STATE OF ILLINOIS
COMPTROLLER
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# CHART OF ACCOUNTS AND DEFINITIONS

The Chart of Accounts and Definitions document should be used as a reference to complete the Annual Financial Report (AFR). This document provides definitions of all terms and a description of each account.

## DEFINITIONS OF TERMS

**ACCOUNT GROUPS**: Accounting entities used to establish fixed assets and the unmatured principal of general long-term debt, including special assessment debt, for which the government is obligated in some manner to pay in the future. Also, the long-term portions of claims, judgments, compensated absences and unfunded pension contributions not reported in proprietary or trust funds.

**ACCRUAL**: Accrual basis accounting records the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which those transactions, events and circumstances occur, regardless of the timing of related cash flows.

**APPROPRIATION:** An amount legally authorized by the legislative body for your unit of government for a specific period. An appropriation is usually in the form of a budget ordinance for a period of one fiscal year. **Every government is required to pass an appropriation or budget ordinance**. Illinois statutes specify that local governments cannot spend more than they appropriate.

**ASSET:** A probable future economic benefit obtained or controlled by a particular entity because of past transactions or events. Anything owned by the unit of government that has exchange value.

**CAPITAL ASSETS:** Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

**CASH BASIS:** A basis of accounting under which transactions are recognized only when cash is received or disbursed.

**CASH BASIS - NO ASSETS:** This term is specific to the AFR. It means your government uses a cash basis of accounting and has no transactions that result in the government having assets (see definition of assets). If you select this method as your government's basis of accounting (Step 3), questions on the AFR regarding assets, liabilities and equity will be substantially reduced. Governments that have implemented GASB 34 and use a cash basis of accounting system may select this choice.

**CASH BASIS - WITH ASSETS:** This term is specific to the AFR. It means your government uses a cash basis of accounting and has transactions that result in assets (see definition of assets). If you select this method, you will need to complete the assets, liability and equity section of the AFR. Governments that have implemented GASB 34 and use a modified cash basis of accounting system may select this choice.

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**COMPONENT UNIT:** Legally separate organizations for which the elected officials of a primary government are financially accountable. In addition, a component unit can be another organization for which the nature and significance of its relationship with the primary government is such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. A component unit has the ability to: a) remove appointed members of its board; b) modify or approve its budget or revenue; c) veto, overrule, or modify decisions of the board; or d) assume legal responsibility for financial deficits or provide financial assistance.

> **BLENDED COMPONENT UNIT:** A component unit should be reported using the blended method in either of the following circumstances: a) The component unit's governing body is substantively the same as the governing body of the primary unit; or b) The component unit provides services entirely, or almost entirely, to the primary unit or otherwise benefits the primary government, even though it does not provide services directly to it. If a component unit is a blended component unit, its financial data should be blended with the primary government's data. If a component unit is blended, its data SHOULD NOT be reported in the "Discretely Presented Component Units" column. All component units that are not blended are discretely presented units. **All Road and Bridge districts are blended component units**. If you report Pension Funds as component units (instead of as funds) they should be presented as blended component units.
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> **DISCRETELY PRESENTED COMPONENT UNIT:** Most component unit data (for all those that are not blended) should be included with that of the primary government's "discrete presentation." Discrete presentation entails reporting component unit financial data in the last column labeled "Discretely Presented Component Units."

**CONSTRUCTION IN PROGESS:** Includes costs associated with the construction of capital projects, centralized engineering, design and planning, and contract supervision activities. The main purpose of these costs is to support public capital projects. For purposes of this report, construction in progress should be considered a function and recorded under the Construction Object Code.

**CPA INFORMATION**

> **LICENSED CERTIFIED PUBLIC ACCOUNTANT (IL):** A licensed public accountant, with a valid certificate as a public accountant under the Illinois Public Accounting Act [225 ILCS 450/8].
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> **PUBLIC ACCOUNTING FIRM (IL):** Firm, whether organized as a partnership, limited liability company, corporation, or other entity, that has an office in IL that uses the title "CPA" or "CPA firm"; has an office in IL that performs public accounting services, as defined in the Illinois Public Accounting Act [225 ILCS 450/13].
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> **PUBLIC SERVICE CORPORATION (IL):** A corporation organized under the Professional Service Corporation Act [805 ILCS 10] solely for the purpose of rendering one category of professional service or related professional services in IL.
>
> **OUT OF STATE INDIVIDUAL LICENSED CERTIFIED PUBLIC ACCOUNTANT:** Any applicant who holds a valid unrevoked certificate as a certified public accountant issued under the laws of any other state or territory of the United States or the District of Columbia as defined in the Illinois Public Accounting Act [225 ILCS 450/5].

**EQUITY:** The value of the financial resources owned by a unit of government. Equity represents the difference between assets minus the liabilities of a government's fund.

**EQUALIZED ASSESSED VALUATION:** The equalized assessed value, or EAV is the result of applying the state equalization factor to the assessed value of a parcel of property. The County Assessor applies the appropriate formula each year and should provide the total EAV for each government. Districts that do not collect property tax may not have access to an EAV.

