



# FY 2003 ANNUAL FINANCIAL REPORT MULTI-PURPOSE LONG FORM

Please return completed reports to:  
**Office of the Comptroller**  
**Local Government Division**  
**100 W. Randolph Street, Suite 15-500**  
**Chicago, IL 60601-3252**

**Unit Name:**

**County:**

**Unit Code:**

I attest that, to the best of my knowledge, this report represents a complete and accurate statement of the financial position of [unit name] [description] Government as of the end of this fiscal year.

\_\_\_\_\_  
 Written signature of government official  
**[Fname] [Lname], [Title]**

\_\_\_\_\_  
 Date

**PLEASE CROSS OUT ALL INCORRECT INFORMATION AND PROVIDE CORRECTIONS**

➤ **STEP 1: ENTER CONTACT INFORMATION**

Is the following information correct and complete?    \_\_\_ Yes    \_\_\_ No

<b>A. Contact person</b> (elected or appointed official responsible for filling out this form):		<b>B. Chief Executive Officer</b> (elected or appointed official responsible for the executive administration, i.e. mayor, supervisor, or chairman):		<b>C. Chief Financial Officer</b> (elected or appointed official responsible for maintaining the government's financial records):	
First:	Last:	First:	Last:	First:	Last:
Title:		Title:		Title:	
Add:		Add:		Add:	
City:		City:		City:	
State:		State:		State:	
Zip:		Zip:		Zip:	
Phone:		Phone:		Phone:	
Fax:		Fax:		Fax:	
E-mail:		E-mail:		E-mail:	

If the Chief Executive Officer and the Chief Financial Officer are the same person as the Contact Person, please check this box and skip to Step 2. If not, please do not leave columns B and C blank.

UNIT NAME:  
Unit Code Number:

➤ **STEP 2: VERIFY FISCAL YEAR END**

<b>FY END DATE: / /2003</b>
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If the fiscal year end date, listed above, is incorrect, cross out the incorrect date and provide the correct date. Official documentation of this change must be sent with the Report before the fiscal year end date is officially changed.

➤ **STEP 3: ACCOUNTING METHOD, DEBT, UTILITY, HOME RULE AND TIF**

**A. Which type of accounting system does [unit name] [description] Government use:**

Cash - with no assets                       Modified Accrual  
 Cash - with assets                          Combination - explain

**B. Does the government have debt this reporting fiscal year?**     Yes     No

**C. If "Yes", indicate the type(s) of debt.**

G.O. Bonds                                       Revenue Bonds  
 Alternate Revenue Bonds                       Contractual Commitments  
 Other

**D. Does [unit name] [description] Government own a public utility company?**     Yes     No

**E. Is [unit name] [description] Government a home rule unit?**     Yes     No

**F. Does [unit name] [description] Government have a Tax Increment Finance (TIF) district?**     Yes     No

UNIT NAME:  
Unit Code Number:

➤ **STEP 4: POPULATION, EAV AND EMPLOYEES**

^What is the total <b>population</b> of [unit name] [description] Government?	
What is the total <b>EAV</b> of [unit name] [description] Government?	\$
*How many <b>full time employees</b> are paid?	
* How many <b>part time employees</b> are paid?	
What is the <b>total salary</b> paid to all employees?	\$

^Or provide estimated population  
\*Do not include contractual employees.

➤ **STEPS 5 AND 6: COMPONENT UNITS AND APPROPRIATIONS**

**Provide the appropriation for the primary government listed in the first row of the table below.**

In the remaining rows, provide the names of all component units along with their appropriation. Indicate if the component units are blended or discretely presented, its fiscal year end date and if the component unit was funded with governmental fund types or enterprise fund types. If the component units are already indicated, that data is based on forms submitted last year. If you have more component units than the rows provided below, please indicate them on an attachment.

If you need assistance with the terms indicated below, refer to the *Chart of Accounts and Definitions* and the *How To Fill Out An AFR* documents.

