



STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <http://tax.nv.gov>

1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000 Fax: (775) 684-2020

RENO OFFICE
4600 Kietzke Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 688-1295
Fax: (775) 688-1303

STEVE SISOLAK
Governor
JAMES DEVOLLD
Chair, Nevada Tax Commission
MELANIE YOUNG
Executive Director

LAS VEGAS OFFICE
Grant Sawyer Office Building, Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

HENDERSON OFFICE
2550 Paseo Verde Parkway, Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
Fax: (702) 486-3377

MEMORANDUM

Date: June 17, 2020

To: All Local Government Budget Officers

From: Division of Local Government Services
Local Government Finance Section

Subject: Fiscal Year 2019-2020 Indebtedness & CIP Forms; Instructions

Enclosed are the FY2019-2020 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, 2020** 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, 2020. 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 one of the Local Government Finance staff listed below:

Kelly Langley, Supervisor
Ande Thorpe
Keri Gransbery
Evelyn Barragan
Kellie Grahmann

(775) 684-2073
(775) 684-2092
(775) 684-2077
(775) 684-2027
(775) 684-2065

klangley@tax.state.nv.us
tthorpe@tax.state.nv.us
kgransbery@tax.state.nv.us
barragan@tax.state.nv.us
kgrahmann@tax.state.nv.us