**GOVERNMENTAL ENTITIES:** Other government or governmental organizations that provide a service for the benefit of or with benefit to the primary government. The following is a list of governmental entities that should be recorded on the AFR (excluding component units):

> **JOINTLY GOVERNED ORGANIZATIONS:** A regional government or other multi-governmental arrangement that is governed by representatives from each of the units of government that creates the organization. Jointly governed organizations appear similar to joint ventures but do not meet the definition of a joint venture (see below) because there is no ongoing financial interest or responsibility by the participating governments. Jointly governed organizations require footnote disclosure only because the organization does not retain ongoing financial interest or responsibility in the organization.
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> **JOINT VENTURES:** A legal entity or other contractual arrangement in which a government participates as a separate and specific activity subject to the benefit of the public or service recipients and in which all participants retain an ongoing financial interest or responsibility.
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> **RELATED ORGANIZATION:** An organization for which a primary government is accountable because that government appoints a voting majority of the board, but for which the primary government is not financially accountable.
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> **STAND-ALONE GOVERNMENTS:** A legally separate governmental organization that (a) does not have a separately elected governing body and (b) does not meet the definition of a component unit. Other stand-alone governments include some special-purpose governments such as pension boards, joint ventures, jointly governed organizations, and pools (Pension Boards that are not presented as component units for their governmental entity should be presented as stand alone governments).

**EMPLOYEES:** Any person for which your government files a W-2 federal income tax payroll deduction. If your government provides W-2s for trustees or other elected officials, those persons are considered employees.

**FUND BALANCE:** The fund balance is the difference between fund assets and fund liabilities of governmental and similar trust funds. Fund balance is calculated by subtracting current year expenditures from current year revenue and adding the previous year fund balance. If the cash and investments on hand are legally restricted to a specific project, those funds are considered a *"restricted fund balance"*. All funds that are not legally restricted or dedicated to a specific project, are considered an *"unrestricted fund balance"*.

**FUND TYPES:** Any one of seven categories into which all funds are classified in governmental accounting. See Funds for the specific types used in this report.

**FUNDS:** An accounting entity with a self-balancing set of accounts in which financial resources, related liabilities and residual equity or balances, are recorded and segregated for specific activities or to attain certain objectives in accordance with regulations, restrictions or limitations. A government is not limited to the number of funds it may have, but should use the least number of funds possible. All of the funds used by a government should be classified into one of seven fund types as listed below for the AFR:

**CAPITAL PROJECTS FUND:** A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary and trust funds). Absent of a legal requirement, the use of a capital project fund is not required.

**DEBT SERVICE FUND (Sinking Fund):** A fund established to account for the accumulation of resources for the payment of general long-term debt principal and interest. Absent of a legal requirement, the use of a debt service fund is optional. Debt service funds are required if they are legally mandated and/or if financial resources are being accumulated (over several years) for principal and interest payments maturing in future years.

**ENTERPRISE FUND:** (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (for example, water, gas and electric utilities; airports; parking garages; or transit systems). This method is used, where the intent of the governing body is that the costs of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

**FIDUCIARY FUND:** A fund established for governments to hold or manage financial resources in an agent or fiduciary capacity. A single trust and agency fund type is used to account for a government's fiduciary activities. This single fund type, however, is subdivided into five "sub-fund types" to account for various types of fiduciary obligations. These "sub-fund types" are the non-expendable trust fund, the expendable trust fund, the pension trust fund, the investment trust fund, and the agency.

**GENERAL FUND:** The fund used to account for all financial resources, except those required to be accounted for in another fund. All of a government's financial activities should be accounted for in the general fund unless there is a compelling reason to report them in some other fund types (e.g., legal requirements). A government may never report more than one general fund. The general fund can be composed of several different accounts. All accounts are general funds unless a specific ordinance provides that funds or accounts are restricted as a special fund. However, if you have a **Blended Component Unit** with a general fund, record that fund under the Special Revenue Fund column. (Most funds for Road and Bridge districts should be recorded under the Special Revenue Fund column – See Below).

**INTERNAL SERVICE FUND:** A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of that government, or to another government on a cost reimbursement basis.

**SPECIAL REVENUE FUND:** A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. (NOTE: Gravel, oil, and special bridge funds are generally Special Revenue Funds. General Funds for Component Units also should be recorded under the Special Revenue Fund column. Although grants are commonly reported as special revenue funds, it is not appropriate to report capital grants as a Special Revenue Fund. If a grant is restricted to capital construction or acquisition for general government purposes, report it in a capital project fund types.)

**FUNCTION:** Expenditure classification accounting for which expenditures are made (e.g., public safety).

**INTERGOVERNMENTAL RECIEPTS:** Funds your government receives from other government. These amounts may represent grants-in aid, shared taxes, taxes collected by another unit, loans and charges for services rendered by the government for another government.

**LAND, EQUIPMENT AND EXISTING STRUCTURES:** Cost for all tangible property that is secured with capital project funds.

**LIABILITIES**: Probable future costs, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future because of past transactions or events. Debt should be recorded in liabilities.

**LOCAL TAXES:** This term is specific to the AFR in the revenue section. Local Taxes are to represent taxes imposed by the local government including property tax, locally imposed sales tax, utility tax or other forms of taxes.

