



SPECIAL DISTRICTS UNIFORM FINANCIAL INFORMATION REPORT FISCAL YEAR 2011-2012

GENERAL INSTRUCTIONS

This report is required to be completed by all special districts defined by K.R.S. 65.900 pursuant to K.R.S. 65.905. It is to be prepared on a cash, fiscal year basis beginning July 1 and ending on June 30. Please do not change, add, or delete any categories on the report. Please do not attach any addenda. Please complete the report on the furnished form, do not include cents, round to the nearest whole dollar amount. The **all other funds** column is to report agency, trust, and fiduciary funds. If you have an enterprise or proprietary fund other than general operations please contact the DLG, **Special Districts Branch**. Report multiple funds attributable to a particular fund type as a combined single fund entry within the appropriate category. If you are unsure where to place information within the report, please contact the DLG Special Districts Branch.

For online submissions, please click file, save, and save your document to your harddrive. Once the form is completed, please attach it to your email and send to glenn.oldham@ky.gov. If you are submitting the form manually, please return the completed form with a duplicate to the Department for Local Government by May 1, and file a copy with the county clerk(s).

District name and address including county

(If this is a multi-county district, please include all of the counties within the service area).

District name			County(ies) in your service area	
Street address				
P.O. Box, <i>(if any)</i>		City		ZIP Code
Contact name			Telephone number	
Email			Fax number	

DATA SUPPLIED BY

Name		Telephone number		Extension
Title			Date	
Mailing address <i>(City, State, ZIP Code)</i>				Email

Part I - TAX RATES

Note: Data supplied by your district in this report will be used by State and Federal Agencies and by public interest groups. By filing this report you will not receive, nor be required to complete local government finance reporting forms from the U.S. Census Bureau.

Note: Report ad valorem (property) tax rates to the third decimal. If your tax rate is 4.5 cents, then report the rate as .045. Report the rate(s) even if they have not changed from the prior year.

Source (a)	Assessment (b)	Compensating Tax Rate (c)	Rate Allowing 4% Increase (d)	Actual Rate Levied (e)	Revenue Produced (f)
1. Real Property					
2. Personal Property					
3. Motor Vehicles					

Part II - REVENUE AND CASH

Revenue source (a)	General Operations (b)	Special Funds (c)	Capital Projects (d)	Debt Service (e)	All Other Funds (f)
1. Taxes					
a. Real Property Taxes					
b. Personal Property Taxes					
c. Motor Vehicle Taxes					
d. Delinquent Taxes					
e. All Other Taxes					
SUBTOTAL All Taxes					
2. Permits and Licenses (ALL)					
3. Intergovernmental Revenue					
a. From Federal Government					
b. From State Government					
c. From County Government					
d. From Other Governments					
SUBTOTAL All Intergovernmental					
4. Service Charges					
a. Service Charges					
b. User Fees					
c. Special Assessments					
d. Rental Income					
SUBTOTAL All Service Charges					
5. Other					
a. Interest Earnings					
b. Reimbursements and Refunds					
c. Gifts and Endowments					
d. Sales (Include Surplus Property)					
e. Penalties					
SUBTOTAL All Other					
PAGE TOTAL ALL REVENUE AND CASH					

Part II - REVENUE AND CASH - Continued

Revenue source (a)	General Operations (b)	Special Funds (c)	Capital Projects (d)	Debt Service (e)	All Other Funds (f)
6. Proceeds from Long-Term Debt					
7. Unrestricted Cash and Investments					
8. Restricted Cash and Investments					
<i>Sections 9 and 10 are total transfers to and from other funds. The sum total of transfers out and transfers in must balance to \$0.</i>					
9. Transfers In					
10. Transfers Out					
GRAND TOTAL ALL FUNDS					

Part III - EXPENDITURES

Do not include any long-term debt payments (any obligations that have payments beyond the current fiscal year) in the general operations, special or capital project funds. These must be reported in the debt service funds column.

Expenditure description (a)	General Operations (b)	Special Funds (c)	Capital Projects (d)	Debt Service (e)	All Other Funds (f)
1. Personal Services					
a. Salaries and Wages					
b. Pensions (Retirement)					
c. Health (Medical) Insurance					
d. FICA (Social Security)					
e. Worker's Compensation					
f. Unemployment Insurance					
g. All Other Employer Paid Fringe					
SUBTOTAL Personal Services					
2. Contracted Services					
a. Advertising and Printing					
b. Professional Services					
c. Maintenance and Repairs					
d. Utilities (include telephone)					
e. Rent and Leases					
f. Insurance and Bonds					
g. All Other Contracted Services					
SUBTOTAL Contracted Services					

Part III - EXPENDITURES - Continued

Expenditure description	General Operations	Special Funds	Capital Projects	Debt Service	All Other Funds
(a)	(b)	(c)	(d)	(e)	(f)
3. Materials and Supplies					
a. Supplies					
b. Materials					
SUBTOTAL Materials and Supplies					
4. Administration					
a. Dues and Subscriptions					
b. Travel and Training					
c. Court Judgments					
d. Grants and Donations					
e. Other Administrative Expense					
SUBTOTAL Administration					
5. Capital Outlay					
a. Equipment					
b. Vehicles					
c. Land					
d. Buildings and Structures					
SUBTOTAL Capital Outlay					
6. Debt Services					
a. Principal payments					
b. Interest payments					
SUBTOTAL Debt Services					
GRAND TOTAL EXPENDITURES					

Return the completed report to:

**Department for Local Government
1024 Capital Center Dr., Suite 340
Frankfort, KY 40601**

Return by May 1 and file a copy with the county clerk.