

## INSTRUCTIONS FOR THE DEBT SERVICE REPORT TEMPLATE

To fill out the Debt Service Report, you will need a copy of each of your debt service schedules (including, but not limited to, notes, bonds, certificates, mortgages, loans, leases or other agreements between a lender and a borrower). Report debt service requirements for each debt issuance separately. Fill in the yellow highlighted portions; everything else will be calculated for you.

1. Fill in the Local Unit Name, Local Unit Code, and Current Fiscal Year End Date.
2. For additional debt issuances, copy and paste the "Debt Service" tab as needed.
3. For each debt, fill in the Debt Name, Issuance Date, Issuance Amount, Debt Instrument (or Type), and Repayment Source(s).
  - a. Examples of debt instruments include, but are not limited to, notes, bonds, certificates, mortgages, loans, leases or other agreements between a lender and a borrower.
4. Years Ending column - Enter the fiscal year end date in the Years Ending column. Add more rows as necessary to report all the current and future annual debt service requirements for the debt issuance until it reaches maturity or is paid in full.
5. Principal and Interest columns - Fill in the Principal and Interest amounts off the debt service schedule(s).
6. Commentary box - Provide additional information as necessary.

**Before publishing the Debt Service Report on your website, we highly recommend you "Hide" the "Instructions" tab so that this document will be user-friendly. To hide a tab (or row), right click on the tab (or row) and select "Hide".**

Make sure when you print or save this document to a PDF, you print the "Debt Service" tab.

## DEBT SERVICE REPORT EXAMPLE

### Debt Service Report

**Local Unit Name:** City of Sample  
**Local Unit Code:** 10-1010  
**Current Fiscal Year End Date:** 12/31/2013

**Debt Name:** Example Sewer Bond  
**Issuance Date:** 8/12/1998  
**Issuance Amount:** \$50,000  
**Debt Instrument (or Type):** Bond  
**Repayment Source(s):** Sewer Revenue

Years Ending	Principal	Interest	Total
2014	\$ 2,075	\$ 771	\$ 2,846
2015	\$ 2,138	\$ 707	\$ 2,845
2016	\$ 2,203	\$ 642	\$ 2,845
2017	\$ 2,270	\$ 575	\$ 2,845
2018	\$ 2,339	\$ 506	\$ 2,845
2019	\$ 2,410	\$ 435	\$ 2,845
2020	\$ 2,483	\$ 362	\$ 2,845
2021	\$ 2,559	\$ 286	\$ 2,845
2022	\$ 2,637	\$ 209	\$ 2,846
2023	\$ 2,717	\$ 128	\$ 2,845
2024	\$ 2,800	\$ 46	\$ 2,846
<b>Totals</b>	<b>\$ 26,631</b>	<b>\$ 4,667</b>	<b>\$ 31,298</b>

Commentary:

## Debt Service Report

**Local Unit Name:** Village of Elsie  
**Local Unit Code:** 19-3020  
**Current Fiscal Year End Date:** 3/31/2018

**Debt Name:** Water Supply Refunding Bonds  
**Issuance Date:** 10/30/1997  
**Issuance Amount:** \$265,000  
**Debt Instrument (or Type):** Bond  
**Repayment Source(s):** Water Fund

Years Ending	Principal	Interest	Total
2018	\$ 20,000	\$ 2,356	\$ 22,356
2019	\$ 20,000	\$ 1,631	\$ 21,631
2020	\$ 25,000	\$ 906	\$ 25,906
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>Totals</b>	<b>\$ 65,000</b>	<b>\$ 4,894</b>	<b>\$ 69,894</b>

Commentary:

## Debt Service Report

**Local Unit Name:** Village of Elsie  
**Local Unit Code:** 19-3020  
**Current Fiscal Year End Date:** 3/31/2018

**Debt Name:** Sewer System Revenue Bond  
**Issuance Date:** 4/1/2001  
**Issuance Amount:** \$1,800,000  
**Debt Instrument (or Type):** Bond  
**Repayment Source(s):** Sewer Fund

Years Ending	Principal	Interest	Total
2018	\$ 32,000	\$ 58,658	\$ 90,658
2019	\$ 34,000	\$ 57,240	\$ 91,240
2020	\$ 35,000	\$ 55,755	\$ 90,755
2021	\$ 37,000	\$ 54,203	\$ 91,203
2022	\$ 39,000	\$ 52,583	\$ 91,583
2023	\$ 41,000	\$ 50,873	\$ 91,873

# Debt Service Report

<b>Local Unit Name:</b>	Village of Elsie
<b>Local Unit Code:</b>	19-3020
<b>Current Fiscal Year End Date:</b>	3/31/2018

2024	43,000	49,073	92,073
2025	45,000	47,183	92,183
2026	47,000	45,203	92,203
2027	49,000	43,133	92,133
2028	52,000	40,973	92,973
2029	54,000	38,700	92,700
2030	56,000	36,315	92,315
2031	59,000	33,840	92,840
2032	62,000	31,253	93,253
2033	64,000	28,531	92,531
2034	67,000	25,696	92,696
2035	67,000	22,748	89,748
2036	70,000	19,665	89,665
2037	73,000	16,448	89,448
2038	77,000	13,073	90,073
2039	80,000	9,540	89,540
2040	84,000	5,850	89,850
2041	58,000	1,980	59,980
<b>3</b>	<b>\$ 1,325,000</b>	<b>\$ 838,516</b>	<b>\$ 2,163,516</b>

Commentary: