DRAFT# 3 6-8-2005

FORM **F-66(IA-2)**
(6-8-2005)

STATE OF IOWA

2005
FINANCIAL REPORT
FISCAL YEAR ENDED
JUNE 30, 2005

CITY OF _____, IOWA

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

WHEN COMPLETED, PLEASE RETURN TO

David A. Vaudt, CPA
Auditor of State
State Capitol Building
Des Moines, IA 50319-0004

NOTE – The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS

Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes levied on property				
Less: Uncollected property taxes-levy year				
Net current property taxes				
Delinquent property taxes				
TIF revenues				
Other city taxes				
Licenses and permits				
Use of money and property				
Intergovernmental				
Charges for fees and service				
Special assessments				
Miscellaneous				
Other financing sources				
Total revenues and other sources				
Expenditures and other Financing Uses				
Public safety				
Public works				
Health and social services				
Culture and recreation				
Community and economic development				
General government				
Debt service				
Capital projects				
Total government activities expenditures				
Business type/activities				
Total ALL expenditures				
Other financing uses, including transfers out				
Total ALL expenditures/And other financing uses				
Excess revenues and other sources over				
(Under) Expenditures/And other financing uses				
Beginning fund balance July 1, 2004				
Ending fund balance June 30, 2005				

Note – These balances do not include $ _____ held in non-budgeted internal service funds; $ _____ held in Pension Trust Funds; $ _____ held in Private Purpose Trust funds and $ _____ held in agency funds which were not budgeted and are not available for city operations.

Indebtedness at June 30, 2005	Amount – *Omit cents*	Indebtedness at June 30, 2005	Amount – *Omit cents*
General obligation debt	$	Other long-term debt	$
Revenue debt	$	Short-term debt	$
TIF Revenue debt	$		
Special assessment debt	$	General obligation debt limit	$

CERTIFICATION

THE FOREGOING REPORT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

Signature of city clerk	Date	*Mark (X) one*
		☐ Date published ☐ Date posted

Printed name of city clerk	Telephone →	Area code	Number	Extension

PLEASE PUBLISH THIS PAGE ONLY

Part I **REVENUES AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2005** **CITY OF** ☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
1	**Section A — TAXES**										1
2	**Taxes levied on property**										2
3	Less: Uncollected property taxes — Levy year										3
4	Net current property taxes								TØ1		4
5	Delinquent property taxes								TØ1		5
6	**Total property tax**										6
7	**TIF revenues**								TØ1		7
8	**Other city taxes** Utility tax replacement excise taxes								T15		8
9	Utility franchise tax (Chapter 364.2, Code of Iowa)								T15		9
10	Parimutuel wager tax								C30		10
11	Gaming wager tax								C30		11
12	Mobile home tax								T19		12
13	Hotel/motel tax								T19		13
14	Other local option taxes $ _____*								TØ9		14
15	**Total other city taxes**										15
16	**Section B — LICENSES AND PERMITS**								T99		16
17	**Section C — USE OF MONEY AND PROPERTY**										17
18	Interest								U2Ø		18
19	Rents and royalties								U4Ø		19
20	Other miscellaneous use of money and property								U20		20
21											21
22	**TOTAL USE OF MONEY AND PROPERTY**										22
23											23
24	**Section D — INTERGOVERNMENTAL**										24
25											25
26	**Federal grants and reimbursements**										26
27	Federal grants								B89		27
28	Community development block grants								B50		28
29	Housing and urban development								B50		29
30	Public assistance grants								B79		30
31	Payment in lieu of taxes								B30		31
32											32
33	**Total Federal grants and reimbursements**										33
34											34
35											35
36											36
37											37
38											38
39											39
40											40

*Enter the amount the city calculates to be attributable to property tax relief.

