



# How to Read a Local Government Data Summary

Pursuant to the Fiscal Responsibility Report Card Act (35 ILCS 200/30-30 and 200/30-31), the Comptroller has prepared a FY 2002 individual Data Summary for each local government that submitted an Annual Financial Report before its statutory deadline. Each individual Data Summary is divided into two sections – the Local Government Profile and Fiscal Indicators.

The top line under the heading indicates the type and dataset in which the individual government is being compared with. Following is a list of government types and data sub-sets in which the types are compared.

**GOVERNMENT TYPE:** Type of government (county, municipality, township, or special purpose district).

## **DATA SUB-SETS:**

**County Sub-sets:** Counties have been ranked into three sub-sets as follows:

- Small Population under 10,000
- Medium Population between 10,000 and 275,000
- Large Population over 275,000

**Municipal Sub-sets:** Municipalities have been ranked into three sub-sets as follows:

- Small - Populations under 1,000
- Medium Population between 1000 - 25,000
- Large Population over 25,000

**Other Governments Sub-sets:** Special Purpose have been ranked into two sub-sets by annual appropriation:

- Small Units with an appropriation under \$200,000
- Large Units with an appropriation over \$200,000

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The **Local Government Profile** contains basic information about the local government for which the Individual Data Summary has been prepared. This section includes information from the Comptroller's local government database and the local government's annual financial report. An explanation of each element included in the Local Government Profile is provided below.

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**UNIT NAME:** The legal name of the government.

**UNIT CODE:** The unique identification number assigned to each local government by the Office of the Comptroller.

**COUNTY:** The County in which all or the majority part of the local government is contained.

**FISCAL YEAR END:** The local government's fiscal year end date.

**ACCOUNTING METHOD:** Indicates whether the government uses cash or modified accrual accounting. Governments that have proprietary funds use both methods of accounting.

**APPROPRIATION/BUDGET:** The amount of money the local government can spend during the fiscal year according to its appropriation or budget ordinance. (If a local government fails to pass an appropriation or budget ordinance, they are instructed to report their expenditures for this question on the Annual Financial Report.)

**EQUALIZED ASSESSED VALUATION (EAV):** The result of applying the state equalization factor to the assessed value of all property within the governmental unit's boundaries.

**POPULATION:** Each government is required to report an estimated population. If a local government failed to do so, the most current U.S. Census Bureau figure was used for municipalities and counties; and the Township Officials of Illinois' figures were used for townships. If a special government failed to report its population, a figure could not be included in the Data Summary as there is no reliable reference data available for special governments.

**EMPLOYEES:** The number of people paid as employees by the local government, i.e., those who receive federal W-2 tax forms from the local government.

**SALARIES PAID:** The total amount paid to all full-time and part-time employees reported.

**BLENDED COMPONENT UNITS:** Lists the names and number of dependent governmental units for which elected officials of the primary government are financially accountable. Financial data from blended component units is combined with that of the primary government.

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The **Fiscal Indicators** section lists a series of financial "indicators" or measurements designed to assess the basic fiscal position of each unit of government. The data on each individual Data Summary is listed as it was reported to the Comptroller by the local government. Figures used to calculate the averages and medians are those reported by the local governments for each specific measurement included. The Fiscal Indicators are divided into three distinct groupings. An explanation of each grouping and indicator is listed below.

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➤ **FISCAL INDICATOR COLUMNS:**

**AMOUNTS:** The figures for all indicators are represented in whole dollars and exactly as they were reported to the Office of the Comptroller by the local government.

**AVERAGES:** Sum of values for each indicator divided by the number of governments in the named set. Averages are calculated by data category and sub set of local government.

**MEDIANS:** The value representing the point at which there are as many values above as there are below. The median has been calculated by data category and sub-set of local government.

➤ **GENERAL AND SPECIAL FUNDS GROUPING:** The general fund is used to account for all financial resources except those required to be accounted for in another fund.

