Using the SPGE Public Portal

The Department for Local Government Cities and Special Districts Branch



SPGE Program Background

Background and Purpose of the SPGE Program Creation

June 2012: Auditor's Study

- The Auditor of Public Accounts (APA) conducted a comprehensive study on Special Purpose Governmental Entities (SPGEs) in Kentucky.
- Identified significant oversight gaps in SPGE operations.

November 14, 2012: Study Results

- APA released findings in "Ghost Government—A Report on Special Districts in Kentucky."
- Uncovered over 1,200 SPGEs in Kentucky, managing nearly \$3 billion annually.
- Revealed operational confusion and mismanagement of funds due to inadequate regulatory laws.

Legislative Response: 2013 HB 1

- The General Assembly enacted 2013 HB 1 to address identified shortcomings.
- Aimed to establish comprehensive oversight, reporting, and accountability measures for all SPGEs.
- Focused on safeguarding public funds, promoting transparency, and enhancing governance.

Enhancing Oversight with KRS 65A and the SPGE Portal

Establishment of KRS 65A

• 2013 HB 1 introduced a new Kentucky Revised Statutes (KRS) Chapter, KRS 65A, aimed at enhancing oversight of Special Purpose Governmental Entities (SPGEs).

Reporting Requirements

- KRS 65A.020 mandates SPGEs to report to the Department for Local Government (DLG) through the SPGE reporting portal.
- Reporting deadline: July 1, 2014.

Purpose of the SPGE Reporting Portal

- The SPGE reporting portal is a centralized platform for SPGEs to submit administrative and financial information.
- All SPGEs are obligated to submit comprehensive annual reports, ensuring compliance with statutory requirements.
- Facilitates transparency and accountability by enabling consistent and thorough reporting.
- Promotes good governance and effective management of public resources.

Submissions Annual Reporting Requirements for SPGEs under KRS 65A.020-030

Registration Form and Fee

- All taxing and non-taxing SPGEs are required to submit a registration form along with a fee.
- The fee is determined based on the total annual revenues from two fiscal years prior.
- Due no later than 15 days after the start of the fiscal year.

Financial Disclosure Report

- Fstimates
 - Due no later than 15 days after the start of the fiscal year
- Amended (i.e., Amendments)
 - Due no later than the last day of the fiscal year
- Actuals
 - Due no later than 60 days after the close of the fiscal year

Audit or Attestation Engagement

- SPGEs are obligated to undergo an audit or attestation engagement annually or once every four years.
- The engagement is determined by the higher of total annual revenues or appropriations from the current fiscal year.
- Due no later than 12 months after the close of the fiscal year.

Registration Fee

Calculation Basis

• The registration fee is determined based on the financial information provided two years prior.

• Calculation Components

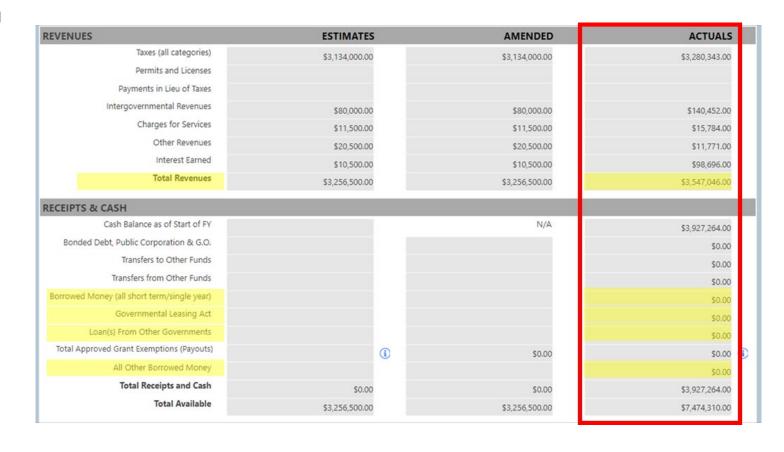
- The fee is calculated based on the sum of the following fields:
 - Total Revenues
 - Borrowed Money
 - Governmental Leasing Act
 - Loan(s) from Other Governmental
 - All Other Borrowed Money
- If a grant exemption is approved, grant payout funds are subtracted from the sum. These funds appear in the Grants Received (Grant Exemption field).

Fee Structure

- The registration fee is determined as follows:
 - \$25.00 if the sum is less than \$100,000.00
 - \$250.00 if the sum is \$100,000.00 but less than \$500,000.00
 - \$500.00 if the sum is \$500,000.00 or more

Annual Adjustment

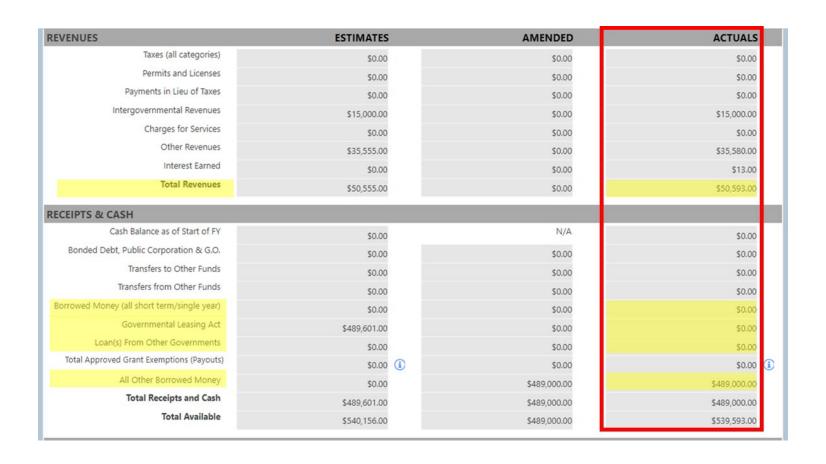
• The fee amount is subject to change each fiscal year.



Registration Fee Determination Example

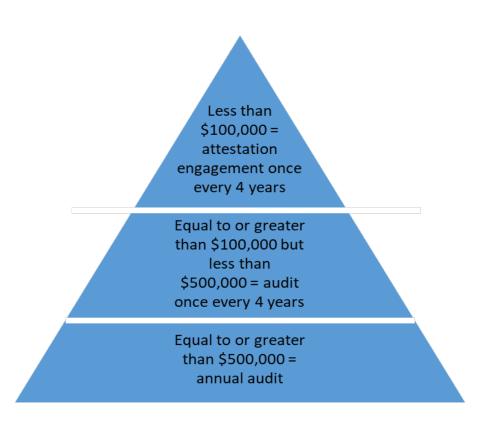
Budget Year: FY 2023

- Registration Fee Calculation:
 - The sum of the following fields on the FY 2022 Actuals is used to determine the registration fee two years later:
 - Total Revenues = \$50,593.00
 - Borrowed Money = \$0.00
 - Governmental Leasing Act = \$0.00
 - Loan(s) from Other Governmental= \$0.00
 - All Other Borrowed Money = \$489,000.00
 - If grant exemptions were submitted and approved, the grant payouts would be subtracted from the total.
 - The total is \$539,593.00. Therefore, the SPGE's FY 2024 registration fee will be \$500.00.



Audit and Attestation Engagement Determination

- Calculation Basis: Pursuant to KRS 65A.030, the audit requirement for each fiscal year is determined based on the higher of the annual receipts from all sources or annual expenditures reported on the SPGE's Actuals.
- Calculation Components:
 - The total annual receipts include the sum of the following fields:
 - Total Revenues
 - Borrowed Money
 - Governmental Leasing Act
 - Loan(s) from Other Governmental
 - All Other Borrowed Money
 - If grant exemptions were submitted and approved, the grant payouts would be subtracted from the higher total.
- Dynamic Requirement:
 - The audit requirement can vary each fiscal year based on total receipts or expenditures fluctuations.



Audit and Attestation Engagement Determination Example

- Budget Year: FY 2023
- Audit Requirement Calculation:
 - On the Actuals, the higher of the following is used to determine the audit requirement for the current fiscal year:
 - Total Revenues = \$50,593.00
 - Borrowed Money = \$0.00
 - Governmental Leasing Act = \$0.00
 - Loan(s) from Other Governmental = \$0.00
 - All Other Borrowed Money = \$489,000.00
 - Total = \$539,593.00
 - Total Appropriations = \$48,054.00
 - If grant exemptions were submitted and approved, the grant payouts would be subtracted from the higher total.
 - The higher total is used to determine the audit requirement.
 - Therefore, the SPGE is required to submit an annual audit for FY 2023.



