

FORM **F-66(WY-2)**
(3-7-2005)

STATE OF WYOMING
DEPARTMENT OF AUDIT

For assistance in completing this report, please call the
Department of Audit at (307) 777-8543 or (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)

Please indicate fiscal year end
if other than **June 30, 2005** _____

| 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> |
| A. PROPERTY TAX - ASSESSED AT LOCAL LEVEL | | | |
| 1. Current tax | T01 \$ | 1. Water utility charges | A91 \$ |
| 2. Delinquent tax | T01 | 2. Electric utility charges | A92 |
| 3. County auto tax (your government's share) | T01 | 3. Airport charges | A01 |
| 4. Other | T01 | 4. Housing and urban renewal charges | A50 |
| B. LICENSES, PERMITS AND OTHER TAXES | | 5. Parks and recreation charges | A61 |
| 1. Franchise fees - Utilities | T15 | 6. Sewerage charges | A80 |
| 2. Building permits | T99 | 7. Garbage and trash collection charges | A81 |
| 3. Lodging tax - Local option | T19 | 8. Municipal court | A89 |
| 4. Dog licenses | T99 | 9. Highway charges | A44 |
| 5. Business licenses and permits | T99 | 10. Cemetery charges | A89 |
| 6. Other | T99 | 11. Other charges - <i>Specify</i> | A89 |
| | | a. | A89 |
| | | b. | A89 |
| | | c. | A89 |
| TOTAL - TAXES - ALL FUNDS | | 12. Special assessments | U01 |
| (Place total in Part I of Revenue-Summary after Part III on page 2.) | | 13. Receipts from sale of property | U11 |
| | | 14. Interest earnings | U20 |
| | | 15. Rents and royalties | U40 |
| | | 16. Miscellaneous other revenue - <i>Specify</i> | U99 |
| | | a. | U99 |
| | | b. | U99 |
| | | c. | U99 |
| | | d. Additional spaces at XI on page 6, if needed | |
| | | TOTAL - CHARGES AND MISCELLANEOUS REVENUE - ALL FUNDS | |
| | | (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 |
|--|----------------------|---|----------------------|
| A. REVENUE FROM THE FEDERAL GOVERNMENT | B30 | B. REVENUE FROM THE STATE OF WYOMING - Continued | |
| 1. PILT Grants – Federal Direct | \$ | 11. Other State aid | C89 |
| 2. Federal housing and urban renewal grants | B50 | k. Refund of gas taxes paid by municipalities | |
| 3. Water grants | B91 | i. State for police retirement | |
| 4. Electric grants | B92 | m. State PILT | C30 |
| 5. Other Federal grants (detail at XI on page 6.) | B89 | n. State lands and investments | C89 |
| 6. TOTAL FEDERAL REVENUE | | o. Other State grants | C89 |
| B. REVENUE FROM THE STATE OF WYOMING | C30 | p. Other State grants | C89 |
| 1. Veteran's exemption | \$ | C. REVENUE FROM OTHER LOCAL GOVERNMENTS | D30 |
| 2. Municipal share of State sales tax | C30 | 1. County option capital facilities – 1% | \$ |
| 3. Municipal share of State cigarette tax | C30 | 2. Optional 1% (not capital facilities) | D30 |
| 4. Municipal share of State mineral royalties | C30 | 3. Health and hospitals | D42 |
| 5. Severance tax | C30 | 4. Highways | D46 |
| 6. Street and highways State gas tax | C46 | 5. Water grants | D91 |
| 7. State health and mental health grants | C42 | 6. Electric grants | D92 |
| 8. State aid for housing or urban renewal | C50 | 7. All other purposes | D89 |
| 9. State water grants | C91 | TOTAL INTERGOVERNMENTAL REVENUE - ALL FUNDS | |
| 10. State electric grants | C92 | (Place total in Part III of Revenue Summary Totals immediately below.) | |
| 11. Other State aid | C89 | | |
| a. Airport grants | | | |
| b. Aircraft fuel sales tax | C89 | REVENUE - Summary totals | |
| c. Parks and recreation grants | C89 | PART I | |
| d. Law enforcement assistance grants | C89 | PART II | |
| e. Special fuels tax | C89 | PART III | |
| f. JTPA and SYEP | C89 | TOTAL REVENUE - Part I through Part III) | |
| g. Economic development (CDBG) | C89 | (Place total revenue amount in Part VII, Reconciliation, Line 2, page 5.) | |
| h. Highway safety grants | C89 | | |
| i. Waste treatment grants | C89 | | |
| j. Civil defense grants | C89 | | |
| Revenue from the State of Wyoming is continued at the top of the right-hand column on this page. | | | |

