

# 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:



