that you can create and print from the Indebtedness Reports section. This chapter defines each report and provides instructions for printing the reports.

## Accessing the Indebtedness Reports Section

To access the Indebtedness Reports section from within the Indebtedness Module of CTAS, click on the Reports icon. The Debt Reports screen appears:

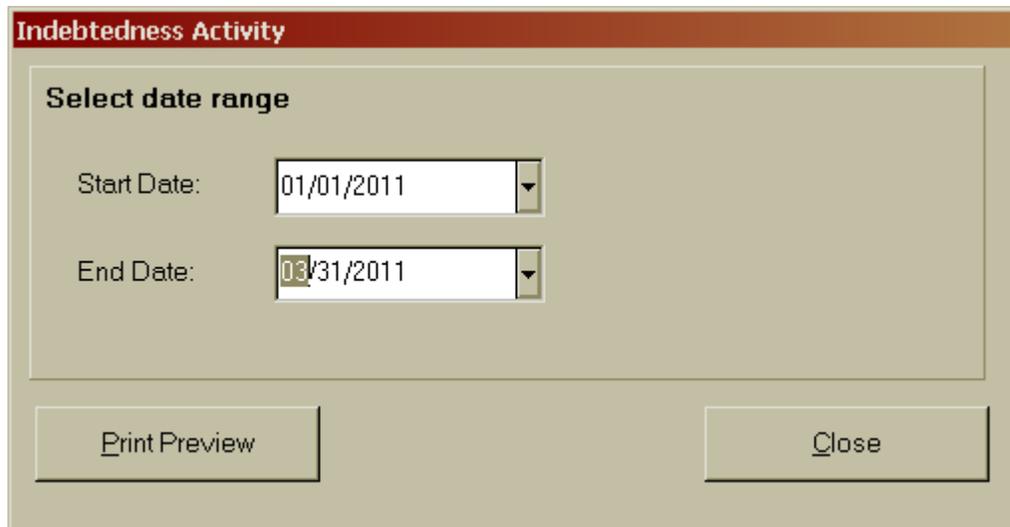


To select the report you want to create, highlight the report name and click the Run button.

## 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 Reports screen and click the Run button (as shown on the [previous page](#)). The Indebtedness Activity screen will appear:

The image shows a software dialog box titled "Indebtedness Activity". The dialog has a light beige background and a dark red title bar. Inside the dialog, there is a section titled "Select date range" which contains two date selection fields. The "Start Date" field is set to "01/01/2011" and the "End Date" field is set to "03/31/2011". Both fields have a small downward-pointing arrow on the right side, indicating they are dropdown menus. At the bottom of the dialog, there are two buttons: "Print Preview" on the left and "Close" on the right.

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 Print Preview button and the print preview (System Reports screen) will appear, as shown on the next page.

**Indebtedness Reports: Printing the Indebtedness Activity Report (continued)**

- After reviewing the preview, click on the Printer icon to begin printing the report. To close the print preview screen, click the red “X”.

Bonded Indebtedness	Outstanding Beginning of Period	Issued	Date Paid	Amount Paid	Outstanding End of Period
<b>General Obligation</b>					
Fire/Hall	\$162,000.00	\$0.00	2/11/2011	\$9,000.00 \$9,000.00	\$153,000.00
<b>Tax Incremental Bonds</b>					
<b>Special Assessment Bonds</b>					
<b>General Obligation Revenue Bonds</b>					
<b>Revenue Bonds</b>					
Total Bonded Indebtedness	\$162,000.00	\$0.00		\$9,000.00	\$153,000.00
<b>Other Long Term Debt</b>					
Truck	\$4,200.00	\$0.00	1/12/2011 2/11/2011 3/11/2011	\$400.00 \$400.00 \$400.00 \$1,200.00	\$3,000.00
<b>Short Term Debt</b>					
Total Indebtedness	\$166,200.00	\$0.00		\$10,200.00	\$156,000.00

- After clicking on the Printer icon, the Printer Details screen appears.

By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box 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. The following page has a sample of the report.

To close the printing of the report:

- Click the Red “X” icon on the Print Preview screen.
- Click the Close button on the Indebtedness Activity screen.

