



Local Government Financial Reporting Form 2025 Instructions

These instructions aid in the completion of the Local Government Financial Reporting Form. If you need additional assistance, please contact the Government Information Division (GID) of the Office of the State Auditor (OSA) at 651-297-3682 or GID@osa.state.mn.us.

This form requires financial information from both the primary government (County, City, Town, Special District) and all component units (blended or discretely presented), whether the component unit is material or not. If a component unit has a separate audit, email the component unit audit to GID@osa.state.mn.us.

Reporting Deadlines

Cash Basis Cities and Townships: Due March 31

Cash Basis Cities and Townships Required to Submit Audit or Agreed-Upon Procedures (AUP): Due June 15

GAAP Basis Cities and Townships: Due June 30

Counties: Due November 2

Special Districts: Due 180 days after fiscal year-end

Table of Contents

What's New for 2025	2
Section 1: Revenues (Receipts)	2
Section 2: Expenditures (Disbursements)	10
Section 3: Enterprise Funds	22
Section 4: Indebtedness/Debt Statement	26
Section 5: Cash and Investments/Fund Balance	27
Section 6: Employee Salary and Benefits	27
Section 7: Special Districts	27
Section 8: Joint Powers	27
Section 9: Component Units	27
Section 10: Unique Circumstances and Other Comments	28

What's New for 2025

The field below has been added to the Enterprise section.

- Noncapital Subsidies

The fields below have been added to the Enterprise - Liquor tab.

- Alcohol Sales (for liquor enterprise only)
- THC Sales (for liquor enterprise only)

Items with an asterisk have been added for clarification *

Section 1: Revenues (Receipts)

Include all governmental funds of the primary government and all governmental funds of blended/discretely presented component units, whether or not they are material. Exclude enterprise funds and fiduciary funds. Classify revenues by source and type. Major revenue sources include taxes, intergovernmental revenue, charges for services, miscellaneous, and other financing sources. Total revenues should reconcile with the financial statements.

Taxes (31001–31999)

1. Property Taxes (31001-31040/31901-31949)

- Property taxes are taxes levied on an assessed valuation of real and/or personal property by the local government
- Include all real and personal property tax collections from current and prior years' tax levies
- Include penalties, interest, and fees on delinquent taxes
- Include proceeds from the sale of tax-forfeited property
- Include the mobile home tax
- Include fiscal disparities
- Include other taxes, such as power line tax, wind tax, and solar energy tax
- Do NOT show taxes credited directly to enterprise funds
- Do NOT include any special assessments, residential market value credit, agricultural market value credit, Taconite Aid, Taconite Homestead Credit, Taconite Production Tax, or payment in lieu of taxes (PILOT)

2. Tax Increments (31050)

- Report tax increments collected from taxes on tax increment financing projects (any excess tax increment should be included in line 1, Property Taxes)

3. Franchise Taxes (31810)

- Proceeds from taxes imposed by the local government on public utilities (Xcel, Minnegasco, MP&L, etc.) other than property taxes, including cable T.V. franchise fees

4. Local Sales Taxes (31301-31399)

- Taxes imposed by the local government upon the sale or consumption of goods and/or services with few or limited exemptions. Local sales tax must be approved in State law. Do not include Minnesota sales tax on this line. It should be in the appropriate function under Charges for Services.

Section 1: Revenues (Receipts)

Taxes (31001–31999) (Continued)

5. Hotel/Motel Taxes (31410)

- Enter the amount of hotel/motel (lodging) taxes collected

6. Gambling Tax (31820)

- Report taxes imposed to cover the costs of regulating gambling
- Gambling contributions should be accounted for as miscellaneous revenue

7. Gravel Tax (31701)

- Report gravel taxes imposed, collected, and apportioned by the county

8. Wheelage Tax (31702)

- (Counties Only) Report taxes imposed by county, only on vehicles kept in the county

9. Total Taxes

- Automatic total of line 1 through line 8

10. Special Assessments (31951-31999)

- Revenues received from a levy on selected properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. Revenues received should be classified into two accounts, as a minimum:
 - 1) Principal (31951)
 - 2) Penalties and interest (31952)
- Include delinquent charges
- Exclude special assessments recorded in enterprise funds

11. Licenses and Permits (32101-32999)

- Report the amount received for business licenses and permits and non-business licenses and permits
- Building permits (32210)
- Liquor licenses (32110)
- Animal licenses (32240)
- Driveway permits
- Conditional use permit

Section 1: Revenues (Receipts)

Intergovernmental Revenues (33101–33999)

Revenues from other governments in the form of grants, entitlements, or shared revenues. Do not include charges for services provided to another government.