Part IV EXPENDITURES — ALL FUNDS

| Purpose of expenditure | Chart of accounts reference (a) | Full-time equivalent positions (b) | Amount — Omit cents | | |
|---|------------------------------------|---------------------------------------|--|---------------------|--|
| | | | Salaries and other current expenses (c) | Construction (d) | Purchase of equipment, land and buildings (e) |
| 1. Financial administration | 415 & 417 | | E23 \$ | F23 \$ | G23 \$ |
| 2. Judicial and legal | 412 & 416 | | E25 | F25 | G25 |
| 3. General public buildings | 419 | | E31 | F31 | G31 |
| 4. Central administration | 411, 413, 414 | | E29 | F29 | G29 |
| 5. Libraries | 459 | | E52 | F52 | G52 |
| 6. Public welfare | 444 | | E79 | F79 | G79 |
| 7. Health administration | 441 & 445 | | E32 | F32 | G32 |
| 8. Payments to other hospitals | 448 | | E38 | F38 | G38 |
| 9. Health other than hospitals | 446 & 447 | | E32 | F32 | G32 |
| 10. Highways, streets and alleys | 431 | | E44 | F44 | G44 |
| 11. Municipal airports | 434 | | E01 | F01 | G01 |
| 12. Parking facilities | 435 | | E60 | F60 | G60 |
| 13. Police | 421 | | E62 | F62 | G62 |
| 14. Fire department | 422 | | E24 | F24 | G24 |
| 15. Correction | 423 | | E05 | F05 | G05 |
| 16. Protective inspection | 424 | | E66 | F66 | G66 |
| 17. Sewers and sewage disposal | Fund 42 | | E80 | F80 | G80 |
| 18. Garbage collection | Fund 43 | | E81 | F81 | G81 |
| 19. Parks/Recreation/Museums | 450 to 458 | | E61 | F61 | G61 |
| 20. Housing and community development | 463 | | E50 | F50 | G50 |
| 21. Interest – water utility debt | 41–472 | | I91 | | |
| 22. Interest – electric utility debt | 44–472 | | I92 | | |
| 23. Interest – all other debt | 472 | | I89 | | |
| 24. Water utility expenditures | Fund 41 | | E91 | F91 | G91 |
| 25. Electric utility expenditures | Fund 44 | | E92 | F92 | G92 |
| 26. Animal control/Other protection | 429 | | E32 | F32 | G32 |
| 27. Weed and pest control | 433 | | E32 | F32 | G32 |
| 28. Other expenditures | | | | | |
| a. Cemetery | 437 | | | | |
| b. Economic development | 465 & 466 | | | | |
| c. Insurance (If not included in lines 1—27 above) | | | | | |
| d. Employee benefits (If not included in lines 1—27 above) | | | | | |
| e. | | | | | |
| f. | | | | | |
| g. | | | | | |
| <i>(Additional spaces provided at XI on page 6, if needed)</i> | | | E89 | F89 | G89 |
| TOTAL (Lines 28a through 28g) ➔ | | | \$ | \$ | \$ |
| GRAND TOTAL EXPENDITURES ➔ | | | | | |
| TOTAL EXPENDITURES - ALL FUNDS (Sum of columns (c), (d), and (e)) (Place total expenditure amount in Part VII, Reconciliation, Line 4, page 5.) ➔ | | | | | \$ |