**MAJOR ACCOUNT:** A revenue category or function that has several sub-accounts. When sub-accounts appear on the form/screen, sub-accounts must be filled out, and totals calculated into the major account total fields.

**MODIFIED ACCRUAL**: An accounting method that recognizes an economic transaction or event as revenues in the operating statement when the revenues are both measurable and available to liquidate liabilities of the current period. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Similarly, expenditures are generally recognized when an event or transaction is expected to draw on current spendable resources.

**OTHER LOCAL SOURCES:** This term is specific to the AFR in the revenue section. Other Local Sources should be used to report funds the local government receives in addition to taxes and intergovernmental receipts, including license fees, fines, assessments, interest, and other miscellaneous sources.

**POPULATION:** The number of people the government serves. All counties and municipalities can obtain the population for their government from the U.S. Census Bureau or the Illinois Department of Revenue. Townships can obtain this number from the Township Officials of Illinois or the Department of Revenue. Special governments that do not know its population should provide an estimated population.

**PRIMARY GOVERNMENT:** A general purpose local government (municipality, county or township). The defining characteristic of a primary government is a governing body elected by the units' citizens in a general election. A primary government is also a special-purpose government (for example, a library or a park) that meets all the following criteria: a) It has a separately elected governing body, b) It is legally separate, c) It is fiscally independent of the state and other local governments. A primary government consists of all the organizations that make up its legal entity.

**PUBLIC UTILITY COMPANY:** A public service such as water, electric, or mass transportation owned and operated by a unit of government for the purpose of providing services for a charge to its residents**.**

**REPORTING ENTITY:** The oversight unit of government and all of its component units, if any, that are combined in the financial statements. The reporting entity consist of (a) the primary government, (b) organizations for which the primary government is financially accountable and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete (For more information refer to GASB Statement No. 14, *The Financial Reporting Entity*).

**RETAINED EARNINGS:** An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund (a fund balance for Proprietary Funds).

**REVENUE CATEGORIES:** Specific sources of revenue. The AFR contains 18 different revenue categories. Some governments may have fewer categories.

**SUB-ACCOUNT:** A grouping of related activities within a particular government function or revenue category (e.g., police is a sub-account under Public Safety). Sub-accounts are represented by a lowercase letter.

# CHART OF ACCOUNTS

Following is a detailed, line-by-line description of the AFR. If you need further instruction to complete the AFR document, you should refer to the *FY 2009How to Fill Out an Annual Financial Report (AFR)*.

## ASSETS/LIABILITY/EQUITY

**Assets:**

**101** **Cash and cash equivalent:** Available bank deposits (checking accounts, NOW accounts, saving accounts, money market accounts) and currency, coin, checks and money orders on hand, including petty cash and amounts held by fiscal agents.

**102** **Investments:** Securities (certificates of deposit, treasury bills, repurchase agreements, etc.) and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. Amounts should exclude real estate used or held for future use in governmental operations as reported in the General Fixed Assets Account Group.

**115** **Receivables:** Amounts not yet collected or other amounts that are not included in these detailed descriptions.

**109** **Inventories:** Materials and supplies on hand for future consumption or resale. Goods held for resale rather than for use in operations.

**111** **Fixed assets:** Land, buildings, improvements and equipment with a life expectancy of greater than one year.

**112** **Other assets:** Any tangible or intangible asset, the benefit of which will be realized in the future and that has not been reported in another account.

**113** **Amount available for retirement of long-term debt:** The amount of assets available in debt service and/or funds for the retirement of general long-term debt.

**114** **Amount to be provided for payment of long-term debt:** The amount to be provided from taxes or other general revenues to retire outstanding general long-term debt or other long-term obligations.

**120** **TOTAL ASSETS:** The sum of Codes 101 through 114.

**Liabilities:**

**122** **Payables:** Amounts owed on open accounts to private persons or organizations for goods and services furnished to a government. Also includes vouchers payable which have been pre-audited and approved for payment but which have not been paid. This code should not be used to represent expenditures made during the reporting year, only salaries still owed.

**132** **Deferred revenue:** Amounts for which asset recognition criteria have been met but for which revenue recognition criteria have not yet been met. Under the modified accrual basis of accounting, such amounts are measurable but not available (for units using the accrual method of accounting).

**133** **Debt service payable - principal:** Current liabilities for the principal portion of the government's debt instruments such as bonds, notes, leases, installment purchase agreements, other obligations and all special assessment bonds should be shown in their respective funds. Long-term amounts should be classified as long-term liabilities in appropriate fund types or included in the long-term debt Account Group.

**134** **Debt service payable – interest:** Current liabilities for the interest portion of the government's debt instruments such as bonds, notes, leases, installment purchase agreements, and other

obligations. All special assessment bonds should be shown in the Proprietary Funds column (Includes Enterprise, Internal Service and Fiduciary columns).

**128** **Other Liabilities:** Record all liabilities not listed under other categories. Include accrued wages, vacation and sick pay.

**121** **TOTAL LIABILITIES:** For Comptroller Connect Internet users who use the Cash-No Assets Accounting method, this will be your only entry in Liabilities. It will be calculated down to Code 135.

