

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION I: REVENUES (Receipts)

Include all governmental funds and blended/discretely presented component units. Exclude enterprise 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.

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

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION I: REVENUES (Receipts)

Taxes (31001 - 31999) (Continued)

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**
 - Includes totals from 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)

INTERGOVERNMENTAL REVENUES (33101 - 33999)

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

FEDERAL GRANTS (33101 - 33399)

12. **Community Development Block Grants (CFDA # 14.218 and 14.228) (33130)**
13. **Education (Special Districts Only)**
14. **Transportation (Highway) (33170)**
15. **Human Services**
16. **Emergency Management Aid (33150)**
 - FEMA
 - Disaster Aid
 - Homeland Security
17. **Coronavirus Relief Funds (CRF)/American Rescue Plan Act (ARPA) (33180)**
18. **Other Federal Grants (33190)**
 - Include federal payments in lieu of taxes (33160)

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION I: REVENUES (Receipts)

INTERGOVERNMENTAL REVENUES (33101 - 33999) (Continued)

STATE GRANTS (33401 - 33599)

19. **Local Government/Municipal 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)
25. **Transportation/Highway User Tax/Gasoline Tax/Town Road Allotment** (33418)
 - Township Road Allotment received from the County
 - Small Cities Assistance
26. **Disparity Reduction Aid (DRA)** (33430)
27. **Police (33480) and Fire Aid (33470)** If entity qualified for funding, 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**
30. **Education**
31. **Other State Grants and Aids**
 - Firefighting Training and Reimbursement
 - 2% Fire relief aid
 - Wetlands
 - ConCon
 - Public hunting
 - 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 belongs on line 24, State, Transportation/Highway User Tax
33. **Other County Grants** (33620)
 - Include county payments in lieu of taxes
 - Gopher bounty reimbursement

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION I: REVENUES (Receipts)

INTERGOVERNMENTAL REVENUES (33101 - 33999) (Continued)

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 payment received from a local governmental entity
- 36. **TOTAL INTERGOVERNMENTAL REVENUES**
 - Total of lines 12 through 35

CHARGES FOR SERVICES (34101 - 34999)

Enter amounts received from the public or other governments for service contracts and other charges. Refunds and reimbursements if for services should be recorded as charges for services.

- 37. **General Government (34101 - 34199)**
 - Filing fees
 - Assessment searches (34107)
 - City and Town Hall rent (34101)
- 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 liason services
- 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)

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION I: REVENUES (Receipts)

CHARGES FOR SERVICES (34101 - 34999) (Continued)

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

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)

49. **TOTAL CHARGES FOR SERVICES**

- 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 only collected under Minnesota Statutes Section 169.999

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION I: 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. Gambling contributions should be included in miscellaneous revenues.
- Do not include rent/lease payments

54. TOTAL REVENUES

- The total should reconcile to financial statement

OTHER FINANCING SOURCES (39101 - 39799)

55. Investments Sold or Matured (39990)

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

Borrowing (39301 - 39399)

56. Bonds Issued (39310)

- Enter proceeds from bonds issued, net of discounts and premiums. Do NOT enter bonds issued by enterprises.
- Include bond premiums (39320)

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

- Includes installment purchases and notes
- Includes capital leases (39330)
- Includes installment purchase contract (39340)

58. Short-Term Debt

- Includes indebtedness with a term of one year or less

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

- Sale of assets (39101)
- Interfund debt
- Special items and extraordinary revenue (39500 – 39600)
- Capital contributions (39700)

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION I: REVENUES (Receipts)

OTHER FINANCING SOURCES (39101 - 39799) (Continued)

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
- 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 checking account

62. TOTAL REVENUES AND OTHER FINANCING SOURCES

- Total of lines 54 through 61

SECTION II: EXPENDITURES (Disbursements)

Include all governmental funds and blended/discretely presented component units. Exclude enterprise funds. Classify expenditures by function and activity. Separate current expenditures and capital outlay. Current expenditures include salaries and operating expense 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 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 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
- 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

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II: EXPENDITURES (Disbursements)

GENERAL GOVERNMENT (41101 - 41999) (Continued)

2. **Administration and Finance (41320/41401 – 41599)**
 - Clerk, manager, treasurer, and accounting
 - Salaries and wages
 - 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)

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 and MAT Insurance Trust (LMCIT and MATIT)

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

6. **Police/Sheriff - Capital Outlay (Object code 510-599)**
 - Purchase of patrol cars
 - Purchase of equipment
 - Construction/remodeling of police station

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II: 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

12. **Fire - Capital Outlay (Object code 510-599)**
 - Purchase of vehicles
 - Purchase of equipment
 - Construction/remodeling of fire station

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II: 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 (42601 – 42699)
- Coroner

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 expense
- Personnel costs
- Maintenance and repair of storm drainage inlets, collection and disposal systems
- Ditch/Building mowing

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

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II: 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 the construction or 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 expense
- 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

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

- Purchase of equipment
- Purchase of vehicles

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II: 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)

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

30. Capital Outlay

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

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

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II: EXPENDITURES (Disbursements)

EDUCATION (Continued)

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. Capital Outlay (Object code 510-599)

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

Parks and Recreation:

35. 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

36. Capital Outlay (Object code 510-599)

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

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II: EXPENDITURES (Disbursements)

HOUSING AND ECONOMIC DEVELOPMENT (46301 – 46399/46501 - 46699)

Housing and Urban Redevelopment (46301 - 46399):

37. 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
- 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 as housing and redevelopment expenditures