**Indebtedness Reports: Printing the Indebtedness Activity Report  
(continued)**

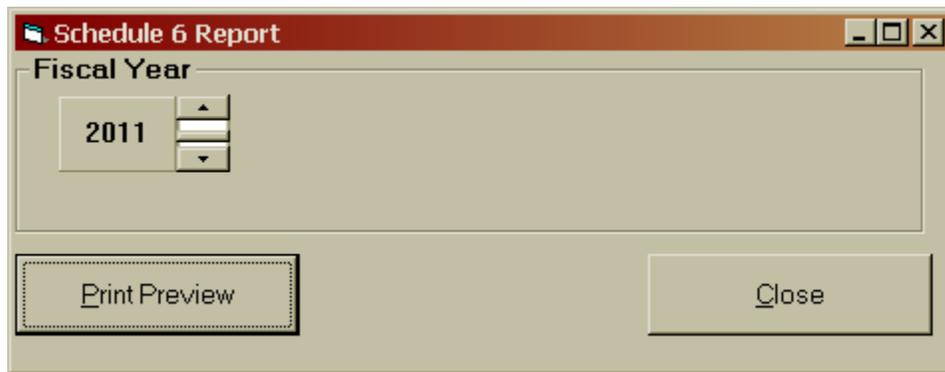
**Sample Indebtedness Activity Report**

03/31/2011					
TOWN OF GRAND SLAM Indebtedness Activity Report For the Period 01/01/2011 to 03/31/2011					
<u>Bonded Indebtedness</u>	<u>Outstanding Beginning of Period</u>	<u>Issued</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Outstanding End of Period</u>
General Obligation Fire Hall	\$162,000.00	\$0.00	2/11/2011	\$9,000.00 <u>\$9,000.00</u>	<u>\$153,000.00</u>
Tax Increment Bonds					
Special Assessment Bonds					
General Obligation Revenue Bonds					
Revenue Bonds					
<u>Total Bonded Indebtedness</u>	<u>\$162,000.00</u>	<u>\$0.00</u>		<u>\$9,000.00</u>	<u>\$153,000.00</u>
Other Long Term Debt Truck	\$4,200.00	\$0.00	1/12/2011 2/11/2011 3/11/2011	\$400.00 \$400.00 \$400.00 <u>\$1,200.00</u>	<u>\$3,000.00</u>
Short Term Debt					
<u>Total Indebtedness</u>	<u>\$166,200.00</u>	<u>\$0.00</u>		<u>\$10,200.00</u>	<u>\$156,000.00</u>

**Indebtedness Reports: 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 Debt Reports screen and click the Run button, as shown on page 19-1. The following screen will appear:



To print the indebtedness report:

- To change the fiscal year, click the up or down arrow under the fiscal year.
- Click the Print Preview Button. The print preview (System Reports screen) appears, as shown on the next page.

**Indebtedness Reports: Schedule 6 – Statement of Indebtedness (continued)**

- After reviewing the preview, click on the Printer icon to begin printing the report. To close the print preview screen, click the red “X”.

Bonded Indebtedness	Interest Rate	Issue Date	Final Maturity Date	Outstanding Jan. 1, 2011	Issued in 2011	Paid in 2011	Outstanding Dec. 31, 2011
<b>General Obligation*</b>							
Fire Hall	5.25	02/12/2007	02/12/2024	\$162,000.00	\$0.00	\$9,000.00	\$153,000.00
Total General Obligation				\$162,000.00	\$0.00	\$9,000.00	\$153,000.00
<b>Tax Increment Bonds</b>							
Total Tax Increment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>Special Assessment Bonds</b>							
Total Special Assessment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>General Obligation Revenue Bonds</b>							
Total General Obligation Revenue Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>Revenue Bonds</b>							
Total Revenue Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Bonded Indebtedness</b>				<b>\$162,000.00</b>	<b>\$0.00</b>	<b>\$9,000.00</b>	<b>\$153,000.00</b>
<b>Other Long Term Debt</b>							
Truck	7.34	04/12/2005	04/12/2012	\$4,200.00	\$0.00	\$1,200.00	\$3,000.00
Total Other Long Term Debt				\$4,200.00	\$0.00	\$1,200.00	\$3,000.00
<b>Short Term Debt</b>							
Total Short Term Debt				\$0.00	\$0.00	\$0.00	\$0.00
<b>Total City Indebtedness</b>				<b>\$166,200.00</b>	<b>\$0.00</b>	<b>\$10,200.00</b>	<b>\$156,000.00</b>

- After clicking on the Printer icon, the Printer Details screen appears:

By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box 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. A sample of the report can be found on the next page.