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Part I **REVENUES AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2005 —** *Continued*

CITY OF

☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
41	**Section D — INTERGOVERNMENTAL —** *Continued*										41
42											42
43	**State shared revenues**										43
44	Road use taxes								C46		44
45	Bank franchise tax								C30		45
46	State allocation [405a]								C30		46
47											47
48	**Other state grants and reimbursements**										48
49	State grants								C89		49
50	Iowa Department of Transportation								C89		50
51	Iowa Department of Natural Resources								C89		51
52	Iowa Department of Economic Development								C89		52
53	CEBA grants								C89		53
54									C89		54
55											55
56											56
57											57
58											58
59											59
60	**Total state**										60
61											61
62	**Local grants and reimbursements**										62
63	County contributions										63
64	Library service								D89		64
65	Township contributions								D89		65
66	Fire/EMT service								D89		66
67									D89		67
68											68
69											69
70	**Total local grants and reimbursements**										70
71	**TOTAL INTERGOVERNMENTAL** *(Sum of lines 33, 60, and 70)*										71
72	**Section E — CHARGES FOR FEES AND SERVICE**										72
73	Water								A91		73
74	Sewer								A8Ø		74
75	Electric								A92		75
76	Gas								A93		76
77	Parking								A6Ø		77
78	Airport								AØ1		78
79	Landfill/garbage								A81		79
80	Hospital								A36		80

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Part I **REVENUES AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2005 —** *Continued* **CITY OF** ☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
81	**Section E — CHARGES FOR FEES AND SERVICE —** *Continued*										81
82	Transit								A94		82
83	Cable TV								T15		83
84	Internet								A89		84
85	Telephone								A89		85
86	Housing authority								A50		86
87	Storm water								A89		87
88	Other:										88
89	Nursing home								A89		89
90	Police service fees								A89		90
91	Prisoner care								A89		91
92	Fire service charges								A89		92
93	Ambulance charges								A89		93
94	Sidewalk street repair charges								A44		94
95	Housing and urban renewal charges								A5Ø		95
96	River port and terminal fees								A87		96
97	Public scales								A89		97
98	Cemetery charges								A89		98
99	Library charges								A89		99
100	Park, recreation, and cultural charges								A61		100
101	Animal control charges								A89		101
102	Other charges — *Specify*										102
103											103
104	**TOTAL CHARGES FOR SERVICE**										104
105											105
106	**Section F — SPECIAL ASSESSMENTS**								UØ1		106
107	**Section G — MISCELLANEOUS**										107
108	Contributions								U99		108
109	Deposits and sales/fuel tax refunds								U99		109
110	Sale of property and merchandise								U11		110
111	Fines								U99		111
112	Internal service charges								NR		112
113	Other miscellanous — *Specify*										113
114											114
115											115
116											116
117											117
118											118
119											119
120	**TOTAL MISCELLANEOUS**										120

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Part I **REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2005 —** *Continued*

CITY OF

☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e)* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
121	**TOTAL ALL REVENUES** ***(Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120)***										121
122											122
123	**Section H — OTHER FINANCING SOURCES**										123
124	Proceeds of capital asset sales								NR		124
125	Proceeds of long-term debt								NR		125
126	Proceeds of anticipatory warrants or other short-term debt								A89		126
127	Transfers in and interfund loans										127
128											128
129											129
130											130
131	**TOTAL OTHER FINANCING SOURCES**										131
132	**TOTAL REVENUES except for beginning balances** ***(Sum of lines 121 and 131)***										132
133											133
134	**Beginning balance July 1, 2004**										134
135											135
136	**TOTAL REVENUES AND OTHER FINANCING SOURCES** ***(Sum of lines 132 and 134)***										136
137											137
138											138
139											139
140											140
141											141
142											142
143											143
144											144
145											145
146											146
147											147
148											148
149											149
150											150
151											151
152											152
153											153
154											154
155											155
156											156
157											157
158											158
159											159