What Is Noncompliance?

Noncompliance Criteria for SPGEs:

- Fail to Submit Required Information:
 - Failure to submit the Registration Form, Financial Disclosure Report, or Audit/Attestation Engagement.
- Fail to Pay Required Fees:
 - Failure to pay the required registration fee and unpaid newspaper fees. SPGEs cannot submit any information until payment is received.
- Submit Information Contrary to Statute:
 - Submitting information that does not adhere to the current Statute, such as entering all zeros
 when submitting the Estimates and Actuals.
 - Submitting a Financial Statement instead of an Annual Audit as required by statute.
 - Multi-year audits are not outlined in statute and are therefore not accepted.

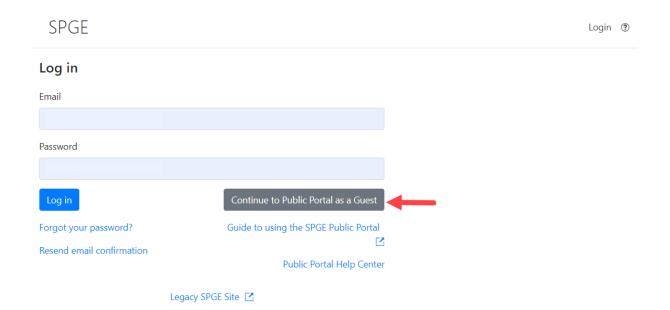
Noncompliance Penalties

- Pursuant to KRS 65A.040, the following shall apply when a SPGE fails to submit information or submits noncompliant information:
 - State Funds Withheld
 - DLG shall notify the Finance and Administration Cabinet that the SPGE has failed to comply with the reporting requirements of KRS 65A.010 to 65A.090, and that any funds in the possession of any agency, entity, or branch of state government shall be withheld until further notice
 - DLG shall notify State Agencies that administer grants and other funds to SPGEs
 - Newspaper Publication of Noncompliance
 - Shall be published in the largest circulating newspaper in every county that the SPGE serves
 - The publication shall include the name of the SPGE's contact person, the SPGE's address and phone number, the names of all current Board Members, and a list of all noncompliant submissions.
 - The SPGE shall be responsible for paying any publication fees
 - The Auditor of Public Accounts (APA) is informed of the SPGE's noncompliance
 - The Auditor of Public Accounts may initiate an audit or special examination of the SPGE at the expense of the SPGE
- Pursuant to KRS 65A.050, the SPGE may be administratively dissolved by DLG if the SPGE fails to file the information required by KRS 65A.020 for two or more consecutive years

Using the SPGE Public Portal

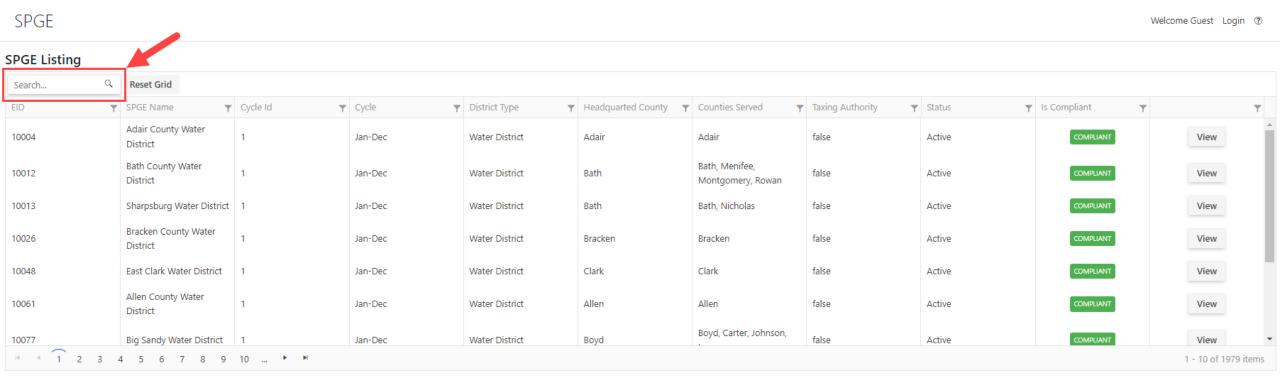
SPGE Public Portal Access

- Click "Continue to Public Portal as a Guest" to access the SPGE Public Portal
- You do not need an email or password to login



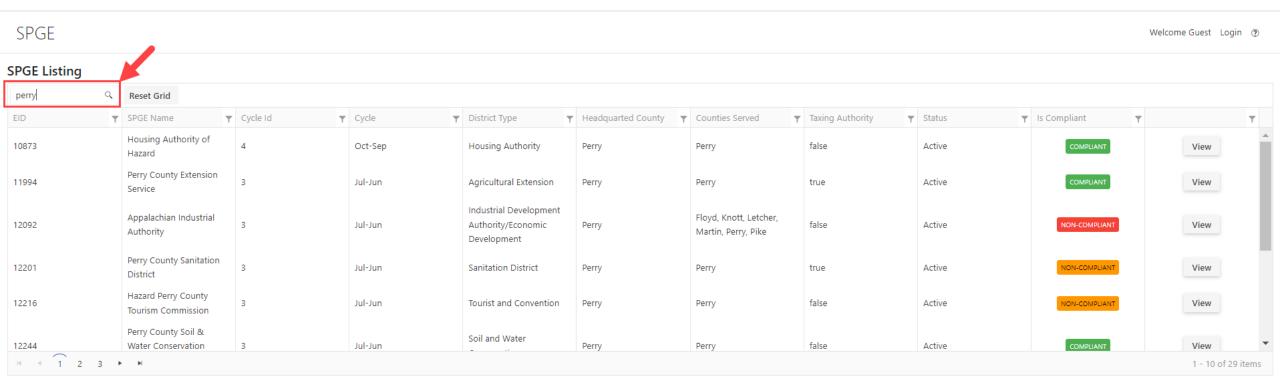
Using the Search Field

- Once on the SPGE Public Portal, enter search criteria in the search field
- Can search by entering full or partial name of the SPGE or County



Search Field Example

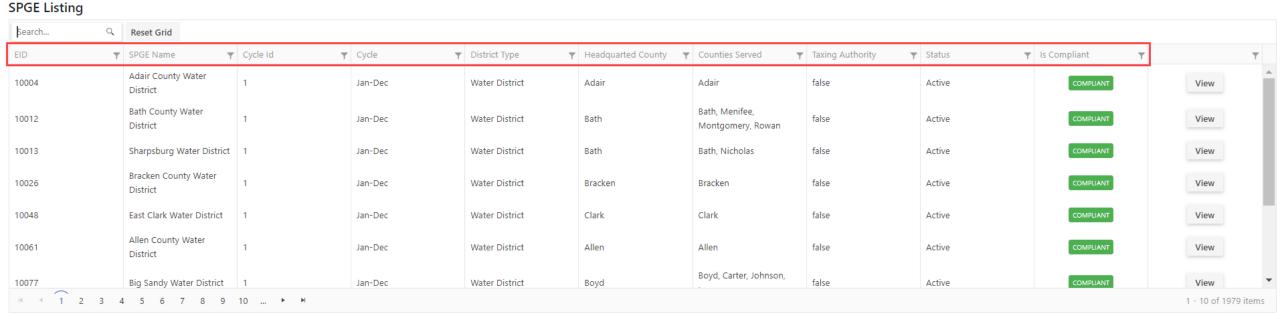
■ For example, if you enter "Perry," you will see a list of all SPGEs with Perry in its name and all SPGEs located in Perry County



Search Using Filters

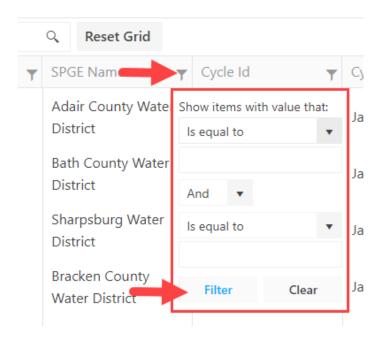
- Can search for SPGEs using the following filters:
 - EID, SPGE Name, Cycle ID, Cycle, District Type, Headquartered County, Counties Served, Taxing Authority, Status, and Is Compliant

