

CITIZEN'S GUIDE:



IF JANUARY – NOVEMBER 30th FISCAL YEAR END

- 2018 Forecast (Plus assumptions) *
- 2017 Budget
- 2016 Audited/Actual/Projected


IF DECEMBER FISCAL YEAR END

- 2017 Forecast (High Level Assumptions)
- 2016 Budget
- 2015 Audited

**If you submit your report to treasury before your fiscal year end, you may be able to drop your forecast year!*

- List your assumptions for the Forecast Year (High Level will suffice) 
- Unfunded Liabilities – Pension/OPEB (Latest Actuarial Information)
 - If no liabilities exist or only reported every 2 years, must add a narrative explaining why 

PERFORMANCE DASHBOARD:

Turn on or off categories as needed, we suggest, at minimum... 

- Fiscal Stability
- Economic Strength
- Pension/OPEB Status
- Quality of Life
- Traffic/Public Safety
- School Enrollment

**Use the green up arrow concept to show your community in the best light)*



**Make sure current year information has been populated, the dashboard has progressed an additional year*

DETAILED DEBT REPORT:

- Issuance date by debt instrument
- Issuance amount by debt instrument
- Type of debt instrument
- Listing of all revenues pledged to finance debt service by debt instrument
- Listing of annual debt service payment amounts

**Verify all received elements are included; if you've previously loaded your debt schedules in Munetrix, only add/update new issues or refunding bonds since last CVTRS filing*

COMPLIANCE REPORT:

- Implement guest user link on your municipality's website 
- Upload digital signature as necessary 
- Run Compliance Report Wizard
 - Generates cover letter
 - Signs Certificate of Accountability & Transparency (form 4886) using digital signature
 - Posts report to your Munetrix homepage under 'Open Data Documents & Links'
 - Emails report as pdf attachment to you
- Submit report to Department of Treasury by December 1, 2016
 - Email: TreasRevenueSharing@michigan.gov
 - Fax: (517) 335-3298
 - Mail: Michigan Department of Treasury
Office of Revenue and Tax Analysis
P.O. Box 30722
Lansing, MI 48909