U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

WORKSHEET
F-29 (09/15/2016)

2016 ANNUAL SURVEY OF LOCAL GOVERNMENT FINANCES
Multi-Function Special Agencies

OMB No. 0607-0585: Approval Expires 09/30/2017

DUE DATE:

WORKSHEET

DO NOT use this worksheet to respond to the survey. It is intended to assist you with gathering and preparing your data prior to reporting online.

Return to **https://respond.census.gov/alfin** when you are ready to report online.

ATTN:

-

Need help or have questions?
- **Visit** https://census.gov/govs/local
- **Call** 1-800-832-2839 weekdays, 8AM to 5PM ET

In correspondence pertaining to this report, please refer to the User ID supplied in your letter.

REPORT ONLINE: It's fast and secure. Respond to this survey via the Internet at the following Web address using the supplied User ID and Password: **http://respond.census.gov/alfin**

GENERAL INSTRUCTIONS

Before filling out this survey, please read carefully each part and all related definitions and instructions.
Note especially:

1. Please report amounts covering all funds and accounts of this agency except for any employee retirement funds administered by this agency. **Include** bond redemption and interest funds, and construction or development funds, as well as current funds. **Exclude** refunds and transfers between funds or accounts of this agency.
2. You may report on either a cash or accrual basis.
3. As this survey is used for various kinds of agencies, some of the items may not apply to this agency. However, read carefully the definition of each item to determine whether it applies to any of this agency's transactions.
4. Do **not** delay reporting to await finally audited figures, if substantially accurate figures can be supplied on a preliminary basis.

1 **Is the addressee title/department and mailing address the same as shown in the letter?**

☐ Yes – Go to 2 ☐ No – Enter correct information below

Addressee Title or Department

ATTN:

Street 1

Street 2

City | State | Zip Code

Please continue on the next page

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PART 1 – ENDING DATE OF FISCAL YEAR

2 **Which one of the following indicates the ending date of this agency's fiscal year that ended between July 1, 2015 and June 30, 2016?** *Use this fiscal year even though a more recent one may be available.*

2015		2016	
☐ July	☐ October	☐ January	☐ April
☐ August	☐ November	☐ February	☐ May
☐ September	☐ December	☐ March	☐ June

PART 2 – REVENUES

3 **What was the amount of tax collections during the fiscal year indicated in 2 from all taxes imposed by this agency?**

Include
- Levies for debt service
- Levies for contributions to pension funds
- Levies for other funds or purposes
- Special property taxes (*e.g., automobiles or intangible property*)
- Taxes collected for this agency by another government
- Current and delinquent amounts, penalties, and interest

Exclude
- Receipts from service charges
- Special assessments
- Interest earnings
- Fines
- Any other sources that are not taxes or licenses

A. Property taxes - All taxes on property, real or personal.

Exclude
- Taxes not measured by value
- Payments in lieu of taxes (*should be reported in* 4 *and/or* 5) T01

Property Taxes

$Bil.	Mil.	Thou.	Dol.

B. Taxes other than property taxes - *Specify:*

Other Taxes

$Bil.	Mil.	Thou.	Dol.

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PART 2 – REVENUES - *Continued*

4 **What was the amount of intergovernmental revenues received by this agency from other governments during the fiscal year indicated in 2?**

Include
- Grants
- Shares of taxes imposed by other governments
- Payments in lieu of taxes
- Reimbursements for services performed for other governments
- Payments under the American Recovery and Reinvestment Act of 2009 (ARRA)

Exclude
- Loans
- Any taxes imposed by this agency which were collected for it by another government (*should be reported in* 3)
- Receipts from utility sales to other governments (*should be reported in* 5)

Specify and report revenue by purpose - (*e.g., water supply, streets and highways, sewerage, transit, health, and hospitals, etc.*).