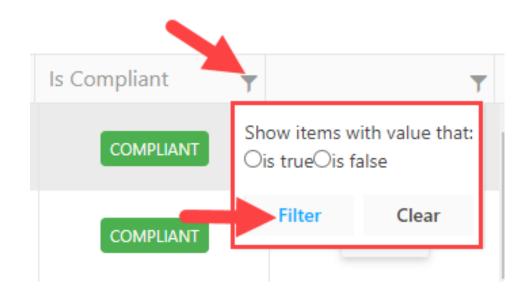
SPGE
Welcome Guest Login ②



How To Use Filters

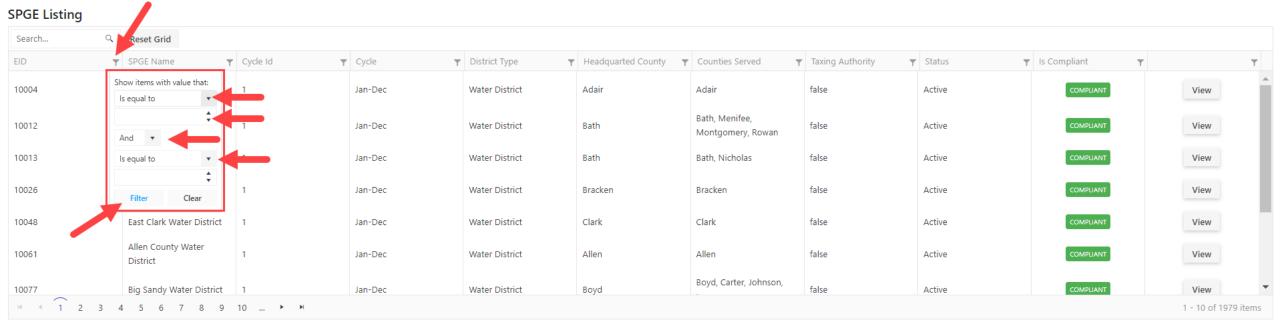
- 1. Click the filter in one of the fields
- 2. Search using one or more values, or by selecting "True" or "False"
- 3. Click "Filter"





EID Filter

- Search for SPGEs by EID number
 - The SPGE Public Portal assigns an EID number to each SPGE to help differentiate them
 - This number cannot be changed
 - It is not the same as the Tax Identification Number (TIN) or Federal EIN Number
- 1. Click the filter
- 2. Select any of the options in the drawdown menus
- 3. Click "Filter"



SPGE Name Filter

- Search for SPGEs by name
- 1. Click the filter
- 2. Select any of the options in the drawdown menus and enter any applicable information
- 3. Click "Filter"

SPGE

SPGE Listing Q Reset Grid Search... ▼ Status ▼ SPGE Name Cycle Id ▼ Cycle ▼ Counties Served EID ▼ District Type ▼ Headquarted County ▼ Taxing Authority ▼ Is Compliant Adair County Water Show items with value that: 10004 Jan-Dec Water District Adair Adair false Active View District Is equal to Bath County Water Bath, Menifee, COMPLIANT 10012 Jan-Dec Water District Bath false Active View District Montgomery, Rowan And ▼ Sharpsburg Water Distr Water District Bath Bath, Nicholas false View 10013 Is equal to Jan-Dec Active Bracken County Water 10026 Jan-Dec Water District Bracken Bracken false Active View Clear 10048 East Clark Water District Jan-Dec Water District Clark Clark false Active COMPLIANT View Allen County Water COMPLIANT 10061 Jan-Dec Water District Allen false Active View District Boyd, Carter, Johnson, COMPLIANT 10077 Big Sandy Water District Water District Boyd false Active View Jan-Dec

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1 - 20 of 1979 items

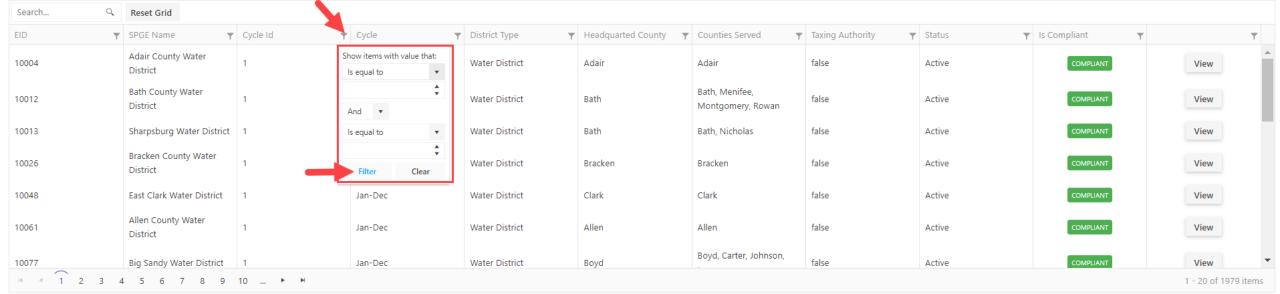
Cycle ID Filter

- Search for SPGEs by reporting fiscal year
 - Cycle ID 1 = Jan-Dec
 - Cycle ID 2 = Apr-Mar
 - Cycle ID 3 = Jul-Jun
 - Cycle ID 4 = Oct-Sep
- 1. Click the filter
- 2. Select any of the options in the drawdown menus and enter any applicable information
- 3. Click "Filter"

SPGE

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SPGE Listing



Cycle Filter

Search for SPGEs by reporting fiscal year: Jan-Dec, Apr-Mar, Jul-Jun, or Oct-Sep

Jan-Dec

Water districts report on a calendar year, Jan-Dec, due to reporting requirements with PSC

Water District

- Housing Authorities can report on any of the cycles. This is based on their reporting requirements with the Federal Government
- 1. Click the filter
- 2. Select any of the options in the drawdown menus and enter any applicable information
- 3. Click "Filter"

Big Sandy Water District

1 2 3 4 5 6 7 8 9 10 ...

SPGE

SPGE Listing Reset Grid Search... EID ▼ Cycle Id ▼ Cycle District Type ▼ Headquarted County ▼ Taxing Authority ▼ Status ▼ Is Compliant ▼ SPGE Name Counties Served Show items with value that: Adair County Water 10004 Jan-Dec Adair false Active View District Is equal to Bath County Water Bath, Menifee, 10012 Jan-Dec Bath false Active View Montgomery, Rowan District And ▼ 10013 Sharpsburg Water District Bath Bath, Nicholas false Active View Jan-Dec Is equal to Bracken County Water 10026 Jan-Dec Bracken Bracken false Active View District Clear 10048 East Clark Water District Jan-Dec Water District Clark Clark false Active View Allen County Water Allen Allen View 10061 Jan-Dec Water District false Active District

Boyd

Boyd, Carter, Johnson,

Active

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District Type Filter

- Search for SPGEs by district type
 - Agricultural Extension, Air Board, Air Pollution Control, Ambulance, Area Development District, Area Planning Commission, Cable Commission, Cemetery, Community Action Corporation, Community Correction Advisory, Community Improvement, Courthouse Commission, Drainage and Levee, Emergency Telephone Service, Fire Protection, Flood Control, Hospital, Housing Authority, Human Rights Commission, Humane Society, Industrial Development Authority/Economic Development, Landbank Authority, Library, Mass Transit Authority, Mental Health, Other, Parks and Recreation, Performing Arts, Public Health, Public Health (Fee Exempt), Public Utilities (With Components), Recycling, Regional Jail, Rescue Squad, Riverport Authority, Road District, Sanitation District, Senior Center, Sewer District, Soil and Water Conservation, Solid Waste Management, Tourist and Convention Commission, TVA Municipal Utilities (With Components), TVA Municipal Utilities (Without Components), Utility Provider (Combined), Volunteer Fire, Water Commission, Water District, Watershed Conservancy

Welcome Guest Login (?)

