

# TIF ANNUAL REPORTING FORM 2016 INSTRUCTIONS

These instructions aid in the completion of the the Office of the State Auditor (OSA) Tax Increment Financing (TIF) Annual Reporting Form. Videos with these instructions can be found [here](#). A Sample Form can be found [here](#). If you desire additional assistance, please contact the TIF Division of the OSA at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us).

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## What's New for 2016

Although no significant changes have been made to the TIF Annual Reporting Form for 2016, there is one set of overlooked 2015 changes that warrants fresh attention:

**If tax increment is used to make payments on a bond, but the tax increments are not pledged as security on the bond, the bond must be reported differently than in past years.**

**TIF bonds** are bonds where tax increment is explicitly pledged as security on the bond. Bonds that don't have this pledge of security are **non-TIF bonds**. In 2015, new fields and instructions were added for reporting the use of tax increment to pay these bonds, but although we know that tax increment is being used to make payments on non-TIF bonds, no TIF authority reported any such activity. The use of tax increment to pay non-TIF bonds is particularly seen with many housing TIF districts. Please review your TIF districts for instances of such payments and follow the instructions contained herein for properly reporting payments on non-TIF bonds. Please take special note of the Debt Tab instructions and the Frequently Asked Questions instructions.

The only changes to the 2016 form include some improved error messages and the addition to the Home Tab of links to the instructional videos. Some edits have been made to these instructions for clarity, including a couple of new additions to the Frequently Asked Questions section.

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## General Instructions

### Before You Begin

We recommend reading through these instructions before beginning to complete the forms. To complete the forms you will need:

- The TIF Plan;
- TIF plan modifications;
- The reporting form from the previous year; and
- Any other relevant TIF information for the applicable district.

### Reporting Requirement / Due Date

Minn. Stat. § 469.175, subd. 6, requires a development authority to file TIF Annual Reporting Forms with the OSA by **August 1st** each year. A TIF Annual Reporting Form is required to be filed beginning the year in which the TIF district is certified. The form must be filed every year thereafter until the district is decertified and all tax increment has been spent or returned to the county auditor, and no assets remain on the Balance Sheet Tab.

### Downloading the Forms

TIF Annual Reporting Forms must be downloaded through the [State Auditor's Form Entry System \(SAFES\)](#). You must have a username and password to access SAFES. If you need a username

and/or password or are unfamiliar with SAFES, please refer to the [SAFES Frequently Asked Questions](#) or watch our short [SAFES instructional video](#).

Downloaded forms should be saved to your computer or network and completed offline. Be careful not to save the file in a temporary location. Once completed, forms must be uploaded through SAFES (described below).

## **About The Forms**

The TIF Annual Reporting Form is not designed to reconcile or “tie out” to audited financial reports and will not in many situations. TIF law imposes many specific requirements on the use of tax increments and requires the segregation of funds so that information can be presented in a manner that allows for legal compliance monitoring.

The form is an Excel file that contains thirteen tabs. Each tab is described below. Please contact the OSA if you need an alternative format to Excel, such as Open Office.

Certain fields in the form are locked because they are populated with information previously provided to the OSA that is not expected to change. If these fields contain inaccurate information or if you have any other concern, please make a note in the Comments Tab or contact the OSA to resolve the problem.

Fields are shaded grey when they are not applicable (which may be contingent on answers or selections in other fields). Fields containing formulas that automatically calculate are shaded blue and should not be altered. Fields containing data carried over from fields on other tabs are shaded yellow and should not be altered. All white fields require entry. Enter \$0 when appropriate.

## **Red Messages**

Red messages appear in the right margin on each tab of the TIF Annual Reporting Form. A red message indicates an entry must be made or an error must be corrected before the form will be accepted. Once entry is made or the error corrected, the red message will disappear. All red messages must be eliminated before the form can be uploaded through SAFES.

## **Before You Finish**

Review the form for accuracy. The development authority is responsible for the accuracy and completeness of the data submitted and must review the form for accuracy before the form is submitted to the OSA.

Save your forms. Make sure to save the final version. The development authority is responsible for maintaining copies of their Annual TIF Reporting Forms in accordance with the Record Retention Schedule.

## Recently Decertified Districts

If a district has recently been decertified, print, complete and submit a [Confirmation of Decertification Form](#) to the OSA if you have not already done so. The form is available on our website. Complete and sign Part A and send the form to your County Auditor. He or she will verify the information and sign Part B. Provide the OSA with a fully completed decertification form. The authority is responsible for ensuring the OSA receives the form.

If the district is decertified before the maximum duration limit identified in the TIF Act is reached, submit a copy of the city council's resolution to decertify the district and the Confirmation of Decertification to the OSA. Notify the county in writing if the district is to be decertified prior to the maximum duration limit.

## Submitting the TIF Reporting Form

TIF Annual Reporting Forms must be uploaded through the [State Auditor's Form Entry System \(SAFES\)](#). For login/password help or for more information, please refer to the [SAFES Frequently Asked Questions](#) or watch our short [SAFES instructional video](#). To upload:

1. At the SAFES homepage, enter your username and password. If you submit forms for any other divisions of the OSA, your login information will be the same.
2. Click the Submit Forms/Documents button.
3. Click the Browse button. A new window will be displayed. Select the file from the location where it was saved. Once the file is selected, click Open.
4. Click the Next button to begin the upload.
5. Once the upload is complete, the results will be displayed. If the submission was successful, a confirmation number will be provided. In addition, you should receive a confirmation email from SAFES shortly after you upload each file. If you do not want to receive an email confirming your submission, unselect the email confirmation box prior to submitting the form. If the upload failed, the system will indicate that issues must be resolved before the file can be submitted.

If you encounter errors uploading a file, please log out of SAFES and open your reporting form in Excel. Make the necessary corrections so that no red messages remain on the form. Log back into SAFES and repeat the submission process.

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## Home Tab

The Home Tab contains general information, instructions and links that may be useful for completing the TIF Annual Reporting Form. This tab also contains a table showing the count of red messages for each tab that must be eliminated before the form can be uploaded.

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## Overview Tab

The Overview Tab contains basic information about the TIF district, including the TIF plan estimates. All of the lines on this tab have been populated with information previously provided to the OSA and locked. Please review each line for accuracy and, if necessary, provide correct information in the Comments Tab or in an email to TIF@osa.state.mn.us.

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## District Information Tab

The District Information Tab contains important information about the TIF district relating to special legislation, tax capacity amounts, fiscal disparities, the five-year rule, corrections of errors, and decertification. Please review the information on this tab for accuracy and make corrections as needed. If the field is locked, please provide the correct information in the Comments Tab or in an email to TIF@osa.state.mn.us.

### Special Legislation

#### **Line 1 - Was any special legislation enacted for this district?**

*New TIF districts:* If the current TIF Annual Reporting Form is the first form filed for this TIF district and special legislation was enacted for this TIF district, select “Yes” and also complete line 2. If not, select “No” and skip line 2, which will be shaded gray.

*Existing TIF districts:* If you previously filed a TIF Annual Reporting Form for this district and selected “Yes” in any prior year’s form, line 1 will be populated with a “Yes” response. Information regarding special legislation previously reported will be populated and locked in the table on line 2. Add any new special legislation on the next row in the table on line 2.

If “No” was selected in ALL prior year reports, “Yes” or “No” must be selected for the current reporting year. If “Yes,” proceed to line 2. If “No,” skip line 2, which will be shaded gray.

#### **Line 2 - Year, Chapter, Article, and Section**

If “Yes” was selected on line 1, provide the Year the special legislation became law, the Chapter of the law, the Article of the law (if the chapter was divided into articles), and the Section of the law. (If the law did not have an Article, insert “0” instead of leaving the cell blank. If the law contained multiple sections, the sections can be listed and separated by commas or dashes but avoid spaces.) Complete one line for each special law, filling in the entire line. Make sure to add any new special laws for the district.

### Captured Tax Capacity

The property tax information reported in this section relates to reporting year 2016 and should have been provided to you by the county. The fields will be populated with 2016 information counties reported to the Department of Revenue, where available. These fields are not locked.

Data can be entered and corrections made, if necessary. Please note that, because populated data represents information obtained from the county, any correction should be made only after confirming its accuracy with the county. Changing the data on the TIF Annual Reporting Form is not an instruction to the county to change the captured tax capacity it uses to administer the district, and the county will not change the captured tax capacity in response to this form.

### **Line 3 - Captured Tax Capacity**

If the district is decertified and/or entirely tax exempt for 2016, select “Not Applicable” and skip this section. Otherwise, select “Applicable.”

### **Line 4 - Current net tax capacity**

Enter/Verify the current net tax capacity of the property within the TIF district, as certified by the County Auditor for taxes payable 2016.

### **Line 5 - Original net tax capacity**

Enter/Verify the original net tax capacity of the TIF district as certified by the County Auditor.

The original net tax capacity may reflect changes from the amount that was initially certified. Certain activities can cause the original net tax capacity of a district to change, including changes in the taxable or exempt status of parcels within the district, changes in the property classification of parcels within the district, and the addition or removal of parcels to/from the district.

### **Line 6 - Captured net tax capacity**

This field is automatically calculated as the positive difference between the current and original net tax capacities, if any. Any negative differences will be shown as zero.

