

Definitions

Establishing Unit – unit imposing the Food and Beverage Tax.

Receiving Unit – a local government entity or instrumentality of a local government entity that received a Food and Beverage Tax distribution from the establishing unit.

1. Who files the Food and Beverage tax report?

The establishing unit is required to file the food and beverage tax report by March 1 for the preceding year. (IC 6-1.1-30-18(a))

2. What must be included?

The establishing unit must report financial activity and detailed expenditures for amounts received from the food and beverage tax AND the financial activity and detailed expenditures for any receiving unit for amounts received from the food and beverage tax.

The required financial activity includes the beginning balance, receipts, disbursements, and ending balance of amounts received from the food and beverage tax. This is shown on the consolidated financial statement form.

3. Can I use a different format?

Yes, you may upload a different format or PDF reports from your software for the detail of expenditures, as long as they contain all of the information required on the prescribed forms. The Food and Beverage Tax Upload Certification is required when using a different format or uploading PDF software reports.

4. How should distributions to capital improvement boards be shown?

Each establishing unit must file a Food and Beverage tax report showing every expenditure of funds by the establishing unit and each receiving unit. This includes a distribution to a capital improvement board, with certain exceptions in IC 6-1.1-30-18(e).

IC 6-1.1-30-18(e) contains exceptions for taxes collected and distributed to certain capital improvement boards of managers. The exceptions in IC 6-1.1-30-18(e) include:

- Distributions to the Marion County Capital Improvement Board of Managers (MCCIB) under IC 6-9-12 and IC 6-9-35.
- Distributions to the Allen County Capital Improvement Board of Managers under IC 6-9-33.

However, taxes collected and retained by the establishing unit under these statutes must be included in the food and beverage tax report.

For example, for units under IC 6-9-12, if the food and beverage tax collections by the Department of Revenue total \$1,000,000, with the establishing unit receiving \$500,000 and the Marion County Capital Improvement Board of Managers (MCCIB) receiving \$500,000, the food and beverage tax report must include the financial activity and detailed expenditure for the \$500,000 received by the establishing unit. The financial activity and detailed expenditures for the MCCIB should not be included based on IC 6-1.1-30-18(e).

5. How should transfers to other entities or units of government be shown?

The establishing unit must report financial activity and detailed expenditures for amounts received from the food and beverage tax AND the financial activity and detailed expenditures for any receiving unit for amounts received from the food and beverage tax.

For example, if a county received \$1,000,000 in food and beverage tax collections, the county must show financial activity and detailed expenditures for the county food and beverage tax fund. If the county transferred \$100,000 of its food and beverage tax collections to a city, the county is responsible for also including the city's food and beverage tax financial activity and detailed expenditures.

The required financial activity includes the beginning balance, receipts, disbursements, and ending balance of amounts received from the food and beverage tax. This is shown on the consolidated financial statement form.