FUNDS SHOULD NOT BE LISTED HERE

Name of Unit/Component	Appropriation	Type of Component Unit	Fiscal Year End	Enterprise Fund Type or Governmental Fund Type
	\$			
	\$		/ / 2003	
	\$			
	\$			
	\$			
	\$			
<b>Total Appropriations</b>	\$			

UNIT NAME:  
Unit Code Number:

➤ **STEP 7: AUDITS**

**Provide CPA's information if [unit name] [description] Government is required to submit an audit to the Office of the Comptroller.**

Firm Name:	
CPA's first name:	
CPA's last name:	
CPA's title:	
Address:	
City:	
State:	
Zip:	
Phone:	(____) _____ - _____
Fax:	
Email:	
State Registration Number:	_____ - _____

➤ **STEP 8: OTHER GOVERNMENTS**

**Indicate any payments [unit name] [description] Government made to other governments for services or programs (include programs performed on a reimbursement, cost-sharing basis or federal payroll taxes).**

Intergovernmental agreements – indicate how much was paid	\$
Federal government payroll taxes	\$
All other intergovernmental payments	\$

UNIT NAME:  
Unit Code Number:

➤ **STEP 9: FUND LISTING & ACCOUNT GROUPS**

**A. List all funds and how much was spent in FY 2003 for each fund. Also, indicate the Fund Type (fund types are at the top of each column beginning on page F1).** If pre-printed data appears it is based on forms submitted last year. Please make all necessary corrections. If you have more fund names than the rows provided below, please indicate them on an attachment.

<b>Fund Name</b>	<b>Expenditure</b>	<b>Fund Type</b>	<b>FY End</b>
			/ / 2003
			/ / 2003
			/ / 2003

**B. Does [unit name] [description] Government have assets or liabilities that should be recorded as a part of Account Groups?**  
See *Chart of Accounts and Definitions* and the *How To Fill Out An AFR* documents for more information about Account Groups.

\_\_\_ Yes    \_\_\_ No

➤ **STEP 10: GOVERNMENTAL ENTITIES**

List the governmental entities that are part of or related to the primary government. Exclude component units detailed in Step 5 & 6. Most small governments do not have governmental entities.

Entity Name	Relationship

➤ **STEP 11: REPORTING**

Check any state or local entity where financial reports are filed.

<b>STATE AGENCIES</b>	
<input type="checkbox"/> - Board of Education	<input type="checkbox"/> - Board of Higher Education
<input type="checkbox"/> - DCCA	<input type="checkbox"/> - Department of Insurance
<b>OTHER STATE OR LOCAL OFFICES</b>	
<input checked="" type="checkbox"/> - Illinois Comptroller	<input type="checkbox"/> - Secretary of State
<input type="checkbox"/> - General Assembly – House	<input type="checkbox"/> - General Assembly – Senate
<input checked="" type="checkbox"/> - County Clerk	<input type="checkbox"/> - Circuit Clerk
<input type="checkbox"/> - Governor’s Office	<input type="checkbox"/> - Other - _____

**Statement of Financial Position**  
**All Funds and Discretely Presented Component Units**

Code	Enter all Amounts in Whole Numbers	General	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary	Account Group	Discretely Presented Component Units
<b>Assets</b>		<i>Report In Whole Numbers</i>								
101	Cash and cash equivalent									
102	Investments									
115	Receivables									
109	Inventories									
111	Fixed Assets									
112	Other Assets									
113	Amount available for retirement of long-term debt									
114	Amount to be provided for payment of long-term debt									
120	<b>TOTAL ASSETS</b>									
<b>Liabilities</b>										
122	Payables									
132	Deferred revenue									
133	Debt service payable - Principal									
134	Debt service payable - Interest									
128	Other Liabilities									
135	<b>TOTAL LIABILITIES</b>									
<b>Equity</b>										
136	Fund balance - Reserved									
137	Fund balance - Unreserved									
138	Retained earnings - Reserved									
139	Retained earnings - Unreserved									
140	Contributed Capital									
141	Investment in General Fixed Assets									
142	<b>TOTAL EQUITY</b>									
145	<b>TOTAL LIABILITY AND EQUITY</b>									

