

TEMPLATE – INTERNAL RECORD OF FINANCIAL OBLIGATIONS (CURRENT AND NEW)

Name of Entity:

Debt Manager/Person Completing This Document:

Debt Manager/Person Responsible for Maintaining Document:

Members of Internal Debt Disclosure Board:

Bond Counsel: (if varies, add a column below)

Disclosure Counsel: (if varies, add a column below)

Municipal Advisor: (if varies, add a column below)

Principal/Notional Amount: Add Column Below

Current/New Financial Obligations [Fiscal Year _____]:

Name/Description	Date of Incurrence	Maturity	Key Provisions	Bank/Placement Agent	Date Posted to EMMA [if required]
Banks Loans/Direct or Private Placement					
<i>Existing</i>					
<i>New</i>					
Capital Leases (Financed Purchases)					
<i>Existing</i>					
<i>New</i>					
Debt-Related Derivatives					
<i>Existing</i>					

<i>New</i>					
Guarantees of Debt or Debt-Related Derivatives					
<i>Existing</i>					
<i>New</i>					
Short term Financial Obligations (<1 year)					
<i>Existing</i>					
<i>New</i>					
Other Financial Obligations					
<i>Existing</i>					
<i>New</i>					

Last Updated xx/yy/20zz
 Person Updating Document: _____