
INDIANA BOND BANK
2019 Fuel Budgeting Program
for Gasoline and Diesel

PARTICIPANT SCHEDULE

<u>Description</u>	<u>Date</u>
Applications Released	8/2/18 (Tuesday)
Fuel Program Webinar at 9:30 am	8/22/18 (Wednesday)
Program Applications Due	10/19/2018 (Friday)
Participants' Resolutions/Ordinances Adopted	10/1/18 – 11/9/18
Sign-off on Preliminary Level of Program Participation	11/9/18 (Friday)
Sign-off on Final Level of Program Participation	11/16/18 (Friday)
Participants' Closing Documents for the Program Executed	11/9/18 --11/26/18
Bond Bank enters into Fuel Hedge (January 2019 – December 2019)	11/29/18 (Thursday)

Please note that these dates are subject to change.

INDIANA BOND BANK
2019 Fuel Budgeting Program
PARTICIPATION SURVEY

In an effort for our staff to be prepared to serve your needs, we are asking that you indicate below your intentions regarding participation in the 2019 Fuel Budgeting Program. This is not a commitment to participate in the Program. Please note that in the survey below you may also indicate whether you would like to receive additional information on the Bond Bank's HELP and Advance Funding Programs.

Please FAX this sheet to the Bond Bank at (317) 233-0894 or email to bondbank@inbondbank.com by August 17, 2018.

2019 FUEL BUDGETING PROGRAM - PLEASE CHECK THE APPROPRIATE BOX:

We plan to participate in the 2019 Fuel Budgeting Program.

Please send us a 2019 Fuel Budgeting Program packet:

Please e-mail us an application packet to the e-mail address provided below.

We have already received our application packet.

We do NOT plan to participate in the 2019 Fuel Budgeting Program.

We would like to participate in the Fuel Budgeting Seminar on August 22, 2018 at 9:30 a.m. Please provide us a link to participate.

OTHER PROGRAMS – PLEASE CHECK THE APPROPRIATE BOX:

Please send us a Hoosier Equipment Lease Purchase (HELP) Program packet.

Please send us information about the 2019 Advance Funding Program.

PARTICIPANT: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ E-MAIL: _____



INDIANA BOND BANK
2019 Fuel Budgeting Program
QUALIFIED ENTITY APPLICATION

DATE ____/____/____

QUALIFIED ENTITY (QE) INFORMATION:

Name of Political Subdivision: _____
 Name of Contact: _____
 Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Phone: _____
 Fax: _____
 Email: _____
 Federal ID Number: _____

BILLING ADDRESS (IF DIFFERENT):

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Contact: _____
 Phone: _____
 Fax: _____

Name of Local Counsel: _____
 Local Counsel Email: _____

Phone: _____

Legislative Body (e.g., Common Council, Town Council, School Board): _____

Dates of October and November 2018 legislative body meetings: _____

DID YOU PARTICIPATE IN THE 2018 PROGRAM?

Yes [] No []

FUEL NEEDS/CONSUMPTION:

Do you currently have on-site storage tanks/storage capability?

Yes [] No []

If yes, please provide the size/capacity of the storage tanks.

If yes, please specify the type of fuel (Diesel, Gasoline, or Both).

What is your current pricing method for the purchase of fuel?

Do you currently anticipate hedging for Gasoline Expense?

Yes [] No []

Do you currently anticipate hedging for Diesel Expense?

Yes [] No []

Please list the Funds from which gasoline/diesel fuel is budgeted.



INDIANA BOND BANK
2019 Fuel Budgeting Program
QUALIFIED ENTITY APPLICATION

	<u>2017</u>	<u>2018</u> <small>(Actual through August 31, 2018 and rest of 2018 projected)</small>	<u>Budgeted 2019</u>
Gasoline			
Consumption (Gallons)	_____	_____	_____
Budgeted Amount	\$ _____	\$ _____	\$ _____
Actual Amount	\$ _____	\$ _____	Not Applicable
Average Annual Fuel Price	\$ _____ /gallon	\$ _____ /gallon	Not Applicable
Diesel			
Consumption (Gallons)	_____	_____	_____
Budgeted Amount	\$ _____	\$ _____	\$ _____
Actual Amount	\$ _____	\$ _____	Not Applicable
Average Annual Fuel Price	\$ _____ /gallon	\$ _____ /gallon	Not Applicable

Monthly Consumption – Gasoline

	<u>2017</u> <small>(In Gallons)</small>	<u>2018</u> <small>(In Gallons)</small>	<u>Projected 2019</u> <small>(In Gallons)</small>	
<u>Month</u>				
January	_____	_____	_____	*
February	_____	_____	_____	*
March	_____	_____	_____	*
April	_____	_____	_____	*
May	_____	_____	_____	*
June	_____	_____	_____	*
July	_____	_____	_____	*
August	_____	_____	_____	*
September	_____	_____	*	*
October	_____	_____	*	*
November	_____	_____	*	*
December	_____	_____	*	*
Total	_____	_____	_____	*

