

FORM **F-66(WY-2)**  
(3-23-2009)

STATE OF WYOMING  
DEPARTMENT OF AUDIT

For assistance in completing this report, please call the  
Department of Audit at (307) 777-7798

# STATE OF WYOMING

## ANNUAL CITY AND TOWN FINANCIAL REPORT

**WHEN  
COMPLETED,  
PLEASE  
RETURN TO**

**Wyoming Department of Audit  
Public Funds Division  
Herschler Building  
3rd Floor East  
Cheyenne, WY 82002**

*(Please correct any error in name, address, and ZIP Code)*

For fiscal year ended **June 30, 2009**

**Part I TAXES - ALL FUNDS**

**Part II CHARGES AND MISCELLANEOUS  
REVENUE - ALL FUNDS**

Item description	Amount <i>Omit cents</i>	Item description	Amount <i>Omit cents</i>		
<b>A. PROPERTY TAX - ASSESSED AT LOCAL LEVEL</b>					
1. Current and delinquent tax	T01 \$	1. Water utility charges	A91 \$		
2. County Auto Tax (your government's share)	T01	2. Waste water (sewer) charges	A80		
3. Other	T01	3. Garbage charges (collection and recycling)	A81		
<b>B. LICENSES, PERMITS AND OTHER TAXES</b>		4. Solid waste charges (landfill)	A81		
1. Franchise fees - Utilities	T15	5. Electric utility charges	A92		
2. Building permits	T29	6. Housing and urban renewal charges	A50		
3. Lodging tax - Local option	T19	7. Parks and recreation charges	A61		
4. Animal licenses	T29	8. Airport charges	A01		
5. Business licenses and permits	T28	9. Municipal court	A89		
6. Other	T99	10. Highway charges	A44		
<b>TOTAL - TAXES - ALL FUNDS</b>		11. Cemetery charges	A03		
(Place total in Part I of Revenue-Summary after Part III on page 2.)		12. Other charges - <i>Specify</i>	A89		
		a.	A89		
		b.	A89		
		13. Special assessments	U01		
		14. Receipts from sale of property	U11		
		15. Interest earnings	U20		
		16. Miscellaneous other revenue - <i>See page 6</i>	U99		
		<b>TOTAL - CHARGES AND MISCELLANEOUS REVENUE - ALL FUNDS</b>			
		(Place total in Part II of Revenue-Summary Totals after Part III on page 2.)			

**Part III INTERGOVERNMENTAL REVENUE - ALL FUNDS**

Item description	Amount Omit cents	Item description	Amount Omit cents
<b>A. REVENUE FROM THE FEDERAL GOVERNMENT (direct or pass through)</b>	B30	<b>B. REVENUE FROM THE STATE OF WYOMING - Continued</b>	
1. PILT Grants – Federal Direct	\$	11. Other State aid (continued)	C89
2. Federal housing and urban renewal grants	B50	e. JTPA and SYEP	
3. Water grants	B91	f. Economic development	C89
4. Wastewater (sewer) grants	B80	g. Highway safety grants	C89
5. Garbage grants	B89	h. State PILT	C30
6. Landfill grants	B89	i. State lands and investments (other than for utilities)	C89
7. Electric grants	B92	j. Legislative supplemental appropriation	C89
8. Other Federal grants (detail at XI on page 6)	B89	k. Other State grants	C89
9. TOTAL FEDERAL REVENUE	\$	l. Other State grants	C89
<b>B. REVENUE FROM THE STATE OF WYOMING</b>	C30	<b>C. REVENUE FROM OTHER LOCAL GOVERNMENTS</b>	D30
1. Veteran's exemption	\$	1. Specific purpose option tax	\$
2. Municipal share of State sales tax	C30	2. Local general option tax	D30
3. Municipal share of State cigarette tax	C30	3. Health and hospitals	D42
4. Municipal share of State mineral royalties	C30	4. Highways	D46
5. Severance tax	C30	5. Water grants	D91
6. Street and highways State gas tax	C46	6. Wastewater (sewer) grants	D80
7. Special fuels tax	C89	7. Garbage grants	D89
8. State health and mental health grants	C42	8. Landfill grants	D89
9. State aid for housing or urban renewal	C50	9. Electric grants	D92
10. State water grants	C91	10. Weed and pest	D89
11. Wastewater treatment (sewer) grants	C80	11. All other purposes	D89
12. Garbage grants	C89	<b>TOTAL INTERGOVERNMENTAL REVENUE - ALL FUNDS</b>	
13. Landfill grants	C89	(Place total in Part III of Revenue Summary Totals immediately below.)	\$
14. State electric grants	C92	<b>REVENUE - Summary totals</b>	
15. Other State aid	C89	PART I	
a. Airport grants	C89	PART II	
b. Aircraft fuel sales tax	C89	PART III	
c. Parks and recreation grants	C89	<b>TOTAL REVENUE - Part I through Part III)</b>	
d. Law enforcement assistance grants	C89	(Place total revenue amount in Part VII, Reconciliation, Line 2, page 5.)	\$
<i>Revenue from the State of Wyoming is continued at the top of the right-hand column on this page.</i>		<i>Note: Do not include proceeds from debt as revenue. Record it only in section V on page 4.</i>	