### **Line 7 - Fiscal disparity deduction, if applicable (Option B)**

If the district is located in a fiscal disparity area **and** has elected Option B, report/verify the amount of the TIF district's contribution to the fiscal disparity pool. If the TIF district is not located in a fiscal disparities area or the municipality has elected Option A, the amount reported on this line should be \$0.

Under Option A, the contribution to the fiscal disparity pool is paid from the city's existing tax base. Under Option B, the contribution is paid from the captured net tax capacity of the district.

The fiscal disparity deduction will only apply to authorities located in the Seven-County Metropolitan (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington) or Iron Range (Cook, Lake and portions of St. Louis, Itasca, Crow Wing, Koochiching and Aitkin) areas of the fiscal disparities program. Questions regarding the calculation of the fiscal disparity contribution should be directed to the Department of Revenue, Property Tax Division. See also Minn. Stat. § 469.177, subd. 3.

### **Line 8 - Captured net tax capacity shared with other taxing jurisdictions**

Enter/Verify the portion of the district's captured net tax capacity shared with other taxing jurisdictions, if any.

### **Line 9 - Captured net tax capacity retained for tax increment financing**

This field is automatically calculated as the remaining positive difference, if any (line 6 minus lines 7 and 8). Negative differences will be shown as zero.

### **Fiscal Disparities**

### **Line 10 - Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity Option A calculation form.**

If the TIF district is in a fiscal disparities area and Option A applies, enter this amount from the Department of Revenue's [Tax Increase Calculation Under Fiscal Disparity Contribution Option A](#) form. If the TIF district is a pre-1979 district, is not in a fiscal disparities area, or Option B applies, skip this line.

### **Five-Year Rule**

### **Line 11 - Did one or more of the following actions occur before [the five-year-rule date]?**

A TIF district with a certification request date after April 30, 1990, is subject to the five-year rule. A date will be shown on line 11 that is either five, eight, or ten years after the certification date of the district. The usual date is five years after certification but extended periods were granted in response to the recession (redevelopment districts and renewal and renovation districts certified after 6/30/03 and before 4/20/09 get 10 years; redevelopment districts certified after 4/20/09 and before 6/30/12 get 8 years). If a date is shown, review lines 12 through 16 and determine if any of the actions occurred prior to the line 11 date. If none of the actions occurred before the date, select "No" on line 11 and proceed to line 17. If one or more of the actions occurred, select "Yes" on line 11 and also select "Yes" for any of lines 12 through 16 that occurred prior to the date on line 11. Authorizing an interfund loan, and/or transferring loan proceeds from one fund to another, are NOT activities that meet the five-year rule; the actual payment of the costs and not the authorization or making of the interfund loan is what meets the five-year rule. Select all that apply.

In general, a TIF district with a certification request date on or before April 30, 1990, is NOT subject to the five-year rule and no date will be shown on line 11. If no date is shown, select "Not Applicable" and proceed to line 17.

### **Line 12 - Revenues were paid to a third party**

Select "Yes" if tax increment revenues were actually paid to a third party by the date shown on line 11. A "third party" is an entity that is not the party who benefits from the tax increment assistance and is not the development authority.

**Line 13 - Bonds were issued and sold to a third party**

Select “Yes” if bonds were issued and sold to a third party, tax increment revenues are or will be spent to repay the bonds, and the bond proceeds are to be handled pursuant to Minn. Stat. § 469.1763, subd. 3(a)(2), which generally requires that proceeds will be used to finance the activity and, on the date of issuance, are reasonably expected to be spent within the five-year period or are deposited in a reasonably required reserve or replacement fund.

**Line 14 - Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation**

Select “Yes” if binding contracts were entered into for performance of the activity by the date shown on line 11 and tax increment revenues will be spent to satisfy the contractual obligation. An example of a binding contract that qualifies as activity within the district for purposes of the five-year rule is a contract for site preparation entered into between a development authority and an entity whose sole remuneration under the contract is payment for its services. The contracting entity cannot be a party who benefits from the tax increment assistance and it cannot be the development authority.

**Line 15 - Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs**

Select “Yes” if activity costs were paid for by the date shown on line 11 and tax increment revenues will be spent to reimburse a party for payment of the costs, including interest on unreimbursed costs. An example of activity costs paid for and revenues spent to reimburse for payment of the costs that qualifies as activity within the district for purposes of the five-year rule is a pay-as-you-go (PAYG) agreement between the development authority and the developer, assuming the costs were paid for by the date shown on line 11. For more information, see the Statement of Position entitled [Pay-As-You-Go Obligations](#).

**Line 16 - Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3(a)(5)**

Select “Yes” if expenditures were made for housing or public infrastructure as permitted by the statute. An example of expenditures made for housing purposes that qualify as activity within the district for purposes of the five-year rule is expenditures made to finance construction of housing to be occupied, in part, by persons of low and moderate income.

For more information regarding the five-year rule, see the Statement of Position entitled [TIF Five-Year Rule and Six-Year Rule](#).

**Statutory County Correction of Error(s)**

**Line 17 - Has the authority resolved with the county auditor any error qualifying under Minn. Stat. § 469.177, subd. 13, during the year ended December 31, 2016?**



Select “Yes” only if the development authority resolved an error qualifying under this statute with the County Auditor during 2016. For example, do not select “Yes” if the development authority and the county simply corrected a date related to the establishment of the district. Qualifying errors include errors in the certification or decertification of TIF districts, and errors related to the computation of tax increment. Corrections under this authority require written notification to the State Auditor and the Commissioner of Revenue. For more information regarding correction of errors, see the Statement of Position entitled [Correction of TIF Errors](#).

If no error occurred or if an error occurred but the development authority did not resolve it with the County Auditor, select “No.”

### **Decertification**

#### **Line 18 - Has this district been decertified?**

If the district has been decertified, select “Yes.” If the district was decertified before calendar year 2016 and the actual decertification date was provided to the OSA, lines 18 and 19 will be populated and locked with information previously provided.

#### **Line 19 - Actual decertification date:**

If the answer on line 18 is “No,” skip line 19.

If the answer on line 18 is “Yes,” provide the date on which the TIF district was actually decertified. Upon decertifying a district, please complete and submit to the OSA a [Confirmation of Decertification Form](#) from our website. If the district is decertified prior to its statutory maximum duration, a copy of the resolution that decertified the district should also be submitted to the OSA.

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## **Financing and Debt Tab**

The Financing and Debt Tab, (or “Debt Tab”), records information related to the issuance and retirement of TIF bonds, including refunding bonds. It also allows for the reporting of payments toward “non-TIF bonds.” Although the TIF Act defines “bonds” broadly to include interfund loans and other notes, please do not report amounts related to PAYG arrangements or interfund loans on this tab as they are reported in other tabs.

“TIF bonds” are those bonds to which tax increment is pledged for its repayment, and can include general obligation bonds, revenue bonds, and other similar debt (e.g., external loans).

“Non-TIF bonds” are bonds that are not secured by a pledge of tax increment but which fund activities in the project. Non-TIF bonds are not bond obligations of the TIF district in the same manner as TIF bonds, but the use of tax increment for their payment can sometimes be an authorized TIF expenditure. For example, improvement bonds backed by special assessments have been used by some housing districts where tax increment is used to pay those costs for TIF properties to help enable the development of low- or moderate-income housing. A non-TIF bond

should only be reported if tax increment has been used to make debt service payments on the bond (see instructions for line 6, column B).

If the district being reported makes debt service payments on a TIF bond to which it is not pledged but another tax increment district is pledged, report the bond on this tab as a TIF bond, mark it as a pooled debt, and complete a TIF Pooled Debt Form (see the instructions for line 6, column C).

Some amounts reported in this tab (e.g., original issue amount, refunding issue amount, and principal and interest payments) automatically populate lines/columns in other tabs. To ensure the accuracy of information throughout the form, accurate information must be reported here.

**Line 1 - Since 2010, have you made debt service payments on a TIF bond or non-TIF bond, or are the district's increment pledged to pay an outstanding bond?**

Reporting forms changed for 2010 and lines 1 and 6 are limited to obligations with outstanding balances post-2009 to avoid detailed reporting of older retired debts.

*New TIF districts:* If the current TIF Annual Reporting Form is the first form filed for this TIF district, select "Yes" if bonds with a pledge of tax increments were issued before or during the current reporting year. Also select "Yes" if a payment was made with tax increment on a non-TIF bond. If "Yes" is selected, complete one row of the table on line 6 for each bond. Each row of the table represents one bond. If no bonds were issued as of the current reporting year and no payments were made on a non-TIF bond, select "No" and skip the remainder of this tab.

*Existing TIF districts:* If a TIF Annual Reporting Form for this district was filed in a previous year, line 1 may be populated from previous reporting as follows:

If "Yes" was selected in any prior-year form, a "Yes" will be populated and locked in the current-year form. In addition, the table on line 6 will be populated with information previously reported to the OSA. Update the table for current year activity and add any additional bonds.