Federal Grants (33101-33399)

- 12. Community Development Block Grants** (ALN 14.XXX) (33130)
- 13. Education** (ALN 84.XXX)
- 14. Transportation (Highway)** (ALN 20.XXX) (33170)
- 15. Human Services** (ALN 93.XXX)
- 16. Emergency Management Aid** (ALN 97.XXX) (33150)
 - FEMA
 - Disaster Aid
 - Homeland Security
- 17. Coronavirus Relief Funds (CRF)/American Rescue Plan Act (ARPA)** (ALN 21.XXX) (33180)
- 18. Other Federal Grants** (33190)
 - Include federal payments in lieu of taxes (33160)

State Grants (33401-33599)

- 19. Local Government Aid (Cities only)** (33401)
- 20. County Program Aid (Counties only)**
- 21. Agricultural Market Value Credit** (33426)
- 22. Taconite Homestead Credit** (33406 and 33407)
- 23. Taconite Aids** (33405 and 33408)
 - Taconite Production Tax
 - All other taconite receipts and revenues
- 24. PERA Aid** (33429)
 - No amount should be listed on this line *
 - Do NOT enter any amount related to GASB 68/85 here (for State of MN contributions)
- 25. Transportation/Highway User Tax/Gasoline Tax/Town Road Allotment** (33418)
 - Township Road Allotment received from the County
 - Small Cities Assistance
 - Minnesota Department of Transportation *
- 26. Disparity Reduction Aid (DRA)** (33430)

27. Police (33480) and Fire Aid (33470) If entity qualified for funding, regardless if the entity received the payment of aid directly or if the payment of aid was sent directly to PERA, the aid payment must be reported. Fire State Aid sent to PERA, on behalf of the entity, through the Statewide Volunteer Firefighter Retirement Plan (SVFRP) – See GASB Statement 24, Accounting and Financial Reporting for Certain Grants and Other Financial Assistance

- Fire Relief Association
- Police/Fire Supplemental Aid
- Volunteer Retention Stipend Aid

28. Town Aid (Towns only) (33460)

29. Human Services:

- Includes Reimbursement for Services
- Do NOT include Minnesota Department of Health. That is included on line 31, Other State Grants and Aids. *

30. Education

31. Other State Grants and Aids

- Firefighting Training and Reimbursement
- 2% Fire relief aid
- Public Safety aid
- Local Option Disaster Credit
- Local Cannabis Aid *
- Metropolitan Council imposed metro sales and use tax
 - Transportation Advancement Account (TAA) *
 - Regional Transportation Sales and Use Tax *
- Wetlands
- ConCon
- Public hunting
- Mineral lease and severed mineral payments
- Include state payments in lieu of taxes (33428)

County Grants (33610-33620)

32. Highways (33610)

- Do NOT include the Gas Tax or Town Road Allotment. Town Road Allotment should be included on line 24, Transportation/Highway User Tax

33. Other County Grants (33620)

- Include county payments in lieu of taxes
- Gopher bounty reimbursement

Grants from Other Local Units (33630-33699)

34. IRRRB Grants (33630)

- Grants received from the Iron Range Resources and Rehabilitation Board

35. Other Local Unit Grants (33640-33699)

- Election reimbursement from school district
- Any grant received from a local governmental entity

36. Total Intergovernmental Revenues

- Automatic total of lines 12 through 35

Section 1: Revenues (Receipts)

Charges for Services (34101–34999)

Enter amounts received from the public or other governments for service contracts and other charges. Refunds and reimbursements if they are for services.

37. General Government (34101-34199)

- Filing fees
- Assessment searches (34107)
- City and Town Hall rent (34101)
- Motor vehicle and license plate fees
- Planning/zoning *
- City parking lot fees (if not accounted for in an enterprise fund) *

38. Police and Fire Contracts (34201, 34202)

- Payments received from other local governments for police or fire protection, including member contribution fees.