**Part IV EXPENDITURES — ALL FUNDS**

Purpose of expenditure	Chart of accounts reference (a)	FTE full time positions (see note) (b)	FTE part time positions (see note) (c)	Amount — Omit cents		
				Salaries, Benefits, and other current expenses (d)	Construction (e)	Purchase of equipment, land and buildings (f)
<b>1.</b> Financial administration	415 & 417			E23 \$	F23 \$	G23 \$
<b>2.</b> Judicial and legal	412 & 416			E25	F25	G25
<b>3.</b> General public buildings	419			E31	F31	G31
<b>4.</b> Central administration	411, 413, 414			E29	F29	G29
<b>5.</b> Libraries	459			E52	F52	G52
<b>6.</b> Public welfare	444			E79	F79	G79
<b>7.</b> Payments to hospitals	448			E36	F36	G36
<b>8.</b> Health other than hospitals	441, 445, 446 & 447			E32	F32	G32
<b>9.</b> Highways, streets and alleys	431			E44	F44	G44
<b>10.</b> Municipal airports	434			E01	F01	G01
<b>11.</b> Parking facilities	435			E60	F60	G60
<b>12.</b> Police	421			E62	F62	G62
<b>13.</b> Fire department	422			E24	F24	G24
<b>14.</b> Correction including jail	423			E05	F05	G05
<b>15.</b> Protective inspection	424			E66	F66	G66
<b>16.</b> Parks/Recreation/Museums	450 to 458			E61	F61	G61
<b>17.</b> Housing and community development	463			E50	F50	G50
<b>18.</b> Water utility expenditures	Fund 41			E91	F91	G91
<b>19.</b> Wastewater (sewer expenditures)	Fund 42			E80	F80	G80
<b>20.</b> Garbage collection & recycling	Fund 43			E81	F81	G81
<b>21.</b> Landfill expenses	Fund 43			E81	F81	G81
<b>22.</b> Electric utility expenditures	Fund 44			E92	F92	G92
<b>23.</b> Interest - water utility debt	41 - 472			191	Note: do not include principal portion of debt payment. Record only the interest portion here. Record principal in Section V on page 4.	
<b>24.</b> Interest - electric utility debt	44 - 472			192		
<b>25.</b> Interest - all other debt	472			189		
<b>26.</b> Animal control/Other protection	429			E92	F92	G92
<b>27.</b> Weed and pest control	433			E32	F32	G32
<b>28.</b> Cemetery	437			E03	F03	G03
<b>29.</b> Economic development	465 & 466			E89	F89	G89
<b>30.</b> Other expenditures See page 6				E89	F89	G89
<b>GRAND TOTAL EXPENDITURES (Lines 1 through 30)</b> →				\$	\$	\$
<b>TOTAL EXPENDITURES - ALL FUNDS (Sum of columns (d), (e), and (f))</b> →					\$	
(Place total expenditure amount in Part VII, Reconciliation, Line 4, page 5.)						

Note: Full time equivalent (FTE) position is total hours worked divided by 2080 broken out between full time permanent positions vs. part-time or seasonal positions.