If "No" was selected in ALL prior-year reports, "Select One" will appear on line 1. If a bond with a pledge of tax increments was issued during the current reporting year, or if the district made debt service payments for a TIF or non-TIF bond, select "Yes" and complete one row of the table on line 6 for each bond. If the district continues to have no outstanding bonded debt and has made no debt service payments since 2010, select "No" and skip the remainder of this tab.

**Principal and Interest**

**Lines 2-5 - Summary of bonds issued and principal and interest payments**

The amounts initially shown on lines 2 through 5 are either populated with information previously provided to the OSA or are automatically calculated, and are therefore locked. The amounts shown in column A relate to TIF bonds retired before calendar year 2010. The amounts shown in columns B and C are the sums of the information in column A and in the table on line 6. These amounts

are automatically calculated and updated as the table on line 6 is updated, and therefore, no entries are needed for these lines. Explain any perceived errors as a comment on line 7.

Lines 2, 3, 4, and 5 carry over to the Revenue and Expense Tab on lines 19, 20, 11, and 13, respectively. Lines 2, 3, and 4 identify issue amounts and principal payments for TIF bonds only. Only TIF bonds are tax increment obligations and reported as TIF debt. Debt service principal payments on Non-TIF bonds are reported as expenditures rather than as debt obligations, and are not included in these lines. Line 5, however, includes interest paid on both TIF bonds and non-TIF bonds, as each represent the use of tax increment for financing costs.

## **Debt Table**

### **Line 6 - Debt Table**

If “Yes” is selected on line 1, complete a row in the table for each bond by providing current-year activity. Complete a new row for each new TIF bond issued or each TIF or non-TIF bond not previously reported that has had debt service payments made with tax increment from the district. The table will be partially populated with information from previously reported bonds, and some of this information may be locked. If the locked information needs to be corrected or updated, identify the proposed change as a comment box on line 7. Complete the entire row with current reporting year activity, entering \$0 where needed. If “No” is selected on line 1, a red message will appear if data is entered. Some columns will be non-applicable and require \$0 to be entered when the bond is a non-TIF bond.

### **Debt Table Columns (A-W):**

#### **Column A. Name**

Enter the name of any general obligation TIF bond, revenue TIF bond, or other TIF debt that is outstanding or was outstanding after calendar year 2009. Also enter the name of any non-TIF bond that was outstanding after 2009 to which tax increment payments have been made. Take care to enter the complete and correct name. If necessary, please identify corrections to the names of existing bonds as a comment on line 7.

#### **Column B. Type**

Select the type of debt from the drop-down menu, as follows:

Select “A” for General Obligation TIF Bonds;  
Select “B” for Revenue TIF Bonds;  
Select “C” for Other TIF Debt; or  
Select “D” for Non-TIF Bonds.

When “D” is selected, certain columns will be non-applicable and require \$0 to be entered.

#### **Column C. Pooled**

If the debt is a pooled bond, select “Yes” and complete a TIF Pooled Debt Form. The outstanding amount shown in column Q will automatically populate with the phrase “See Pooled Debt.” If a

TIF Pooled Debt Form is not available in SAFES, contact the OSA to obtain a TIF Pooled Debt Form. The name of the bond on the TIF Pooled Debt Form should match the name in column A. If necessary, please identify corrections to the names of existing bonds in the comment box on this tab.

For this form, a “pooled bond” or “pooled debt” means any TIF bond or other financial obligation (excluding non-TIF bonds) to which tax increments from two or more districts have been pledged to pay, or are used to pay, debt service payments. In addition, if multiple districts receive proceeds from a single bond even though only one district is pledged and making payments, select “Yes” and submit a TIF Pooled Debt Form so that the proceeds from the bond can be tracked to ensure they were spent only on TIF qualified expenses. If no districts are pledged to a bond (i.e. it is a non-TIF bond), it should not be identified as a pooled bond even if multiple districts pay toward the bond.

If the Type of bond in column B is “D” (a non-TIF bond), select “No.”

#### Column D. Refunding

If the bond is a refunding bond, select “Yes.”

#### Column E. Refunded

If the bond was refunded, select “Yes.” If “Yes” is selected and the bond is a TIF bond, a refunded amount should be entered in column J once the refunding occurs. The amount entered in column J will reduce the outstanding amount of non-pooled TIF bonds shown in column Q. (See the FAQ section for more information on refunding/refunded bonds.)

#### Column F. Issue date

Enter the date the bond was issued.

#### Column G. Final maturity date

Enter the final maturity date of the bond.

#### Column H. Interest rate range

Enter the interest rate range stated in the bond documents. If only one interest rate is stated, report that rate for each end of the range. Rates are limited to three decimal places.

#### Column I. Issue amount

For TIF bonds, enter the amount of the bond issued. For TIF bonds from which multiple districts are receiving proceeds, enter the amount of the proceeds received by this TIF district. Report any bond discount or bond premium in the Revenue and Expense Tab. The issue amount will be automatically included above on lines 2 or 3 under columns B or C.

For non-TIF bonds, enter \$0. Unlike TIF bonds, the proceeds of a non-TIF bond are not treated as tax increment and should not be reported.

Column J. Amount refunded (if refunded)

If a TIF bond was refunded and “Yes” was selected in column E, an amount greater than \$0 may be reported. Otherwise enter \$0. The amount reported will reduce the outstanding amount shown in column Q for non-pooled TIF bonds. The amount will not, however, automatically carry over to the Revenue and Expense Tab. Make a manual entry of the refunded amount on line 21 of any TIF bond on the Revenue and Expense Tab.

For non-TIF bonds, enter \$0.

Column K. Principal-Paid in prior years from tax increment

For both TIF bonds and non-TIF bonds, enter the amount of bond principal paid with tax increment through December 31, 2015. For TIF bonds, the amount will reduce the outstanding amount shown in column Q for non-pooled bonds, and will automatically be included on line 4, column B. The line 4, column B, amount will automatically populate line 11, column A, in the Revenue and Expense Tab. Principal payments on non-TIF bonds will not carry over to the Revenue and Expense Tab.

Column L. Principal-Paid in prior years from other sources

For TIF bonds, enter the amount of principal paid with funds other than tax increment through December 31, 2015. This amount will reduce the outstanding amount shown in column Q for non-pooled TIF bonds. For non-TIF bonds, enter \$0.

Column M. Principal-Paid in 2016 from tax increment

For both TIF bonds and non-TIF bonds, enter the amount of principal paid with tax increment in calendar year 2016. For TIF bonds, the amount will reduce the outstanding amount shown in column Q for non-pooled bonds, and will automatically be included on line 4, column C. The line 4, column C, amount will automatically populate line 11, column B, in the Revenue and Expense Tab. Principal payments on non-TIF bonds will not carry over to the Revenue and Expense Tab.

Column N. Principal-Paid in 2016 from other sources

For TIF bonds, enter the amount of principal paid with funds other than tax increment in calendar year 2016. The amount reported will reduce the outstanding amount shown in column Q for non-pooled TIF bonds. For non-TIF bonds, enter \$0.

Column O. Principal-Additions in prior years

For TIF bonds, enter any additions to principal through December 31, 2015. The amount reported will increase the outstanding amount shown in column Q for non-pooled TIF bonds. For non-TIF bonds, enter \$0.

Column P. Principal-Additions in 2016

For TIF bonds, enter any additions to principal in calendar year 2016. The amount reported will increase the outstanding amount shown in column Q for non-pooled TIF bonds. For non-TIF bonds, enter \$0.

Column Q. Principal-Outstanding

This field is automatically calculated. For pooled bonds, the reference “See Pooled Debt” will be displayed in the field. For non-TIF bonds, the reference “NA/Non-TIF Bond” will be displayed in the field.

Column R. Principal Due in 2017 from tax increment

For TIF bonds, enter the amount of principal payments due in calendar year 2017 from tax increment revenue. For non-TIF bonds, enter \$0.

Column S. Interest-Paid in prior years from tax increment

For both TIF bonds and non-TIF bonds, enter the amount of interest paid with tax increment through December 31, 2015. The amount will be automatically included on line 5, column B, which will automatically populate line 13, column A, in the Revenue and Expense Tab.

Column T. Interest-Paid in prior years from other sources

For TIF bonds, enter the amount of interest paid with funds other than tax increment through December 31, 2015. For non-TIF bonds, enter \$0.

Column U. Interest-Paid in 2016 from tax increment

For both TIF bonds and non-TIF bonds, enter the amount of interest paid with tax increment in calendar year 2016. The amount will be automatically included on line 5, column C, which will automatically populate line 13, column B, in the Revenue and Expense Tab.

Column V. Interest-Paid in 2016 from other sources

For TIF bonds, enter the amount of interest paid with funds other than tax increment in calendar year 2016. For non-TIF bonds, enter \$0.

Column W. Interest-Due in 2017 from tax increment

For TIF bonds, enter the amount of interest due in calendar year 2017 from tax increment revenue. For non-TIF bonds, enter \$0.

**Line 7 - Comments**

Enter any explanations or comments that pertain to the information reported in the Debt Tab.

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**Interfund Loans Tab**

This tab records the activity of interfund loans (IFL) outstanding after 2009. It also records interest paid on IFLs retired before calendar year 2010.