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Part II **EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2005** **CITY OF** ☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
1	**Section A — PUBLIC SAFETY**										1
2	Police department/Crime prevention — Current operation								E62		2
3	Purchase of land and equipment								G62		3
4	Construction								F62		4
5	Jail — Current operation								E05		5
6	Purchase of land and equipment								G05		6
7	Construction								F05		7
8	Emergency management — Current operation								E89		8
9	Purchase of land and equipment								G89		9
10	Flood control — Current operation								E89		10
11	Purchase of land and equipment								G89		11
12	Construction								F89		12
13	Fire department — Current operation								E24		13
14	Purchase of land and equipment								G24		14
15	Construction								F24		15
16	Ambulance — Current operation								E32		16
17	Purchase of land and equipment								G32		17
18	Building inspections — Current operation								E66		18
19	Purchase of land and equipment								G66		19
20	Construction								F66		20
21	Miscellaneous protective services — Current operation								E66		21
22	Purchase of land and equipment								G66		22
23	Construction								F66		23
24	Animal control — Current operation								E32		24
25	Purchase of land and equipment								G32		25
26	Construction								F32		26
27	Other public safety — Current operation								E89		27
28	Purchase of land and equipment								G89		28
29											29
30											30
31											31
32											32
33											33
34											34
35											35
36											36
37											37
38											38
39											39
40	**TOTAL PUBLIC SAFETY**										40

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Part II **EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2005 —** *Continued*

CITY OF ☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
41	**Section B — PUBLIC WORKS**										41
42	Roads, bridges, sidewalks — Current operation								E44		42
43	Purchase of land and equipment								G44		43
44	Construction								F44		44
45	Parking meter and off street — Current operation								E60		45
46	Purchase of land and equipment								G60		46
47	Construction								F60		47
48	Street lighting — Current operation								E44		48
49	Traffic control and safety — Current operation								E44		49
50	Purchase of land and equipment								G44		50
51	Construction								F44		51
52	Snow removal — Current operation								E44		52
53	Purchase of land and equipment								G44		53
54	Highway engineering — Current operation								E44		54
55	Purchase of land and equipment								G44		55
56	Construction								F44		56
57	Street cleaning — Current operation								E81		57
58	Purchase of land and equipment								G81		58
59	Airport (if not an enterprise) — Current operation								EØ1		59
60	Purchase of land and equipment								GØ1		60
61	Construction								FØ1		61
62	Garbage (if not an enterprise) — Current operation								E81		62
63	Purchase of land and equipment								G81		63
64	Construction								F81		64
65	Other public works — Current operation								E89		65
66	Purchase of land and equipment								G89		66
67	Construction								F89		67
68											68
69											69
70											70
71											71
72											72
73											73
74											74
75											75
76											76
77											77
78											78
79											79
80	**TOTAL PUBLIC WORKS**										80

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Part II **EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2005 —** *Continued*

CITY OF

☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
81	**Section C — HEALTH AND SOCIAL SERVICES**										81
82	Welfare assistance — Current operation								E79		82
83	Purchase of land and equipment								G79		83
84	City hospital — Current operation								E36		84
85	Purchase of land and equipment								G36		85
86	Construction								F36		86
87	Payments to private hospitals — Current operation								E38		87
88	Health regulation and inspections — Current operation								E32		88
89	Purchase of land and equipment								G32		89
90	Construction								F32		90
91	Water, air, mosquito control — Current operation								E32		91
92	Purchase of land and equipment								G32		92
93	Construction								F32		93
94	Community mental health — Current operation								E32		94
95	Purchase of land and equipment								G32		95
96	Construction								F32		96
97	Other health and social services — Current operation								E79		97
98	Purchase of land and equipment								G79		98
99	Construction								F79		99
100											100
101											101
102											102
103	**TOTAL HEALTH AND SOCIAL SERVICES**										103
104											104
105											105
106											106
107											107
108											108
109											109
110											110
111											111
112											112
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115											115
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117											117
118											118
119											119
120											120

