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**MEMORANDUM**

Date: June 29, 2017

To: All Local Government Budget Officers

From: Division of Local Government Services  
Local Government Finance Section

Subject: Fiscal Year 2016-2017 Indebtedness & CIP Forms; Instructions

Enclosed are the FY2016-2017 Indebtedness Forms, Capital Improvement Forms, and Instructions to be completed by all local government entities.

The completed forms are to be submitted to the Department of Taxation on **or before August 1, 2017** pursuant to NRS 350.013 (1). All entities must file the Indebtedness Report and an updated Debt Management Policy, if they have changes from their last Debt Management Policy. Pursuant to NRS 350.013 and 354.5945, all entities must file a 5-year Capital Improvement Plan, with the exception of those special districts granted "exempt status" pursuant to NRS 354.475. Two sample forms are included.

Please include certification of election results and the governing board approved resolution regarding any new general obligation bond issue(s) passed in the fiscal year ending June 30, 2017. In addition, include any new local ordinances which may have further restricted debt limitations for your entity. You are reminded that, pursuant to NRS 350.013, the entity "shall update all statements and plans annually."

If you have any questions, please contact your budget analyst:

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