This tab records the activity of interfund loans and includes both loans received by the district and loans made to other funds. This reporting was added for 2010 and only pertains to those loans that were issued or had an outstanding balance after 2009. The reporting of earlier interfund loan activity is not required, except that interest paid on interfund loans retired before 2010 was required to be reported in 2010 and is still displayed. It is expected that previously earned interest would have been reported in prior years.

## **Line 1 - Does/Did this district have interfund loans outstanding after 2009?**

*New TIF districts:* If the current TIF Annual Reporting Form is the first form filed for this TIF district, select “Yes” if IFLs were issued before or during the current reporting year. If “Yes” is selected, complete one row of the table on line 9 for each IFL. If no IFLs were issued as of the current reporting year, select “No” and skip the remainder of this tab.

*Existing TIF districts:* If a TIF Annual Reporting Form was filed for this district in a previous year, line 1 may be populated based on previous reporting as follows:

If “Yes” was selected in any prior-year form, a “Yes” will be populated and locked in the current-year form. In addition, the table on line 9 will be populated with the IFL activity previously reported to the OSA.

If “No” was selected in ALL prior year reports, “Select One” will appear on line 1. If an IFL was issued during the current reporting year, select “Yes” and complete one row of the table on line 9 for each IFL. If the district continues to have no outstanding IFL debt, select “No” and skip the remainder of this tab.

## **Line 2 - Did this district pay interest on interfund loans retired before 2010?**

This field is populated and locked with information from the 2010 TIF Annual Reporting Form.

### **Interfund Loans**

#### **Lines 3-6 - Summary of IFL balances**

The outstanding principal amounts initially shown on lines 3 thru 6 are populated and locked with information previously provided to the OSA. All of the amounts relate to IFLs outstanding after 2009. The populated amounts are automatically calculated and updated as the table on line 9 is updated.

Lines 3-6 will automatically carry over to the Balance Sheet Tab, lines 3, 4, 10, and/or 11.

### **Principal and Interest**

#### **Line 7 - Principal payments paid from this district**

Line 7 will be automatically calculated and is the sum of entries in the table on line 9 where “C” or “D” is selected as the Type.

#### **Line 8 - Interest payments paid from this district**

Column A is populated and locked with interest expense information provided in the 2010 TIF Annual Reporting Form. The amount is interest paid on IFLs retired before 2010. The amount shown in column A is also included in column B.

Line 8, columns B and C, will be automatically calculated and show the sum of entries in the table on line 9 where “C” or “D” is selected as the Type. The interest expense calculated on line 8 will automatically carry over to line 14 in the Revenue and Expense Tab.

Interest income shown on this tab does NOT automatically carry over to line 2 (Interest and investment earnings) in the Revenue and Expense Tab. Please verify that the line 2 amount on that tab includes any interest income reported on this tab.

### **Interfund Loan Table**

#### **Line 9 - Interfund Loan Table**

If “Yes” is selected on line 1, complete a row in the table for each IFL by providing current-year activity. Complete a new row for any new IFL. The table will be partially populated with information from previously reported interfund loans, and some cells may be locked. If the locked information needs to be corrected or updated, identify the proposed change in the comment box on this tab. Complete the entire row with current reporting year activity, entering \$0 where needed. If “No” is selected on line 1 of this tab, a red message will appear if data is entered.

#### **Interfund Loan Table Columns (A-R):**

##### Column A. Type

Select the type of IFL from the drop-down menu, as follows:

Select A for Receivable: Interfund Loan to Other District

Select B for Receivable: Interfund Loan to Non-Tax Increment Account

Select C for Payable: Interfund Loan from Other District

Select D for Payable: Interfund Loan from Non-Tax Increment Account

##### Column B. Name of Second Party-District

These cells contain a drop-down menu that lists TIF districts associated with the development authority. If Type “A” was selected in column A, select the TIF district to which tax increment has been loaned. If Type “C” was selected, select the TIF district from which tax increment has been loaned. If Type “B” or “D” was selected, an entry cannot appear in column B.

##### Column C. Name of Second Party- Non-Tax Increment Account

If Type “B” was selected in column A, enter the name of the non-tax increment account to which tax increment was loaned. If Type “D” was selected, enter the name of the non-tax increment account from which cash was borrowed. If Type “A” or “C” was selected, an entry cannot appear in column C.

##### Column D. Resolution Date

Enter the date that the resolution authorizing the IFL was adopted. For districts with Certification Request Dates (CRDs) after July 31, 1979, IFLs and advances made after July 31, 2001, must be authorized by resolution before money is transferred, advanced, or spent, whichever is earliest. If the IFL was made before August 1, 2001, and no resolution was adopted, enter the date of the loan.



For more information, please see the Statement of Position entitled [Interfund Loans](#).

Column E. Final Maturity Date

Enter the final maturity date (maximum term) stated in the IFL resolution. For an IFL made before August 1, 2001, enter a date no later than the applicable duration limit of the district.

Column F. Interest Rate Range

Enter the interest rate range identified in the written documentation containing the terms of the loan. If only one interest rate is identified, report that rate for each end of the range. If payment of interest is not authorized in the approving resolution, enter zeroes. For a loan made before August 1, 2001, the interest rate accrued or paid after July 31, 2002, may not exceed the maximum stated in Minn. Stat. §§ 270.40 or 549.09 as of the date the loan is authorized.

For the maximum interest rates, see the Statement of Position entitled [Interfund Loans](#).

Column G. Resolution Amount

Enter the principal amount stated in the IFL resolution. If the terms of the loan were not stated in the resolution, they must be separately stated in writing and the principal amount must be reported here. If the amounts are drawn at different dates, enter the amount that is the total authorized principal amount. If an IFL was made before August 1, 2001, and no resolution was adopted, the principal amount is limited to a maximum amount equal to the largest negative cash balance that existed at any time in the fund that received the undocumented loan or advance.

Column H. Principal-Prior Years Draw Amount

Enter the loan draw amount through December 31, 2015.

Column I. Principal-2016 Draw Amount

Enter the loan draw amount in 2016.

Column J. Principal-Paid/Rec'd in Prior Years

Enter the amount of principal payments paid/received through December 31, 2015.

Column K. Principal-Paid/Rec'd in 2016

Enter the amount of principal payments paid/received in 2016.

Column L. Principal-Additions/Reductions in Prior Years

Enter principal additions or reductions through December 31, 2015. To reduce or write-off any part of the outstanding balance, negative amounts may be entered in this column. Explain any additions or reductions in the comment box. Because a reduction or write-off will affect the balance carried over to the "due to" amounts on the Balance Sheet Tab, an offsetting entry and comment will also be needed on line 25 the Revenue and Expense Tab.

Column M. Principal-Additions/Reductions in 2016

Enter principal additions or reductions in 2016. To reduce or write-off any part of the outstanding balance, negative amounts may be entered in this column. Explain any additions or reductions in the comment box. Because a reduction or write-off will affect the balance carried over to the "due

to” amounts on the Balance Sheet Tab, an offsetting entry and comment will also be needed on line 25 of the Revenue and Expense Tab.

Column N. Principal-Outstanding

This field is automatically calculated and populated.

Column O. Principal-Due in 2017

Enter the amount of principal payments/receipts due in 2017.

Column P. Interest-Paid/Rec'd in Prior Years

Enter the amount of interest payments paid/received through Dec. 31, 2015. If none, enter zero.

Column Q. Interest-Paid/Rec'd in 2016

Enter the amount of interest payments paid/received in 2016. If none, enter zero.

Column R. Interest-Due in 2017

Enter the amount of interest payments/receipts due in 2017. If none, enter zero.

**Line 10 - Comments**

Enter any explanations or comments that pertain to this tab.

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**PAYG Tab**

This tab records all activity related to pay-as-you-go (PAYG) financing arrangements.

Pay-as-you-go obligations have unique reporting requirements because the developer, not the development authority, pays the up-front development costs. As tax increment is received by the development authority, the developer is reimbursed for TIF-eligible costs up to the lesser of (1) the amount stated in the Development Agreement/Note or (2) the costs substantiated by the developer. In addition, the amount of reimbursement cannot exceed the total estimated tax increment expenditures authorized in the TIF plan.

**Line 1 - Are there any PAYG obligations for this district?**

*New TIF districts:* If the current TIF Annual Reporting Form is the first form filed for this TIF district, select “Yes” if a PAYG obligation was created before or during the current reporting year and proceed to line 2. If “No” is selected, skip the remainder of this tab.

*Existing TIF districts:* If a TIF Annual Reporting Form was filed for this district in a previous year, line 1 may be populated based on information previously provided.

If “Yes” was selected in any prior-year form, a “Yes” will be populated and locked in the current-year form. In addition, the information previously provided will be populated on lines 2 thru 13. Some information will be locked. Review and update any unlocked information.

If “No” was selected in ALL prior year reports, line 1 “Select One” will appear on line 1. If a PAYG obligation was created during the current reporting year, select “Yes” and complete lines 2 thru 13. If the district continues to have no PAYG obligations, select “No” and skip the remainder of this tab.

### **Documented PAYG Costs**

Each PAYG obligation must be supported by documentation of the TIF-eligible costs incurred by the developer. Report each PAYG obligation in a separate column. Enter the amount of TIF-eligible PAYG costs substantiated by the developer through the current reporting period; enter \$0 where needed. The sum of the amounts on line 9 cannot exceed the Contract/Note Amounts on the PAYG table (column E of line 13). Previously reported data is populated for existing TIF districts but the cells are unlocked to allow the information to be updated.

