STATEWIDE ACCOUNTING MANAGEMENT SYSTEM

**** PROCEDURE BULLETIN ****

Procedure Bulletin Number 57

Date: June 14, 2002

Effective Date: July 15, 2002

SAMS MANUAL

Material Transmitted: 3, 5, 27 and 29

Purpose: **The purpose of this revision is to (1) inform the agencies of revised procedures, (2) make certain procedures are clearer through revision and exhibits and (3) issue revised charts and other listings which reflect current codes and descriptions.**

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Section 5	All Sub-Sections and Procedures	Section 5	All Sub-Sections and Procedures
Section 27	All Sub-Sections and Procedures	Section 27	All Sub-Sections and Procedures
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PURPOSE AND SCOPE

The Constitution of 1970 created the elective Office of the Comptroller to assume broadly defined fiscal duties, including those formerly performed by the Auditor of Public Accounts. This Constitutional provision is implemented by the State Comptroller Act, which required the Comptroller to establish a Uniform Statewide Accounting System which will be applicable to the recording of transactions of "all State agencies." (See Procedure 01.10.60.) Also, Public Act 86-1415 (15 ILCS 405/6.01) requires that "the Comptroller shall specify and establish the financial accounting and reporting standards and principles to be used by all State government and State agencies." The purpose of this document is to define the principles of accounting which will underlie the development, implementation and operation of the Statewide Accounting Management System (SAMS).

An accounting principle is defined as "a general law or rule adopted or proposed as a guide to action; a settled ground or basis of conduct or practice." [1]

This document will define principles in each of the following broad categories:

- Methods of Accounting
- Capital Asset and Depreciation Expense Reporting
- Revenue and Related Asset (Receivable) Reporting
- Expenditure/Expense and Related Liability Accounting
- Other Assets
- Financial Statement Presentation

Each of the defined principles will be discussed in relation to the particular environment of the State of Illinois. The accounting principles are intended to facilitate the development and maintenance of a reliable central source of timely fiscal information which will describe the financial condition of the State, report upon the stewardship of public officials, and provide analytical data for legislators, agency administrators, investors and the citizens of Illinois.

SAMS is not intended to displace the internal accounting systems of individual State agencies. However, these principles do apply to agency internal accounting, and prescribe the nature of SAMS. Accordingly, they underlie the development of formats and procedures by which all State agencies must report fiscal information to the Comptroller within the meaning of the Constitution of 1970 and the State Comptroller Act.

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1 American Institute of Certified Public Accountants (AICPA), Accounting Terminology Bulletin Number 1

RECOGNITION OF AUTHORITATIVE SOURCES

In order to foster general acceptability of these accounting principles, the significant literature which enjoys general acceptance in governmental accounting and related fields has been researched. Those sources which have contributed to the definition of these accounting principles include:

- Government Finance Officers Association, Governmental Accounting, Auditing and Financial Reporting
- Governmental Accounting Standards Board, Codification of Governmental Accounting and Financial Reporting Standards
- AICPA, Audits of State and Local Governmental Units
- AICPA, Audits of Colleges and Universities
- AICPA, Audits of Providers of Health Care Services
- National Association of College and University Business Officers, College and University Business Administration

Several other respected sources have been consulted, including widely accepted accounting texts, relevant pronouncements and publications of the AICPA, other publications, articles and accounting literature and individual governmental accounting experts.

The literature has historically addressed the general area of state and local government, rather than consider the more specific discipline of recording, classifying and reporting state government financial information. SAMS addresses the unique requirements of statewide accounting in Illinois by adapting widely accepted principles, as set forth in the literature, to the environment in which they must operate.

Comptroller accounting standards or principles established in accordance with P.A. 86-1415 will have precedence in the GAAP hierarchy listed below. Unless the Comptroller establishes other accounting standards or principles (which will take precedence to those listed below), and incorporates these standards or principles into SAMS, GAAP hierarchy (AICPA Codification of Audit Standards AU 411.12) will be as follows:

a. GASB Statements and Interpretations, plus AICPA and FASB pronouncements when specifically made applicable to state governments by a GASB Statement or Interpretation.
b. GASB Technical Bulletins and the following pronouncements when specifically made applicable to state governments by the AICPA and cleared by the GASB: AICPA Industry Audit and Accounting Guides and AICPA Statements of Position.
c. Consensus positions of the GASB Emerging Issues Task Force and AICPA Accounting Standards Executive Committee (AcSEC) Practice Bulletins when specifically made applicable to state governments by the AICPA and cleared by the GASB.
d. "Q and A's" published by the GASB staff, and widely recognized and prevalent industry practices.
e. Other accounting literature such as GASB Concepts Statements.

EVOLUTIONARY NATURE OF ACCOUNTING PRINCIPLES

The environment of State government is a dynamic one. Change is increasingly a factor in State government--organizational and operational changes, procedural changes, changes in personnel and in the aggregate level of financial sophistication within State agencies. Pragmatism cannot dictate principle, and yet the principles which this document defines must underlie a system which will function effectively in a practical environment. Steps have been taken, therefore, to prescribe accounting principles at a practical level while recognizing the dynamics of the environment and of the principles themselves.

Generally accepted governmental accounting principles have evolved over a period of years. Their current status reflects not only the historical requirements of users of financial information but also the "state of the art" in public sector financial management. As increased attention is paid to State government accounting--historically a neglected subject--additional refinements will occur within the body of accounting principles presented in this document.

There will be a perpetual function of review and evaluation regarding these principles in order to upgrade and optimize the ability of SAMS to meet the requirements of its users for timely, complete and accurate financial information.

STATUTE REFERENCE

The statutory authority requiring the Comptroller to specify and establish accounting and reporting standards and principles to be used by all State agencies is contained in Section 6.01 of the State Comptroller Act, **(15 ILCS 405/6.01)** as set forth below.

> "The Comptroller shall specify and establish the financial accounting and reporting standards and principles to be used by all State government and State agencies. The standards and principles shall be effective upon filing by the Comptroller with the Auditor General. The Comptroller shall maintain and publish the standards and principles as a public document. These standards and principles shall be known as the Generally Accepted Accounting Standards and Principles for Illinois State Government, and shall, whenever possible, be compatible with any similar nationally existing generally accepted accounting standards and principles for government.
>
> In establishing the Generally Accepted Accounting Standards and Principles for Illinois State Government, the Comptroller shall consult with the Governor and the other members of the Executive Branch, the Chief Justice of the Supreme Court, and the leadership of the General Assembly and shall provide to these officials draft copies of any proposed standards at least 90 days prior to their adoption and shall consider any responses or suggestions that these officials may present."

FUNDS

The fiscal resources of the State of Illinois are organized and recorded in accounting entities known as funds. Funds are defined and discussed in the "Fund Accounting and Fund Classification" procedure (03.20.10). The important distinction to be noted organizationally is that funds are accounting entities established by law or administrative action for either general or specific purposes. Funds do not imply the physical segregation of cash and/or investments. Funds are groups of accounts which record and control the transactions of the State government agencies established for the purpose of carrying out programs in the public interest.

AGENCIES

The Constitution of 1970 organized the State Government into three branches--Legislative, Judicial and Executive. The Executive Branch includes the Governor and the several departments and agencies responsible to the Governor, as well as the Lieutenant Governor, Attorney General, Secretary of State, Comptroller, and Treasurer. "State agencies" are defined in the State Comptroller Act as all "departments, officers, authorities, public corporations, quasi-public corporations, commissions, boards, institutions, State colleges and universities and all other public agencies created by the State, other than units of local government and school districts." State agencies are frequently classified as "code" and "non-code," which refer to the applicability of the State Administrative Code.

INTERRELATION OF FUNDS AND AGENCIES

As accounting entities, funds record the fiscal activity generated by State agencies. An agency may receive its resources from one or more funds; likewise, a fund may record the fiscal activity for one or more agencies. State agencies which administer funds--as the Department of Natural Resources administers the State Parks Fund--do so pursuant to the statutory or administrative authority which established the funds. An agency which does not control a fund is said to participate or have accountability in the fund which records its transactions.

INTERGOVERNMENTAL RELATIONS

The State of Illinois maintains fiscal relations with the United States and with general and special purpose units of local government within the State.

Hundreds of grants and contracts exist between the State and agencies of the Federal Government. Most of these agreements relate to the sharing of costs for joint programs within Illinois. It is customary for the State to draw the Federal share of these costs, sometimes through a financial intermediary, into special Federal Trust Funds from which they are administered in accordance with established guidelines. The State must make an accounting periodically to the Federal Government to demonstrate proper use and administration of the funds.

Local government units within Illinois derive powers and authority from the State. Fiscal relationships are created through distribution of State resources--such as a portion of Motor Fuel Tax receipts--to local governments. Federal funds are frequently distributed by the State to units of local government. School districts utilize State resources to construct new facilities under lease-purchase agreements with the State. Additionally, local government units function as agents of the State in various fiscal roles.

APPROPRIATION, OTHER EXPENDITURE AUTHORITY AND BUDGETARY ACCOUNTING

The Comptroller's Accounting records shall provide for the control of fiscal activity against established fiscal plans in the form of appropriations, other expenditure authority and budgets.

Budgeting is a well-established practice of State government which provides a mechanism for control over revenues and expenditures. Budgets are prepared for appropriated funds by individual State agencies, which submit them for review through the Bureau of the Budget to the Governor. The Governor may adjust the budgets of agencies responsible to the Governor and may recommend changes in the budget to the General Assembly. After due legislative consideration the budgets mature in the form of appropriation acts, which contain provisions that should be entered into the accounts of appropriated funds in order to facilitate the presentation of fiscal information which will demonstrate that these legal requirements have been satisfied.

For many State agencies, other levels of restrictions of resources are made to enforce further expenditure control. Entry of these restrictions (reversions) into the Comptroller's statewide accounting records is desirable and, in some cases, required to comply with language of the Appropriation Act which requires the Governor's release.

In cases of non-appropriated funds, allotments should be prepared and, where practicable, entered into the Comptroller's statewide accounting system.

Within the State of Illinois, there are essentially two forms of budget and appropriations--"line item" budgeting and "program" budgeting. The form in which the budget is prepared by the agency and the form in which the General Assembly enacts the appropriation are, to a large extent, mutually dependent.

Traditional, or line-item budgets emphasize the exchange of resources for goods or services classified on an organizational basis by the purpose or object of expenditure--such as personal services, commodities, and so forth--as defined in the Finance Act. Their primary purpose is the imposition of accounting and administrative control with respect to readily defined object classifications over organizational units authorized to expend public funds.

Within the traditional budget, planned expenditures for ordinary operations should be clearly segregated from those planned for capital or permanent improvements.

Program budgeting implies the prior definition of governmental activities, functions or programs. It provides a facility for estimating the total costs of specific programs. Using estimates of planned programmatic results, as established by respective program plans, agency officials may assess the prospective cost of these results, and accordingly may make or recommend rational decisions concerning the allocation of scarce resources. By thoughtfully defining and classifying governmental programs, it would be possible to examine results and costs on a statewide basis, rather than agency by agency. State agencies and the General Assembly should have the flexibility to utilize this method of financial planning and control. SAMS should therefore provide for recording and classifying fiscal plans and transactions in either budgetary format.

LEGAL COMPLIANCE

When the presentation of fiscal information in accordance with SAMS accounting and financial reporting policies and procedures conflicts with the presentation required to demonstrate legal compliance, such legal compliance should be demonstrated through the use of supplementary schedules (NCGAS 1, ¶12; GASB Cod. Sec. 1200.113).

If financial statements prepared in accordance with these policies and procedures fail to present information in a manner required to show compliance with legal or contractual provisions, the principles should govern financial statement presentation. This position is justified by the postulate of consistency and comparability, as well as the provisions of Sections 19 and 20 of the State Comptroller Act which require presentation “in such form as will most clearly and accurately set out the current fiscal condition of the State.” Presentation of data to demonstrate legal compliance—for instance, a Federal Trust Fund which may be required to present fiscal data on a cash basis—should be accomplished through the use of supplementary schedules to the financial statements.

Background

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equity or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Funds of the State of Illinois are legal and accounting entities intended to account for the financial transactions of State agencies. The State classifies its funds in accordance with generally accepted accounting principles.

Procedures

At the Agency level, the self-balancing feature of each fund should be accomplished through the double entry method of accounting upon preparation of GAAP reporting packages. This technique embodies the inherent control features of the accounting equation. For each fiscal and accounting entity there should exist a real or implicit ledger of accounts. The classification and recording of each transaction--i.e., each entry to the ledger--should satisfy the accounting equation. It follows that the sum of all debit entries in the ledger must equal the sum of all credit entries, and the fund is thereby self-balanced. The treatment of specific transactions as applied to the Statewide Accounting Management System will be discussed in appropriate sections of the SAMS Manual.

Fund Classification

For purposes of reporting in conformance with generally accepted accounting principles, the financial activities of the State have been classified into the following fund categories:

1. **Governmental Fund Types**

   a. **General Fund** - This fund accounts for transactions related to resources obtained and used for those services traditionally provided by a state government, which are not required to be accounted for in other funds. These services include, among others, general government, public protection and justice, health and social services, employment and economic development, environment and business regulation, transportation, and education (other than institutions of higher education). Certain resources obtained from Federal grants and used to support general governmental activities are accounted for in the general funds consistent with applicable legal requirements.

b. **Special Revenue Funds** - These funds account for transactions related to resources obtained from specific revenue sources (other than for expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. Special revenue funds account for, among others, Federal grant programs, taxes levied with statutorily defined distributions, and other resources restricted as to purpose.

c. **Debt Service Funds** - These funds account for transactions related to resources obtained and accumulated to pay interest and principal on general long-term obligations (other than capital leases and unfunded retirement cost).

d. **Capital Projects Funds** - These funds account for transactions related to resources obtained and used for the acquisition or construction of major capital facilities including those provided to political subdivisions and other public organizations (other than those financed by proprietary funds, fiduciary funds, and university and college funds).

Such resources are derived principally from proceeds of general obligation bond issues, Federal grants, and operating transfers from general funds.

e. **Permanent Funds** – These funds account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support programs of the State.

2. **Proprietary Fund Types**

a. **Enterprise Funds** - These funds may be used to report any activity for which a fee is charged to external users for goods and services. Activities are required to be reported as enterprise funds if any one of the following criteria is met. The following criteria should be applied in the context of the activity's *principal revenue sources*:

- Activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity. Debt that is secured by a pledge of net revenues from fees and charges *and* the full faith and credit of a related primary government or component unit – even if that government is not expected to make any payments – is not considered to be payable solely from fees and charges of the activity.

- ✍ Laws or regulations require that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues.

- ✍ The pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).

b. **Internal Service Funds** – These funds may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. Internal service funds should be used only if the reporting government (i.e. State of Illinois) is the predominant participant in the activity.

3. **Fiduciary Fund Types**

a. **Pension and Other Employee Benefit Trust Funds** – These funds should be used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other postemployment benefit plans, or other employee benefit plans.

b. **Investment Trust Funds** - These funds should be used to report the external portion of investment pools reported by the sponsoring government (i.e. State of Illinois) in accordance with GASB Statement No. 31.

c. **Private Purpose Trust Funds** – These funds account for any trust arrangements not properly classified as a pension trust fund or an investment trust fund "under which principal and income benefit individuals, private organizations, or other governments."

d. **Agency Funds** - These funds should be used to report resources held by the State in a purely custodial capacity (i.e. assets are equal to liabilities). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

General Capital Assets and General Long-term Debt

General Capital Assets. Capital assets acquired with governmental fund resources are accounted for as capital expenditures and not capitalized in the governmental fund financial statements. Those capital assets are referred to as *general capital assets.* General capital assets also include capital assets that are associated with governmental funds that were received through donation, even though not reported as capital expenditures or capitalized in the governmental funds. Since these assets are not reported in the fund financial statements, agencies are required to separately account for and report general capital asset activity on the Form SCO-538.

General Long-term Debt. Unmatured long-term indebtedness, compensated absences, claims and judgments, special termination benefits, and landfill closure and post-closure care costs (other than "specific fund debt" of proprietary and trust funds) are not be reported in the governmental fund financial statements. Those liabilities are referred to as general long-term liabilities. As these liabilities are not reported in the fund financial statements, agencies are required to separately account for and report general long-term liability activity in the SCO Forms 566, 580, and 599.

POLICY

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting, including the encumbrance modification.

The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus and accrual basis of accounting.

PROCEDURES

Current Financial Resources Measurement Focus and the Modified Accrual Basis of Accounting

Under the current financial resources measurement focus and the modified accrual basis of accounting, revenues are recognized when measurable and available. The State considers all revenues reported in the governmental funds to be available if collected within the lapse period. Application of the "measurable and available" criteria requires judgment, consideration of the materiality of the item in question, and due regard for the practicality of measurement, as well as consistency in application.

Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long term debt, claims and judgments, compensated absences, special termination benefits, and landfill closure and postclosure care costs, which are recognized as expenditures to the extent they have matured (when due). Currently a related liability is incurred when goods or services are received. During lapse period, it must be determined if the payment is for goods or services received before the end of the fiscal year, June 30. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Economic Resources Measurement Focus and the Accrual Basis of Accounting.

Under the economic resources measurement focus and the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the State gives (or receives) value without directly receiving (or giving) equal value in exchange such as grants and entitlements, should be recognized in accordance with the requirements of GASB Statements No. 33, Accounting and Financial Reporting for Nonexchange Transactions, as amended by GASB Statement No. 36, Recipient Reporting for Certain Shared Nonexchange Revenues. The issuance of debt, payment of debt, and purchases of capital assets is not reported in the operating statement.

OVERVIEW

Capital assets include infrastructure, land, land improvements, site improvements, buildings, building improvements, equipment, works of art and historical treasures, and all other tangible assets that are used in operations and that have expected useful lives extending beyond a single reporting period. Capital assets are accounted for differently in the basic financial statements depending on the measurement focus used.

- Capital assets acquired with governmental fund resources are accounted for as capital expenditures and not capitalized in the governmental fund financial statements. Those capital assets are referred to as general capital assets. General capital assets also include capital assets that are associated with governmental funds that were received through donation, even though not reported as capital expenditures or capitalized in the governmental funds.
- Capital assets acquired with proprietary or fiduciary fund resources or donated to those funds are capitalized in those funds and depreciated in those funds over their estimated useful lives.
- In the government-wide financial statements, capital assets, including general capital assets, are capitalized and depreciated over their estimated useful lives (except for land, land improvements, construction in progress, infrastructure being accounted for under the modified approach and certain works of art and historical treasures).

The following table provides an overview of capital asset reporting for different situations.

Activity	Government-wide Financial Statements	Governmental Fund Financial Statements	Proprietary Fund Financial Statements	Fiduciary Fund Financial Statements (excluding agency funds)
Capital assets purchased; or received through donations (except noncapitalized works of art and historical treasures)	• Capitalize assets • Report donations as revenue or contribution to term or permanent endowment	• Report assets purchased as an expenditure • Do not report donations as an asset or a financial resource inflow	• Capitalize assets • Report donations as capital contribution or contribution to term or permanent endowment	• Capitalize assets • Report donations as addition

Activity	Government-wide Financial Statements	Governmental Fund Financial Statements	Proprietary Fund Financial Statements	Fiduciary Fund Financial Statements (excluding agency funds)
Noncapitalized works of art and historical treasures purchased; or donated	• Report assets purchased as an expense • Report donations as revenue or contribution to term or permanent endowment	• Report assets purchased as an expenditure • Do not report donations as an asset or a financial resource inflow	• Report assets purchased as an expense • Report donations as capital contribution or contribution to term or permanent endowment	• Report assets purchased as a deduction • Report donations as an addition
Capital assets accounted for using the depreciation method:				
Use of exhaustible capital assets;	• Charge depreciation expense and increase accumulated depreciation	• Not applicable	• Charge depreciation expense and increase accumulated depreciation	• Charge depreciation deduction and increase accumulated depreciation
Outlays that extend the initial estimated useful lives of the assets (preservation costs) or improve their efficiency (improvements) or capacity (additions); or	• Capitalize and depreciate	• Report as expenditures	• Capitalize and depreciate	• Capitalize and depreciate
Outlays for repairs and maintenance	• Report as expenses	• Report as expenditures	• Report as expenses	• Report as deductions
Infrastructure capital assets accounted for using the modified approach:				
Use of infrastructure capital assets	• No charge for depreciation	• Not applicable	• No charge for depreciation	• No charge for depreciation

Activity	Government-wide Financial Statements	Governmental Fund Financial Statements	Proprietary Fund Financial Statements	Fiduciary Fund Financial Statements (excluding agency funds)
Outlays that improve the assets' efficiency (improvements) or capacity (additions)	• Capitalize	• Report as expenditures	• Capitalize	• Capitalize
Outlays that extend the estimated useful lives of the assets (preservation costs) and outlays for repairs and maintenance	• Report as expenses	• Report as expenditures	• Report as expenses	• Report as deductions
Sales and other dispositions of capital assets	• Remove the assets' cost and any accumulated depreciation • Report gain or loss on sale as special item or as general revenue or general government-type expenses (See GASB 34 Q&A, item 131)	• Report proceeds as other financing source or special item	• Remove the assets' cost and any accumulated depreciation • Report gain or loss on sale as special item or as revenue or expense (usually non-operating)	• Remove the assets' cost and any accumulated depreciation • Report gain or loss on sale as an addition (deduction)

DEFINITIONS

Infrastructure

Infrastructure assets are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, waterways, water and sewer systems, dams, and lighting systems (attached to infrastructure assets, e.g., interstate lighting, airport runway lighting). Buildings, except those that are an ancillary part of a network of infrastructure assets, should not be considered infrastructure assets.

Land

Land is unimproved realty (typically the total closing cost).

Land Improvements

Land improvements are the non-depreciable costs and betterments of preparing the land for its intended use. An example of a land improvement is leveling and grading.

Site Improvements

Site improvements are the depreciable costs and betterments affixed to land that generally add to its value and functionality. Examples of site improvements include, but are not limited to, temporary structures, access roads, parking lots, fencing, lighting (e.g., lights in parking lots, lights along walkways), tunnels that connect buildings, gas, electricity or steam transmission lines, and campsites.

Buildings

Buildings are permanent structures designed to house persons or personal property, together with the initial cost of fixtures attached to and forming a permanent part of the building (i.e. immovable).

Building Improvements

Building improvements are capital expenditures that materially extend the useful life of a building, increase the capacity and/or efficiency of the building, or adapt to a new use. Building improvements also include capital expenditures that add value, extend the useful life, or adapt a leased building to a new use.

Works of Art and Historical Treasures

Works of art and historical treasures are assets that have cultural, aesthetic, or historical value and often are protected and preserved in a manner greater than that for other assets. Works of art and historical treasures are collections or individual items of significance that are owned by an agency which are not held for financial gain, but rather for public exhibition, education or research. Examples include Lincoln manuscripts, historic buildings, and civil war flags.

Equipment

Equipment assets are typically any **movable**, non-consumable, tangible personal property used in the operations of the State. Equipment includes the following assets:

- **Vehicles** –including, but not limited to, automobiles, trucks, trailers, aircraft, motorcycles, and farm vehicles.
- **Furniture and Fixtures** - movable equipment incorporated in a building including, but not limited to, office and building furnishings, communication devices, and other assets necessary to the use of the premises.
- **Library Assets** – includes assets that do not meet the requirements of non-capitalization for Works of Art and Historical Treasures (under paragraph 27 of GASB 34). Examples of library assets include: information sources that are circulated to students or the general public; including books, journals, periodicals, audio/visual media, computer-based information, manuscripts, maps, documents, and similar items which provide information essential to the learning process or which enhance the quality of academic, professional, or research libraries.
- **All other moveable tangible personal property used in the operations of the State.**

Capital expenditures that add value, extend the useful life, or adapt "equipment" (including leased equipment) to a new use and exceed the capitalization threshold for "equipment" should also be included in this category.

Construction in Progress

The accumulation of costs incurred during construction of assets. The accumulated costs are held in Construction in Progress until such time as the project is determined to be "substantially complete" (i.e. ready for its intended use).

Repairs and Maintenance

Repairs and maintenance include the ordinary and necessary projects needed to keep an asset serviceable through its expected life. Repairs and maintenance projects, by definition, do not increase the capacity or operating efficiency or extend the useful life of the asset. Repairs and maintenance costs are not capitalized, but rather expensed in the period incurred.

Network

A network is composed of all assets that provide a particular type of services for the State or an agency. A network of assets may be only one asset that is composed of many components. For

example, a network of infrastructure assets may consist of a series of inter-connected highways and roads.

Subsystem

A subsystem is composed of all assets that make up a portion or segment of a network. For example, all the roads of the State could be considered a network of infrastructure, while interstate highways, state highways, and rural roads could each be considered a subsystem of that network.

Capitalization Threshold

The dollar value at which the State elects to capitalize tangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Depreciation

A systematic and rational method of allocating the cost of a capital asset to the periods benefiting from its use.

Composite Methods

Calculating depreciation for a collection of similar assets (group depreciation method), such as traffic signals or lane-miles or dissimilar assets, such as all assets composing a transportation network or building.

Modified Approach (Infrastructure)

The election not to depreciate infrastructure assets that are part of a network or subsystem of a network that meet two specific requirements. First, the agency manages the eligible infrastructure assets using an asset management system that has certain specified characteristics, second, the agency documents that the eligible infrastructure assets are being preserved approximately at (or above) a condition level established and disclosed by the agency.

POLICY

Capital assets should be reported at actual or estimated historical cost or, if donated, at their estimated fair value at the time of acquisition. Historical cost includes the amount paid for the asset, capitalized interest for constructed proprietary fund assets, and ancillary charges necessary to place the asset into its intended location and condition for use. Interest should not be capitalized for constructed governmental assets.

PROCEDURES

Capital assets should be reported at historical cost and should include ancillary costs to place the asset in service such as the cost of freight, site preparation, architect and engineering fees, etc. If something other than cash is used to pay for the asset, then the fair-market value at the time of acquisition of the non-cash payment or consideration determines the asset's cost or acquisition value. When the value of the consideration paid cannot be determined, the asset's fair market value at the time of acquisition determines its cost.

The following is a description of capital asset valuation by asset category:

Infrastructure

The cost of infrastructure includes all labor, material and professional services to construct the asset together with insurance, interest (for proprietary funds only), and other indirect costs incurred during the period of construction, to place the asset into its intended use. The cost should also include the amount paid for buildings (i.e. purchase price or labor, material and professional services if constructed) that are ancillary to a network or subsystem of infrastructure. The amount (type) of costs that should be capitalized depends on whether the modified approach is used to account for the respective network (or subsystem) of infrastructure. See the capitalization policy for infrastructure assets in Procedure 03.30.30.

Land and Land Improvements

The total asset value of land includes two basic elements - acquisition cost (land) and all non-depreciable costs to prepare land for its intended use (land improvements). The acquisition cost of land includes the purchase price of the real estate parcel together with all ancillary expenses up to and including transfer of title. These consist specifically of the contract price, delinquent tax liabilities assumed, expenses for settling other liens against the property, title search, and legal fees.

Land acquired through eminent domain proceeding should be reported at the settlement amount up to the fair value of the land. Amounts paid in excess of the fair value should be expensed.

Before land is ready for its intended use, costs related to non-depreciable land improvements may be incurred. These costs may be related to grading, filling, drainage, landscaping, and similar items. The costs of improvements become integral to the land cost. Land improvements should be reported at cost, estimated cost, or estimated fair value at the date of acquisition.

Site Improvements

Site improvements should be reported at cost, estimated cost, or estimated fair value at date of acquisition.

Buildings and Building Improvements

An agency may obtain buildings by purchasing them, by contracting with an outside party to construct them, or by constructing them internally. Regardless of the way a building is acquired, the general valuation guideline remains the same: the Agency should capitalize all necessary costs to obtain the building and to get it ready for its intended use. The cost of the building includes all labor, material and professional services to construct the building together with insurance, interest (for proprietary funds only), and other indirect costs incurred during the period of construction, to place the building into its intended use.

The valuation of building improvements includes all costs incurred to complete the improvement. The valuation of building improvements is similar to that described for buildings above.

Equipment

The basic cost of equipment usually is determined by all of the costs necessary to acquire the asset and place it into service. Included in the cost of equipment in addition to the net invoice cost are freight charges, in-transit insurance, applicable taxes, the cost of special foundations or bases; and assembly, installation, and testing costs.

Works of Art and Historical Treasures

The cost of works of art and historical treasures includes the amount paid or fair value at the date of acquisition if donated, and other costs necessary to put the asset into its intended use or place of exhibition. Included in the cost of works of art and historical treasures are freight charges, in-transit insurance costs, applicable taxes, the cost of special foundations or bases, and assembly,

and installation costs. All of these costs are necessary to obtain the asset and get it ready for its intended use or exhibition.

Valuation of Donated Property

Land, buildings, works of art, historical treasures, and/or equipment received as a gift or donation should be recorded in the agency's records at their fair market value at time of donation. The fair market value is generally established by an appraisal performed by a qualified appraiser.

Capitalization of Interest on Constructed Assets for Proprietary Funds

Agencies that construct assets, where construction of those assets are accounted for in a proprietary fund (e.g., enterprise fund, internal service fund) should capitalize interest (in accordance with FASB Statement No. 34, Capitalization of Interest Costs) as part of the ancillary cost of the asset if long-term debt is recorded within the proprietary fund. Interest should <u>not</u> be capitalized for constructed governmental assets or assets constructed by the Capital Development Board (with general government resources/appropriations) that are subsequently transferred (contributed) to a proprietary fund.

The amount of interest to be capitalized represents interest that the proprietary fund could have avoided had the asset not been constructed. The amount of interest to be capitalized is determined by:

- multiplying the actual expenditures for the qualifying asset during the period
- multiplied by the number of months outstanding,
- multiplied by the appropriate interest rate.

The interest rate for capitalization purposes is to be based on the rates of the proprietary fund's outstanding borrowings. If the proprietary fund associates a specific new borrowing with the asset, it may apply the rate on that borrowing to the appropriate portion of the expenditures for the asset. A weighted average of the rates on other borrowings of the proprietary fund is to be applied to expenditures not covered by specific new borrowings.

Capitalized interest cannot exceed actual interest costs incurred during the period. If the effect of interest capitalization is immaterial (10% of the capitalization threshold of the category of capital asset being constructed or $10,000; whichever is less), interest capitalization is not required. Capitalization of interest should cease upon the constructed asset being ready for use or put into use.

Additionally, interest shall not be capitalized for the following types of assets:

- Assets that are in use or ready for their intended use in the activities of the proprietary fund
- Assets that are not being used in the State's operations and that are not undergoing the activities necessary to get them ready for use in the State's operations
- Land that is not undergoing activities necessary to get it ready for its intended use

The amount of capitalized interest should be included as part of the asset's historical cost and reported on Form SCO-538. Capitalized interest included as part of the historical cost of an asset, should be depreciated over the useful life of the asset.

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Capital assets owned by an agency should be capitalized in the government-wide financial statements and in proprietary and fiduciary funds (except for certain works of art and historical treasures as discussed in the procedures section of this policy) that **individually** equal or exceed the following capitalization threshold amounts:

Capital Asset Category	Capitalization Threshold
Infrastructure	$1,000,000
Land	$ 100,000
Land Improvements	$ 25,000
Site Improvements	$ 25,000
Buildings	$ 100,000
Building Improvements	$ 25,000
Equipment	$ 5,000
Works of Art, Historical Treasures	$ 5,000

All assets acquired through capital leases and installment purchases should be capitalized regardless of the capitalization threshold.

For capital assets (including infrastructure) that are depreciated, expenditures that extend the useful lives of capital assets beyond their initial estimated useful lives (preservation costs) or improve their efficiency (improvements) or capacity (additions) are capitalized, whereas expenditures for repairs and maintenance are expensed.

For infrastructure assets that are not depreciated under the modified approach, expenditures for additions and improvements to eligible infrastructure assets (which increase the capacity or efficiency of assets rather than preserve their useful lives) are capitalized. All other expenditures, even preservations costs, are expensed in the period incurred.

Assets acquired in various amounts for a single purpose which may not individually meet the capitalization threshold may be capitalized if the estimated total of the project exceeds the

capitalization threshold. For example, an agency may purchase several parcels of land which are individually less than the capitalization threshold for land. However, if these parcels were purchased for a single purpose, i.e. a State park, and the total is greater than the threshold, then the total amount may be capitalized. Similarly, if an agency acquires an item of equipment with a cost less than the capitalization threshold for equipment and the agency intends to improve the equipment item, and the cost of the asset and improvements are expected to exceed the threshold, the total cost of the equipment should be capitalized.

Each agency is required to maintain a capital asset management system which includes for all capital assets, at a minimum, the major asset category, description of asset, date of acquisition, method of acquisition, cost or other value, responsible organizational unit, location of asset, identification of applicable network or subsystem (for infrastructure assets), estimated life, estimated salvage value, annual and accumulated depreciation, appropriation, and insured value. If an agency reports infrastructure assets under the modified approach, the capital asset management system should also include condition assessment and maintenance data. If an agency reports works of art and historical treasures, the capital asset management system should also specify whether the asset is exhaustible or inexhaustible.

Agencies should conduct an inventory of all capital assets on an annual basis in accordance with Procedure 29.10.10.

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Capitalization of Works of Art and Historical Treasures

Unless an agency meets the following conditions, it should capitalize collections of and additions to works of art and historical treasures. Agencies are encouraged, but not required, to capitalize those items that meet all of the following conditions:

a) Held for public exhibition, education, or research in furtherance of public service, rather than financial gain;
b) Protected, kept unencumbered, cared for, and preserved; and
c) Subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

Individual items that are not part of a collection should always be capitalized if the cost of that item exceeds the capitalization threshold.

Capitalization of Library Resources

Library resources should be capitalized as a collection. Annual additions to the collection should be capitalized as a single record if the addition exceeds the capitalization threshold for equipment.

GENERAL GUIDANCE ON DETERMINING OWNERSHIP OF CAPITAL ASSETS FOR REPORTING PURPOSES

Capital assets, including infrastructure, should be reported by the agency that owns the asset. In some situations, ownership of assets may be supported by legal documentation, such as deeds or title that is conveyed when the government acquires the assets. In other situations, ownership may be supported by legal or contractual provisions that stipulate ownership under certain conditions. However, in still other situations, ownership may be unclear.

Custodians of capital assets generally have the responsibility to document the ownership to such assets. If ownership to an asset cannot be documented, the asset and corresponding depreciation expense should not be reported by agencies. Documents supporting ownership to an asset should generally be maintained throughout the service life of the asset. In most cases, the ownership of these assets is straightforward; however, in certain cases (e.g., assets that are jointly owned by the State of Illinois and neighboring states), the ownership of an asset may be unclear. These procedures provide guidance to State agencies in determining the ownership of capital assets that they manage and/or maintain.

Guidance on Ownership of Capital Assets Other Than Infrastructure

Capital assets other than infrastructure include such items as land, land improvements, site improvements, buildings, building improvements, equipment, works of art and historical treasures. Agencies should follow the following guidance to ensure that assets recorded are properly owned by the State.

Documentation Requirements Supporting Ownership:

- **Land** (including right-of-way and easements) that is capitalized by an agency should be supported by legal documentation (e.g., legal title documentation, purchase documents, grant documents, etc.) that substantiates the State's legal title to the asset. This documentation should be maintained by an agency in perpetuity due to the inexhaustible nature of the asset. Further, this documentation should be organized and maintained in a manner such that it is available for review by internal and external auditors, Comptroller's Office staff and other interested parties.

- **Land improvements, site improvements, buildings, and building improvements** should be supported by purchasing documentation (e.g., contracts, requisitions, purchase orders, payment documents, etc.). The documentation should include content such that the type of asset, location of asset, purchase cost, and date of purchase may be determined by an independent third party. This documentation should be maintained as long as these assets are in use by the State or they become obsolete.

- **Equipment** that is capitalized by an agency should be supported by the legal title of the asset. This documentation should be maintained by the agency until the agency disposes of the asset. In cases where legal titles to these types of assets are not commonly issued, the ownership of the asset should be substantiated by purchasing documentation (e.g., requisitions, purchase orders, receipting documents, payment documents, etc.). The documentation should identify a specific asset and include content such that the type of asset, purchase cost and date of purchase may be determined by an independent third party.

- **Works of art and historical treasures** that are capitalized by an agency should be supported by purchasing documentation (e.g., contracts, payment documents, etc.) if the assets have been purchased by the State. If the assets have been donated, the agency should maintain records related to the donation such as title transfers, donor agreements, etc. In addition, records of the appraisals of assets that are donated should be similarly maintained. These records should be maintained as long the State maintains or disposes of the asset.

These documentation requirements apply to all capital assets regardless of whether they were originally purchased/placed into service by an agency or donated to the State by a third party (e.g., private entities, the federal government, etc.).

Guidance on Determining the Reporting Agency for Capital Assets

For reporting purposes, the following guidance should be followed by State agencies:

- **For a capital asset that may be shared or used by more than one State agency**, the asset should be recorded by the agency that originally purchased the asset (or placed it in service).
- **When an asset is transferred from one agency to another**, the legal title to the asset should be assigned to the receiving agency.
- **In the case where an agency occupies a building that is owned by another agency**, the owner agency is responsible for reporting both the value of the building and all costs

of improvements made to the building, whether by the owner agency or occupying agency, that extends the useful life of the building beyond one year.

Guidance on Ownership of Infrastructure Assets

Infrastructure assets include items such as roads, bridges, tunnels, drainage systems, waterways, water and sewer systems, dams, and lighting systems. In the majority of cases, a legal title document is not created when these assets are constructed or placed into service. Thus, the ownership of these assets should be supported by purchasing documentation (e.g., contracts, requisitions, purchase orders, payment documents, etc.). The documentation should include content such that the method of acquisition, type of asset, location of asset, vendor name/address, purchase cost and date of purchase may be determined by an independent third party.

In cases where infrastructure assets are jointly developed or constructed by the State of Illinois and neighboring states, Illinois agencies should record only those assets which are ***maintained*** by the State. For example, in the case where a bridge spanning the Mississippi River is jointly funded by the states of Illinois and Missouri, the State of Illinois should record the bridge only if it has the primary responsibility for ***maintaining*** the asset. Alternatively, if the State of Illinois contributes financial resources to the ongoing maintenance of the bridge, but maintenance procedures are performed by the State of Missouri, the State of Illinois would not record the asset.

Based on the criteria established above, agencies should record the cost of infrastructure assets that they maintain. As such, the full cost of an asset should be recorded regardless of the manner in which the asset construction costs are financed. For example, if a bridge is jointly funded by the State of Illinois and the State of Wisconsin and the State of Illinois has the responsibility to maintain the bridge, the State of Illinois should record the full cost of construction, with Wisconsin's portion of the funding being recorded as an other financing source.

Location of infrastructure assets does not determine what entity should report particular infrastructure assets. Roads within a county may be owned or managed by a city, the State, or a special district. Those roads would not be considered county assets, even though they are physically located within the county, because the county does not own the roads or (if ownership is unclear) have primary responsibility for managing the roads.

TRANSFERRING OWNERSHIP OF CAPITAL ASSETS

This section describes the procedures to be followed by State agencies and component units when accounting for and reporting transfers of capital assets. In all situations described below, if an agency or component unit is transferring an asset in which it is evident that the asset has been

impaired (the economic value of the asset is substantially below the book value), the asset should be written down to reflect impairment prior to the transfer of the asset.

Transfers to/from Other Governments

On occasion, the State may transfer ownership of capital assets (including infrastructure) to a local government. In such cases, the transferring agency should remove the net book value of those capital assets from its financial statements and capital asset records. Also, the transferring agency should report an expense of the applicable function equal to the fair market value of the transferred assets. The difference between the fair market value and the net book value at the time of the transfer should be recorded as a gain or loss on the disposition of capital assets. Similarly, local governments (and others) may donate capital assets to the State. Agencies that receive donated capital assets should capitalize the donated assets at their fair market value at the date of donation. The receiving State agency should also report the fair market value of the donated capital assets as a program revenue of the applicable function. Agencies should refer to GASB Statements No. 33 and No. 34 for additional guidance.. The transaction may involve the reporting of extraordinary or special items.

Transfers from Capital Development Board (CDB)

The costs of projects involving the construction of new assets or major remodeling, renovation and rehabilitation projects (as defined by the CDB) which are funded by direct appropriations to the CDB will be reported by the CDB as "Construction in Progress" until the CDB determines the project to be "substantially complete" (i.e. ready for its intended use). At the time the project is substantially complete, the CDB will use the CDB Agency Turnover Report to transfer the project cost to the agency. The agency is then responsible for recording the capital asset on their books and records.