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Part II **EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2005 —** *Continued* **CITY OF** ☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
121	**Section D — CULTURE AND RECREATION**										121
122	Library services — Current operation								E52		122
123	Purchase of land and equipment								G52		123
124	Construction								F52		124
125	Museum, band, theater — Current operation								E61		125
126	Purchase of land and equipment								G61		126
127	Parks — Current operation								E61		127
128	Purchase of land and equipment								G61		128
129	Construction								F61		129
130	Recreation — Current operation								E61		130
131	Purchase of land and equipment								G61		131
132	Construction								F61		132
133	Cemetery — Current operation								E89		133
134	Purchase of land and equipment								G89		134
135	Community center, zoo and marina								E61		135
136	Other culture and recreation								E61		136
137	Purchase of land and equipment								G61		137
138	Construction								F61		138
139	**TOTAL CULTURE AND RECREATION**										139
140	**Section E — COMMUNITY AND ECONOMIC DEVELOPMENT**										140
141	Community beautification — Current operation								E89		141
142	Purchase of land and equipment								G89		142
143	Economic development — Current operation								E89		143
144	Purchase of land and equipment								G89		144
145	Housing and urban renewal — Current operation								E5Ø		145
146	Purchase of land and equipment								G5Ø		146
147	Construction								F5Ø		147
148	Planning and zoning — Current operation								E29		148
149	Purchase of land and equipment								G29		149
150	Other community and economic development — Current operation								E89		150
151	Purchase of land and equipment								G89		151
152	Construction								F89		152
153	**TOTAL COMMUNITY AND ECONOMIC DEVELOPMENT**										153
154											154
155											155
156											156
157											157
158											158

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Part II **EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2005 —** *Continued*

CITY OF ☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
159	**Section F — GENERAL GOVERNMENT**										159
160	Mayor, council and city manager — Current operation								E29		160
161	Purchase of land and equipment								G29		161
162	Clerk, Treasurer and financial administration — Current operation								E23		162
163	Purchase of land and equipment								G23		163
164	Elections — Current operation								E89		164
165	Purchase of land and equipment								G89		165
166	Legal services and city attorney — Current operation								E25		166
167	Purchase of land and equipment								G25		167
168	City hall and general buildings — Current operation								E31		168
169	Purchase of land and equipment								G31		169
170	Construction								F31		170
171	Tort liability — Current operation								E89		171
172	Other general government — Current operation								E89		172
173	Purchase of land and equipment								G89		173
174											174
175											175
176	**TOTAL GENERAL GOVERNMENT**										176
177	**Section G — DEBT SERVICE**										177
178											178
179											179
180											180
181											181
182											182
183											183
184											184
185	**TOTAL DEBT SERVICE**										185
186	**Section H — CAPITAL PROJECTS —** *Specify*										186
187											187
188											188
189											189
190											190
191											191
192											192
193											193
194											194
195											195
196	**TOTAL CAPITAL PROJECTS**										196

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Part II **EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2005 —** *Continued*

CITY OF ☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
197	**Section I — BUSINESS TYPE ACTIVITIES**										197
198	Water — Current operation								E91		198
199	Purchase of land and equipment								G91		199
200	Construction								F91		200
201	Sewer and sewage disposal — Current operation								E80		201
202	Purchase of land and equipment								G80		202
203	Construction								F80		203
204	Electric — Current operation								E92		204
205	Purchase of land and equipment								G92		205
206	Construction								F92		206
207	Gas — Current operation								E93		207
208	Purchase of land and equipment								G93		208
209	Construction								F93		209
210	Parking — Current operation								E60		210
211	Purchase of land and equipment								G60		211
212	Construction								F60		212
213	Airport — Current operation								EØ1		213
214	Purchase of land and equipment								GØ1		214
215	Construction								FØ1		215
216	Landfill/Garbage — Current operation								E81		216
217	Purchase of land and equipment								G81		217
218	Construction								F81		218
219	Hospital — Current operation								E36		219
220	Purchase of land and equipment								G36		220
221	Construction								F36		221
222	Transit — Current operation								E94		222
223	Purchase of land and equipment								G94		223
224	Construction								F94		224
225	Cable TV, telephone, Internet — Current operation								E89		225
226	Purchase of land and equipment								G89		226
227	Housing authority — Current operation								E5Ø		227
228	Purchase of land and equipment								G5Ø		228
229	Construction								F5Ø		229
230	Storm water — Current operation								E89		230
231	Purchase of land and equipment								G89		231
232	Construction								F89		232
233											233
234											234
235											235
236											236