For more information, see the Statement of Position entitled [TIF Pay-As-You-Go Obligations](#).

#### **Line 2 - Land/building acquisition**

Enter the amount of TIF-eligible costs substantiated by the developer for land and/or building acquisition.

#### **Line 3 - Site improvements/preparation costs**

Enter the amount of TIF-eligible costs substantiated by the developer for site improvements and site preparation costs, including demolition, clean-up, grading, and other site preparation costs.

#### **Line 4 - Utilities**

Enter the amount of TIF-eligible costs substantiated by the developer for the installation of public utilities, such as sewer and water lines.

#### **Line 5 - Other public improvements**

Enter the amount of TIF-eligible costs substantiated by the developer for parking facilities (publicly or privately owned), streets and sidewalks (including installation and improvement of curbs, gutters, and streetlights), and other similar public improvements.

#### **Line 6 - Construction of affordable housing**

Enter the amount of TIF-eligible costs substantiated by the developer for the construction of affordable housing. Construction of affordable housing includes new construction, rehabilitation and renovation. Tax increment may be used to: 1) acquire and prepare the site for housing, 2) acquire, construct, or rehabilitate housing, or 3) make public improvements directly related to housing.

**Line 7 - Small city authorized costs, if not already included above**

Enter the amount of TIF-eligible costs not already reported above that are substantiated by the developer for which the development authority is using the small city status provisions under Minn. Stat. § 469.176, subd. 4c (b)-(c).

For more information, see the Statement of Position entitled [Small Cities' Expanded TIF Powers](#).

**Line 8 - Temporary economic development (jobs)**

Enter the amount of TIF-eligible costs (substantiated by the developer) pursuant to Minn. Stat. § 469.176, subd. 4m, for projects creating or retaining jobs in Minnesota and that began no later than July 1, 2012. The authority to expend tax increments under this program expired in 2012.

For more information, see the Statement of Position entitled [Jobs Stimulus Program](#).

**Line 9 - Total documented PAYG costs to be repaid with tax increment**

The sum of each column is the total amount of documented costs for each PAYG obligation. The total amount is automatically calculated. The total amount in each column cannot exceed the Contract/Note Amount reported on line 13, column E.

**Principal and Interest**

**Lines 10-12** - Lines 10 through 12 are automatically calculated and are the sum of PAYG principal and interest payments for active AND retired PAYG obligations reported in the table beginning on line 13. In addition, lines 11 and 12 are automatically carried over to lines 10 and 12 in the Revenue and Expense tab.

**PAYG Table**

**Line 13 - PAYG Table**

If “Yes” is selected on line 1, update or complete a row in the table for each PAYG obligation by providing current-year activity. Complete a new row for any new PAYG obligation. The table will be partially populated with information from previously reported obligations, and some information may be locked. If the locked information needs to be corrected or updated, identify the proposed change in the comment box on this tab. Complete the entire row, entering \$0 where needed. If “No” is selected on line 1, a red message will appear if data is entered.

**PAYG Table Columns (A-O):**

**Column A. Name on Development Agreement**

Enter the name of the developer or the development as it is written in the development agreement.

Column B. Issue Date

Enter the issue date of the note.

Column C. Final Maturity Date

Enter the final maturity date of the note.

Column D. Interest Rate Range

Enter the interest rate range stated in the note. If only one interest rate applies, report that rate for each end of the range. If the payment of interest is not indicated in the note, enter zeroes.

Column E. Contract/Note Amount

Enter the face amount of the note. If the contract is ever amended to increase (or decrease) this amount, please change this amount rather than report the change in the additional column, and provide a comment to note the modification of the agreement.

Column F. Documented Amount

The amount(s) shown on line 9 populate column F; the amount(s) cannot exceed the Contract/Note amount(s) on line 13, column E.

Column G. Principal Paid in Prior Years

Enter the amount of principal payments paid on the note with tax increment through December 31, 2015. The total of this column is automatically calculated and shown on line 11, column A.

Column H. Principal Paid in 2016

Enter the amount of principal payments paid on the note with tax increment in 2016. The total of this column is automatically calculated and shown on line 11, column B.

Column I. Principal Additions/Reductions in Prior Years

Enter any principal additions or reductions through December 31, 2015. To reduce or write-off any part of the outstanding balance, negative amounts may be entered in this column. Explain any additions or reductions in the comment box.

Column J. Principal Additions/Reductions in 2016

Enter any principal additions or reductions made in 2016. To reduce or write-off any part of the outstanding balance, negative amounts may be entered in this column. Explain any additions or reductions in the comment box. Modifications to agreements that change the contract/note amount should be reported in column E rather than in this column.

Column K. Principal Outstanding

The amounts in this column are automatically calculated.

Column L. Principal Due in 2017

Enter the amount of principal payments on the note due in 2017.

Column M. Interest Paid in Prior Years

Enter the amount of interest paid on the note with tax increment through December 31, 2015. If interest was not paid on the note, enter zero. The total of this column is automatically calculated and shown on line 12, column A.

Column N. Interest Paid in 2016

Enter the amount of interest paid on the note with tax increment in 2016. If interest was not paid on the note, enter zero. The total of this column is automatically calculated and shown on line 12, column B.

Column O. Interest Due in 2017

Enter the amount of interest due on the note in 2017. If interest will not be paid on the note, enter zero.

**Line 14 - Comments**

Enter any explanations or comments here that pertain to this tab.

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**Project Costs Tab**

Report only those project costs that are paid or financed with tax increment. The proceeds of TIF bonds must be treated as if they are tax increment. Project costs should be reported when the proceeds of TIF bonds are spent. Non-TIF bonds (see the Debt Tab for clarification) are not treated the same as TIF bonds because their proceeds are not treated as tax increment. Do not report project costs when non-TIF bond proceeds are spent. Instead, report project costs for non-TIF bonds when principal payments are made (as reported on the Debt Tab) in amounts equal to the principal payments.

Do not include costs paid or financed with other public funds or revenue sources. Reporting project costs paid or financed with tax increment separately from costs paid or financed with other public money began with the 2010 TIF Annual Reporting Form. In 2009, the TIF Act was amended to focus TIF Plans and TIF reporting requirements on the use of tax increment only. The amendment removed “other public funds” from the TIF plan and from the statutory reporting requirements. In some districts, other public funds had been reported together with tax increment to obtain the complete cost of the project. Costs paid with tax increment could not be separated from costs paid with funds other than tax increment. The current form facilitates this separation by reporting TIF-only costs.

**Project Costs (Other Than PAYG)**

*New TIF districts:* If the current TIF Annual Reporting Form is the first form filed for this TIF district, the amounts reported for lines 1 thru 11 in column A should be \$0.

*Existing TIF districts:* If a TIF Annual Reporting Form was filed for this district in a previous year, the amounts reported on lines 1 thru 11 of the prior-year forms will be populated in column A of the current reporting form. Lines 1 thru 9, column A, will be unlocked to allow for editing.

Report in column B of lines 1 through 9 the project costs paid in the current reporting year with tax increment and/or TIF bond proceeds. Enter \$0 where applicable. Do not include on lines 1 through 9 project costs paid through a PAYG arrangement because those costs are entered in the PAYG Tab and carry over to lines 12-19. The line-item amounts shown in columns A and B are totaled horizontally in column C and vertically on line 11. The amounts shown on line 11 will populate line 8 in the Revenue and Expense Tab.

### **Line 1 - Land/building acquisition**

Enter the amount of tax increment revenues and/or TIF bond proceeds used in the current reporting year for land and/or building acquisition.

### **Line 2 - Site improvements/preparation costs**

Enter the amount of tax increment revenues and/or TIF bond proceeds used in the current reporting year for site improvements and site preparation costs, including demolition, structure removal, clean-up, grading, and other similar costs.

### **Line 3 - Utilities**

Enter the amount of tax increment revenues and/or TIF bond proceeds used in the current reporting year for the installation of utilities, such as sewer and water lines.

### **Line 4 - Other public improvements**

Enter the amount of tax increment revenues and/or TIF bond proceeds used in the current reporting year for the construction of parking facilities (publicly- or privately-owned), construction of streets and sidewalks (including installation and improvement of curbs, gutters, and streetlights), and similar public improvements. Also, include the amount of tax increment and/or TIF bond proceeds used for public park improvements, interest reduction programs and social, recreational or conference facilities.

Note that the use of tax increment for a public park, a social or recreational facility, or a publicly-owned conference facility is prohibited as of January 1, 2000. A development authority may continue to use tax increment for these purposes only if the obligation was in place as of January 1, 2000. The TIF Act still permits TIF revenues to be used for a privately-owned conference facility or parking structure. See Minn. Stat. § 469.176, subd. 4l(b).

### **Line 5 - Construction of affordable housing**

Enter the amount of tax increment revenues and/or TIF bond proceeds used in the current reporting year for the construction of affordable housing. “Construction of affordable housing” includes new construction, rehabilitation and renovation. Tax increment may be used to: 1) acquire and prepare the site for housing, 2) acquire, construct, or rehabilitate housing, or 3) make public improvements directly related to housing.