Remodeling, renovation and rehabilitation projects that are not classified as "major" by the CDB will not be accounted for as Construction in Progress (CIP). Costs associated with these projects will be transferred to the agencies on a quarterly basis, through the use of the "CDB Agency Turnover Report." These costs will be classified as Non-CIP costs. At the time of the transfer, these costs should be recorded by the agency in their capital asset records or as a repair and maintenance costs for that period. The guidance for distinguishing between repairs and maintenance and capital items is provided in SAMS 03.30.10.

Transfers between Primary Government Agencies

Sometimes, a capital asset may be transferred from one primary government State agency to another primary government State agency. In this situation (except for transfers to CMS Surplus

Property, which is discussed separately below), the receiving agency should record the asset's original cost and related accumulated depreciation at the time of the transfer, and depreciate the asset over the useful life remaining when it is transferred. Gains and losses should not be recorded by the transferring agency. Instead, the transferring agency should record a transfer-out equal to the net book value at the time of the transfer and write off the cost of the asset and related depreciation. Similarly, the receiving agency should record a transfer-in equal to the net book value at the time of the transfer and record the asset at cost with related depreciation.

Transfers involving Component Units

Occasionally, capital assets are transferred between the primary government and component units, or between component units of the State. In these situations, agencies and component units should follow the applicable guidance provided above for "Transfers to/from Other Governments". Receiving entities should follow the same guidance as the receiving agency above, while disposing entities should follow the same guidance as the transferring agency above.

ASSETS TRANSFERRED TO CENTRAL MANAGEMENT SERVICES (CMS) FOR DISPOSAL

Agencies and component units commonly transfer assets to make optimum use of the asset lives. Most equipment items and other low value assets are transferred to CMS for disposal at the end of their useful lives. The assets are transferred to CMS at zero value. CMS considers the transferred items to be inventory. Some inventory items are transferred to State agencies and others in compliance with the Property Control Act (30 ILCS 605/). CMS disposes of the remaining inventory items in accordance with the provisions of Section 7 of the Property Control Act (30 ILCS 605/ 7).

Generally, if assets transferred to CMS Surplus Property have net book value, and the net book value is not significant, a loss should be recognized on the transfer according to the guidance below. If the asset is later transferred by CMS to another State agency, the receiving entity should record the receipt of the asset at zero cost.

In extremely rare cases, high value assets such as aircraft, land, buildings or technical equipment items may be transferred to and/or from CMS. In such rare cases, the financial reporting treatment would be prescribed by the Comptroller's Office Financial Reporting Department on a case-by-case basis.

Recognition of Loss on Disposal

Capital Assets transferred to CMS for disposal are generally at or beyond the end of the expected useful lives. However, occasionally some assets may be transferred with a net book value. In cases where assets are transferred to CMS before they are fully depreciated, or where there exists a salvage value, agencies should report a loss on the disposition of the asset. The process to be used to report a loss on disposal of a capital asset is described in the table below.

Recognition of Gain on Disposal of Capital Assets

CMS generally reports as revenue to an internal service fund the amounts realized upon disposal of assets sold at auction periodically throughout the year. However, in the event that an agency has been granted authority to dispose of assets, and a gain has been realized, the gain should be reported in the manner described in the table below.

Disposal of Capital Assets

Upon disposition of an asset to a non-State entity, a gain or loss must be recognized as the difference between the net book value of the assets disposed and net proceeds received (i.e. cash and or fair value of dissimilar assets). The following table describes the accounting for disposals of assets:

Accounting Treatment	**Governmental Funds**	**Proprietary Funds**	**Fiduciary Funds** *(excluding agency funds)*
Financial Statements	Report proceeds as other financing sources or special item	Remove the assets' cost and any accumulated depreciation Report gain or loss on sale as special item or as revenue or expense (usually nonoperating)	Remove the assets cost and any accumulated depreciation Report gain (or loss) on sales as an addition (or deduction)
Form SCO 538	Remove the asset's cost and any accumulated depreciation. Report proceeds, net book value, and gain or loss.	Remove the assets' cost and any accumulated depreciation Report proceeds, net book value, and gain or loss.	Remove the assets' cost and any accumulated depreciation Report proceeds, net book value, and gain or loss.

POLICY

The net cost of capital assets (historical cost less estimated salvage value) should be depreciated and reported in the government wide statement of activities and in proprietary and fiduciary funds over their estimated useful lives except as discussed below. The straight-line method of depreciation should be used. Capital leases should be amortized over the term of the capital lease.

Assets that are inexhaustible (i.e. land and land improvements, certain works of art and historical treasures), infrastructure assets using the modified approach, and construction in progress should not be depreciated.

Modified Approach

An alternative to the depreciation of infrastructure assets that are part of a network or subsystem of a network (eligible infrastructure assets) is the *modified approach*. Agencies that meet the following requirements and obtain written approval from the Comptroller's Office can elect to use the modified approach for eligible infrastructure assets in lieu of the depreciation method:

Requirements for Using Modified Approach

- The Agency must have an asset-management system with certain features. The system has to:
  a) have an up-to-date inventory of the infrastructure assets;
  b) estimate the annual costs to maintain and preserve those assets at the condition level the State has established and disclosed through administrative or executive policy or legislative action; and
  c) assess the condition of the assets periodically, summarizing the results using a measurement scale. The condition assessments also have to be documented in such a manner that they can be replicated.
- The agency must document that the eligible infrastructure assets are being preserved approximately at (or above) the condition level the agency has established and disclosed. An agency that uses the modified approach has to document that it has performed a complete condition assessment of the assets at least every three years. The agency also has to document that the results of the three most recent complete condition assessments provide reasonable assurance that the assets are being preserved approximately at (or above) the intended condition level.

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Depreciation is a systematic method of allocating the cost of an asset over its estimated useful life. It is not based upon deterioration of the asset in any particular time frame, but rather it is a method of accounting for the consumption of long-lived assets due to use in operations or obsolescence. Also, included in depreciation expense is an allocation of the cost of any improvements placed in service after initial acquisition that benefit future periods.

Depreciation is the process of allocating the cost of tangible property over a period of time, rather than deducting the cost as an expense in the year of acquisition. Generally, at the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period (accumulated depreciation) will equal original cost less salvage value.

General Procedures for Calculating Depreciation

The following five factors must be known to calculate depreciation on a capital asset:

- the date the asset was placed in service;
- the asset's cost or acquisition value;
- the asset's salvage value;
- the asset's estimated useful life; and
- the depreciation method

Service Date

To avoid the complication of depreciating each asset from the specific date on which it was placed in service, GAAP supports guidelines that assume various assets are placed in service or disposed of at designated dates throughout the year. These guidelines are called averaging conventions.

There are five averaging conventions: (1) Full-Month convention, (2) Half-Year convention, (3) Modified Half-Year convention, (4) Mid-Month convention, and (5) Mid-Quarter convention. The Comptroller's Office recommends agencies use the Full-Month convention.

Example Full-Month Convention

The following example illustrates the use of the Full-Month convention: An asset was purchased on July 8, 20X2, and it was disposed of on October 3, 20X3. For purposes of calculating depreciation, an entire month of depreciation should be recorded in the month the asset was purchased and disposed. Accordingly, one month of depreciation would be recorded in July 20X2 and in October 20X3.

Acquisition Value

See SAMS Procedure 03.30.20 for guidance on valuation of capital assets.

Salvage Value

The salvage value of an asset is the value it is expected to have when it is no longer useful for its intended purpose. In other words, the salvage value is the amount for which the asset could be sold at the end of its useful life. This value can be based on (1) general guidelines from some professional organizations, (2) information from other governmental entities, (3) internal experience, or (4) professionals such as engineers, architects, etc. It is possible that certain assets will have no salvage value.

Estimated Useful Life

Capital assets should be depreciated over their expected useful lives. Agency management should give consideration to the nature of the asset's intended service and the design or acquisition objectives when determining useful lives. The following table is an example of useful lives by asset category:

Capital Asset Category	Estimated Useful Lives (In Years)
Infrastructure:	
Easements	No depreciation
Drainage Systems	20-40
Water Systems	20-40
Roads and Highways (not including right of way):	
Concrete	15-40
Asphalt-rural	20-40
Asphalt- urban	5-25
Non-paved	5-50
Land & Land Improvements	No depreciation
Site Improvements	3-50
Buildings	10-60

Capital Asset Category	Estimated Useful Lives (In Years)
Building Improvements:	
HVAC Systems	10-20
Roofing	10-35
Electrical/Plumbing	15-45
Equipment:	
Tables, Desks, Chairs	3-7
Computer Hardware	3-7
Telephone Equipment	5-15
Motor Vehicles:	
Cars and light trucks (less than 1 ton)	3-7
Trucks (greater than 1 ton)	10-15
Heavy Construction Equipment	5-10
Other Equipment	3-25
Library Books	5-15
Works of Art and Historical Treasures	5-7

Equipment maintained by the IOC's capital lease system will be depreciated over the life of the lease. The IOC will supply depreciation amounts as part of the annual GAAP reporting process.

Depreciation Method

There are many different methods used to calculate depreciation including straight-line, decreasing charge methods (i.e. declining balance, double declining balance, and sum of the year's digit), increasing-charge methods (i.e. sinking fund and annuity methods), and unit of production. For statewide financial statement purposes, the straight-line method should be used. The straight-line method requires that the salvage value be subtracted from an assets' acquired value to determine its depreciable basis. Using the straight-line method, the depreciable basis is divided by the estimated useful life (as outlined previously in this section), to calculate the amount of annual depreciation.

Agencies should depreciate capital assets on an individual unit basis unless written permission is obtained from the Comptroller's Office to use a group or composite depreciation method for certain networks or subsystems of infrastructure. Once a method for a particular asset is chosen, it must generally be used for the life of the asset.

Example Straight-line Depreciation Calculation

To illustrate the straight-line depreciation calculation, assume an agency purchases a one-ton truck. Pertinent data includes the following:

Cost of truck	$32,000
Estimated useful life	10 years
Estimated salvage value	$ 2,000

The annual depreciation expense for the truck would be calculated as follows:

$\frac{\text{Cost of truck less salvage value}}{\text{Estimated useful life}}$	= Annual Depreciation expense
$\frac{\$32,000 - \$2,000}{10}$	= $3,000

Depreciation of works of art and historical treasures

Capitalized collections or individual items that are exhaustible, such as exhibits whose useful lives are diminished by display or educational or research applications, should be depreciated over their estimated useful lives. Depreciation is not required for collections or individual items that are inexhaustible.

Depreciation of Library Resources

Additions to library resources are capitalized as a single record in the year added and depreciated over the estimated useful life using one of the five averaging conventions discussed above. The same averaging convention should be used consistently from year to year to report depreciation.

Classification of Depreciation Expense in Government-wide Statement of Activities

Depreciation expense should be reported in the government-wide statement of activities as a direct expense of the function that is specifically identified with the underlying capital assets. Each agency's applicable function is defined in SAMS procedure 11.50.50. Most agencies report all their activities only under one function. For these agencies, depreciation expense should be reported entirely as a direct expense of the applicable function for that agency. For those agencies that report their activities under multiple functions, depreciation expense should be allocated to the appropriate functions based on the function of the underlying asset. In some situations, an asset may be shared by multiple functions. Accordingly, depreciation expense for shared assets should be allocated rationally and ratably to the appropriate functions based on each function's estimated use of the asset.

Modified Approach for Infrastructure

The modified approach for infrastructure asset reporting is not a required approach, but rather an option that may be adopted by agencies that own and manage them. If an agency is contemplating the use of the modified approach, agency management should be fully aware of the policy, information systems and reporting requirements and the related costs and benefits of implementing this reporting approach. Further, an agency that is planning to utilize the modified approach in the future is required to contact appropriate Comptroller's Office personnel to ensure that its plans are congruent with those of other agencies with similar assets. This coordination is critical to ensure consistency in the statewide reporting of similar assets managed under the modified approach.

Agencies that manage several types of, networks, or subsystems of infrastructure assets may utilize the modified approach for reporting information on all these assets or a particular type, network or subsystem of assets. If the modified approach is used, the agency must meet all the requirements contained in this Procedure.

Notification of Election to Adopt Modified Approach

At a minimum, an agency that intends to report infrastructure assets under the modified approach, must provide a written request to the Comptroller's Office prior to the year of adoption. The notification must contain the following elements:

1. A clear description of the infrastructure assets for which the agency proposes to report under the modified approach and how those assets are currently classified (e.g., network, subsystem, etc.);

2. Capitalized cost and related depreciation of these assets as of last reporting period;
3. Description of the agency's asset management system and related functionalities that address the reporting requirements established in this Procedure;
4. Brief description of the agency's proposed condition assessment methodology;
5. Proposed established condition level of assets;
6. Estimated budgetary implications of utilizing the modified approach; and
7. Other useful information related to this reporting approach.

Before implementing the modified approach, the agency should be prepared to work closely with Comptroller's Office personnel to develop and/or revise appropriate policies, procedures, systems reporting standards, etc. in order to utilize the modified approach on a prospective basis.

Requirements for Using Modified Approach

In order to utilize the modified approach, an agency must satisfy the following requirements (in addition to the basic notification requirements outlined above):

- **Asset Management System** - The agency must manage its infrastructure assets utilizing an asset management system that includes an inventory of the assets that are currently managed and maintained by the agency. The inventory and related asset data must be maintained in sufficient detail to produce the information required by this Procedure for disclosure purposes; however, the inventory does not have to provide a detail of individual assets. For example, an inventory for a road subsystem may provide an aggregate of pavement miles by type and not provide detail by specific location. The nature and degree of aggregation should be defined in the agency's implementation policies and procedures.

- **Establish Condition Level** - The agency must establish a minimum infrastructure asset condition level at which it plans to maintain and preserve its assets. Asset condition levels should be established as an integral part of an agency's normal planning and budgeting process with input from appropriate agency management, the Governor's Office and citizens. Asset condition levels may be established by the agency for a network, subsystem or type of asset depending on its overall asset management methodology. For example, if an agency defines a transportation network consisting of several subsystems (three types of roads, two types of bridges and lighting systems), it could establish an individual condition level for each subsystem. Alternatively, it

could establish a condition level for the entire network based on an aggregate asset management methodology that takes into account the condition levels of each subsystem. The agency must document its planned condition level goals and measurement policies and procedures for review by external auditors and/or Comptroller's Office financial reporting personnel.

- **Estimate Annual Maintenance Expenditures** - The agency's asset management system must be capable of estimating the annual amount of expenditures necessary to maintain and preserve its assets at the established condition level(s).

- **Perform Condition Assessment** - The agency must perform or have established procedures to perform condition assessments of its infrastructure assets on a consistent and periodic basis (but at least every three years). These condition assessments must be summarized into information that is useful to users of the financial statements utilizing a measurement scale. These assessments may be based on sampling techniques and/or revolving evaluations of assets. For example, an agency could establish an asset condition methodology that assigns a condition rating (scale from 1 to 10) to concrete bridges based on a weighting of three factors: 1) visual inspection; 2) structural evaluation utilizing detection equipment; and 3) age of the bridge. Each year, the agency conducts condition assessments on a sample of bridges and assigns an overall rating to each bridge based on the three factors. The results of the condition assessments are utilized to extrapolate the overall condition of the agency's bridges utilizing the established scale. The documentation supporting the condition assessment should be sufficiently clear to permit review by external auditors and/or representatives of the Comptroller's Office. The documentation of the condition assessment should include coverage of the significant steps of the process, the results and the conclusions. The documentation should permit the independent reviewers to reach the same conclusions reached by the technicians that prepared the assessment.

- **Document Asset Management Methodology** - The agency must document its asset management methodology, the basis for its established asset condition levels and related assessments, and related assumptions. Generally, this documentation should be summarized into an asset management plan that is adopted by the agency. The plan and related supporting documentation should be available upon request for use by the Comptroller's Office, auditors, legislators, citizens or other stakeholders.

- **Document Condition Assessment** - The agency must document its asset condition assessments in a manner such that they may be reviewed, evaluated and/or replicated by a qualified independent third-party. The level of documentation maintained by the agency should be determined based on industry practices, professional standards and management judgment.

Discontinuance of Modified Approach

An agency may no longer use the modified approach for reporting infrastructure assets if it fails to meet the requirements outlined above. Any of the following reasons will require an agency to utilize the depreciation approach to infrastructure reporting:

- Failure to perform a replicable condition assessment at least every three years;
- Failure to document the condition assessment properly;
- Inability to demonstrate that assets were not maintained at the condition level established by the agency; or
- Inability to provide the proper disclosure information to Comptroller's Office for CAFR preparation purposes.

An agency must communicate to the Comptroller's Office no later than 30 days after it becomes aware that it will no longer satisfy the requirements of the modified approach.

If an agency fails to satisfy any of the above requirements, depreciation of the infrastructure assets would begin in the fiscal year subsequent to the fiscal year that the requirements outlined in this Procedure are not met. For reporting purposes, an agency should continue to report its infrastructure assets at historical cost at transition to the depreciation approach. Preservation costs that were expensed during previous reporting periods (when utilizing the modified approach) should not be added back into the capitalized historical costs of the infrastructure assets. However, these costs should be capitalized in prospective reporting periods.

For the fiscal year in which transition to the standard approach occurs and for future reporting periods, the agency should calculate and report depreciation on its infrastructure assets..

Requirements for Reporting to Comptroller's Office

Agencies utilizing the modified approach for infrastructure assets are required to report a range of information to the Comptroller's Office annually. This information is utilized to prepare the statewide CAFR and includes the following elements:

1. The assessed condition level of assets for the three most recently completed assessments;
2. The dates on which the condition assessments were completed;
3. The established condition level for each asset type, network or subsystem;
4. A brief narrative describing the agency's condition measurement scale and methodology utilized to perform periodic condition assessments;
5. The estimated annual amount (calculated at the beginning of the fiscal year) of expenditures required to maintain and preserve the agency's assets at the established condition level for the past five fiscal years;
6. The actual amount expended to maintain and preserve the agency's assets for each of the past five fiscal years;
7. A brief narrative of factors that have significantly affected the trends in the information reported above, such as changes in the measurement scale, condition assessment methodology, or asset construction or maintenance practices in the past five fiscal years; and
8. If the condition level at which the agency intends to preserve infrastructure assets changes, an estimate of the effect of the change on the estimated annual amount to maintain and preserve those assets for the current period should also be disclosed.

In the first fiscal year that an agency utilizes the modified approach, the agency is not required to report historical information associated with elements 1, 2, 5, 6, 7, or 8 above if the information is not available. To the extent that historical information is available in the year of implementation or subsequent fiscal years, the information should be provided to Comptroller's Office in the annual CAFR reporting process.

This information should be reported annually to the Comptroller's Office as part of the GAAP reporting process.

BACKGROUND

This procedure summarizes the basic generally accepted accounting principles (GAAP) that apply to the recognition of revenue, receivables and resulting deferred revenues related to exchange and nonexchange transactions. This procedure will describe the characteristics of exchange and nonexchange transactions, revenue recognition principles, and the related "asset accounting," including the recognition, valuation, and reporting of related accounts receivable.

This procedure includes guidance on financial reporting of accounts receivable in accordance with GAAP. It is not intended to replace quarterly accounts receivable guidance currently provided in SAMS Chapter 26. Chapter 26 describes statewide accounts receivable reporting requirements designed to comply with the Illinois State Collection Act of 1986 (30 ILCS 210/1).

PROCEDURES

Classifying Transactions as Exchange or Nonexchange

The accounting for revenue transactions is based on their classification as exchange or nonexchange. The determination of whether a particular revenue arises in whole or in part from nonexchange transactions or, instead, from exchange or exchange-like transactions is a matter of professional judgment, depending on the facts and circumstances surrounding the transactions.

Exchange and Exchange-Like Transactions

Exchange transactions are those in which the State gives and receives essentially equal values. An example of an exchange transaction is a lease of a state-owned building to a corporation or individual. The exchange would yield cash to the State and potentially a receivable at year-end for rent earned. Exchange-like transactions are those, in which there is an identifiable exchange between the State and another party, but the values exchanged may not be quite equal, or the direct benefits of the exchange may not be exclusively for the parties to the exchange. Examples include certain fees for regulatory or professional licenses and permits, fees for drivers licenses and vehicle registrations, passenger facility charges, certain grants and donations, and other transactions that, regardless of the label applied to them, are based on an exchange of similar but not equal values.

Nonexchange Transactions

Nonexchange transactions are those in which the State receives value without directly giving equal value in return. Income and sales tax revenues are examples of nonexchange revenues. Nonexchange revenue transactions account for most of the revenue recorded by the State, and are classified as follows:

Derived tax revenues result from assessments imposed by the State on exchange transactions. Examples include taxes on personal income, corporate income, and retail sales of goods and services. The principal characteristics of these transactions are: (1) the State imposes the provision of resources on the provider; and (2) the State's assessment is on an underlying exchange transaction, such as the exchange of an employee's services for a wage or salary or the exchange of motor fuel for the market price for the fuel.

Imposed nonexchange revenues result from assessment by the State on nongovernmental entities, including individuals, other than assessments on exchange transactions. Examples include fines, penalties, and property forfeitures, such as seizures and escheats. The principal characteristic of these transactions is that the required transmittal of resources is imposed by the State on an act committed or omitted by the provider that is not an exchange transaction.

Government-mandated nonexchange transactions (revenues) occur when another government (i.e. Federal government) provides resources to the State (or an agency) and requires that State to use them for a specific purpose or purposes established in the provider's enabling legislation. That is, the provider establishes purpose restrictions and also may establish time requirements. Examples of government-mandated nonexchange transactions include federal programs that the State is required to perform including Medicaid, Title I, and TANF (Temporary Assistance to Needy Families). The provider usually establishes purpose restrictions and eligibility requirements. The principal characteristics of these transactions are: (1) a provider (i.e. Federal) government mandates that the State perform a particular program or facilitate its performance by another government; and (2) fulfillment of certain requirements is essential for a transaction to occur. These essential requirements may include time requirements and are referred to as eligibility requirements.

Voluntary nonexchange transactions (revenues) result from legislative or contractual agreements, other than exchanges, entered into willingly between the State (or agency) and one or more other parties. Examples of voluntary nonexchange transactions include certain grants such as: Highway Construction and Planning; Social Services Block Grant; Child Care programs; State appropriations received by component units; and donations by nongovernmental entities, including individuals. Both parties to a voluntary nonexchange transaction may be governments, or one party may be a nongovernmental entity, including an individual. As with Government-mandated nonexchange transactions, the provider (i.e. Federal government) often establishes purpose restrictions and eligibility requirements. In many cases, the provider may require the return of the resources if the purpose restrictions or eligibility requirements are not fulfilled. The principal characteristics of voluntary nonexchange transactions are: (1) they are not imposed on the provider or the recipient; and (2) fulfillment of eligibility requirements is essential for a transaction to occur.

Distinguishing Between Exchange and Nonexchange Transactions

Exchange and exchange-like transactions are distinguished from nonexchange transactions by the proportionate value exchanged. Exchange and exchange-like transactions are characterized by a reasonably equal value exchanged between the parties. Nonexchange transactions are characterized by a highly disproportionate or relatively unequal exchange of value.

Generally, fees and similar charges represent some exchange of value and are considered exchange or exchange-like transactions. Most grants and gifts represent nonexchange transactions. However, there may be grants in which the provider is receiving a direct value in exchange such as intellectual property rights from a research grant. A careful evaluation must be performed for each transaction to determine whether or not there is an exchange of relatively equal value, especially in the area of grants. This determination can be subjective and will often require professional judgment.

Example 1 – Social Services Block Grant (Nonexchange)

A State agency receives a grant from the Federal government for the Social Services Block Grant (SSBG) program. The purpose of the SSBG program is to provide funds to states to provide various social services to individuals, families, and entire population groups on a reimbursement basis.

This grant represents a nonexchange transaction because there is not an exchange of relatively equal values. Even though the State is providing a service that the Federal government desires to be performed for some public purpose, there is no direct value received by the Federal government.

Example 2 – Research Grant (Exchange and Nonexchange)

A State agency receives a research grant from the Federal government in return for patent rights to the research. This grant represents an exchange transaction because there is an exchange of relatively equal value (i.e. the Federal government is receiving the intellectual (patent) rights from the research). If, on the other hand, the Federal government does not receive the patents or other intellectual property rights, the grant would represent a nonexchange transaction.

Example 3 – Fees (Exchange-Like)

A State agency issues driver's licenses for a four year period. The license represents the privilege to operate a motor vehicle in exchange for a fee. This transaction represents an "exchange-like" transaction because it is more similar to an exchange than a nonexchange transaction. That is, there is an identifiable exchange between the State and the individual

receiving the drivers license, but the value exchanged is not quite equal. Exchange-like transactions should be accounted for in the same manner as "pure" exchange transactions.

Recognition Standards for Government-wide, Proprietary Fund, and Fiduciary (Trust) Fund Financial Statements (Accrual)

The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus and accrual basis of accounting (see Procedure 03.20.20). Under the accrual basis of accounting, revenues and receivables resulting from exchange and exchange-like transactions are recognized when the exchange takes place; revenues and receivables from nonexchange transactions are recognized as explained in the following procedures.

Exchange and Exchange-Like Transactions

Revenues and the related receivable that result from exchange and exchange-like transactions are recognized when the exchange takes place. Resources (i.e. cash) received before the exchange has occurred are reported as deferred revenues (liabilities).

Example 1– Fees

A State agency issues driver's licenses for a four year period. The license represents the privilege to operate a motor vehicle in exchange for a fee. This transaction is an "exchange-like" transaction because it is more similar to an exchange than a nonexchange transaction. Revenue from an exchange-like transaction should be recognized when the exchange takes place. Because the State is not obligated to perform any further services after issuing the license and will not be required to refund any portion of the fees, it has completed the exchange and the earning process. This concept is further explained in FASB Concept Statement 5, paragraph 83b which states in part that, "Revenues are not recognized until earned. An entity's revenue-earning activities involve delivering or producing goods, rendering services, or other activities that constitute its ongoing major or central operations, and revenues are considered to have been earned when the entity has substantially accomplished what it must do to be entitled to the benefits represented by the revenues."

Example 2– Lease of State Building

A State agency leases a portion of its building to a corporation at market rates. This transaction represents an exchange of equal value between the State and the corporation. Revenue should be recognized as earned over the period of the lease (i.e. on a straight-line basis over the term of the lease). Receivables for uncollected revenues should be reported when revenue is recognized. Payments received before revenue is recognized should be reported as deferred revenues.

Nonexchange Transactions

The accounting for nonexchange transactions is based on the classification of the revenue as follows:

Derived tax revenues. Assets (receivables or cash) should be recognized when the underlying exchange transaction occurs or resources are received, whichever is first. Revenues should be recognized when the underlying exchange transaction occurs. Resources (i.e. cash) received before the underlying exchange has occurred are reported as deferred revenues (liabilities).

Example – Sales Taxes

The State imposes a tax on sales of goods by retail merchants (i.e. sales tax). The tax is collected by merchants from customers (providers) at the time of sale. Most merchants are required to submit sales tax receipts to the State on a weekly basis; however, small retail sales merchants are required to submit receipts only on a monthly, quarterly, or annual basis.

This example illustrates the characteristics of derived tax revenues (i.e. a tax is imposed on an underlying exchange transaction between a merchant and consumer). Under the accrual basis of accounting, the State should recognize revenues, net of estimated refunds, as each sales transaction occurs. (From a practical standpoint, the State will likely base the amount to be recognized on total merchants' sales as reported or estimated for the weeks or quarters that make up the State's fiscal year.) Receivables for uncollected revenues should be reported when revenue is recognized. Payments received before revenue is recognized should be reported as deferred revenues or as part of a tax refund amount.

Imposed nonexchange revenues. Assets should be recognized when the government has an enforceable legal claim to the resources or resources are received, whichever is first. If the enabling legislation includes time requirements, revenues should be recognized in the period when the use of the resources is required or first permitted. Otherwise, revenues should be recognized at the same time as the assets. Resources received or recognized as receivables before the time requirements are met should be reported as deferred revenues.

Example – Fines

A State agency imposes fines and seizes property for violation of the rules and regulations governing hunting and fishing. Seized property is auctioned from time to time during the year and the proceeds from the auctions are deposited into the appropriate fund.

This example illustrates the characteristics of an imposed nonexchange transaction. Under the accrual basis of accounting, receivables for fines should be recognized when the government

has an enforceable legal claim to the resources. Due to the difficulty in establishing when an enforceable legal claim exists and the practical limitation of estimating the ultimate collectibility of fines, the State should recognize revenue when the fine is collected. Receivables and deferred revenue should be reported for imposed but uncollected fines. Revenue from seized property should be recognized when an enforceable legal claim exists.

Government-mandated and voluntary nonexchange transactions. Assets should be recognized when all applicable eligibility requirements are met or the resources are received, whichever is first. Revenues should be recognized when all applicable eligibility requirements are met. For transactions in which the provider requires the recipient (State) to use (sell, disburse, or consume) the resources in or beginning in the following period, resources received before that period should be recognized as deferred revenues. However, if the provider stipulates that resources be maintained intact in perpetuity, for a specified number of years, or until a specific event has occurred (such as permanent or term endowments), time requirements are met and revenues should be recognized when the resources are received, provided that all other eligibility requirements have been met.

The four types of eligibility requirements are:

a. *Required characteristics of recipients.* The provider specifies certain characteristics for the recipient or secondary recipient. For example, under a certain federal program, recipients are required to be states and secondary recipients are required to be counties.

b. *Time requirements.* Time requirements specify the period when resources are required to be used or when use may begin, or require that the resources be maintained intact as specified by the provider.

c. *Reimbursements.* The provider offers resources on a reimbursement ("expenditure-driven") basis and the State (or agency) has incurred allowable costs under the applicable program.

d. *Contingencies (applies only to voluntary nonexchange transactions).* The provider offers resources contingent upon a specified action of the State (or agency) and that action has occurred. For example, the recipient is required to raise a specific amount of resources from third parties or to dedicate its own resources for a specified purpose and has complied with those requirements.

GASB Statement No. 33 distinguishes between two kinds of stipulations on the use of resources: *time requirements* and *purpose restrictions*. Time requirements specify the period when resources are required to be used or when use may begin, or require that the resources be maintained intact as specified by the provider. Time requirements affect the timing of recognition of nonexchange transactions. Purpose restrictions, on the other hand, specify the purpose for which the resources

should be used. Purpose restrictions do not affect when revenue from a nonexchange transaction is recognized; instead, they affect the reporting of equity (i.e. restricted net assets).

Example 1 - Grants

The federal government issued a grant to a State agency to study the health related effects of exercise on a targeted population of individuals with sedentary lifestyles. The grant permits 100 percent reimbursement for direct and indirect costs. The period of availability of the grant is two years, beginning October 1st of the current fiscal year. The agency is permitted to retain the rights to the grant research. The agency incurs qualifying reimbursable expenses, and complies with all administrative requirements throughout the course of the grant. There are no significant contingencies.

This is an example of a voluntary nonexchange transaction. Under the accrual basis of accounting, revenue should be recognized when the qualifying expenditures are incurred. Receivables for uncollected revenues should be reported when revenue is recognized. Payments received before revenue is recognized should be reported as deferred revenues.

Example 2 – Private Contribution

An individual (provider) makes a large cash donation to a State university (recipient). The donation is to be used in the business school at any time for operations, scholarships, or any other purposes deemed appropriate by the university.

This example illustrates the characteristics of voluntary nonexchange transactions. There is no eligibility requirement. Assuming that the donation was not announced in advance, the university should recognize cash and a revenue when the money is received. If, on the other hand, the donor announces the donation a year before paying it and the university believes that collection is probable, the university should recognize a receivable and a revenue when the donation is announced. Because of the purpose restriction, the university should report resulting net assets (or fund balance) as restricted until used.

Example 3 – Endowment and Similar Transactions

An individual (provider) makes a large cash donation to a State university's permanent endowment. The provider stipulates that the original donation (corpus) must be invested and maintained in perpetuity, and the related investment earnings must be used to provide scholarships.

This example illustrates the characteristics of voluntary nonexchange transactions. Under the accrual basis of accounting, revenues should be recognized when the resources are received. For this transaction, the time requirement is met as soon as the university begins to honor the

provider's stipulation not to sell, disburse, or consume the resources and continues to be met for as long as the university honors that stipulation. Because of the purpose restriction, the university should report resulting net assets for the corpus as restricted – nonexpendable and the resulting net assets from investment earnings as restricted – expendable.

Recognition Standards for Governmental Funds Financial Statements (Modified Accrual)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting (see Procedure 3.20.20). The only difference between accrual-basis recognition of financial resource inflows and modified accrual-basis recognition of financial resource inflows relates to availability. Under the modified accrual basis of accounting, revenue should be recognized in the accounting period in which they become both measurable and "available". The term available generally means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The State considers all revenues reported in the governmental funds to be available if collected within the State's lapse period (i.e. 60 days after year-end). Accordingly, revenue should be deferred if the receivable is not collected within 60 days after year-end.

Example – Reimbursement Grant Not Received Prior to End of the State's Lapse Period

A State agency receives a grant from the United States Department of Agriculture to monitor Illinois bovine herds for signs of hoof and mouth disease which represents a nonexchange transaction. The grant is funded on a reimbursement basis allowing direct and indirect costs. The State agency incurs qualifying expenditures under the grant prior to the current year-end (June 30, 20XX), but does not receive reimbursement until the following September. Because the reimbursement was received after the State's lapse period, the period of availability to fund current year operations, the reimbursement should be reported as a receivable and as deferred revenue as of the current year-end (June 30, 20XX). This deferral will result in a timing difference in recognition of revenues and expenditures. The expenditures will be recognized in the current fiscal year and the related revenue will be recognized in the subsequent fiscal year.

Summary of Recognition Standards

The following table provides a summary of the revenue and related receivable recognition for both exchange and nonexchange transactions.

Class of Transaction	Asset Recognition—Both Accrual and Modified Accrual Bases of Accounting	Revenue Recognition	
		Accrual Basis of Accounting*	Modified Accrual Basis of Accounting*
Exchange and exchange-like transactions	• Record receivables when underlying exchange transaction occurs or record cash when the resources are received, whichever is first	• When the exchange occurs	• When the exchange occurs, subject to "availability" criterion
Nonexchange:			
Derived tax revenues, which generally would include income, sales, and similar assessment on earnings or consumption	• Record receivables when underlying exchange transaction occurs or record cash when the resources are received, whichever is first	• When the underlying exchange occurs	• When the underlying exchange occurs, subject to "availability" criterion
Imposed nonexchange revenues, which generally would include fines and certain fees	• Record receivables when the State has an enforceable legal claim to the resources or record cash when the resources are received, whichever is first	• When use of the resources is required or first permitted by time requirements in enabling legislation, or at the same time as the assets are recognized if there are no time requirements	• When use of the resources is required or first permitted by time requirements in enabling legislation, or at the same time as the assets are recognized if there are no time requirements, subject to "availability" criterion
Government-mandated and voluntary nonexchange transactions, which generally would include Federal grants and donations by nongovernmental entities	• Record receivables when all applicable eligibility requirements are met or record cash when the resources are received, whichever is first	• When all applicable eligibility requirements are met (For endowments, time requirements are met when resources are received.)	• When all applicable eligibility requirements are met, subject to "availability" criterion (For endowments, time requirements are met when resources are received.)

*If cash is received before revenue is recognized, deferred revenue should be reported.

Presentation and Valuation of Receivables

Presentation

All receivables should be reported net of estimated uncollectible amounts. The allowance for estimated uncollectible receivables should be disclosed in the face of the financial statement (either parenthetically or as a separate line item) or in the notes to the financial statements. Long-term receivables (defined as not expected to be collected within one year) should be reported at net realizable value.

All assets, including, receivables and liabilities will be presented in the government-wide statement of net assets and governmental fund balance sheets in order of liquidity (i.e. non classified format). Assets and liabilities for proprietary fund balance sheets will be presented in a classified format (i.e. current vs. noncurrent). Accordingly, receivables for proprietary funds should be classified as short term (i.e. expected to be collected within one year from the date of the balance sheet) or long-term (expected to be collected after one year from the date of the balance sheet).

Collectibility

An estimated loss for uncollectible receivables should be reported as an expense/expenditure or reduction of revenue, if appropriate and a contra asset (i.e. allowance for uncollectible receivables) if both of the following conditions are met:

a. Information available before the financial statements are issued indicates that it is probable that all or part of the receivable at the date of the financial statements will not be collectable; and

b. The amount of the loss can be reasonably estimated.

These conditions can be considered with respect to individual receivables or in relation to groups of similar types of receivables. If the above two conditions are met, an accrual should be made even though a particular receivable may not be identifiable.

FASB Statement 5 provides guidance for determining the probability of loss. Specifically, it defines the possible outcomes as follows:

- **Probable**: The future event or events (loss) are likely to occur.
- **Reasonably possible**: The chance of the future event or events (loss) occurring is more than remote but less than likely.
- **Remote**: The chance of the future event or events (loss) occurring is slight.

Discounting Long-Term Receivables

Long-term receivables arising from exchange transactions are required to be discounted using the time value of money concept. When a stated interest rate for such receivables does not exist, expected future cash flows should be discounted to reflect the time value of money. Accounting Principles Board Opinion No. 21 provides guidance on selecting a discount rate. Discounting for long-term receivables arising from nonexchange transactions is not required but is recommended. Agencies should have procedures in place to identify and accumulate this information for reporting these long-term amounts in their GAAP reporting packages.

Net realizable value is computed by calculating the present value of the expected future collections over the period of years. Present value is determined by discounting the future amount or amounts at a predetermined discount rate. For example, an agency has entered into a transaction whose terms require repayment of $100,000 per year over a period of ten years. Assuming a discount rate of 8%, the present value of future cash collections would be approximately $671,000, which is the net realizable value. The difference between the face value ($1,000,000) and the net realizable value should be recognized as an element of interest income.

BACKGROUND

Within the government-wide statement of activities, the operations of the State will be presented in a format that reports the net (expense) revenue of its individual functions. Revenues reported in this statement will be classified as either program or general revenues unless they are required to be classified as contributions to term and permanent endowment, contributions to permanent fund principal, special items, or extraordinary items.

PROCEDURES

Program revenues are derived directly from the program (or functions) itself or from parties outside of the State's taxpayers or citizenry, as a whole; they reduce the net cost of the function to be financed from the State's general revenues. All program specific revenues should be reported in the statement of activities by the functional categories established in procedure 11.50.50.

General revenues are all other revenues that are not required to be reported as program revenues.

Guidance for determining whether revenues are considered program or general revenues is as follows:

Revenue Source	Revenue Type
Those who purchase, use, or directly benefit from the program's goods or services	Always **program revenue**
Parties outside the reporting government's citizens as a whole	**Program revenue** if restricted to a specific program; **general revenue** if unrestricted
All the reporting government's taxpayers	Always **general revenue**, even if restricted to a specific program
The governmental entity itself, for example, through investing	Usually **general revenue**

Program Revenues

There are three categories of program revenues:

a) Charges for services;
b) Program-specific operating grants and contributions; and
c) Program-specific capital grants and contributions.

Charges for Services

Charges for services include a broad category of revenues that arise from charges to customers or applicants who directly benefit from the goods, services, or privileges provided, or are otherwise directly affected by the services. These transactions usually result from exchange or exchange-like transactions. Examples of charges for services include:

- License and permit fees;
- State park camping fees;
- Insurance premiums;
- Lottery sales;
- Tolls;
- Prison industry revenues;
- Payments from other governments that are exchange transactions; and
- Fines and forfeitures.

Fines and forfeitures are included in this category because they result from direct charges to those who are "otherwise directly affected" by a program or service, even though they receive no benefit.

Charges for services are always reported in the function or program from which the revenue is derived, even if the use of the revenue is restricted to another function or program.

Example of Functional Classification

Assume that a State law requires that a percentage of the State's lottery sales revenue must be used for elementary and secondary education programs in the State. Even though the law restricted the use of revenue for education, the entire ticket sales should be recorded as program revenues of the lottery function (as opposed to the education function) because the revenue derives directly from the lottery program.