39. Other Public Safety (34203-34299)

- Fire runs/fire calls
- Ambulance (34205)
- Jail Canteen
- Police liaison services
- Animal Boarding fee

40. Streets and Highways (34301-34399)

- Road work done for other local governments (34301)
- Dust control (chloride)
- Gravel
- Culvert

41. Sanitation - Garbage, Recycling, and Other Refuse (34401-34499)

- Enterprise fund accounting preferred for utilities
- Clean-up Day fees
- Recycling fees
- S.A.C. (34407)

42. Libraries (34760)

- Use fees, not fines

43. Park and Recreation (34701-34799, excluding 34760)

- Summer recreation fees
- Park shelter fees
- Golf fees (34710)
- Community Center rent
- Park Dedication Fees

Section 1: Revenues (Receipts)

Charges for Services (34101–34999) (Continued)

44. Airports (34920)

- Hanger rent
- Fuel sales

45. Transit (34910)

- Rider fees

46. Cemetery (34940)

- Lot sales
- Perpetual care fees
- Maintenance fees, including mowing

47. Housing and Economic Development (34960)

- Rent
- Principal and interest received on loan receivables

48. Other Services and Charges (34930/34950-34999)

- Water availability charges (W.A.C.)
- Cell tower lease
- Other miscellaneous rents and leases (34950)
- Rent (and any associated interest) related to GASB 87 that wasn't attributed to an above listed function

49. Total Charges for Services

- Automatic total of lines 37 through 48

50. Fines and Forfeits (35101-35299, except 35104)

- Enter the total of all fines and forfeits, including court fines, parking fines, library fines, and restitution
- Do not include administrative fines

51. Administrative Fines (35104)

- Enter the total (not net) amount of traffic administrative fines collected under Minnesota Statutes Section 169.999

Section 1: Revenues (Receipts)

Miscellaneous Revenues (36201–36299)

52. Investment Earnings (36210)

- Include interest earnings on checking accounts, savings accounts, certificates of deposit, money market funds, treasury bonds, and bills
- Do not include interest revenue from EDA loans

53. All Other Revenues (36201-36289, except 36210)

- Include and identify revenues not classified elsewhere. Please provide the breakdown of the total amount and specify description for each amount. Use the Unique Circumstances and Other Comments Section X if additional space is needed.
- Do not include rent/lease payments
- Gambling contributions
- Mailbox posts
- Insurance dividends
- Donations
- Contributions
- Grants from non-governments (non-profits, etc.) *

54. Total Revenues

- The total should reconcile with financial statements

Other Financing Sources (39101–39799)

55. Investments Sold or Matured (39990) – Cash basis only

- Sale of investments
- Matured certificates of deposit
- Withdrawals from savings

56. Borrowing – Bonds Issued (39301-39399)

- Bonds Issued (39310)
- Enter proceeds from bonds issued, net of discounts and premiums. Do NOT enter bonds issued by enterprise funds.
- Include bond premiums (39320)
- Include internal service funds

57. Other Long-Term Debt (39330-39340)

- Include installment purchases and notes
- Include leases (39330)
- Include internal service funds

58. Short-Term Debt

- Include indebtedness with a term of one year or less
- Include internal service funds

Section 1: Revenues (Receipts)

Other Financing Sources (39101–39799) (Continued)

59. Other Financing Sources (39101-39199/39500-39700)

- Sale of assets (39101)
- Interfund debt
- Special items and extraordinary revenue (39500-39600)
- Capital contributions (39700)
- Insurance proceeds or recovery if related to capital assets

60. Transfers from Enterprise Funds and Internal Service Funds (39202)

- The transfer of available resources from public service enterprises. An example of this transfer is the water utility transferring money to the General Fund.

61. Transfers from Governmental Funds (39201/39203)

- Should equal the transfers to governmental funds (line 62 on the expenditures tab)
- These are transfers from one fund to another, such as from the General Fund to a Special Revenue Fund
- DO NOT include withdrawals from savings accounts to the checking account

62. Total Revenues and Other Financing Sources

- Automatic total of lines 54 through 61

Section 2: Expenditures (Disbursements)

Include all governmental funds of the primary and all governmental funds of blended/discretely presented component units, whether they are material or not. Exclude enterprise funds and fiduciary funds. Classify expenditures by function and activity. Separate current expenditures and capital outlay. Current expenditures include salaries and operating expenses such as fuel, supplies, and repairs. Capital outlay consists of expenditures for the purchase of buildings; permanent improvements; street construction; and purchases of equipment, machinery, and land. Total expenditures should reconcile with the financial statements.