**135** **TOTAL LIABILITIES:** The sum of Codes 125 through 133.

**Equity:**

**136** **Fund balance – reserved:** The portion of a fund balance segregated to indicate resources legally restricted for future year payments. Fund balance may be reserved for advances to other funds, debt service, employee retirement systems, encumbrances, endowments, fixed assets held for resale, inventories, nonrecurring loans receivable, and prepaid items.

**137** **Fund balance – unreserved:** The total designated and undesignated unreserved fund balance. The designated unreserved fund balance indicates tentative managerial plans to utilize financial resources in a future period that may never be legally authorized or result in expenditures. The designated unreserved fund balance should be clearly distinguished from the reserved fund balance. The undesignated unreserved fund balance indicates the remaining portion of the unreserved fund balance.

**138** **Retained earnings – reserved:** A portion of retained earnings segregated in accordance with the terms of a revenue bond indenture for current debt service, operations and maintenance, or bond renewal and replacement.

**139** **Retained earnings – unreserved:** The total designated and undesignated unreserved retained earnings. The designated unreserved retained earnings indicate tentative managerial plans to utilize financial resources in a future period that may never be legally authorized or result in expenditures. The designated unreserved retained earnings should be clearly distinguished from the reserved retained earnings.

**140** **Contributed capital:** Permanent fund capital contributed to a proprietary fund by sources such as the general government resources, customers, subdivision developers and builders, or other governments.

**141** **Investment in general fixed assets:** A general fixed assets account, which represents the government's equity in general fixed assets.

**142** **TOTAL EQUITY:** The sum of Codes 136 through 142.

**145** **TOTAL LIABILITIES AND EQUITY:** The sum of Codes 135 and 142.

## ALTERNATIVE ASSET & LIABILITY

**Current Assets:**

**101** **Cash and cash equivalent:** Available bank deposits (checking accounts, NOW accounts, saving accounts, money market accounts) and currency, coin, checks and money orders on hand, including petty cash and amounts held by fiscal agents.

**102** **Investments:** Securities (certificates of deposit, treasury bills, repurchase agreements, etc.) and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. Amounts should exclude real estate used or held for future use in governmental operations as reported in the General Fixed Assets Account Group.

**115** **Receivables:** Amounts not yet collected or other amounts that are not included in these detailed descriptions.

**109** **Inventories:** Materials and supplies on hand for future consumption or resale. Goods held for resale rather than for use in operations.

**Non-Current Assets:**

**116** **Capital assets/Net of depreciation:** The depreciated value of any land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, easements, and works of art and historical treasures.

**117** **Other Capital Assets:** All other capital assets reported at historical cost, including the capitalized interest and ancillary charges.

**120** **TOTAL ASSETS:** The sum of Codes 101 through 117.

**Current Liabilities:**

**122** **Payables:** Amounts owed on open accounts to private persons or organizations for goods and services furnished to a government. Also includes vouchers payable which have been pre-audited and approved for payment but which have not been paid. This code should not be used to represent expenditures made during the reporting year, only salaries still owed.

**132** **Deferred revenue:** Amounts for which asset recognition criteria have been met but for which revenue recognition criteria have not yet been met. Under the modified accrual basis of accounting, such amounts are measurable but not available (for units using the accrual method of accounting).

**Non-Current/Long-Term Liabilities:**

**129** **Due Within One Year:** All Non-Current/Long-Term Liabilities due during the reporting fiscal year.

**130** **Due Beyond One Year:** All Non-Current/Long-Term Liabilities due beyond the reporting fiscal year.

**131** **Other Non-Current/Long-Term Liabilities:** All other Non-Current/Long-Term Liabilities that do not meet the criteria of Codes 129 or 130.

**135** **TOTAL LIABILITIES:** The sum of Codes 122 through 131.

**Net Assets:**

**143** **Investments in Capital Assets/Net of Related Debt:** Capital assets, including restricted capital assets, reduced by accumulated depreciation and by any outstanding debt incurred to acquire, construct or improve those assets.

**148** **Net Assets – Restricted:** Those net assets with limits on their use, externally imposed by creditors, grantors, contributors or laws and regulations of other governments.

**149** **Net Assets – Unrestricted:** Those net assets that have no explicit restriction on their use.

**146** **TOTAL NET ASSETS:** The sum of Codes 143 through 149.

**147** **TOTAL LIABILITIES & NET ASSETS:** The sum of Codes 135 and 146.

## REVENUES

**Local Taxes:**

**201** **Property tax:** Ad valorem taxes levied on an assessed valuation of real property.

**202** **Sales tax:** Local taxes imposed upon the sale or consumption of goods in addition to the state imposed sales tax.

**203** **Utility tax:** Taxes levied in proportion to gross receipts on public or privately owned public utilities that provide electric, gas, water and/or telephone service. Utility taxes have been divided into four categories:

- **203a** **Electric Utilities**
- **203b** **Water Utilities**
- **203c** **Communications Utilities**
- **203d** **Other**

**204** **Other Taxes:** Locally assessed taxes imposed on the sale or consumption of selected goods and services, such as motor fuel, alcohol products, tobacco products, income taxes assessed on either individuals or corporations and any other gross receipts and taxes on businesses other than public utilities.