Program-Specific Operating Grants and Contributions

Program-specific operating grants and contributions are revenues that arise from government-mandated and voluntary non-exchange transactions with other governments, organizations, or individuals that can be used for operating purposes and are restricted for use in a particular function of the State. Grants and contributions should be considered "operating" if they are restricted solely for "operating" purposes, or if the agency has the discretion to use them for either operating or capital purposes.

Example of Program-Specific Operating vs. Capital

Assume that a federal grant can be used for either maintenance expense or for the purchase of capital assets used in the operations of the State. This grant should be considered to be operating because the State has the discretion to use the revenues for either operating or capital purposes. If, on the other hand, the State could only use the grant for capital purposes, it would be classified as a capital grant.

Further, for operating grants and contributions to be considered program-specific, the restrictions must be identifiable to a particular function(s). If the restrictions can not be associated with a particular function(s), the revenue must be considered general revenue.

Example of Operating Grant Classified as Program Specific Revenue

Assume an agency reports all of its governmental activities under the transportation function. If the agency receives a federal grant that is restricted for maintenance (operating) purposes for the State highway system, this grant should be classified as a program specific operating grant because it is restricted for operating purposes and can not be used for any purpose other than transportation.

Example of Operating Grant Classified as General Revenue

Assume an agency reports its governmental activities under two functions: 1) health and social services; and 2) general government. If the agency receives a federal grant that can be used for multiple purposes that would qualify under either function, then the grant should be classified as general revenue because it is not restricted to a specific function of the State. If, on the other hand, the grant specifically identifies the amount that should be used under both functions, then the grant should be classified as program revenue of the applicable functions.

Program-Specific Capital Grants and Contributions

Program-specific capital grants and contributions are revenues that arise from government-mandated and voluntary nonexchange transactions with other governments, organizations, or individuals that are restricted for capital purposes — to purchase, construct, or renovate capital assets associated with or used in a program reported under a specific function of the State. The rules are the same as for "operating grants and contributions," to be considered program-specific the restrictions must be identifiable to a particular function(s). If the restrictions can not be associated with a particular function(s), the revenue must be considered general revenue.

Example of Capital Grant Classified as Program Specific Revenue

Assume an agency reports all of its governmental activities under the transportation function. If the agency receives a federal grant that is restricted for State highway construction, this grant should be classified as a program specific capital grant because it is restricted for capital purposes and acquired/constructed assets are used in or associated with transportation function.

General Revenues

All revenues are general revenues unless they are required to be reported as program revenues. All taxes, even those that are levied for a specific purpose, are general revenues and should be reported by type of tax—for example, sales tax, property tax, franchise tax, income tax. All other nontax revenues (including interest, grants, and contributions) that do not meet the criteria to be reported as program revenues should also be reported as general revenues.

Classification of Earnings on Endowments, Permanent Funds, and Resources from Grant Revenues

Earnings on endowments or permanent fund investments should be reported as program revenues (i.e. with program specific operating grants and contributions) if restricted to a program or programs specifically identified in the endowment or permanent fund agreement or contract. Earnings from endowments or permanent funds that finance "general fund programs" or "general operating expenses," for example, should be reported as general revenue (i.e. as investment earnings). Similarly, earnings on investments not held by permanent funds also may be legally restricted to specific functions or programs. For example, interest earnings on federal grants may be required to be used to support a specific program. When earnings on the invested accumulated resources of a program are legally restricted to be used for that program, they should be reported as program revenues and should be classified the same as the underlying grant revenue (i.e. as program specific operating or capital grant revenue).

BACKGROUND

Recording of expenditures/expense and the related liabilities depends on the basis of accounting applied. Due to the distinctive nature of fund financial statements and fund accounting requirements, some long-term liabilities should be reported in fund financial statements, while some should be reported only in the governmental activities column in the government-wide financial statements.

PROCEDURES

Recognition Standards for Governmental Funds Financial Statements

The governmental funds financial statements use the current financial resources measurement focus and modified accrual basis of accounting (see Procedure 03.20.20). Under the current financial resources measurement focus, governmental funds should report expenditures, which generally do not include the deferral and allocation or amortization of costs that benefit one or more future periods. Expenditures and related liabilities should be recognized in the accounting period in which the liability is incurred, except for the following general long-term liabilities which should not be recognized until they are due (mature):

- Debt issues (including capital lease and installment purchase liabilities);
- Unmatured interest on general long-term debt;
- Compensated absences;
- Claims and judgments;
- Special termination benefits; and
- Landfill closure and postclosure care costs.

Accordingly, the portion of general long-term liabilities that is not matured (due for payment) should not be reported as governmental fund liabilities. Debt service and interest on formal debt issues (such as bonds and capital leases) generally should be recognized as a governmental fund liability and expenditure when due (matured). Compensated absences, claims and judgments, special termination benefits, and landfill closure and postclosure care costs should be recognized as governmental fund liabilities and expenditures to the extent the liabilities are "normally expected to be liquidated with expendable available financial resources." In general, agencies are normally expected to liquidate those liabilities with expendable available financial resources to the extent that the liabilities mature (come due for payment) each period.

The recognition of expenditures and governmental fund liabilities for compensated absences, claims and judgments, special termination benefits, and landfill closure and postclosure care costs is based on the maturity of the liabilities and does not depend on how an agency accumulates resources to pay those liabilities. Even though some agencies may advance-fund part or all of the liabilities covered

by the "normally expected" criterion, that advance funding should not result in recognizing additional governmental fund expenditures or liabilities. Those accumulated net assets should be reported as a part of governmental fund balance—for example, as unreserved, designated fund balance, if appropriate.

Recognition Standards for Government-wide, Proprietary Fund, and Fiduciary (Trust) Fund Financial Statements

The government-wide, proprietary fund, and fiduciary (trust) fund financial statements use the economic resources measurement focus and accrual basis of accounting (see Procedure 03.20.20). Under the economic resources measurement focus, the activity statements report expenses, which include the deferral and allocation or amortization of costs that benefit one or more future periods. Under the accrual basis of accounting, expenses resulting from exchange and exchange-like transactions are recognized when the exchange takes place; expenses from nonexchange transactions are recognized in accordance with GASB Statement No. 33, as explained in Procedure 03.50.40.

Summary of Recognition Standards

The table on the following pages provides a summary of reporting for expenses/ expenditures and the related liabilities.

Activity	Government-wide Financial Statements *(accrual basis of accounting)*	Governmental Fund Financial Statements *(modified accrual basis of accounting)*	Proprietary and Fiduciary Fund Financial Statements *(accrual basis of accounting)*
Deferred charges:			
Inventory	• Record initial purchase of inventory as an asset • Report expenses on the first-in, first-out basis	• Record initial purchase as expenditure • Record adjusting entry at year end to report inventory on hand as an asset and a reduction of expenditures	• Same as government-wide financial statements
Prepaid assets	• Defer amount paid for services in advance and record as an asset • Report expenses as services are received	• Defer amount paid for services in advance and record as an asset • Report expenditures as services are received	• Same as government-wide financial statements
Salaries, professional services, supplies, utilities and travel	• Report as expenses in the period for which the liability is incurred • Report liability as accounts payable or accrued liabilities	• Report as expenditures in the period for which the liability is incurred • Report liability as accounts payable or accrued liabilities	• Same as government-wide financial statements
Grants, entitlements, and shared revenues	• Report an expense and liability when all applicable eligibility requirements are met by the recipient	• Report an expenditure and liability when all applicable eligibility requirements are met by the recipient	• Same as government-wide financial statements

Activity	Government-wide Financial Statements *(accrual basis of accounting)*	Governmental Fund Financial Statements *(modified accrual basis of accounting)*	Proprietary and Fiduciary Fund Financial Statements *(accrual basis of accounting)*
Issuance of long-term debt:			
Principal	• Report liability and classify as current and non-current in statement of net assets	• Report face amount in operating statement as other financing source	• Report liability and classify as current and non-current in financial position statements
Issuance premiums and discounts	• Report as a direct deduction from or addition to face amount of the debt in statement of net assets	• Report premium and discount separately from bond proceeds in operating statement as other financing source	• Report as a direct deduction from or addition to face amount of the debt in financial position statement
Debt issuance costs	• Defer and record as an asset	• Report as expenditures	• Defer and record as an asset
Debt service and amortization:			
Principal payments on long-term debt instruments	• No expense recorded • Reduce liability reported in statement of net asset.	• Report as expenditures when due • No liability recorded in financial position statement	• No expense recorded • Reduce liability reported in financial position statement
Interest expense and related liability	• Report (accrue) expense and related liability in the period for which the underlying debt is outstanding	• Report as expenditures when due • No liability recorded	• Report (accrue) expense and related liability in the period for which the underlying debt is outstanding
Amortization of issuance premiums and discounts on issued debt	• Amortize as interest expense or income over life of debt using effective interest method	• Not applicable	• Amortized as interest expense or income over life of debt using effective interest method

Activity	**Government-wide Financial Statements** *(accrual basis of accounting)*	**Governmental Fund Financial Statements** *(modified accrual basis of accounting)*	**Proprietary and Fiduciary Fund Financial Statements** *(accrual basis of accounting)*
Amortization of bond issue costs	• Amortize over life of debt using a method that approximates the effective interest method	• Not applicable	• Amortize over life of debt using a method that approximates the effective interest method
Claims and judgments including loss contingencies	• Report an estimated loss as an expense and liability if it is probable that an asset has been impaired or a liability has been incurred and amount of loss can be reasonably estimated. Estimated loss should include IBNR amounts.	• Report an expenditure and fund liability when payment is due	• Report an estimated loss as an expense and a fund liability if it is probable that an asset has been impaired or a liability has been incurred and amount of loss can be reasonably estimated. Estimated loss should include IBNR amounts.
Compensated absences	• Report expense and liability as employees earn the right to benefits using the vesting method	• Report expenditure and fund liability when payments come due each period upon the occurrence of relevant events such as employee resignations and retirements	• Report expense and liability as employees (that perform services for and are paid out of a proprietary or fiduciary fund) earn the right to benefits using the vesting method

Activity	**Government-wide Financial Statements** *(accrual basis of accounting)*	**Governmental Fund Financial Statements** *(modified accrual basis of accounting)*	**Proprietary and Fiduciary Fund Financial Statements** *(accrual basis of accounting)*
Pension:			
Employer participation in single-employer and agent multiple-employer defined benefit plans	• Report expense equal to the annual pension cost as defined in GASB 27 • Report net pension obligation (as defined in GASB 27) as liability in statement of net assets	• Report expenditure equal to the amount contributed to the plan or expected to be liquidated with expendable available financial resources • A positive (or negative) year-end balance net pension obligation amount should not be reported in the governmental fund financial statements	• Report expense in the operating statement equal to the annual pension cost as defined in GASB 27 • Report net pension obligation (as defined is GASB 27) as liability in financial position statement
Employer participation in cost-sharing multiple-employer defined benefit plans	• Report expense equal to contractually required contributions to the plan • Report liability in statement of net assets as cumulative difference between contributions required and contributions made	• Report expenditure equal to contractually required contributions to the plan • Report liability in financial position statement as cumulative difference between contributions required and contributions made	• Report expense equal to contractually required contributions to the plan • Report liability in financial position statement as cumulative difference between contributions required and contributions made

Activity	**Government-wide Financial Statements** *(accrual basis of accounting)*	**Governmental Fund Financial Statements** *(modified accrual basis of accounting)*	**Proprietary and Fiduciary Fund Financial Statements** *(accrual basis of accounting)*
Employer participation in defined contribution plans	• Report expense equal to required contributions to the plan • Report liability in statement of net assets as cumulative difference between contributions required and contributions made	• Report expenditure equal to required contributions to the plan • Report liability in statement of net assets as cumulative difference between contributions required and contributions made	• Report expense equal to required contributions to the plan • Report liability in statement of net assets as cumulative difference between contributions required and contributions made
Other Post Employment Benefits	• Report an expense and liability when liability matures (i.e. when due.)	• Report as expenditures and liability when liability matures (i.e. when due.)	• Same as government-wide financial statements
Conduit Debt	• Footnote disclosure only	• Footnote disclosure only	• Footnote disclosure only

BACKGROUND

Long-term debt instruments that the State may issue include the following:

- **General Obligation Bonds** – General obligation bonds pledge the full faith and credit of the State to pay debt principal and interest. The State Constitution provides that the State may issue general obligation bonds for specific purpose in such amounts as provided either by the General Assembly with a three-fifths vote of each house or by a majority of voters in a general election.
- **Special Obligation Bonds** – Special obligation bonds are secured by a pledge of a dedicated portion of the State resources (e.g. sales tax, horse racing privilege tax, etc.).
- **Revenue Bonds** – Revenue bonds are secured by a pledge of income from assets constructed or acquired. Revenue bonds are not supported by the full faith and credit of the State. The bond indentures include a pledge from the issuing agencies and authorities that income derived from acquired or constructed assets be used to retire the debt and service related interest.
- **Certificates of Participation** – Certificates of participation are instruments of indebtedness issued to finance equipment or facilities that are leased to a State agency. The lease payments are pledged to pay the debt principal and interest. The State issues certificates of participation representing the right to receive a proportionate share in lease-purchase or installment purchase payments to be made for the benefit of State agencies for the acquisition or improvement of real or personal property, refinancing of such property, payment of expenses of such property or payment of expenses related to the issuance. The State also finances the purchase of certain State-owned real and personal property through non-State issued certificates of participation. These non-State issued certificates of participation are sold by private concerns and are repaid by State agency appropriations pursuant to installment purchase agreements.
- **Notes** – Notes payable are unconditional written promises signed by the maker (i.e. a State agency or authority) to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.
- **Lease Obligations** – Lease obligations are liabilities for payments under capital leases (i.e. the present value of the minimum lease payments).
- **Installment Purchase Obligations.** Installment purchase obligations are liabilities for the payments under an installment purchase contract.

PROCEDURES

Accounting for Proprietary Fund and Fiduciary Fund Long-Term Debt

Liabilities

Liabilities arising from long-term debt (including general obligation bonds) that are directly related to and expected to be paid from proprietary funds should be reported in the proprietary fund and government-wide financial position statements. Liabilities arising from long-term debt that are directly related to and expected to be paid from fiduciary funds should be reported only in the statement of fiduciary net assets.

Interest Expense and Related Liability

Interest expense accrues with the passage of time. In the government-wide financial statements as well as the proprietary and fiduciary fund financial statements, interest should be expensed and a related liability should be recorded for the respective time frame which has elapsed since the last payment date and the end of the reporting year.

Issuance Discounts and Premiums

The discount or premium resulting from the issuance of long-term debt instruments is not an asset or liability separable from the debt instrument which gives rise to it. Therefore, the discount or premium for proprietary and fiduciary fund debt should be reported in the applicable financial position statements as a direct deduction from or addition to the face amount of the debt. It should not be classified as a deferred charge or deferred credit. Debt issuance discount or premiums should be amortized as interest expense or income over the life of the debt using the effective interest method, which is described in APB Opinion No. 12. The objective of the effective interest method is to arrive at a periodic interest cost (including amortization) which will represent a level effective rate on the sum of the face amount of the debt and (plus or minus) the unamortized premium or discount and expense at the beginning of each period. The difference between the periodic interest cost so calculated and the nominal interest on the outstanding amount of the debt is the amount of periodic amortization.

Debt Issuance Costs

Debt issuance costs for proprietary and fiduciary fund debt should be deferred and recorded as an "other asset" in the financial position statements. Debt issuance costs should be amortized over the life of the debt using a method that approximates the effective interest method (i.e. gives consideration to the outstanding balances over the life of the debt).

Accounting for General Long-term Debt

Liabilities

Long-term debt that is not proprietary or fiduciary fund debt should be accounted for as general long-term liabilities. Those liabilities should not be reported as liabilities in governmental funds but should be reported in the governmental activities column of the government-wide statement of net assets. Matured but unpaid portions of general long-term debt should be reported as liabilities in the governmental fund and government-wide financial statements. The accounting for general long-term debt that is reported in the government-wide financial statements is the same as described above for proprietary fund debt.

Issuance of Long-Term Debt

In the governmental funds, except for certain demand bonds as discussed below, the face amount of long-term debt issuances is reported as an other financing source in the fund that receives the debt proceeds. Debt issuance premiums and discounts should be reported separately from the face amount of long-term debt as other financing sources and uses, respectively, and debt issue costs paid out of debt proceeds, such as underwriter and attorney fees, should be reported as expenditures.

Payment of Principal and Interest

Expenditures for the payment of principal and interest on general long-term debt are reported when the payments are due (matured). In addition, debt service expenditures may be reported if the State has provided financial resources to a debt service fund for payment of debt that will mature early in the following year. The State has "provided" financial resources to a debt service fund if it has deposited in or transferred to that fund financial resources that are dedicated for payment of debt service. “Early in the following year” refers to a short time period—usually one to several days and not more than one month.

Demand Bonds

Demand bonds are long-term debt issuances of the State with demand ("put") provisions that require the State to repurchase the bonds upon notice from the bondholder at a price equal to the principal plus accrued interest. GASB Interpretation No. 1, *Demand Bonds Issued by State and Local Governmental Entities*, as amended by GASB Statement No. 34, provides guidance for bonds that have demand provisions that can be exercised at the date of the financial statements or within one year thereafter.

Demand bonds should be reported by the State as general long-term debt liabilities (and reported only in the government-wide statement of net assets), or excluded from current liabilities of proprietary funds, if all of the following conditions are met:

1. Before the financial statements are issued, an agency has entered into an arm's-length financing (take out) agreement to convert bonds "put" but not resold into some other form of long-term obligation;
2. The take out agreement does not expire within one year from the date of the State's balance sheet;
3. The take out agreement is not cancelable by the lender or the prospective lender during that year, and obligations incurred under the take out agreement are not callable by the lender during that year; and
4. The lender or the prospective lender or investor is expected to be financially capable of honoring the take out agreement.

If all of these conditions are not met, demand bonds should be classified as fund liabilities, or as current liabilities of proprietary funds.

Agencies should report demand bonds activity to the Comptroller's Office annually utilizing form SCO-535 or SCO-585 as part of the GAAP reporting process.

Conduit Debt

Conduit debt obligations are certain limited-obligation revenue bonds, certificates of participation, or similar debt instruments issued by the State or an agency for the purpose of providing capital financing for a specific third party that is not a part of the State or agency as appropriate. The State, by action of the General Assembly, created various authorities for the express purpose of providing private entities with an available low cost source of capital financing for construction of facilities. The proceeds from the sale of such debt usually advance or achieve some public purpose, such as the expansion of a private business to increase employment or to increase the State's tax base. Although conduit debt obligations bear the name of the State, the State has no obligation for such debt beyond the resources provided by a lease or loan with the third party on whose behalf they are issued.

The following disclosures for conduit debt are required to be presented in the notes to the financial statements:

- a general description of the conduit debt transactions;
- the aggregate amount of all conduit debt obligations outstanding at the financial statement date; and
- a clear indication that the State (agency) has no obligation for the debt beyond the resources provided by related leases or loans

Comptroller's Office Requirement to Account for Bonded Indebtedness

The Illinois Compiled Statutes (15 ILCS 405/18) requires the Comptroller's Office to maintain current records for all bonded indebtedness outstanding including a description of the bonds, amount authorized, amount issued, amount authorized which has not been issued, the outstanding balance, maturity schedules, interest rates, and, if applicable, a copy of the bond resolution, a copy of the official bid, a copy of the prospectus/official statement, and a copy of the sale notice. To meet this requirement, the Comptroller's Office must receive specific information for each debt issue from State agencies. Further guidance and procedures for reporting bonded indebtedness to the IOC is included in Chapter 31 of the SAMS manual.

Background

Compensated absences represent the State's liability related to employee services previously rendered where payment for such services is not dependent on a particular event (e.g. illness) that is outside the control of the State and the employee. Generally, the State of Illinois' liability for compensated absences will consist of vacation and other leave and sick leave that have been earned by employees, but not taken. The accrual of this liability is subject to certain conditions. Since the conditions for vacation and other compensated absences are different from the conditions that apply to sick leave, these two types of compensated absences are discussed separately below. Governmental Accounting Standards Board Statement 16, *Accounting for Compensated Absences*, also provides guidance on accounting for compensated absences.

Procedures

Accounting for Compensated Absences in Proprietary and Fiduciary Funds

Expenses and related liabilities for compensated absences arising from the operations of (i.e. from employees that provide services to) proprietary funds should be reported in the proprietary fund and government-wide financial statements. Expenses and related liabilities for compensated absences arising from the operations of (i.e. from employees that provide services to) fiduciary funds should be reported in the fiduciary fund (trust) financial statements.

Vacation Leave and Other Compensated Absences with Similar Characteristics

Vacation leave and other compensated absences with similar characteristics (hereinafter referred to as "vacation leave") should be accrued as a liability as the benefits are earned by the employees if both of these conditions are met:

a. The employees' rights to receive compensation are attributable to services already rendered; and
b. It is probable that the State will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

If an agency has a policy of paying employees for unused holiday and/or compensatory time at separation or retirement, this must be included as part of the vacation and other compensated absences amount (liability).

Sick Leave and Other Compensated Absences with Similar Characteristics

A liability for sick leave and other compensated absences with similar characteristics (hereinafter referred to as "sick leave") should be accrued using the vesting method. Under this method, the sick

leave liability should be estimated based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments. To calculate the liability, these accumulations should be reduced to the maximum amount allowed as a termination payment. Accruals for those employees who are expected to become eligible in the future should be based on assumptions concerning the probability that individual employees or classes or groups of employees will become eligible to receive termination payments.

Calculation of Compensated Absences Liability

The compensated absences liability should be calculated based on the pay or salary rates in effect at the balance sheet date. However, if the state agency pays employees for their compensated absences at other than their pay or salary rates—for example, at a lower amount as established by contract, regulation, or policy—then the agency should use that other rate to calculate the liability.

An additional amount should be accrued as a liability for salary-related payments associated with the payment of compensated absences, using the rates in effect at the balance sheet date. The salary-related payments subject to this accrual are those items for which an agency (State) is liable to make a payment directly and incrementally associated with payments made for compensated absences on termination. Such salary-related payments include the employer's share of social security and medicare taxes and also might include, for example, the employer's contributions to pension plans. The accrual should be made based on the entire liability for each type of compensated absence to which the salary-related payments apply. (That is, payments directly and incrementally associated with the payment of sick leave termination payments should be accrued for the entire sick leave liability; salary-related payments associated with termination payments of vacation leave should be accrued for the entire vacation leave liability, including leave that might be taken as paid time off rather than paid as termination payments.)

Accounting for Compensated Absences in Governmental Funds

Compensated absences not accounted for in proprietary or fiduciary funds should be accounted for as general long-term liabilities. Those liabilities should not be reported as liabilities in governmental funds but should be reported in the governmental activities column of the government-wide statement of net assets. The accounting for compensated absences that is reported in the government-wide financial statements is the same as described above for proprietary and fiduciary funds. Governmental funds should recognize expenditures and related fund liabilities for those compensated absences when payment is due.

Agencies should report compensated absences to the Comptroller’s Office annually utilizing form SCO-580 as part of the GAAP reporting process.

BACKGROUND

Government Accounting Standards Board Statement 33, (GASB 33) *Accounting and Financial Reporting for Nonexchange Transactions*, and GASB Statement 36, *Recipient Reporting for Certain Shared Nonexchange Revenues*, establishes accounting and financial reporting standards to guide the State's decisions about when to report the results of nonexchange transactions involving cash and other financial and capital resources. The revenue recognition policies related to GASB 33 and 36 are addressed in Procedure 03.40.10 of this manual. These procedures address when to recognize the expenditure/expense side of these transactions.

As it relates to expenditures /expenses of the State, GASB 33 defines a nonexchange transaction as "a transaction in which the State (or an agency or component unit) gives value without directly receiving equal value in exchange". Under GASB 33, expenditures/expenses for nonexchange transactions are classified into one of two categories:

1. **Government-mandated nonexchange transactions** – This occurs when the State or an agency provides resources to another government at another level and requires the recipient to use the resources for a specified purpose. Examples include entitlements provided to local governments.

2. **Voluntary nonexchange transactions** – This results from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. Types of these transactions include certain grants and shared revenues given to local governments.

PROCEDURES

Recognition of Expenditures/Expenses and Liabilities

An agency should recognize expenditures/expenses and liabilities for government-mandated and voluntary nonexchange transactions when all applicable eligibility requirements are met by the recipient. The four types of eligibility requirements are:

a. **Required characteristics of recipients**. The State or an agency specifies certain characteristics for the recipient or secondary recipient.
b. **Time requirements**. The State or an agency specified a time (period) of when the resources are required to be used.
c. **Reimbursements**. The State or an agency offers resources on a reimbursement ("expenditure-driven") basis *and the recipient has incurred allowable costs under the applicable program.*

d. **Contingencies (applies only to voluntary nonexchange transactions)**. The State or an agency offers resources contingent upon a specified action of the recipient and that action has occurred. For example, the recipient is required to raise a specific amount of resources from third parties or to dedicate its own resources for a specified purpose and has complied with those requirements.

Time Requirements vs. Purpose Restrictions

GASB Statement No. 33 distinguishes between two kinds of stipulations on the use of resources: time requirements and purpose restrictions. Time requirements specify the period when resources are required to be used or when use may begin, or require that the resources be maintained intact as specified by the provider. Time requirements affect the timing of recognition of nonexchange transactions. Purpose restrictions specify the purpose for which the resources should be used. Purpose restrictions do not affect when revenue from a nonexchange transaction is recognized; instead, they affect the reporting of equity (i.e. restricted vs. unrestricted).

Modified Accrual vs. Accrual Basis of Accounting

The recognition criteria in relation to expenditures/expenses and liabilities for nonexchange transactions is the same under both the modified accrual basis and accrual basis of accounting.

Eligibility Requirements or Purpose Restrictions Not Met

After a nonexchange transaction has been recognized in the financial statements, it may become apparent that (a) the eligibility requirements are no longer met or (b) the recipient will not comply with the purpose restrictions within the specified time limit. In those circumstances if it is probable that the State will not provide the resources or will require the recipient to return all or part of the resources already received, the State should recognize a decrease in liabilities or an increase in assets, and a revenue for the amount that is expected to be cancelled or reclaimed.

BACKGROUND

Claims and judgments include risk financing and insurance related activities, which are addressed in Governmental Accounting Standards Board Statement (GASB) No. 10, *Accounting and Financial Reporting for Risk Financing and Related Insurance Issues*, GASB 30 *Risk Financing Omnibus*, and GASB Interpretation No. 4, *Accounting and Financial Reporting for Capitalization Contributions to Public Entity Risk Pools.* Risk financing activities of the State include, but are not limited to, the following:

Risk Retention

The State retains risk of loss (i.e. self-insured) as it relates to:

- Health and dental insurance;
- Workers compensation;
- Vehicle insurance;
- Employee fidelity and surety;
- Legal representation and employee indemnification;
- General liability; and
- Other tort liability.

Purchase of Commercial Insurance

The State purchases commercial insurance for various risks of loss including coverage for certain university facilities.

Public Entity Risk Pools

The State administers various public entity risk pools including the following for non-State employers:

- **The Local Government Health Insurance Reserve Fund** offers a health insurance program to local governments for its employees and retirees.
- **The Teacher Health Insurance Security Fund** offers health insurance to school districts for its teachers and retirees.
- **The Community College Health Insurance Security Fund** offers health insurance to community college retirees and their dependent beneficiaries.

Claims and judgments also involve loss contingencies. Contingencies are defined as an existing condition, situation, or set of circumstances involving uncertainty as to a possible gain or loss that will ultimately be resolved when one or more future events occur or fail to occur. Financial Accounting Standards Board No. 5, *Accounting for Contingencies*, provides guidelines for recognizing a loss liability in these situations. Examples of contingencies include the following:

- Collectibility of receivables;
- Threat of expropriation of assets;
- Tax refund claims;
- Unemployment compensation;
- Pending or threatened litigation;
- Actual or possible claims and assessments;
- Guarantees of indebtedness of others; and
- Agreements to repurchase receivables or the related property that have been sold.

PROCEDURES

Accounting for Claims and Judgments in Proprietary and Fiduciary Funds

Expenses and related liabilities for claims and judgments arising from the operations (activities) of proprietary funds should be reported in the proprietary fund and government-wide financial statements. Expenses and related liabilities for claims and judgments arising from the operations (activities) of fiduciary funds should be reported in the fiduciary fund (trust) financial statements.

An estimated loss for claims and judgments (including loss contingencies) activity should be reported as an expense and liability in the government-wide, proprietary fund, and fiduciary (trust) fund financial statements for claims and judgments if both of the following conditions are met:

a. Information available before the financial statements are issued indicates that it is probable that an asset had been impaired or a liability has been incurred at the date of the financial statements; and

b. The amount of the loss can be reasonably estimated.

The estimated loss should include incurred but not reported (IBNR) amounts as follows:

a. Known loss events that are expected to later be presented as claims;

b. Unknown loss events that are expected to become claims; and

c. Expected future development on claims already reported—if those losses can be reasonably estimated and it is probable that a claim will be asserted.

Claims liabilities, including IBNR, should be based on the estimated ultimate cost of settling the claims (including the effects of inflation and other societal and economic factors), using past experience adjusted for current trends, and any other facts that would modify past experience. Claims liabilities should include specific incremental claim adjustment expenditures/expenses. In addition, estimated recoveries on unsettled claims, such as salvage or subrogation, should be evaluated in terms of their estimated realizable value and deducted from the liability for unpaid claims. Estimated recoveries on settled claims should also be deducted from the liability for unpaid claims.

Assessing the Probability of Loss

FASB Statement 5 provides guidance for determining the probability of loss. Specifically, it defines the possible outcomes as follows:

- **Probable**: The future event or events are likely to occur.
- **Reasonably possible**: The chance of the future event or events occurring is more than remote but less than likely.
- **Remote**: The chance of the future event or events occurring is slight.

Estimating IBNR Amounts

As noted in Question 87 of the GASB Statement 10 Implementation Guide, IBNR claims generally are estimable and should be based on historical experience. Initially, it may take time to accumulate a history of the proper data if it is not currently available. When historical experience is used, the outstanding claims should be stratified by amount and type of claim, and the strata should be sufficiently refined to ensure that the estimation is reasonable.

If the historical results of an agency are not reliable or indicative of future results, supplementary analysis, including use of historical actual results of other entities or agencies with similar structure, risk assumptions, and risk exposure, should be considered. Other factors to be considered are changes in operations or operating environment, demographic changes, and statutes and regulations.

Other sources of data may also be used. For example, the AICPA Audit and Accounting Guide, Audits of Providers of Health Care Services, Chapter 10, provides guidance on the use of statistical and other data to estimate the amount and probability of medical malpractice IBNR claims for a hospital. The concepts in that guide can be applied to risks other than healthcare. In any case, the help of an actuary may be desirable, although the GASB does not require that an actuary's services be used.

If the ultimate amount of the liability cannot be estimated but a reasonable estimate of the range can be derived, a determination should be made as to which amount in the range is the better estimate.

That amount should be accrued. If no amount in the range is better than the others, the minimum amount in the range should be accrued.

Accounting for Claims and Judgments in Governmental Funds

Claim and judgments not accounted for in proprietary or fiduciary funds should be accounted for as general long-term liabilities. Those liabilities should not be reported as liabilities in governmental funds but should be reported in the governmental activities column of the government-wide statement of net assets. The accounting for claims and judgments that is reported in the government-wide financial statements is the same as described above for proprietary funds. Governmental funds should recognize expenditures and related fund liabilities for those claims and judgments when payment is due.

Internal Service Funds

If an internal service fund is used to account for a risk financing activity, the total charges by the internal service fund to the other funds for the period should equal the expense and liability recognized or be based on an actuarial method or historical cost information and adjusted over a reasonable period of time so that internal service fund revenues and expenses are approximately equal. Those interfund charges should be recognized as revenue by the internal service fund and as expenditures/expenses by the other funds.

Financial Statement Disclosures

The following disclosures should be made relating to claims and judgments and loss contingencies:

- If no accrual is made for a loss contingency because one or both of the required conditions are not met, or if an exposure to loss exists in excess of the amount accrued, but there is a reasonable possibility that a loss or an additional loss may have been incurred, the financial statements should disclose the nature of the contingency and an estimate of the possible loss or range of loss, or state that such an estimate cannot be made.
- The risks of loss to which the State is exposed and the ways in which those risks of loss are handled; significant reductions in insurance coverage from coverage in the prior year by major categories of risk; whether the amount of settlements exceeded insurance coverage for each of the past three fiscal years; and the nature of participation in risk pools, including the rights and the responsibilities of both the entity and the pool.
- The basis for estimating the liabilities for unpaid claims.
- The carrying amount of liabilities for unpaid claims that are presented at present value in the financial statements and the range of discount rates used to discount those liabilities.

- The aggregate outstanding amount of claims liabilities for which annuity contracts have been purchased in the claimants' names and for which the related liabilities have been removed from the balance sheet. (Annuity contracts used to settle claims for which the claimant has signed an agreement releasing the entity from further obligation and for which the likelihood that the pool will be required to make future payments on those claims is remote should not be included in this disclosure.)
- A reconciliation of changes in the aggregate liabilities for claims for the current fiscal year and the prior fiscal year, in the following tabular format:
    - Amount of claims liabilities at the beginning of each fiscal year.
    - Incurred claims, representing the total of a provision for events of the current fiscal year and any change (increase or decrease) in the provision for events of prior fiscal years.
    - Payments on claims attributable to events of both the current fiscal year and prior fiscal years.
    - Other, such as miscellaneous adjustments. (Provide an explanation of each material item.)
    - Amount of claims liabilities at the end of each fiscal year.

LEASES/INSTALLMENT PURCHASES/CERTIFICATES OF PARTICIPATION

ACCOUNTING FOR LEASES-LESSEE

In governmental accounting, as with commercial, there are two classifications of leases, capital and operating, from the standpoint of the lessee. The criteria for classifying leases is set forth below. If at its inception, a lease meets one or more of the following four criteria, the lease shall be classified as a capital lease by the lessee. Otherwise, it shall be classified as an operating lease.

"a. The lease transfers ownership of the property to the lessee by the end of the lease term.

b. The lease contains a bargain purchase option.

c. The lease term is equal to 75 percent or more of the estimated economic life of the leased property. However, if the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the lease property, including earlier years of use, this criterion shall not be used for purposes of classifying the lease.

d. The present value at the beginning of the lease term of the minimum lease payments, excluding that portion of the payments representing executory costs to be paid by the lessor, including any profit thereon, equals or exceeds 90 percent of the excess of the fair value of the leased property to the lessor at the inception of the lease. However, if the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property, including earlier years of use, this criterion shall not be used for purposes of classifying the lease. A lessor shall compute the present value of the minimum lease payments using the interest rate implicit in the lease. A lessee shall compute the present value of the minimum lease payments using his incremental borrowing rate, unless (i) it is practicable for him to learn the implicit rate computed by the lessor and (ii) the implicit rate computed by the lessor is less than the lessee's incremental borrowing rate. If both of those conditions are met, the lessee shall use the implicit rate."[1]

Capital lease transactions are processed by the Comptroller's Office using a form SCO-560, which is completed by agencies. The future commitments for capital leases are recorded as part of "Leases Payable" in the agency's financial statements.

1 American Institute of Certified Public Accountants, Financial Accounting Standards Board Statement Number 13

ACCOUNTING FOR INSTALLMENT PURCHASES

Installment purchase transactions are those in which payments of the purchase price are made in installments over an extended period. These transactions are processed like leases by the Comptroller's Office, with agencies filling out the required SCO-560. Unlike a capital lease however, the title passes to the buyer at the beginning of the payment schedule, not the end, and the property is reported in the appropriate asset category (e.g. equipment, buildings) rather than as a capital lease asset. The future commitments are recorded as part of "Leases Payable" in the agency's financial statements.

ACCOUNTING FOR CERTIFICATES OF PARTICIPATION

The State is authorized to issue certificates of participation representing the right to receive a proportionate share in lease-purchase or installment purchase payments made for the benefit of State agencies for the acquisition or improvement of real or personal property, refinancing of such property, payment of expenses of such property, or payment of expenses related to the issuance. State agencies are required to submit to the Comptroller’s Office a copy of the certificate of participation’s official statement/prospectus, the notice of sale, if available, and Bond Interest and Redemption Schedule within 30 days of the closing date or the beginning date of the borrowing, whichever is later. (See SAMS procedure 31.30.10) The balance of these certificates is recorded as part of "Other Obligations" in the agency's financial statements.

DISCLOSURE OF LEASES-LESSEE

The following information with respect to leases shall be disclosed in the lessee's financial statements or the footnotes thereto.

a. For capital leases:

1. The gross amount of all assets, regardless of the capitalization threshold, recorded under capital leases as of the balance sheet date presented by major classes according to nature or function. The amount recorded should be equal to the amounts reported on the Comptroller’s lease reports.

2. Future minimum lease payments as of the balance sheet date, in the aggregate and for each of the five succeeding fiscal years plus in five year increments, thereafter, with separate deductions from the total for the amount representing executory costs, including any profit thereon, included in the minimum lease payments and for the amount of the inputted interest necessary to reduce the net minimum lease payments to present value.

3. The total of minimum sublease rentals to be received in the future under noncancelable subleases as of the balance sheet date.

4. Assets recorded under capital leases and the accumulated amortization thereon shall be separately identified in the lessee's footnotes. In governmental funds, the asset value of new current year leases must be recorded in the year end GAAP packages as an increase in other financing sources. Payments made on capital leases are originally recorded as expenditures. At year end, these payments must be reclassified out of expenditures and recorded as debt service principal and interest. To convert to the government-wide statements the amount shown as other financing sources should be reversed and shown as an addition to assets and a liability. Principal payments during the year should be eliminated from expenditures and shown as a reduction in the liability account. In proprietary funds, the related liability is recorded on the balance sheet at the beginning of the leases. As payments are made, the amounts applicable to the principal are recorded as a reduction to the liability account. The interest portion is shown as an expense on the agency's records in the accounting period in which the liability is incurred

b. "For operating leases having initial or remaining noncancelable lease terms in excess of one year:

1. Future minimum rental payments required as of the balance sheet date in the aggregate and for each of the five succeeding fiscal years plus in five year increments, thereafter.

2. The total of minimum rentals to be received in the future under noncancelable subleases as of the balance sheet date.

c. For all operating leases, rental expense for each period for which an income statement is presented, with separate amounts for minimum rentals, contingent

rentals, and sublease rentals. Rental payments under leases with terms of a month or less that were not renewed need not be included.

d. A general description of the lessee's leasing arrangements including, but not limited to, the following:

1. The basis on which contingent rental payments are determined.

2. The existence and terms of renewal or purchase options and escalation clauses.

3. Restrictions imposed by lease agreements."[2]

Criteria for the accounting and disclosure of leases from the standpoint of the lessor are also included in the Financial Accounting Standards Board Statement Number 13.

DISCLOSURE OF INSTALLMENT PURCHASES

The following information with respect to installment purchases shall be disclosed in the buyer's financial statements or the footnotes thereto:

1. Future payments, broken down between principal and interest, as of the balance sheet date for the next five fiscal years and in five year increments, thereafter.

2. Installment purchase asset values, regardless of the capitalization thresholds, are recorded under the appropriate asset category (e.g. equipment, buildings), not leased assets, since the title to the property has already passed. In governmental funds, the asset value of new current year installment purchases must be recorded in the year end GAAP package as an increase in other financing sources. Payments made on installment purchases are originally recorded as expenditures. At year end, these payments must be reclassified out of expenditures and recorded as debt service principal and interest. To convert to the government-wide statements the amount shown as other financing sources should be reversed and shown as an addition to assets and a liability. Principal payments during the year should be eliminated from expenditures and shown as a reduction in the liability account. In proprietary

2 American Institute of Certified Public Accountants, Financial Accounting Standards Board Statement Number 13

funds, the related liability is recorded on the balance sheet at the beginning of the installment purchase. As payments are made, the amounts applicable to the principal are recorded as a reduction to the liability account. The interest portion is shown as an expense on the agency's records in the accounting period in which the liability is incurred.

DISCLOSURE OF CERTIFICATES OF PARTICIPATION

The outstanding year end balance of Certificates of Participation (COPs) and the future COPs debt service requirements for the next five years, and in five year increments thereafter, must be disclosed in the financial statement footnotes. COPs are recorded in the financial statements in a manner similar to other long-term debt instruments, e.g. revenue bonds. Refer to procedure 03.50.20.