### **Line 6 - Small city authorized costs**

If the TIF district is an economic development district and the city is using the small city provisions in Minn. Stat. § 469.176, subd. 4c(b)-(c), to pay for authorized costs, enter the amount of tax increment not already reported above that is used in the current reporting year to pay the authorized costs.

For more information, see the Statement of Position entitled [Small Cities' Expanded TIF Powers](#).

### **Line 7 - Temporary economic development (jobs)**

Enter the amount of tax increment revenues used in the current reporting year pursuant to Minn. Stat. § 469.176, subd. 4m, for projects that created or retained jobs in Minnesota and that began construction no later than July 1, 2012. The authority to expend tax increments under this program expired in 2012.

For more information, see the Statement of Position entitled [Jobs Stimulus Program](#).

### **Line 8 - Authority administrative costs**

Enter the amount of tax increment revenues and/or TIF bond proceeds used in the current reporting year to pay or reimburse costs relating to the development authority's administration of the TIF district or project. Common administrative expenses include:

- Payroll (i.e., staff time used to administer the district)
- Consultant fees
- Accounting and auditing fees
- Legal fees
- Bond issuance costs
- Bond counsel fees
- Paying agent fees

Engineering and architectural costs are considered public improvements and should not be reported as administrative expenses. These costs should be included in lines 1-7.

For more information, see the Statement of Position entitled [Administrative Expenses](#).

### **Line 9 - County administrative costs**

If the development authority is being charged by the county for its costs to administer the district, enter the current-year amount of tax increment revenues and/or TIF bond proceeds used to pay those costs. Do not include these costs on line 21.

### **Line 10 - Subtract prior years' costs paid with public funds other than tax increment**

This field is populated and locked with the amount provided in the 2010 TIF Annual Reporting Form. When the reporting requirements changed in 2010 to focus on only those project costs paid



with tax increment, the development authorities were given two methods for splitting the tax increment costs from those paid by public funds other than tax increment. Under one option, the full costs were reported in lines 1 through 9 and line 10 was used to identify the non-TIF share of the total. The other option limited lines 1 through 9 to costs paid with tax increment.

### **Line 11 - Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment**

This line is automatically calculated, containing the sum of lines 1 through 9 minus line 10. These amounts are shown on line 8 in the Revenue and Expense Tab.

### **Project Costs (PAYG)**

**Lines 12-19** - The amounts reported on lines 12 through 19 are carried over from lines 2 through 9 in the PAYG Tab.

**Line 20** - The amount shown on line 20 is the sum of lines 11 and 19.

### **Line 21 - Pooled, out-district expenditures**

Report on line 21 the amount of tax increment spent outside the district but within the defined geographic area of the project, an activity which is generally referred to as “pooling.” “Outside the district” includes costs inside the boundaries of the district that are incurred after the five-year rule and therefore deemed to be costs “outside the district.” Include payments on bonds or loans to the extent that the proceeds were spent on activities outside the district. Include any authority administrative expenses. Do not include county administrative expenses, which are not required to be included in the TIF plan and are not considered to be expenses outside the district.

Column A will be populated with prior year data if available. Please verify the accuracy of this information and revise if appropriate. Report in column B the amount of tax increment spent outside the district during the current reporting year. The amount shown in column C is the sum of columns A and B.

For more information, see the Statement of Position entitled [TIF Pooling](#).

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## **Transfers Tab**

On this tab, report transfers of tax increment between TIF districts. The total amount of transfers in (line 3) and transfers out (line 5) will automatically carry over to lines 17 and 18 in the Revenue and Expense Tab.

Transfers are flows of cash or other assets made without a requirement or intent to repay, and are made as a transfer of revenues rather than as a reimbursement or payment of costs incurred for the district that is making the transfer. Transfers of tax increment to non-TIF funds or to TIF funds associated with the same TIF district are NOT reported in this tab because they represent reimbursement or payment of costs for the district. For example:

- Do not report transfers of tax increment made to the general fund to pay that fund for administrative expenses. Treat these transfers as administrative expenses on line 8 in the Project Costs Tab.
- Do not report transfers of tax increment made to the sewer and water fund to pay that fund for TIF-eligible expenses. Treat such transfers as utility expenses on line 3 in the Project Costs Tab.
- Do not report transfers of tax increment made to a debt service fund to the extent they have been used to make debt service payments on bonds issued for the district. Treat such transfers as bond principal and bond interest payments in the Debt Tab.

**Line 1 - Are there any transfers of tax increment to or from the district?**

*New TIF districts:* If the current TIF Annual Reporting Form is the first form filed for this TIF district, select “Yes” if a transfer of tax increment to another TIF district or from another TIF district occurred before or during the current reporting year. If “Yes” is selected, complete one row of line 2 or line 4 for each TIF district with which transfers occurred. If no transfers were made, select “No” and skip the remainder of this tab.

*Existing TIF districts:* If a TIF Annual Reporting Form was filed for this district in a previous year, line 1 may be populated based on your previous responses as follows:

If “Yes” was selected in any prior year form, a “Yes” response will be populated in the current year form. In addition, the transfer in/out information previously reported will be populated in column B on lines 2 thru 5. Update the information as appropriate. Enter \$0 where necessary. Enter any new transfers below the populated lines.

If “No” was selected in ALL prior year reports, line 1 will be blank, requiring an answer to the question for the current reporting period.

**Lines 2 and 4 - Transfers In / Transfers Out**

Each row under line 2 and line 4 represents the total amount of tax increment transferred in from a single TIF district (line 2) or the total amount of tax increment transferred out to a single TIF district (line 4). For example, assume, a \$5,000 transfer of tax increment was received from TIF District “X” in calendar year 2015, and in calendar year 2016 two \$3,000 transfers of tax increment were received from the same district. Report the entire \$11,000 (\$5,000 in the Prior Years column and \$6,000 in the 2016 Amount column) on one row under line 2 because it was received from the same district. Reporting multiple transfers from the same TIF district on more than one row will result in an error message. This same scenario applies to the Transfers Out section where multiple transfers to one TIF district must be reported on one row under line 4.

Column A. District Name

These lines contain a drop-down menu of the names of TIF districts associated with the authority. Select the district with which the transfer was made.

Column B. Prior Years

Enter/Verify the total amount of tax increment transferred to (line 4) or from (line 2) the selected district through December 31, 2015.

Column C. 2016 Amount

Enter the total amount of tax increment transferred to (line 4) or from (line 2) the selected district in 2016.

Column D. Total Through 2016

The totals in this column is automatically calculated.

**Lines 3 and 5 - Total Transfers In / Total Transfers Out**

The totals are automatically calculated.

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**Revenues, Expenditures, and Changes in Tax Increment Balance Tab**

The purpose of this tab, (the “Revenue and Expense Tab”), is to identify the sources and uses of tax increment in this district through calendar year 2016. An entry is required on each line. Enter \$0 where applicable.

The Prior Years column is populated with information previously reported and is unlocked to allow changes, if needed. The cells shaded yellow contain amounts carried over from previous tabs and are locked. The cells shaded blue contain amounts that are automatically calculated and cannot be changed directly.

**Revenues**

**Line 1 - Tax increment revenues distributed from the county**

Enter the total amount of tax increment paid by the retained captured net tax capacity and received by the authority from the county in 2016. Do not include the amount of the TIF enforcement deduction.

**Line 2 - Interest and investment earnings**

Enter any 2016 interest and other investment earnings from tax increment. Include any amount received as interest on repayments of loans and advances made from tax increment by the district. Net investment losses may be reported as negative amounts.

**Line 3 - TIF Credits**

Enter any property tax credit that is apportioned to TIF. Prior to its repeal and final payment in 2011, the Market Value Homestead Credit (MVHC) was the most predominant credit that was apportioned to TIF and line 3 was labeled for the MVHC prior to the 2015 reporting cycle. Although less common, the Department of Revenue also apportions Disparity Reduction Credits,

Supplemental Taconite Credits, Disaster Credits, and Agricultural Homestead Market Value Credits to TIF. Taconite Credits distributed by the county may also be apportioned to TIF. Previously reported MVHC amounts are populated in Column A of this line, which is unlocked. Other credits may have been previously reported as part of line 1. It is not expected that all prior year credits will be researched and reported on this line, but all credits apportioned to TIF must be reported on this line beginning for 2015 and thereafter.

**Line 4 - Loan/advance repayments**

Enter any 2016 amounts received as repayments of an advance or loan previously made by the district. Enter principal amounts only.

Repayment of a loan or advance should be reported on this line only if it was initially reported as a capital expenditure in the operating statement. If the initial loan was reported on the balance sheet as a receivable, any principal repayment should also be reported on the balance sheet as a reduction of the receivable.

**Line 5 - Lease proceeds**

Enter any 2016 amount received from the lease/rental of real or personal property purchased with tax increment.

**Line 6 - Repayments or return of tax increment per agreements**

Enter repayments or returns of tax increment made to the authority under agreements for a district for which the request for certification was made after August 1, 1993. Do not include non-TIF revenue sources on this line. Non-TIF revenue should not be included on the form.