**Revenues and Receipts**

Code	Enter all Amounts in Whole Numbers	General	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary	Discretely Presented Component Units
<b>Local Taxes</b>		<i>Report In Whole Numbers</i>							
201	<b>Property Tax</b>								
202	<b>Local Sales Tax</b>								
203	<b>Utilities Tax</b>								
203 a	Electric Utilities								
203 b	Water Utilities								
203 c	Communications Utilities								
203 d	Other (Explain)								
204	<b>Other Taxes</b>								
<b>Intergovernmental Receipts &amp; Grants</b>									
211	<b>State Income Tax</b>								
212	<b>State Sales Tax</b>								
213	<b>State Motor Fuel Tax</b>								
214	<b>State Replacement Tax</b>								
205	<b>State Gaming Tax(es)</b>								
215	<b>Other State Sources</b>								
215 a	General Support								
215 b	Public Welfare								
215 c	Health and/or Hospitals								
215 d	Streets and Highways								
215 e	Culture and Recreation								
215 f	Housing & Community Development								
215 g	Water Supply system								
215 h	Electric/Gas Power System								
215 i	Mass Transit								
215 j	Other (Explain)								
225	<b>Federal</b>								
225 a	General Support								
225 b	Public Welfare								

**Revenues and Receipts**

Code	Enter all Amounts in Whole Numbers	General	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary	Discretely Presented Component Units
225 c	Health and/or Hospitals								
225 d	Streets and Highways								
225 e	Culture and Recreation								
225 f	Housing and Community Development								
225 g	Water Supply system								
225 h	Electric/Gas Power System								
225 i	Mass Transit								
225 j	Other (Explain)								
226	<b>Other Intergovernmental Sources</b>								
<i>Other Sources</i>									
231	<b>Licenses and Permits</b>								
233	<b>Fines and Forfeitures</b>								
234	<b>Charges for Services</b>								
234 a	Water Utilities								
234 b	Gas Utilities								
234 c	Electric Utilities								
234 d	Transit Utilities								
234 e	Sewer Utilities								
234 f	Refuse and Disposal Charges								
234 g	Parking								
234 h	Housing								
234 i	Highway or Bridge Tolls								
234 j	Culture and Recreation								
234 k	Other (Explain)								
235	<b>Interest</b>								
236	<b>Miscellaneous</b>								
240	<b>TOTAL RECEIPTS AND REVENUE</b>								

**Disbursements, Expenditures and Expenses**

Code	Enter all Amounts in Whole Numbers	General	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary	Discretely Presented Component Units
<i>Report In Whole Numbers</i>									
<b>251</b>	<b>General Government</b>								
251a	Financial Administration								
251b	General Administrative Buildings								
251c	Central Administration								
251 d	Other (Explain)								
<b>252</b>	<b>Public Safety</b>								
252a	Police								
252b	Fire								
252c	Regulation - Building Inspection								
252d	Other (Explain)								
<b>253</b>	<b>Corrections</b>								
<b>254</b>	<b>Judiciary and Legal</b>								
<b>255</b>	<b>Transportation and Public Works</b>								
255 a	Streets and Highways								
255 b	Airports								
255 c	Parking Meters								
255 d	Parking Facilities								
255 e	Other (Explain)								
<b>256</b>	<b>Social Services</b>								
256a	Welfare								
256b	Health (Other than hospitals)								
256c	Hospital Operations								
256d	Cemeteries								
256e	Other (Explain)								
<b>257</b>	<b>Culture and Recreation</b>								
257 a	Library								
257 b	Parks								
257 c	Other (Explain)								
<b>258</b>	<b>Housing</b>								