PROCEDURES

Restricted assets should be separately reported and identified as "restricted" in the applicable statement of financial position if the restriction changes the nature or perception of the availability of the asset for future operations. Restricted assets are defined as assets whose use is subject to constraints that are **either**:

1. externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; **or**
2. imposed by law through constitutional provisions or enabling legislation.

The following are examples of restricted assets that should be separately reported as restricted in the statement of financial position (because the nature of their availability for future use may not be clear solely based on the financial statement caption):

- Cash held in bond and interest account by trustee that is required to pay principal maturities in future years;
- Cash and investments restricted by revenue bond indenture or debt covenants; and
- Accounts receivable which are pledged as collateral for long-term debt.

Classification in Statement of Financial Position

Government-wide Statement of Net Assets and Governmental Fund Balance Sheets– Assets are presented in order of liquidity in both the government-wide statement of net assets and governmental fund balance sheets. When determining the liquidity of restricted assets, agencies should consider the nature of the restrictions and the ability to use the asset. An asset with restrictions placed on it will not necessarily be reported as restricted. For example, if the restrictions are short lived – such as cash that is held in a bond and interest account that is required to be used to pay current maturities – the cash should be reported with unrestricted cash. On the other hand, if the conditions underlying the restrictions are such that they will not be met in the next year, restricted assets should be reported lower in the statement of net assets or balance sheet. Further, assets with permanent restrictions are essentially as illiquid as capital assets and should be reported towards the bottom of the statement of financial position.

Proprietary Fund Balance Sheet – Assets are presented in the proprietary fund balance sheet in a classified format (i.e. classified as current or noncurrent). In determining whether restricted assets should be classified as current or noncurrent, agencies should consider the nature of the restrictions and the ability to use the asset. If the restrictions will be met in the next year, the restricted assets should be classified as current. If the restrictions will not be met within the next year and the assets are not available for use, the restricted assets should be classified as noncurrent.

Reporting Restricted Assets to Comptroller's Office

Agencies should report the following information regarding restricted assets to the Comptroller's Office annually utilizing form SCO-553 as part of the GAAP reporting process:

Type of asset restricted (cash, investments, etc);

Amount of the restriction;

Description of the specific nature of the restriction; and

Description as to when the restriction expires.

BACKGROUND

Inventory represents the value of materials and supplies on hand for internal consumption or for use, distribution, or resale to other units of State government and to outside parties, including the public. The major categories of inventory are:

a. Equipment parts and accessories which include automobile, truck, airplane, and equipment parts.
b. Food supplies which include inventories at commissaries and food centers, and food for free distribution.
c. Gasoline, oil, and lubricants.
d. Paper and printing supplies that does not include normal office supplies, such as lottery tickets.
e. Road salt and sand.
f. Wearing apparel, which includes clothing for inmates and residents.
g. Other, which includes material inventories not noted above (i.e., tools and chemicals)

PROCEDURES

Inventory Valuation

Inventories for governmental and proprietary funds should be recorded as an asset on the balance sheet. Inventory held by governmental funds should be valued at cost. Proprietary fund inventory should be valued at the lower of cost or market. The cost of the inventory item is the price paid or the consideration given to acquire the inventory item. Included in the cost are all direct and indirect costs incurred during transportation. Market value is the item's current replacement cost by either purchase or reproduction. Exceptions to this definition are:

- The market value should not exceed the net realizable value (ceiling), which is the estimated selling price of the inventory in the ordinary course of business less reasonably predictable costs of completion and disposal
- The market value should not be less than the net realizable value reduced by an allowance for an approximately normal profit margin.

Agencies should use the first in – first out method of valuation (FIFO) or the average cost method, if it approximates FIFO to value inventory. Under the FIFO method, it is assumed that the first items purchased are the first used. Therefore, ending inventory is valued using the most recent unit cost. Under the Average Cost Method, inventories are valued based on the average cost of the items purchased during the year.

Physical Inventory Counts

State agencies may use either the periodic or perpetual inventory methods when accounting for inventory. The periodic inventory method does not require that daily records of inventory be kept, but rather that a physical count of inventories be performed at least once a year. The perpetual inventory method requires agencies to update their records as inventory is purchased and consumed. Agencies must still perform a physical count of the inventory on hand at least once a year under a perpetual system to ensure the completeness and accuracy of the inventory records. Agency management should take into consideration the number of inventory items to be counted and the location of the inventory when determining the timing of the count. Inventory items that are obsolete, damaged or no longer useable in operations should be identified and if necessary removed from the Agency's inventory records. The inventory records should be reconciled to the results of the count and updated accordingly.

Reporting Inventories to the Comptroller's Office

The value of inventories on hand at the end of the fiscal year should be reported to the Comptroller's Office annually utilizing form SCO 577 as part of the GAAP reporting process.

For governmental funds, inventory items should initially be recorded as expenditures when purchased. However, if significant amounts of inventories are on hand at year-end, an adjusting journal entry should be recorded to report the amount of inventory on hand as an asset and a reduction of expenditures. Additionally, a "Reserve for Inventories" (fund balance) should be reported for the total amount of the inventory. This fund balance reserve account indicates that inventories reported do not represent "available spendable resources" even though they are a component of current assets.

FINANCIAL REPORTING

The Comptroller should prepare and issue, monthly and annually, reports which will fairly present the financial position, fiscal results of current operations and additional information required by Sections 19 and 20 of the State Comptroller Act. Additional reports should be prepared to provide relevant management information.

"Financial statements are the means by which the information accumulated and processed in financial accounting is periodically communicated to those who use it," and should "present fairly in conformity with generally accepted accounting principles"[1] the financial position and the results of operations for a designated period of an individual entity. Effective financial statements should show whether there has been proper stewardship of assets and should serve as useful managerial tools. Where it is not consistent with SAMS Accounting Principles, the financial statement should show whether there has been compliance with existing statutes. If financial statement presentation of this information is inconsistent with SAMS Accounting Principles, then compliance should be demonstrated in supplementary schedules.

The Comptroller is required by Section 19 of the State Comptroller Act to record and report monthly "...all revenues, charges against all funds, fund and appropriation balances, interfund transfers, warrants outstanding and assets and encumbrances..." for all State funds, other public funds and assets "available to, encumbered or expended by each State agency..."[2] The monthly report must summarize this information by State agency, appropriation and detail object account. Section 20 of the State Comptroller Act prescribes annual summarization of monthly reports as well as the reporting of information relative to warrants drawn and receipts deposited. An accounting of the business of the Comptroller's Office is also required by Section 20.

The mechanism by which these requirements will be satisfied is the basic set of financial statements. These statements should utilize terminology and classifications which are consistent within the financial reporting structure, and should be prepared on a comparative basis where practicable and meaningful.

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1 American Institute of Certified Public Accountants, Accounting Principles Board Opinion Number 4
2 State Comptroller Act (15 ILCS 405/19)

The State will prepare and publish, as a matter of public record, a Comprehensive Annual Financial Report (CAFR) that encompasses all funds of the primary government and its component units.. The content of CAFR is as follows:

1. Introductory Section
    a. Table of Contents
    b. Letter of Transmittal
    c. Certificated of Achievement for Excellence in Financial Reporting
    d. State of Illinois Organization Chart
2. Financial Section
    a. Auditor's Report
    b. Management's Discussion and Analysis (MD&A) Information
    c Government-Wide Financial Statements
        1) Statement of Net Assets
        2) Statement of Activities
    d. Fund Financial Statements
        1) Balance Sheet – Governmental Funds (emphasizing major funds)
        2) Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds (emphasizing major funds)
        3) Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities

4) Statement of Net Assets – Proprietary Funds (emphasizing major enterprise funds)

5) Statement of Revenues, Expenses and Changes in Fund Net Assets – Proprietary Funds (emphasizing major enterprise funds)

6) Combined Statement of Cash Flows – All Proprietary Fund Types (emphasizing major enterprise funds)

7) Statement of Fiduciary Net Assets

8) Statement of Changes in Fiduciary Net Assets

9) Notes to the Financial Statements

e. Required Supplementary Information -

1) Pension Trust Funds – Schedule of Funding Progress

2) Budgetary Comparison Schedules – General Fund and Each Major Special Revenue Fund

f. Combining and Individual Fund Financial Statements and Budgetary Schedules

3. Statistical and Economic Section

The following statistical and economic tables will be included in the CAFR:

a. Combined Statement of Revenues, Expenditures, Other Sources and Uses in Financial Resources-All Governmental Fund Types -GAAP Basis.

b. Ratio of General and Special Obligation Bonded Debt to Assessed Value and Net Bonded Debt Per Capita For the Last Ten Fiscal Years.

c. Ratio of Annual Debt Service for General and Special Obligation Debt to Total Revenues and Expenditures-GAAP Basis-All Governmental Fund Types-For the Last Ten Fiscal Years.

d. Revenue Bond Coverage- Proprietary and Universities

e. Demographic Statistics

4. Service Efforts and Accomplishments

The foregoing discussion is by no means exhaustive. Additional statements and reports are prepared as required.

PROCEDURES

Government-Wide and Proprietary Fund Net Assets

Equity reported in the government-wide statement of net assets and proprietary fund balance sheets should be labeled "net assets" and displayed in three separate categories: invested in capital assets, net of related debt; restricted; and unrestricted.

Invested in Capital Assets, Net of Related Debt

This category represents (1) capital asset balances, net of accumulated depreciation, **less** (2) outstanding principal of related debt, net of any unspent proceeds. Related debt includes debt still outstanding that was originally issued to acquire capital assets for the State of Illinois (i.e. "capital-related") or refund existing capital-related debt. Debt issued to acquire capital assets for other governments is not considered to be capital-related and should not be included in this category. Particular attention needs to be given to debt that is issued for multiple purposes (i.e. issued to purchase assets that are capitalized by a state agency and also to purchase assets that are not capitalized, whether for expense purposes or for acquisition of capital assets for another government). If less than 15 percent of the proceeds are spent on noncapitalizable purposes, the entire amount of the outstanding debt should be considered to be capital-related. If, on the other hand, a significant amount (i.e. more than 15 percent) is spent for noncapitalizable purposes, the amount of the outstanding debt must be allocated based on the percentage determined to be capital-related.

If there are significant unspent proceeds of capital-related debt at year-end, this component does not include the portion of any capital-related debt attributable to those proceeds. Instead, that debt is placed in the net assets component that includes the unspent proceeds. For example, assume the State issues $100,000,000 in general obligation bonds to be used in the following year for capital projects and records the unspent proceeds in a capital projects fund. In the government-wide statement of net assets, the net assets restricted for capital projects should be offset by the amount of unspent proceeds.

Restricted

This category includes net assets whose use is subject to constraints that are **either:**

(1) Externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; **or**
(2) Imposed by law through constitutional provisions or enabling legislation.

Only major categories of restricted net assets should be reported. Further, if restricted net assets include permanent endowment or permanent fund principal amounts, the "restricted net asset" component should be

presented as either "expendable" or "nonexpendable" to draw a distinction between temporary and permanent restrictions. Nonexpendable restricted net assets are those that are to be maintained in perpetuity.

The basic concept is that restrictions are not unilaterally established by an agency itself, and cannot be removed without the consent of those imposing the restriction or through formal due process. The definition of restricted is intended to identify resources that were received or earned by an agency with an explicit understanding between the agency and the resource providers that the funds would be used for a specific purpose. For example, grants, contributions, and donations are often given under these kinds of conditions. Bond indentures also limit the use of proceeds. Also, see the "Relationship of Reserved Fund Balance to Restricted Net Assets" section below for further discussion on determining when reserved fund balances should be reported as restricted in the government-wide statement of net assets.

Unrestricted

This category includes any remaining balances that do not meet the requirements of the above-mentioned categories (i.e. invested in capital assets, net of related debt, and restricted net assets). Designations of net assets, which represent management intentions for the use of unrestricted resources, should not be reported in the government-wide statement of net assets or in a proprietary fund balance sheet.

Governmental Fund Balances

Equity reported in the governmental fund balance sheet should be labeled "fund balances" and displayed in two separate categories: reserved and unresverved.

Reserved

Fund balance is reserved when:

(1) there is a legal restriction on spending certain portions of fund balance (e.g. reserves for encumbrances); **or**

(2) certain amounts of fund balance are not available for spending (appropriation) in the subsequent year's budget (e.g. reserves for inventory balances, prepaid items, noncurrent receivables and other long-term assets that are not offset by deferred revenue, and interfund advances).

However, even if a fund balance meets the definition of reserved, it may be reported as unreserved if the resources that are legally segregated for a specific future use are reported in a separate fund used only for that purpose (i.e. the use of the fund by itself communicates the legal restrictions on the use of the resources).

Unreserved

This category includes any remaining balances that are not reported as "reserved." Unreserved fund balance indicates the current available financial resources of the agency. Portions of the unreserved fund balance can be classified as "designated." Designations represent the agency's self-imposed limitations on the use of fund balance. Generally, designations are supported by definitive plans and approved by an agency's senior management. NCGA Statement 1, paragraph 120, requires fund balance designations to be reported as part of unreserved fund balance and to be displayed as separate line items or parenthetically on the balance sheet or disclosed in the notes to the financial statements. Designations should not result in reporting negative undesignated balances in the financial statements at year-end, regardless of the amount of undesignated fund balance at the time the designation was made.

Fiduciary Fund Net Assets

Equity reported in the fiduciary fund statement of fiduciary fund net assets should be labeled "net assets"; however, it should **not** be further categorized into the three net asset categories as discussed above for government-wide and proprietary fund statements. Specific display requirements for pension and other employee benefit trust funds and investment trust funds in GASB Statements No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, No. 26, *Financial Reporting for Postemployment Healthcare Plans Administered by Defined Benefit Pension Plans*, and No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, require net assets to be labeled to indicate the purpose for which they are held. For example, GASB Statement No. 25, paragraph 27, requires the use of the captions "net assets held in trust for pension benefits" or "fund balance reserved for employees' pension benefits."

Relationship of Reserved Fund Balance to Restricted Net Assets

The amounts reported for restricted net assets for governmental activities in the government-wide statement of net assets generally will differ from amounts reported as reserved fund balances in the governmental fund balance sheet. Although the terms reserved and restricted appear similar, their meanings in a governmental financial reporting context differ significantly. Restricted is based on external, legal constraints, whereas reserved is a function of the budgetary notion of "available for appropriation". Reserved fund balances may include more than resources that are restricted. An example of resources that are reserved in governmental funds but not restricted in the government-wide financial statements are those that are reserved for inventories.

PROCEDURES

Special and extraordinary items should be separately reported in governmental and proprietary fund operating statements and in the government-wide statement of activities. The intent is to report special and extraordinary items separately from normal, recurring operations. This location is intended to draw maximum attention to these items so that users may more easily assess their nature, current effect and ongoing implications. Other significant transactions or events should be disclosed in the notes to the financial statements.

Extraordinary Items

Transactions or events that are **both** *unusual in nature* and *infrequent in occurrence* should be classified as an extraordinary item if they individually are material to (1) the operating statement of a governmental or proprietary fund or (2) the governmental or business-type activities (column) of the government-wide statement of activities.

Unusual in Nature

The underlying transaction or event should possess a high degree of abnormality and be of a type clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the State, taking into account the environment in which the State operates. The specific characteristics of the State, such as type and scope of operations, and operating policies should be considered in determining ordinary and typical activities. The environment of the State includes such factors as the characteristics of the industry or industries in which it operates, its geographical location, and the nature and extent of regulation. Thus, a transaction or event may be unusual in nature for one entity but not for another because of differences in their respective environments. Unusual in nature is not established by the fact that a transaction or event is beyond the control of management.

Infrequent in Occurrence

The underlying transaction or event should be of a type that would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the State operates. Accordingly, a specific transaction of one entity might meet that criterion and a similar transaction of another entity might not because of different probabilities of recurrence. The past occurrence of a transaction or event for the State provides evidence to assess the probability of recurrence of that type of transaction or event in the foreseeable future. By definition, extraordinary items occur infrequently. However, mere infrequency of occurrence of a particular transaction or event does not alone imply that its effects should be classified as extraordinary. A transaction or event of a type that occurs frequently in the environment in which the State operates cannot, by definition, be considered as extraordinary, regardless of its financial effect.

Materiality

The effect of an extraordinary transaction or event should be classified separately in the applicable operating statements if it is material in relation to revenues, expenditures/expenses, or equity, or it is material by other appropriate criteria. Items should be considered individually and not in the aggregate in determining whether an extraordinary transaction or event is material. However, the effects of a series of related transactions arising from a single specific and identifiable event or plan of action that meet the definition of extraordinary (i.e. unusual in nature and infrequent in occurrence) should be aggregated to determine materiality.

Examples

Examples of extraordinary items include:

- Costs related to an environmental disaster caused by a large chemical spill;
- Significant damage to State buildings due to an earthquake in Northern Illinois; or
- Forest fire in a State park.

Special Items

Significant transactions or other events *within the control of management* that are **either** *unusual in nature* **or** *infrequent in occurrence* should be classified as a special item. Special items differ from extraordinary items in two ways. The first difference is that special items must be *within the control of management*, whereas extraordinary items are not required to be within the control of management. The other difference is that extraordinary items are required to be *both* unusual in nature *and* infrequent in occurrence, whereas special items are only unusual in nature *or* infrequent in occurrence, but not both.

Examples

Examples of special items include:

- Sales of significant parcels of State park land;
- Significant forgiveness of debt; or
- Early-retirement program offered to all employees.

Other Significant Transactions

Other transactions or other events that are **either** unusual in nature **or** infrequent in occurrence **but not** within the control of management should be disclosed in the notes to the financial statements if they

individually are material in relation to a major fund or the government-wide financial statements.

Additionally, there may be circumstances in which a transaction or event is not considered to be significant, but due to its unusual nature or infrequent occurrence should be considered for disclosure in the notes to the financial statements.

Examples

Examples of other significant transactions include:

- Costs incurred to repair damage caused by a flooding. Such flooding occurs infrequently but is not unusual to the damaged location; or
- Significant damage to State buildings caused by fire. Such damage occurs infrequently but is not unusual.

Reporting to Comptrollers' Office

The nature and amounts of special and extraordinary items, other significant transactions, and other unusual or infrequent transactions that should be considered for disclosure as previously discussed in these procedures should be reported to the Comptroller's Office annually. Agencies should use the explanation area on form SCO-510 to report these transactions. In addition, form SCO-535 or SCO-585 should be completed for proprietary and university funds, respectively, to report related footnote disclosures included in the agency's financial statements.

BACKGROUND

Certain disclosures are required to be reported in the notes to the financial statements for activities associated with enterprise funds that are considered to be segments. Whether segment information is required to be reported is based upon whether the enterprise fund represents an identifiable activity or group of activities with outstanding revenue-backed debt for which there are separate accounting requirements.

PROCEDURES

A segment is an identifiable activity or group of activities reported as or within an enterprise fund or a component unit which follows enterprise fund accounting (i.e. University) for which one or more revenue bonds or other revenue-backed debt instruments (such as certificates of participation) are outstanding with revenues pledged in support of that debt. In addition, there must be a requirement imposed by an external party to separately account for the activity's revenues, expenses, gains and losses, assets, **and** liabilities (i.e. accounting and reporting requirements commonly are set forth in the bond indentures).

> **For example**, universities often issue revenue bonds for the construction of dormitories (housing facilities). If the bond indenture specifically requires the university to separately account for the revenues, expenses, gains, losses, assets and liabilities of the dormitories, then this activity is considered to be a segment. If, on the other hand, the requirement was limited to only revenues and expenses, the university would not be required to make segment disclosures.

Segment disclosures are not required when an individual fund is both a segment and is reported as a major fund or for an activity whose only outstanding debt is conduit debt for which the State has no obligation beyond the resources provided by related leases or loans.

Segment disclosures to be reported in the notes to the financial statements for each identifiable segment (as defined above) are as follows:

a. Type of goods or services provided by the segment.

b. Condensed statement of net assets:

   (1) Total assets—distinguishing between current assets, capital assets, and other assets. Amounts receivable from other funds or component units should be reported separately.

(2) Total liabilities—distinguishing between current and long-term amounts. Amounts payable to other funds or component units should be reported separately.

(3) Total net assets—distinguishing among: (1) restricted (separately reporting expendable and nonexpendable components); (2) unrestricted; and (3) amounts invested in capital assets, net of related debt.

c. Condensed statement of revenues, expenses, and changes in net assets:

(1) Operating revenues (by major source).
(2) Operating expenses. Depreciation (including any amortization) should be identified separately.
(3) Operating income (loss).
(4) Non-operating revenues (expenses)—with separate reporting of major revenues and expenses.
(5) Capital contributions and additions to permanent and term endowments.
(6) Special and extraordinary items.
(7) Transfers.
(8) Change in net assets.
(9) Beginning net assets.
(10) Ending net assets.

d. Condensed statement of cash flows:

(1) Net cash provided (used) by:
  (a) Operating activities.
  (b) Non-capital financing activities.
  (c) Capital and related financing activities.
  (d) Investing activities.
(2) Beginning cash and cash equivalent balances.
(3) Ending cash and cash equivalent balances.

Reporting Segment Information to Comptroller's Office

Agencies should report segment footnote disclosures included in their financial statements to the Comptroller's Office annually utilizing form SCO-535 or SCO-585, whichever is applicable, as part of the GAAP reporting process.

RETIREMENT PLAN

A retirement plan's primary asset is its investments, which suggests that its accounting principles and the financial statements may differ from those of other State entities.

The plan should be on an accrual basis of accounting (i.e., accruing dividends and interest receivable on investments). Investments should be recognized at fair value per GASB Statement 27.

The following should be prepared for all retirement plans:

. Statement of Net Assets

. Statement of Changes in Net Assets

. Notes to the financial statements

. Required Supplementary Information
- The Parameters
- Schedule of Funding Progress
- Schedule of Employer Contributions
- Notes to the Schedules

Accounting Procedures	Written or unwritten procedures designed to achieve operational or control objectives of a given accounting system. Procedures can be detailed, step-by-step or general.
Accounting System	A system involving inputs, processes and outputs of varying nature designed to achieve accountability for assets and related records. Accounting systems usually involve the recording, processing and summarizing of financial transactions, with controls established to prevent or timely detect and correct errors and illegal acts.
Accounts Payable	Liabilities on open account owed to private persons, firms or corporations for goods and services received by the State (but not including amounts due to other funds of the State or to other governmental units).
Accounts Receivable	Amounts owed on open account from private persons, firms or corporations for goods and services furnished by the State or for taxes due (but not including amounts due from other funds of the State or from other governmental units).
Accrual Basis Accounting	The method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of the related cash flows.
Accrued Expense	The recognition of an expense for the use of assets or resources when the use occurs, regardless of the timing of the related cash flow.
Accrued Liabilities	The recognition of an amount due to another fund or entity.
Accrued Revenue	Revenues earned during an accounting period, but not collected until a subsequent accounting period.
Adjusting Journal Entry	A journal entry that adjusts account balances that affect both the statement of financial position and the operating statement.

Agency	Any department, officer, authority, public corporation, quasi-public corporation, commission, board, institution, State university or any other public agency created by the State, other than units of local government and school districts.
Agency Group	A group of agencies which are similar for classification purposes. The agency groups are: legislative, judicial, elected officers, departments, other agencies and higher education.
Agency Name and Number	The agency name and the number assigned by the Comptroller.
Allot	To divide an appropriation or other expenditure authority into amounts which may be obligated or expended during specific periods.
Allotment	An amount administratively authorized to incur obligations and expenditures over a period of time which may be derived from a more general authority, such as an appropriation. Allotments are made in order to control obligations and expenditures over a period of time which is less than one year--generally one fiscal quarter. Certain selected appropriations require the Governor's release to comply with the language of the appropriation act. The amounts allotted or released may be less than or equal to the amount appropriated.
Allotment Reserve	The amount available for future allotment.
Allotment Unobligated	The portion of an allotment not yet expended or obligated. The balance of the allotment remaining after deducting the accumulated expenditures and outstanding obligations.
Allowance	An account that indicates the amount by which the gross book value of certain assets is reduced.

Allowance for Uncollectible Accounts	The portion of accounts receivable estimated not to be collectible. The balance in this account is reported as a deduction from accounts receivable to indicate net accounts receivable.
Amortization	The portion of the cost of a limited-life or intangible asset/liability (i.e. bond discount/premium) charged as an expense during each period over the life of the asset/liability.
Appropriation	A statutory authorization granted by the legislative body to an agency allowing it to incur obligations and make expenditures for specific purposes within a specified period of time and generally for a maximum dollar amount.
Appropriation-Common Object	The common purpose for which the appropriation was made, as defined in Section 13 of the Finance Act such as travel and equipment.
Appropriation-Deficiency	An appropriation which is made when the purpose of the regular appropriation has not been completed but the regular appropriation monies have been exhausted.
Appropriation-Detail Expenditure	An appropriation which covers a narrow range of expenditures which can be classified by a single account or line in the chart of detail expenditure accounts.
Appropriation-Line Item	See Appropriation-Detail Expenditure.
Appropriation-Lump Sum	An appropriation for expenditures of two or more of the standard common objects. Such appropriations are used for projects or activities where a breakdown into a standard common object would be impractical or undesirable.
Appropriation-Reappropriation	An appropriation which is made at the beginning of a fiscal year to carry forward the unexpended portion of an expiring appropriation.

Appropriation-Supplemental	An appropriation which is made when the purpose of a regular appropriation has been expanded or a new purpose is to be funded.
Appropriation Account Name	The purpose of the appropriation.
Appropriation Balance-Unexpended	The portion of an appropriation available for expenditure. Appropriation amount less fiscal year-to-date expenditures.
Appropriation Balance-Unobligated	The portion of an appropriation expended or obligated The balance remaining after deducting from the appropriation the accumulated net expenditures and outstanding obligations.
Assets	The entire resources of the State or a fund, including any property, tangible or intangible, of monetary value.
Bad Debt	An account receivable amount due to the State or its agencies that is deemed uncollectible.
Basis of Accounting	The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes. For example, the effects of transactions or events can be recognized on an accrual basis (that is, when the transactions or events take place), or on a cash basis (that is, when cash is received or paid). Basis of accounting is an essential part of measurement focus because a particular timing of recognition is necessary to accomplish a particular measurement focus.
Batch	A group of similar transactions.
Beginning Status-Available Balance	Unexpended fund balance at beginning of period.
Beginning Year-Available Balance	Fund balance available for expenditure at the beginning of the current fiscal year (July 1).

Bond Discount	The excess of the face value of a bond over the price for which it is acquired or sold.
Bond Premium	The excess of the price at which a bond is bought or sold over its face value.
Bonded Indebtedness	The portion of debt, represented by outstanding bonds, owed by the State government or by State agencies.
Budget	A plan of proposed expenditures and the means of financing them with respect to a specific period of time. The plan may be for a particular organizational unit or for some combination--such as all State agencies.
Budgetary Accounting	A method of accounting which allows for the comparison of actual revenues and expenditures to budgeted figures. In many cases, budgetary accounting applies to appropriations and the expenditures authorized thereby.
Budgetary Fiscal Year	The State Constitution prescribes a process by which the Governor and the General Assembly adopt a budget for each fiscal year. The Budgetary Fiscal Year begins on July 1, and ends on June 30 of each year. By law, unexpended appropriations at June 30 are available for subsequent expenditure to the extent that encumbrances have been incurred at June 30 provided they are presented for payment during the 2-month "lapse-period."
Building	Permanent structure designed to house persons or personal property together with the initial cost of fixtures attached to and forming a permanent part of the building (i.e. immovable).
Building Improvements	Capital expenditures that materially extend the useful life of a building, increase the capacity and/or efficiency of the building or adapt to a new use. Building improvements also include capital expenditures that add value, extend the useful life or adapt a leased building to a new use.

Capital Assets	Infrastructure, land, land improvements, site improvements, buildings, building improvements, equipment, works of art and historical treasures and all other tangible assets that are used in operations and that have expected useful lives extending beyond a single reporting period.
Capital Debt	Bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets. Capital debt should include any accrued interest on capital appreciation bonds.
Capital Leases	An agreement conveying the right to use property, plant or equipment usually for a stated period of time which meets one or more of the following criteria: a. The lease transfers ownership of the asset to the lessee by the end of the lease term. b. The lease contains a bargain purchase option. c. The lease term is equal to 75 percent or more of the estimated economic life of the leased asset. However, if the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property, including earlier years of use, this criterion shall not be used. d. The present value at the beginning of the lease term of the minimum lease payments, excluding that portion of the payments representing executory costs to be paid by the lessor, including any profit thereon, equals or exceeds 90 percent of the excess of the fair value of the leased asset to the lessor at the inception of the lease over any related investment tax credit retained by the lessor and expected to be realized by [the lessor]. However, if the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property, including earlier years of use, this criterion shall not

	be used. A lessor shall compute the present value of the minimum lease payments using the interest rate implicit in the lease. A lessee should compute the present value of the minimum lease payments using the incremental borrowing rate, unless (1) it is practicable for [the lessee] to learn the implicit rate computed by the lessor and (2) the implicit rate computed by the lessor is less than the lessee's incremental borrowing rate.
	All other leases (i.e., those not meeting the above criteria) are categorized as operating leases.
Capitalization Threshold	The dollar value at which the State elects to capitalize tangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
Cash	Currency, checks, postal and express money orders and bankers drafts on deposit with the State Treasurer, in the hands of a State agency or on deposit in the account of a State agency. For funds held by the Treasurer, SAMS operational reports will present the balances currently on deposit with the Treasurer.
Cash Balance (Treasurer)	Currency, checks, postal and express money orders and bankers drafts on deposit with the State Treasurer. SAMS operational reports will present the balances currently on deposit with the Treasurer.
Cash Basis	The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.
Cash Equivalents	Short-term, highly liquid investments readily convertible to cash with original maturities of three months or less.
Cash Receipt	Cash received by a State agency and ordered by the Comptroller into the State Treasury or into a fund held by the Treasurer or cash received by a State agency for which it acknowledges accountability.

Category	A group of related expenditures aimed at accomplishing a major activity such as operations, awards and grants, capital improvements, waterway improvements, highway construction, debt service and tax refunds.
Certificates of Participation	Instruments of indebtedness issued to finance equipment or facilities that are leased to a State agency. The lease payments are pledged to pay the debt principal and interest. The State issues certificates of participation representing the right to receive a proportionate share in lease-purchase or installment purchase payments to be made for the benefit of State agencies for the acquisition or improvement of real or personal property, refinancing of such property or payment of expenses related to the issuance. The State also finances the purchase of certain State-owned real and personal property through non-State issued certificates of participation. These non-State issued certificates of participation are sold by private concerns and are repaid by State agency appropriations pursuant to installment purchase agreements.
Charges for Services	Revenues that arise from charges to customers or applicants who directly benefit from the goods, services, or privileges provided or are otherwise directly affected by the services.
Clearing Account	An account used to accumulate total charges or credits for the purpose of distributing them later among the accounts to which they are allocable or for posting the new difference to the proper account. Also, a check-clearing demand deposit account maintained by the Treasurer.
Collections	Cash received by an agency which may or may not have been deposited in a cash-clearing account.
Combined Financial Statement	A financial statement showing individual statements of each fund of a particular group of funds in separate, adjacent columns. Interfund transactions are not eliminated and financial data of the respective funds is

	not combined.
Commitments	For GAAP reporting purposes, relates to contracts or projects authorized, but in the pre-contract stage or unobligated.
Commodities	Articles of a consumable nature which show a material change or significant depreciation with first usage, as well as repair parts and equipment, having a unit value less than the agency's capitalization policy amount.
Compensated Absences	Paid time off available to employees in connection with vacation leave, sick leave and similar benefits. For financial reporting purposes, compensated absences are strictly limited to leave that (1) is attributable to *services already rendered* and (2) is not contingent upon a specific event (such as illness) that is outside the control of the employer or employee.
Component Unit	A legally separate organization for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.
Composite Methods	Calculating depreciation for a collection of similar assets (e.g. traffic signals or lane-miles) or dissimilar assets (e.g. all assets composing a transportation network or building).
Construction in Progress	The accumulation of costs incurred during the construction of an asset. The accumulated costs are held in Construction in Progress until such time as the project is determined to be "substantially complete" (i.e. ready for its intended use).
Contingency	An existing condition, situation or set of circumstances involving uncertainty as to a possible gain or loss that will ultimately be resolved when one or more future events occur or fail to occur. Financial Accounting

Standards Board No. 5, *Accounting for Contingencies*, provides guidelines for recognizing a loss liability in these situations. Examples of contingencies include the following:

- Collectibility of receivables
- Threat of expropriation of assets
- Tax refund claims
- Unemployment compensation
- Pending or threatened litigation
- Actual or possible claims and assessments
- Guarantees of indebtedness of others
- Agreements to repurchase receivables or the related property that have been sold.

Contra Account

An account whose balance, by design, offsets fully or in part the balance(s) of one or more other accounts.

Current

A term which, as applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to part or future periods.

Current Assets

Cash and other assets or resources commonly identified as those which are reasonably expected to be realized in cash or sold or consumed during the normal operating cycle of the State (usually no longer than one year) including such resources as (a) cash available for current operations and items which are the equivalent of cash; (b) inventories of merchandise, raw materials, goods in process, finished goods, operating supplies and ordinary maintenance material and parts; (c) trade accounts, notes and acceptances receivable; (d) receivables from officers, employees and others, if collectible in the ordinary course of business within a year; (e) installment or deferred accounts and notes receivable if they conform generally to normal trade practices and terms within the agency operation; (f) marketable securities representing the investment of cash available for current operations; and (g) prepaid expenses such as insurance, interest, rents, taxes, unused royalties, current paid advertising service not yet received and operating supplies.

Current Financial Resources Measurement Focus	Measurement focus according to which the aim of a set of financial statements is to report to the near-term (current) inflows, outflow and balances of expendable (spendable) financial resources. The current financial resources measurement focus is unique to accounting and financial reporting for state and local governments and is used solely for reporting financial position and results of operations of governmental funds.
Current Liabilities	Liabilities which are payable within a relatively short period of time, usually no longer than one year.
De-Obligation	The portion of an obligation which was caused to be reduced, either in part or in its entirety, through a process other than expenditure. The amount of the reduction is made available for future obligation and/or expenditure unless such amount lapses.
Debt Issuance Costs	All costs incurred to issue the bonds, including but not limited to insurance costs, financing costs (such as rating agency fees and underwriters fees and discounts) and other debt related costs (such as printing, legal, administrative and trustee expenses).
Debt Service	Payment of principal and interest on long-term obligations.
Deferred Losses on Refunding	The difference between the carrying amount of redeemed/defeased debt and its reacquisition price.
Deferred Revenue	(1) Revenues collected in advance of the period in which they were earned; and (2) under the modified accrual basis, revenues earned but not available for collection.
Delinquent Receivables	Receivables that remain outstanding and unpaid after the scheduled due date.
Depreciation	A systematic and rational method of allocating the cost of a capital asset to the periods benefiting from its use.

Derivative	A contract on whose value depends on, or derives from, the value of an underlying asset, reference rate or index. Examples include forwards, futures, options and swaps.
Derived Tax Revenues	Assessments imposed by the State or State agencies on exchange transactions. Examples include taxes on personal income, corporate income and sales tax.
Detail Object	Description of an expenditure at its lowest level in SAMS.
Direct Expenses	Expenses that are specifically associated with a service, program, or department and thus clearly identified to a particular function (or some classification level presented in the Statement of Activities).
Disbursement	Payment by the Treasurer of a valid warrant issued and presented for payment by the payee or by a holder in due course.
Discount Rate	The interest rate used to adjust for the time value of money.
Discounting	A method of reducing long-term receivables to net realizable value based on the time value of money.
Division	Organizational unit; for appropriation purposes within an agency.
Double Entry	A method of accounting which requires that for every entry made to the debit side of an account or accounts an equal entry or entries be made to the credit side of an account or accounts.
Economic Resources Measurement Focus	Measurement focus under which the aim of a set of financial statements is to report all inflows, outflows and balances affecting or reflecting an entity's net assets. The economic resources measurement focus is used for proprietary and fiduciary funds, as well as for government-wide financial reporting.
Eligibility Requirements	Term used in connection with government-mandated and

	voluntary nonexchange transactions. Conditions established by the provider of resources stipulating matters such as the qualifying characteristics of recipients, time requirements, allowable costs and other contingencies.
Encumbrance	Agency contracts, purchase orders or commitments entered into prior to June 30, which relate to the purchase of goods that were not received as of June 30.
Ending Status-Available Balance	The fund balance available for future expenditure at the end of the period.
Entitlement	The amount of payment to which the state is legally allowed, as determined by the federal government pursuant to an allocation formula contained in applicable laws and statutes.
Equipment	Any movable, non-consumable, tangible personal property used in the operations of the State. Equipment includes the following assets: • Vehicles – including, but not limited to, automobiles, trucks, trailers, aircraft, motorcycles and farm vehicles. • Furniture and Fixtures – movable equipment incorporated in a building including, but not limited to, office and building furnishings, communication devices and other assets necessary to the use of the premises. • Library Assets –including, but not limited to, information sources that are circulated to students or the general public including books, journals, periodicals, audio/visual media, computer-based information, manuscripts, maps, documents and similar items which provide information essential to the learning process or which enhance the quality of academic, professional or research libraries. It also includes assets that do not meet the requirements of non-capitalization for Works of Art and Historical

Treasures (under paragraph 27 of GASB 34).
- All other moveable tangible personal property used in the operations of the State.

Capital expenditures that add value, extend the useful life or adapt "equipment" (including leased equipment) to a new use and exceed the capitalization threshold for "equipment" should also be included in this category.

Error Exception Slip	The document which is attached to schedules or vouchers which have failed the Comptroller's pre-audit.
Error Suspense Report	The document which is attached to schedules or vouchers which have failed the automated segment of the Comptroller's pre-audit.
Exchange Transaction	A transfer of value between two or more entities in which each participant receives and gives value. In an exchange transaction revenue should be recognized when earned; that is when the entity has done what it needs to do to complete the transaction.
Expenditure	Exchange of an asset of the State or incurrence of a liability by a State agency for an asset, goods received or services rendered. (1) At the agency level...when a voucher for goods and/or services is submitted by an agency for approval and payment by the Comptroller. (2) At the Comptroller level...occurs when the Comptroller approves a voucher for payment as evidenced by the issuance of a warrant.
Expenditures-Current Year Month of XXX (net)	Current month warrants issued for goods or services purchased by a State agency less cash refunds and voided warrants for a month.
Expenditures-Fiscal YTD (net)	Warrants issued for goods or services less cash refunds and voided warrants for the fiscal year-to-date.