General Guideline:

- A capital outlay purchase has a life span of more than one year. Installment purchases for vehicles should be entered as Capital Outlay.
- All amounts must be entered as positive numbers to avoid error messages.
- Please include a description in the Unique Comments tab if there was a change in expenditures more than 25% from the prior reporting year (i.e., COVID-19, natural disasters, major capital improvements, etc.)
- Coronavirus Relief Fund (CRF)/American Rescue Plan Act (ARPA) expenditures are classified by the function and by the character (i.e. current expenditure or capital outlay).

General Government (41101–41999)

1. Governing Board (41101–41199/41310)

- Mayor and council (41310)
- Salaries and wages, including income taxes
- Related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the governing board and Mayor
- Training
- Communication

2. Administration and Finance (41320/41401–41599)

- Clerk, treasurer, manager, and accounting
- Salaries and wages, including income taxes
- Related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits of the clerk, treasurer, administrator, deputy clerk and deputy treasurer, and city manager
- Training
- Communication
- Internal audit (41540)

Section 2: Expenditures (Disbursements)

General Government (41101–41999) (Continued)

3. Other General Government (41201–41299/41601-41999)

- Office supplies
- Town Hall Maintenance (41940)
- Recording fees
- Professional services (legal and external audit) (41610-41699)
- Hall expenditures, such as heat and electricity
- Assessing fees (41950)
- Election costs (41960)
- Planning and zoning (41910)
- Accounting fees
- Veterans Service Officer
- Dues and LMC/MAT Insurance Trust (LMCIT and MATIT)
- Courts
- Survey
- Tax forfeit *
- Attorney *
- Donations

4. General Government - Capital Outlay (object code 510-599)

- Construction/remodeling of City Hall/Town Hall/County Courthouse
- Purchase of furniture and equipment

Public Safety (42101–42899)

5. Police/Sheriff - Current Expenditures (42101-42199, excluding 42153)

- Include salaries, wages, and employee benefits such as employer contributions to retirement systems, insurance, sick leave and similar benefits, and operating costs for municipal protection
- Include contract payments to other communities for shared protection
- E911
- Water/Boat/Snowmobile Safety
- School Resource Officer

6. Police/Sheriff - Capital Outlay (Object code 510-599)

- Purchase of patrol cars
- Purchase of equipment
- Construction/remodeling of police station

Section 2: Expenditures (Disbursements)

Public Safety (42101–42899) (Continued)

7. Corrections - Current Expenditures (42301-42399)

- Include salaries, wages, and employee benefits such as employer contributions to retirement systems, insurance, sick leave and similar benefits, and operating costs
- County jail
- Juvenile facilities
- Probation and parole
- Sentence to serve
- Restitution

8. Corrections - Capital Outlay (Object code 510-599)

- Purchase of equipment
- Construction/remodeling of correction facilities

9. Ambulance - Current Expenditures (42153)

- Include salaries, wages, and employee benefits such as employer contributions to retirement systems, insurance, sick leave and similar benefits, and operating costs
- Include contract payments to other communities for shared protection
- Rescue Squad
- 1st Responders

10. Ambulance - Capital Outlay (Object code 510-599)

- Purchase of vehicles
- Purchase of equipment

11. Fire - Current Expenditures (42201-42299)

- Include salaries, wages, and employee benefits such as employer contributions to retirement systems, insurance, sick leave, and operating costs
- Include contract payments to other communities for shared protection
- Payments to the fire relief association
- Fire State Aid sent to PERA, on behalf of the entity, through the Statewide Volunteer Firefighter Retirement Plan (SVFRP) – See GASB Statement 24, Accounting and Financial Reporting for Certain Grants and Other Financial Assistance

12. Fire - Capital Outlay (Object code 510-599)

- Purchase of vehicles
- Purchase of equipment
- Construction/remodeling of fire station

Section 2: Expenditures (Disbursements)

Public Safety (42101–42899) (Continued)

13. Other Protection - Current Expenditures (42401-42999)

- Include salaries, wages, and employee benefits such as employer contributions to retirement systems, insurance, sick leave and similar benefits, and operating costs
- Emergency services/Management
- Civil defense (42501-42599)
- Animal control (42701-42799)
- Building inspection (42401-42499)
- Flood control (mitigation) expenditures (42850)
- Traffic Engineering (4260 -42699)
- Coroner
- Motor vehicle inspection and regulation *

14. Other Protection - Capital Outlay (Object code 510-599)

- Purchase of equipment
- Construction of dikes and levies

Streets and Highways (43101–43199)

15. Administration (For counties only)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the operations of the department. Administration is generally only related to counties. For other entities, the salaries, wages, etc., should be charged to each function.