Special Funds are legally restricted funds used to pay for specified purposes. Special funds also include the general funds of all blended component units. These two funds indicate the majority of stable operating funds for local governments.

**BEGINNING FUND BALANCE FOR FY 2002:** The amount of general and special funds the government had at the beginning of the fiscal year. This number should be the same as the Ending Fund Balance for FY 2001 to measure growth.

**PER CAPITA BEGINNING FUND BALANCE:** The beginning fund balance divided by population.

**REVENUE COLLECTED DURING FY 2002:** The general and special funds collected, including local government taxes, intergovernmental receipts, and other funding sources such as fees, charges, and interest. This field represents the majority of all-operating revenues and receipts.

**EXPENDITURES DURING FY 2002:** A total of general and special fund expenditures by function. This field depicts operating expenditures.

**PER CAPITA REVENUE:** Revenue divided by population – this represents the amount in taxes, fees, and fines paid by each resident. If a population was not provided, this indicator is not calculated.

**PER CAPITA EXPENDITURES:** Expenditures divided by population – this represents the amount in government services spent for each resident. If a population was not provided, this indicator is not calculated.

**REVENUES OVER (UNDER) EXPENDITURES:** The total of general and special fund expenditures subtracted from general and special fund revenues. If the figure is a positive number, the government collected enough revenue during the fiscal year to pay for services provided. If the figure is negative, the government did not collect enough revenue to cover expenditures.

**RATIO OF FUND BALANCE TO EXPENDITURES:** Represents the amount of fund balance divided by the general and special fund expenditures. Each government should have at least a three-month reserve (33% of expenditures) and generally, no more than a two-year reserve (200% of expenditures). Governments carrying a fund balance of more than two years of unreserved (undedicated) funds could face a legal liability.

**ENDING FUND BALANCE FOR FY 2002:** The general and special fund revenues minus expenditures, plus adjustments, plus the previous year's fund balance. This number should always be positive.

**PER CAPITA ENDING FUND BALANCE:** The general and special revenues fund balance divided by population. This is the amount in reserve funds each resident paid.

➤ **EQUITY GROUPING:**

**TOTAL RESERVED FUNDS:** The general and special revenues fund balance legally dedicated for future, short-term, programmatic purposes.

**TOTAL UNRESERVED FUNDS:** The general and special revenues fund balance that is NOT dedicated for future purposes.

➤ **DEBT GROUPING:**

**OUTSTANDING DEBT FOR FY 2002:** Debt that a government owes for all fund types. Debt instruments include revenue bonds, general obligation bonds, alternate bonds, contractual commitments, and others.

**PER CAPITA DEBT:** Total debt divided by the population. This represents the amount in debt that each resident represents. If a population was not provided, this indicator is not calculated.

**GENERAL OBLIGATION DEBT OVER EAV:** Governments are restricted in how much debt they can incur based on their Equalized Assessed Valuation (EAV). This ratio is the percent of debt the unit is carrying.

➤ **ENTERPRISE FUND GROUPING:**

**BEGINNING RETAINED EARNINGS:** The amount of Enterprise Funds available at the beginning of the year.

**PER CAPITA BEGINNING RETAINED EARNINGS:** The Enterprise Fund beginning balance divided by population.

**ENTERPRISE REVENUES:** Includes charges for services, taxes, and other miscellaneous revenues in the Enterprise Fund.

**ENTERPRISE EXPENSES:** A total of enterprise expenses.

**OPERATING INCOME (LOSS):** Total enterprise expenses subtracted from Enterprise Income. Indicates whether the government collected enough funds to pay for services provided during the fiscal year.

**RATIO OF RETAINED EARNINGS TO EXPENSES:** The Enterprise Funds expenses divided by the fund balance.

**RETAINED EARNINGS FOR FY 2002:** The enterprise fund revenues minus expenses, plus adjustments, plus the previous year's fund balance. This number should always be positive.

**PER CAPITA RETAINED EARNINGS:** Retained earnings divided by the population.