

**2009-2010
STATE OF NEBRASKA
CITY/VILLAGE BUDGET FORM**

CITY OF SCOTTSBLUFF
TO THE COUNTY BOARD AND COUNTY CLERK OF
SCOTTS BLUFF County

This budget is for the Period October 1, 2009 through September 30, 2010

Contact and Submission Information	
Auditor of Public Accounts	
P.O. Box 98917, Lincoln, Nebraska 68509-8917	
Telephone: (402) 471-2111	FAX: (402) 471-3301
E-Mail: Deann.Haeffner@nebraska.gov	

COPY OF ADOPTED BUDGET TO BE FILED WITH:

And The AUDITOR OF PUBLIC ACCOUNTS
COUNTY BOARD (SEC. 13-508), C/O COUNTY CLERK

The Undersigned Clerk/Council/Board Member Hereby Certifies:

The following PERSONAL AND REAL PROPERTY TAX is requested for the ensuing year:		Outstanding Bonded Indebtedness as of October 1, 2009 <i>(As of the Beginning of the Budget Year)</i>	
\$ 898,509.00	Principal and Interest on Bonds	Principal	\$ 4,680,000.00
\$ 741,356.00	All Other Purposes	Interest	\$ 1,072,774.12
\$ 1,639,865.00	Total Personal and Real Property Tax Required	Total Bonded Indebtedness	\$ 5,752,774.12

A proposed Budget Summary and Notice of Hearing was duly:
Published X (Send a copy of Publisher's Affidavit of Publication)
Posted (Only allowed if Line 27 is less than \$10,000)
(Check the method of notifying the Public of the Budget Hearing)

County Clerk's Use ONLY

CLERK/COUNCIL/BOARD MEMBER:	
Signature:	_____
Printed Name:	CYNTHIA A. DICKINSON, CITY CLERK
Mailing Address:	1818 AVENUE A
City, Zip:	SCOTTSBLUFF 69361
Phone Number:	308-630-6221
E-Mail Address:	_____

CITY OF SCOTTSBLUFF in SCOTTS BLUFF County

Line No.	Beginning Balances, Receipts, & Transfers	Actual 2007 - 2008 (Column 1)	Actual/Estimated 2008 - 2009 (Column 2)	Adopted Budget 2009 - 2010 (Column 3)
1	Net Cash Balance	\$ 8,194,494.00	\$ 8,637,001.00	\$ 9,571,919.00
2	Investments	\$ 6,500,500.00	\$ 6,509,745.00	\$ 7,500,000.00
3	County Treasurer's Balance	\$ 73,110.00	\$ 93,503.00	\$ 100,000.00
4	Beginning Balance Proprietary Function Funds (Only If Page 6 is Used)	\$ -	\$ -	\$ -
5	Subtotal of Beginning Balances (Lines 1 thru 4)	\$ 14,768,104.00	\$ 15,240,249.00	\$ 17,171,919.00
6	Personal and Real Property Taxes (Columns 1 and 2 - See Preparation Guidelines)	\$ 1,379,130.00	\$ 1,524,500.00	\$ 1,639,865.00
7	Federal Receipts	\$ 261,466.00	\$ 53,183.00	\$ 59,122.00
8	State Receipts: Motor Vehicle Pro-Rate	\$ 8,452.00	\$ 8,300.00	\$ 8,300.00
9	State Receipts: MIRF	\$ -	\$ -	\$ -
10	State Receipts: Highway Allocation and Incentives	\$ 1,191,128.00	\$ 1,152,000.00	\$ 1,075,500.00
11	State Receipts: Motor Vehicle Fee	\$ 109,419.00	\$ 100,000.00	\$ 105,000.00
12	State Receipts: State Aid	\$ 130,835.00	\$ 130,000.00	\$ 130,000.00
13	State Receipts: Municipal Equalization Aid	\$ -	\$ -	\$ -
14	State Receipts: Other	\$ 804,157.00	\$ 169,048.00	\$ 4,213,352.00
15	Local Receipts: Motor Vehicle Tax	\$ 236,255.00	\$ 230,000.00	\$ 230,000.00
16	Local Receipts: Local Option Sales Tax	\$ 5,074,350.00	\$ 5,165,000.00	\$ 5,205,500.00
17	Local Receipts: In Lieu of Tax	\$ 83,712.00	\$ 86,383.00	\$ 86,000.00
18	Local Receipts: Other	\$ 12,876,554.00	\$ 19,451,494.00	\$ 16,539,288.00
19	Transfers In of Surplus Fees	\$ -	\$ -	\$ 150,000.00
20	Transfers In Other Than Surplus Fees	\$ 2,424,949.00	\$ 2,543,510.00	\$ 2,735,085.00
21	Proprietary Function Funds (Only if Page 6 is Used)	\$ -	\$ -	\$ -
22	Total Resources Available (Lines 5 thru 21)	\$ 39,348,511.00	\$ 45,853,667.00	\$ 49,348,931.00
23	Total Disbursements & Transfers (Line 22, Pg 3, 4 & 5)	\$ 24,108,262.00	\$ 28,681,748.00	\$ 41,642,506.00
24	Balance Forward/Cash Reserve (Line 22 MINUS Line 23)	\$ 15,240,249.00	\$ 17,171,919.00	\$ 7,706,425.00

