



STATE OF NEVADA

JOE LOMBARDO
Governor

DEPARTMENT OF TAXATION

GEORGE KELESIS
Chair, Nevada Tax Commission

MAIN OFFICE
3850 Arrowhead Drive
Carson City, Nevada 89706

SHELLIE HUGHES
Executive Director

MEMORANDUM

Date: June 11, 2025
To: All Budget Officers
From: Division of Local Government Services
Local Government Finance Section
Subject: Fiscal Year 24-25 - Indebtedness & CIP Forms; Instructions

Enclosed are the FY 24-25 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, 2025**, 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. Also, please note, there have been updates to form names. For example, the Capital Improvement Plan Form 4411LGF has changed to LGF-F011.

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, 2025. 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:

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