

# CVT & CIP Revenue Sharing Checklist

## CITIZEN'S GUIDE:



### IF JANUARY – NOVEMBER 30th FISCAL YEAR END

- 2019 Forecast (Plus assumptions) \*
- 2018 Budget
- 2017 Audited/Actual/Projected

### IF DECEMBER FISCAL YEAR END


- 2018 Forecast (High Level Assumptions)
- 2017 Budget
- 2016 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 

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## 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*

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## 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*

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## 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, 2017
  - Email: [TreasRevenueSharing@michigan.gov](mailto:TreasRevenueSharing@michigan.gov)
  - Fax: (517) 335-3298
  - Mail: Michigan Department of Treasury  
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