Expenditures-Lapse Period (net)	Warrants issued for goods or services less cash refunds and voided warrants for the lapse period.
Expenditures-Net	Warrants issued for goods or services purchased by a State agency less cash refunds and voided warrants.
Expenditures Prior Year-Fiscal Year-To-Date (net)	Warrants issued for goods or services less cash refunds and voided warrants for the same period of time in the prior fiscal year.
Expenditures-Prior Year Month of XXX (net)	Warrants issued for goods or services less cash refunds and voided warrants for the same month of the prior year.
Expense	Charges incurred, whether cash or non-cash, which are presumed to benefit operations of the current fiscal period.
Extraordinary Item	A transaction or event that is both unusual in nature and infrequent in occurrence if the item is material to (1) the operating statement of a governmental or proprietary fund or (2) the governmental or business-type activities (column) of the government-wide statement of activities.
Fair Value	An estimated amount at which an asset would be valued assuming an exchange between willing participants at arm's-length, other than in a forced or liquidation sale.
Federal Appropriation	The estimated resources to be received from the Federal Government that are appropriated by the General Assembly for a fund.
Fiduciary Funds	Those funds used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations and other governmental units. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds and

	agency funds. Fiduciary funds are accounted for in a manner similar to proprietary funds. Agency Funds are purely custodial (assets equal liabilities) and thus do not involve measurement of results of operations.
Fiscal Year	The Fiscal Year of the State of Illinois begins on July 1, and ends on June 30 of each year. (see also Budgetary Fiscal Year)
Function	A group of related activities aimed at accomplishing a major service or regulatory program for which a governmental unit is responsible.
Fund(s)	(1) A fiscal and accounting entity, established by Statute or Administrative Action, recording cash and other financial resources, together with all related liabilities, obligations and residual equities or balances and changes therein which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations; or (2) General resources of a State agency or a fund.
Fund Balance-Remaining Available Unexpended	Fund balance available for future expenditure at the beginning of the period.
Fund Classification-Fiduciary	Classification of GAAP funds used to report assets held in trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. There are four different types of fiduciary funds: pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds and agency funds.
Fund Classification-Governmental	Classification of GAAP funds generally used to account for tax-supported activities. There are five different types of governmental funds: general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

Fund Classification-Proprietary	Classification of GAAP funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
Fund Group	A term referring to groups of SAMS budgetary funds which are similar in purpose or character. The fund groups are: General Funds, Highway Funds, Special State Funds, Bond Financed Funds, Debt Service Funds, Federal Trust Funds, Revolving Funds, State Trust Funds and Other Trust Funds.
Fund Group-Bond Financed	The SAMS budgetary group of funds established to receive and administer the proceeds of various bond issues of the State.
Fund Group-Debt Service	The SAMS budgetary group of funds established to finance and account for the payment of principal redemption and interest associated with general and special obligation bond issues of the State.
Fund Group-Federal Trust	The SAMS budgetary group of funds established pursuant to grants and contracts between State agencies and the United States. These funds are administered for the specific purposes established by the terms of the grants and contracts.
Fund Group-General	The SAMS budgetary group of funds established to receive the major portion of tax revenues and to pay the regular operating and administrative expenses of most State agencies.
Fund Group-Highway	The SAMS budgetary group of funds established to receive and distribute special assessments related to transportation, such as Motor Fuel Tax, and to support the construction and maintenance of transportation facilities and activities of the State.
Fund Group-Other Trust	The SAMS budgetary group of funds established to receive and account for resources for subsequent disbursement to a designated recipient. Escrow funds

	are an example of "Other Trust Funds."
Fund Group-Revolving	The SAMS budgetary group of funds established to finance and account for intergovernmental services. Appropriation of resources of these funds is dependent upon intergovernmental service requirements and appropriations of other State agencies. Revolving Fund resources are provided by expenditures of State agencies for the goods or services financed by the fund.
Fund Group-Special State	The SAMS budgetary group of funds designated in Section 5 of the Finance Act as special funds in the State Treasury and not elsewhere classified. They represent a segregation of accounts for specific purposes on a substantially perpetual basis.
Fund Group-State Trust	The SAMS budgetary group of funds established by statutes or under statutory authority for specific purposes.
Fund Group-Temporary Trust	The SAMS budgetary group of trust funds or bank deposits established upon the written approval of the Governor and the State Comptroller by an officer or employee who receives or has in his possession money under conditions which do not require payment into the State Treasury, and where there is not trust fund or bank deposit authorized by law for the receipt of the monies. The Temporary Trust Fund shall be legal until the thirtieth day after the signed adjournment of the next regular session of the General Assembly.
Fund Name and Number	The Comptroller's official name of a fund and four-digit assigned number.
Fund-Non-appropriated	The expenditures of a fund that are not appropriated by the General Assembly.
Fund Type	A term referring to groups of GAAP-Defined Funds which are similar to purpose or character. The GAAP fund types are: General Funds, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Permanent Funds, Enterprise Funds, Internal Service Funds,

	Pension (and other employee benefit) Trust Funds, Investment Trust Funds, Private-Purpose Trust Funds and Agency Funds.
Fund Type-Agency	GAAP fiduciary fund type used to report resources held by the State in a purely custodial capacity (i.e. assets are equal to liabilities).
Fund Type-Capital Projects	GAAP governmental fund type used to account for transactions obtained and used for the acquisition or construction of major capital facilities including those provided to political subdivisions and other public organizations (other than those financed by proprietary funds, fiduciary funds and university funds).
Fund Type-Debt Service	GAAP governmental fund type used to account for transactions related to resources obtained and accumulated to pay interest and principal on general long-term obligations (other than capital leases and unfunded retirement costs).
Fund Type-Enterprise	GAAP proprietary fund type which may be used to report any activity for which a fee is charged to external users for goods and services. Activities are required to be reported as enterprise funds if any one of the following criteria is met. The following criteria should be applied in the context of the activity's *principal revenue sources:* • Activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity. • Laws or regulations require that the activity's cost of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues. • The pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).
Fund Type-General	GAAP governmental fund type used to account for

	transactions related to resources obtained and used for those services traditionally provided by State, which are not required to be accounted for in other funds.
Fund Type-Internal Service	GAAP proprietary fund type used to report any activity that provides goods or services to other funds, departments or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. Internal service funds should be used only if the reporting government (i.e. State of Illinois) is the predominant participant in the activity.
Fund Type-Investment Trust	GAAP fiduciary fund type used to report the external portion of investment pools reported by the sponsoring government (i.e. State of Illinois) in accordance with GASB Statement No. 31.
Fund Type-Pension (and Other Employee Benefit) Trust	GAAP fiduciary fund type used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other postemployment benefit plans or other employee benefit plans.
Fund Type-Permanent	GAAP governmental fund type used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support programs of the State.
Fund Type-Special Revenue	GAAP governmental fund type used to account for transactions related to resources obtained from specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.
Fund Type-Private Purpose Trust	GAAP fiduciary fund type used to account for any trust arrangements not properly classified as a pension trust fund or an investment trust fund under which principal and income benefit individuals, private organizations or other governments.
Fund Type-University	GAAP fund type used to account for those funds which

	receive revenues such as fees, tuition and excess income from auxiliary enterprises at the State supported institutions of higher education. The General Assembly appropriates resources of these funds for the support, operation and improvement of State supported colleges and universities. Also includes those funds administered by universities and not subject to appropriation.
Funds-Petty Cash	A fund established for the purpose of purchasing items of small cost, payment of postage due and for other nominal expenditures which cannot be administered economically and efficiently through customary procurement practices. Such funds may be established and maintained only from monies which are not required by the Constitution to be paid into the State Treasury.
General Ledger	A book, file or other device which contains the accounts necessary to reflect in summary or in detail the financial position and the results of operations of a governmental unit or fund.
General Obligation Bonds	Obligations secured by the pledge of the full faith and credit of the State to pay debt principal and interest. The State Constitution provides that the State may issue general obligation bonds for specific purpose in such amounts as provided either by the General Assembly with a three-fifths vote of each house or by a majority of voters in a general election.
General Revenues	Revenues that are not required to be reported as program revenues in the government-wide statement of activities.
Generally Accepted Accounting Principles	The conventions, rules and procedures necessary to define accepted accounting practice at a particular time. The principles have developed on the basis of experience, reason, custom, usage, and to a significant extent, practical necessity.
Government Mandated Nonexchange Transactions	Transactions occurring when a government (including

	the federal government) at one level provides resources to a government at another level and requires that government to use the resources for a specific purpose or purposes established in the provider's enabling legislation. That is, the provider establishes purpose restrictions and also may establish time requirements. Examples of government-mandated nonexchange transactions include federal programs that state or local governments are mandated to perform, and state programs that local governments are mandated to perform. The principal characteristics of these transactions are (1) a provider government (including the federal government) mandates that a recipient government perform a particular program or facilitate its performance by another government or by a nongovernmental entity (secondary recipient) and (2) fulfillment of certain requirements is essential for a transaction (other than the provision of cash or other assets in advance) to occur.
Governmental Accounting	The composite activity of analyzing recording, summarizing, reporting and interpreting the financial transactions of governmental units and agencies.
Governmental Funds	Those funds through which most governmental functions typically are financed. The acquisition, use and balances of the government's expendable financial resources and the related current liabilities--except those accounted for in proprietary funds--are accounted for through governmental funds. Governmental fund types include general fund, special revenue funds, capital projects funds, debt service funds and permanent funds. The governmental fund measurement focus is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources), rather than upon net income determination.
Grant	A contribution made by one governmental unit (State or Federal) to another unit or to an individual. The contribution is usually made to aid in the support of a

	specified function, but it may be for general purposes.
Imposed nonexchange revenues	Assessments by governments on nongovernmental entities, including individuals, other than assessments on exchange transactions. Examples include property taxes, fines and penalties and property forfeitures (e.g. seizures and escheats). The principal characteristic of these transactions is that the required transmittal of resources to the assessing government is imposed by that government on an act committed or omitted by the provider (e.g. property ownership or the contravention of a law or regulation) that is not an exchange transaction. Enabling legislation sometimes places purpose restrictions on the use of the resources. Alternatively, or in addition to purpose restrictions, the government may specify the period when the resources are required to be used or when use may begin. For example, property taxes generally are required to be used in or beginning in a particular period – the period for which the taxes are levied – which may not be the same period that payment is due or the period when the government has a right to place a lien on the property.
Incurred But Not Reported (IBNR)	Estimated liabilities related to claims that have occurred, but have not been reported as of the date of the financial statements.
Indirect Expenses	Expenses related to a function (or some lower classification level presented in the Statement of Activities) that are not direct expenses. For example, the general government function includes expenses that are, in essence, indirect expenses of other functions.
Inexhaustible Assets	Capital assets that have an infinite useful life.
Infrastructure	Long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, waterways, water and sewer systems, dams and lighting systems (attached to infrastructure assets, e.g., interstate lighting or airport runway

	lighting). Buildings, except those that are an ancillary part of a network of infrastructure assets, should not be considered infrastructure assets.
Income Receipt Adjustments	Adjustments to receipts of the previous fiscal year.
Increase/Decrease-Fund Year to Date	The difference between the current fiscal Year-to-date item (expenditures or receipts) and the prior fiscal year-to-date item (expenditures or receipts).
% Increase/Decrease-Current Month	Percentage increase or decrease of the current item (cash receipts or expenditures) over the item (cash receipts or expenditures) for the same month of the prior fiscal year.
% Increase/Decrease Fiscal Year-To-Date	Percentage increase or decrease of the current fiscal year-to-date item (cash receipts or expenditures) over the item (cash receipts or expenditures) for the same period of time in the prior fiscal year.
Installment Purchase Agreement	An agreement where title to the property (ownership) vests in the purchaser immediately, in exchange for a written promise to pay the seller a series of future payments at agreed upon dates and amounts.
Installment Purchase Obligations	Liabilities for the payments of principal and interest under an installment purchase contract.
Interfund Activity	Reciprocal and non-reciprocal activity between funds of the primary government.
Interfund Loans	Amounts provided between funds of the primary government with a requirement for repayment within a reasonable time.
Interfund Reimbursements	Repayments from the funds of the primary government responsible for particular expenditures or expenses to the funds of the primary government that initially paid for them.

Interfund Services Provided and Used	Sales and purchases of goods and services between funds of the primary government for a price approximating their external exchange value.
Interfund Transfers	Flows of assets (such as cash or goods) between funds of the primary government without equivalent flows of assets in return and without a requirement for repayment.
Internal (and Interfund) Activity and Balances	Resource flows between funds of the primary government, including its blended component units, fiduciary funds and fiduciary component units.
Internal Control	The plan of organization and all of the methods and measures adopted within a fund or agency to safeguard its assets, check the accuracy and reliability of its accounting data, promote operational efficiency and encourage adherence to prescribed managerial policies.
Inventory	The value of materials and supplies on hand for internal consumption or for use, distribution or resale to other units of State government and to outside parties, including the public.
Journal	A book of original entry.
Journal Entry	The entry into an accounting journal representing the accounting treatment of a particular transaction by recording debits and credits (in equal amounts) to various accounts depending on the nature of the transaction.
Land	Unimproved realty (typically the total closing cost).
Land Improvements	The non-depreciable costs and betterments of preparing the land for its intended use. An example of a land improvement is leveling and grading.
Landfill Closure and Postclosure Care Costs	Costs incurred to provide for the protection of the environment that occurs near or after the date that a

	solid-waste landfill stops accepting solid waste and during the postclosure period. Closure and postclosure care costs include the cost of equipment and facilities (e.g., leachate collection systems and final cover) as well as the cost of services (e.g., postclosure maintenance and monitoring costs).
Lapse	The legal termination of the unexpended balance of an appropriation at a specified point in time.
Lapse Period	The two-month period ending August 31 during which obligations outstanding at June 30 may be liquidated under provisions of Section 25 of the Finance Act.
Lapse Period Expenditures	Expenditures incurred during the lapse period for the prior fiscal year.
Lapsed Amount	The unexpended balance of an appropriation which becomes legally unavailable for expenditure at a specified date.
Lease Obligations	Payments under capital leases (i.e., the present value of the minimum lease payments).
Liabilities	Legal obligations, arising out of transactions in the past, that must be liquidated, renewed or refunded at some future date.
Liquidate	To reduce an obligation or liability, either in part or its entirety, through an expenditure.
Loans Receivable	Amounts which have been loaned to individuals or organizations external to the State, including notes taken as security for such loans. Loans receivable are evidenced by written promises of repayment which include terms for principal and interest.
Locally-Held Fund	A fund that is operated by an individual agency or organization within the State, without significant involvement of the State Treasury.
Long-Term Receivables	Receivables not due for more than one year.

Lump Sum Appropriation	An appropriation made to an agency for a stated purpose without specifying the amounts that may be spent for specific activities or for particular objects of expenditure.
Magnetic Tape Transmittal Control Slip	A control document used to transmit an automated voucher tape and its accompanying hard copy document to the Comptroller.
Major Function	A group of related activities aimed at accomplishing a major service or regulatory program for which a governmental unit is responsible. The major functions are: Health and Social Services, Employment and Economic Development, Education, Transportation, Environmental and Business Regulation, Public Protection and Justice, General Government, Debt Service and Refunds.
Major Funds	A governmental fund or an enterprise fund reported as a separate column in the State's basic financial statements. The general fund is always reported as a major fund. Other funds are reported if they meet the following criteria as outlined in GASB 34 for major funds or if the State believes a fund if important due to public interest or consistency. Funds should be classified as major based on the following criteria: 1. Total assets, liabilities, revenues, or expenditures/expenses of the individual government or enterprise fund must be 10% of the corresponding total (asset, liabilities, etc.) for all funds of that category or type (i.e. total governmental or total enterprise funds) *and* 2. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5% of the corresponding total for all governmental and enterprise funds combined.

Major Source	A primary classification of cash receipts.
Materiality	Quantitative significance of financial information and/or account balances. The Comptroller reserves the authority to define criteria for materiality with respect to various transactions, accounts and funds.
Measurement Focus	The objective of a measurement, that is, what is being expressed in reporting the State's financial performance and position. A particular measurement focus is accomplished by considering not only which resources are measured (i.e., financial or economic resources), but also when the effect of transactions or events involving those resources are recognized (the basis of accounting). The measurement focus of government-wide financial statements, proprietary fund financial statements and the fiduciary fund financial statements is economic resources. The measurement focus of governmental fund financial statements is current financial resources.
Minor Function	A subdivision of a major function.
Modified Accrual Accounting	The basis of accounting under which revenues should be recognized in the accounting period in which they become available and measurable. Expenditures should be recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt which should be recognized when due.
Modified Approach (Infrastructure)	The election not to depreciate infrastructure assets that are part of a network or subsystem of a network that meet two specific requirements. The agency manages the eligible infrastructure assets using an asset management system that has certain specified characteristics and the agency documents that the eligible infrastructure assets are being preserved approximately at (or above) a condition level established and disclosed by the agency.
Money Market Investments	Short-term highly liquid instruments including

	commercial payer, banker's acceptances and U.S. Treasury and agency obligations.
Net Assets	The difference between a government's assets and its liabilities is its net assets. Net assets should be displayed in three components – invested in capital assets, net of related debt; restricted (distinguishing between major categories of restrictions); and unrestricted.
Net Assets – Invested in Capital Assets, Net of Related Debt	One of three components of net assets that must be reported in both government-wide and proprietary fund financial statements, calculated as follows: (1) capital assets, less (2) accumulated depreciations, less (3) outstanding principal of capital debt, net of unspent proceeds.
Net Pension Obligation (NPO)	The cumulative difference between annual pension cost and the employer's contributions to defined benefit pension plan, including the pension liability (asset) at transition, and excluding short-term differences and unpaid contributions that have been converted to pension-related debt. Transition refers to the date the State elected to apply the provisions of GASB Statement No. 27.
Network	All assets that provide a particular type of service for the State or an agency. A network of assets may be only one asset that is composed of many components. For example, a network of infrastructure assets may consist of a series of inter-connected highways and roads.
Non-Current Assets	Assets not available in the current operating cycle (normally one year) to finance operations.
Nonexchange Transaction	Transaction where the State receives or gives value to another party without directly receiving or giving equal value (benefit) in exchange.
Nonreciprocal Interfund Activity	Transactions between funds of the primary government in which there is not an exchange of approximately equal value including interfund transfers and interfund

	reimbursements.
Non-Shared Fund	A fund in which a single State agency is responsible for substantially all deposits and disbursements from the fund.
Notes Payable	Unconditional written promises signed by the State or its agency to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.
Notes Receivable	Unconditional written promise, signed by the maker, to pay a certain sum in money on demand or at a fixed or determinable future time to the State or its agent.
Object of Expenditure	The purpose for which the State's resources have been expended such as travel, equipment, etc.
Obligations	Amounts which a governmental unit may be legally required to meet out of its resources, including encumbrances, as well as accounts payable and accrued liabilities.
Obligations-Outstanding	Total prospective expenditures recorded with the Comptroller such as purchase orders or executory contracts.
Operating Leases	Leases which convey the right to use property in consideration of specified rental payments over a definite future period and do not meet the criteria of a capital lease (Also see Capital Lease).
Operating Leases with Scheduled Increases	Lease contracts where the pattern of the payment requirements includes scheduled rent increases that are fixed by contract.
Other Post-employment Benefits (OPEB)	Postemployment benefits provided by the State to plan participants, beneficiaries and covered dependents through a plan or other arrangement that is separate from a plan to provide retirement income. OPEB also include postemployment health care benefits provided through a

	public employee retirement system or pension plan. In addition to postemployment health care benefits (such as illness, dental, vision and hearing) OPEB may include, life insurance, disability income, tuition assistance, legal services and other assistance programs.
Other Significant Transaction	Transaction or event that is <u>either</u> unusual in nature or infrequent in occurrence <u>but not</u> within the control of management.
Outstanding Encumbrances	The portion of the total prospective expenditures filed (e.g. purchase orders or executory contracts) that still remain to be liquidated.
Percentage Appropriation Expended Year-To-Date	The percentage of an appropriation which has been expended for the fiscal year-to-date.
Percentage Lapsed	The percentage of an appropriation which becomes legally unavailable for expenditure at a specified period of time.
Pre-Audit	An examination for the purpose of determining the propriety of a proposed financial transaction or of a transaction currently in process. (1) At the agency level: An examination by the agency for the purpose of determining the legality and propriety of a proposed transaction or of a transaction in process. (2) At the Comptroller level: An examination by the Comptroller of a transaction in process for the purpose of determining its legality and regularity.
Prepaid Assets	Items paid for in advance of use including insurance, deposits and other expenses.
Prepaid Expenses	Expenses which have been paid but for which benefits have not been received. An example of this is premiums paid on unexpired insurance.
Primary Government	All funds and departments of the State of Illinois

	including blended component units.
Pro Forma	The term is used in conjunction with a noun to denote merely a sample form, document or statement provided in advance. Often used in connection with financial forecasts.
Procedure Bulletins	Issued with revisions of the SAMS Manual. These bulletins give instructions for the insertion and removal of pages, state the purpose of the new or revised material and specify any regulations or instructions which are superseded.
Program Budget	A budget wherein projected expenditures are based on programs of work and secondarily on character and object.
Program Revenues	Revenues that are derived directly from a program of the State or from parties outside of the State's taxpayers or citizenry.
Program-Specific Grants and Contributions	Revenues arising from mandatory and voluntary nonexchange transactions with other governments, organizations, or individuals that are restricted for use in a particular program of the State.
Proprietary Funds	Those funds used to account for a government's on-going organizations and activities which are similar to those often found in the private sector. All assets liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities--where net income and capital maintenance are measured--are accounted for through proprietary funds. Proprietary fund types include enterprise funds and internal service funds. The generally accepted accounting principles are those applicable to similar businesses in the private sector and the measurement focus is upon determination of net income, financial position and changes in financial position.

Public Entity Risk Pool	A cooperative group of governmental agencies joining together to finance an exposure, liability or risk. Risk may include property and liability, workers' compensation or employee health care. A pool may be a stand-alone entity or included as part of a larger governmental entity that acts as the pool's sponsor.
Purchase Order	A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.
Purpose Restrictions	Legal limitations that specify the purpose or purposes for which resources are required to be used in a government-mandated or voluntary nonexchange transaction.
Receipts	Cash received and ordered by the Comptroller into the State Treasury.
Receipts Adjustments	Adjustments to prior year receipts.
Receipts-Current Year Month of XXX	Current month cash received and ordered by the Comptroller into the State Treasury. This includes new receipts and current year receipt adjustments for the report month XXX.
Receipts-Prior Year Fiscal Year-To-Date	Cash received and ordered by the Comptroller into the State Treasury for the same period of time in the prior fiscal year.
Receipts-Prior Year Month of XXX	Cash received for the same month of the prior fiscal year and ordered by the Comptroller into the State Treasury.
Reciprocal Interfund Activity	Transactions between funds of the primary government in which there is an exchange of approximately equal value including interfund loans and interfund services provided and used.
Reclassifying Journal Entry	A journal entry which reclassifies previously recorded accounts into the proper accounts for GAAP reporting.

	A reclassifying journal entry affects only the statement of financial position or operating statement, but not both.
Refunds	Expenditure adjustments for the lapse period of the prior fiscal year consisting of cash refunds, where an amount is refunded by a vendor to the State or voided warrants.
Register	A record for the consecutive entry of a certain class of events, documents or transactions with a proper notation of all the required particulars.
Related Funds	Funds of a similar character which are brought together for administrative or reporting purposes (e.g., Trust Funds). (See also Fund Group).
Related Party Transaction	A transaction that an informed observer might reasonably believe reflects considerations other than economic self interest based upon the relationship that exists between the parties to the transaction. The term is used in contrast to an *arm's-length transaction.*
Repairs and Maintenance	Includes the ordinary and necessary projects needed to keep an asset serviceable through its expected life. Repairs and maintenance projects, by definition, do not increase the capacity or operating efficiency or extend the useful life of the asset. Repairs and maintenance costs are not capitalized, but rather expensed in the period incurred.
Replacement Cost	The cost as of a certain date of a property which can render service similar to that provided by the property to be replaced.
Report-Financial Information	Reports which provide SAMS financial information for monthly receipts, transfers, expenditures, obligations, funds and appropriation status at various summary levels.
Reports-Fiscal Information	Reports which provide a high level summarization of the fiscal position of the State.

Reports-Reconciliation	Reports furnished to the agencies which are intended to allow the agency to compare its internal records with those of the Comptroller's.
Requisition	A written demand or request, usually from within one department to its purchasing officer or to another department, for specified articles or services.
Reserve	An account set up to indicate any of the following: (1) the segregation of fund balance (equity) representing contingent liabilities, (2) other segregation of fund balance or (3) the difference between a total appropriation and that portion thereof which may be allotted for obligations and expenditures during a fiscal period.
Resources	The actual assets of a governmental unit such as cash, receivables, investments and property which are available for the discharge of given responsibilities and attainment of governmental objectives.
Restricted Net Assets	Component of net assets used to report restricted financial assets reduced by liabilities related to those assets. Net assets should be reported as restricted when constraints placed on net asset use are either: a. Externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other government, or b. Imposed by law through constitutional provisions or enabling legislation.
Revenue	Additions to assets which do not increase any liability or represent the recovery of an expenditure and/or the cancellation of liabilities without a corresponding increase in other liabilities or a decrease in assets.
Revenue Bonds	Obligations secured by a pledge of income from assets constructed or acquired. Revenue bonds are not supported by the full faith and credit of the reporting entity. The bond indentures include a pledge from the

	issuing agencies and authorities that income derived from acquired or constructed assets be used to retire the debt and related interest.
SAMS	Comptroller's Statewide Accounting Management System.
SAMS Coordinator-Agency	Agency official to which all SAMS Manuals, procedure bulletins and other SAMS material are sent. This individual has responsibility for distributing them in his/her agency.
SAMS Coordinator-Comptroller's	Comptroller's official responsible for maintenance, revision and distribution coordination of the SAMS Manual and other SAMS material with all State agencies.
Schedule, C-11	Control document used to transmit batches of vouchers with the same fund, appropriation and fiscal year to the Comptroller.
Schedules	(1) The explanatory or supplementary statements that accompany the statement of financial position or other principal statements periodically prepared from the accounts; or (2) A form used to summarize and transmit a group of similar transaction documents, such as invoice-vouchers.
Securities Lending Transactions	Transactions in which an agency transfers its securities to broker-dealers and other entities for collateral-which may be cash, securities or letters of credit-and simultaneously agree to return the collateral for the same securities in the future.
Segment	An activity that has outstanding revenue bonds or other revenue-backed debt and that is reported as or within an enterprise fund or a stand-alone entity that uses enterprise fund accounting and reporting standards. A segment has a specific identifiable revenue stream pledged in support of its debt and has related assets,

	liabilities, expenses, gains, and losses that can be identified.
Shared Fund	A fund in which more than one State agency is responsible for deposits and/or disbursements to and/or from the fund.
Shared Revenue	A revenue source of the State that is legally required to be shared with another governmental entity based on the enabling legislation. Examples include sales taxes and motor fuel taxes.
Signature Card	A document used to provide specimen signatures to the Comptroller for persons authorized to sign the agency head approval line on vouchers.
Site Improvements	The depreciable costs and betterments affixed to land that generally add to its value and functionality. Examples of site improvements include, but are not limited to, temporary structures, access roads, parking lots, fencing, lighting (e.g., lights in parking lots or lights along walkways), tunnels that connect buildings, gas, electricity or steam transmission lines and campsites.
Source Name	A primary source of cash receipts. These sources are at an aggregate level and may or may not be associated with an individual receipt account which is used as the conduit for channeling cash receipts into State Treasury funds (i.e., Cigarette Tax and Sales Tax).
Source Name and Number	Name and number of a receipt source within a fund.
Special Item	A transaction or event within the control of management that is either unusual in nature or infrequent in occurrence.
Special Obligation Bonds	Obligations of the State that are secured by a pledge of a dedicated portion of the State resources (e.g., sales tax, horse racing privilege tax, etc.).
State Agency	See "Agency."

Statements	Presentations of financial data which show the financial position and the results of financial operations of a fund or an entire governmental unit for a particular accounting period.
Statute	A law enacted by the legislative body.
Subsidiary Account	One of the groups of related accounts which support in detail the summary data recorded in a control account.
Subsidiary Ledger	A group of subsidiary accounts, the sum of whose balances is equal to the balance of the related control account.
Subsystem	A subsystem is composed of all assets that make up a portion or segment of a network. For example, all the roads of the State could be considered a network of infrastructure, while interstate highways, state highways and rural roads could each be considered a subsystem of that network.
Tax Refund	An amount paid by the State as an expenditure in settlement of an overcollection of tax revenue.
Transfer Base - 2%	Appropriation amount available for transfer.
Transfers	(1) Interfund - increases in the resources of one or more funds of a governmental unit which are offset by corresponding decreases in the resources of one or more other funds of the governmental unit; or (2) Intrafund - changes in appropriated or proprietary account balances within a given fund, the net effect of which upon the fund balance is zero.
Transfers In-Fund	Increases in the available fund balance which are offset by corresponding decreases in the available fund balance of one or more other funds.
Transfers Net	Transfers in minus transfers out.

Transfers Out-Fund	Decreases in the available fund balance of a fund which are offset by corresponding increases in the available fund balance of one or more other funds.
Unencumbered Balance of Appropriation or Allotment	The portion of an appropriation or allotment not yet expended or encumbered (obligated). The balance remaining after deducting from the appropriation or allotment the accumulated expenditures and outstanding encumbrances (obligations).
Unobligated Balance of Appropriation or Allotment	The portion of an appropriation or allotment not yet expended or obligated. The balance remaining after deducting from the appropriation or allotment the accumulated expenditures and outstanding obligations.
Unexpended Balance of Appropriation or Allotment	The portion of an appropriation or allotment which has not been expended. The balance remaining after deducting from the appropriation or allotment the accumulated expenditures (warrants issued).
Unrestricted Net Assets	That portion of net assets that is neither restricted nor invested in capital assets (net of related debt).
Unspent Proceeds on Capital Debt	Financial resources (cash, investments) generated by capital debt which have not yet been used to acquire or construct capital assets.
Value	(1) The act of describing anything in terms of money (i.e., of assessing its worth) or (2) The measure of an item in terms of money. The term should not be used in this sense without qualification as to timing and basis of valuation--that is the value has been established at what point in time and upon what basis.
Voluntary Nonexchange Transactions	Transactions resulting from legislative or contractual agreements, other than exchanges, entered into willingly by two or more parties. Examples include certain grants, certain entitlements and donations by nongovernmental

	entities, including individuals (private donations). Both parties to a voluntary nonexchange transaction may be governments (including the federal government, as a provider) or one party may be a nongovernmental entity, including an individual. Frequently, the provider establishes purpose restrictions and eligibility requirements. In many cases, the provider may require the return of the resources if the purpose restrictions or eligibility requirements are contravened after recognition of the transaction. The principal characteristics of voluntary nonexchange transactions are they are not imposed on the provider or the recipient and fulfillment of eligibility requirements is essential for a transaction (other than the provision of cash or other assets in advance) to occur.
Voucher	A document submitted by a governmental agency requesting that payment be made to a vendor for goods received or services performed or authorized. It evidences the propriety of a transaction and indicates the account(s) in which it is to be recorded.
Voucher-Invoice, C-13	A voucher used to request payment to a vendor for goods received or services performed except for personal services and travel and those instances in which list vouchers are used.
Voucher-List, C-14	A voucher which is used to group together on one form multiple payments to different payees for a single purpose when there is only one expenditure code.
Voucher-Travel, C-10	A voucher used by State employees to claim reimbursement for official business related travel expenses.
Vouchers Payable	The difference between the vouchers approved for payment by the Comptroller and the warrants issued for the vouchers.
Vouchers Processed	Total amount of vouchers approved by the Comptroller for subsequent payments.

Warrant	A warrant is a negotiable instrument drawn by the Comptroller on the State Treasury to effect payment of funds held by the Treasurer for debts incurred by State agencies or for fund transfers authorized for payment by the Comptroller.
Warrants-Canceled	When an outstanding warrant, less than twelve months old, is canceled and the amount of the warrant is redeposited in the original fund and appropriation account (if not lapsed), the warrant is canceled and is no longer outstanding.
Warrants-Escheated	A warrant that has been outstanding after issuance for more than twelve months.
Warrants-Issued	The total amount of warrants issued by the Comptroller to be paid by the State Treasurer.
Warrants-Paid	A warrant presented for payment to and honored by the State Treasurer.
Warrants Issued-Gross	Total amount of warrants issued for payment from the State Treasury.
Warrants Issued-Net	Total amount of warrants issued by the Comptroller less cash refunds and voided warrants to be paid by the State Treasurer.
Works of Art and Historical Treasures	Assets that have cultural, aesthetic or historical value and often are protected and preserved in a manner greater than that for other assets. Works of art and historical treasures are collections or individual items of significance that are owned by an agency which are not held for financial gain, but rather for public exhibition, education or research. Examples include manuscripts, historic buildings and flags.

Term	Definition
Accounting Period	The month and fiscal year that SAMS assigns to a transaction.
Appropriation Document (AP)	A document that records appropriations and amendments to appropriations on SAMS. This document is the means by which the General Assembly's authorization to spend is recorded on SAMS.
Appr Unit	The major object, sequence and type.
Budget Line	The fund, agency, organization (division) and appropriation unit that applies to a particular transaction.
Cash Receipt (CR)	A document used to record the deposit of money into SAMS and to record expenditure adjustments.
Check Cancellation (CX)	A document used to void warrants in SAMS.
Current Budget Authority	The current appropriation plus transfers in less any transfers out less any reverted amounts.
GAAP Accounting Code	The classification assigned to expenditures that groups them for financial reporting purposes in accordance with generally accepted accounting principles.
Intergovernmental Payment	A special type of payment voucher that Voucher (IGPV) can be used by one fund to pay another fund for goods and services. Use of this document results in a warrantless interfund payment.
Journal Voucher (JV)	A generalized accounting document used to record accounting events that can not be recorded on any other SAMS financial document. Journal vouchers are used to record expenditure transfers, record activity related to interfacing warrant writing systems and move cash related to warrantless interfund payments.

Term	Definition
Manual Warrant (MW)	A document that records manually written warrants in SAMS. In certain instances, this document is also used to restore an obligation balance.
Object	The lowest level of expenditure classification. This is sometimes referred to as detail object.
Organization	The division that an agency uses for appropriation purposes.
Payment Voucher (PV)	A document used to request the authorization that payment be made to a vendor or other entity for services rendered or goods received. When a payment voucher is accepted by SAMS, it creates an expenditure and vouchers payable.
Purchase Order (PO)	A document used to record, increase or decrease obligations in SAMS.
Requisition (RQ)	The document used to record a pre-encumbrance in SAMS.
Revenue Source	The four position sequential number that is assigned to each major receipt source/sub-source combination.
Reverted Amount	The restricted amount within a budget line. On SAMS, reversions are used to reflect amounts subject to Governor's release.
Transfer Appropriation (TA)	A document used to record 2% transfers in SAMS.
Transfer Voucher (TV)	A document that records the transfer of amounts from one fund to another fund when no purchase is involved. Transfer vouchers are used to record statutory transfers per Form C-55, Fund Transfer Notification.

Term	Definition
Uncommitted Budget Authority	The current budget authority less pre-encumbrances, encumbrances and expenditures.
Unexpended Budget Authority	The current budget authority less expenditures.
Unobligated Budget Authority	The current budget authority less encumbrances and expenditures.

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60 Preparation of Financial Statements in Accordance with Generally Accepted Accounting Principles (GAAP)

INTRODUCTION

Year-end financial reporting in accordance with generally accepted accounting principles (GAAP) has been commonplace in the private sector for many years. However, until the issuance of the National Council on Governmental Accounting (NCGA) Statement 1, there was some uncertainty as to what constituted GAAP basis financial reporting for State government. Since NCGA Statement 1, there has been an increased awareness of the need for better financial information in the public sector which is a direct result of the financial crisis of many large cities.

This section outlines the general procedures for 1) year-end GAAP reporting to the State Comptroller's Office and 2) preparation of GAAP basis financial statements by those State agencies, authorities, boards and commissions considered part of the State's reporting entity.

Year-end GAAP Reporting to the State Comptroller's Office

All State agencies (excluding those agencies whose GAAP reporting packages are completed by the Comptroller's staff in consultation with agency personnel - referred to as "in-house") are required to submit annual GAAP reporting packages for any fund or funds in which they expend from and/or deposit receipts. Generally, GAAP reporting packages are due between August 15 and August 31 except for university and pension packages (due September 30). Those agencies whose reporting packages are completed "in-house" are indicated by footnote in Procedure 27.50.10. Year-end GAAP reporting to the Comptroller including reporting forms and instructions is presented in the following SAMS Manual Chapter 27 procedures (excluding Procedure 27.50.60 which is discussed next).

Financial Reporting Representations by Agency Management

As part of the agency reporting process, agency management personnel will be required to submit a letter representing that, to the best of their knowledge and belief, the GAAP financial reporting information is complete and accurate. The required form and content of the representation letter is included in the year-end reporting package sent to each agency and in exhibit 27.10.10-A.

GAAP Basis Financial Statements

In addition to the above requirement, in certain instances (explained below), State agencies are also required to submit a complete set of GAAP basis financial statements (including footnote disclosures) to the Comptroller's Office by November 15th. Preparation of financial statements in accordance with GAAP is addressed in SAMS Manual Procedure 27.50.60.

Agencies which are required to prepare and submit GAAP basis financial statements to the comptroller's office are indicated in procedure 27.50.10 with footnote G. GAAP basis financial statements for these agencies are necessary to obtain adequate audit coverage for the statewide general purpose financial statements.

Procedure 27.50.60 applies only to those agencies marked with footnote G in Procedure 27.50.10 and who are undergoing current audits by the Auditor General (or his special assistant auditors) and required to prepare GAAP basis financial statements. Agencies which are not currently under-going an audit are not subject to Procedure 27.50.60.

General

Preparation of GAAP reporting packages and resultant GAAP basis financial statements requires careful examination of both financial and non-financial data. Financial data refers to those items that are products of the accounting system. Examples of financial data used in the GAAP compilation process include agency expenditure records and SAMS financial reports. Non-financial data refers to information that does not flow through the accounting system. Examples of non-financial data used in the GAAP reporting process include such items as personnel records for documenting compensated absences (form SCO-580), and records of pending litigation for contingent liabilities (form SCO-599). Another example is when agencies receive goods and services as payment in lieu of cash (i.e., "in-kind" payments). The fair market value of such goods and services must be recorded as revenue and expenditures/expenses in the appropriate GAAP reporting fund package. Any questions concerning the GAAP reporting implications of these non-financial transactions should be directed to the Comptroller's GAAP reporting staff.

Exhibit 27.10.10-A
(02-001)

(AGENCY LETTERHEAD)

(DATE)

(the date of submission of the last reporting package)

The Honorable_____
Comptroller
201 State House
Springfield, Illinois 62706-0001

Dear Comptroller:

In connection with your preparation of the financial statements of the various funds and account groups of the State of Illinois at June 30, 20XX, and for the year then ended, I recognize that obtaining representations from me concerning the information contained in this letter is a significant procedure in enabling you to prepare the financial statements, and accordingly, I make the following representations which are true to the best of my knowledge and belief.

I recognize, as a member of management of the State, that management is responsible for the fair presentation of the financial statements. I believe the (Agency) trial balances are fairly presented in conformity with generally accepted accounting principles.

There are no agency material transactions that have not been properly recorded in the accounting records underlying the (Agency) trial balances including those receivables required to be reported within the requirements of the Illinois State Collection Act of 1986 (30 ILCS 210/1). All information necessary for accurate and fair preparation of the Schedule of Federal Financial Assistance has been included on Form SCO-563A. Transactions with related parties, as defined in Statement of Financial Accounting Standards No. 57, and related amounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements, and guarantees have been properly recorded or disclosed in the financial statements, We are responsible for identifying all laws, rules and regulations that govern the operations of the (Name of Agency); and we are responsible for ensuring compliance with laws, rules, and regulations that have a direct and material effect on the determination of financial statement amounts. We have complied with all aspects of laws, regulations, and contractual agreements that would have a material effect on the financial statements in the event of noncompliance except for those specifically noted in writing to your office.

No (Agency) event or transaction has occurred since June 30, 20XX, pending or in prospect, which would materially affect the (Agency) trial balance at that date or which is of such significance in relation to the State's financial or operational affairs as to require mention in the notes in the State's financial statements in order to make them not misleading as to the financial position, results of operations or changes in fund balances.

Very truly yours,

(Signature of Chief Executive Officer)
(Title of Chief Executive Officer)

STATUTE REFERENCE

The statutory authority requiring the Comptroller to develop a reporting system in accordance with generally accepted accounting principles is contained in Section 7 of the State Comptroller Act **(15 ILCS 405/7)**.

> "State accounting system-State agencies defined-accounts notice of change. In accordance with generally accepted accounting principles applicable to government, the Comptroller shall develop and prescribe for the use of all State agencies a uniform accounting system...".

EXPLANATION OF GAAP ACCOUNT CHANGES (SCO-510)

PURPOSE

The purpose of the Explanation of GAAP Account Changes (Exhibit 27.20.10-A) is to identify and explain material changes in GAAP accounts from the prior year to the current year. Material changes for statewide reporting purposes are determined by applying two separate tests, as defined in the Instructions Section. A change meeting either test is considered material and must be explained.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Explanation of GAAP Account Changes identifies and explains material changes in GAAP accounts from the prior year to the current year. This form should be filled out only after all other GAAP trial balance forms have been completed. All amounts reported on this form must be rounded to the nearest thousand. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

This form will identify fluctuations, which are material on a statewide reporting basis. Material changes for statewide reporting purposes are determined by applying two separate tests.

The first test involves dollar amount changes. For agencies, all increases (decreases) equal to or greater than $10,000,000 ($10,000 rounded to the nearest thousand) must be explained. For universities, all increases (decreases) equal to or greater than $5,000,000 ($5,000 rounded to the nearest thousand) must be explained.

The second test involves both dollar amount changes and percentage changes. All increases (decreases) in which the dollar amount change is greater than or equal to $1,000,000 ($1,000 rounded to the nearest thousand) **and** the percentage change is greater than or equal to 15% when compared to the prior year must be explained.