PROPERTY TAX RECAP

Tax from Line 6	\$ 1,639,865.00
County Treasurer's Commission at 1% of Line 6	\$ -
Delinquent Tax Allowance	
Total Property Tax Requirement	\$ 1,639,865.00

CITY OF SCOTTSBLUFF in SCOTTS BLUFF County

To Assist the County For Levy Setting Purposes

The Cover Page identifies the Property Tax Request between Principal & Interest on Bonds and All Other Purposes. If your municipality needs more of a breakdown for levy setting purposes, complete the section below.

Property Tax Request by Fund:

	Property Tax Request
General Fund	\$ 175,000.00
Bond Fund	\$ 898,509.00
Street Fund	\$ 305,493.00
Cemetery Perpetual Care Fund	\$ 30,763.00
Public Safety Fund	\$ 176,000.00
Business Improvement Fund	\$ 54,100.00
Total Tax Request	** \$ 1,639,865.00

** This Amount should agree to the Total Personal and Real Property Tax Required on the Cover Page 1.

Documentation of Transfers of Surplus Fees:

(Only complete if Transfers of Surplus Fees Were Budgeted)

Please explain where the monies will be transferred from, where the monies will be transferred to, and the reason for the transfer.

Transfer From:	Transfer To:
<u>Environmental Services</u>	<u>General</u>
Amount: \$	54,000.00

Fund expenses for general services such as public safety & parks/rec/zoo.

Transfer From:	Transfer To:
<u>Wastewater</u>	<u>General</u>
Amount: \$	54,000.00

Fund expenses for general services such as public safety & parks/rec/zoo.

Transfer From:	Transfer To:
<u>Water</u>	<u>General</u>
Amount: \$	42,000.00

Fund expenses for general services such as public safety & parks/rec/zoo.