**Intergovernmental:**

**211** **State income tax:** Revenues from the state government in the form of grants, entitlements, shared revenues, or payments in lieu of taxes which are derived from the state income tax. Includes funds that the state provides from the Local Government Distributive Fund.

**212** **State sales tax:** Revenues from the state government in the form of grants, entitlements, shared revenues, or payments in lieu of taxes which are derived from the State Sales tax. The state redistributes 1.5% from the 7.5% sales tax that the state collects based on local consumption.

**213** **State motor fuel tax:** Revenues from the state government in the form of grants, entitlements, shared revenues, or payments instead of taxes that are derived from the State Motor Fuel tax. The monies that the state redistributes from the Motor Fuel tax are based on local consumption and other grant formulas.

**214** **State replacement tax:** Revenues from the state government in the form of grants, entitlements, shared revenues, or payments instead of taxes that are derived from the State Personal Property Replacement tax.

**205** **Gaming Income:** The amount of revenue received from Riverboat Gaming, Racing Privilege Tax, Charitable Games Tax or Pull-Tabs and Jar Games Tax.

**215** **Other state sources:** Revenues from the state government in the form of grants, entitlements, shared revenues, or payments instead of taxes, which are derived from any state sources other than those listed above. State Sources have been separated into the following ten categories:

- **215a** **General Support:** Funds for administrative costs for developing, implementing or supporting program.
- **215b** **Public Welfare:** State aid for public welfare purposes; medical care and related administration under public assistance programs, federal categorical assistance (through AFDC); non-categorical assistance; and administration of local welfare. Include revenue from state governments for increased benefits under the SSI program.
- **215c** **Health and/or Hospitals:** State aid or grants for local health programs; maternal and child health; alcohol, drug abuse, and mental health; environmental health; nursing aid; hospital financing (including construction); and hospitalization of patients in local government hospitals. Exclude State aid medical care under

public assistance programs such as Medicaid and those costs recorded under Public Welfare (215b)

**215d** **Streets and Highways:** Grants distributed from the State other than funds distributed from under the Motor Fuel tax law. Funds from the Motor Fuel Tax distribution formula should be included under Motor Fuel Tax (213). Exclude all funds for mass transit that should be recorded under Mass Transit (215i)

**215e** **Culture and Recreation:** Revenue distributed for cultural or recreation facilities operated by a government (swimming pools, recreational marinas and piers, golf courses, skating rinks, parks, libraries, museums, zoos, camping areas, refreshment stands, fit shops, etc).

**215f** **Housing and Community Development:** State aid or grants for construction or operation of public housing. Includes rent subsidy programs; repair and renovation of existing houses; and rural, urban and community development.

**215g** **Water Supply System:** State aid or grants for maintenance, operation, and construction of public water supply systems, water purification plants, etc.

**215h** **Electric/Gas Power System:** State aid or grants for maintenance, operation, and construction of public electric power generating plants or natural gas supply and related transmission or distribution systems.

**215i** **Mass Transit:** State aid or grants for maintenance, operation, and construction of public mass transit systems.

**215j** **Other State Sources:** All other state aid or grants that are not classified under any other category.

**225** **All federal sources:** Revenues from the federal government in the form of grants, entitlements, shared revenues, or payments instead of taxes. Federal revenues and receipts have been separated into the following ten categories:

**225a** **General Support:** Federal aid or grants for the administration costs of the government.

**225b** **Public Welfare:** Federal aid for categorical programs (AFDC); medical assistance programs (Medicaid) even if received by a public hospital; care in nursing homes not associated with hospitals; food stamp administration; child welfare services; low-income energy assistance; social land community services block grants; refugee assistance; work incentives program (WIN); and related administration.

**225c** **Health and/or Hospitals:** Federal aid for alcohol; drug abuse, and mental health; communicable disease control; maternal and child health; special supplemental food program (WIC); environmental health; and care of veterans in state hospitals, including construction of facilities.

**225d** **Streets and Highways:** Federal aid distributed from the Federal Highway Trust or other funds for approved projects and for highway safety.

**225e** **Culture and Recreation:** Federal aid or grants distributed for cultural or recreation facilities operated by a government (swimming pools, recreational marinas and piers, golf courses, skating rinks, parks, libraries, museums, zoos, camping areas, refreshment stands, fit shops, etc).

**225f** **Housing and Community Development:** Federal aid or grants for construction or operation of public housing; rent subsidy programs; and rural, urban and community development.

**225g** **Water Supply System:** Federal aid for maintenance, operation, and construction of public water supply systems, water purification plants, etc.

**225h** **Electric/Gas Power System:** Federal aid for maintenance, operation, and construction of public electric power generating plants or natural gas supply and related transmission or distribution systems.

**225i** **Mass Transit:** Federal aid for maintenance, operation, and construction of public mass transit systems.

**225j** **Other State Sources:** Federal aid or grants that are not classified under any other category.

**226** **Other intergovernmental:** Revenue from other governments in the form of grants, entitlements, shared revenues, or payments instead of taxes, which are derived from any sources other than those listed above.