The reason(s) for the material changes can be most accurately explained by the agency solely administering or sharing in the activity of a particular fund. In explaining a material change, non-accounting staff, such as program administrators, should be consulted to ascertain the specific reason(s) for the fluctuation.

Please note proper form preparation requires a detailed explanation of each change, being as specific as possible. For example, an expenditure may increase during a particular year due to increased appropriations. In this case, the explanation on the SCO-510 must include the specific programs enhanced, and the reasons supporting that particular allocation of resources.

The SCO-510 should be filled out only after all other GAAP trial balance forms are completed. Review the index for SCO-511, 512, 516, 517, 521, 522, 526, 527, 581, 582, 594 or 595. After locating the applicable forms in the year-end reporting package, compare the current year amount for each account with the prior year amount, according to the criterion defined above.

The following questions are provided only as guidance for completing the SCO-510. State agencies and component units are in the best position to identify and explain the reasons for GAAP account changes from the prior year. As such, appropriate explanations should be included on the SCO-510, even if the cause of the fluctuation is not one which is included in the questions below. However, agencies should consider the relevant questions listed below when analyzing the nature and reasons of changes in GAAP account balances. When describing the reasons for changes, please consider the root or underlying reasons for the change, such as changes in policy or legislation, rather than superficial reasons, such as increases in appropriations. Please also describe the reasons in a clear, concise manner, using complete sentences and proper grammar.

ASSETS

Increase/decrease in receivables:

1. Is the fluctuation the result of an internal factor, such as a change in State legislation, a change in the tax/fee rates imposed by the State, or a change in the policies of the entity (cite specific public acts, policy changes, etc., if applicable)?
    - What is the relationship between the internal factor (i.e., change in legislation, policy or tax/fee rate) and the fluctuation in the account balance? Please quantify the increase/decrease.
    - How did the change in the internal factor result in the fluctuation?

Example: Department X reported $300 million in loans receivable at the end of the current fiscal

year. This figure was $50 million higher than the prior year. To account for the change, Department X might report the following on the SCO-510:

> "Department X made a policy change on September 15, 20XX which effectively increased the threshold for the maximum annual household income to qualify for a student loan from $45,000 to $55,000. Therefore, 3,333 more students were able to qualify for student loans than in the previous year, resulting in an increase in a corresponding number of loans at an average of $15,000 per transaction. Loans receivable increased by $50 million for that reason."

2. Is the fluctuation the result of a change in an external factor, such as a change in demographics, population, environment, accounting standards, court-ordered mandates, federal legislation, etc.?
    - What is the relationship between the change in the external factor and the fluctuation? Is the relationship direct or inverse?
    - How did the change in the external factor result in the fluctuation?
    - Were there more/less participants in a certain program? Please quantify the difference.

Example: Department Y reported $600 million in taxes receivable at the end of the current fiscal year. This figure was $100 million lower than the prior year. To account for the change, Department Y might report the following on the SCO-510:

> "During the current fiscal year, the U.S. economy suffered a severe recession, causing unemployment to rise and personal and corporate income to decline. This resulted in lower income tax collections for the year and, consequently, lower taxes receivable at year-end. During the twelve month period ending June 30, 20X2 we processed 27,000 fewer tax returns. As of June 30, 20X2, the balance of taxes receivable was $100 million lower than the previous year end."

Increase/decrease in due from other funds and governments:

1. Is the fluctuation the result of intergovernmental activity?
    - From which agency or fund is the due from associated?
    - Does the transaction involve federal funds? Are there new federal grants or entitlements in the current year? Describe.
    - What is the purpose of the transaction?

- For recurring transactions, was the timing of the transfer from another governmental entity earlier or later than last year? Why?

Example: Agency Q reported a $75 million balance due from other governments at the end of the current fiscal year. This figure was $25 million higher than the prior year. To account for the change, Agency Q might report the following on the SCO-510:

> "For the first time ever, Agency Q was awarded a federal grant in the amount of $45 million to conduct research on human migration trends in Illinois on the basis of race or ethnicity. During the year, we earned $35 million under the grant and received $10 million. As of the end of the fiscal year, a receivable attributable to this new grant in the amount of $25 million is due from the grantor agency. This item alone accounts for the increase in "due from other governments".

Increase/decrease in all other assets:

1. Is the variance due to a year-end or period-ending adjustment?
   - Is the adjustment a recurring entry for period-end or a one-time adjustment?
   - Is the adjustment unusual or significant in nature? Describe.
   - How was the adjustment determined (quantify)?
   - What is the purpose for the adjustment?
   - Does the adjustment relate to events that occurred in the prior year? What were the related events?

Example: Agency G's largest special revenue fund (non-shared) inventory increased by 30 percent during the year ended June 30, 20X2. To account for the change, Department A might report the following on the SCO-510:

> "The change is a result of an unexpected donation from the United States Department of Defense surplus food. The change is significant and increased our inventory and fund balance by $250 thousand over the prior year. The increase in inventory was valued at cost to the grantor as evidenced by the product invoices. Our fund assets increased by $250 due to an increase in food inventory expected to be distributed in the first several weeks of the New Year. The adjustment was made at year end when we received evidence of the value of the donation."

2. Is the difference the result of an accounting error or a change in an accounting estimate?
   - What is the nature of the error or the change in accounting estimate?

- How was the adjustment determined (quantify)?
- Does the error relate to events that occurred in the prior year? What were the related events?

Example: Department A reported $500 million in inventory at the end of the current fiscal year. This figure was $50 million lower than the prior year. To account for the change, Department A might report the following on the SCO-510:

> "During the current fiscal year, Department A initiated a change in the accounting estimates used to value inventory. Whereas in previous years, the FIFO method was used to value inventory, Department A is now using the LIFO method, which resulted in an inventory valuation of $500 million, as compared with $550 million under the FIFO method of inventory valuation. The difference in the estimate of the value of the ending inventory of $50 million can be attributed to this change in valuation method."

LIABILITIES:

Increase/decrease in due to other funds or governments:

1. Is the fluctuation the result of intergovernmental activity?
   - From which agency or fund is the due to associated?
   - Does the transaction involve federal funds? Are there new federal grants or entitlements in the current year? Describe.
   - What is the purpose of the transaction?
   - For recurring transactions, was the timing of the transfer to another governmental entity earlier or later than last year? Why?

Example: Commission Z reported a $30 million balance in due to other funds at the end of the current fiscal year. This figure was $10 million higher than the prior year. To account for the change, Commission Z might report the following on the SCO-510:

> "During the current fiscal year, Board P constructed a new administration building on behalf of Commission Z. The contract required Board P to make the necessary expenditures to complete the building, with a provision requiring Commission Z to reimburse Board P for costs expended to construct the administration building. As of the end of the fiscal year, Commission Z has not yet reimbursed Board P for $10 million in costs incurred during the year, resulting in $10 million due to other funds."

Increase/decrease in financing liabilities (i.e., notes payable, revenue bonds payable, lease payable, etc.):

1. Is the fluctuation a result of the following:
    - Is the decrease a result of scheduled pay-downs of the debt or was the debt paid prior to maturity? Identify the specific loan/note and the reasons behind any substantial early retirements of debt.
    - Were new loans/notes entered into by the agency? Describe the nature of the loan/note and the balance at year-end.
    - If the fluctuation is a result of some other reason, identify and describe the reason for the fluctuation.

Example: Department M reported $5 million in notes payable at the end of the current fiscal year. This figure was $5 million lower than the prior year. To account for the change, Department M might report the following on the SCO-510:

> "Two years ago, Department M entered into a contract to purchase several vehicles. As consideration for the contract, Department M issued a three-year note for $5 million, which was scheduled to be retired in the next fiscal year. However, an increase in licensing fees resulted in $45 million of additional revenue for the year. Some of this revenue was used to pay off the note prior to its maturity date, resulting in a decrease in notes payable at year-end."

Increase/decrease in deferred revenues:

1. Is the fluctuation the result of an internal factor, such as a change in State legislation, a change in the tax/fee rates imposed by the State, or a change in the policies of the entity (cite specific public acts, policy changes, etc., if applicable)?
    - What is the relationship between the internal factor (i.e., change in legislation, policy or tax/fee rate) and the fluctuation in the account balance? Please quantify the increase/decrease.
    - How did the change in the internal factor result in the fluctuation?
    - Is the fluctuation a result of a change in the collectibility of tax/fee revenues? Describe the change in tax/fee collectibility.

Example: Agency S issues licenses (for a $65 fee) to operate equipment registered within the State of Illinois. Due to the nature of the license fee, the fee is not considered earned until the

license is issued. For the year in question, Agency S might report the following on form SCO-510:

> "Due to an increase in the backlog of license applications deferred revenue in program L increased substantially from the prior year. Last year we reported 110,335 unprocessed license applications totaling $7, 172,000. As of June 30, 20XX we have a backlog of 157,335 license applications totaling $10,227,000."

2. Is the fluctuation the result of a change in an external factor, such as a change in demographics, population, environment, accounting standards, court-ordered mandates, federal legislation, etc.?
    - What is the relationship between the change in the external factor and the fluctuation? Is the relationship direct or inverse?
    - How did the change in the external factor result in the fluctuation?
    - Is the fluctuation the result of a change in accounting principles, such as a change in revenue recognition criteria or a change in basis of accounting? What was the change, and how did it cause the fluctuation?

Example: Office G reported $35 million in deferred revenue at the end of the current fiscal year. This figure was $20 million higher than the prior year. To account for the change, Office G might report the following on the SCO-510:

> "We reconsidered our revenue accrual policies, and the effect of those policies on our deferred revenue balances at year end in response to GASB 33. We determined from our analysis of cash collections that the increase in deferred revenue could be attributed to a change in revenue recognition criteria resulting from our implementation of GASB 33. This is a one-time change, and the difference in deferred revenue reported can be attributed entirely to the change in accounting principle.

3. Is the fluctuation the result of intergovernmental activity?
    - From which agency or fund is the activity associated?
    - Does the transaction involve federal funds? Are there new federal grants or entitlements in the current year? Describe.
    - What is the purpose of the transaction and the deferral of the revenues?
    - For recurring transactions, was the timing of the transfer to/from another governmental entity earlier or later than last year? Why?
    - Was the fluctuation the result of changes caused by GASB 33? Describe.

Example: Department H reported $3 million in deferred revenue at the end of the current fiscal year. This figure was $2 million lower than the prior year. To account for the change, Department H might report the following on the SCO-510:

> "Every year, Department H receives a transfer of funds from the federal government to carry out a federal education program. Typically, Department H physically receives the transfer during June, but does not earn the revenue until October, resulting in deferred revenue at the end of most fiscal years. This year, however, the federal government transferred the money in January because of a policy change on the part of the federal agency. During the year ended June 30, 20x2, Department H earned $262 million under the grant program, but received $265 million. The timing change of the transfer allowed the State ample time to earn the revenue before the end of the fiscal year, thereby resulting in $3 million in deferred revenue compared with $5 million last year.

Increase/decrease in all other liabilities:

1. Is the variance due to a year-end or period-ending adjustment?
    - Is the adjustment a recurring entry for period-end or a one-time adjustment?
    - Is the adjustment unusual or significant in nature? Describe.
    - How was the adjustment determined (quantify)?
    - What is the purpose for the adjustment?
    - Does the adjustment relate to events that occurred in the prior year? What were the related events?

Example: The liabilities of Agency C's largest special revenue fund (XXP) decreased by 45% during the current fiscal year. To account for the change, Department A might report the following on the SCO-510:

> "Fund XXP liabilities decreased by 45% because agency management accelerated the payment of vouchers at year end resulting in a lower vouchers payable balance at June 30. This action was made possible by higher than expected program revenue which is described in note 45 below. The adjustments reflect recording of vouchers payable at June 30, 20X2.

2. Is the difference the result of an accounting error or a change in an accounting estimate?
    - What is the nature of the error or change in accounting estimate?
    - How was the adjustment determined (quantify)?

- Does the error relate to events that occurred in the prior year? What were the related events?

Example: Department A reported $375 million in liabilities at the end of the current fiscal year. This figure was $260 million higher than the prior year. To account for the change, Department A might report the following on the SCO-510:

> "An analytical review of the cash receipts received during the lapse period revealed that we erroneously drew funds to which we were not legally entitled in the amount of $260 million which resulted in a liability to the federal government in that amount. We intend to repay the liability in the next 12 months by reporting program eligible expenditures in excess of our matching requirements in the amount of $260 million.

EQUITY:

Increase/decrease in fund balance (governmental) or net assets (proprietary)

1. Is the fluctuation the result of a change in reserve for encumbrances, reserve for receivables, or a similar change? Describe.

Example: Office B reported a fund balance of $34 million at the end of the current fiscal year. This figure was $5.3 higher than the prior year. To account for the change, Office B might report the following on SCO-510:

> "Office B purchased 1500 computers and matching 21'' monitors. The order was placed on May 25, 20X2, but the order was not received until August 27, 20X2. The invoice totaled $5,250,000. This was correctly reported as an encumbrance, which accounts for most of the $5.3 million increase in fund balance."

2. Is the fluctuation the result of a special, extraordinary, significant, or unusual item or transaction? If so, identify and describe the item or transaction and how it led to the fluctuation.

Example: Agency R reported $630 million in fund balance reserved for receivables at the end of the current fiscal year. This figure was $120 million higher than the prior year. To account for the change, Agency R might report the following on the SCO-510.

> "During the current fiscal year, Agency R reviewed the pattern of tax collections for tax revenue earned in the period ending June 30, 1994. This analytical review

showed that a $120 million in revenue from tax earned in 1994 was actually received throughout the seven subsequent years after the filing deadline. Based on this analysis, the agency estimated that taxes receivable (and fund balance reserved for receivables) at the end of the current year were $175 million, which was a $120 million increase (218%) from the prior year. This increase is significant and not expected to recur annually.

REVENUES and DEBT PROCEEDS:

1. Is the fluctuation the result of a change in an external factor, such as a change in demographics, population, environment, accounting standards, court-ordered mandates, federal legislation, etc.?
    - What is the relationship between the change in the external factor and the fluctuation? Is the relationship direct or inverse?
    - How did the relationship result in the difference?
    - Were there more/less participants in a certain program? Please quantify the difference.

Example: Office J reported $180 million in revenue at the end of the current fiscal year. This figure was $130 million higher than the prior year. To account for the change, Office J might report the following on the SCO-510:

> "During the year, a large court judgment of $300 million was entered in favor of the State against the tobacco industry. As of the fiscal year-end, $125 million was received, causing an increase of $125 million increase in revenues from the prior year."

2. Is the fluctuation the result of an internal factor, such as a change in State legislation, a change in the tax/fee rates imposed by the State, or a change in the policies of the entity (cite specific public acts, policy changes, etc., if applicable)?
    - What is the relationship between the change in legislation, policy or tax/fee rate and the fluctuation in the account balance? Please quantify the increase/decrease.
    - How did the change in the internal factor result in the fluctuation?

Example: Agency T reported $750 million in revenue at the end of the current fiscal year. This figure was $175 million lower than the prior year. To account for the change, Agency T might

report the following on the SCO-510:

> "At the beginning of the fiscal year, the General Assembly approved a change in the income tax structure which lowered the tax rates by an average of 5%. This decrease in tax rates resulted in a decline of $175 million in tax collections by Agency T than in the prior year."

3. Is the fluctuation the result of intergovernmental activity?
    - From which agency or fund is the revenue associated?
    - Does the transaction involve federal funds? Are there new federal grants or entitlements in the current year? Describe.
    - What is the purpose of the transaction?
    - For recurring transactions, was the timing of the transfer from another governmental entity earlier or later than last year? Why?
    - Was the fluctuation the result of changes caused by GASB 33? Describe.

Example: Authority F reported $3 million in revenue at the end of the current fiscal year. This figure was $2 million lower than the prior year. To account for the change, Authority F might report the following on the SCO-510:

> "Due to extensive budget cuts made by the federal government during the year, Authority F received a federal grant that was $2 million less than it had been in previous years, resulting in the decrease in revenue. The decrease of $2 million can be entirely attributed to the reduction in grant award from the United States Department of Education "Read'n Rit'n and Rithmitic program. This change is expected to be a permanent reduction in funding for this program and as a result of change in USDE policy. "

4. Is the variance due to a year-end or period-ending adjustment?
    - Is the adjustment a recurring entry for period-end or a one-time adjustment?
    - Is the adjustment unusual or significant in nature? Describe.
    - How was the adjustment determined (quantify)?
    - What is the purpose for the adjustment?
    - Does the adjustment relate to events that occurred in the prior year? What were the related events?

Example: Agency Q found through a careful review of its client records that it had earned revenue in excess of its previous reports in the amount of $37 million. To account for the

change, Agency Q might report the following on the SCO-510:

> "Program revenue increased in fund XZX by $37 million (26%) due to a one time adjustment of our receivables as a result of an analysis of client records. We found that we had served 256,000 more clients than we had previously believed. The adjustment in our accounting records we believe is unusual, and nonrecurring. The adjustment was a result of a more diligent effort to accurately reflect in our general ledger the program revenue and expenses in a given operating year. "

5. Is the difference the result of an accounting error or a change in an accounting estimate?
   - What is the nature of the error or change in accounting estimate?
   - How was the adjustment determined (quantify)?
   - Does the error relate to events that occurred in the prior year? What were the related events?

Example: Agency T coordinates health screening efforts in urban populations likely to be underserved by such efforts. To Agency T's surprise, it learned from its new Fiscal Officer that the accounting records of clients served understated revenues by 30 percent. To account for the change, Department A might report the following on the SCO-510:

> "We changed the manner in which we estimate the number of clients served by our health screening program. We previously counted only children under the age of 17, now we count all clients. This change in estimate was based on new information received from the program sponsor. Under the prior method our program served 221,000 individuals, our new estimate is 437,000 individuals served. The change resulted in an increase in revenue and related receivables in the amount of $17,050.

6. Is the fluctuation due to a change in debt proceeds?
   - Is the fluctuation due to proceeds from new debt (i.e., leases, bonds, Cops, etc.) that was issued during the year, or a decrease in new debt issued during the year? Describe the nature and amount of the debt.
   - Is the fluctuation a result of debt proceeds that were used to refund previous debt issues? Describe the nature and amount of the new debt and the refunded debt.

Example: Agency B issued $1.5 billion General Obligation Bonds to finance the expansion of the interstate highway system including several new bridges. No bonds have been issued by Agency B for three years prior to this issue. To account for the change, Department A might report the following on the SCO-510:

> "We issued $1.5 billion in Transportation Series AA General Obligation Bonds on February 24, 20XX. The bond proceeds were deposited into the treasury and invested in accordance with the bond covenants. The proceeds are to be used to finance construction projects on the interstate highway system throughout the state including replacement of aging bridges on heavily traveled spans over the Mississippi and Wabash rivers. The bonds are scheduled to be retired over 20 years. The expected useful lives of the projects range from 20 to 40 years."

EXPENDITURES

Increase/decrease in capital outlay expenditures:

1. Is the fluctuation the result of a capital outlay? Describe the nature of the capital outlay expenditures.
    - Is the transaction the result of acquiring/expiration of a lease or purchasing/disposing of an asset?
    - What type of asset was acquired/disposed?
    - What was the nature of the transaction?

Example: Department B reported $25 million in capital outlay expenditures for the current fiscal year. This figure was $20 million higher than the prior year. To account for the change, Department B might report the following on the SCO-510:

> "Early in the fiscal year, Department B began construction of a new administration building, which is expected to cost $50 million. At the end of the current fiscal year, Department B had already expended approximately $20 million related to the construction project, causing the capital outlay expenditures to be considerably higher than the prior year."

Increase/decrease in debt service expenditures:

1. Is the increase/decrease in debt service expenditures the result of the following:
    - Has the agency issued additional debt (including leases and expenditures to escrow agents for refunding bonds), which has significantly increased debt service expenditures? Describe the additional debt.
    - Has the agency extinguished debt this year, which has significantly decreased debt service expenditures? Describe the extinguished debt.

- Has the accreted interest on debt significantly increased/decreased this year? Quantify.
- Have debt service expenditures changed as a result of a change in interest rates or some other external factor? Describe the change in the external factor, and explain the correlation between the external factor and the debt service expenditures.
- If new debt was used for refunding issues, identify the debt that was serviced with the proceeds of the refunding debt.

Example: Department R reported $15 million in debt service expenditures for the current fiscal year. This figure was $5 million lower than the prior year. To account for the change, Department R might report the following on the SCO-510:

> "During the year ended June 30 20X2, the outstanding bonds from Bond Illinois Series XV were refunded by "Bond Illinois Series LXV" to take advantage of substantially lower market interest rates. As a result, debt service payments scheduled in the bond covenants were substantially lower, resulting in a decline in debt service from $20 million in the year ended June 30, 20X1 to $15 million in the year ended June 30, 20X2.

Increase/decrease in other expenditures:

1. Is the fluctuation the result of a change in an external factor, such as a change in demographics, population, environment, accounting standards, court-ordered mandates, federal legislation, etc.?
   - What is the relationship between the change in the external factor and the fluctuation? Is the relationship direct or inverse?
   - How did the relationship result in the difference?
   - Were there more/less participants in a certain program? Please quantify the difference.

Example: Agency D reported $400 million in expenditures for the current fiscal year. This figure was $140 million higher than the prior year. To account for the change, Agency D might report the following on the SCO-510:

> "The U.S. Environmental Protection Agency recently enacted new regulations requiring immediate cleanup of any hazardous waste sites containing radioactive materials. To comply with this regulation, Agency D was forced to drastically

increase its cleanup costs and corresponding expenditures for the year. In the year in question, we initiated cleanup on 12 new sites which represented an increase of 8 over the prior year. We also reported 36 active cleanup projects at year end, an increase of 17 over the prior year. This increased activity resulted in increases in expenses related to the cleanup projects in the amount of $140 million over the same period one year previous. The increase in cleanup expense can be attributed to the change in regulatory"

2. Is the fluctuation the result of an internal factor, such as a change in State legislation, a change in the tax/fee rates imposed by the State, or a change in the policies of the entity (cite specific public acts, policy changes, etc., if applicable)?
    - What is the relationship between the internal factor (i.e., change in legislation, policy or tax/fee rate) and the fluctuation in the account balance? Please quantify the increase/decrease.
    - How did the change in the internal factor result in the fluctuation?

Example: Commission L reported $85 million in welfare expenditures for the current fiscal year. This figure was $15 million higher than the prior year. To account for the change, Commission L might report the following on the SCO-510:

> "During the year, top management of Commission L made a policy decision to increase the threshold for family income used as a base for eligibility for the income maintenance grant program. This policy change increased the number of eligible families from 21,250 to 35,225 families. The increase in total eligible families of 13,975 caused an increase in program expenditures of $15 million. This change in policy is expected not to have significant financial effect in future years."

3. Is the fluctuation the result of intergovernmental activity?
    - From which agency or fund is the expenditure associated?
    - Does the transaction involve federal funds? Are there new federal grants or entitlements in the current year? Describe.
    - What is the purpose of the transaction?
    - For recurring transactions, was the timing of the transfer to another governmental entity earlier or later than last year? Why?

Example: Department N reported $7 million in expenditures for the current fiscal year. This figure was $4 million lower than the prior year. To account for the change, Department N might

report the following on the SCO-510:

> "For the first time in several fiscal years, Department N, PPP fund was not required to make a $5 million payment to the City of New Frankfurt, Illinois, a local government, not a component unit of the State of Illinois. Because of this change, Department N's expenditures were much lower than in the past. This change is expected to be permanent."

4. Is the variance due to a year-end or period-ending adjustment?
    - Is the adjustment a recurring entry for period-end or a one-time adjustment?
    - Is the adjustment unusual or significant in nature? Describe.
    - How was the adjustment determined (quantify)?
    - What is the purpose for the adjustment?
    - Does the adjustment relate to events that occurred in the prior year? What were the related events?

Example: Agency W Reported $300,000 in expenditures for the current fiscal year. This figure was $225,000 higher than the prior year. To account for the change, Department A might report the following on the SCO-510:

> "Expenditures increased in fund XZX resulting from a one-time loss of perishable food in the amount of $225,000. The nature of the loss is unusual. The adjustment was determined from a physical inventory of the food and the loss was calculated on a cost basis. The adjustment was made to properly reflect the current value of the ending inventory and the value of the food lost. This adjustment is not reflective of events in a prior year and is not expected to have any carry-over effects to the subsequent year."

5. Is the difference the result of an accounting error or a change in an accounting estimate?
    - What is the nature of the error or change in accounting estimate?
    - How was the adjustment determined (quantify)?
    - Does the error relate to events that occurred in the prior year? What were the related events?

Example: Board V reported $25 million in depreciation expense for the current fiscal year. This figure was $6 million higher than the prior year. To account for the change, Board V might report the following on the SCO-510:

> "During the current fiscal year, Board V made a change in an accounting estimate

with respect to the method used to calculate depreciation. Board V changed from the double declining method to straight-line method to comply with the method prescribed by SAMS. Consequently, depreciation expense was $6 million higher than reported in the prior year. ”

CONTENTS

Refer to Exhibit 27.20.10-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the three-digit Comptroller assigned agency number.
(3)	Enter the official agency name.
(4)	Enter the four-digit Comptroller assigned fund number.
(5)	Enter the official fund name.
(6)	Enter the GAAP account number for each account in which has (1) an increase (decrease) of $10,000,000 ($10,000 rounded to the nearest thousand) or more for non-university trial balances or $5,000,000 ($5,000 rounded to the nearest thousand) or more for university trial balances or (2) an increase (decrease) of $1,000,000 ($1,000 rounded to the nearest thousand) or more and a 15% or greater increase (decrease) from the prior year.
(7)	Enter the account description for each account number entered in (6).
(8)	Enter the current year amount.
(9)	Enter the prior year amount.
(10)	Subtract (9) from (8) and enter the result. If (9) is greater than (8), the decrease should be in parenthesis.

REFERENCE	CONTENTS
(11)	Enter a narrative detailing the major reason(s) for the material change in (10). (Note: If additional space is needed to fully explain the difference between years, please attach the explanation to this form and reference the attachment in the "explanation" section of this form.)

State of Illinois
Explanation of Account Changes
June 30, 20_____

Agency Number: _____ **Agency Name:** _____
Fund Number: _____ **Fund Name:** _____ (Nearest Thousands)

Account Number: _____
Account Description: _____

Current Year	Prior Year	Increase/(Decrease)

Explanation: _____

Account Number: _____
Account Description: _____

Current Year	Prior Year	Increase/(Decrease)

Explanation: _____

Account Number: _____
Account Description: _____

Current Year	Prior Year	Increase/(Decrease)

Explanation: _____

Account Number: _____
Account Description: _____

Current Year	Prior Year	Increase/(Decrease)

Explanation: _____

SCO-510

State of Illinois
Explanation of Account Changes
June 30, 20(1)____

Agency Number: (2) **Agency Name:** (3)
Fund Number: (4) **Fund Name:** (5) (Nearest Thousands)

Account Number: (6)
Account Description: (7)

Current Year (8)	Prior Year (9)	Increase/(Decrease) (10)

Explanation: (11)

Account Number:
Account Description:

Current Year	Prior Year	Increase/(Decrease)

Explanation:

Account Number:
Account Description:

Current Year	Prior Year	Increase/(Decrease)

Explanation:

Account Number:
Account Description:

Current Year	Prior Year	Increase/(Decrease)

Explanation:

SCO-510

SHARED SAMS FUNDS TRIAL BALANCE FOR ASSETS, LIABILITIES AND FUND EQUITY (SCO-511)

PURPOSE

The purpose of the Shared SAMS Funds Trial Balance For Assets, Liabilities and Fund Equity (Exhibit 27.20.11-A) is to record agency adjustments necessary to convert a shared fund to the GAAP basis.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Shared SAMS Funds Trial Balance For Assets, Liabilities and Fund Equity should be completed for funds in which an agency has activity in the fund but does not solely administer the fund and the fund is classified as a governmental or fiduciary (agency funds only) fund type by the Comptroller's Office. No single agency administers a shared fund; therefore, each agency's activity in a shared fund must be reported to the Comptroller's Office for accumulation of adjustments and conversion of the SAMS cash basis fund records to the GAAP basis. In addition, SAMS cash basis fund records do not record asset and liability balances; therefore, each agency must prepare the appropriate adjusting entries to record balance sheet items. A separate trial balance should be completed for each such shared fund.

All amounts reported on this form must be rounded to the nearest thousand. For descriptions of the accounts to be included on each line, refer to the Chart of Accounts (Procedure 27.50.20). Where a line or column does not apply, leave it blank. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

Instructions for converting asset and liability accounts to the GAAP basis can be found in various forms and instructions included in the year-end reporting package (e.g., accounts payable and accrued liabilities on Form SCO-549, Summary of Liabilities).

All adjustments should be initially recorded on Form SCO-548 (Adjusting Journal Entries) and reclassifications on Form SCO-547 (Reclassifying Journal Entries). All adjustments and reclassifications will be summarized by account on Form SCO-530 (Account Summary Analysis) to provide details of the net adjustments and/or reclassifications to the trial balance.

Since the balances per SAMS are the beginning amounts for Form SCO-512, Shared SAMS Funds Trial Balance for Revenues and Expenditures, cash in-transit must be recorded as an increase in cash and the corresponding revenue account (SAMS Procedure 27.20.31) and vouchers-in-transit must be recorded as an increase in the corresponding payable and expenditure accounts.

It should be noted that only reclassification entries are posted in the fund equity section and the sum of all current year adjustments/reclassifications on the SCO-511 and the SCO-512 must equal zero.

CONTENTS

Refer to Exhibit 27.20.11-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter net adjustments and/or reclassifications (in thousands) at June 30, current year (CY) for each asset, liability and fund equity account. This information must be obtained from the SCO-530. Debits should be positive and credits should be in parenthesis.
(7)	Total the net adjustments and/or reclassifications entered in (6) and enter the result.

REFERENCE	CONTENTS
(8)	Enter the prior year GAAP basis (in thousands). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.
(9)	Subtotal amounts reported in (6), (7) and (8) for each column and enter the result in the respective column.
(10)	Total all asset amounts reported either individually or as part of a subtotal as shown in (9) and enter the result in the respective column.
(11)	Total all liability amounts reported either individually or as part of a subtotal as shown in (9) and enter the result in the respective column.
(12)	Total all fund equity amounts reported and enter the result in the respective column.

State of Illinois
Shared SAMS Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand Agency Adjustments	IOC Adjustments	Auditor Adjustments	GAAP Basis, CY	GAAP Basis, PY
	Assets					
101	Cash on Deposit with State Treasurer	$	$	$	$	$
	(including Intransit Items)					
103	Petty Cash					
104	Cash Equivalents					
105	**Total Cash and Cash Equivalents**					
109	Investments					
110	Unamortized Premiums (Discounts) on Investments					
111	**Total Investments**					
117	Taxes Receivable					
118	Allowance for Uncollectible Taxes	( )			( )	( )
121	Interest and Penalties Receivable on Taxes					
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )			( )	( )
125	**Total Taxes Receivable, Net**					
126	Due from Other Government-Federal					
127	Due from Other Government-Local					
128	Allowance for Uncollectible Due from Other Governments	( )			( )	( )
130	**Total Intergovernmental Receivables, Net**					
135	Other Receivables					
136	Allowance for Uncollectible Other Receivables	( )			( )	( )
140	**Total Other Receivables, Net**					
141	Due from Other Funds					
144	Due from Components Units					
147	Due from Primary Government					
150	Inventories					
151	Prepaid Expenses					
152	Loans and Notes Receivable					
153	Allowance for Uncollectible Loans and Notes Receivable	( )			( )	( )
154	**Total Loans and Notes Receivable**					
159	Restricted Assets, Current					
175	Other Assets					
195	**Total Assets**	$	$	$	$	$

State of Illinois
Shared SAMS Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Adjustments	IOC Adjustments	Auditor Adjustments	GAAP Basis, CY	GAAP Basis, PY
	Liabilities					
205	Accounts Payable and Accrued Liabilities	$	$	$	$	$
208	Due to Other Government-Federal					
209	Due to Other Government-Local					
210	**Total Intergovernmental Payables**					
215	Due to Other Funds					
216	Due to Component Units					
217	Due to Primary Government					
220	Deferred Revenues					
222	Liabilities Payable from Restricted Assets					
235	Notes Payable, Current					
259	Other Obligations					
295	**Total Liabilities**	$	$	$	$	$
	Fund Equity					
	Fund Balance Reserved for:					
310	Encumbrances	$	$	$	$	$
313	Investments					
314	Intergovernmental Receivables					
315	Other Receivables					
316	Intra-Entity Receivables					
317	Loans and Notes Receivable					
318	Inventories					
323	Endowments and Similar Funds					
325	Other					
	Unreserved Fund Balance Designated for:					
330	Debt Service					
333	Other					
340	Undesignated					
350	**Total Fund Equity**	$	$	$	$	$

State of Illinois
Shared SAMS Funds Trial Balance
June 30, 20____ (1)

Agency (2) Department XYZ
Agency # (3) 498
Fund Name (4) General Revenue
Fund # (5) 0001

Account Number	Account Description	Nearest Thousand: Agency Adjustments	IOC Adjustments	Auditor Adjustments	GAAP Basis, CY	GAAP Basis, PY
	Assets					
101	Cash on Deposit with State Treasurer	$ (6) 146	$ (6)	$ (6)	$ (7) 146	$ (8) 175
	(including Intransit Items)	3			3	3
103	Petty Cash					
104	Cash Equivalents					
105	**Total Cash and Cash Equivalents**	(9) 149	(9) 0	(9) 0	(9) 149	(9) 178
109	Investments					
110	Unamortized Premiums (Discounts) on Investments					
111	**Total Investments**					
117	Taxes Receivable	32,103			32,103	29,974
118	Allowance for Uncollectible Taxes	( )			( )	( )
121	Interest and Penalties Receivable on Taxes					
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )			( )	( )
125	**Total Taxes Receivable, Net**	32,103			32,103	29,974
126	Due from Other Government-Federal					
127	Due from Other Government-Local					
128	Allowance for Uncollectible Due from Other Governments	( )			( )	( )
130	**Total Intergovernmental Receivables, Net**					
135	Other Receivables					
136	Allowance for Uncollectible Other Receivables	( )			( )	( )
140	**Total Other Receivables, Net**					
141	Due from Other Funds	30			30	50
144	Due from Components Units					
147	Due from Primary Government					
150	Inventories	200			200	250
151	Prepaid Expenses					
152	Loans and Notes Receivable					
153	Allowance for Uncollectible Loans and Notes Receivable	( )			( )	( )
154	**Total Loans and Notes Receivable**					
159	Restricted Assets					
175	Other Assets					
195	**Total Assets**	$ (10) 32,482	$ (10) 0	$ (10) 0	$ (10) 32,482	$ (10) 30,452

State of Illinois
Shared SAMS Funds Trial Balance
June 30, 20____ (1)

Agency (2) Department XYZ
Agency # (3) 498
Fund Name (4) General Revenue
Fund # (5) 0001

Account Number	Account Description	Nearest Thousand Agency Adjustments	IOC Adjustments	Auditor Adjustments	GAAP Basis, CY	GAAP Basis, PY
	Liabilities					
205	Accounts Payable and Accrued Liabilities	$ (6) (8,057)	$ (6)	$ (6)	$ (7) (8,057)	$ (8) (8,802)
208	Due to Other Government-Federal					
209	Due to Other Government-Local					
210	**Total Intergovernmental Payables**					
215	Due to Other Funds					
216	Due to Component Units					
217	Due to Primary Government					
220	Deferred Revenues					
222	Liabilities Payable from Restricted Assets					
235	Notes Payable, Current					
259	Other Obligations					
295	**Total Liabilities**	(11) (8,057)	$ (11) 0	$ (11) 0	$ (11) (8,057)	$ (11) (8,802)
	Fund Equity					
	Fund Balance Reserved for:					
310	Encumbrances	$ (6) (131)	$ (6)	$ (6)	$ (7) (131)	$ (8) (175)
313	Investments					
314	Intergovernmental Receivable					
315	Other Receivables					
316	Intra-Entity Receivables					
317	Loans and Notes Receivable					
318	Inventories	(200)			(200)	(250)
323	Endowments and Similar Funds					
325	Other					
	Unreserved Fund Balance Designated for:					
330	Debt Service					
333	Other					
340	Undesignated	331			331	425
350	**Total Fund Equity**	$ (12) 0	$ (12) 0	$ (12) 0	$ (12) 0	$ (12) 0

SHARED SAMS FUNDS TRIAL BALANCE FOR REVENUES AND EXPENDITURES (SCO-512)

PURPOSE

The purpose of the Shared SAMS Funds Trial Balance for Revenues and Expenditures (Exhibit 27.20.12-A) is to record agency adjustments necessary to convert to the GAAP basis.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Shared SAMS Funds Trial Balance For Revenues and Expenditures should be completed only for funds held by the State Treasurer in which an agency has activity but does not solely administer the fund. No single agency administers a shared fund; therefore, each agency must report revenue and expenditure activity. The Comptroller's Office accumulates adjustments and converts cash basis fund records to the GAAP basis. A separate trial balance should be completed for each such shared fund.

All amounts reported on this form must be rounded to the nearest thousand. For descriptions of the accounts to be included on each line, refer to the Chart of Accounts (Procedure 27.50.20). Where a line or column does not apply, leave it blank. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

Instructions for converting revenue and expenditure accounts to the GAAP basis can be found in various forms and instructions included in the year-end reporting package (e.g., accounts payable and accrued liabilities on Form SCO-549, Summary of Liabilities).

Balance per SAMS revenue amounts can be obtained from the Monthly Revenue Status Report SB04, issued by the Comptroller's Office. Balance per SAMS expenditure amounts can be obtained from SAMS Report SG06, issued by the Comptroller's Office.

All adjustments should be initially recorded on Form SCO-548 (Adjusting Journal Entries) and reclassifications on Form SCO-547 (Reclassifying Journal Entries). All adjustments and reclassifications should be summarized by account on Form SCO-530 (Account Summary Analysis) to provide details of the net adjustments and/or reclassifications to the trial balance.

All cash in-transit must be recorded as an increase in cash and the corresponding revenue account (Procedure 27.20.31) and all vouchers in-transit must be recorded as an increase in the corresponding payable and expenditure accounts.

CONTENTS

Refer to Exhibit 27.20.12-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the balances (in thousands) in individual revenue and expenditure accounts at June 30, current year (CY). This information will be completed by the Comptroller's Office. This information can also be obtained from agency records provided in various SAMS reports.
(7)	Enter adjustments (in thousands) at June 30, prior year (PY) for each revenue and expenditure account. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.

REFERENCE	CONTENTS
(8)	Enter net adjustments and/or reclassifications (in thousands) at June 30, CY for each revenue and expenditure account, as summarized on the SCO-530. Debits should be positive and credits should be in parenthesis.
(9)	Subtract (7) from the sum of (6) and (8) and enter the result.
(10)	Enter the prior year GAAP basis (in thousands). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.
(11)	Refunds and credit memoranda should be analyzed by revenue source on the SCO-541 (Refunds and Credit Memoranda Fund Analysis) and entered as a reduction of the applicable revenue type. Budgetary refunds from SAMS Report SG06 will be entered in the agency record column.
(12)	Subtract (11) from the amounts in columns (6), (7), (8), (9) and (10) for each category and enter the result in the respective column.
(13)	Total all revenue amounts reported either individually or as part of a subtotal as shown in (12) and enter the result in the respective column.
(14)	Total the expenditure amounts reported in (6), (7), (8), (9) and (10) and enter the result in the respective column.