To close the printing of the report:

- Click the Red “X” icon on the Print Preview screen.
- Click the Close button on the Schedule 6 Report screen.

**Indebtedness Reports: Schedule 6 – Statement of Indebtedness  
(continued)**

**Sample Schedule 6 – Statement of Indebtedness Report**

SCHEDULE 6							
TOWN OF GRAND SLAM STATEMENT OF INDEBTEDNESS For the Year Ended December 31, 2011							
Bonded Indebtedness	Interest Rate	Issue Date	Final Maturity Date	Outstanding Jan. 1, 2011	Issued in 2011	Paid in 2011	Outstanding Dec. 31, 2011
General Obligation*							
Fire Hall	5.25	02/12/2007	02/12/2024	\$162,000.00	\$0.00	\$9,000.00	\$153,000.00
Total General Obligation				\$162,000.00	\$0.00	\$9,000.00	\$153,000.00
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							
Total General Obligation Revenue Bonds				\$0.00	\$0.00	\$0.00	\$0.00
Revenue Bonds							
Total Revenue Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<u>Total Bonded Indebtedness</u>				<u>\$162,000.00</u>	<u>\$0.00</u>	<u>\$9,000.00</u>	<u>\$153,000.00</u>
Other Long Term Debt							
Truck	7.34	04/12/2005	04/12/2012	\$4,200.00	\$0.00	\$1,200.00	\$3,000.00
Total Other Long Term Debt				\$4,200.00	\$0.00	\$1,200.00	\$3,000.00
Short Term Debt							
Total Short Term Debt				\$0.00	\$0.00	\$0.00	\$0.00
<u>Total City Indebtedness</u>				<u>\$166,200.00</u>	<u>\$0.00</u>	<u>\$10,200.00</u>	<u>\$156,000.00</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.

**Indebtedness Reports: Creating a PDF Version of a Report**

This section will explain how to create a PDF version of a report and how to view the report it creates. By using the PDF icon, you can print a report to a Portable Document Format (PDF). A PDF file can be attached to an e-mail, and anyone with a PDF reader on their computer can open the file.

To print a report to a PDF file, click the PDF icon on the print preview (System Reports) screen. For our example, we will use the Schedule 6 - Statement of Indebtedness.