A. Purpose - *Specify:*

	Intergovernmental Revenues $Bil. Mil. Thou. Dol.
1. From other local governments	
2. From the State **Include** • Any amounts financed wholly or in part from Federal grants to the State (*i.e., pass-throughs*) **Exclude** • Collection fees	
3. From the Federal government directly	

B. Purpose - *Specify:*

1. From other local governments	
2. From the State **Include** • Any amounts financed wholly or in part from Federal grants to the State (*i.e., pass-throughs*) **Exclude** • Collection fees	
3. From the Federal government directly	

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PART 2 – REVENUES - *Continued*

C. Purpose - *Specify:*

Intergovernmental Revenues

	$Bil.	Mil.	Thou.	Dol.
1. From other local governments				
2. From the State **Include** • Any amounts financed wholly or in part from Federal grants to the State (*i.e., pass-throughs*) **Exclude** • Collection fees				
3. From the Federal government directly				

D. Purpose - *Specify:*

1. From other local governments				
2. From the State **Include** • Any amounts financed wholly or in part from Federal grants to the State (*i.e., pass-throughs*) **Exclude** • Collection fees				
3. From the Federal government directly				

5 What was the amount of revenues, other than tax and intergovernmental revenues, received by this agency during the fiscal year indicated in 2?

Include
- Revenues of all funds

Exclude
- Refunds and transfers between funds and accounts of this agency

A. Current charges - Gross receipts from fees, sales, rentals, tolls, maintenance assessments, and other charges for commodities or services.

Include
- Utility services, including sales to the Federal, State, or other local governments

Exclude
- Grants and other amounts received from the Federal, State, or other local governments (*should be reported in* 4)

Specify and report revenue by type of current charges:
(*e.g., water supply, sewerage, solid waste, electric supply, parks and recreation, natural resources, airports, etc.*).

Current Charges

		$Bil.	Mil.	Thou.	Dol.
1.					
2.					
3.					
4.					

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PART 2 – REVENUES - *Continued*

B. Special assessments - Compulsory contributions and reimbursements from owners of property benefited by improvements (*e.g., streets, sewers, sidewalks, water extensions, etc.*) as well as for servicing special assessment debt.

Exclude
- Proceeds from sales of special assessment bonds (*should be reported in* 13)
- Maintenance assessments (*should be reported in item A.*) . . . .

Other Revenues

$Bil.	Mil.	Thou.	Dol.

C. Receipts from sale of property and other capital assets

Include
- Property sold to other governments

Exclude
- Tax sales (*should be reported in* 3) . . . . . .

D. Interest earnings - Interest received on all deposits and investment holdings of this agency.

Include
- Interest on construction funds

Exclude
- Interest earnings of any employee pension funds . . . . . .

E. Fines and forfeits - Receipts from penalties imposed for violations of law and civil penalties . . . . . .

F. Royalties - Compensation or portion of proceeds from extraction of natural resources (*e.g., oil, gas, and mineral rights*) . . . . . .

G. Private donations - Gifts of cash or securities from private individuals or corporations. . . . . .

H. Miscellaneous other revenues - Revenues of this agency not reported in items A. through G. or questions 3 through 4.

Include
- Insurance claims
- Recoveries of prior year expenditures
- Dividends
- Recorded profits from sale of investments
- Payments in lieu of taxes from private sources

Exclude
- Proceeds from borrowing
- Receipts from sale of security holdings
- Transfers between funds or accounts of this agency
- Employee contributions to employee pension funds
- Interest earnings of any employee pension funds . . . . . .

Total Revenues

$Bil.	Mil.	Thou.	Dol.

6 **What was the total amount of revenues reported on this worksheet** (*Sum of* 3 *through* 5)**?**. . . . . .

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PART 3 – EXPENDITURES

7 **Were payments made to other governments for services or programs performed on a reimbursement or cost-sharing basis (i.e., intergovernmental expenditures) during the fiscal year indicated in 2?**

☐ Yes – *Go to* 8

☐ No – *Go to* 9

8 **What were the payments made to other governments during the fiscal year indicated in 2?**

	Function - (*e.g., water supply, sewerage, electricity, fire protection, airports, natural resources, housing and community development, solid waste, etc.*). *Specify:*	**Type of recipient government -** (*e.g., municipality, school district, county, State, etc.*). *Specify:*	**Intergovernmental Expenditures** $Bil. Mil. Thou. Dol.
A.			
B.			
C.			
D.			

