**Unissued Bonds Report**

Please see guidance document fields below:

1. **Election Date (Date Field):** Please provide a date MM/DD/YYYY.

2. **Proposition Number (Text Field):** Enter the ballot proposition number/letter as printed on the election ballot.

3. **Authorizing Statute (Text Field):** Cite the statutory or charter authority that authorizes the bonds. Ex. Chapter 1207 Government Code.

4. **Initial Authorized Amount (Number Field):** Put the full dollar amount authorized by the original proposition.

5. **Unissued Bonds (Number Field):** Put the full dollar amount that is unissued but authorized by the original proposition.

6. **Estimated Issuance Cost (Number Field):** Sum expected fees and spreads as if issuing unissued bonds.

7. **Estimated Minimum Required Annual Debt Service (Number Field):** Estimate annual debt service (principal + interest) for an assumed financing structure.

8. **Assumed Coupon Rate (Percent Field):** Choose a conservative market rate based on recent comparable transactions or current market yields for similar credit and term.

9. **Estimated Total Debt Service (Number Field):** Sum of annual debt service over the life of the bonds.

10. **Comments (Text Field):** Provide any other information, explanations, or assumptions.

**Pre-Election Report**

1. **Election Date (Date Field):** Please provide a date MM/DD/YYYY.

2. **Proposition Number (Text Field):** Enter the ballot proposition number/letter as printed on the election ballot.

3. **Ballot Language (Text Field):** Use the exact wording of the proposition as it will appear on the ballot.

4. **Proposed Amount (Number Field):** Enter the total dollar amount the bond proposition seeks to authorize.

5. **Estimated Issuance Cost (Number Field):** Sum expected fees and spreads as if issuing unissued bonds.

6. **Estimated Minimum Required Annual Debt Service (Number Field):** Estimate annual debt service (principal + interest) for an assumed financing structure.

7. **Assumed Coupon Rate (Percent Field):** Choose a conservative market rate based on recent comparable transactions or current market yields for similar credit and term.

8. **Estimated Total Debt Service (Number Field):** Sum of annual debt service over the life of the bonds.

9. **Purpose of Proposition (Text Field):** Provide a short but clear description of what the bond funds will be used for.

**Post-Election Report**

1. **Election Date (Date Field):** Please provide a date MM/DD/YYYY.

2. **Proposition Number (Text Field):** Enter the ballot proposition number/letter as printed on the election ballot.

3. **Ballot Language (Text Field):** Use the exact wording of the proposition as it appeared on the ballot.

4. **Votes in Support (Number Field):** Record the official count of “For” votes from the election results.

5. **Votes Against (Number Field):** Record the official count of “Against” votes from the election results.

6. **Please provide updated pre-election information as applicable.**