**Part V DEBT OUTSTANDING, ISSUED, AND RETIRED**

A. LONG-TERM DEBT	Amount — Omit cents				
	Sewer utility (a)	Water utility (b)	Electric utility (c)	Industrial revenue (d)	All other purposes (e)
1. Outstanding beginning of this fiscal year	19U \$	19U \$	19U \$	19T \$	19U \$
2. Long-term loans received or bonds issued during this fiscal year (Add)	29U	29U	29U	24T	29U
3. Long-term loans repaid or bonds retired during this fiscal (subtract)	39U	39U	39U	34T	39U
4. Outstanding at end of this fiscal year					
5. Revenue debt outstanding	49U	49U	49U	44T	49U
6. General obligation debt outstanding	49U	49U	49U		49U
<b>B. SHORT-TERM DEBT</b>			<b>Amount — Omit cents</b>		
1. Outstanding at the beginning of this fiscal year			\$	\$	\$
2. Outstanding at the end of this fiscal year			\$	\$	\$

**Part VI CASH AND INVESTMENT ASSETS AT THE END OF THE FISCAL YEAR**

**NOTE** – Report **all** cash and investments owned by the city or town using the following classification. Securities should be reported at market value as of the end of the fiscal year.

	Amount — Omit cents			
	Cash on hand, demand deposits, money market and NOW accounts (a)	Certificates of deposit, savings certificates, TDOAs (b)	Other investments (c)	Total (d)
1. General fund	\$	\$	\$	W61 \$
2. Special revenue fund				W61
3. Fiduciary (trust agency) funds				
4. Debt service funds				W01
5. Capital projects funds				W31
6. Special assessments funds				W61
7. Enterprise funds				W61
8. Sinking funds				W01
9. Bond funds				W31
10. Other (list)				W61
a.				
b.				W61
c.				W61
<b>11. TOTAL CASH</b> →				\$
<b>12. Restricted/Reserved Cash/funds:</b> Of the above total, list any cash or investments legally segregated for a specific future use. (GASB 1800.142). See page 8 for instructions.				
a.				
b.				
c.				
d.				
<b>13. TOTAL RESTRICTED/RESERVED</b> →				\$

**Part VI CASH AND INVESTMENT ASSETS AT THE END OF THE FISCAL YEAR – Continued**

**14. Designated Cash/funds:** Of the above total, list any cash or investments designated by the council to indicate tentative plans for financial resource utilization in a future period (GSAB 1800.144). See page 8 for instructions.

**Amount — Omit cents**

	Cash on hand, demand deposits, money market and NOW accounts (a)	Certificates of deposit, savings certificates, TDOAs (b)	Other investments (c)	Total (d)
a.				
b.				
c.				
d.				
<b>15. TOTAL DESIGNATED</b>				\$
<b>16. TOTAL UNDESIGNATED &amp; UNRESERVED</b>				\$

**Part VII RECONCILIATION**

**Amount — Omit cents**

<b>1. Grand total cash on hand at the beginning of the fiscal year (End of FY 2008)</b>	\$
<b>2. Total revenues (From Revenue Summary – page 2) Add</b>	\$
<b>3. Proceeds from long-term loans received or the sale of bonds, (Sum of A.2(a) through A.2(e), Part V, page 4) Add</b>	\$
<b>4. Grand total expenditure (Part IV, page 3) Subtract</b>	\$
<b>5. Long-term loans retired or bonded indebtedness retired during the fiscal year. (Sum of A.3(a) through A.3(e), Part V, page 4.) Subtract</b>	\$
<b>6. Other differences (please explain in no. 9 below)</b>	\$
<b>7. GRAND TOTAL CASH ON HAND AT THE END OF THE FISCAL YEAR (Should agree with Part VI)</b>	\$
<b>* Bring cash forward from page 4 line 11</b>	\$
<b>Difference</b>	\$
<b>8. Financial records kept on — Mark (X) ONE box</b>	
<input type="checkbox"/> Cash <input type="checkbox"/> Modified Accrual <input type="checkbox"/> On hand/manual system <input type="checkbox"/> Accrual <input type="checkbox"/> Computer system <input type="checkbox"/> Part manual, part computer	

**9. Explanation of other differences on line No. 6 above.**

**Part VIII SALARIES AND WAGES**

Report here the total gross salaries and wages of all employees of your city or town, before any deductions for social security, retirement, etc. Include salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects. DO NOT INCLUDE ANY PAYMENTS FOR CONTRACTED SERVICES.