9 **What was the amount of direct expenditures by purpose and type during the fiscal year indicated in 2?**

Include
- Expenditures of all funds other than employee-retirement funds administered by this agency

Exclude
- Transfer between funds or accounts of this agency
- Payments made to other governments (*should be reported in* 8)
- Benefits and payments from self-administered employee pension plans
- Interest on debt (*should be reported in* 10)

Specify purpose - (*e.g., water, sewer, natural resources, solid waste, highways, electric generation, parks and recreation, airports, etc.*).

A. Purpose - *Specify:*

	Direct Expenditures $Bil. Mil. Thou. Dol.
1. Direct expenditures for employee compensation and for supplies, materials, operating leases, and contractual services **Include** • Gross salaries and wages before deductions **Exclude** • Capital outlays and depreciation/amortization	
2. Construction **Include** • Production, additions, replacements, or major structural alterations to buildings and other improvements.	
3. Purchase of equipment, land, and existing structures **Include** • Capital leases. . . . . Gxx	

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PART 3 – EXPENDITURES - *Continued*

B. Purpose - *Specify:*

	Direct Expenditures $Bil. Mil. Thou. Dol.
1. Direct expenditures for employee compensation and for supplies, materials, operating leases, and contractual services **Include** • Gross salaries and wages before deductions **Exclude** • Capital outlays and depreciation/amortization	
2. Construction **Include** • Production, additions, replacements, or major structural alterations to buildings and other improvements.	
3. Purchase of equipment, land, and existing structures **Include** • Capital leases.	

C. Purpose - *Specify:*

1. Direct expenditures for employee compensation and for supplies, materials, operating leases, and contractual services **Include** • Gross salaries and wages before deductions **Exclude** • Capital outlays and depreciation/amortization	
2. Construction **Include** • Production, additions, replacements, or major structural alterations to buildings and other improvements.	
3. Purchase of equipment, land, and existing structures **Include** • Capital leases.	

D. Purpose - *Specify:*

1. Direct expenditures for employee compensation and for supplies, materials, operating leases, and contractual services **Include** • Gross salaries and wages before deductions **Exclude** • Capital outlays and depreciation/amortization	
2. Construction **Include** • Production, additions, replacements, or major structural alterations to buildings and other improvements.	
3. Purchase of equipment, land, and existing structures **Include** • Capital leases.	

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PART 3 – EXPENDITURES - *Continued*

E. Purpose - *Specify:*

1. Direct expenditures for employee compensation and for supplies, materials, operating leases, and contractual services
   Include
   - Gross salaries and wages before deductions

   Exclude
   - Capital outlays and depreciation/amortization . . . . . .

2. Construction
   Include
   - Production, additions, replacements, or major structural alterations to buildings and other improvements. . . . . .

3. Purchase of equipment, land, and existing structures
   Include
   - Capital leases. . . . . .

Direct Expenditures

$Bil.	Mil.	Thou.	Dol.

10 **What was the total amount of interest paid on long-term and short-term debt held by this agency during the fiscal year indicated in 2?**

Include
- Capitalized interest paid on construction loans

Exclude
- Debt retirement (*should be reported in* 13)

Interest Expenditures

	$Bil.	Mil.	Thou.	Dol.
A. Interest on water supply system debt				
B. Interest on electric power system debt.				
C. Interest on gas supply system debt.				
D. Interest on transit or bus system debt				
E. Interest on all other debt.				

Total Expenditures

	$Bil.	Mil.	Thou.	Dol.
11 **What was the total amount of expenditures reported on this worksheet** (*Sum of* 8 *through* 10)**?**				

Personnel Expenditures

	$Bil.	Mil.	Thou.	Dol.
12 **What was the total amount of expenditures for salaries and wages reported in 9?** **Exclude** • Fringe benefits.				