SCHEDULE 6

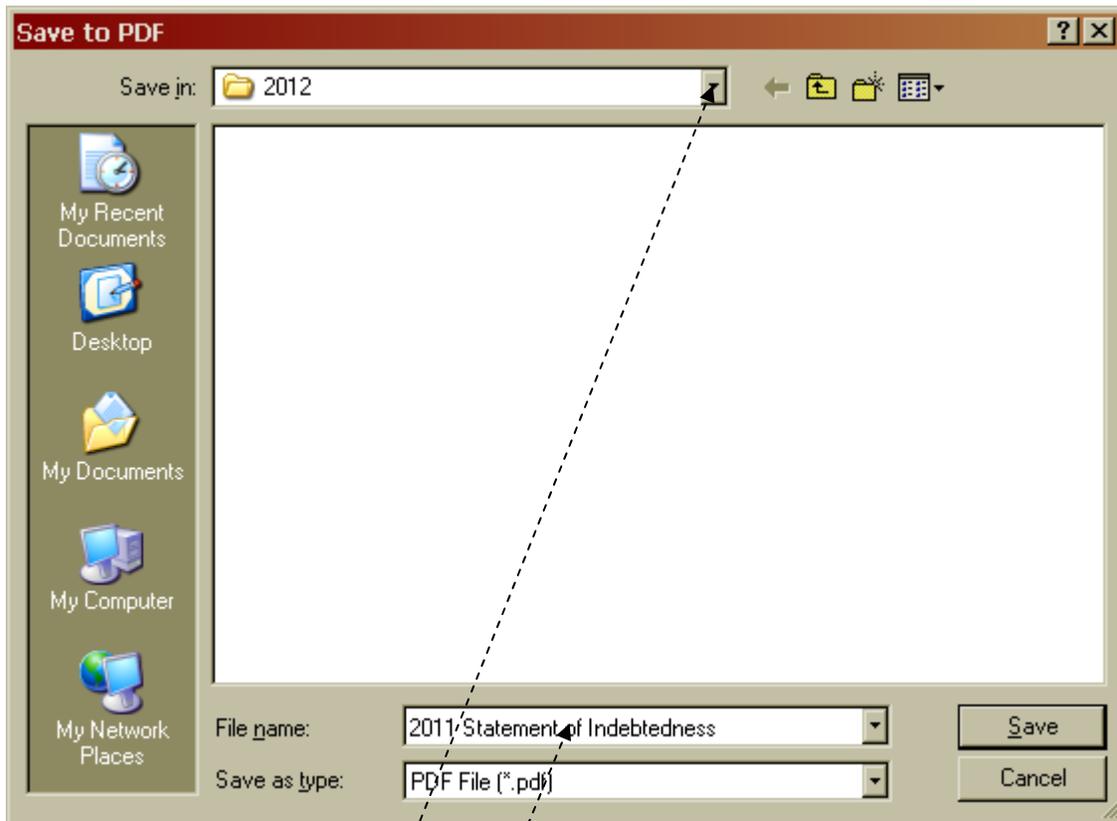
TOWN OF GRAND SLAM  
STATEMENT OF INDEBTEDNESS  
For the Year Ended December 31, 2011

<u>Bonded Indebtedness</u>	<u>Interest Rate</u>	<u>Issue Date</u>	<u>Final Maturity Date</u>	<u>Outstanding Jan. 1, 2011</u>	<u>Issued in 2011</u>	<u>Paid in 2011</u>	<u>Outstanding Dec. 31, 2011</u>
<b>General Obligation*</b>							
Fire Hall	5.25	02/12/2005	02/12/2025	\$171,000.00	\$0.00	\$0.00	\$171,000.00
Total General Obligation				\$171,000.00	\$0.00	\$0.00	\$171,000.00
<b>Tax Increment Bonds</b>							
Total Tax Increment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>Special Assessment Bonds</b>							
Total Special Assessment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>General Obligation Revenue Bonds</b>							
Total General Obligation Revenue Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>Revenue Bonds</b>							
Total Revenue Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<u>Total Bonded Indebtedness</u>				<u>\$171,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$171,000.00</u>
<b>Other Long Term Debt</b>							
Truck	7.34	04/12/2006	04/12/2016	\$4,600.00	\$0.00	\$400.00	\$4,200.00
Total Other Long Term Debt				\$4,600.00	\$0.00	\$400.00	\$4,200.00
<b>Short Term Debt</b>							
Total Short Term Debt				\$0.00	\$0.00	\$0.00	\$0.00
<u>Total City Indebtedness</u>				<u>\$175,600.00</u>	<u>\$0.00</u>	<u>\$400.00</u>	<u>\$175,200.00</u>
				[a]		[b]	[c]

Note:  
[\*] Special Assessment Bonds and Revenue Bonds with General Obligation backing should not be classified as General Obligation Bonds.

After clicking on the PDF icon, the Save to PDF screen appears, as shown on the next page.

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



On the Save to PDF screen:

- Click the down arrow at the end of the Save in field to select the location where the file will be stored.
- In the File name field, enter the name of the file.
- Click the Save button.
- The following CTAS screen will appear, showing the file was created:



- Click the OK button to return to the System Reports screen.

To close the printing of the report:

- Click the Red “X” icon on the print preview (System Reports screen).
- Click the Close button on the Schedule 6 Report screen.

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

To view the file:

- Open the "My Computer" or "Computer" icon on your screen's desktop.
- Click the down arrow in the Address field to select the location of the PDF file.
- Double-click on the file name.
- The file will open in your computer's PDF reader.