**Disbursements, Expenditures and Expenses**

Code	Enter all Amounts in Whole Numbers	General	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary	Discretely Presented Component Units
275	<b>Environment</b>								
275a	Sewage								
275b	Solid Waste Management								
275 c	Other (Explain)								
259	<b>Debt</b>								
259a	Interest								
259b	Principle								
271	<b>Public Utility Company</b>								
271a	Water								
271b	Electric								
271c	Transit								
271d	Other (Explain)								
272	<b>Depreciation</b>								
280	<b>Capital Outlay</b>								
260	<b>Other Expenditures or Expenses</b>								
270	<b>TOTAL EXPENDITURES/EXPENSE</b>								

**Fund Balances and Other Financing Sources (Uses)**

Code	Enter all Amounts in Whole Numbers	General	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary	Discretely Presented Component Units
<i>Report In Whole Numbers</i>									
301	Excess of receipts/revenues over (under) expenditures/expenses (C240 - C270)								
302	Operating transfers in								
303	Operating transfers out	( )	( )	( )	( )	( )	( )	( )	( )
304	Bond proceeds								
305	Other - Long term debt (explain)								
306	Net increase (decrease) in fund balance (301 + 302 - 303 +304 + 305)								
307	Previous year fund balance								
308	Other (Explain)								
310	CURRENT YEAR ENDING FUND BALANCE (306 + 307+ 308)								

**Statement of Indebtedness**

<b>Debt Instruments for All Funds</b>	<b>Code</b>	<b>Outstanding Beginning of Year</b>	<b>Code</b>	<b>Issued Current Fiscal Year</b>	<b>Code</b>	<b>Retired Current Fiscal Year</b>	<b>Code</b>	<b>Outstanding End of Year</b>
<i>Report In Whole Numbers</i>								
<b>General Obligation Bonds</b>	<b>400</b>		<b>406</b>		<b>412</b>		<b>418</b>	
Water	400a		406 a		412 a		418 a	
Electric	400b		406 b		412 b		418 b	
Transportation	400c		406 c		412 c		418 c	
Housing	400d		406d		412 d		418 d	
Other (Explain)	400 e		406 e		412 e		418 e	
<b>Revenue Bonds</b>	<b>401</b>		<b>407</b>		<b>413</b>		<b>419</b>	
Water	401a		407 a		413 a		419 a	
Electric	401b		407 b		413 b		419 b	
Transportation	401c		407 c		413 c		419 c	
Housing	401d		407 d		413 d		419 d	
Other (Explain)	401 e		407 e		413 e		419 e	
<b>Alternate Revenue Bonds</b>	<b>402</b>		<b>408</b>		<b>414</b>		<b>420</b>	
<b>Contractual commitments</b>	<b>403</b>		<b>409</b>		<b>415</b>		<b>421</b>	
<b>Other (Explain)</b>	<b>404</b>		<b>410</b>		<b>416</b>		<b>422</b>	
<b>TOTAL DEBT</b>	<b>405</b>		<b>411</b>		<b>417</b>		<b>423</b>	

Explanation or Comments - use additional paper if necessary.

## \*Capital Outlay

Code	Function	These are not funds	
		Construction	Land, Structures and Equipment
601	General Government		
602	Law Enforcement		
603	Corrections		
604	Fire		
605	Sewerage		
606	Sanitation and Wastewater		
607	Parks & Recreation		
608	Housing & Community Development		
609	Highways, Roads and Bridges		
610	Parking Facilities		
611	Welfare		
612	Hospital		
613	Water		
614	Nursing Homes		
615	Conservation and Natural Resources		
616	Libraries		
617	Other		

-  \*This page should only be filled out if you have spent funds for capital projects or development.
-  \*The Capital outlay page is requested by The U.S. Census Bureau and is considered optional by the State Comptroller
-  \*If you complete this page you WILL NOT have to complete the Survey of Government Finances from the U.S. Census Bureau.
-  \*If you do NOT complete this page the Census Bureau will contact you for further information.