1 - 20 of 1979 items

- 1. Click the filter
- 2. Select any of the options in the drawdown menus and enter any applicable information
- Click "Filter"

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SPGE

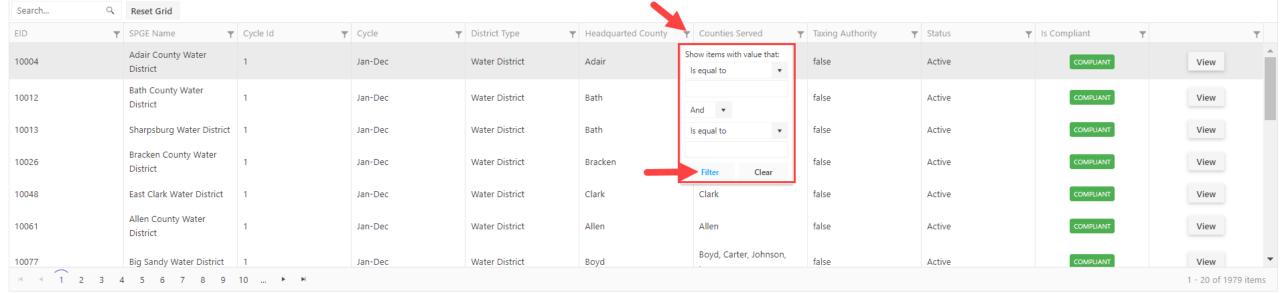
SPGE Listing Reset Grid Search... ▼ SPGE Name Cycle Id ▼ District Type Headquarted County ▼ Counties Served ▼ Taxing Authority ▼ Status ▼ Is Compliant Cycle Show items with value that: Adair County Water 10004 Water District Adair false Jan-Dec Active View District Is equal to Bath, Menifee, Bath County Water 10012 Jan-Dec Water District false Active View District Montgomery, Rowan And ▼ 10013 Sharpsburg Water District Jan-Dec Water District Bath, Nicholas false Active View Is equal to Bracken County Water 10026 Jan-Dec Water District Bracken false Active View District Clear East Clark Water District Clark Clark false 10048 Jan-Dec Water District Active View Allen County Water 10061 Jan-Dec Water District Allen false Active View District Boyd, Carter, Johnson, Big Sandy Water District Jan-Dec Water District Boyd false Active View

Headquartered County Filter

- Search for SPGEs by their headquartered county
- 1. Click the filter
- 2. Select any of the options in the drawdown menus and enter any applicable information
- 3. Click "Filter"

SPGE Welcome Guest Login ②

SPGE Listing

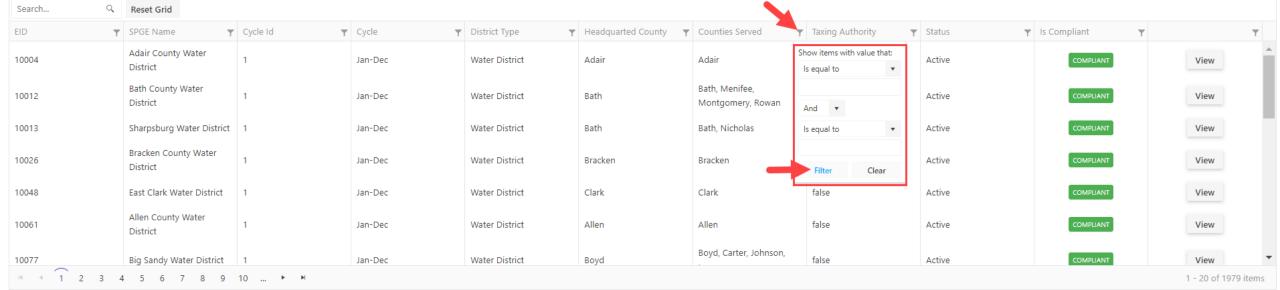


Counties Served Filter

- Search for SPGEs by counties served
- 1. Click the filter
- 2. Select any of the options in the drawdown menus and enter any applicable information
- 3. Click "Filter"

SPGE
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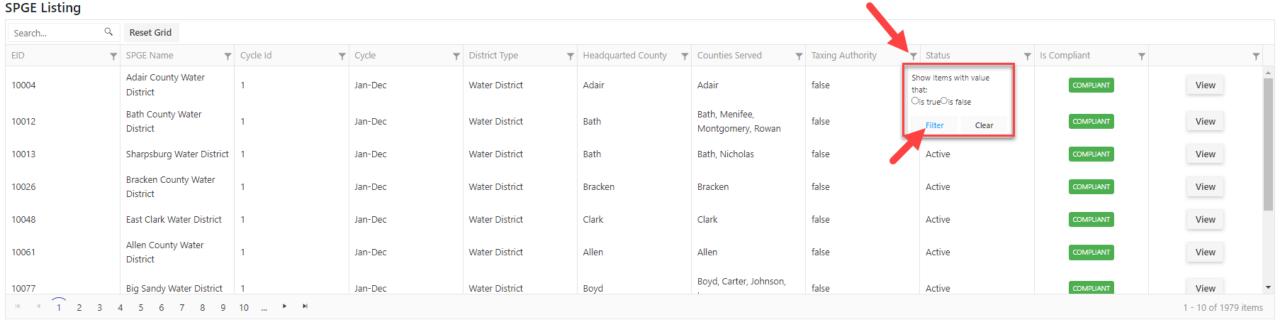
SPGE Listing



Taxing Authority Filter

- Search for SPGEs by their ability to impose taxes
- 1. Click the filter
- 2. Select "True" or "False"
- 3. Click "Filter"

SPGE
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Status Filter

- Search for SPGEs by their status
 - Active: SPGEs that are currently in the compliance and noncompliance process
 - Hold: SPGEs that are temporarily not in the compliance and noncompliance process
 - Process Dissolution: SPGEs in the process of ceasing operations and will no longer exist
 - Process Declass: entities that should not be classified as SPGEs and are being removed from the system
 - Result Merged: SPGEs that no longer exist due to combining with another SPGE
 - Result Dissolved: SPGEs that completed the process of ceasing operations and no longer exist
 - Result Declassed: entities that are note classified as SPGES and are removed from the system
 - <u>75 Exempt</u>: any fire protection district operating under KRS Chapter 75, with the higher of annual receipts from all sources or annual expenditures of less than \$100,000, that is required to report to the Fire Commission, not DLG
 - 273 Exempt: any volunteer fire department incorporated under KRS Chapter 273. These districts began reporting to the Fire Commission in FY 2019
- 1. Click the filter
- 2. Select any of the options in the drawdown menus and enter any applicable information
- Click "Filter"

2 3 4 5 6 7 8 9 10 ... • •

SPGE Welcome Guest Login ② SPGE Listing Search... Reset Grid EID ▼ SPGE Name ▼ Cycle Id ▼ Cycle ▼ District Type ▼ Status Is Complian ▼ Headquarted County ▼ Counties Served Taxing Authority Adair County Water Show items with value that: 10004 Jan-Dec Water District Active View District Bath County Water Bath. Menifee 10012 Jan-Dec Water District Active View Montgomery, Rowan And ▼ 10013 Sharpsburg Water District 1 Bath, Nicholas Jan-Dec Water District Bath Active Is equal to Bracken County Water Water District Bracken 10026 Jan-Dec Bracken Active Clear 10048 East Clark Water District Jan-Dec Water District Clark Clark false Active Allen County Water 10061 Allen Jan-Dec Water District Δllen Active View Boyd, Carter, Johnson. Big Sandy Water District Jan-Dec Water District Boyd Active View

1 - 10 of 1979 items

Is Compliant Filter

Search for SPGEs by their compliance status

Jan-Dec

Water District

- COMPLIANT: SPGE has submitted all required documents and is not at risk of resulting noncompliance penalties
- NON-COMPLIANT: SPGE has not submitted all required documents and is at risk of resulting noncompliance penalties
- NON-COMPLIANT: SPGE is missing at least one task in the Open Task list and may also be missing at least one audit or attestation engagement and is at risk of resulting noncompliance penalties
- 1. Click the filter
- 2. Select "True" or "False"
- 3. Click "Filter"

SPGE Listing

Welcome Guest Login ②

1 - 20 of 1979 items

Search... Reset Grid ▼ Is Compliant ▼ Cycle Id ▼ Cycle ▼ Taxing Authority ▼ Status ▼ SPGE Name ▼ District Type ▼ Headquarted County Counties Served Show items with value that: Adair County Water 10004 Water District Adair Adair false Jan-Dec Active Ois trueOis false District Bath County Water Bath, Menifee, Clear 10012 Water District Bath false Active Jan-Dec District Montgomery, Rowan 10013 Sharpsburg Water District Jan-Dec Water District Bath Bath, Nicholas false Active View Bracken County Water 10026 Water District Bracken Bracken false View Jan-Dec Active District Clark Clark View 10048 East Clark Water District Jan-Dec Water District false Active Allen County Water 10061 Water District Allen Allen false Active View Jan-Dec District

Boyd

Boyd, Carter, Johnson.