16. Street Maintenance and Storm Sewers (43101-43199, excluding 43125 and 43160)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits
- Patching and seal coating
- Gravel
- Street cleaning (43170)
- Vehicle maintenance/repairs
- Maintenance and repair of storm drainage inlets, collection and disposal systems
- Ditch/Building mowing
- GIS

17. Snow and Ice Removal (43125)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits
- Should be shown separately from maintenance
- Removing ice and snow and for sanding and salting streets, sidewalks, alleys, and bridges

Section 2: Expenditures (Disbursements)

Streets and Highways (43101–43199) (Continued)

18. Street Engineering

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits
- General engineering costs not associated with a specific construction/reconstruction project

19. Street Lighting (43160)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits
- Expenditures for street lighting fixtures and for lighting all bridges, alleys, and streets, except those located in parks

20. Street Construction - Capital Outlay (Object code 510-599)

- Cost of new construction
- Reconstruction projects
- Engineering

21. Street - Other Capital Outlay (Object code 510-599)

- Purchase of equipment
- Construction or remodeling of a public works garage

Sanitation (43201–43299)

22. Garbage and Other Refuse Collection and Disposal (43201-43259)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits
- Vehicle maintenance/repairs
- Contract payments
- Landfill costs
- Sanitary Sewer (enterprise fund accounting preferred) (43250-43256)

23. Other Sanitation (43260-43299)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits
- Weed and pest control (43260)
- Gopher bounties
- Mosquito control
- Recycling
- Flood clean up *

24. Sanitation - Capital Outlay (43201-43299 and Object code 510-599)

- Purchase of equipment
- Purchase of vehicles

Section 2: Expenditures (Disbursements)

Health (44101–44199)

25. Current Expenditures

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Health clinics (44170)
- Community health
- Nursing services
- Maternal and child health (44150)
- Opioid remediation (settlements) *

26. Capital Outlay (Object code 510-599)

- Purchase of equipment
- Construction/remodeling of a health clinic

Human Services

27. Income Maintenance

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Most services are handled through counties
- Energy/Fuel Assistance

28. Social Services

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Most services are handled through counties
- Mental Health

29. Other Human Services Costs

- Most human services are handled through counties
- Emergency shelter program
- Group homes
- Food shelf

30. Capital Outlay

- Purchase of equipment
- Construction or remodeling of a human services building

Section 2: Expenditures (Disbursements)

Education

31. Current Expenditures

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Most often reported by Special Districts including joint cooperative districts

32. Capital Outlay

- Purchase of equipment
- Construction or remodeling of a school building

Culture and Recreation (45001–45599)

33. Libraries Current Expenditures (45501-45599)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Payments/donation to a regional library

34. Libraries Capital Outlay (Object code 510-599)

- Purchase of equipment
- Construction or remodeling of a library building

35. Parks and Recreation Current Expenditures (45001-45499)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Maintenance
- Mowing
- Park lighting (45206)
- Care of trees and plants
- Removal and disposal of undesirable trees
- Festivals
- Museums/Historical Society (45172)
- Community centers
- Cable T.V.
- Summer recreation programs
- Senior centers
- Trail Maintenance
- County Fair
- Adult education

Section 2: Expenditures (Disbursements)

Culture and Recreation (45001–45599) (Continued)

36. Parks and Recreation Capital Outlay (Object code 510-599)

- Purchase of equipment
- Construction of parks and playgrounds
- Construction or remodeling of community center

Housing and Economic Development (46301–46399/46501–46699)

37. Housing and Urban Redevelopment Current Expenditures (46301-46399)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Report Housing and Redevelopment Authority (HRA) if they are a component unit of the local government
- Report expenditures associated with the planning and provision of housing and the redevelopment of substandard and blighted physical facilities in urban areas
- TIF expenditures, if TIF type is Housing or Redevelopment

38. Housing and Urban Development Capital Outlay (Object code 510-599)

39. Economic Development Current Expenditures (46501-46699)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Include expenditures directed toward the development of an area and the provision of assistance and opportunity to persons and businesses
- Loans to businesses
- Tourism
- TIF expenditures (unless associated with Housing and Redevelopment)
- Regional Railroad (unless specifically transit related)
- Convention center *
- Internet or broadband *

40. Economic Development Capital Outlay (Object code 510-599)

- Internet or broadband infrastructure

Section 2: Expenditures (Disbursements)

Conservation of Natural Resources (46101–46199)