CITY OF SCOTTSBLUFF in SCOTTS BLUFF County

Line No.	2009-2010 ADOPTED BUDGET Disbursements & Transfers	Operating Expenses (A)	Capital Improvements (B)	Other Capital Outlay (C)	Debt Service (D)	Other (E)	TOTAL
1	Governmental:						
2	General Government	\$ 2,895,513.00	\$ -	\$ -	\$ -	\$ 5,550.00	\$ 2,901,063.00
3	Public Safety - Police and Fire	\$ 4,148,897.00	\$ 600,000.00	\$ 210,000.00	\$ 132,885.00	\$ 237,430.00	\$ 5,329,212.00
4	Public Safety - Other						\$ -
5	Public Works - Streets	\$ 1,907,500.00	\$ 1,550,000.00	\$ 163,000.00	\$ 17,985.00	\$ 103,350.00	\$ 3,741,835.00
6	Public Works - Other	\$ 461,233.00	\$ -	\$ -	\$ 41,000.00	\$ 7,280.00	\$ 509,513.00
7	Public Health and Social Services	\$ 191,018.00	\$ -	\$ -	\$ 15,000.00	\$ 370,065.00	\$ 576,083.00
8	Culture and Recreation	\$ 2,560,601.00	\$ -	\$ 80,000.00	\$ -	\$ 61,820.00	\$ 2,702,421.00
9	Community Development	\$ 4,885,792.00	\$ -	\$ -	\$ 396,131.00	\$ 703,000.00	\$ 5,984,923.00
10	Miscellaneous	\$ 650,950.00	\$ -	\$ -	\$ 898,965.00	\$ 10,414,035.00	\$ 11,963,950.00
11	Business-Type Activities:						
12	Airport						\$ -
13	Nursing Home						\$ -
14	Hospital						\$ -
15	Electric Utility						\$ -
16	Solid Waste	\$ 1,706,496.00	\$ -	\$ -	\$ -	\$ 84,205.00	\$ 1,790,701.00
17	Transportation						\$ -
18	Wastewater	\$ 1,267,259.00	\$ 1,224,000.00	\$ 235,000.00	\$ 678,546.00	\$ 420,200.00	\$ 3,825,005.00
19	Water	\$ 1,346,650.00	\$ 638,000.00	\$ 125,000.00	\$ -	\$ 208,150.00	\$ 2,317,800.00
20	Other						\$ -
21	Proprietary Function Funds (Page 6)					\$ -	\$ -
22	Total Disbursements & Transfers (Lns 2 thru 21)	\$ 22,021,909.00	\$ 4,012,000.00	\$ 813,000.00	\$ 2,180,512.00	\$ 12,615,085.00	\$ 41,642,506.00

- (A) **Operating Expenses** should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.
- (B) **Capital Improvements** should include acquisition of real property or acquisition, construction, or extension of any improvements on real property.
- (C) **Other Capital Outlay** should include other items to be inventoried (i.e. equipment, vehicles, etc.).
- (D) **Debt Service** should include Bond Principal and Interest Payments, Payments to Retirement Interest-Free Loans from NDA (Airports) and other debt payments.
- (E) **Other** should include Judgments, Transfers, Transfers of Surplus Fees, and Proprietary Function Funds if a separate budget is filed.

CITY OF SCOTTSBLUFF in SCOTTS BLUFF County

Line No.	2008-2009 ACTUAL/ESTIMATED Disbursements & Transfers	Operating Expenses (A)	Capital Improvements (B)	Other Capital Outlay (C)	Debt Service (D)	Other (E)	TOTAL
1	Governmental:						
2	General Government	\$ 2,233,813.00	\$ -	\$ -	\$ -	\$ 5,550.00	\$ 2,239,363.00
3	Public Safety - Police and Fire	\$ 4,087,228.00	\$ 200,000.00	\$ 127,000.00	\$ 64,005.00	\$ 35,982.00	\$ 4,514,215.00
4	Public Safety - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Public Works - Streets	\$ 1,610,512.00	\$ 359,432.00	\$ 171,409.00	\$ 17,985.00	\$ 53,350.00	\$ 2,212,688.00
6	Public Works - Other	\$ 432,498.00	\$ -	\$ -	\$ 41,400.00	\$ 7,280.00	\$ 481,178.00
7	Public Health and Social Services	\$ 188,182.00	\$ -	\$ -	\$ 15,000.00	\$ 70,065.00	\$ 273,247.00
8	Culture and Recreation	\$ 2,498,954.00	\$ 25,000.00	\$ 15,000.00	\$ -	\$ 1,820.00	\$ 2,540,774.00
9	Community Development	\$ 1,040,824.00	\$ -	\$ 191,670.00	\$ 334,825.00		\$ 1,567,319.00
10	Miscellaneous	\$ 118,004.00	\$ -	\$ -	\$ 499,010.00	\$ 5,703,028.00	\$ 6,320,042.00
11	Business-Type Activities:						
12	Airport	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Nursing Home	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Hospital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Electric Utility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Solid Waste	\$ 1,655,073.00	\$ -	\$ 23,000.00	\$ 370,350.00	\$ 59,205.00	\$ 2,107,628.00
17	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Wastewater	\$ 1,134,046.00	\$ 2,783,255.00	\$ 24,989.00	\$ 578,119.00	\$ 95,200.00	\$ 4,615,609.00
19	Water	\$ 1,226,535.00	\$ 430,000.00	\$ 45,000.00	\$ -	\$ 108,150.00	\$ 1,809,685.00
20	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Proprietary Function Funds					\$ -	\$ -
22	Total Disbursements & Transfers (Ln 2 thru 21)	\$ 16,225,669.00	\$ 3,797,687.00	\$ 598,068.00	\$ 1,920,694.00	\$ 6,139,630.00	\$ 28,681,748.00

