

County Clerk's Standards

TOPIC: Tax Management

SUB TOPIC: Annual Statement of Outstanding Bonds, Temporary Notes and No-Fund Warrants

Introductory Statement: On or before August 15 of each year the county clerk is required to compile outstanding indebtedness of the county government, including county hospitals, bridges, courthouse buildings, school districts, community colleges, cities, townships, hospital districts, drainage districts and any other municipal corporation or quasi-corporation such as sewer, fire, library, watershed, improvement districts located within your county.

Where do I find this information?

You would receive this information from the Treasurer of the State of Kansas, Director of Bond Services sometime in June.

Why do I need to do this!

This act is required by Statute for the County Clerk to complete.

Here are the Duties...

Mail a form letter and the Report of Bonded Indebtedness as of June 30, ____ to Township Clerk, City Clerks, all USD Clerks, Colleges and other entities you have which are listed above by June 30.

Legal Reference(s): K.S.A. 10-1007a

Best Practices: When you first receive the letter from the Director of Bond Services, State Treasurer Office, send out the letters to your taxing entities. Once you receive the Report of Bonded Indebtedness as of June 30, ____ back from everyone you sent to, compile the results for the Director of Bond Service on a form provided by them. (Don't include Revolving Loans in the report) Send back to the State Treasurer's Office by August 15. Complete and mail before due date.

Make a sample form to follow each year. Update with notes each year if something is missed or changes. Keep in folder under Bonded Indebtedness.

Background: We do this so that the state can compile information statewide to meet their requirements. .

Sample Forms, Letters and Other Reference Material:

Letter Head

Date

TO: ALL TAXING DISTRICTS

RE: BONDED INDEBTEDNESS ANNUAL REPORT

We are enclosing the Statement of Bonded Indebtedness for your use in submitting the annual report. Once we receive this report from you, we will forward it on to the State Treasurer.

Please separate bond issues, general obligation, temporary notes, no-fund warrants and industrial revenue bonds, giving the statutory authorization for issue and the unpaid balance as of June 30, _____. Refunding bonds should be reported and those bonds, which have been refunded and for which funds are held in escrow, may be eliminated for the report.

We would appreciate having your report by ____Date____. Thank you for your quick response to our requests. If you have any questions I would be glad to assist you.

Sincerely,

Name
Title

Enc.

Sources:

Phone Numbers:

785-296-0247 Mary Lou Carlson
785-296-4148 Carmen J. Klopping
These are as of 2007

Web Sites:

Organizations:

Department of Bond Services, State Treasurer