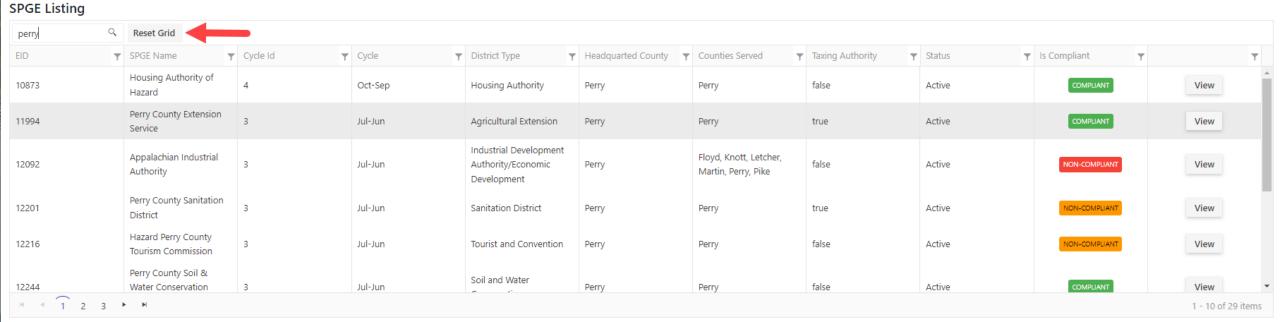
false

Active

Reset Grid

Click "Reset Grid" to clear the search field and all filters

SPGE Welcome Guest Login ③



View SPGE Dashboard

• Once the desired SPGE is found, click "View" to access the SPGE Dashboard

SPGE Welcome Guest Login ②

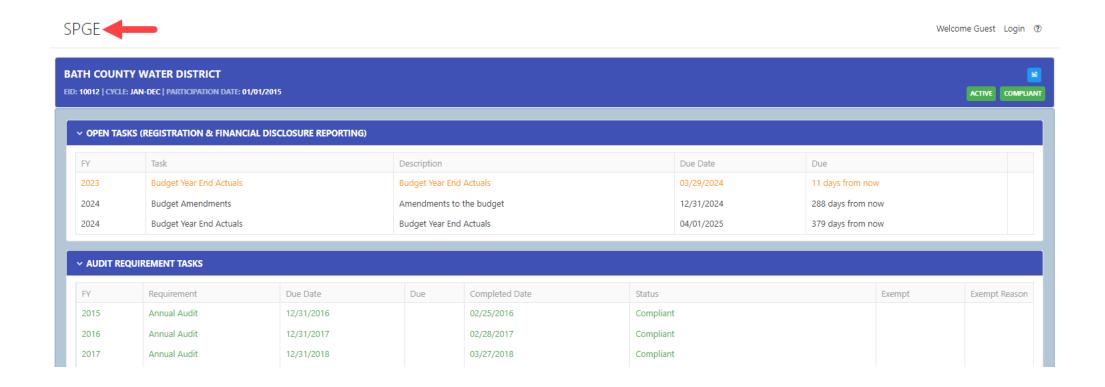


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EID	SPGE Name	Cycle Id ▼	Cycle	District Type	Headquarted County	Counties Served	Taxing Authority	Status y	Is Compliant	T	T
10004	Adair County Water District	1	Jan-Dec	Water District	Adair	Adair	false	Active	COMPLIANT	View	
10012	Bath County Water District	1	Jan-Dec	Water District	Bath	Bath, Menifee, Montgomery, Rowan	false	Active	COMPLIANT	View	-1
10013	Sharpsburg Water District	1	Jan-Dec	Water District	Bath	Bath, Nicholas	false	Active	COMPLIANT	View	
10026	Bracken County Water District	1	Jan-Dec	Water District	Bracken	Bracken	false	Active	COMPLIANT	View	-
10048	East Clark Water District	1	Jan-Dec	Water District	Clark	Clark	false	Active	COMPLIANT	View	
10061	Allen County Water District	1	Jan-Dec	Water District	Allen	Allen	false	Active	COMPLIANT	View	
	Big Sandy Water District	1	Jan-Dec	Water District	Boyd	Boyd, Carter, Johnson,	false	Active	COMPLIANT	View	•
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Go Back to SPGE Public Portal

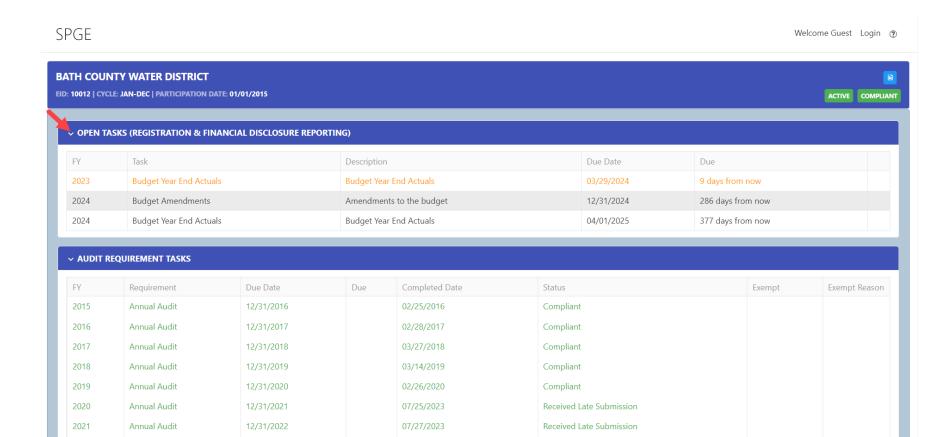
- You are now on the SPGE Dashboard
- Click the SPGE icon at anytime to go back to the SPGE Public Portal



SPGE Dashboard

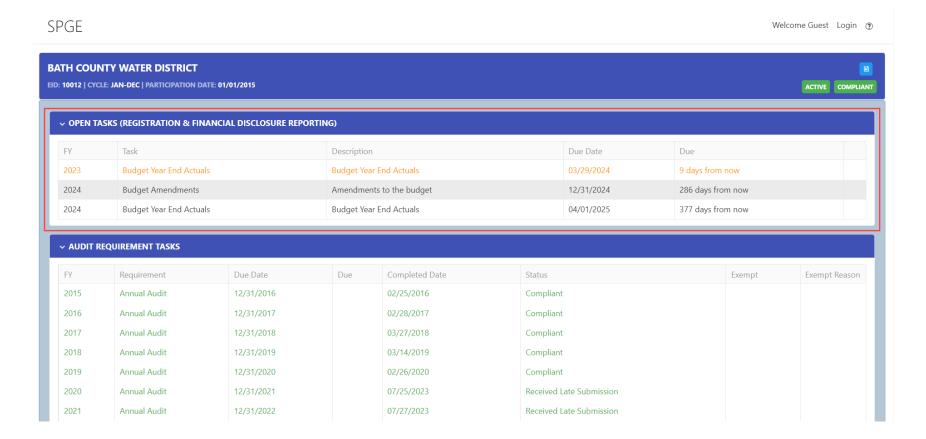
Sections

- Each SPGE Dashboard consists of the following sections:
 - Open Tasks (Registration & Financial Disclosure Reporting), Audit Requirement Tasks, Closed Tasks, Documents, SPGE
 Information, Oversight Agencies, Creation & Operational Information, Board Meetings, Board Members, and Grant Exemptions
- Click the down arrow in each section to open it and access the information there. Click the arrow again to close the section



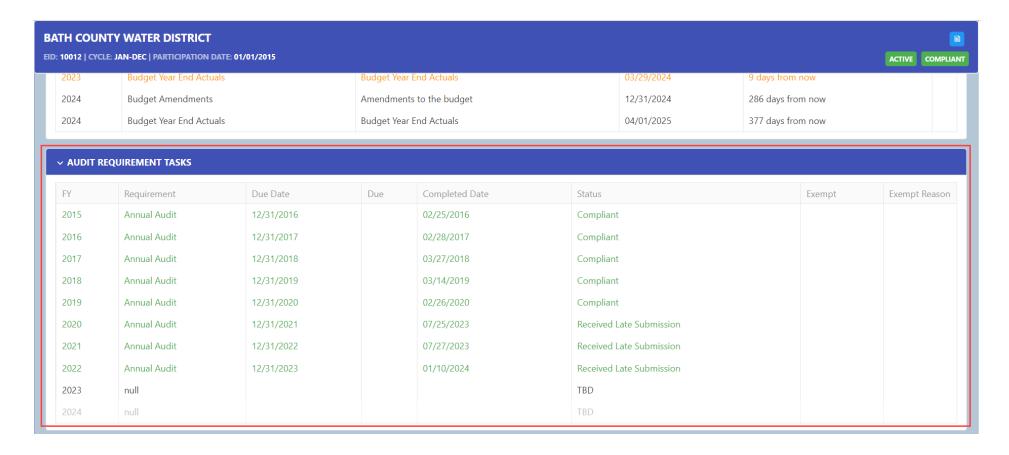
Open Tasks

- Shows tasks with past and upcoming due dates
- These tasks include registration forms, fees, budget estimates, budget amendments, and year-end actuals
- These tasks have not been submitted and cannot be viewed