- (A) **Operating Expenses** should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.
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- (C) **Other Capital Outlay** should include other items to be inventoried (i.e. equipment, vehicles, etc.).
- (D) **Debt Service** should include Bond Principal and Interest Payments, Payments to Retirement Interest-Free Loans from NDA (Airports) and other debt payments.
- (E) **Other** should include Judgments, Transfers, Transfers of Surplus Fees, and Proprietary Function Funds if a separate budget is filed.

CITY OF SCOTTSBLUFF in SCOTTS BLUFF County

Line No.	2007-2008 ACTUAL Disbursements & Transfers	Operating Expenses (A)	Capital Improvements (B)	Other Capital Outlay (C)	Debt Service (D)	Other (E)	TOTAL
1	Governmental:						
2	General Government	\$ 2,073,791.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 2,078,791.00
3	Public Safety - Police and Fire	\$ 3,985,779.00	\$ 73,000.00	\$ 143,561.00	\$ 65,038.00	\$ 37,744.00	\$ 4,305,122.00
4	Public Safety - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Public Works - Streets	\$ 1,532,182.00	\$ 506,366.00	\$ 163,500.00	\$ 17,986.00	\$ 50,131.00	\$ 2,270,165.00
6	Public Works - Other	\$ 393,431.00	\$ -	\$ -	\$ 42,525.00	\$ 7,000.00	\$ 442,956.00
7	Public Health and Social Services	\$ 183,744.00	\$ -	\$ -	\$ 14,951.00	\$ 65,000.00	\$ 263,695.00
8	Culture and Recreation	\$ 2,457,340.00	\$ -	\$ 18,389.00	\$ -	\$ 1,000.00	\$ 2,476,729.00
9	Community Development	\$ 827,916.00	\$ -	\$ -	\$ 226,550.00	\$ 118,151.00	\$ 1,172,617.00
10	Miscellaneous	\$ 114,394.00	\$ 75,089.00	\$ 52,582.00	\$ 625,751.00	\$ 3,749,131.00	\$ 4,616,947.00
11	Business-Type Activities:						
12	Airport	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Nursing Home	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Hospital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Electric Utility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Solid Waste	\$ 1,984,698.00	\$ -	\$ 184,300.00	\$ 370,390.00	\$ 57,131.00	\$ 2,596,519.00
17	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Wastewater	\$ 1,036,027.00	\$ 406,949.00	\$ 79,760.00	\$ 578,064.00	\$ 92,131.00	\$ 2,192,931.00
19	Water	\$ 1,120,533.00	\$ 272,209.00	\$ 168,917.00	\$ -	\$ 130,131.00	\$ 1,691,790.00
20	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Proprietary Function Funds					\$ -	\$ -
22	Total Disbursements & Transfers (Ln 2 thru 21)	\$ 15,709,835.00	\$ 1,333,613.00	\$ 811,009.00	\$ 1,941,255.00	\$ 4,312,550.00	\$ 24,108,262.00

- (A) **Operating Expenses** should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.
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- (C) **Other Capital Outlay** should include other items to be inventoried (i.e. equipment, vehicles, etc.).
- (D) **Debt Service** should include Bond Principal and Interest Payments, Payments to Retirement Interest-Free Loans from NDA (Airports) and other debt payments.
- (E) **Other** should include Judgments, Transfers, Transfers of Surplus Fees, and Proprietary Function Funds if a separate budget is filed.