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) |
| | 19X | 19A | 19B | 19T | 19X |
| 1. Outstanding beginning of this fiscal year | \$ | \$ | \$ | \$ | \$ |
| 2. Bonds issued, or long-term loans received, during this fiscal year (Add) | 29X | 29A | 29B | 24T | 29X |
| 3. Bonds retired, or long-term loans repaid, during this fiscal year (Less) | 39X | 39A | 39B | 34T | 39X |
| 4. Outstanding at end of this fiscal year | | | | | |
| 5. Revenue debt outstanding | 44X | 44A | 44B | 44T | 44X |
| 6. General obligation debt outstanding | 41X | 41A | 41B | | 41X |
| B. SHORT-TERM DEBT | Amount — Omit cents | | | | |
| 1. Outstanding at the beginning of this fiscal year | 61V | | | | |
| | \$ | | | | |
| 2. Outstanding at the end of this fiscal year | 64V | | | | |
| | \$ | | | | |

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. If desired, you may indicate any "Reserved Funds."

| | 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 and agency) funds | | | | |
| 4. Debt service fund | | | | W01 |
| 5. Capital projects funds | | | | W31 |
| 6. Special assessment funds | | | | W61 |
| 7. Enterprise funds | | | | W61 |
| 8. Sinking funds | | | | W01 |
| 9. Bond funds | | | | W31 |
| 10. Other (list) | | | | W61 |
| a. | | | | |
| b. | | | | W61 |
| c. | | | | W61 |
| 11. TOTAL CASH | | | | |
| 12. Restricted Cash: Of the above total, list any cash or investments legally restricted by an external source. See page 8 for instructions. | | | | |
| a. | | | | |
| b. | | | | |
| c. | | | | |
| d. | | | | |
| 13. TOTAL RESTRICTED | | | | |

Part VII RECONCILIATION

| | Amount — Omit cents |
|---|----------------------------|
| 1. Grand total cash on hand at the beginning of the fiscal year (End of FY 2004) | \$ |
| 2. Total revenues (From Revenue Summary – page 2) | |
| 3. Proceeds from the sale of bonds (or long-term loans received), sum of A.2(a) through A.2(e), Part V, page 4) | |
| 4. Grand total expenditure (Part IV – page 3) | |
| 5. Bonded indebtedness or long-term loans retired during the fiscal year. (Sum of A.3(a) through A.3(e), Part V, page 4.) | |
| 6. Other differences (please explain in no. 9 below) | |
| 7. GRAND TOTAL CASH ON HAND AT THE END OF THE FISCAL YEAR (Should agree with Part VI) | |
| 8. Financial records kept on — Mark (X) ONE box <div style="display: inline-block; width: 40%; vertical-align: top;"> <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL </div> <div style="display: inline-block; width: 40%; vertical-align: top;"> Financial records kept on — Mark (X) ONE box <input type="checkbox"/> Computer system <input type="checkbox"/> On hand/manual system <input type="checkbox"/> Part manual, part computer </div> | |

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. (Contracted services are to be recorded in Part X, page 6.)

Total salaries and wages paid →

| Amount — Omit cents |
|----------------------------|
| Z00 |
| \$ |

Part IX MILL LEVIES

1. Indicate how much of the municipal 8 mill levy your city or town currently assesses.
2. What is your total mill levy for debt service and other purposes, including the 8 mill operating levy in question 1?

| Mills |
|-------|
| |
| |

CENSUS USE ONLY

V98

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</u> boards, 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 Local Government Personnel at (307) 777-8543 OR (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 27c and 27d, 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. Please separate bonded debt and long-term loans by using an unused column in PART V and indicating the type of loan; i.e., Farm Loan Board loan, etc.
2. Debt includes lease-purchase arrangements, where, at the end of the lease period, the city or town owns the property subject to the lease. If the lease period is for more than twelve months, the obligation is considered long-term debt.
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.