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Part II **EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2005 —** *Continued* | **CITY OF** | ☐ **GAAP** ☐ **NON-GAAP**

Line No.	Item description	General (a)	Special revenue (b)	Debt service (c)	Capital projects (d)	Permanent (e)	Total governmental *(Sum of cols. (a) through (e))* (f)	Proprietary (g)	Code	GRAND TOTAL *(Sum of cols. (f) and (g))* (h)	Line No.
237	**Section I — BUSINESS TYPE ACTIVITIES —** *Cont.*										237
238	Other business type — Current operation								E89		238
239	Purchase of land and equipment								G89		239
240	Construction								F89		240
241											241
242	Debt service										242
243	Capital projects										243
244											244
245	Internal service funds — *Specify*										245
246											246
247											247
248											248
249											249
250											250
251	**TOTAL BUSINESS TYPE ACTIVITIES**										251
252											252
253	**TOTAL EXPENDITURES** *(Sum of lines 40, 80, 103, 139, 153, 176, 185, 196, AND 251)*										253
254	**Section J — OTHER FINANCING USES INCLUDING TRANSFERS OUT**								NE		254
255											255
256											256
257											257
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259	**TOTAL EXPENDITURES AND OTHER FINANCING USES** *(Sum of lines 253 and 254)*										259
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261	Ending fund balance June 30, 2005										261
262											262
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264	**TOTAL REQUIREMENTS** *(Sum of lines 259 and 261)*										264
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Part III INTERGOVERNMENTAL EXPENDITURES

Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. *Enter amount, omit cents.*

Purpose	Amount paid to other local governments
Correction	MØ5 $
Health	M32
Highways	M44
Transit subsidies	M94
Libraries	M52
Police protection	M62
Sewerage	MØØ
Sanitation	M81
All other	M89 $

Purpose	Amount paid to State
Highways	L44 $
All other	L89 $

Part IV SALARIES AND WAGES

Report here the total salaries and wages paid to all employees of your government before deductions for social security, retirement, etc. Include also 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.

	Amount – *Omit cents*
Total salaries and wages paid	ZØØ $

Part V DEBT OUTSTANDING, ISSUED, AND RETIRED

A. Long-term debt Purpose	Debt outstanding July 1, 2004 (a)	Debt during the fiscal year Issued (b)	 Retired (c)	Debt outstanding June 30, 2005 General obligation (d)	 TIF revenue (e)	 Revenue (f)	 Other (g)	Interest paid this year (h)
1. Water utility	19A $	29A $	39A $	41A $	44A $	44A $	44A $	I91 $
2. Sewer utility	19X	29X	39X	41X	44X	44X	44X	I89
3. Electric utility	19B	29B	39B	41B	44B	44B		I92
4. Gas utility	19C	29C	39C	41C	44C	44C		I93
5. Transit-bus	19D	29D	39D	41D	44D	44D		I94
6. Industrial revenue	19T	24T	34T		44T	44T		I89
7. Mortgage revenue	19T	24T	34T		44T	44T		I89
8. TIF revenue	19X	29X	39X	41X	44X	44X	44X	I89
9. Other – *Specify*	19X	29X	39X	41X	44X	44X	44X	I89
10.	19X	29X	39X	41X	44X	44X	44X	I89
11.	19X	29X	39X	41X	44X	44X	44X	I89
12.	19X	29X	39X	41X	44X	44X	44X	I89
13.	19X	29X	39X	41X	44X	44X	44X	I89
14.	19X	29X	39X	41X	44X	44X	44X	I89
Total long-term debt								

B. Short-term debt

	Amount – *Omit cents*
Outstanding as of July 1, 2004	61V $
Outstanding as of June 30, 2005	64V $

Part VI DEBT LIMITATION FOR GENERAL OBLIGATION BONDS

	Amount – *Omit cents*	
Actual valuation – January 1, 2003	$	**x .05 = $**

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2005

Type of asset	Amount – *Omit cents* Bond and interest funds (a)	 Bond construction funds (b)	 Pension/retirement funds (c)	 All other funds (d)	 Total (e)
Cash and investments – Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. *Exclude value of real property.*	WØ1 $	W31 $		W61	$

REMARKS V98

INSTRUCTIONS FOR FINANCIAL REPORT YEAR ENDED JUNE 30, 2005

The Office of Auditor of State and the United States Census Bureau have developed this cooperative financial reporting form for use by Iowa cities. This form replaces Census Bureau annual finance reporting forms F-21 and F-22.