**Amount — Omit cents**

**Total salaries and wages paid** → \$

**Part IX MILL LEVIES & OTHER TAXING AUTHORITY**

Mills

<b>1.</b> Indicate how much of the municipal 8 mill levy your city or town currently assesses.	\$
<b>2.</b> What is the separately accessed by the fire district mill levy?	\$
<b>3.</b> What is your total mill levy for debt service and other purposes, including the 8 mill operating levy in question 1?	\$
<b>4.</b> What is the local option tax available for assessment?	\$
<b>5.</b> What is the local option tax assessed at June 30?	\$

**CENSUS USE ONLY**

V98

**Part X OTHER INFORMATION**

1. Enterprise Fund Subsidies – List the amount of the subsidy paid by the city or town into any of the enterprise funds it has. The subsidy is the amount paid to balance the fund because expenses exceeded revenues. The subsidy therefore pays the shortfall. Enter a zero with a line through it (Ø) on any line for which no subsidy is needed.

	Amount — Omit cents		Amount — Omit cents
a. Water System	\$		\$
b. Wastewater (sewer) system			
c. Sanitation			
d. Landfill			
e. Electric System			
f.			

**Part XI ADDITIONAL REVENUES/EXPENDITURES (Use this space if needed.)**

Item description (1)	Amount (2)	Census alphanumeric code (if known) (3)
<b>REVENUES page 1, part II, line 16</b>		
	\$	\$
<b>ADDITIONAL GRANTS page 2, line 7</b>		
	\$	\$
<b>EXPENDITURES page 3, line 30</b>		
	\$	\$

**Part XII DATA SUPPLIED BY**

Signature of official	Date	Telephone number	Fax number
Printed or typed name of official	Title		
email address			

# INSTRUCTIONS

## GENERAL

1. The revenue and expenditures categories presented in this Financial Report conform to those used in the chart of accounts recommended by this Department. If your city or town uses other revenue or expenditure accounts which do not clearly correspond to the ones presented in this form and our chart of accounts, please contact the Department of Audit to determine an appropriate method of reporting them. The major objective is to obtain uniform reporting from all cities and towns to permit meaningful comparison of financial information.
2. **PLEASE ROUND ALL MONETARY AMOUNTS TO THE NEAREST DOLLAR.**
3. The report is to reflect the activity (receipts and disbursements) of all funds belonging to the city or town.
4. Do not show any budget amounts on this report. It is to show sources of funds received and uses of funds expended.
5. Include all revenues of the following districts in the report:

City airport	Boards of public utility	Local improvement districts
Street lighting districts	Urban renewal agencies	Lodging tax <u>city boards</u> , NOT JPB
6. Exclude all revenues of the following districts in the report:

Joint power boards	Water and sewer districts	Special districts which are separate entities
--------------------	---------------------------	---
7. **If you cannot decide where an item should be classified, please call Department of Audit at (307) 777-7798, for further assistance.**

## REVENUES (PARTS I, II, AND III)

1. Record all of the city's or town's revenues in all funds. Do not include: (1) transfers from other funds; (2) proceeds received from the sale of bonds or funds received from long-term loans (this will be shown in PARTS V, (Page 4, Line A.2.) and VII (Page 5, Line 3)); or (3) principal from the sale of an investment (only the interest received should be shown as a revenue).
2. For any revenues that do not appear to fit the categories listed, you should record these on Page 6, PART XI, and/or on an attached sheet. Please show an item description, amount and if known, its alpha numeric code (number and letter on the left in revenue amount boxes).
3. Total revenues for PARTS I, II, and III and place the amounts in the Revenue – Summary-totals following PART III on Page 2.
4. Copy the total revenue amount from the Revenue-Summary-totals to PART VII (Page 5, Line 2) – Total revenues.

## EXPENDITURES (PART IV)

1. The "Chart of Accounts Reference" column relates the line items to the chart recommended by this Department, as presented in the "Wyoming Municipal Accounting Handbook." If your city or town does not implement this chart, you should nevertheless refer to it to draw meaningful comparisons to your own chart. You should then group your financial data accordingly, thus maintaining the uniformity of response for proper comparison.