State of Illinois
Shared SAMS Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand Balance Per SAMS	PY GAAP Adjustments	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Revenues					
401	Income Taxes	$	$	$	$	$
402	Refunds and Credit Memoranda					
405	**Net Income Taxes**					
406	Sales Taxes					
407	Refunds and Credit Memoranda					
410	**Net Sales Taxes**					
411	Public Utility Taxes					
412	Refunds and Credit Memoranda					
415	**Net Public Utility Taxes**					
416	Motor Fuel Taxes					
417	Refunds and Credit Memoranda					
420	**Net Motor Fuel Taxes**					
421	Other Taxes					
422	Refunds and Credit Memoranda					
425	**Net Other Taxes**					
426	Federal Operating Grants					
427	Federal Capital Grants					
428	Federal General Grants					
429	Refunds and Credit Memoranda					
430	**Net Federal Government**					
431	Licenses and Fees					
432	Refunds and Credit Memoranda					
435	**Net Licenses and Fees**					
440	Interest and Other Investment Income					
441	Other Revenues					
442	Other Charges for Services					
443	Other Operating Grants					
444	Other Capital Grants					
445	Refunds and Credit Memoranda					
449	**Net Other Revenues**					
565	Operating Transfers-In					
575	Bond Proceeds					
577	Refunding Bond Proceeds					
578	Proceeds from Capital Lease Financing					
580	Proceeds from Certificates of Participation					
581	Other Financing Sources					
582	**Total Revenues**	$	$	$	$	$

State of Illinois
Shared SAMS Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Records	PY GAAP Adjustments	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Expenditure					
505	Education	$	$	$	$	$
510	Employment and Economic Development					
515	Health and Social Services					
520	General Government					
525	Transportation					
530	Public Protection and Justice					
535	Environmental and Business Regulation					
540	Debt Service - Principal					
545	Debt Service - Interest					
550	Capital Outlays					
570	Operating Transfers-Out					
579	Payment to Refunded Bond Escrow Agent					
583	Other Financing Uses					
586	**Total Expenditures**	$	$	$	$	$

State of Illinois
Shared SAMS Funds Trial Balance
June 30, 20__(1)__

Agency (2) Department XYZ
Agency # (3) 498
Fund Name (4) General Revenue
Fund # (5) 0001

Account Number	Account Description	Nearest Thousand: Balance Per SAMS	PY GAAP Adjustments	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Revenues					
401	Income Taxes	$ (6) (375,276)	$ (7) (29,974)	$ (8) (32,239)	$ (9) (377,541)	$ (10) (381,540)
402	Refunds and Credit Memoranda	(11) 10,568	1,836	2,036	10,768	11,575
405	**Net Income Taxes**	(12) (364,708)	(12) (28,138)	(12) (30,203)	(12) (366,773)	(12) (369,965)
406	Sales Taxes					
407	Refunds and Credit Memoranda					
410	**Net Sales Taxes**					
411	Public Utility Taxes					
412	Refunds and Credit Memoranda					
415	**Net Public Utility Taxes**					
416	Motor Fuel Taxes					
417	Refunds and Credit Memoranda					
420	**Net Motor Fuel Taxes**					
421	Other Taxes					
422	Refunds and Credit Memoranda					
425	**Net Other Taxes**					
426	Federal Operating Grants					
427	Federal Capital Grants					
428	Federal General Grants					
429	Refunds and Credit Memoranda					
430	**Net Federal Government**					
431	Licenses and Fees	(957)	(13)	(3)	(947)	(976)
432	Refunds and Credit Memoranda					
435	**Net Licenses and Fees**	(957)	(13)	(3)	(947)	(976)
440	Interest and Other Investment Income					
441	Other Revenues	(3,624)	(162)	(7)	(3,469)	(3,344)
442	Other Charges for Services					
443	Other Operating Grants					
444	Other Capital Grants					
445	Refunds and Credit Memoranda					
449	**Net Other Revenues**	(3,624)	(162)	(7)	(3,469)	(3,344)
565	Operating Transfers-In	(600)	(50)	(30)	(580)	(500)
575	Bond Proceeds					
577	Refunding Bond Proceeds					
578	Proceeds from Capital Lease Financing					
580	Proceeds from Certificates of Participation					
581	Other Financing Sources					
582	**Total Revenues**	$ (13) (369,889)	$ (13) (28,363)	$ (13) (30,243)	$ (13) 371,769	$ (13) (374,785)

State of Illinois
Shared SAMS Funds Trial Balance
June 30, 20(1)

Agency (2) Department XYZ
Agency # (3) 498
Fund Name (4) General Revenue
Fund # (5) 0001

Account Number	Account Description	Nearest Thousand: Agency Records	PY GAAP Adjustments	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Expenditure					
505	Education	$	$	$	$	$
510	Employment and Economic Development					
515	Health and Social Services					
520	General Government	(6) 157,595	(7) 4,809	(8) 3,792	(9) 156,578	(10) 160,172
525	Transportation	20,450	1,374	1,571	20,647	20,041
530	Public Protection and Justice	15,725	687	438	15,476	12,442
535	Environmental and Business Regulation					
540	Debt Service - Principal					
545	Debt Service - Interest					
550	Capital Outlays		8	74	66	88
570	Operating Transfers-Out					
579	Payment to Refunded Bond Escrow Agent					
583	Other Financing Uses					
586	**Total Expenditures**	$ (14) 193,770	$ (14) 6,878	$ (14) 5,875	$ (14) 192,767	$ (14) 192,743

NONSHARED SAMS FUNDS TRIAL BALANCE FOR ASSETS, LIABILITIES, AND FUND EQUITY (SCO-516)

PURPOSE

The purpose of the Nonshared SAMS Funds Trial Balance For Assets, Liabilities and Fund Equity (Exhibit 27.20.16-A) is to provide a worksheet for conversion of agency records to the GAAP basis.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Nonshared SAMS Funds Trial Balance for Assets, Liabilities and Fund Equity should be completed only for those funds held by the State Treasurer solely administered by an agency, as designated by the Comptroller's Office, and classified as a governmental or fiduciary (agency funds only) fund type. A separate trial balance should be completed for each fund.

All amounts reported on this form must be rounded to the nearest thousand. For descriptions of the accounts to be included on each line, refer to the Chart of Accounts (Procedure 27.50.20). Where a line or column does not apply, leave it blank. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

Instructions for converting asset and liability accounts to the GAAP basis can be found in various forms and instructions included in the year-end reporting package (e.g., accounts payable and accrued liabilities on Form SCO-549, Summary of Liabilities).

All adjustments should be initially recorded on Form SCO-548 (Adjusting Journal Entries) and reclassifications on Form SCO-547 (Reclassifying Journal Entries). All adjustments and reclassifications will be summarized by account on Form SCO-530 (Account Summary Analysis) to provide details of the net adjustments and/or reclassifications to the trial balance.

CONTENTS

Refer to Exhibit 27.20.16-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the balances (in thousands) in individual asset, liability, and fund equity accounts at June 30, current year (CY).This information will be completed by the Comptroller's Office from SAMS records. This information can also be obtained from agency records, provided in various SAMS reports.
(7)	Enter net adjustments and/or reclassifications (in thousands) at June 30, CY for each asset, liability, and fund equity account. This information can be obtained from the SCO-530. Debits should be positive and credits should be in parenthesis. For balancing total adjustments, undesignated fund balance, and total fund equity, refer to the Fund Equity Reconciliation (SCO-529).
(8)	Sum (6) and (7) and enter the result.
(9)	Enter the prior year GAAP basis (in thousands). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year's final year-end reporting package.

REFERENCE	CONTENTS
(10)	Subtotal amounts reported in (6), (7), (8) and (9) for each column and enter the result in the respective column.
(11)	Total all asset amounts reported either individually or as part of a subtotal as shown in (10) and enter the result in the respective column.
(12)	Total all liability amounts reported either individually or as part of a subtotal as shown in (10) and enter the result in the respective column.
(13)	Total all fund equity amounts reported and enter the result in the respective column. After the closing entry has been posted to the Undesignated Fund Balance, Form SCO-529, the following statement must be true: total assets (11) equal total liabilities (12) plus total fund equity (13).

State of Illinois
Nonshared SAMS Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand					
		Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	GAAP Basis, CY	GAAP Basis, PY
	Assets						
101	Cash on Deposit with State Treasurer (including Intransit Items)	$	$	$	$	$	$
103	Petty Cash						
104	Cash Equivalents						
105	**Total Cash and Cash Equivalents**						
109	Investments						
110	Unamortized Premiums (Discounts) on Investments						
111	**Total Investments**						
117	Taxes Receivable						
118	Allowance for Uncollectible Taxes	( )				( )	( )
121	Interest and Penalties Receivable on Taxes						
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )				( )	( )
125	**Total Taxes Receivable, Net**						
126	Due from Other Government-Federal						
127	Due from Other Government-Local						
128	Allowance for Uncollectible Due from Other Governments	( )				( )	( )
130	**Total Intergovernmental Receivables, Net**						
135	Other Receivables						
136	Allowance for Uncollectible Other Receivables	( )				( )	( )
140	**Total Other Receivables, Net**						
141	Due from Other Funds						
144	Due from Components Units						
147	Due from Primary Government						
150	Inventories						
151	Prepaid Expenses						
152	Loans and Notes Receivable						
153	Allowance for Uncollectible Loans and Notes Receivable	( )				( )	( )
154	**Total Loans and Notes Receivable**						
159	Restricted Assets, Current						
175	Other Assets						
195	**Total Assets**	$	$	$	$	$	$

State of Illinois
Nonshared SAMS Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand					
		Agency Records	**Agency Adjustments**	**IOC Adjustments**	**Auditor Adjustments**	**GAAP Basis, CY**	**GAAP Basis, PY**
	Liabilities						
205	Accounts Payable and Accrued Liabilities	$	$	$	$	$	$
208	Due to Other Government-Federal						
209	Due to Other Government-Local						
210	**Total Intergovernmental Payables**						
215	Due to Other Funds						
216	Due to Component Units						
217	Due to Primary Government						
220	Deferred Revenues						
222	Liabilities Payable from Restricted Assets						
235	Notes Payable, Current						
259	Other Obligations						
295	**Total Liabilities**	$	$	$	$	$	$
	Fund Equity						
	Fund Balance Reserved for:						
310	Encumbrances	$	$	$	$	$	$
313	Investments						
314	Intergovernmental Receivables						
315	Other Receivables						
316	Intra-Entity Receivables						
317	Loans and Notes Receivables						
318	Inventories						
323	Endowments and Similar Funds						
325	Other						
	Unreserved Fund Balance Designated for:						
330	Debt Service						
332	Deferred Compensation Benefits						
333	Other						
340	Undesignated						
350	**Total Fund Equity**	$	$	$	$	$	$

State of Illinois
Nonshared SAMS Funds Trial Balance
June 30, 20____ (1)

Agency (2) Department XYZ
Agency # (3) 498
Fund Name (4) ABC
Fund # (5) 0002

Account Number	Account Description	Nearest Thousand: Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	GAAP Basis, CY	GAAP Basis, PY
	Assets						
101	Cash on Deposit with State Treasurer (including Intransit Items)	$ (6) 47,933	$ (7) 116	$ (7)	$ (7)	$ (8) 48,049	$ (9) 38,747
103	Petty Cash		2			2	2
104	Cash Equivalents						
105	**Total Cash and Cash Equivalents**	(10) 47,933	(10) 118	(10)	(10)	(10) 48,051	(10) 38,749
109	Investments						
110	Unamortized Premiums (Discounts) on Investments						
111	**Total Investments**						
117	Taxes Receivable						
118	Allowance for Uncollectible Taxes	( )				( )	( )
121	Interest and Penalties Receivable on Taxes						
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )				( )	( )
125	**Total Taxes Receivable, Net**						
126	Due from Other Government - Federal		450			450	100
127	Due from Other Government - Local						
128	Allowance for Uncollectible Due from Other Governments	( )				( )	( )
130	**Total Intergovernmental Receivables, Net**		450			450	100
135	Other Receivables		3,010			3,010	2,995
136	Allowance for Uncollectible Other Receivables	( )	(610)			(610)	(220)
140	**Total Other Receivables, Net**		2,400			2,400	2,775
141	Due from Other Funds		18			18	20
144	Due from Components Units						
147	Due from Primary Government						
150	Inventories		200			200	250
151	Prepaid Expenses						
152	Loans and Notes Receivable						
153	Allowance for Uncollectible Loans and Notes Receivable	( )				( )	( )
154	**Total Loans and Notes Receivable**						
159	Restricted Assets, Current						
175	Other Assets						
195	**Total Assets**	$ (11) 47,933	$ (11) 3,186	$ (11)	$ (11)	$ (11) 51,119	$ (11) 41,894

State of Illinois
Nonshared SAMS Funds Trial Balance
June 30, 20____ (1)

Agency (2) Department XYZ
Agency # (3) 498
Fund Name (4) ABC
Fund # (5) 0002

Account Number	Account Description	Nearest Thousand: Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	GAAP Basis, CY	GAAP Basis, PY
	Liabilities						
205	Accounts Payable and Accrued Liabilities	$ (6)	$ (7) (12,376)	$ (7)	$ (7)	$ (8) (12,376)	$ (9) (11,034)
208	Due to Other Government-Federal						
209	Due to Other Government-Local						
210	**Total Intergovernmental Payables**						
215	Due to Other Funds		(425)			(425)	(250)
216	Due to Component Units						
217	Due to Primary Government						
220	Deferred Revenues						
222	Liabilities Payable from Restricted Assets						
235	Notes Payable, Current						
259	Other Obligations						
295	**Total Liabilities**	$ (12)	$ (12) (12,801)	$ (12)	$ (12)	$ (12) (12,801)	$ (12) (11,284)
	Fund Equity						
	Fund Balance Reserved for:						
310	Encumbrances	$ (6)	$ (7) (321)	$ (7)	$ (7)	$ (8) (321)	$ (9) (365)
313	Investments						
314	Intergovernmental Receivables						
315	Other Receivables						
316	Intra-Entity Receivables						
317	Loans and Notes Receivables						
318	Inventories		(200)			(200)	(250)
323	Endowments and Similar Funds						
325	Other						
	Unreserved Fund Balance Designated for:						
330	Debt Service						
332	Deferred Compensation Benefits						
333	Other						
340	Undesignated	(30,610)	(7,187)			(37,797)	(29,995)
350	**Total Fund Equity**	$ (13) (30,610)	$ (13) (7,708)	$ (13)	$ (13)	$ (13) (38,318)	$ (13) (30,610)

NONSHARED SAMS FUNDS TRIAL BALANCE FOR REVENUES AND EXPENDITURES (SCO-517)

PURPOSE

The purpose of the Nonshared SAMS Funds Trial Balance for Revenues and Expenditures (Exhibit 27.20.17-A) is to provide a worksheet for conversion of agency records to the GAAP basis.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record, and one for the Auditor General or his representative.

GENERAL

The Nonshared SAMS Funds Trial Balance for Revenues and Expenditures should be completed only for those funds held by the State Treasurer solely administered by an agency, as designated by the Comptroller's Office and classified as a governmental fund type. A separate trial balance should be completed for each fund.

All amounts reported on this form must be rounded to the nearest thousand. For descriptions of the accounts to be included on each line, refer to the Chart of Accounts (Procedure 27.50.20). Where a line or column does not apply, leave it blank. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

Instructions for converting revenue and expenditure accounts to the GAAP basis can be found in various forms and instructions included in the year-end reporting package (e.g., Accounts Payable and Accrued Liabilities, SCO-549).

All adjustments should be initially recorded on Form SCO-548 (Adjusting Journal Entries) and reclassifications on Form SCO-547 (Reclassifying Journal Entries). All adjustments and reclassifications should be summarized by account on Form SCO-530 (Account Summary Analysis) to provide details of the net adjustments and/or reclassifications to the trial balance.

CONTENTS

Refer to Exhibit 27.20.17-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the balances (in thousands) in individual revenue and expenditure accounts at June 30, current year (CY). This information will be completed by the Comptroller's Office. This information can also be obtained from agency records provided in various SAMS reports. Debits should be positive and credits should be in parenthesis.
(7)	Enter adjustments (in thousands) at June 30, prior year (PY) for each revenue and expenditure account. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year's final year-end reporting package. These amounts should equal total receipts and total disbursements per agency records on the SCO-534.
(8)	Enter net adjustments and/or reclassifications (in thousands) at June 30, CY for each revenue and expenditure account, as summarized on the SCO-530. Debits should be positive and credits should be in parenthesis.
(9)	Subtract (7) from the sum of (6) and (8) and enter the result.
(10)	Enter the prior year GAAP basis (in thousands). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year's year-end reporting package.

REFERENCE	CONTENTS
(11)	Refunds and credit memoranda should be analyzed by revenue source on the SCO-541 (Refunds and Credit Memoranda Fund Analysis) and entered as a reduction of the applicable revenue type. Budgetary refunds from SAMS Report SG06 will be entered in the agency record column.
(12)	Subtract (11) from the amounts in columns (6), (7), (8), (9) and (10) for each category and enter the result in the respective column.
(13)	Total all revenue amounts reported either individually or as part of a subtotal as shown in (12) and enter the result in the respective column.
(14)	Enter the amount shown in (13) with the opposite mathematical sign. For example, if the amount shown in (13) is a credit, the amount in (14) will be a debit. Add (13) and (14). The result should be zero. A Fund Equity Reconciliation (SCO-529) must be completed to demonstrate the closing out of revenues into undesignated fund balance. The amount in (14) should be entered as a reclassifying journal entry on the SCO-547. Refer to the SCO-529 for the proper journal entry for this reclassification.
(15)	Total the expenditure amounts reported in (6), (7), (8), (9) and (10) and enter the result in the respective column.
(16)	Enter the amount shown in (15) with the opposite mathematical sign. For example, if the amount shown in (15) is a debit, the amount in (16) will be a credit. Add (15) and (16). The result should be zero. A Fund Equity Reconciliation (SCO-529) must be completed to demonstrate the closing out of expenditures into undesignated fund balance. The amount in (16) should be entered as a reclassifying journal entry on the SCO-547. Refer to the SCO-529 for the proper journal entry for this reclassification.

State of Illinois
Nonshared SAMS Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Records	PY GAAP Adjustments	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Revenues					
401	Income Taxes	$	$	$	$	$
402	Refunds and Credit Memoranda					
405	**Net Income Taxes**					
406	Sales Taxes					
407	Refunds and Credit Memoranda					
410	**Net Sales Taxes**					
411	Public Utility Taxes					
412	Refunds and Credit Memoranda					
415	**Net Public Utility Taxes**					
416	Motor Fuel Taxes					
417	Refunds and Credit Memoranda					
420	**Net Motor Fuel Taxes**					
421	Other Taxes					
422	Refunds and Credit Memoranda					
425	**Net Other Taxes**					
426	Federal Operating Grants					
427	Federal Capital Grants					
428	Federal General Grant Revenue					
429	Refunds and Credit Memoranda					
430	**Net Federal Government**					
431	Licenses and Fees					
432	Refunds and Credit Memoranda					
435	**Net Licenses and Fees**					
440	Interest and Other Investment Income					
441	Other Revenues					
442	Other Charges for Services					
443	Other Operating Grants					
444	Other Capital Grants					
445	Refunds and Credit Memoranda					
449	**Net Other Revenues**					
565	Operating Transfers-In					
575	Bond Proceeds					
577	Refunding Bond Proceeds					
578	Proceeds from Capital Lease Financing					
580	Proceeds from Certificates of Participation					
581	Other Financing Sources					
582	**Total Revenues**	$	$	$	$	$
584	**Closing Entry-Revenue**	$	$	$	$	$

State of Illinois
Nonshared SAMS Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand Agency Records	PY GAAP Adjustments	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Expenditure					
505	Education	$	$	$	$	$
510	Employment and Economic Development					
515	Health and Social Services					
520	General Government					
525	Transportation					
530	Public Protection and Justice					
535	Environmental and Business Regulation					
540	Debt Service-Principal					
545	Debt Service-Interest					
550	Capital Outlays					
570	Operating Transfers-Out					
579	Payment to Refunded Bond Escrow Agent					
583	Other Financing Uses					
586	**Total Expenditures**	$	$	$	$	$
587	**Closing Entry-Expenditures**	$	$	$	$	$

State of Illinois
Nonshared SAMS Funds Trial Balance
June 30, 20____(1)_

Agency (2) Department XYZ
Agency # (3) 498
Fund Name (4) ABC
Fund # (5) 0002

Account Number	Account Description	Nearest Thousand: Agency Records	PY GAAP Adjustments	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Revenues					
401	Income Taxes	$ (6) (375,276)	$ (7) (29,974)	$ (8) (32,239)	$ (9) (377,541)	$ (10) (381,540)
402	Refunds and Credit Memoranda	(11) 10,568	1,836	2,036	10,768	11,575
405	**Net Income Taxes**	(12) (364,708)	(12) (28,138)	(12) (30,203)	(12) (366,773)	(12) (369,965)
406	Sales Taxes					
407	Refunds and Credit Memoranda					
410	**Net Sales Taxes**					
411	Public Utility Taxes					
412	Refunds and Credit Memoranda					
415	**Net Public Utility Taxes**					
416	Motor Fuel Taxes					
417	Refunds and Credit Memoranda					
420	**Net Motor Fuel Taxes**					
421	Other Taxes					
422	Refunds and Credit Memoranda					
425	**Net Other Taxes**					
426	Federal Operating Grants					
427	Federal Capital Grants					
428	Federal General Grant Revenue					
429	Refunds and Credit Memoranda					
430	**Net Federal Government**					
431	Licenses and Fees	(957)	(13)	(3)	(947)	(976)
432	Refunds and Credit Memoranda					
435	**Net Licenses and Fees**	(957)	(13)	(3)	(947)	(976)
440	Interest and Other Investment Income					
441	Other Revenues	(3,624)	(162)	(7)	(3,469)	(3,344)
442	Other Charges for Services					
443	Other Operating Grants					
444	Other Capital Grants					
445	Refunds and Credit Memoranda					
449	**Net Other Revenues**	(3,624)	(162)	(7)	(3,469)	(3,344)
565	Operating Transfers-In	(600)	(50)	(30)	(580)	(500)
575	Bond Proceeds					
577	Refunding Bond Proceeds					
578	Proceeds from Capital Lease Financing					
580	Proceeds from Certificates of Participation					
581	Other Financing Sources					
582	**Total Revenues**	$ (13) (369,889)	$ (13) (28,363)	$ (13) (30,243)	$ (13) (371,769)	$ (13) (374,785)
584	**Closing Entry-Revenues**	$	$	$	$ (14) 371,769	$

State of Illinois
Nonshared SAMS Funds Trial Balance
June 30, 20____(1)

Agency (2) Department XYZ
Agency # (3) 498
Fund Name (4) General Revenue
Fund # (5) 0002

Account Number	Account Description	Nearest Thousand: Agency Records	PY GAAP Adjustments	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Expenditure					
505	Education	$	$	$	$	$
510	Employment and Economic Development					
515	Health and Social Services					
520	General Government	(6) 157,595	(7) 4,809	(8) 3,792	(9) 156,578	(10) 160,172
525	Transportation	20,450	1,374	1,571	20,647	20,041
530	Public Protection and Justice	15,725	687	438	15,476	12,442
535	Environmental and Business Regulation					
540	Debt Service-Principal					
545	Debt Service-Interest					
550	Capital Outlays		8	74	66	88
570	Operating Transfers-Out					
579	Payment to Refunded Bond Escrow Agent					
583	Other Financing Uses					
586	**Total Expenditures**	$ (15) 193,770	$ (15) 6,878	$ (15) 5,875	$ (15) 192,767	$ (15) 192,743
587	**Closing Entry-Expensditures**	$	$	$	$ (16) (192,767)	$

LOCALLY HELD FUNDS TRIAL BALANCE FOR ASSETS, LIABILITIES AND FUND EQUITY (SCO-521)

PURPOSE

The purpose of the Locally Held Funds Trial Balance For Assets, Liabilities and Fund Equity (Exhibit 27.20.21-A) is to provide a worksheet for conversion of agency records to the GAAP basis.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Locally Held Funds Trial Balance For Assets, Liabilities and Fund Equity should be completed for funds classified as governmental or fiduciary (agency funds only) fund types by the Comptroller's Office whose activity is not processed through the Comptroller's voucher/warrant processing system. A separate trial balance should be completed for each fund. In the event that agency records for a particular fund are maintained on a GAAP basis, only the agency records column needs to be completed.

All amounts reported on this form must be rounded to the nearest thousand. For descriptions of the accounts to be included on each line, refer to the Chart of Accounts (Procedure 27.50.20). Where a line or column does not apply, leave it blank. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

Instructions for converting asset and liability accounts to the GAAP basis can be found in various forms and instructions included in the year-end reporting package (e.g., accounts payable and accrued liabilities on Form SCO-549, Summary of Liabilities).

All adjustments should be initially recorded on Form SCO-548 (Adjusting Journal Entries) and reclassifications on Form SCO-547 (Reclassifying Journal Entries). All adjustments and reclassifications will be summarized by account on Form SCO-530 (Account Summary Analysis) to provide details of the net adjustments and/or reclassifications to the trial balance.

CONTENTS

Refer to Exhibit 27.20.21-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the balances (in thousands) in individual asset, liability and fund equity accounts at June 30, current year (CY) from agency records. Debits should be positive and credits should be in parenthesis.
(7)	Enter net adjustments and/or reclassifications (in thousands) at June 30, CY for each asset liability and fund equity account. This information must be obtained from the SCO-530. Debits should be positive and credits should be in parenthesis. For balancing total adjustments, undesignated fund balance, and total fund equity, refer to the Fund Equity Reconciliation (SCO-529).
(8)	Sum (6) and (7) and enter the result.
(9)	Enter the prior year GAAP basis (in thousands). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.
(10)	Subtotal amounts reported in (6), (7), (8) and (9) for each column and enter the result in the respective column.

REFERENCE	CONTENTS
(11)	Total all asset amounts reported either individually or as part of a subtotal as shown in (10) and enter the result in the respective column.
(12)	Total all liability amounts reported either individually or as part of a subtotal as shown in (10) and enter the result in the respective column.
(13)	Total all fund equity amounts reported in (6), (7), (8) and (9) and enter the result in the respective column. After the closing entry has been posted to the Fund Equity Reconciliation, Form SCO-529, the following statement will be true: total assets (11) equal total liabilities (12) plus total fund equity (13).

State of Illinois
Locally Held Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Records	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Assets				
101	Cash on Deposit with Bank	$	$	$	$
103	Petty Cash				
104	Cash Equivalents				
105	**Total Cash and Cash Equivalents**				
109	Investments				
110	Unamortized Premiums (Discounts) on Investments				
111	**Total Investments**				
117	Taxes Receivable				
118	Allowance for Uncollectible Taxes	( )		( )	( )
121	Interest and Penalties Receivable on Taxes,				
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )		( )	( )
125	**Total Taxes Receivable, Net**				
126	Due from Other Government-Federal				
127	Due from Other Government-Local				
128	Allowance for Uncollectible Due from Other Governments	( )		( )	( )
130	**Total Intergovernmental Receivables, Net**				
135	Other Receivables				
136	Allowance for Uncollectible Other Receivables	( )		( )	( )
140	**Total Other Receivables, Net**				
141	Due from Other Funds				
144	Due from Components Units				
147	Due from Primary Government				
150	Inventories				
151	Prepaid Expense				
152	Loans and Notes Receivable				
153	Allowance for Uncollectible Loans and Notes Receivable	( )		( )	( )
154	**Total Loans and Notes Receivable**				
159	Restricted Assets				
175	Other Assets				
195	**Total Assets**	$	$	$	$

State of Illinois
Locally Held Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Records	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Liabilities				
205	Accounts Payable and Accrued Liabilities	$	$	$	$
208	Due to Other Government - Federal				
209	Due to Other Government - Local				
210	**Total Intergovernmental Payables**				
215	Due to Other Funds				
216	Due to Component Units				
217	Due to Primary Government				
220	Deferred Revenues				
222	Liabilities Payable from Restricted Assets				
235	Notes Payable, Current				
259	Other Obligations				
295	**Total Liabilities**	$	$	$	$
	Fund Equity				
	Fund Balance Reserved for:				
310	Encumbrances	$	$	$	$
313	Investments				
314	Intergovernmental Receivables				
315	Other Receivables				
316	Intra-Entity Receivables				
317	Loans and Notes Receivable				
318	Inventories				
323	Endowments and Similar Funds				
325	Other				
	Unreserved Fund Balance Designated for:				
330	Debt Service				
333	Other				
340	Undesignated				
350	**Total Fund Equity**	$	$	$	$

State of Illinois
Locally Held Funds Trial Balance
June 30, 20_____ (1)

Agency (2) Department ABC
Agency # (3) 499
Fund Name (4) LHF
Fund # (5) 1100

Account Number	Account Description	Nearest Thousand: Agency Records	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Assets				
101	Cash on Deposit with Bank	$ (6) 1,827	$ (7) 0	$ (8) 1,827	$ (9) 1,874
103	Petty Cash				
104	Cash Equivalents				
105	**Total Cash and Cash Equivalents**	(10) 1,827	(10) 0	(10) 1,827	(10) 1,874
109	Investments	287		287	242
110	Unamortized Premiums (Discounts) on Investments				
111	**Total Investments**	287		287	242
117	Taxes Receivable				
118	Allowance for Uncollectible Taxes	( )	( )	( )	( )
121	Interest and Penalties Receivable on Taxes				
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )	( )	( )	( )
125	**Total Taxes Receivable, Net**				
126	Due from Other Government-Federal				
127	Due from Other Government-Local				
128	Allowance for Uncollectible Due from Other Governments	( )	( )	( )	( )
130	**Total Intergovernmental Receivables, Net**				
135	Other Receivables		14	14	
136	Allowance for Uncollectible Other Receivables	( )	( )	( )	( )
140	**Total Other Receivables, Net**		14	14	
141	Due from Other Funds				
144	Due from Components Units				
147	Due from Primary Government				
150	Inventories				
151	Prepaid Expense				
152	Loans and Notes Receivable				
153	Allowance for Uncollectible Loans and Notes Receivable	( )	( )	( )	( )
154	**Total Loans and Notes Receivable**				
159	Restricted Assets				
175	Other Assets				
195	**Total Assets**	$ (11) 2,114	$ (11) 14	$ (11) 2,128	$ (11) 2,116

State of Illinois
Locally Held Funds Trial Balance
June 30, 20_____ (1)

Agency (2) Department ABC
Agency # (3) 499
Fund Name (4) LHF
Fund # (5) 1100

Account Number	Account Description	Nearest Thousand: Agency Records	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Liabilities				
205	Accounts Payable and Accrued Liabilities	$ (6)	$ (7) (503)	$ (8) (503)	$ (9) (602)
208	Due to Other Government - Federal				
209	Due to Other Government - Local				
210	**Total Intergovernmental Payables**	(10)	(10)	(10)	(10)
215	Due to Other Funds				
216	Due to Component Units				
217	Due to Primary Government				
220	Deferred Revenues				
222	Liabilities Payable from Restricted Assets				
235	Notes Payable, Current				
259	Other Obligations				
295	**Total Liabilities**	$ (12) 0	$ (12) (503)	$ (12) (503)	$ (12) (602)
	Fund Equity				
	Fund Balance Reserved for:				
310	Encumbrances	$ (6)	$ (7)	$ (8)	$ (9)
313	Investments				
314	Intergovernmental Receivables				
315	Other Receivables				
316	Intra-Entity Receivables				
317	Loans and Notes Receivable				
318	Inventories				
323	Endowments and Similar Funds				
325	Other				
	Unreserved Fund Balance Designated for:				
330	Debt Service				
333	Other				
340	Undesignated	(1,514)	(111)	(1,625)	(1,514)
350	**Total Fund Equity**	$ (13) (1,514)	$ (13) (111)	$ (13) (1,625)	$ (13) (1,514)

SCO-521
2 of 2

LOCALLY HELD FUNDS TRIAL BALANCE FOR REVENUES AND EXPENDITURES (SCO-522)

PURPOSE

The purpose of the Locally Held Funds Trial Balance for Revenues and Expenditures (Exhibit 27.20.22-A) is to provide a worksheet for conversion of agency records to the GAAP basis.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Locally Held Funds Trial Balance for Revenues and Expenditures should be completed for funds classified as governmental fund types by the Comptroller's Office whose activity is not processed through the Comptroller's voucher/warrant processing system. A separate trial balance should be completed for each fund. In the event that agency records for a particular fund are maintained on a GAAP basis, only the agency records column needs to be completed. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

All amounts reported on this form must be rounded to the nearest thousand. For descriptions of the accounts to be included on each line, refer to the Chart of Accounts (Procedure 27.50.20). Where a line or column does not apply, leave it blank. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

Instructions for converting revenue and expenditure accounts to the GAAP basis can be found in various forms and instructions included in the year-end reporting package (e.g., accounts payable and accrued liabilities on Form SCO-549, Summary of Liabilities).

All adjustments should be initially recorded on Form SCO-548 (Adjusting Journal Entries) and reclassifications on Form SCO-547 (Reclassifying Journal Entries). All adjustments and reclassifications should be summarized by account on Form SCO-530 (Account Summary Analysis) to provide details of the net adjustments and/or reclassifications to the trial balance.

CONTENTS

Refer to Exhibit 27.20.22-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the balances (in thousands) in individual revenue and expenditure accounts at June 30, current year (CY) per agency records. Debits should be positive and credits should be in parenthesis.
(7)	Enter adjustments (in thousands) at June 30, prior year (PY) for each revenue and expenditure account. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.
(8)	Enter net adjustments and/or reclassifications (in thousands) at June 30, CY for each revenue and expenditure account, as summarized on the SCO-530. Debits should be positive and credits should be in parenthesis.
(9)	Subtract (7) from the sum of (6) and (8) and enter the result.
(10)	Enter the prior year GAAP basis (in thousands). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year's year-end reporting package.

REFERENCE	CONTENTS
(11)	Refunds and credit memoranda should be analyzed by revenue source on the SCO-541 (Refunds and Credit Memoranda Fund Analysis) and entered as a reduction of the applicable revenue type.
(12)	Subtract (11) from the amounts in columns (6), (7), (8), (9) and (10) for each category and enter the result in the respective column.
(13)	Total all revenue amounts reported either individually or as part of a subtotal as shown in (12) and enter the result in the respective column.
(14)	Enter the amount shown in (13) with the opposite mathematical sign. For example, if the amount shown in (13) is a credit, the amount in (14) will be a debit. Add (13) and (14). The result should be zero. A Fund Equity Reconciliation (SCO-529) must be completed to demonstrate the closing out of revenues into undesignated fund balance. The amount in (14) should be entered as a reclassifying journal entry on the SCO-547. Refer to the SCO-529 for the proper journal entry for this reclassification.
(15)	Total the expenditure amounts reported in (6), (7), (8), (9), and (10) and enter the result in the respective column.
(16)	Enter the amount shown in (15) with the opposite mathematical sign. For example, if the amount shown in (15) is a debit, the amount in (16) will be a credit. Add (15) and (16). The result should be zero. A Fund Equity Reconciliation (SCO-529) must be completed to demonstrate the closing out of expenditures into undesignated fund balance. The amount in (16) should be entered as a reclassifying journal entry on the SCO-547. Refer to the SCO-529 for the proper journal entry for this reclassification.

State of Illinois
Locally Held Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Records	Adjustments June 30, PY	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Revenues					
401	Income Taxes	$	$	$	$	$
402	Refunds and Credit Memoranda					
405	**Net Income Taxes**					
406	Sales Taxes					
407	Refunds and Credit Memoranda					
410	**Net Sales Taxes**					
411	Public Utility Taxes					
412	Refunds and Credit Memoranda					
415	**Net Public Utility Taxes**					
416	Motor Fuel Taxes					
417	Refunds and Credit Memoranda					
420	**Net Motor Fuel Taxes**					
421	Other Taxes					
422	Refunds and Credit Memoranda					
425	**Net Other Taxes**					
426	Federal Operating Grants					
427	Federal Capital Grants					
428	Federal General Grants					
429	Refunds and Credit Memoranda					
430	**Net Federal Government**					
431	Licenses and Fees					
432	Refunds and Credit Memoranda					
435	**Net Licenses and Fees**					
440	Interest and Other Investment Income					
441	Other Revenues					
442	Other Charges for Services					
443	Other Operating Grants					
444	Other Capital Grants					
445	Refunds and Credit Memoranda					
449	**Net Other Revenues**					
565	Operating Transfers - In					
575	Bond Proceeds					
577	Refunded Bond Proceeds					
578	Proceeds from Capital Lease Financing					
580	Proceeds from Certificates of Participation					
581	Other Financing Sources					
582	**Total Revenues**	$	$	$	$	$
584	**Closing Entry-Revenue**	$	$	$	$	$

State of Illinois
Locally Held Funds Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Records	Adjustments June 30, PY	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Expenditures					
505	Education	$	$	$	$	$
510	Employment and Econmomic Development					
515	Health and Social Services					
520	General Government					
525	Transportation					
530	Public Protection and Justice					
535	Environment and Business Regulation					
540	Debt Service - Principal					
545	Debt Service - Interest					
550	Capital Outlays					
570	Operating Transfers - Out					
579	Payment to Refunded Bond Escrow Agent					
583	Other Financing Uses					
586	**Total Expenditures**	$	$	$	$	$
587	**Closing Entry-Expenditures**	$	$	$	$	$

State of Illinois
Locally Held Funds Trial Balance
June 30, 20(1)

Agency (2) Department ABC
Agency # (3) 499
Fund Name (4) LHF
Fund # (5) 1100

Account Number	Account Description	Agency Records	Adjustments June 30, PY	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
		Nearest Thousand				
	Revenues					
401	Income Taxes	$ (6)	$ (7)	$ (8)	$ (9)	$ (10)
402	Refunds and Credit Memoranda	(11)				
405	**Net Income Taxes**	(12)	(12)	(12)	(12)	(12)
406	Sales Taxes					
407	Refunds and Credit Memoranda					
410	**Net Sales Taxes**					
411	Public Utility Taxes					
412	Refunds and Credit Memoranda					
415	**Net Public Utility Taxes**					
416	Motor Fuel Taxes					
417	Refunds and Credit Memoranda					
420	**Net Motor Fuel Taxes**					
421	Other Taxes					
422	Refunds and Credit Memoranda					
425	**Net Other Taxes**					
424	Federal Operating Grants					
426	Federal Capital Grants					
428	Federal General Grants					
429	Refunds and Credit Memoranda					
430	**Net Federal Government**					
431	Licenses and Fees	(4,039)			(4,039)	(2,444)
432	Refunds and Credit Memoranda					
435	**Net Licenses and Fees**	(4,039)			(4,039)	(2,444)
440	Interest and Other Investment Income	(45)		(14)	(59)	(40)
441	Other Revenues					
442	Other Charges for Services					
443	Other Operating Grants					
444	Other Capital Grants					
445	Refunds and Credit Memoranda					
449	**Net Other Revenues**					
565	Operating Transfers - In					
575	Bond Proceeds					
577	Refunding Bond Proceeds					
578	Proceeds from Capital Lease Financing					
580	Proceeds from Certificates of Participation					
581	Other Financing Sources					
582	**Total Revenues**	$ (13) (4,084)	$ (13)	$ (13) (14)	$ (13) 4,098	$ (13) 2,484
584	**Closing Entry-Revenues**	$	$	$	$ (14) 4,098	$

State of Illinois
Locally Held Funds Trial Balance
June 30, 20(1)

Agency (2) Department ABC
Agency # (3) 499
Fund Name (4) LHF
Fund # (5) 1100

Account Number	Account Description	Nearest Thousand: Agency Records	Adjustments June 30, PY	Adjustments June 30, CY	GAAP Basis, CY	GAAP Basis, PY
	Expenditures					
505	Education	$	$	$	$	$
510	Employment and Econmomic Development					
515	Health and Social Services					
520	General Government	(6) 4,086	(7) 602	(8) 493	(9) 3,977	(10) 2,023
525	Transportation					
530	Public Protection and Justice					
535	Environment and Business Regulation					
540	Debt Service - Principal					
545	Debt Service - Interest					
550	Capital Outlays					
570	Operating Transfers - Out			10	10	
579	Payment to Refunded Bond Escrow Agent					
583	Other Financing Uses					
586	**Total Expenditures**	$(15) 4,086	$(15) 602	$(15) 503	$(15) 3,987	$(15) 2,023
587	**Closing Entry-Expenditures**	$	$	$	$(16) (3,987)	$

PROPRIETARY FUNDS TRIAL BALANCE FOR ASSETS, LIABILITIES AND NET ASSETS (SCO-526)

PURPOSE

The purpose of the Proprietary Funds Trial Balance for Assets, Liabilities and Net Assets Form (Exhibit 27.20.26-A) is to provide a worksheet for conversion of agency records to the current year GAAP basis of accounting.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Proprietary Funds Trial Balance for Assets, Liabilities and Net Assets should be completed only for those funds solely administered by an agency and classified as a proprietary fund type as designated by the Comptroller's Office. In the event that agency records for a particular fund are maintained on the GAAP basis, only the GAAP basis columns need to be completed. A separate trial balance should be completed for each such fund.