The completed report (form IA-2) should be filed with the Auditor of State, for forwarding to the Census Bureau. **Do not** send your report directly to the Census Bureau.

This report reflects the revised Uniform Chart of Accounts for City Governments in Iowa as of September 25, 2002. Because these forms have been designed to coincide with the budget forms, and they are to be prepared in the same manner as the budget forms, we have not provided line-by-line instructions. The instructions for preparation of the City budget for the year ended June 30, 2005 provide guidance on the types of city activities to be included in each of the fund types, and also provide descriptions and examples of the proper reporting categories for specific items. If you have questions on where specific items are to be reported, the budget instructions should be very helpful to you. If you no longer have the budget instructions, let us know and we will see that you receive a copy. However, the following specific instructions should be noted.

GENERAL INSTRUCTIONS

a. The financial activity of all city operations or departments including departments with separately maintained records and/or utilities that budget separately from the city should be included in the Annual Financial Report. Also, include the financial transactions of the following agencies if they are operative in your city: airport commissions (single-city); housing authorities with ex officio boards; revitalization areas; urban renewal agencies and library board.

b. If you budgeted on the basis of U.S. generally accepted accounting principles (GAAP), the Annual Financial Report should be completed on that basis. If you budgeted on a NON-GAAP basis, usually on the basis of cash receipts and disbursements, the Annual Financial Report should be prepared on that basis. Be sure to mark on the form which basis is used.

c. Do not cross out preprinted items or write over them. If you have an item that is not already identified on the form, include the item in the write-in part of each section.

d. If different funds or sections of the report are developed on a different basis of accounting or different reporting period, this should be disclosed in the report. It is not necessary to convert data to the same basis of accounting or to the same reporting period. Identify funds or sections and differences in reporting.

e. Investment activity, such as purchase and redemption of CDs or transfers between checking and savings accounts, are not to be reported as receipts, disbursements, or transfers. These types of transactions merely exchange one type of asset for another and do not affect the city's fund balances.

f. All Tax Increment Financing revenue should be reported in the "Special Revenue Fund, Urban Renewal Tax Revenue Account" (SRF-URTR) in accordance with Chapter 403.19(2) of the Code of Iowa. Disbursements should also be recorded in the SRF-URTR account for most disbursements, including payment of principal and interest on TIF revenue debt issued in accordance with Chapter 403.9 of the Code of Iowa.

However, if the City has general obligation debt which is payable from TIF collections, the City should record the revenue in the SRF-URTR account and transfer to the Debt Service Fund in accordance with Chapter 384.4 of the Code of Iowa for payment of the debt.

In addition, transfers from the SRF-URTR account to the Capital Projects Fund would also be appropriate for capital projects pursuant to a construction contract or other commitment.

TIF revenue debt should be recorded separately from other revenue debt.

g. All city pension payments are to be included as direct expenditures. Where possible these payments should be included with the function being reported i.e., police, fire, etc. Exclude any payments to city administered and operated retirement systems.

h. Part I, Utility Franchise Tax — If your city imposes a tax on the gross receipts of **private** utility companies, report the proceeds of that tax here. These fees, established in accordance with Chapter 364.2 of the Code of Iowa, include systems for electric light and power, heating, telephone, telegraph, cable television, district telegraph and alarm, motor bus, trolley bus, street railway or other public transit, waterworks, and gasworks. **Do not include** the proceeds of the State sales tax on the receipts of the city-owned public utilities that your city collects and remits to the State.

i. Part II, Section E, Community and Economic Development — All disbursements for economic development should **be reported in the Community and Economic Development function**, regardless of the purpose of the economic development.