38. Capital Outlay (Object code 510-599)

Economic Development (46501 - 46699):

39. 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
- Include expenditures directed toward the development of an area and the provision of assistance and opportunity to persons and businesses
- Loans to business would be included in this category
- Tourism
- TIF expenditures (unless associated with Housing and Redevelopment)
- Regional Railroad

40. Capital Outlay (Object code 510-599)

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)

42. Capital Outlay (Object code 510-599)

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II: EXPENDITURES (Disbursements)

MISCELLANEOUS (49001 - 49099)

Airports:

43. 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. Capital Outlay (Object code 510-599)

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

Transit:

45. 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

46. Capital Outlay (Object code 510-599)

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

Cemetery (49010):

47. 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
- Care and maintenance of a town/city-owned cemetery

48. Capital Outlay (Object code 510-599)

49. All Other Current Expenditures

- Include expenditures not classified elsewhere
- Please identify, in detail with amounts, all miscellaneous expenditures reported here
- Use the Unique Circumstances and Other Comments Section X if additional space is needed
- Administrative fine (MS § 169.999 expenditures)
- Please provide the breakdown of the total amount and specify description for each amount in the box provided

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II: EXPENDITURES (Disbursements)

MISCELLANEOUS (49001 - 49099) (Continued)

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 Circumstances and Other Comments Section X

52. TOTAL CURRENT EXPENDITURES

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

53. TOTAL CAPITAL OUTLAY

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

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

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)

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

57. TOTAL EXPENDITURES

- Total should reconcile to the financial statement

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION II. EXPENDITURES (Disbursements)

OTHER FINANCING USES (49301 - 49399)

58. Investments - Purchased (49350)

- 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)

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
- 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

Enterprise Funds Tab

The operations of ALL enterprise funds, such as water and sewer, are to be reported individually. This information can be found in Section III below.

SECTION III: ENTERPRISE FUNDS (Statement of Revenues, Expenses, and Changes in Net Position)

- 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 Section X: Unique Circumstances and Other Comments with an explanation why."

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION III: ENTERPRISE FUNDS

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 HUD 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)

- Operative revenues less operating expenses

4. NON-OPERATING REVENUES

- Investment earnings
- Property taxes
- Special assessments
- Intergovernmental Revenues - i.e. HUD
- Do Not include grants received for the construction or acquisition of capital assets/capital contributions
- Exclude borrowing and transfers in

5. NON-OPERATING EXPENSES

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

6. NET INCOME (LOSS) BEFORE TRANSFERS and Capital Contributions

- Operating income (loss) plus non-operating revenues less non-operating expenses

ADDITIONAL INFORMATION

7. Taxes

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

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION III: ENTERPRISE FUNDS

ADDITIONAL INFORMATION (Continued)

8. Federal Grants

- Grants received for the construction or acquisition of capital assets
- Grants received to assist in the payment of expenses
- Also shown in non-operating revenues

9. State Grants

- Grants received for the construction or acquisition of capital assets
- Grants received to assist in the payment of expenses
- Also shown in non-operating revenues

10. 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 non-operating revenues

11. 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.
- Do not include in non-operating revenues

12. 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
- Do Not include in non-operating expenses

13. Capital Outlay During the Year

- Purchase of equipment
- Construction of buildings, water, and sewer lines, etc.
- Do Not include contributed capital

14. Capital Contributions

15. Interfund Debt Borrowed

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

16. Interfund Debt Paid

- Payment of principal on amounts borrowed from other funds

17. 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

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION III: ENTERPRISE FUNDS

ADDITIONAL INFORMATION (Continued)

18. 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

19. Debt Paid - Bonds

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

20. Other Long-Term Debt

- Payment of principal on general long-term debt other than bonds
- Do Not include in non-operating expenses
- PFA loans, certificates

21. Outstanding Bonded Debt - End of Year

- Bonded indebtedness outstanding at the end of the year that is associated with the enterprise fund
- Do Not include in non-operating expenses

22. 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

23. Depreciation

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

24. Pension Expense

Indebtedness Tab

SECTION IV: INDEBTEDNESS/DEBT STATEMENT

*This Section should include only principal amounts (Do Not Include Interest)

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

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

SECTION IV: INDEBTEDNESS/DEBT STATEMENT (Continued)

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

- Total of lines 1 through 7

9. Refunding Bonds

- Bonds issued to retire bonds already outstanding. Total of all refunding bonds. The Refund Bonds should also be shown on lines 1 through 7.

10-13. OTHER LONG-TERM INDEBTEDNESS

- Includes installment purchases, certificates of indebtedness, tax anticipation certificates, capital leases, and notes

14. TOTAL OTHER LONG-TERM DEBT

15. SHORT-TERM DEBT

- Debt with a maturity of one year or less after the issue date

16. INTERFUND DEBT

17. Net Pension Liability

- Beginning and ending balance

18. Compensated Absences

19. Net Other Post-employment Benefits (OPEB) Liability

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

Fund Balance Tab and Cash and Investments Tab

SECTION V: CASH AND INVESTMENTS - ALL FUNDS (Include Enterprise Funds), FUND BALANCE, AND NET POSITION

Cash Entities Only

- Report all of 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
- Report change in net position attributed to GASB No. 68 if not previously enacted.

Employees Tab

SECTION VI: 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.

Special Districts Tab

SECTION VII: 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.

Joint Powers Tab

SECTION VIII: 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.

OFFICE OF THE STATE AUDITOR
Instructions for the Annual Financial Reporting Form

Component Units Tab

SECTION IX: 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.

Unique Comments Tab

SECTION XI: 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.