

Texas Comptroller's Annual Local Debt Report

Instructions and Glossary

The tables below provide further guidance on properly completing this report.

Tab 1: Contact Information	
Item #	Terms
1	Political Subdivision Name
2	Political Subdivision Type
3	Does the Political Subdivision have reportable debt?

Tab 2: Individual Debt Obligations	
Column	Terms
column A	Outstanding debt obligation
column B	If debt is conduit or component debt, enter related entity name
column C	Principal issued
column D	Principal outstanding
column E	Combined principal and interest required to pay each outstanding debt obligation on time and in full
column F	Final maturity date
column G	Is the debt secured in any way by ad valorem taxes?
column H	Total proceeds received
column I	Proceeds spent
column J	Proceeds unspent
column K	Official stated purpose for which the debt obligation was authorized
columns L - Q	current credit rating

Tab 3: Summary of Debt Obligations	
Item #	Terms

1	Total authorized debt obligations
2	Total principal of all outstanding debt obligations
3	Combined principal and interest required to pay all outstanding debt obligations on time and in full
4	Total authorized debt obligations secured by ad valorem taxation
5	Total principal of all outstanding debt obligations secured by ad valorem taxation
6	Combined principal and interest required to pay all outstanding debt obligations secured by ad valorem taxation on time and in full
7	Political subdivision's population
8	Source and year of population data
9	Total authorized debt obligations secured by ad valorem taxation expressed as a per capita amount (required for a municipality, county, and school districts only)
10	Total principal of outstanding debt obligations secured by ad valorem taxation as a per capita amount (required for municipalities, counties, and school districts only)
11	Combined principal and interest required to pay all outstanding debt obligations secured by ad valorem taxation on time and in full as a per capita amount (required for municipalities, counties, and school districts only)

report. Please contact the Texas Comptroller's office if you have any further questions, by phone (844) 519-4

Definitions
Political subdivisions are counties, municipalities, school districts, junior college districts, other special districts, or other subdivisions of state government (Local Government Code, section 140.008 (a) (2))
Political subdivisions are counties, municipalities, school districts, junior college districts, other special districts, or other subdivisions of state government (Local Government Code, section 140.008 (a) (2))
A political subdivision must annually compile and report the required financial information under Local Government Code, Section 140.008. There is not an exception to the filing requirement for a political subdivision with no outstanding debt.

Definitions
an issued public security, as defined under Government Code §1201.002, that has yet to be repaid.
debt that is not a legal liability of the political subdivision but is secured by another entity, such as an Economic Development Corporation
total amount borrowed (par)
total amount borrowed (par) of obligation that has yet to be repaid
the total amount borrowed (par) plus the cost of interest for each individual debt obligation or bond series
final payment date of individual debt obligation at which point all principal and interest will be paid off
indicates which individual debt obligations are in part or whole pledged with property taxes
total assets received from the sale of a new issue of public securities
the portion of total proceeds received (column H) that have been spent
the portion of total proceeds received that are remaining to be spent
The reason for the debt issuance as defined in ballot language if applicable or the Official Statement
existing rating given by any nationally recognized credit rating organization to debt obligations

Definitions

1. Debt obligations are defined in the bill as issued public securities which are instruments, including bonds, certificates, notes, or other types of obligations authorized to be issued by an issuer under a statute, a municipal home-rule charter, or the constitution of this state (Government Code section 1201.002 (2)).
2. Issuance is the process of authorizing, selling and delivering public debt.
3. Public security authorization means a resolution , order, or ordinance that is approved or adopted, or any other action taken in a proceeding, by the governing body of an issuer in authorizing the issuance of a public security (Government Code section 1201.002 (3)).

Total amount borrowed (par) of all obligations that have yet to be repaid

Total amount borrowed (par) that has yet to be repaid plus the cost of interest

Total debt obligations secured by a pledge of property taxes

Total amount borrowed (par) of obligations secured by a pledge of property taxes that have yet to be repaid

Total amount borrowed (par) of all property tax-secured obligations plus the cost of interest

The denominator used to calculate per capita figures requested on the Summary of Debt Obligations tab. This is a population total for the entity.

The source of population data comprising the denominator of per capita figures.

Total authorized debt obligations secured by a pledge of property taxes divided by the population of the political subdivision (only school districts, municipalities and counties are required to provide a response to this question).

Total amount borrowed (par) secured by a pledge of property taxes divided by the population of the political subdivision (only school districts, municipalities and counties are required to provide a response to this question).

Total debt obligations secured by a pledge of property taxes plus the cost of debt service on these obligations divided by the population of the political subdivision (only school districts, municipalities and counties are required to provide a response to this question).