j. Parts II and V, Debt service — Governmental funds disbursements for **debt service** should be reported at the appropriate line in part II. Report at the **debt service** line your disbursements for debt principal retired, interest paid, paying agent's fees, and other costs of administering your city's debt. Debt includes bonds, notes, pledge orders, anticipatory and stamped warrants, etc. In part V of the form, entitled **Debt Outstanding**, **Issued**, **and Retired**, repeat from part II the amount of principal retired for the various types of debt issued and the amounts of interest paid for the various types of debt issued. Enterprise funds disbursements for **debt service** should be reported as Business type activities, under "Proprietary," Column (g) of the AFR form.

k. Part II, Section I — Internal Service Funds — Budgeted and non-budgeted service funds (ISF).

In accordance with the Chapter 384.20 of the Code of Iowa, all expenditures must be budgeted in one of the nine budgetary functions. A transfer from an operating fund to an Internal Service Fund does not satisfy this statutory requirement.

Cities that budget ISF transactions in the ISF should include the receipts/revenues, disbursements/expenses and balances under "Proprietary," Column (g) of the AFR form.

Cities that budget the contributions from operating funds (as expenditures/disbursements at the time of the contribution to the ISF), should **not** include the Internal Service Fund transactions under "Proprietary," Column (g) of the AFR form. However, the balance, remaining, if any, in the non-budgeted ISF, will be reported on the publication page in the appropriate section.

l. Part II, Section J — Other Financing Uses category is limited in its use to operating transfers out, the amounts paid to bondholders or placed in escrow in connection with refundings resulting in the redemption or defeasance of debt **which use proceeds of the refunding debt**, or the redemption of anticipatory debt or project warrants **when one type of debt replaces another type of debt**. Payments to debt holders or an escrow agent made from other resources of the City should be reported as debt service disbursements.

m. Part V, Section B, Short Term Debt — Includes anticipatory warrants pledge orders, and construction warrants. It does not include stamped warrants.

n. Part VI, Debt Limitation for General Obligation Debt — The city's debt limitation is 5% multiplied by the actual value of the taxable property, **excluding Ag land valuations, before rollback.** Your county auditor should have the actual value of the taxable property off the County tax lists if you don't already know what it is.

The debt to be applied against the constitutional debt limitation includes **all** obligations payable from some component of the tax structure, including TIF, Hotel-Motel taxes, LOST, etc. Current year maturities are generally excluded from the debt limitation. The debt excludes interest unless there is not a distinction between principal and interest. Then the entire obligation is applied against the limit.

o. Part VII, Cash and Investment Assets — Bond and interest funds are reserves held specifically for the redemption of long-term debt. **Bond construction funds** are funds that are used to account for the unexpended proceeds of long-term debt, pending the disbursement of these funds. Include the total cash on hand and in bank and investments in all funds.

PUBLICATION AND FILING INSTRUCTIONS

Only page 1 of the form is to be published in the city's official newspaper. The remainder of the pages are worksheets to assist you in arriving at amounts to be included on the first page. If your city has a population of 200 or less, you may post the first page in three public places instead of making the publication. The three places should be those previously designated by city ordinance and used for the posting of other required notices.

There is no statutory requirement for the Council to approve the AFR or pass a resolution prior to publication and filing. However, when possible, this Office recommends Council approval of this official document.

A copy of the report, including publication page and worksheets, with the publisher's proof of publication or your certification of posting, should be returned to the Auditor of State by **December 1, 2005**. Pursuant to Chapter 384.22 of the Code of Iowa, reports not filed timely will have 5 cents per capita of Chapter 425 (homestead tax credit) funds withheld until the report is filed with the Auditor or State.

The first three columns on the publication page come from columns (f), (g) and (h), respectively on pages 2 through 12. The budget amount to be reported on the publication page is the final budget after any amendments adopted by the city.

Chapter 618 of the Code of Iowa provides guidance regarding publication and posting of notices. Section 618.17 states "A publication required by law shall be printed in type no smaller than six point."