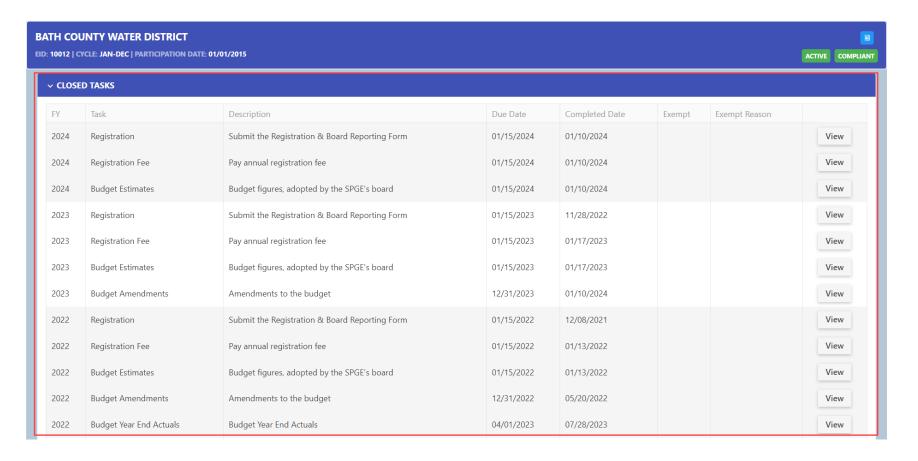
Audit Requirement Tasks

- Shows required audit and attestation engagement tasks
- "TBD" is shown until the year-end actuals for that fiscal year are submitted
- Audits and attestation engagements cannot be viewed in this section. They can be viewed in the Documents section



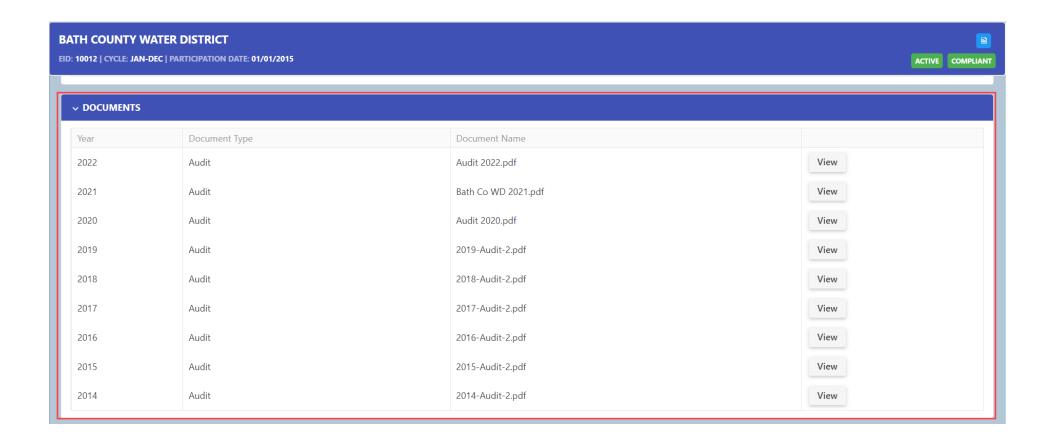
Closed Tasks

- Shows tasks that have been submitted
- These tasks include registration forms, fees, budget estimates, budget amendments, and year-end actuals
- These tasks have been submitted and can be viewed



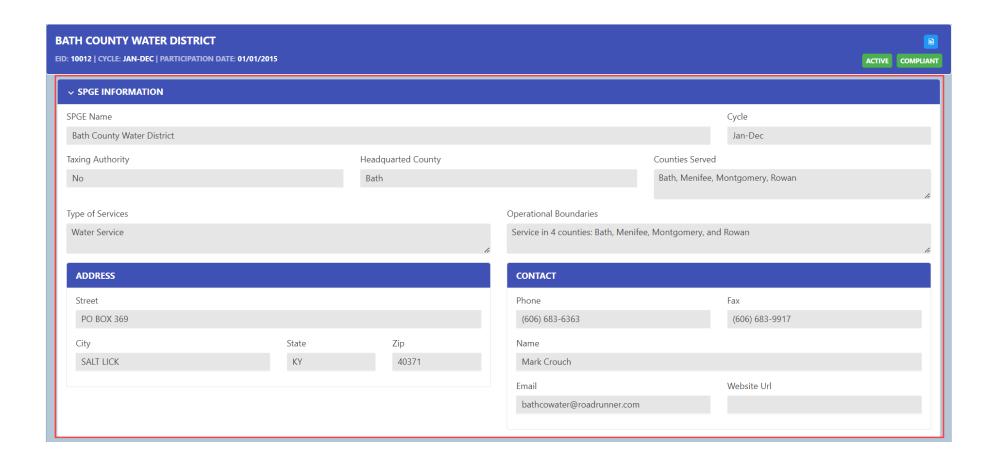
Documents

- Shows submitted audits, attestation engagements, affidavits, etc.
- Click "View" to view the documents



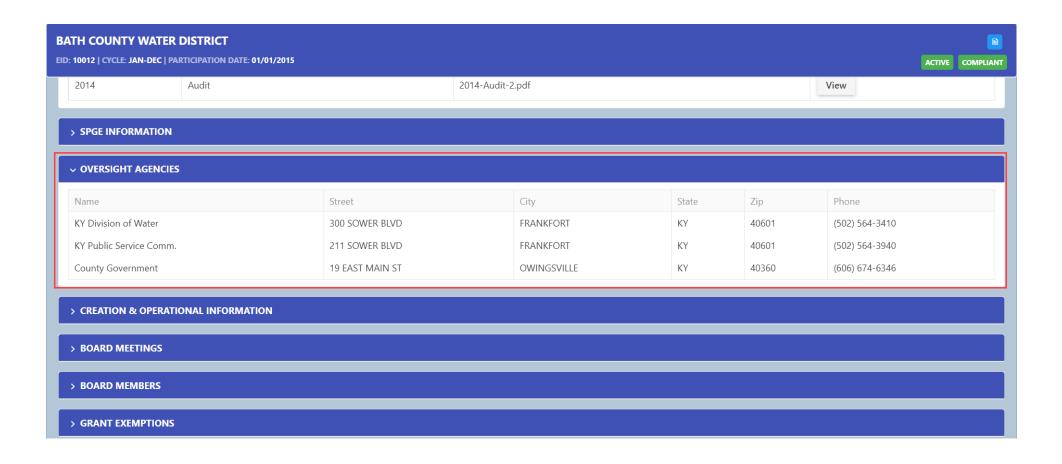
SPGE Information

• Shows the SPGE's basic information, such the SPGE's name, address, cycle information, and contact information



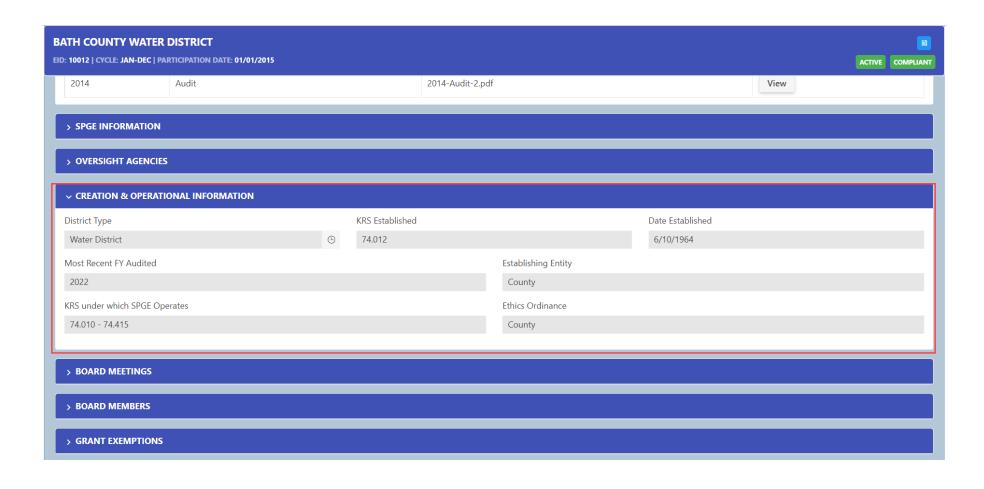
Oversight Agencies

Shows information pertaining to agencies that assist the SPGE or have input regarding the SPGE's operations