5676; or email, Transparency@cpa.texas.gov

Directions

Enter the legal name of your political subdivision.

Click on the cell to access the drop down menu. Select the appropriate type of political entity from the list. If "other" is selected, the blank cell below it must specify the type. Selecting another entity will black the lower cell out.

Click on the cell to the right to access the drop down menu. Selecting "No" still requires tabs 2 and 3 to be completed. All contact and entity information needs to be completed regardless if there is no reportable debt.

Directions

Enter the name of the individual debt obligation or bond series. If the entity has no debt to report, enter "No Reportable Debt" in the first cell below the column title (row 10).

Enter the name of the entity who the debt is issued to on behalf of the political subdivision.

Enter the amount borrowed for each individual debt obligation or bond series.

Enter the amount borrowed that has yet to be repaid for each individual debt obligation or bond series.

Enter the amount borrowed plus the cost of interest for each individual debt obligation or bond series; total debt service.

Enter the date of the final payment of principal and interest for each individual debt obligation.

Select "Yes" from the dropdown list if any part of the debt obligation is secured with ad valorem taxes. If not, select "No".

Enter the total assets received from the individual debt obligation.

Enter the portion of the total assets received from the individual debt obligation that have been spent. The spreadsheet automatically calculates this amount.

Enter the portion of the total assets received from the individual debt obligation that have not been spent. (Formula: subtract column I from column H)

Enter the purpose for the issuance of this individual series as defined in ballot language if applicable or the Official Statement. If there is not sufficient space in column K, use the Additional Notes (tab 4) to add further information regarding purpose. Be sure to label any additional notes you enter in the Additional Notes tab.

Identify if the obligation has received a credit rating. If so, enter the current rating in the appropriate column. Enter credit ratings for all agencies that apply. If the credit rating organization is not listed, enter the rating organization and rating in the "Other Rating" column. If the debt obligation is identified as unrated, columns M - Q will be blacked out.

Directions

Sum any and all authorized debt obligations. This includes voter-approved and non-voter approved debt obligations.

Sum the total amount borrowed of all debt obligations that have yet to be repaid.

Sum the amount borrowed that has yet to be repaid and the cost of interest; total debt service.

Sum any and all authorized debt obligations secured in any way by ad valorem taxation. Include combination tax and revenue debt obligations in this total.

Sum the total amount borrowed of all obligations secured in any way by ad valorem taxation that have yet to be repaid. Include combination tax and revenue debt obligations in this total.

Sum the amount borrowed for obligations secured in any way by ad valorem taxation plus debt service costs. Include combination tax and revenue debt obligations in this total.

Make sure that the year of the population figures being used match the fiscal year being reporting on.

Include the data source, year and any other pertinent information on the data. For example, if you are using the American Community Survey data, specify the table number. Note that school district population data is available from the U.S. Census Bureau's Poverty Estimates for School Districts which is part of their Small Area Income and Poverty Program (SAIPE)

Sum any and all authorized debt obligations secured in any way by ad valorem taxation that have yet to be repaid and divide this by the population of the political subdivision. Include combination tax and revenue debt obligations in this total.

Sum the total amount borrowed of all obligations secured in any way by ad valorem taxation that have yet to be repaid. Include combination tax and revenue debt obligations in this total. Divide this figure by the population total for the political subdivision.

Sum the total amount borrowed of all obligations secured in any way by ad valorem taxation that have yet to be repaid. Include combination tax and revenue debt obligations in this total. Add to this the cost of debt service for these debt obligations. Divide this total by the population of the political subdivision.

References, Local Government Code

140.008(2)

140.008(2)

140.008

References, Local Government Code

140.008(b)(1)(C)

N/A

140.008(b)(1)(G)(i)

140.008(b)(1)(C)

140.008(b)(1)(E)

140.008(b)(1)(G)(iii)

140.008(b)(1)(F)

140.008(b)(1)(G)(ii)

140.008(b)(1)(G)(ii)

140.008(b)(1)(G)(ii)

140.008(b)(1)(G)(iv)

140.008(b)(2)

References, Local Government Code

140.008(b)(1)(A), 1201.002

140.008(b)(1)(B)

140.008(b)(1)(D)

140.008(b)(1)(F) & 140.008(b)(1)(A)

140.008(b)(1)(F) & 140.008(b)(1)(B)

140.008(b)(1)(F) & 140.008(b)(1)(D)

140.008(b)(1)(F)

140.008(b)(1)(F)

140.008(b)(1)(F) & 140.008(b)(1)(A)

140.008(b)(1)(F) & 140.008(b)(1)(B)

140.008(b)(1)(F) & 140.008(b)(1)(D)