41. Current Expenditures

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Water resources (46101)
- Shade tree disease control (46102)
- Ditch *

42. Capital Outlay (Object code 510-599)

Miscellaneous (49001–49099)

43. Airports – Current Expenditures

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Fields, runways, and ramps
- Terminal buildings and public areas
- Equipment buildings
- Control tower
- Hangars and other buildings

44. Airports – Capital Outlay (Object code 510-599)

- Construction/reconstruction of runways
- Construction or remodeling of hangers/terminal/control tower

45. Transit – Current Expenditures

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Equipment maintenance
- Garage
- Transportation
- Advertising
- Regional Rail, if transit related

46. Transit – Capital Outlay (Object code 510-599)

- Purchase of equipment
- Purchase of vehicles
- Construction or remodeling of transit garage

Section 2: Expenditures (Disbursements)

Miscellaneous (49001–49099) (Continued)

47. Cemetery – Current Expenditures (49010)

- Salaries, wages, and related employee benefits such as employer contributions to retirement systems, insurance, sick leave, and similar benefits related to the management of the department
- Care and maintenance of a town/city-owned cemetery

48. Cemetery – Capital Outlay (Object code 510-599)

49. All Other Current Expenditures

- **This section should be for unique items.** Add to the category above if the item was expensed for that category otherwise if the item will be used across different categories, add to line 3 Other General Government
- Please identify, in detail with amounts, all miscellaneous expenditures reported here
- Use the Unique Comments tab if additional space is needed
- Administrative fine (MS § 169.999 expenditures)
- Donations to other organizations should be classified on line 3 as Other General Government and not lumped here

50. All Other Capital Outlay

- Report expenditures for capital outlay items on this line **only** if it cannot be properly classified elsewhere
- Please provide the breakdown of the total amount and specify description for each amount in the box provided

51. Capital Project Fund Outlay for Enterprise Funds

- Consists of expenditures from governmental funds for improvements to public service enterprises such as new water mains and sanitary sewers
- Please identify all the expenditures on this line using the Unique Comments tab

52. Total Current Expenditures

- Automatic total of all current expenditure amounts reported above shown in the fields that are not shaded

53. Total Capital Outlay

- Automatic total of all the capital outlay items reported above shown in the shaded fields

Section 2: Expenditures (Disbursements)

Debt Service (47101–47699)

Do not include debt payments shown in Section III Enterprise Funds.

54. Principal Payment on Bonds (47110-47119 and Object code 601)

- Payment of principal on bonds
- Include principal payment recorded in internal service funds

55. Principal Payments on Other Long-Term (47120-47129 and Object code 602) and Short-Term Debt (47130 and Object code 603)

- Payment of principal on general long-term debt other than bonds (47120)
- Payment of principal on general short-term debt (47130)
- Include principal payments recorded in internal service funds

56. Interest and Fiscal Charges

- Bond interest (47210 and Object code 611)
- Periodic interest payments on general long-term debt (47220 and Object code 612)
- Periodic interest payments on short-term debt (47230 and Object code 613)
- Payments made to financial institutions for services rendered in paying interest and redeeming debt at maturity/fiscal agent fees (47501 and Object code 620)
- Interest and fiscal charges should be reported separately from the principal payments
- Amortization of premiums and discounts
- Bond issuance costs (47601)
- Deferred charge on refunding issue
- Include interest payments recorded in internal service funds

57. Total Expenditures

- Total should reconcile with the financial statements

Other Financing Uses (49301–49399)

58. Investments – Purchased (49350) – Cash basis only

- Purchases of investments
- Purchase of a certificate of deposit
- Savings account deposits

59. Principal Payments – Refunded Bonds (49310)

- Payments to escrow agents for revenue received from refunding bonds issued

60. Other Financing Uses

- Interfund loan payments
- Special items and extraordinary items (49370-49380)

Section 2: Expenditures (Disbursements)

Other Financing Uses (49301–49399) (Continued)

61. Transfers to Enterprise Funds and Internal Service Funds (49360's)

- The transfer of available resources to public service enterprises. An example of this transfer is General Fund to a water utility.

62. Transfers to Governmental Funds (49360's)

- Should equal the transfers from governmental funds (line 61 on the revenues tab)
- These are transfers from one fund to another, such as from the General Fund to a Special Revenue Fund
- DO NOT include deposits into savings accounts

63. Total Expenditures and Other Financing Uses

- Automatic total of lines 57 through 62

Section 3: Enterprise Funds

The operations of ALL enterprise funds, such as water and sewer, are to be reported individually. Include blended/discrete enterprise component units.