CITY OF SCOTTSBLUFF in SCOTTS BLUFF County

CORRESPONDENCE INFORMATION

BOARD CHAIRPERSON

RANDY MENININGER

(Name of Board Chairperson)

1818 AVENUE A

(Mailing Address)

SCOTTSBLUFF, NE 69361

(City & Zip Code)

(Telephone Number)

(E-Mail Address)

CONTACT FOR CORRESPONDENCE

RENAE GRIFFITHS, FINANCE DIRECTOR

(Name and Title)

1818 AVENUE A

(Mailing Address)

SCOTTSBLUFF, NE 69361

(City & Zip Code)

308-630-6212

(Telephone Number)

rgriffiths@scottsbuff.org

(E-Mail Address)

PREPARER

RENAE GRIFFITHS, FINANCE DIRECTOR

(Name & Firm)

1818 AVENUE A

(Mailing Address)

SCOTTSBLUFF, NE 69361

(City & Zip Code)

308-630-6212

(Telephone Number)

rgriffiths@scottsbuff.org

(E-Mail Address)

CITY OF SCOTTSBLUFF in SCOTTS BLUFF County
LC-3 SUPPORTING SCHEDULE

Calculation of Restricted Funds

Total Personal and Real Property Tax Requirements	(1) \$	1,639,865.00
Motor Vehicle Pro-Rate	(3) \$	8,300.00
In-Lieu of Tax Payments	(2) \$	86,000.00
Prior Year Budgeted Capital Improvements that were excluded from Restricted Funds.		
Prior Year 2008-2009 Capital Improvements Excluded from Restricted Funds (From 2008-2009 LC-3 Lid Exceptions, Line (17))	(4)	_____
LESS: Amount Spent During 2008-2009	(5)	_____
LESS: Amount Expected to be Spent in Future Budget Years	(6)	_____
Amount to be included on 2009-2010 Restricted Funds (Cannot Be A Negative Number)	(7) \$	-
Motor Vehicle Tax	(8) \$	230,000.00
Local Option Sales Tax	(9) \$	5,205,500.00
Transfers of Surplus Fees	(10) \$	150,000.00
Highway Allocation and Incentives	(11) \$	1,075,500.00
MIRF	(12) \$	-
Motor Vehicle Fee	(13) \$	105,000.00
Municipal Equalization Fund	(14) \$	-
State Aid (State Statute Section 77-27,136)	(15) \$	130,000.00
TOTAL RESTRICTED FUNDS (A)	(16) \$	8,630,165.00

LC-3 Lid Exceptions

Capital Improvements (Real Property and Improvements on Real Property)	(17)	_____
LESS: Amount of prior year capital improvements that were excluded from previous lid calculations but were not spent and now budgeted this fiscal year (<i>cannot exclude same capital improvements from more than one lid calculation.</i>)		
Agrees to Line (6).	(18)	_____
Allowable Capital Improvements	(19) \$	-
Bonded Indebtedness	(20) \$	898,509.00
Public Facilities Construction Projects (Statutes 72-2301 to 72-2308)	(21) \$	-
Interlocal Agreements/Joint Public Agency Agreements	(22) \$	370,505.00
Public Safety Communication Project (Statute 86-416)	(23) \$	-
Payments to Retire Interest-Free Loans from the Department of Aeronautics (Public Airports Only)	(24) \$	-
Judgments	(25) \$	-
Refund of Property Taxes to Taxpayers	(26) \$	-
Repairs to Infrastructure Damaged by a Natural Disaster	(27) \$	-
TOTAL LID EXCEPTIONS (B)	(28) \$	1,269,014.00

TOTAL 2009-2010 RESTRICTED FUNDS

For Lid Computation

(To Line 9 of the LC-3 Lid Form)

To Calculate: Total Restricted Funds (A) MINUS Total Lid Exceptions (B)

\$ 7,361,151.00

Total 2009-2010 Restricted Funds for Lid Computation **cannot** be less than zero. See Instruction Manual on completing the LC-3 Supporting Schedule.

