

**Guidance/Instructions for SA-132 Form:
Amortization Schedule for Building Bond Issue or Capital Notes**

Pursuant to New York State Education Law 3602 subdivision 6., districts must submit SA-132 forms for ALL district Bond borrowings. These forms continue to be required even though most building aid is now based on assumed amortization.

SA-132 form for borrowing with issue dates between July 1, 20XX and June 30, 20YY, needed for the computation of the Statewide Average Interest Rate, are due no later than September 1, 20YY pursuant to Education Law 3602 subdivision 6. Statute requires districts to provide this information and it is critical to the calculation of a valid statewide average interest rate.

SA-132 forms must be submitted for Refunding Bonds and Energy Performance Contracts (EPC) as they are included in the Statewide Interest Rate Calculation.

Refunding Bonds are required to be on file as part of the review and approval process for Interest Rate Reduction waiver applications.

SED requires borrowing information to be submitted in order to have a complete borrowing history. This helps to better identify and solve district problems or issues.

Instructions for completing the SA-132 Form:

Page 1

Heading:

- Enter the district name and 6-digit district BEDS code.

Information Section:

The information to be entered is for the bond or EPC that is being completed on the SA-132 form.

- Total Amt. of Bond Issue: Enter the total amount of the bond issue or EPC. This figure should be the total of all the principal payments showing on the amortization schedule.
- Bond Sold Date: Enter the date the bond was sold or enter the EPC date.
- Bond Dated: Enter the bond date or EPC date.
- Total Amt. of Voter/Board Authorization: Enter the total amount the Voter/Board authorized.
- Voter Authorization Date: Enter the Date of Voter Authorization, if applicable.
- Board Authorization Date: Enter the Date of Board Authorization.
- Build America Bond (BAB): If the bond is a Build America Bond (BAB), check the box.
- Energy Performance Contract (EPC): If it is an EPC, check the box.
- DASNY Rate: If the Bond is financed through DASNY, check the box.
- Refunding Bond: If the Bond is a refunding Bond, check the box.
- Rate of Interest: Enter the fixed rate of interest. If the interest is variable, enter the word 'variable'.
- Length of Schedule: Enter the length of the amortization schedule in years.
- Date Bond Money Received: Enter the date the bond money was (will be) received.
- Accrued Interest: Enter the accrued interest received.
- Premium: Enter the premium received.
- Amount and Issue Date of each Bond Anticipation Note (BAN) redeemed into this bond: Enter the amount of the BAN and the date issued. If there is more than one BAN being redeemed into this bond, type 'BAN list attached' on the date issued line and submit a list of the BANs and corresponding issue dates.

Project List Section:

Enter the projects name and seven-digit number that are linked to the Bond. Example of a seven-digit number is 0001-001. If there are not enough lines, type 'project list attached' on the project name line and submit along with the SA-132 a separate list of the capital projects linked to the Bond. The list must include the project name and seven-digit project number for all capital projects linked to this debt instrument.

Superintendent Certification Section:

The Superintendent reviews the data for accuracy and signs/dates affidavit certifying that the information contained in the schedule is true and correct and that construction will commence and that 10% of the district proceeds will be expended within 90 days of the first issue date of the referenced bonds.

Amortization Bond Schedule:

Complete the bond amortization schedule. Please note that once the bond amortization schedule has been completed the last line for the principal amount outstanding on the issue at the close of the school year must be calculating zero. If the figure is not zero, review the principal payment for data entry error.

- Enter the school year the principal and interest payments were paid. Example: If the principal and interest payments fell in July 1, 20XX through June 30, 20YY, then the school year to be entered would be XXYY.
- Enter the interest rate for the school year the payment was made.
- Enter the principal payment along with the date the principal payment was made.
- Enter the interest payment along with the date the interest payment was made.
- When the information is data entered from the web link the two columns labeled ‘Total Debt Service Paid on Issue during School Year’ and ‘Principal Amount Outstanding on Issue at Close of School Year’ will automatically be completed. If the form is manually completed, then the information in these last two columns will have to be manually entered on the form.

Note for EPCs:

The amortization schedule for EPCs must be adjusted so the data can be entered on the SA-132 form before submitting to SED. Do not submit the district copy of the amortization schedule.