

# Instructions

## *Debt Issuance Report*

This form is used to collect information on debt issued by any municipality, county, local government authority, board, or commission empowered to enter into debt as required by Chapter 82 of Title 36 of the Official Code of Georgia. This section of law requires any of these entities issuing general obligation bonds, revenue bonds, or any other bonds, notes or certificates of participation, or other such obligations in an amount exceeding \$1 million to file a report with the Department of Community Affairs. Reports should be filed with the Department within 60 days of such bonds or other obligations being issued. NOTE: Short-term debt that meets the above criteria is NOT excluded from this reporting requirement.

Legal Name of Entity Issuing Debt: Print the legal name of the entity issuing the bonds or other obligations.

If the above Entity is a Local Government Authority, is that Authority compliant with DCA?: If an authority is non-compliant with DCA, then it is legally barred from incurring debt according to O.C.G.A. 26-80-16(f).

Entity Contact Person: Enter the Name and Phone Number of the primary contact person at the entity issuing the debt.

Date of Pricing: Enter the month, day, and year of the date of pricing for the issue.

Date of Issue: Enter the month, day, and year the debt being reported was issued.

Maturity Date: Enter the maturity date, month and year only.

This issue has varying maturity dates: Default is No; if there are varying dates of maturity, change No to Yes.

Amount Issued: Indicate in whole dollars the amount of the debt obligation being issued.

Select Type of Issue: Select from the dropdown box whether the debt is a New Issue (default) or a Refunding. If the issue contains both new money and the refunding of bonds, select "Both". Also select from the dropdown box to indicate "Revenue Bonds" (default), "G.O. Bonds", "Participation Certificates" or "Other". If "Other" is selected please specify in the space provided.

Amount of Issuance Costs: *Tax Exempt Bond Issuances:* Enter the dollar amount of bond proceeds used to pay for bond issuance costs, as reported on Line 24 of the Internal Revenue Service Form 8038-G. This amount includes the amount of proceeds used to pay bond issuance costs, including fees for trustees and counsel, and underwriters' discount. *Non Tax Exempt Debt Issuances:* Enter the dollar amount of bond proceeds used to pay for bond issuance costs. Note that Internal Revenue Service Form 8038-G is not required for non tax exempt issues. However, please report bond issuance costs in a manner consistent with the instructions for Tax-Exempt Bonds.

Interest Rate: For single non-variable interest rate issues, enter the appropriate interest rate in the block provided. For variable rate issues, change No to Yes in the "This issue has variable interest rates" box. For issues with multiple non-variable interest rates, change No to Yes in the "This issue has multiple non-variable interest rates" box. No matter the answer, it is your duty to complete the "Schedule of Serial and Term Bonds" on the tab at the bottom of the Excel spreadsheet.

True Interest Percentage: Please indicate the all-in true interest costs expressed as an interest rate, factoring in all underwriting costs and the price of the obligations.

Purpose(s) for which debt was issued: The default for all listed purposes is No. Change the No to Yes only for the purpose(s) that best describe the purpose(s) for which the debt is issued. For multi-purpose debt, please indicate YES on all boxes that apply. If the purpose for the debt issue is not listed, please indicate Yes for "Other" box and specify the abbreviated purpose in the "Other" box. Provide additional information as to the purpose in the Detailed Description box. If the issue is a refunding, change No to Yes on the box that describes the purpose for which the original bonds were issued.

Provide a detailed description of the purpose(s) of the debt: Provide an explanation of the purpose for which the debt is issued to expand on the choice selected under "Purpose of Debt". For example, if "Public buildings" were checked as the "Purpose for Which Debt was Issued", this would be the area to explain what type of public building was involved, whether it was for new construction or renovation, and when the project was estimated for completion. For issuers who have several bond issues each year, it is suggested the name of the issue be provided in this space.

Beneficiary of Bond Proceeds: Fill in the Name of the organization or entity that will most benefit from the bond issuance funds IF other than the primary issuer.

Name of Lead Bond Underwriter: Enter the name of the bond underwriter. If there is more than one underwriter involved, list the name of the lead underwriter.

Name of Lead Bond Counsel: Enter the name of the bond counsel. If there is more than one counsel involved, list the name of the lead counsel.

Contact Person Completing This Report: Fill in the name, title, phone and email address of the contact person who completed the report. This is the person who will be contacted if DCA has questions regarding the form. This may be the underwriter, bond counsel, or other persons associated with the debt issuance that is familiar with the details of the issue. Also specify the name and address of the Firm that employs the Contact Person.

Serial & Term Bond Schedule: Must be completed for each debt issuance. Must fill out the Maturity Date, Type of Issue, Principal Amount, Interest Rate, and True/Net Interest Costs for each time period of the schedule.