- **DEFINITION:** A fund established to account for operations financed and operated in a manner similar to a private business. Examples include water, sewer, and electric utilities. The expenses of providing services are primarily financed by user charges.
- Liquor store operations should be reported on the separate tab.
- Enter the Name of the Enterprise Fund, if not already shown. All funds should be separated for reporting purposes.
- Enter the Description for an Enterprise Fund, if not already shown.
- Language has been added to the form stating that the "Pre-populated Enterprise Fund Name and Descriptions cannot be edited. If you would like to change either, please enter a request in on the Unique Circumstances and Other Comments tab with an explanation of why."

Note:

- **Allocate shared expenses as accurately as possible to each enterprise**
- **Do not include State MN sales tax**

Statement of Revenues, Expenses, and Changes in Net Position

1. Operating Revenues

- Revenues derived from the operation of an enterprise (user fees)
- Do not include operating or capital grants
- Do not include MN Sales Tax Collected

2. Operating Expenses

- Costs necessary to the maintenance and operation of the enterprise fund
- Do not include MN Sales Tax

3. Operating Income (Loss)

- Automatic calculation of operating revenues less operating expenses

4. Noncapital Subsidies

- Nonexchange transfers (like grants, appropriations, or transfers in or out) intended to support operations, not specific to capital assets. See GASB 103 for a more detailed definition.

5. Non-Operating Revenues

- Investment earnings
- Property taxes
- Special assessments
- Exclude borrowing and transfers in

Section 3: Enterprise Funds

Statement of Revenues, Expenses, and Changes in Net Position (Continued)

6. Non-Operating Expenses

- Interest payments
- Exclude capital outlay
- Exclude principal payments on debt and transfers out

7. Net Income (Loss)

- Automatic calculation of operating income (loss) plus noncapital subsidies plus non-operating revenues less non-operating expenses

Additional Information

8. Taxes

- Taxes collected to assist in the payment of expenses
- Do not include special assessments
- Also shown in non-operating revenues

9. Federal Grants

- Grants received for the construction or acquisition of capital assets
- Grants received to assist in the payment of expenses
- Also shown in noncapital subsidies

10. State Grants

- Grants received for the construction or acquisition of capital assets
- Grants received to assist in the payment of expenses
- Also shown in noncapital subsidies

11. County Grants/Local Grants

- Grants received for the construction or acquisition of capital assets
- Grants received to assist in the payment of expenses
- Also shown in noncapital subsidies

12. Transfers In From Other Funds

- The transfer of available resources to the public service enterprises from another fund. An example of this transfer is from the General Fund to a water utilities fund.
- Also included in noncapital subsidies

13. Transfers Out To Other Funds

- The transfer of available resources from the public service enterprises to another fund, such as from a water utilities fund to the General Fund
- Also included in noncapital subsidies

Section 3: Enterprise Funds

Additional Information (Continued)

14. Capital Outlay During the Year

- Purchase of equipment
- Construction of buildings, water and sewer lines, etc.
- Do not include contributed capital
- Should come from the Statement of Cash Flows

15. Capital Contributions During the Year

16. Interfund Debt Borrowed

- Amount borrowed from other funds to be re-paid with interest

17. Interfund Debt Paid

- Payment of principal on amounts borrowed from other funds

18. Borrowing - Bonds Issued (Net Proceeds) and Other Long-Term Debt

- These revenues reflect the sale of bonds and notes, installment purchase contracts, and capital leases

19. Interest and Fiscal Charges

- Periodic interest payments on general long-term debt
- Payments made to financial institutions for services rendered in paying interest and redeeming debt at maturity
- Amounts should come from the Statement of Revenues, Expenses, and Changes in Net Position and NOT the Statement of Cash Flows

20. Debt Paid - Bonds

- Payment of principal on bonded debt
- Do not include in non-operating expenses

21. Debt Paid - Other Long-Term Debt

- Payment of principal on general long-term debt other than bonds
- PFA loans, certificates, leases
- Do not include in non-operating expenses
- Do not include net pension liability, OPEB, or compensated absences

22. Outstanding Bonded Debt - End of Year

- Bonded indebtedness outstanding at the end of the year that is associated with the enterprise fund
- Principal ONLY, exclude any premiums/discounts