**Other Local Sources:**

**231** **All licenses and permits:** Revenue from businesses, occupations or non-business activities, which must be licensed before doing business within the government's jurisdiction or before an activity (motor vehicle operation, hunting, marriage or pet ownership), may be conducted within the government's jurisdiction.

**233** **Fines and forfeitures:** Moneys derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations and for the neglect of official duty; moneys derived from confiscating deposits held as performance guarantees.

**234** **Charges for services:** Revenue received from specific services or regulation the local governments charge individuals, groups or business**.** The category has been separated into the following 11 functions:

**234a** **Water Utilities:** Revenue from operations of public water supply systems, such as sale of water to residential, industrial, and commercial customers (including bulk water for resale by other private or public water utilities); connection and "tap" fees; sprinkler fees; meter inspection fees; late payment penalties and other revenues from operations.

**234b** **Gas Utilities:** Revenue from operations of public gas supply systems, such as sale of natural gas to residential, commercial, and industrial customers (including natural gas for resale by other private or public gas supply utilities); connection fees; and other revenues from operations.

**234c** **Electric Utilities:** Revenue from operations of electricity supply systems, such as sale of electricity to residential, commercial, and industrial customers including: electricity for resale by other private or public gas supply utilities; connection fees; and other revenues from operations.

**234d** **Transit Utilities**: Revenue from operations of public mass transportation systems (rapid transit, subway, bus, street railway, and commuter rail services), such as fares, charter fees, advertising income, and other revenues from operations.

**234e** **Sewer Utility:** Charges for sewage collection and disposal, including sewer connections.

**234f** **Refuse and Disposal Charge**: Fees for garbage collection and disposal; operation of landfills; sale of recyclable materials; cleanup of hazardous wastes; and sale of electricity, gas, steam, or other by-products of waste resource recovery or congeseration facilities.

**234g** **Parking:** Revenue from on-street and off-street parking meters and charges and rentals from locally owned parking lots or public garages.

**234h** **Housing**: Gross rentals, tenant charges, and other revenue from operation of public housing projects; and fees for housing mortgage insurance (e.g., FHA-insured loans).

**234I** **Highway or Bridge Tolls**: Fees from toll roads, bridges, and ferries; rents and other revenue from consigns; and other charges for use of toll facilities.

**234j** **Culture and Recreation:** Gross revenue of facilities operated by a government (swimming pools, recreational marinas and piers, golf courses, skating rinks, parks, libraries, museums, zoos, etc); auxiliary facilities in public recreation areas (camping areas, refreshment stands, fit shops, etc); lease or use fees from stadiums or convention centers; and rentals from concessions at such facilities.

**234k** **Other:** Charges for any other services not provided in other categories.

**235** **Interest:** Amounts earned from investments held by the government. Include interest income from Enterprise, Internal Service, and Fiduciary funds in this account) previously recorded in Interest Income.

**236** **Miscellaneous:** Amounts earned or charged by the government for purposes other than those described above.

**240** **TOTAL RECEIPTS/REVENUES:** The sum of Codes 201 through 236.

## EXPENDITURES AND EXPENSES

**251** **General Government:** Expenditures for the legislative branch of government; also, expenditures made by the Chief Executive Official and other top level auxiliary and staff agencies in the administrative (executive) branch of the government. The general government function has been separated into the following four categories:

**251a** **Financial Administration:** Expenditures and expenses for financial divisions such as auditor, comptroller, treasurer, central accounting, budgeting purchasing, tax administrations, and revenue collection. Cost of insurance and debt issuance, human resources, and generally paid from this resource.

**251b** **General Administrative Buildings:** Construction, equipment, maintenance, and operation of general public buildings not related to specific functions or agencies (excludes police stations, firehouses, libraries, jails, hospitals, and courthouses).

**251c** **Central Administration:** Government-wide executive, administrative and staff service agencies other than financial, judicial, legal, and federal or state legislative activities.

**251d** **Other:** All other administrative provisions included but not limited to, provisions and operation of publicly-owned commercial facilities not classified under particular functions or utilities; or legislative bodies and related activities involved in the making, enacting, and repeal of laws**.**

**252** **Public safety:** Expenditures for the protection of persons and property. The majority of sub-accounts under Public Safety are police protection, fire protection and protective inspection. This category has been separated into the following four functions:

**252a** **Police:** Cost of police departments including all forensic services, police communications, building or other facilities used exclusively for police purposes.

**252b** **Fire:** Cost of prevention, avoidance, and suppression of fires and provision of ambulance, medical, rescue, or auxiliary services provided by fire protection agencies.

**252c** **Regulation-Building Inspection:** Cost of regulation and inspection of private establishments for the protection of the public or to prevent hazardous conditions NOT classified under another major function.

**252d** **Other:** All other costs related to public safety that are not classified in other functions.

**253** **Corrections:** Expenditures for the confinement and correction of adults and minors convicted of offenses against the law and pardon, probation and parole activities. Include costs for probation officers and non-residential halfway houses. This function generally only applies to counties. It may apply to a few municipalities.