**Line 7 - Total Revenues**

The total on this line is automatically calculated, and is the sum of lines 1 through 6.

**Expenditures**

**Line 8 - Project costs (other than PAYG)**

This line is populated from line 11, columns A and B, in the Project Costs Tab.

**Line 9 - Tax increment returned to county**

Enter the amount of tax increment returned to the county auditor.

Bond payments are recorded on lines 10 thru 14, with lines 10 and 11 pertaining to principal payments and lines 12 thru 14 pertaining to interest.

**Line 10 - Payments for PAYG note or contract**

This line is populated from line 11 in the PAYG Tab.

**Line 11 - Payments on all other TIF bonds**

This line is populated from line 4 in the Debt Tab, which includes principal paid on TIF bonds.

**Line 12 - Interest on PAYG**

This line is populated from line 12 in the PAYG Tab.

**Line 13 - Interest on all other (TIF and Non-TIF) bonds**

This line is populated from line 5 in the Debt Tab, which includes interest paid on TIF and Non-TIF bonds.

**Line 14 - Interest on interfund loans**

This line is populated from line 8 in the Interfund Loans Tab.

**Line 15 - Total expenditures**

This line is automatically calculated, and is the sum of lines 8 through 14.

**Line 16 - Revenues over (under) expenditures**

This line is automatically calculated, and is line 7 minus line 15.

**Other Sources and Uses**

**Line 17 - Transfers in**

This line is populated from line 3 in the Transfers Tab.

**Line 18 - Transfers out**

This line is populated from line 5 in the Transfers Tab.

**Line 19 - TIF Bonds issued (other than refunding bonds)**

This line is populated from line 2 in the Debt Tab and pertains to TIF bonds.

**Line 20 - Refunding TIF bonds issued**

This line is populated from line 3 in the Debt Tab and pertains to TIF bonds.

**Line 21 - TIF Bonds refunded**

If TIF bonds were refunded, enter the principal amount of the TIF bonds that were refunded as a negative number for 2016.

**Line 22 - TIF Bond discount**

If TIF bonds were sold at a discount, enter the discount amount as a negative number for each TIF bond sold in 2016.

**Line 23 - TIF Bond premium**

If TIF bonds were sold at a premium, enter the premium amount for each TIF bond sold in 2016.

**Line 24 - Sales of property**

Enter for 2016 the amount received from the sale of real or personal property purchased with tax increment.

**Line 25 - Other (see instructions, comment required)**

This line is for reporting any other source or use (and which therefore enables the form to balance). There are only a few expected situations for which this line might be used: write-downs or write-offs of interfund loans, and unrealized gains or losses for things such as the write-down of land held for resale. Do not include the receipt or expenditure of any non-TIF revenue sources. A comment is required on line 30 to explain the amount reported and any unique or unexpected entry will likely lead to follow-up communication from the OSA.

**Line 26 - Total other sources and uses**

This line is automatically calculated, and is the sum of lines 17 through 25.

**Line 27 - Net change in tax increment balances**

This line is automatically calculated, and is the sum of lines 16 and 26.

**Line 28 - Tax increment balance (beginning 01/01/2016)**

This line is automatically populated from line 27, column A.

**Line 29 - Tax increment balance (ending 12/31/2016)**

This line is automatically calculated, and is the sum of lines 27 and 28, column B.

### **Line 30 - Comments**

Provide any explanation or comments regarding this tab on line 30. A comment is required to explain any amount reported on line 25. If line 25 amounts relate to a bond, provide the full name of the bond, the issue date, the purpose of the bond, and type of TIF qualifying expenditures (utilities, improvements, etc.).

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## **Balance Sheet Tab**

This tab records the assets, liabilities, deferred inflows, and fund balances of the district at the beginning and end of the current reporting period. An entry must appear on each line of this tab. Enter \$0 where appropriate. Negative amounts may not be entered except as noted.

The prior year column is populated with amounts previously reported and the cells are unlocked to allow changes, if needed.

### **Assets**

#### **Line 1 - Cash**

Enter the year-end balances of cash for the TIF district.

#### **Line 2 - Investments**

Enter the year-end balances of investments for the TIF district.

#### **Line 3 - Due from other TIF districts**

This line is populated from line 5, columns A and B, in the Interfund Loans Tab.

#### **Line 4 - Due from non-tax increment accounts**

This line is populated from line 6, columns A and B, in the Interfund Loans Tab.

#### **Line 5 - Interest receivable**

Enter the year-end balances of interest receivable for the TIF district.

#### **Line 6 - Taxes receivable**

Enter the year-end balances of taxes receivable for the TIF district.

#### **Line 7 - Other receivables**

Enter the year-end balances of any other receivables for the TIF district.

**Line 8 - Property held for resale**

Enter the year-end balances of property held for resale for the TIF district. As required by statute, report the cost of the property rather than the fair market value, even if the fair market value is lower.

It is not necessary to report any reductions in the value of lands held for resale, nor are any such write-downs expected to be reported. However, some authorities have inquired about how such a write-down could be reported. An authority that desires to report write-downs of land held for resale can reduce the amount reported on this line and make a corresponding entry on line 25 of the Revenue and Expense Tab. If such write-downs are reported, any subsequent increase in value (but not above cost) should also be reported.

**Line 9 - Total Assets**

This line is automatically calculated, and is the sum of lines 1 through 8. The amounts on this line must equal the amounts on line 16.

**Liabilities****Line 10 - Due to other TIF districts**

This line is populated from line 3, columns A and B of the Interfund Loans Tab.

**Line 11 - Due to non-tax increment accounts**

This line is populated from line 4, columns A and B of the Interfund Loans Tab.

**Line 12 - Accounts payable**

Enter the year-end balances of accounts payable for the TIF district.

**Line 13 - Unearned revenue**

Enter the year-end balances of unearned revenue for the TIF district and provide explanation of the amount on the Comment Tab.

**Line 14 - Total Liabilities**

This line is automatically calculated, and is the sum of lines 10 through 13.

**Deferred Inflows****Line 15 - Deferred inflows**



Enter the total amount of any deferred inflows for the TIF district and provide explanation of the amount in the Comment Tab.

### **Line 16 - Total Liabilities and Deferred Inflows**

This line is automatically calculated, and is the sum of lines 14 and 15.

### **Tax Increment Balance**

### **Line 17 - Total tax increment balance**

This line is populated from lines 28 and 29 in the Revenue and Expense Tab.

### **Line 18 - Total liabilities and tax increment balance**

This line is automatically calculated, and is the sum of lines 16 and 17. The amounts on this line must equal the amounts on line 9.

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## **EIC - Excess Increment Calculation Tab**

The TIF Act requires that a development authority calculate annually the amount of excess tax increments of a TIF district. The TIF Act also allows the State Auditor to exempt an authority from reporting the excess tax increment calculation if the authority certifies to the State Auditor in its Report that the total amount authorized by the tax increment plan to be paid with increments from the district exceeds the sum of the total increments collected for the district for all years by 20 percent.

Lines 1 through 4 of this tab are automatically populated from information reported elsewhere in the TIF Annual Reporting Form. If line 4 shows Required, complete lines 5 through 17. If line 4 shows Not Required, proceed to the Annual Disclosure Statement Tab.

### **Line 1 - Tax increment generated by the district since certification**

This field is automatically populated. It is the sum of the amounts reported on lines 7 (Total revenues) and 24 (Sale of property), column C, in the Revenue and Expense Tab.

### **Line 2 - Multiply the above amount by 1.2**

This field is automatically calculated.

### **Line 3 - Total costs authorized by the TIF plan to be paid or financed with tax increment**

This field is automatically populated. This amount is from line 28 (Total Estimated Project/Financing Costs to be Paid from Tax Increment) in the Overview Tab.

**Line 4 - Based on the calculation above, the Excess Increment Calculation Report is:**

This field is populated with the words Required or Not Required. Required is shown if 120% of actual tax increment receipts (line 2) are greater than the total costs authorized by the TIF plan to be paid or financed with tax increment from the district (line 3). If Required is shown, complete the remaining lines on this tab. If Not Required is shown, proceed to the Annual Disclosure Statement Tab.

**Excess Increment Calculation Report**

**Line 5 - Total tax increment generated by district since certification**

This field is automatically populated from line 1 in this tab.

**Line 6 - Subtract total tax increment returned to the county**

This field is automatically populated from line 9 (tax increment returned to the county), column C, in the Revenue and Expense Tab.

**Line 7 - Subtotal A**

This field is automatically calculated as line 5 minus line 6.

**Line 8 - Total costs authorized by the TIF plan to be paid or financed with tax increment**

This field is automatically populated from line 3 in this tab.

**Line 9 - Subtract authorized costs that have been or will be paid from sources other than tax increment**

Enter the amount, if any, of the total costs authorized by the TIF plan for this TIF district (line 8) that have been or will be paid from sources other than tax increment. Costs paid with TIF bond proceeds are considered to be paid with tax increment and should not be included.

**Line 10 - Subtract principal and interest payments due after the year ended December 31, 2016**

Enter the amount of principal and interest payments due on the district's outstanding debt after December 31, 2016. Include any obligation that meets the definition of bonds under Minn. Stat. § 469.174, subd. 3 (TIF bonds, interfund loans, PAYG, external loans). Enter \$0 if appropriate.