*Estimated

Monthly Consumption - Diesel



INDIANA BOND BANK
2019 Fuel Budgeting Program
QUALIFIED ENTITY APPLICATION

Month	2017 (In Gallons)	2018 (In Gallons)	Projected 2019 (In Gallons)	
January	_____	_____	_____	*
February	_____	_____	_____	*
March	_____	_____	_____	*
April	_____	_____	_____	*
May	_____	_____	_____	*
June	_____	_____	_____	*
July	_____	_____	_____	*
August	_____	_____	_____	*
September	_____	_____	_____	* *
October	_____	_____	_____	* *
November	_____	_____	_____	* *
December	_____	_____	_____	* *
Total	_____	_____	_____	*

*Estimated

LOCAL BANK FOR TRANSFER OF FUNDS:

Name of Bank: _____ ABA #: _____
 Address: _____

 Contact Person: _____
 Phone Number: _____
 Account Name: _____
 Account Number: _____

I hereby certify that, to the best of my knowledge, all information on this Application is true and complete.

Signature: _____

Date: _____

FINANCIALS:

Please attach the following items:



INDIANA BOND BANK
2019 Fuel Budgeting Program
QUALIFIED ENTITY APPLICATION

- Most recent State Board of Accounts Audited Annual Financial Report,
- Most recent City and Town Financial Report, School Form 9, or Comprehensive Annual Financial Report, and
- Proposed or Adopted (if available) 2019 Budget Form 1 for each participating fund.

Please send application to:
10 West Market Street, Suite 2410
Indianapolis, IN 46204
FAX (317) 233-0894
Email: bondbank@inbondbank.com

Indiana Bond Bank
2019 Fuel Budgeting Program
Overview and Step-by-Step Instructions

Contact: Ron Mangus 317-233-0091

Toll Free: 800-535-6974

Fax: 317-233-0894

rmangus@inbondbank.com

Program Overview

The Fuel Budgeting Program has been established for the purpose of controlling the price associated with the purchase of motor fuel (both gasoline and diesel) for use by participating Qualified Entities. The Fuel Budgeting Program enables participating Qualified Entities to manage and mitigate the volatility of motor fuel prices so that the Qualified Entities can achieve budget stability with respect to the cost of acquiring motor fuel.

Step-by-Step Program Instructions

- Fax Participation Survey to 317-233-0894 or email to bondbank@inbondbank.com (Due by August 17, 2018).
- Complete Program Application and submit to the Bond Bank (Due by October 19, 2018).
- Submit the following Financial Reports to the Bond Bank:
 - Most recent State Board of Accounts Audited Annual Financial Report,
 - Most recent City and Town Financial Report, School Form 9, or Comprehensive Annual Financial Report, and
 - Proposed (or Adopted if available) 2019 Budget Form 1 for each participating fund.
- Adopt legal documents. Dennis Otten with Bose McKinney & Evans LLP will contact you regarding legal paperwork. If you have questions regarding your legal documents, please contact Dennis Otten at 317-684-5307 or dotten@boselaw.com.
- Sign the Preliminary Program Confirmation. The Preliminary Confirmation will allow the Bond Bank to determine the preliminary amount to be hedged on behalf of each Program participant. The Bond Bank will provide this document to you in November of 2018. This document will provide an estimate of fees to participate in the fuel program.
- Sign Final Program Confirmation. The Bond Bank will provide this document to you by mid-November, 2018. This document will provide not to exceed fees to participate in the fuel program.
- Execute Final Closing Documents regarding your participation in the Program.
- The Bond Bank enters into the fuel hedge from January 1, 2019 through December 31, 2019.

Please note that these dates are subject to change. If you need additional time to complete your application, please contact Ron Mangus at the Bond Bank at 317-233-0091.



INDIANA BOND BANK FUEL BUDGETING PROGRAM

Fuel Budgeting Program

- Budgeting tool to guard against rising fuel prices (budget insurance)
- Allows smaller entities to pool their fuel budgeting needs to create an effective hedge size (42,000 gallons)
- Share program costs for cost efficiency
- Experience of IBB Staff/Professionals

How the Fuel Budgeting Program Works

- ▶ QE (Qualified Entity) continues to purchase fuel from local provider
 - ▶ Cannot be fixed price contract
- ▶ QE completes short application
- ▶ QE adopts legal paperwork
- ▶ QE determines how much to hedge
 - ▶ Maximum of 80% annual consumption



Questions

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