Creation & Operational Information

Shows information pertaining to how the SPGE was created



Board Meetings

Shows the current board meeting date, time, and location



Board Members

Shows past and current board members



Grant Exemptions

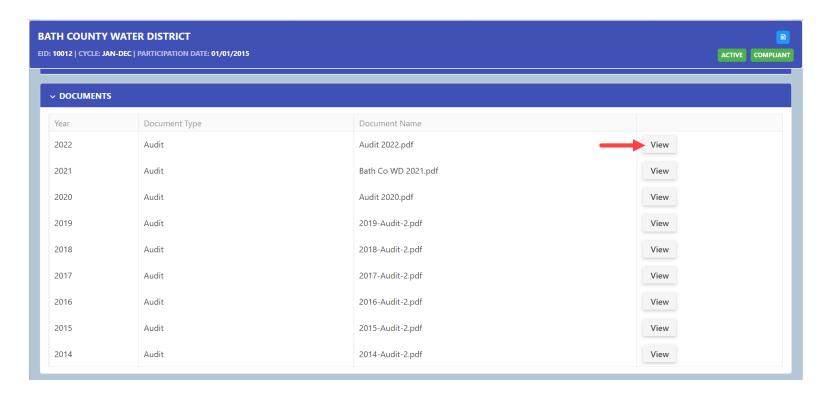
- Shows any submitted grant exemptions
- SPGEs are encouraged to submit a grant exemption when the SPGE receives a nonrecurring and non-operating grant that the raises the SPGE's total annual revenues or appropriations, causing the SPGE to have a higher registration fee and a more stringent audit requirement



Printing and Saving Documents

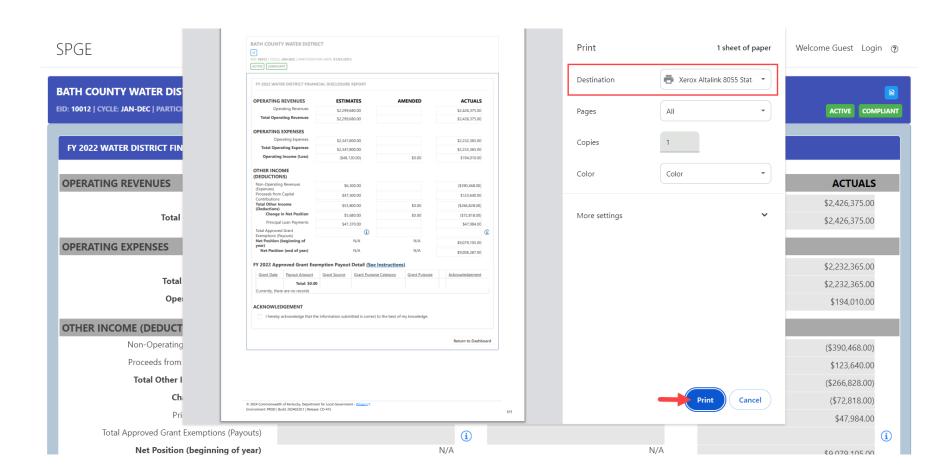
View and Print/Save Documents

- Click "View" to see documents in the Closed Tasks and Documents sections
 - The Closed Tasks section contains the registration form, fee, budget, housing authority exclusion form, TVA form, etc.
 - The Documents section shows audits and attestation engagements
- After opening a document, it can be printed and saved



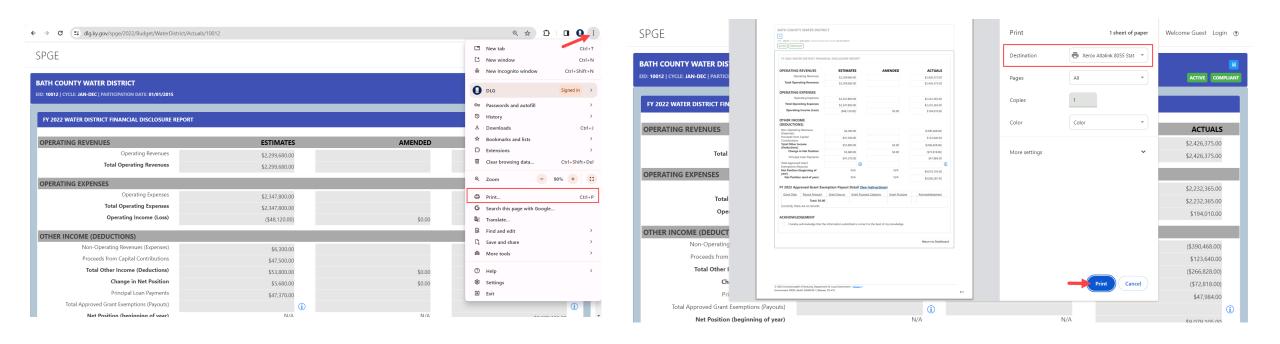
Printing Documents: Option 1

- 1. Click and hold the "Ctrl" and the "P" keys on your computer keyboard
- 2. A screen will appear prompting you to select a printer and then click "Print"



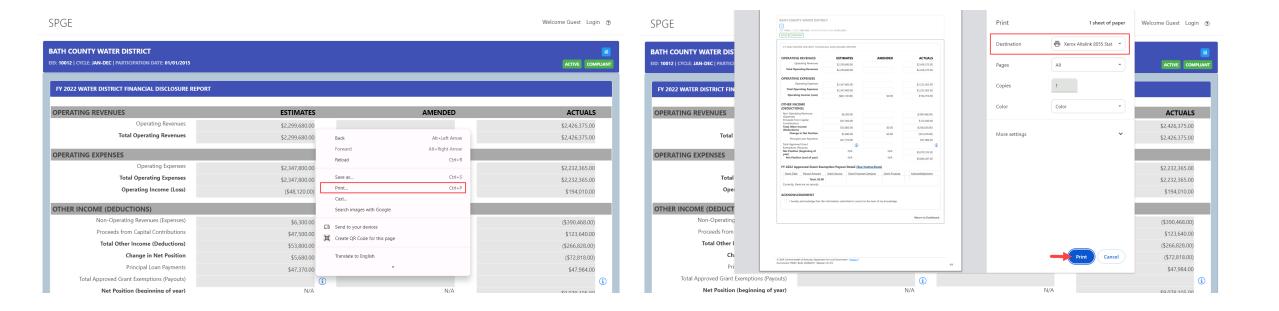
Printing Documents: Option 2

- 1. Click the three vertical dots in the top right corner of your screen and select "Print"
- A screen will appear prompting you to select a printer and then click "Print"



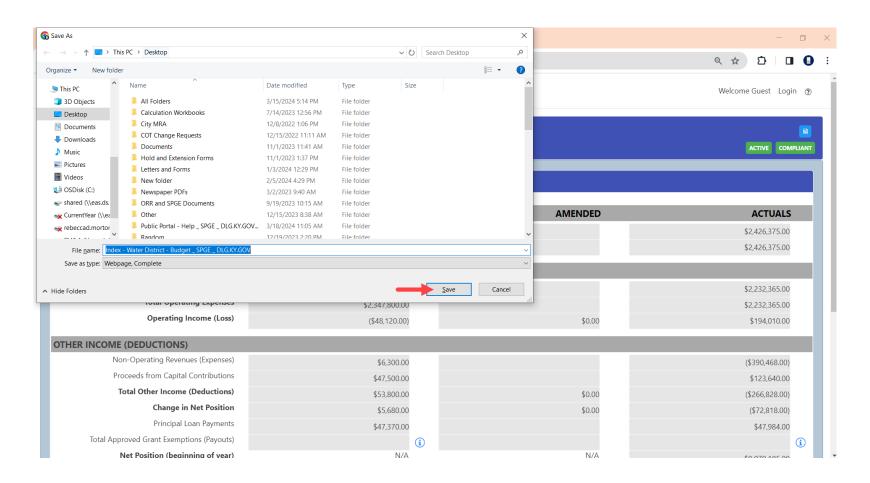
Printing Documents: Option 3

- 1. Right mouse click on your screen
- 2. A box will appear, click "Print"
- A screen will appear prompting you to select a printer and then click "Print"