**Line 11 - Add transfers of increment made prior to December 31, 2016, used to pay for Minn. Stat. § 469.1763 deficits**

Enter the amount of tax increment transferred to other TIF districts to eliminate deficits as permitted by Minn. Stat. § 469.1763, subd. 6 (deficit pooling law) that were made by December 31, 2016. Enter \$0 if appropriate.

**Line 12 - Subtotal B**

This amount is automatically calculated, and is the net amount of lines 8 through 11.

**Line 13 - Excess increment (subtract subtotal B from subtotal A)**

This amount is automatically calculated, and is line 7 minus line 12.

**Line 14 - Prepayment of any outstanding bonds**

Enter the amount of excess increment used to prepay outstanding bonds, if any. Enter \$0 if none.

**Line 15 - Discharge of the pledge of tax increment for any outstanding bonds**

Enter the amount of excess increment used to discharge the pledge of tax increment for any outstanding bond, if any. Enter \$0 if none.

**Line 16 - Payment into an escrow account dedicated to the payment of any outstanding bond**

Enter the amount of excess increment paid into an escrow account dedicated to the payment of outstanding bonds, if any. Enter \$0 if none.

**Line 17 - Excess increment after subtractions of authorized uses**

This field is automatically calculated, and is the net amount of lines 13 through 16.

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**Annual Disclosure Statement Tab**

Pursuant to Minn. Stat. § 469.175, subd. 5, a development authority must, no later than August 15, 2017, publish in a newspaper of general circulation an annual statement disclosing information regarding the TIF districts located within the municipality. All TIF districts required to report to the OSA must be included in the annual disclosure statement (ADS). Publication of the ADS is required, even if the amounts are zero.

The authority must provide a copy of the ADS (whether the statement has been or will be published) to the OSA, the County Auditor, County Board, and the governing body of the municipality, if different from the authority, by August 1, 2017. This tab is used to facilitate this requirement. It is not necessary to submit an affidavit of publication to the OSA.

A development authority with multiple TIF districts may publish the ADS as a table with each district being a column and lines 4-12 representing the rows of the table.

**Line 1 - Name of Development Authority**

This field is populated with the name of the development authority.

**Line 2 - Name of Municipality**

This field is populated with the name of the municipality that approved the district.

**Line 3 - Name of the Newspaper and date of publication**

Enter the name of the newspaper in which the ADS was or will be published. Enter the date of publication.

**Line 4 - Current net tax capacity**

This field is populated from line 4 in the District Information Tab.

**Line 5 - Original net tax capacity**

This field is populated from line 5 in the District Information Tab.

**Line 6 - Captured net tax capacity**

This field is populated from line 6 of the District Information Tab.

**Line 7 - Principal and interest payments due in 2017**

This field is populated from the total amounts of principal and interest due in 2017 from the Debt, Interfund Loans and PAYG tabs.

**Line 8 - Tax increment received in 2016**

This field is populated from lines 7B and 24B of the Revenue and Expense Tab.

**Line 9 - Tax increment expended in 2016**

This field is populated from line 15B of the Revenue and Expense Tab.

**Line 10 - Month and year of first tax increment receipt**

This field is populated from line 12 of the Overview Tab.

### **Line 11 - Date of required decertification**

This field is populated from line 13 of the Overview Tab.

### **Line 12 - The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies\***

This field is populated from line 10 of the District Information Tab.

Lines 4-11 must be published even if the amounts are zero. Line 12 is only necessary if the municipality is located in the fiscal disparities area and the municipality chose Option A under Minn. Stat. § 469.177, subd. 3(a), for the TIF district. Line 12 is labeled with an asterisk and must be accompanied by the corresponding notation when required:

\*The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2016.

### **Lines 13-19 - Contact information For more information**

The ADS must also inform readers how they can attain additional information regarding each district. Enter on lines 13-19 the contact person and their address (including city, state, zip code), phone, and email. If no email address is available, enter “none” on line 19.

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## **Comments Tab**

### **Line 1 - Please enter any additional comments regarding this district**

Enter any explanations, additional information, questions and/or comments here.

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## **Frequently Asked Questions**

### **How should an interfund loan be reported?**

Interfund loans (IFLs) should be reported on the Interfund Loan Tab. Note that the “Authorized Amount” (line 9, column H) is the amount approved by the resolution authorizing the IFL, whereas the draw amounts (line 9, columns H and I) are the amounts of loan draws as of the current reporting year. The outstanding balance (line 9, column N, and lines 3-6) will then carry over to the Balance Sheet Tab as a “due to” when the district receives a loan (lines 10 or 11), or as a “due from” when the district is making the loan (lines 3 or 4). The project costs that are paid with the IFL proceeds should be reported as they are expended on the Project Cost Tab (lines 1-9) of the

district receiving the loan. Any balance of unexpended IFL amounts should be reflected in the assets on the Balance Sheet Tab (generally as cash on line 1).

Do not report an interfund loan as an accounts payable.

### **How should the purchase of land and other land transactions be reported?**

If land purchase costs are part of the costs incurred by a developer under a PAYG, those costs should be reported on line 2 of the PAYG Tab. If the land is purchased by the development authority with tax increment and held for resale, report the cost of the land on line 8 of the Balance Sheet Tab as “Property held for resale.” Otherwise, report the cost of land purchased with tax increment on line 1 of the Project Costs Tab.

If land purchased by the development authority with tax increment is sold to a developer, the proceeds of this sale should be reported as a source of revenue on line 24 (Sales of property) of the Revenue and Expense Tab. If property held for resale is sold at a discount and the underlying Development Acts allow this “discount” to be recorded as an expenditure, then report the discounted amount as a project cost on line 1 of the Project Costs Tab.

The unrealized gains or losses occurring when property held for resale loses value, or later increases in value (but not above cost), are not expected to be reported for TIF oversight purposes. However, a development authority that wishes to report these gains or losses can report them by adjusting the value of the land held for resale on the Balance Sheet Tab and entering a corresponding amount on line 25 of the Revenue and Expense Tab. A comment must be entered on line 30 of the Revenue and Expense Tab explaining the activity.

### **How should payments toward bonds be reported if the district is not pledged to pay the bond?**

If a bond is not secured by a pledge of increment from any TIF district, it is considered a “non-TIF” bond. In previous years, payments of tax increment toward the debt service of non-TIF bonds have been inconsistently reported. This year’s changes to the form should allow for consistent reporting on the Debt Tab where “Non-TIF bond” is now an explicit Type of bond in the debt table (see line 6, column B).

Unlike TIF bonds where TIF is pledged to the bond and the proceeds of the bond must be treated as if they were tax increment, the proceeds of non-TIF bonds are not treated like tax increment and are not reported in the same manner. Unlike TIF bonds, where project costs are reported on the Project Cost Tab as the bond proceeds are spent, no project costs should be reported when the proceeds of a non-TIF bond are spent. Instead, report project costs on the Project Cost Tab in amounts equal to the principal payments when principal payments are made.

TIF bonds issue amounts carry over to the Revenue and Expense Tab on lines 19 and 20 (where refunded amounts, bond discounts, and bond premiums are also reported for TIF bonds). For non-TIF bonds, issue amounts are not reported (nor are refunded amounts, bond discounts, and bond premiums for non-TIF bonds).

Principal payments on TIF bonds carry over to the Revenue and Expense Tab on line 11, whereas principal payments on non-TIF bonds do not carry over (and are only reflected in the project cost amounts on line 8 which also reflects how the proceeds of TIF bonds were used).

Note that the development authority must be able to establish that the use of tax increment to pay debt service on a non-TIF bond is authorized. One example where tax increment has been used to make payments on a non-TIF bond is when a housing district uses tax increment to make debt service payments on improvement bonds backed by special assessments in order to assist in making the housing affordable.

Development authorities should be aware that non-TIF bonds are not obligations of a TIF district in the same manner as a TIF bond to which tax increment is pledge for its payment.

### **How should refunding bonds and refunded bonds be reported?**

If a TIF bond is refunded with a refunding bond, both bonds should be reported as separate rows on the debt table. In other words, do not attempt to rename the record or otherwise attempt to combine them as a single record.

The refunded bond should be marked as refunded in column E and the refunded amount should be entered in column J. This entry in column J should end up leaving the outstanding principal balance in Column Q as \$0. (This might possibly occur over two reporting periods depending on the timing of the refunding activity.)

The bond that refunds a TIF bond should be added and marked as refunding in column D. Refunding bonds to which no tax increment pledge has been made, do not need to be reported unless or until tax increment is used to make payments on the refunding bond. (The use of increment to pay bonds that do not have a pledge of tax increment should be vetted by legal advisors as being eligible for TIF expenditures.)

### **How can bonds, interfund loans, PAYG notes, and transfers that were mistakenly reported in past years be removed?**

These records cannot simply be deleted. Instead, zero-out the records by entering zeroes in every amount column (any locked column for names, dates, etc. must be left as-is), and provide a comment explaining the mistaken reporting. When properly zeroed-out, we intend to no longer populate those records on future forms. If you do see the record populated on a subsequent form, please enter zeroes and continue to provide a comment.