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PART 4 – INDEBTEDNESS

13 **What was the total amount of long-term debt held by this agency for the fiscal year indicated in 2?**
Report bonds, mortgages, etc., with an original term of more than one year, including revenue bonds and special assessment bonds as well as general obligation bonds.

Include
- Debt refunded

Exclude
- Capital leases (*should be reported in* 9)
- Amounts for compensated absences

A. What was this agency's debt for all public purposes?

		Long-term Debt for Public Purposes $Bil.	Mil.	Thou.	Dol.
1. Outstanding at beginning of fiscal year	+				
2. Issued during fiscal year (*include all refunding issues*)	+				
3. Retired during fiscal year (*include debt refunded*)	-				
4. Outstanding total at end of fiscal year (*items A1. + A2. - A3.*)	=				

B. What was this agency's debt for privately owned housing, industrial, or business purposes? *This category is applicable only to those agencies authorized to issue debt of this type (e.g., industrial development revenue bonds, pollution control revenue bonds, conduit debt, etc.).*

		Long-term Debt for Private Purposes $Bil.	Mil.	Thou.	Dol.
1. Outstanding at beginning of fiscal year	+				
2. Issued during fiscal year (*include all refunding issues*)	+				
3. Retired during fiscal year (*include debt refunded*)	-				
4. Outstanding total at end of fiscal year (*items B1. + B2. - B3.*)	=				

14 **What was the total amount of short-term debt held by this agency for the fiscal year indicated in 2?**
Report tax-anticipation notes, bond-anticipation notes, interest-bearing warrants, and other obligations with an original term of one year or less.

Exclude
- Accounts payable
- Other non-interest-bearing obligations
- Current portion of long-term debt (*should be reported as long-term debt in* 13)

	Short-term Debt $Bil.	Mil.	Thou.	Dol.
A. Amount outstanding at beginning of fiscal year				
B. Amount outstanding at end of fiscal year				

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PART 5 – CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

15 What was the total amount of cash and investments (at market value) held by this agency at the end of the fiscal year indicated in 2?

Include
- Total amount of cash and cash equivalents on hand and on deposit
- Investments in Federal government, Federal agency, State and local government, and non-governmental securities

Exclude
- Accounts receivable
- Value of real property
- All non-security assets
- Employee retirement funds

	Amount at End of Fiscal Year $Bil. Mil. Thou. Dol.
A. Reserves held for redemption of long-term debt – (*e.g., sinking or debt service funds*). **Include** • Any mortgages and notes receivable held as offsets to housing and industrial financing loans.	
B. Unexpended proceeds from sale of bond issues held pending disbursement – (*e.g., bond funds*).	
C. All other cash and investments – Checking/savings accounts, CDs, stocks, bonds, mutual funds, etc.	

PART 6 – REMARKS

16 Use this space for any explanations that may be essential in understanding the reported data.

Include
- Any significant changes occurring within the last year
- Any difficulties encountered in completing this survey

PART 7 – CONTACT INFORMATION

17 Who should be contacted to answer questions about data reported on this survey?

Name of contact persont

Title of contact person

Area code and phone number

Extension

Area code and fax number

Email Address

Date completed (MM) (DD) (YYYY)

Thank you for completing this survey.
Retain a copy of the completed report for your records.

NOTE: The U.S. Census Bureau receives its authorization to conduct this survey from Title 13, United States Code, Sections 161 and 182. This survey has been approved by the Office of Management and Budget (OMB) and given the number 0607-0585. Please note the number displayed in the upper right-hand corner of this worksheet. Display of this number confirms that we have approval from OMB to conduct this survey. If this number was not displayed, under the Paperwork Reduction Act, we could not request your participation in this voluntary survey. Information provided on this questionnaire compiled from or customarily provided in public records are exempt from confidential treatment as cited in Title 13, United States Code, Section 9(b).

Please note that this is a national survey that applies to governments with wide differences in the size of their service areas, the amount of population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 2 hours to 8 hours per response, with an average of 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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