23. Outstanding Other Long-Term Debt - End of Year Balance

- General long-term debt other than bonds outstanding at the end of the year that is associated with the enterprise fund
- Do not include net pension liability, OPEB, or compensated absences
- Principal ONLY, exclude any premiums/discounts

Section 3: Enterprise Funds

Additional Information (Continued)

24. Depreciation

- The amount a fixed asset decreased in value during the current year due to use
- Also shown in operating expenses

25. Pension Expense

Cities with Liquor Store Operations ONLY:

Alcohol Sales – ONLY APPLICABLE TO LIQUOR STORES (this field will show up as Line 14 on the Liquor - Enterprise tab of the Financial Reporting Form)

- Enter amount from the sales of alcohol (on and off sale of beer, wine, spirits)

THC Sales – ONLY APPLICABLE TO LIQUOR STORES (this field will show up as Line 15 on the Liquor - Enterprise tab of the Financial Reporting Form)

- Enter amount from the sales of THC (tetrahydrocannabinol) (on and off sale of THC beverages and gummies)

Section 4: Indebtedness/Debt Statement

Include all funds (governmental and proprietary funds) and blended/discretely presented component units. *This Section should include only principal amounts (Do not include interest or premiums/discounts).

- 1. General Obligation Bonds**
 - Bonds that are backed by the full faith and credit of the issuing government. Generally, property taxes are pledged to pay the principal and interest.
- 2. G.O. Tax Increment Bonds**
 - The Tax Increment District taxes are pledged to pay the principal and interest payments.
- 3. Revenue Tax Increment Bonds**
 - The revenues of or from the Tax Increment District are pledged to pay the principal and interest payments.
- 4. G.O. Special Assessment Bonds**
 - The benefited property is assessed to pay the principal and interest payments. The amount of principal and interest not covered by the special assessment is paid by the local government.
- 5. G.O. Revenue Bonds**
 - Revenues are pledged to pay the principal and interest payments. When revenues are not sufficient to pay the principal and interest, the local government agrees to pay the principal and interest.
- 6. Revenue Bonds**
 - Only the revenues of the fund are pledged to pay the principal and interest payments.
- 7. Other Bonded Indebtedness**
 - Bonds not classified above
- 8. Total Bonded Debt**
 - Automatic total of lines 1 through 7
- 9. Refunding Bonds**
 - Bonds issued to retire bonds already outstanding. Total of all refunding bonds. The Refunding bonds should also be included on lines 1 through 7.
- 10-13. Other Long-Term Indebtedness**
 - Includes installment purchases, certificates of indebtedness, tax anticipation certificates, leases, and notes
- 14. Total Other Long-Term Debt**
- 15. Short-Term Debt**
 - Debt with a maturity of one year or less at the time of issue
- 16. Interfund Debt**
- 17. Net Pension Liability**
 - Ending balance
- 18. Compensated Absences**
- 19. Net Other Post-Employment Benefits (OPEB) Liability**

Section 5: Cash and Investments – All Funds/Fund Balance and Net Position

Cash Entities Only

- Report all the cash and investments held as of December 31 by fund. The “Clerk’s Cash Balance - End of Year” is the clerk’s balance in the checking account. Special Revenue Funds include the Road and Bridge Fund and the Fire Fund.

GAAP Entities Only

- Report the fund balances by category as shown on the governmental funds balance sheet
- Report the proprietary funds net position

Section 6: Employee Salary and Benefits

Report the number of full-time and part-time employees along with their gross salary and benefit information by function. The benefit information includes health, dental and life insurance, retirement contributions (PERA, FICA), etc. Part-time employees include the governing board.

Section 7: Special Districts

Identify all special districts of which your entity is a member. Please identify the type of district and related governing bodies of the organization.

Section 8: Joint Powers Agreement

Identify all joint powers agreements in which your entity participates. Please provide the organization name, purpose of the agreement, the other participating governmental units, and whether or not the financial operations are included in this report.

Section 9: Component Units

A component unit is a legally separate organization for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations of which the nature and significance of their relationship with the primary government is such that exclusion of these organizations from the primary government’s financial statements would be misleading. Blended and discretely presented component units need to be identified.

Section 10: Unique Circumstances and Other Comments

- Report any extraordinary circumstances that occurred during the year, which may have impacted the financial statements (i.e., COVID-19, natural disasters, major capital improvements, etc.).
- Provide any other comments that will aid the OSA during its review process. If supporting financial statements/audit do not match to the amounts in the Form, please provide an explanation as to the differences. The Form must be accurate.