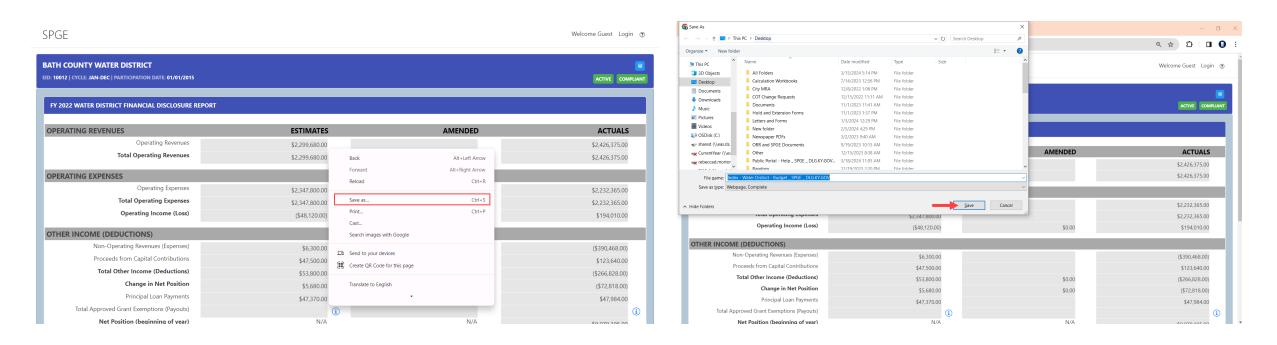
Saving Documents: Option 1

- 1. Click and hold the "Ctrl" and the "S" keys on your computer keyboard
- 2. A screen will appear prompting you to save the document



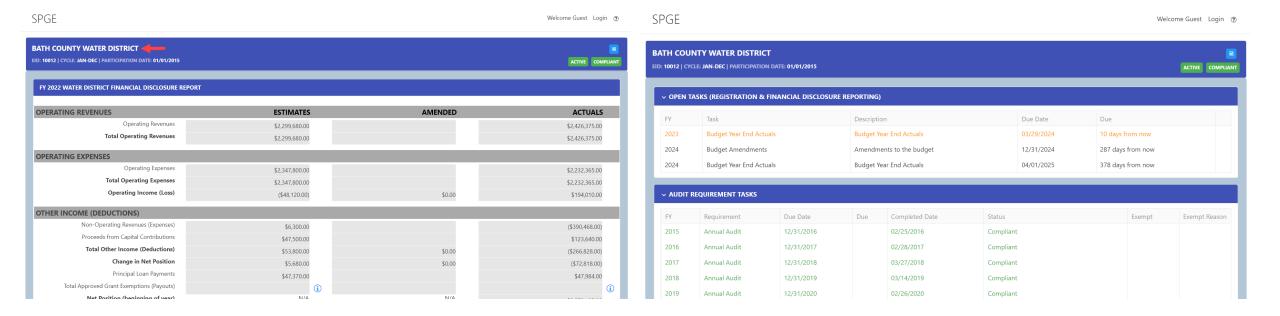
Saving Documents: Option 2

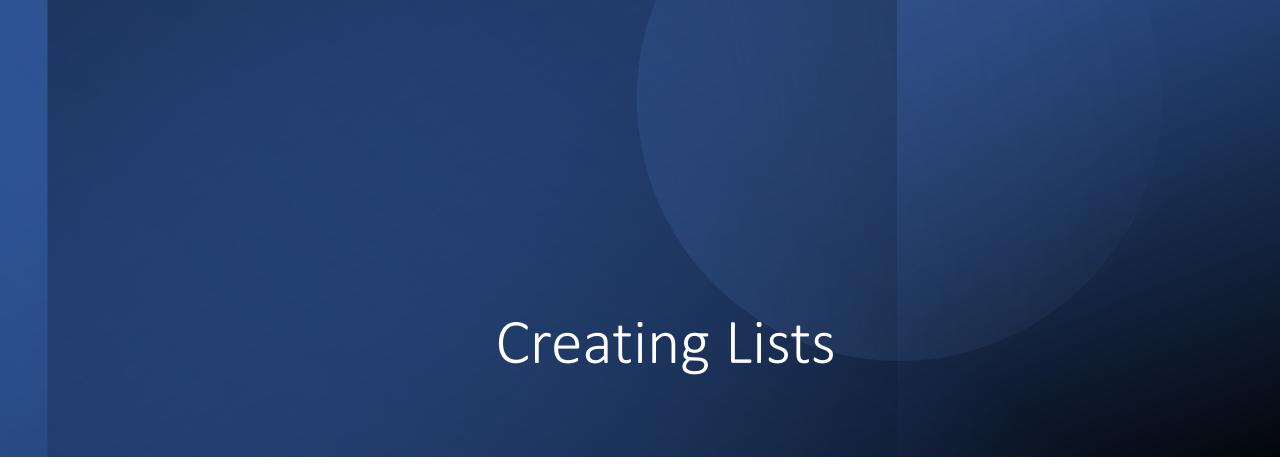
- 1. Right mouse click on your screen
- 2. A box will appear, click "Save as"
- 3. A screen will appear prompting you to save the document



Return to the SPGE Dashboard

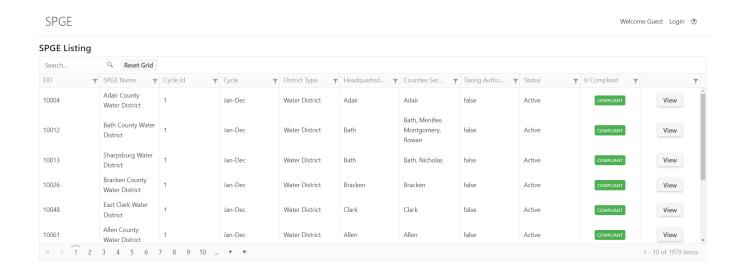
Click the SPGE's name to go back to the SPGE's Dashboard

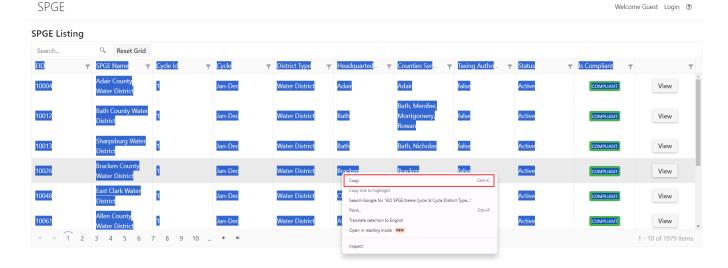




Copying SPGE Data to Make a List

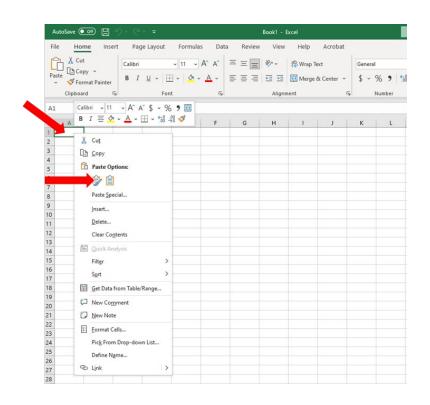
- To create a list of the SPGE data found on the SPGE Public Portal:
 - 1. Go to the left side of the EID field
 - 2. Left mouse click and drag the mouse to the right and down, highlighting the fields
 - 3. Right mouse click on one part of the highlighted data and a box will appear. Left mouse click "Copy" to copy the data

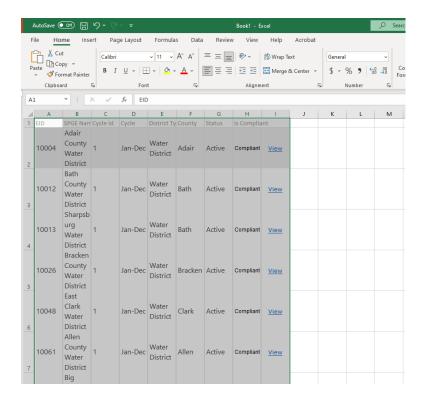




Save the Data in Excel

- To save the SPGE data found on the SPGE Public Portal:
 - 1. Open Microsoft Excel
 - 2. Right mouse click in field 1A and select the clipboard-paintbrush icon to paste





Contact information

Department for Local Government

Cities & Special Districts Branch 100 Airport Road, 3rd Floor Frankfort, KY 40601

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Call and leave a voice message at 502-892-3490.

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