**254** **Judiciary and Legal:** Expenditures for the judicial activities of the government, including criminal courts, grand jury, public defender, civil courts and the law library. Include the cost of legal departments, general counsels, and attorneys providing government-wide services.

**255** **Transportation and Public Works:** The sub-accounts for Transportation and Public Works are Highways, Streets, Airports and Parking - Expenditures for roadways and walkways according to the type of facility involved. However, roadways and walkways in parks are not charged to this account but to appropriate accounts under the function of Culture and Recreation. Transportation and related Public Works have been separated into the following five functions:

**255a** **Streets and Highways:** Maintenance, operation, repair, and construction of non-toll highways, streets, roads, alleys, sidewalks, bridges, tunnels, ferry boats, viaducts, and related structures. Include the cost for snow and ice removal.

**255b** **Airports:** Provisions, operation, construction, and support of airport facilities serving the public-at-large.

**255c** **Parking Meters:** Purchase and maintenance of parking meters, on street and off street parking lots, and collection of monies from them.

**255d** **Parking Facilities:** Provision, construction, maintenance, and operation of local government public parking facilities operated on a commercial basis.

**255e** **Other:** All other transportation or public works projects related to transportation that are not included in other functions.

**256** **Social Services:** Public welfare and public health services for assistance and health care. This function has been separated into the following five categories:

**256a** **Welfare**: Administration of medical and cash assistance, general relief, vendor and other welfare programs. Grants or cash payments made directly to individuals contingent upon their need. Payment under public welfare programs made directly to private vendors. Provision, construction and maintenance of nursing homes and welfare institutions owned and operated by a government for the benefit of veterans or needy persons.

**256b** **Health (Other than Hospitals)**: Provision of services for the conservation and improvement of public health, other than hospital care and financial support of health programs. Public health administration, laboratories, public education, vital statistics, research, and other general health activities fall under this category.

**256c** **Hospitals and Operations**: Hospital facilities providing in-patient medical care and institutions primarily for care and treatment of disabled which are directly administered by government. Also covers direct payment for acquisition or construction of hospitals whether or not the government will operate the completed facility.

**256d** **Cemeteries**: Provision or maintenance, improvement or upkeep of public cemeteries. Also includes any costs with acquiring the cemetery.

**256e** **Other:** All other costs associated with services not provided in other categories.

**257** **Culture and Recreation:** Expenditures for cultural and recreational activities maintained for the benefit of residents, citizens and visitors. Culture and Recreation has been separated into the following three categories:

- **C257a** **Library:** Provisions and support of public libraries facilities maintained for the benefit of residents and visitors. Include the costs for building, books, and subscriptions.
- **C257b** **Parks:** Provisions and support of park districts for the benefit of residents and visitors. Include roads, golf courses, playgrounds, tennis courts, beaches, swimming pools, and museums that the park district administers.
- **C257c** **Other**: Provisions and support of recreational and cultural-scientific facilities maintained for the benefit of residents and visitors. Include golf courses, playgrounds, tennis courts, beaches, swimming pools, museums, zoos, convention centers, etc.

**258** **Housing:** Construction, operation, and support of housing and redevelopment projects and other activities to promote or aid public and private housing and community development. Urban renewal and slum clearance; redevelopment and rehabilitation of substandard or deteriorated facilities and areas; rural redevelopment; and revitalization of commercial areas all fall under this category.

**275** **Environment:** Provisions and maintenance of clean land and water supplies. The function has been separated into the following three categories:

- **275a** **Sewage:** Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal and treatment facilities. Construction and maintenance of sanitary sewer lines; sewer cleaning; lift or pump stations and other sewer related projects.
- **275b** **Solid Waste Management:** Collection, removal, and disposal of garbage, refuse, hazardous and other solid wastes, and cleaning of streets, alleys and sidewalks.
- **275c** **Other:** All other environmental activities related to maintaining clean land, air and water supplies, not listed in other categories.

**259** **Debt:** Amount paid for outstanding debt in the current fiscal year. This function has been separated into the following two categories:

- **259a** **Interest:** Amount of interest paid on outstanding debt.
- **259b** **Principal:** Amount of principal paid on outstanding debt.

**271** **Public Utility Company:** A public service such as water, electric, or mass transportation built and maintained by a government for the purpose of providing services for a charge to the residents**. Do not include payments for utility bills. Utility payments should be listed in General Government (Code 251).** This function is divided into four categories:

- **271a** **Water:** Operation, maintenance, and construction of public water supply systems. Also includes the production, acquisition, and distribution of water to the general public or to other public or private utilities, for residential, commercial, and industrial use.
- **271b** **Electric/Gas:** Operation, maintenance, and construction of public electric power or natural gas systems, including production, acquisition, and distribution of electricity or gas to the general public or to other public or private utilities, for residential, commercial, and industrial use.
- **271c** **Transit:** Operation, maintenance, and construction of public mass transit systems.
- **271d** **Other:** All other utility costs not listed in other functions.

**272** **Depreciation:** The portion of the cost of fixed assets, other than wasting assets, to be recorded as an expense during the fiscal year. Assets that are purchased in governmental fund types cannot be depreciated.