## EXPENDITURES (PART IV) – Continued

2. The "Full-Time Equivalent Positions" asks for the number of employees assigned to each of the designated cost areas. "Full-time refers to a person who works a full 40-hour week 52-week year (with allowance for leave). If, for example, two people each work 20 hours per week in a given area, they comprise one full-time equivalent person.
3. Record all of the city's or town's expenditures in all funds. Do not include: (1) transfers to other funds; (2) the payments reducing bonded indebtedness or long-term loan payments (this will be shown in PARTS V, (Page 4, Line A.3) and VII, (Page 5, Line 5)); or (3) payments made to purchase investments.
4. For any expenditures that do not appear to fit the categories listed, you should record these on Page 6, PART IX, and/or on an attached sheet. Please show an item description, amount, and if known, its alpha numeric code (letter and number on left in expenditure amount boxes).
5. **Important:** For items number 17, 18, 24, and 25 in Part IV Expenditures, Page 3, you should enter the total expenditures for the fund, **excluding interest**, which is to be reported on line 21, 22, or 23 **and bond principal retired or loan amounts repaid** which is to be reported in PARTS V (Page 4, Line A.3.) and VII (Page 5, Line 5).

For Lines 29b and 29c, these items should be allocated to the appropriate cost centers. However, if the city or town has not accounted for these expenditures in this manner, they may be reported here.

6. Total **all** expenditures in Part IV and copy that amount to Part VII, Page 5, Line 4.

## DEBT OUTSTANDING (PART V)

1. Long-term debt refers to indebtedness which matures (comes due) in more than one year. Short-term debt indicates debt which is due within one year. For the purposes of this report, it is not necessary to identify the current portion of long-term debt as a part of short-term debt. If a portion of a debt is not due within one year, report the entire amount as part of long-term debt.
2. Debt does not include lease-purchase arrangements, where, at the end of the lease period, the city or town owns the property subject to the lease. These payments should be reported in Part IV, column (e).
3. The beginning outstanding balance in Part V, A.1. on the current year's report should agree with the outstanding balance at the end of the fiscal year on line A.4. on the previous year's report.
4. The total of Line A.2. PART V should agree with the amount shown in Part VII, Page 5, Line 3., and the total of line A.3., PART V should agree with the amount shown in Part VII, Page 5, Line 5.
5. Most cities and towns will not have Short-Term debt. However, an example would be if the county loaned the city or town the funds to operate until homeowners paid property taxes and the mill levies were then disbursed.

## CASH AND INVESTMENT ASSETS (PART VI)

1. List all cash and investment assets belonging to the city or town; i.e., all cash and investment assets in all funds.
2. The Grand Total Cash on Hand at the End of the Fiscal Year (Line 11) (unless on an accrual basis of accounting) should agree with the Grand Total Cash on Hand in PART VII, Reconciliation, Page 5, Line 7.
3. External sources may include: Bond agreements, Trust and Endowments, Special revenue, Capital facilities – if voter restricted, and Monies held for others.

**Note:** The Grand Total Cash on Hand amount should agree with the amount shown on the June 30th financial report to the City/Town Council.

## RECONCILIATION (PART VII)

1. PART VII, Line 1, of the current report should agree with the Grand Total Cash on Hand at the end of the fiscal year in the prior year's report.
2. The difference on Line 6, if any, should be explained in Line 9.
3. The Grand Total Cash on Hand at the End of the Fiscal Year, Line 7, PART VII, should agree with the Grand Total of Cash on Hand at the End of the Fiscal Year in Part VI, Cash and Investment Assets. (Should agree on a cash basis of accounting with a possible slight difference due to rounding. On an accrual basis of accounting, the difference should be reasonable.)

**Note:** If the Grand Total Cash on Hand amounts (PARTS VI, Line 11 and VII, Line 7) have not agreed on past reports and you have continually brought the ending balance in the Reconciliation (PART VII) forward as the new beginning balance on the current report, as you should, this time use the Grand Total Cash on Hand amount from the Cash and Investment Assets (Part VI) on the last report as the beginning balance in the Reconciliation (Part VII, Line 1) on this report.

## SALARIES AND WAGES (PART VIII)

The amount of salaries and wages shown here is also included by function in the Expenditures (Part IV). Do not include any payments for contracted services here. Contractual services are shown in PART X.

## MILL LEVIES (PART IX)

If you are not aware of the amount of mill levies your city or town assesses, your County Assessor could provide you with this information.

## OTHER INFORMATION (PART X)

As with salaries and wages (PART VIII), the amount of contractual services is also included by function in Expenditures, PART IV.

## ADDITIONAL REVENUES/EXPENDITURES (PART XI)

Describe item indicating if it is a revenue or an expenditure. Also, if known, please indicate the alpha numeric code.

## DATA SUPPLIED BY (PART XII)

Make sure the form is signed. Unsigned forms will be returned for a signature.