CITY OF SCOTTSBLUFF
IN
SCOTTS BLUFF County

4 SPECIAL ELECTION/TOWNHALL MEETING - VOTER
APPROVED % INCREASE _____ %
(5)

Please Attach Ballot Sample and Election Results OR Record of Action From Townhall Meeting

TOTAL ALLOWABLE PERCENT INCREASE = Line (2) + Line (3) + Line (4) + Line (5) 3.50 %
(6)

Allowable Dollar Amount of Increase to Restricted Funds = Line (1) x Line (6) 381,425.38
(7)

Total Restricted Funds Authority = Line (1) + Line (7) 11,279,293.38
(8)

Less: 2009-2010 Restricted Funds from LC-3 Supporting Schedule 7,361,151.00
(9)

Total Unused Restricted Funds Authority = Line (8) - Line (9) 3,918,142.38
(10)

**LINE (10) MUST BE GREATER THAN OR EQUAL TO ZERO OR
YOU ARE IN VIOLATION OF THE LID LAW.**

**THE AMOUNT OF UNUSED RESTRICTED FUNDS AUTHORITY ON LINE (10)
MUST BE PUBLISHED IN THE NOTICE OF BUDGET HEARING.**

Municipality Levy Limit Form

CITY OF SCOTTSBLUFF in SCOTTS BLUFF County

Political Subdivision	Personal and Real Property Tax Request <i>(Column A)</i>	Judgments (Not Paid by Liability Insurance) <i>(Column B)</i>	Pre-Existing Lease - Purchase Contracts-7/98 <i>(Column C)</i>	* Bonded Indebtedness <i>(Column D)</i>	Interest Free Financing (Public Airports) <i>(Column E)</i>	Tax Request Subject to Levy Limit <i>(Column F)</i> [(Column A) MINUS (Columns B, C, D, E)]	Valuation <i>(Column G)</i>	Calculated Levy <i>(Column H)</i> [(Column F) DIVIDED BY (Column G) MULTIPLIED BY 100]
City/Village -	1,585,765.00			898,509.00		687,256.00	741,011,897	0.092746

Others subject to allocation-

BUSINESS IMPROVEMENT	54,100.00	-	-	-	-	54,100.00	30,094,542	0.179767
						-		-
						-		-
						-		-

Off-Street Parking District						-		
-----------------------------	--	--	--	--	--	---	--	--

Calculated Levy for Off-Street Parking District = (Column F) **DIVIDED BY** (Column G) **MULTIPLIED BY 100 MULTIPLIED BY** (Column G) **DIVIDED BY** (Column G {City/Village Line})

-

NOTE:

Municipality Levy Limit is 45 cents plus 5 cents for interlocal agreements. (77-3442)

Total Calculated Levy can ONLY be greater than 45 cents if there is Interlocal Agreements.

The Calculated Levy for Interlocal Agreements should be the maximum of **5 cents OR LESS**.

Others subject to allocation may include airport authorities, community redevelopment authorities, off-street parking districts, and transit authorities.

Total Calculated Levy
[Total of (Column H)]

0.272513

(Box 1)

Tax Request to Support Interlocal Agreements

370,505.00

(Box 2)

Calculated Levy for Interlocal Agreements
[(Box 2) **DIVIDED BY** (Column G {City/Village Line})
MULTIPLIED BY 100]

0.050000

(Box 3)

5 Cents or LESS

* Tax Request to Support Public Safety
Communication Projects

-

(Box 5)

Calculated Levy For Levy Limit Compliance
[(Box 1) **MINUS** (Box 3)]

0.222513

(Box 4)

* Tax Request to Support Public Facilities
Construction Projects

-

(Box 6)

* State Statute Section 86-416 allows for a special tax to fund public safety communication projects. The tax has the same status as bonded indebtedness. State Statute 72-2301 through 72-2308 allows bonds to be issued for Public Facilities Construction Projects. Amounts should be included in Bonded Indebtedness above. Please indicate the amount specifically used for the communication project in Box 5 and the Construction Projects in Box 6. Board minutes documenting the approval of the taxes must be included.