**280** **Capital Outlay:** Costs associated with capital programs such as construction and/or the cost to purchase land, structures, and equipment.

**260** **Other:** Expenditures and expenses for miscellaneous activities which cannot be properly reported elsewhere.

**270** **TOTAL:** The sum of all expenditures and expenses.

## FUND BALANCE

**301** **Excess of receipts/revenue over (under) disbursements /expenditures:** The difference of Code 240 minus Code 270.

**302** **Operating transfers-in:** All interfund transfers-in, other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended in a recurring or routine manner).

**303** **Operating transfers-out:** All interfund transfers-out, other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended in a recurring or routine manner).

**304** **Bond proceeds:** All revenues from bonds sold by the unit of government.

**305** **Other (attach explanation):** Other financing sources resulting from transactions that are liabilities recorded in the general long-term debt accounting group, such as capital leases.

**306** **Net increase (decrease) in fund balance:** The sum of Codes 301, 302, 304, and 305, minus 303.

**307** **Previous year fund balance**: Beginning fund balance, which is determined by calculating the difference between fund assets and fund liabilities of all governmental and similar trust funds at the beginning of the fiscal year. This figure should be equal to C310 from the previous year's AFR.

**308** **Other (attach explanation):** Amounts attributable to such items as residual equity transfers, appropriate prior-period adjustments allowed for certain changes in accounting principles and changes in reserves for inventories accounted for under the purchase method.

**310** **Current year ending fund balance:** The sum of Codes 306, 307, and 308. The amount of funds available at the end of the fiscal year.

## STATEMENT OF INDEBTEDNESS

The outstanding debt amounts from all fund types are combined on this page. Debt should be separated into the following five categories:

**GENERAL OBLIGATION BONDS:** Bonds that are backed by the full faith and credit of the unit of government.

**REVENUE BONDS:** Bonds whose principal and interest are payable exclusively from earnings on a fund established to account for operations financed and operated to provide services.

**ALTERNATE REVENUE BONDS:** Bonds other than General Obligation Bonds or Revenue Bonds.

**CONTRACTUAL COMMITMENTS:** Any general long-term debt entered into by contractual obligation. Includes all contractual commitments with a term of one year or more, such as lease purchase agreements, installment contracts, notes, etc.

**OTHER:** Any general long-term debt that is not included in the categories listed above.

NOTE: For General Obligation, Revenue and Alternate Bonds the following division of functions should be provided:

- Water
- Electric
- Transportation
- Housing
- Other

**Outstanding Beginning of Year Debt (First Column):** Record the amount of debt the government had in the beginning of the fiscal year.

**Issued Current Fiscal Year (Second Column):** Record all new debt issued during the current fiscal year.

**Retired Current Fiscal Year (Third Column):** Record all debt paid during the current year. Note: This number should be listed as a positive number.

**Outstanding End of Year Debt (Fourth Column):** Equals debt outstanding for the government.

## CAPTIAL OUTLAY

✓ **NOTE: This page is structured differently from the rest of the Annual Financial Report. The columns represent object codes within the Capital Projects Fund. The rows represent functions for expenditures within the Capital Projects Fund.**

**CONSTRUCTION IN PROGRESS:** Costs associated with construction of capital projects including centralized engineering, design and planning, and contract supervision activities whose major purpose is to support public capital projects. For purposes of this report, construction should be considered as an object code expenditure under the Capital Projects Fund.

**LAND, EQUIPMENT AND EXISTING STRUCTURES:** Cost for all tangible property that is secured with Capital Project Funds.

**601 - 617** **Numerous Functions:** Refer to the Expenditures section to determine how each individual function should be reported.

## CPA INFORMATION

**LICENSED CERTIFIED PUBLIC ACCOUNTANT (IL):** Please provide the active, nine-digit, state license number of the individual licensed certified public accountant [the license number starts with 065]; provide the current license status [ie. ACTIVE, CANCELLED]; provide the current contact information.

**PUBLIC ACCOUNTING FIRM (IL):** Please provide the active, nine-digit, state license number of the accounting firm [the license number starts with 066]; provide the current license status [ie. ACTIVE, CANCELLED]; provide the current business information; provide the current contact information of the accounting professional completing the annual audit.

**PUBLIC SERVICE CORPORATION (IL):** Please provide the active, nine-digit, state license number of the professional service corporation [the license number starts with 060]; provide the current license status [ie. ACTIVE, CANCELLED]; provide the current business information; provide the active, nine-digit, state license number of the individual licensed certified public accountant [the license number starts with 065]; provide the current license status [ie. ACTIVE, CANCELLED]; provide the individual licensed certified public accountant's current contact information.

**OUT OF STATE INDIVIDUAL LICENSED CERTIFIED PUBLIC ACCOUNTANT:** Please provide the State that the individual, firm, or professional service corporation is licensed; provide the active license number issued by that State; provide the current license status [ie. ACTIVE, CANCELLED]; provide the current business information; provide the active state license number of the individual licensed certified public accountant; provide the current license status [ie. ACTIVE, CANCELLED]; provide the individual licensed certified public accountant's current contact information**.**