All amounts reported on this form must be rounded to the nearest thousand. For descriptions of the accounts to be included on each line, refer to the Chart of Accounts (Procedure 27.50.20). Where a line or column does not apply, leave it blank. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

Instructions for converting asset and liability accounts to the GAAP basis can be found in various forms and instructions included in the year-end reporting package (e.g., accounts payable and accrued liabilities on Form SCO-549, Summary of Liabilities). Guidance for classifying net assets can be found in SAMS Procedure 03.70.20.

All adjustments should be initially recorded on Form SCO-548 (Adjusting Journal Entries) and reclassifications on Form SCO-547 (Reclassifying Journal Entries). All adjustments and reclassifications will be summarized by account on Form SCO-530 (Account Summary Analysis) to provide details of the net adjustments and/or reclassifications to the trial balance.

CONTENTS

Refer to Exhibit 27.20.26-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the balances (in thousands) in individual asset, liability, and net asset accounts at June 30, current year (CY). This information will be completed by the Comptroller's Office. This information can also be obtained from agency records provided in various SAMS reports.
(7)	Enter net adjustments and/or reclassifications (in thousands) at June 30, CY for each asset, liability, and net asset account. This information can be obtained from the SCO-530. Debits should be positive and credits should be in parenthesis. For balancing total adjustments and total net assets, refer to the Fund Equity Reconciliation (SCO-529).
(8)	Sum (6) and (7) and enter the result.
(9)	Enter the prior year GAAP basis (in thousands). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.

REFERENCE	CONTENTS
(10)	Subtotal all amounts in columns (6), (7), (8) and (9) for each column and enter the result in the respective column.
(11)	Total all asset amounts reported either individually or as part of a subtotal as shown in (10) and enter the result in the respective column.
(12)	Total all liability amounts reported either individually or as part of a subtotal as shown in (10) and enter the result in the respective column.
(13)	Total all net asset amounts reported and enter the result in the respective column. After the closing entry has been posted to the Fund Equity Reconciliation Form SCO-529, the following statement will be true: total assets (11) equal total liabilities (12) plus total net assets (13).

State of Illinois
Proprietary Funds
Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	CY GAAP Basis	PY GAAP Basis
	Assets						
101	Cash on Deposit with State Treasurer (including Intransit Items)	$	$	$	$	$	$
103	Petty Cash						
104	Cash Equivalents						
105	**Total Cash and Cash Equivalents**						
109	Investments, Current						
110	Unamortized Premiums (Disc.) on Investments, Current						
111	**Total Investments, Current**						
113	Investments, Long Term						
114	Unamortized Premiums(Discounts) on Investments, Long Term						
115	**Total Investments, Long Term**						
117	Taxes Receivable						
118	Allowance for Uncollectible Taxes						
121	Interest and Penalties Receivable on Taxes						
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )				( )	( )
125	**Total Taxes Receivables, Net**						
126	Due From Other Government-Federal						
127	Due From Other Government-Local						
128	Allowance for Uncollectible Due from Other Governments	( )				( )	( )
130	**Total Intergovernmental Receivables, Net**						
135	Other Receivables						
136	Allowance for Uncollectible Other Receivables	( )				( )	( )
140	**Total Other Receivables**						

State of Illinois
Proprietary Funds
Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand					
		Agency Records	**Agency Adjustments**	**IOC Adjustments**	**Auditor Adjustments**	**CY GAAP Basis**	**PY GAAP Basis**
141	Due from Other Funds						
144	Due from Component Units						
147	Due from Primary Government						
150	Inventories						
151	Prepaid Expenses						
152	Loans and Notes Receivable, Current						
153	Allowance for Uncollectible Loans and Notes Receivable, Current	( )				( )	( )
154	**Total Loans and Notes Receivable Current, Net**						
155	Loans and Notes Receivable, Long-Term						
156	Allowance for Uncollectible Loans and Notes Receivable, Long-Term	( )				( )	( )
157	**Total Loans and Notes Receivable Long-Term, Net**						
159	Restricted Assets, Current						
160	Restricted Assets, Noncurrent						
161	Restricted Assets, Total						
163	Unamortized Bond Issuance Costs						
167	Capital Assets, not being depreciated						
168	Capital Assets, being depreciated						
169	Accumulated Depreciation	( )				( )	( )
170	**Total Capital Assets, Net**						
175	Other Assets, Current						
176	Other Assets, Long-Term						
177	Other Assets, Total						
195	**Total Assets**	$	$	$	$	$	$

State of Illinois
Proprietary Funds
Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	CY GAAP Basis	PY GAAP Basis
	Liabilities						
205	Accounts Payable and Accrued Liabilities	$	$	$	$	$	$
208	Due to Other Government-Federal						
209	Due to Other Government-Local						
210	**Total Intergovernmental Payables**						
215	Due to Other Funds						
216	Due to Component Units						
217	Due to Primary Government						
220	Deferred Revenue						
222	Liabilities Payable from Restricted Assets, Current						
224	Liabilities Payable from Restricted Assets, Long-Term						
235	Notes Payable, Current						
236	Notes Payable, Long-Term						
246	Revenue Bonds Payable, Current						
247	Unamortized Premiums (Discounts) on Bonds Sold-Revenue Bonds, Current						
248	Unamortized Deferred Amounts on Bond Refundings, Current						
249	**Total Revenue Bonds Payable, Current**						

State of Illinois | **Agency** _____
Proprietary Funds | **Agency #** _____
Trial Balance | **Fund Name** _____
June 30, 20_____ | **Fund #** _____

Account Number	Account Description	Nearest Thousand: Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	CY GAAP Basis	PY GAAP Basis
250	Revenue Bonds Payable, Long-Term						
251	Unamortized Premiums (Discounts) on Bonds Sold-Revenue Bonds, Long-Term						
252	Unamortized Deferred Amounts on Bond Refundings, Long-Term						
253	**Total Revenue Bonds Payable, Long-Term**						
257	Leases Payable, Current						
258	Leases Payable, Long-Term						
259	Other Obligations, Current						
260	Other Obligations, Long-Term						
262	Compensated Absences, Current						
263	Compensated Absences, Long-Term						
295	**Total Liabilities**	$	$	$	$	$	$
	Net Assets						
309	Unrestricted	$	$	$	$	$	$
335	Invested in Capital Assets, Net of Related Debt						
	Restricted for:						
336	Debt Service						
337	Capital Projects						
338	Other Purposes						
339	**Total Restricted Net Assets**						
351	**Total Net Assets**	$	$	$	$	$	$

State of Illinois
Proprietary Funds
Trial Balance
June 30, 20(1)

Agency (2) ABC Authority
Agency # (3) 598
Fund Name (4) Home Loan
Fund # (5) 1201

Account Number	Account Description	Nearest Thousand: Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	CY GAAP Basis	PY GAAP Basis
	Assets						
101	Cash on Deposit with State Treasurer (including Intransit Items)	$ (6) 223	$ (7)	$ (7)	$ (7)	$ (8) 223	$ (9) 223
103	Petty Cash						
104	Cash Equivalents	1,350				1,350	910
105	**Total Cash and Cash Equivalents**	(10) 1,573	(10)	(10)	(10)	(10) 1,573	(10) 1,133
109	Investments, Current	287				287	242
110	Unamortized Premiums (Disc.) on Investments, Current						
111	**Total Investments, Current**	287				287	242
113	Investments, Long Term						
114	Unamortized Premiums(Discounts) on Investments, Long Term						
115	**Total Investments, Long Term**						
117	Taxes Receivable						
118	Allowance for Uncollectible Taxes						
121	Interest and Penalties Receivable on Taxes						
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )				( )	( )
125	**Total Taxes Receivables, Net**						
126	Due From Other Government - Federal						
127	Due From Other Government - Local	2,680				2,680	2,230
128	Allowance for Uncollectible Due from Other Governments	( )				( )	( )
130	**Total Intergovernmental Receivables, Net**	2,680				2,680	2,230
135	Other Receivables	3,745	(1,410)			2,335	2,618
136	Allowance for Uncollectible Other Receivables	( )				( )	( )
140	**Total Other Receivables**	3,745	(1,410)			2,335	2,618

State of Illinois
Proprietary Funds
Trial Balance
June 30, 20____ (1)

Agency (2) ABC Authority
Agency # (3) 598
Fund Name (4) Home Loan
Fund # (5) 1201

Account Number	Account Description	Nearest Thousand: Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	CY GAAP Basis	PY GAAP Basis
141	Due from Other Funds	(6)	(7) 1,410	(7)	(7)	(8) 1,410	(9) 1,013
144	Due from Component Units						
147	Due from Primary Government						
150	Inventories	200				200	250
151	Prepaid Expenses						
152	Loans and Notes Receivable, Current		100			100	
153	Allowance for Uncollectible Loans and Notes Receivable	( )	(10)			(10)	( )
154	**Total Loans and Notes Receivable Current, Net**		90			90	
155	Loans and Notes Receivable, Long-Term	3,620	(100)			3,520	2,700
156	Allowance for Uncollectible Loans and Notes Receivable, Long-Term	(1,090)	10			(1,080)	(680)
157	**Total Loans and Notes Receivable Long-Term, Net**	2,530	(90)			2,440	2,020
159	Restricted Assets, Current	5,000				5,000	5,500
160	Restricted Assets, Non-current						
161	**Total Restricted Assets**	**5,000**				**5,000**	**5,500**
163	Unamortized Bond Issuance Cost						
167	Capital Assets, not being depreciated	620				620	620
168	Capital Assets, being depreciated	2,420	88			2,508	2,217
169	Accumulated Depreciation	(628)	(255)			(883)	(808)
170	**Total Capital Assets, Net**	2,412	(167)			2,245	2,029
175	Other Assets, Current						
176	Other Assets, Long-Term						
177	**Total Other Assets**						
195	**Total Assets**	$ (11) 18,427	$ (11) (167)	$ (11)	$ (11)	$ (11) 18,260	$ (11) 17,292

State of Illinois
Proprietary Funds
Trial Balance
June 30, 20(1)

Agency (2) ABC Authority
Agency # (3) 598
Fund Name (4) Home Loan
Fund # (5) 1201

Account Number	Account Description	Nearest Thousand: Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	CY GAAP Basis	PY GAAP Basis
	Liabilities						
205	Accounts Payable and Accrued Liabilities	$ (6) (4,166)	$ (7) (60)	$ (7)	$ (7)	$ (8) (4,226)	$ (9) (4,098)
208	Due to Other Government - Federal						
209	Due to Other Government - Local	(253)				(253)	(84)
210	**Total Intergovernmental Payables**	(253)				(253)	(84)
215	Due to Other Funds		(22)			(22)	(17)
216	Due to Component Units						
217	Due to Primary Government						
220	Deferred Revenue						
222	Liabilities Payable from Restricted Assets						
224	Liabilities Payable from Restricted Assets, Long-Term						
235	Notes Payable, Current		(20)			(20)	
236	Notes Payable, Long-Term	(74)	20			(54)	(65)
246	Revenue Bonds Payable, Current		(100)			(100)	
247	Unamortized Premiums (Discounts) on Bonds Sold-Revenue Bonds, Current						
248	Unamortized Deferred Amounts on Bond Refundings, Current						
249	**Total Revenue Bonds Payable, Current**		(100)			(100)	

State of Illinois
Proprietary Funds
Trial Balance
June 30, 20(1)

Agency (2) ABC Authority
Agency # (3) 598
Fund Name (4) Home Loan
Fund # (5) 1201

Account Number	Account Description	Nearest Thousand: Agency Records	Agency Adjustments	IOC Adjustments	Auditor Adjustments	CY GAAP Basis	PY GAAP Basis
250	Revenue Bonds Payable, Long-Term	(6) (2,120)	(7) 100	(7)	(7)	(8) (2,020)	(9) (2,330)
251	Unamortized Premiums (Discounts) on Bonds Sold-Revenue Bonds, Long-Term						
252	Unamortized Deferred Amounts on Bond Refundings, Long-Term						
253	**Total Revenue Bonds Payable, Long-Term**	(2,120)	100			(2,020)	(2,330)
257	Leases Payable, Current	(268)	63			(205)	(258)
258	Leases Payable, Long-Term						
259	Other Obligations, Current						
260	Other Obligation, Long-Term						
262	Compensated Absences, Current						
263	Compensated Absences, Long-Term						
295	**Total Liabilities**	$ (12) (6,881)	$ (12) (19)	$ (12)	$ (12)	$ (12) (6,900)	$ (12) (6,852)
	Net Assets						
309	Unrestricted	$ (6) (7,306)	$ (7) (12)	$ (7)	$ (7)	$ (8) 7,318)	$ (9) (10)
335	Invested in Capital Assets, Net of Related Debt	(2,250)				(2,250)	(2,000)
	Restricted for:						
336	Debt Service	(1,000)				(1,000)	(1,970)
337	Capital Projects						
338	Other Purposes	(1,000)	208			(792)	(6,460)
339	**Total Restricted Net Assets**	(2,000)	208			(1,792)	(10,430)
351	**Total Net Assets**	$ (13) (11,556)	$ (13) 196	$ (13)	$ (13)	$ (13) 11,360)	$ (13) 10,440)

PROPRIETARY FUNDS TRIAL BALANCE FOR REVENUES AND EXPENSES (SCO-527)

PURPOSE

The purpose of the Proprietary Funds Trial Balance for Revenues and Expenses Form (Exhibit 27.20.27-A) is to provide a worksheet for conversion of agency records to the current year GAAP basis of accounting.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Proprietary Funds Trial Balance for Revenues and Expenses should be completed only for those funds solely administered by an agency and classified as a proprietary fund type as designated by the Comptroller's Office. A separate trial balance should be completed for each such fund.

All amounts reported on this form must be rounded to the nearest thousand. For descriptions of the accounts to be included on each line, refer to the Chart of Accounts (Procedure 27.50.20). Where a line or column does not apply, leave it blank. If completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

Instructions for converting revenue and expense accounts to the current year GAAP basis can be found in various forms and instructions included in the year-end reporting package (e.g., accounts payable and accrued liabilities on Form SCO-549, Summary of Liabilities).

All adjustments should be initially recorded on Form SCO-548 (Adjusting Journal Entries) and reclassifications on Form SCO-547 (Reclassifying Journal Entries). All adjustments and reclassifications will be summarized by account on Form SCO-530 (Account Summary Analysis) to provide details of the net adjustments and/or reclassifications to the trial balance.

CONTENTS

Refer to Exhibit 27.20.27-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the balances (in thousands) in individual revenue and expense accounts at June 30, current year (CY). This information must be obtained from agency records or various SAMS reports. Debits should be positive and credits should be in parenthesis.
(7)	Enter adjustments (in thousands) at June 30, prior year (PY) for each revenue and expense account. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.
(8)	Enter net adjustments and/or reclassifications (in thousands) at June 30, CY for each revenue and expense account as summarized on the SCO-530. Debits should be positive and credits should be in parenthesis.
(9)	Subtract (7) from the sum of (6) and (8) and enter the result.
(10)	Enter the prior year GAAP basis (in thousands). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.

REFERENCE	CONTENTS
(11)	Subtotal all operating revenues reported in columns (6), (7), (8), (9) and (10), and enter the result in the respective column.
(12)	Subtotal all operating expenses reported in columns (6), (7), (8), (9) and (10) and enter the result in the respective column.
(13)	Subtract (12) from the amount reported in (11) for each column and enter the result in the respective column. If a credit balance, show in parenthesis.
(14)	Subtotal all non-operating revenues and expenses reported in columns (6), (7), (8), (9) and (10) and enter the result in the respective column.
(15)	Add the amounts reported in (13) and (14) and enter the result in the respective column.
(16)	Enter the amount shown in (15) with the opposite mathematical sign. For example, if the amount shown in (15) is a credit, the amount in (16) will be a debit. Add (15) and (16). The result should be zero. A Fund Equity Reconciliation (SCO-529) must be completed to demonstrate the closing out of net income (loss) into unrestricted net assets. The amount in (16) should be entered as a reclassifying journal entry on the SCO-547. Refer to the SCO-529 for the proper journal entry for this reclassification.

State of Illinois
Proprietary Funds
Trial Balance
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand: Agency Records	Adjustments, Prior Year	Adjustments June 30, CY	GAAP Basis	PY GAAP Basis
	Operating Revenues					
605	Charges for Sales and Services	$	$	$	$	$
610	Contributions					
615	Interest and Other Investment Income					
625	Other Revenues					
630	**Total Operating Revenues**					
	Operating Expenses					
635	Cost of Sales and Services					
640	Benefit Payments and Refunds					
645	Prizes and Claims					
650	Interest					
655	Depreciation					
660	General and Administrative					
665	Other Expenses					
670	**Total Operating Expenses**					
672	**Operating (Income) Loss**					
	Non-Operating					
673	Interest and Investment Income, Non-Operating					
674	Interest Expense, Non-Operating					
675	Other Non-Operating Revenues					
676	Other Non-Operating Expenses					
679	Operating Transfers-In					
682	Operating Transfers Out					
686	**Total Non-Operating Revenues/Expenses**					
685	**Net(Income) Loss**	$	$	$	$	$
687	**Closing Entry**	$	$	$	$	$

State of Illinois
Proprietary Funds
Trial Balance
June 30, 20_____ (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Account Number	Account Description	Nearest Thousand: Agency Records	Adjustments, Prior Year	Adjustments June 30, CY	GAAP Basis	PY GAAP Basis
	Operating Revenues					
605	Charges for Sales and Services	$ (6) (4,270)	$ (7)	$ (8)	$ (9) (4,270)	$ (10) (4,130)
610	Contributions					
615	Interest and Other Investment Income	(147)			(147)	(115)
625	Other Revenues	(868)			(868)	(930)
630	**Total Operating Revenues**	(11) (5,285)	(11)	(11)	(11) (5,285)	(11) (5,175)
	Operating Expenses					
635	Cost of Sales and Services	3,294		(78)	3,216	3,460
640	Benefit Payments and Refunds					
645	Prizes and Claims					
650	Interest	152		9	161	140
655	Depreciation			255	255	315
660	General and Administrative	933			933	689
665	Other Expenses					
670	**Total Operating Expenses**	(12) 4,379	(12)	(12) 186	(12) 4,565	(12) 4,604
672	**Operating (Income) Loss**	(13) (906)	(13)	(13) 186	(13) (720)	(13) (571)
	Non-Operating					
673	Interest and Investment Income, Non-Operating					
674	Interest Expense, Non-Operating	20			20	
675	Other Non-Operating Revenues	(50)			(50)	
676	Other Non-Operating Expenses	5			5	
679	Operating Transfers-In	(5)			(5)	
682	Operating Transfers Out					
686	**Total Non-Operating Revenues/Expenses**	(14) (30)	(14)	(14)	(14) (30)	(14)
685	**Net(Income) Loss**	$ (15) (936)	$ (15)	$ (15) 186	$ (15) (750)	$ (15) (571)
687	**Closing Entry**	$	$	$	$ (16) 750	$

SCO-527

FUND EQUITY RECONCILIATION (SCO-529)

PURPOSE

The purpose of the Fund Equity Reconciliation (Exhibit 27.20.29-A) is to demonstrate the closing out of the operating statement to the equity section of the balance sheet.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Fund Equity Reconciliation should be prepared for nonshared, locally held and proprietary fund trial balances. This form should be filled out only after the Trial Balance (SCO-516 and 517 for nonshared funds, SCO-521 and 522 for locally held funds or the SCO-526 and 527 for proprietary funds) has been completed.

All amounts on this form must be rounded to the nearest thousand. Where a line does not apply, leave it blank. For trial balances completed on the Comptroller's WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

Complete Form SCO-529, disclosing beginning fund equity, revenues, expenses/expenditures and ending fund equity.

STANDARD JOURNAL ENTRIES

The following journal entries should be made to close revenues and expenditures into undesignated fund balance for **nonshared and locally held funds**.

When revenues exceed expenditures, the following entry will be recorded on Form SCO-547 as entry R-000:

Account Number	Account Name	Debit	Credit
582	Total Revenues	XXX	
586	Total Expenditures		XXX
340	Undesignated Fund Balance		XXX

To close revenues and expenditures into fund equity.

When expenditures exceed revenues, the following entry will be recorded on Form SCO-547 as entry R-000:

Account Number	Account Name	Debit	Credit
582	Total Revenues	XXX	
340	Undesignated Fund Balance	XXX	
586	Total Expenditures		XXX

To close revenues and expenditures into fund equity.

The following journal entries should be made to close net income or net loss into unrestricted net assets for **proprietary funds**:

When there is net income, the following entry will be recorded on Form SCO-547 as entry R-000:

Account Number	Account Name	Debit	Credit
685	Net Income	XXX	
309	Unrestricted Net Assets		XXX

To close net income into net assets.

When there is net loss, the following entry will be recorded on Form SCO-547 as entry R-000:

Account Number	Account Name	Debit	Credit
309	Unrestricted Net Assets	XXX	
685	Net Loss		XXX

To close net loss into net assets.

If a portion of the amount posted to undesignated fund balance or unrestricted net assets is reserved or designated, a separate reclassification entry will need to be made from undesignated fund balance or unrestricted net assets to the appropriate reserve or designation account on the SCO-547.

CONTENTS

Refer to Exhibit 27.20.29-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the June 30, prior year (PY) total fund equity/retained earnings balance. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year's final year-end reporting package.
(7)	Enter the total revenues for the fiscal year ending June 30, current year (CY). This amount must agree to total revenues reported on the Trial Balance.

REFERENCE	CONTENTS
(8)	Enter the expenses/expenditures for the fiscal year ending June 30, CY. This amount must agree to total expenses/expenditures reported on the Trial Balance.
(9)	Subtract (8) from the sum of (6) and (7). Enter the result. This total should agree to the June 30, CY total Modified Accrual Basis fund equity (SCO-516) for nonshared funds, (SCO-521) for locally held funds, and the CY GAAP Basis total net assets (SCO-526) for proprietary funds.

State of Illinois
Fund Equity Reconciliation
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

	Nearest Thousand				
Beginning Balance, July 1	$				
Plus: Revenues					
Less: Expenses/Expenditures	( )				
Ending Balance, June 30	$				

SCO-529

State of Illinois
Fund Equity Reconciliation
June 30, 20____ (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

	Nearest Thousand				
Beginning Balance, July 1	$ (6)				
Plus: Revenues	(7)				
Less: Expenses/Expenditures	((8))				
Ending Balance, June 30	$ (9)				

SCO-529

ACCOUNT SUMMARY ANALYSIS (SCO-530)

PURPOSE

The purpose of the Account Summary Analysis Form (Exhibit 27.20.30-A) is to summarize adjustments and/or reclassifications by account number. This summary allows for a smoother transition when posting adjustments and/or reclassifications to the trial balance.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Account Summary Analysis should be completed for each trial balance after all adjustments and/or reclassifications have been posted to the Adjusting Journal Entries Form (SCO-548) and the Reclassifying Journal Entries Form (SCO–547).

All amounts must be rounded to the nearest thousand. Where a column does not apply, leave it blank. If completed on the Comptroller's WEDGE system, this form will automatically be generated.

INSTRUCTIONS

After recording all adjustments on Form SCO-548 and all reclassifications on Form SCO-547, summarize the adjustments and reclassifications entries on this form by GAAP report account number. Once all entries are summarized, total the amounts for each GAAP report account number in order to post to the appropriate trial balance.

CONTENTS

Refer to Exhibit 27.20.30-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.

REFERENCE	CONTENTS
(2)	Enter the three-digit Comptroller assigned agency number.
(3)	Enter the official agency name.
(4)	Enter the four-digit Comptroller assigned fund number.
(5)	Enter the official fund name.
(6)	Enter the proper account number (refer to SAMS Procedure 27.50.20 for GAAP Report Chart of Accounts). If no entry is made on the SCO-547 or 548 to an account number, the account number does not need to be reported on this form.
(7)	Enter the proper account name (refer to SAMS Procedure 27.50.20 for GAAP Report Chart of Accounts).
(8)	Enter the date of the adjustment and/or reclassification reported on the SCO-547 and/or the SCO-548.
(9)	Enter the adjustment and/or reclassification number reported on the SCO-547 and/or SCO-548 (e.g., R-001 or A-001).
(10)	Enter the adjustment or reclassification amount reported on the SCO-547 and/or the SCO-548. Debits should be positive and credits in parenthesis.
(11)	Sum all amounts entered in (10) and enter the result. This amount will be posted to the trial balance.

State of Illinois
Account Summary Analysis
June 30, 20_____

Agency Number _____ **Agency Name** _____
Fund Number _____ **Fund Name** _____

Account Number _____
Account Name _____

Date	Number	Agency Amount	Comptroller Amount	Auditor Amount
		$	$	$
		$	$	$

Account Number _____
Account Name _____

Date	Number	Agency Amount	Comptroller Amount	Auditor Amount
		$	$	$
		$	$	$

Account Number _____
Account Name _____

Date	Number	Agency Amount	Comptroller Amount	Auditor Amount
		$	$	$
		$	$	$

Account Number _____
Account Name _____

Date	Number	Agency Amount	Comptroller Amount	Auditor Amount
		$	$	$
		$	$	$

SCO-530

State of Illinois
Account Summary Analysis
June 30, 20____ (1)

Agency Number (2) **Agency Name** (3)
Fund Number (4) **Fund Name** (5)

Account Number (6)
Account Name (7)

Date (8)	Number (9)	Agency Amount	Comptroller Amount	Auditor Amount
		$ (10)	$	$
		$ (11)	$	$

Account Number
Account Name

Date	Number	Agency Amount	Comptroller Amount	Auditor Amount
		$	$	$
		$	$	$

Account Number
Account Name

Date	Number	Agency Amount	Comptroller Amount	Auditor Amount
		$	$	$
		$	$	$

Account Number
Account Name

Date	Number	Agency Amount	Comptroller Amount	Auditor Amount
		$	$	$
		$	$	$

SCO-530

SHARED SAMS FUNDS CASH RECONCILIATION (SCO-531)

PURPOSE

The purpose of the Shared SAMS Funds Cash Reconciliation Form (Exhibit 27.20.31-A) is to account for cash in transit to the Comptroller's Office at June 30. The totals will be used to adjust SAMS cash and related revenue accounts to reflect the agency's balance at year-end.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Shared SAMS Funds Cash Reconciliation should be provided for the current fiscal year for all shared funds. Cash receipts can be in various stages of processing at year end. The two stages to report on the SCO-531 are:

1. Cash on Hand - cash which has not been submitted to the Treasurer's clearing account at June 30.

2. Cash in Transit - cash in any of the following stages and is calculated through a reconciliation performed between the agency's records and SAMS:

- Agency to clearing - clearing account deposits made by the agency which the Treasurer has not yet recorded in the clearing account at June 30.
- Cash in clearing - amounts in the Treasurer's clearing account at June 30.
  NOTE: The Treasurer's policy is to "clear" all clearing accounts on June 30.
- Clearing to agency - amounts the Treasurer has paid out of the clearing account, principally through the issuance of non-negotiable drafts to the agency, but which the agency has not yet forwarded to the Comptroller.
- Agency to SAMS - deposit transmittals submitted to, but not recorded on the Comptroller's records by June 30.

All amounts on this form should be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Cash in transit amounts can be determined by counting the cash on hand at year-end and reconciling with the Treasurer's clearing account and the SAMS Monthly Revenue Status (Report SB04) at June 30.

STANDARD JOURNAL ENTRIES

The following adjusting journal entry should be made on Form SCO-548.

Account Number	Account Name	Debit	Credit
101	Cash on Deposit with State Treasurer	XXX	
4XX	Revenues (by account number)		XXX

To record Cash on Hand and in Transit at June 30.

CONTENTS

Refer to Exhibit 27.20.31-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the amount of cash on hand at June 30 for the appropriate revenue account(s).

REFERENCE	CONTENTS
(7)	Consider the various components of cash in transit at June 30, and enter the total for the appropriate revenue account(s).
(8)	Add (6) and (7) and enter the result.
(9)	Sum all amounts entered in (6) and enter the result.
(10)	Sum all amounts entered in (7) and enter the result.
(11)	Sum all amounts entered in (8) and enter the result.

State of Illinois
Shared SAMS Funds Cash Reconciliation
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand		
		Cash on Hand	Cash in Transit	Total
	Revenues			
401	Income Taxes	$	$	$
406	Sales Taxes			
411	Public Utility Taxes			
416	Motor Fuel Taxes			
421	Other Taxes			
424	Federal Operating Grants			
426	Federal Capital Grants			
428	Federal General Grants			
431	Licenses and Fees			
440	Interest and Other Investment Income			
441	Other Revenues			
443	Other Charges and Services			
445	Other Operating Grants			
447	Other Capital Grants			
565	Operating Transfers-In			
575	Bond Proceeds			
577	Refunded Bond Proceeds			
	Total	$	$	$

State of Illinois
Shared SAMS Funds Cash Reconciliation
June 30, 20____ (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Account Number	Account Description	Nearest Thousand: Cash on Hand	Cash in Transit	Total
	Revenues			
401	Income Taxes	$ (6)	$ (7)	$ (8)
406	Sales Taxes			
411	Public Utility Taxes			
416	Motor Fuel Taxes			
421	Other Taxes			
424	Federal Operating Grants			
426	Federal Capital Grants			
428	Federal General Grants			
431	Licenses and Fees			
440	Interest and Other Investment Income			
441	Other Revenues			
443	Other Charges and Services			
445	Other Operating Grants			
447	Other Capital Grants			
565	Operating Transfers-In			
575	Bond Proceeds			
577	Refunded Bond Proceeds			
	Total	$ (9)	$ (10)	$ (11)

SCO-531

PROPRIETARY FUNDS STATEMENT OF CASH FLOWS (SCO-533)

PURPOSE

The purpose of the Proprietary Funds Statement of Cash Flows (Exhibit 27.20.33-A) is to classify cash transactions according to whether they originate from operating, noncapital financing, capital and related financing, or investing activities at June 30 for inclusion in the State's Comprehensive Annual Financial Report.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Proprietary Funds Statement of Cash Flows should be completed by funds classified as proprietary funds of the primary government or of component units, including universities, according to the Comptroller's Office records. Refer to the Summary of Agencies and Fund Classification (SAMS Procedure 27.50.10) to obtain the fund classification. Refer to the GAAP Report Chart of Accounts (SAMS Procedure 27.50.20) to obtain the account numbers and descriptions.

All amounts reported on this form must be rounded to the nearest thousand. Where a line does not apply, leave it blank.

INSTRUCTIONS

Form SCO-533 is prepared on the cash basis of accounting. Amounts reported on this form are based on cash transactions during the period July 1 through June 30 and should not include prior year or current year accruals except for the reconciliation of operating income to net cash provided by operating activities. **Note: Cash receipts should be reported as positive amounts and cash outflows should be reported in parenthesis.**

CONTENTS

Refer to Exhibit 27.20.33-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter all amounts from the prior year. This information can be obtained from the Current Year column of the prior year final year-end SCO-533. This information will be completed by the Comptroller's Office.
(7)	Enter the operating activities amounts from agency records at June 30 in the appropriate account.
(8)	Total all operating activities amounts reported in (7) and enter the result.
(9)	Enter the noncapital financing activities amounts from agency records at June 30 in the appropriate account.
(10)	Total all noncapital financing activities amounts reported in (9) and enter the result.
(11)	Enter the capital and related financing activities amounts from agency records at June 30 in the appropriate account.
(12)	Total all capital and related financing activities amounts reported in (11) and enter the result.

REFERENCE	CONTENTS
(13)	Enter the investing activities amounts from agency records at June 30 in the appropriate account.
(14)	Total all investing activities amounts reported in (13) and enter the result.
(15)	Sum (8), (10), (12) and (14) and enter the result.
(16)	Enter cash and cash equivalents at beginning of year. This is the amount reported as cash and cash equivalents at end of year in the Prior Year column.
(17)	Sum (15) and (16) and enter the result. This amount must equal the amount reported in the account 105 on the SCO-526 plus any cash equivalents reported as restricted assets.
(18)	Enter the operating income (loss). This is the amount reported in (15) in the GAAP Basis column on Form SCO-527.
(19)	Enter the noncash activity amounts from agency records at June 30 in the appropriate account.
(20)	Enter the amount of (increase) decrease for each asset and liability account. These amounts can be obtained by calculating the difference between the CY GAAP Basis and PY GAAP Basis on Form SCO- 526 for the applicable accounts.
(21)	Sum the amounts reported in (19) and (20) and enter the result.
(22)	Sum (18) and (21) and enter the result. This amount should equal (8) net cash provided by (used in) operating activities on page 1 of this form.
(23)	Enter the fair market value at June 30 for any mortgages entered into during the period July 1 through June 30.
(24)	Enter the current year disbursements for mortgages included in (23).

REFERENCE	CONTENTS
(25)	Enter the fair market value at June 30 for any acquisition under capital leases entered into during the period July 1 through June 30.
(26)	Enter the current year disbursements for acquisition under capital leases included in (25).
(27)	Enter the fair market value at June 30 for any installment purchases entered into during the period July 1 through June 30.
(28)	Enter the current year disbursements for installment purchases included in (27).
(29)	Enter the fair market value at June 30 for any transfers of assets from(to) other state funds during the period July 1 through June 30.
(30)	Enter the fair market value at June 30 for any donated assets received during the period July 1 through June 30.
(31)	Enter the fair market value at June 30 for any other noncash items received/obtained during the period July 1 through June 30.
(32)	Enter the current year disbursements for any other noncash item included in (31).
(33)	Enter an explanation of the noncash item reported in (31) and (32).

State of Illinois
Proprietary Funds
Statement of Cash Flows
June 30, 20 _____

Agency _____
Agency No. _____
Fund _____
Fund No. _____

Description		Nearest Thousand Current Year	Prior Year
Cash flows from operating activities:			
Cash received from sales and services	901	$	$
Cash payments to suppliers for goods and services	904	( )	( )
Cash payments to employees for services	906	( )	( )
Cash payments for lottery prizes	907	( )	( )
Cash receipts from other operating activities	908		
Cash payments for other operating activities	909	( )	( )
Net cash provided by (used in) operating activities	910		
Cash flows from noncapital financing activities:			
Proceeds from borrowing, net of bond issuance costs	915		
Principal paid on borrowing	916	( )	( )
Interest paid on borrowing	917	( )	( )
Operating grants received	920		
Operating grants paid	921	( )	( )
Operating transfers-in from other funds	923		
Operating transfers-out to other funds	926	( )	( )
Other noncapital financing activities (explain) _____	930		
Net cash provided by (used in) noncapital financing activities	933		
Cash flows from capital and related financing activities:			
Proceeds from capital debt incurred, net of bond issuance costs	934		
Acquisition and construction of capital assets	935	( )	( )
Principal paid on capital debt	936	( )	( )
Interest paid on capital debt	937	( )	( )
Proceeds from the sale of equipment	938		
Other capital and related financing activities (explain) _____	939		
Net cash provided by (used for) capital and related financing activities	940		
Cash flows from investing activities:			
Purchase of investment securities	941	( )	( )
Proceeds from sale and maturities of investment securities	944		
Interest and dividends on investments	945		
Net cash provided by (used in) investing activities	946		
Net increase (decrease) in cash and cash equivalents	947		
Cash and cash equivalents at beginning of year	948		
Cash and cash equivalents at end of year	949	$	$

State of Illinois
Proprietary Funds
Statement of Cash Flows
June 30, 20 _____

Agency _____
Agency No. _____
Fund _____
Fund No. _____

Description		Nearest Thousand: Current Year	Nearest Thousand: Prior Year
Reconciliation of operating income to net cash provided by operating activities:			
Operating income (loss)	950	$	$
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation	951		
Provision for uncollectible accounts	952		
Amortization (accretion)	953		
Non-cash expenses	954		
Changes in assets and liabilities:			
(Increase) decrease in accounts receivable	955		
(Increase) decrease in intergovernmental receivables	956		
(Increase) decrease in due from other funds	957		
(Increase) decrease in due from primary government	958		
(Increase) decrease in due from component units	959		
(Increase) decrease in inventory	960		
(Increase) decrease in prepaid expenses	961		
Increase (decrease) in accounts payable and accrued liabilities	962		
Increase (decrease) in intergovernmental payables	963		
Increase (decrease) in due to other funds	964		
Increase (decrease) in due to primary government	965		
Increase (decrease) in due to component units	966		
Increase (decrease) in deferred revenues	967		
Increase (decrease) in other liabilities	968		
Increase (decrease) in liabilities payable from restricted assets	969		
Other (explain) _____	970		
Total adjustments	971		
Net cash provided by operating activities	972	$	$

		Nearest Thousand: Fair Market Value		Nearest Thousand: Current Year Cash Receipts (Disbursements)
Noncash investing, capital, and financing activities:				
Mortgages (Initial year)	975	$	976	$
Capital leases (Initial year)	977		978	
Installment purchases (Initial year)	979		980	
Transfer of assets to/from other State funds	981			
Donated assets	983			
Other (explain): _____	985		986	

State of Illinois
Proprietary Funds
Statement of Cash Flows
June 30, 20 _____ (1)

Agency (2) **Dept. ABC**
Agency No. (3) **128**
Fund (4) **XYZ Fund**
Fund No. (5) **1460**

Description		Nearest Thousand Current Year	Prior Year
Cash flows from operating activities:			
Cash received from sales and services	901	$ (7) 529	$ (6) 526
Cash payments to suppliers for goods and services	904	(434)	(426)
Cash payments to employees for services	906	(94)	(97)
Cash payments for lottery prizes	907	( )	( )
Cash receipt sfrom other operating activities	908	1	
Cash payments for other operating activities	909	( )	( )
Net cash provided by (used in) operating activities	910	$ (8) 2	$ 3
Cash flows from noncapital financing activities:			
Proceeds from borrowing, net of bond issuance costs	915	(9)	
Principal paid on borrowing	916	( )	( )
Interest paid on borrowing	917	( )	( )
Operating grants received	920		
Operating grants paid	921	( )	( )
Operating transfers-in from other funds	923		
Operating transfers-out to other funds	926	( )	( )
Other noncapital financing activities (explain) _____	930		
Net cash provided by (used in) noncapital financing activities	933	(10)	
Cash flows from capital and related financing activities:			
Proceeds from capital debt incurred, net of bond issuance costs	934	(11)	
Acquisition and construction of capital assets	935	( )	( )
Principal paid on capital debt	936	( )	( )
Interest paid on capital debt	937	( )	( )
Proceeds from the sale of equipment	938		
Other capital and related financing activities (explain) _____	939		
Net cash provided by (used for) capital and related financing activities	940	(12)	
Cash flows from investing activities:			
Purchase of investment securities	941	((13))	( )
Proceeds from sale and maturities of investment securities	944		
Interest and dividends on investments	945		
Net cash provided by (used in) investing activities	946	(14)	
Net increase (decrease) in cash and cash equivalents	947	(15) 2	3
Cash and cash equivalents at beginning of year	948	(16) 101	98
Cash and cash equivalents at end of year	949	$ (17) 103	$ 101

State of Illinois
Proprietary Funds
Statement of Cash Flows
June 30, 20 _____ (1)

Agency (2) **Dept. ABC**
Agency No. (3) **128**
Fund (4) **XYZ Fund**
Fund No. (5) **1460**

Description		Nearest Thousand: Current Year	Nearest Thousand: Prior Year
Reconciliation of operating income to net cash provided by operating activities:			
Operating income (loss)	950	$ (18) 9	$ (6) 8
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation	951	(19)	
Provision for uncollectible accounts	952		
Amortization (accretion)	953		
Non-cash expenses	954		
Changes in assets and liabilities:			
(Increase) decrease in accounts receivable	955	(20)	
(Increase) decrease in intergovernmental receivables	956		
(Increase) decrease in due from other funds	957		
(Increase) decrease in due from primary government	958		
(Increase) decrease in due from component units	959		
(Increase) decrease in inventory	960	2	1
(Increase) decrease in prepaid expenses	961		
Increase (decrease) in accounts payable and accrued liabilities	962	<8>	<6>
Increase (decrease) in intergovernmental payables	963		
Increase (decrease) in due to other funds	964	<1>	
Increase (decrease) in due to primary government	965		
Increase (decrease) in due to component units	966		
Increase (decrease) in deferred revenues	967		
Increase (decrease) in other liabilities	968		
Increase (decrease) in liabilities payable from restricted assets	969		
Other (explain) _____	970		
Total adjustments	971	(21) <7>	<5>
Net cash provided by operating activities	972	$ (22) 2	$ 3

		Nearest Thousand: Fair Market Value		Nearest Thousand: Current Year Cash Receipts (Disbursements)
Noncash investing, capital, and financing activities:				
Mortgages (Initial year)	975	(23)	976	(24)
Capital leases (Initial year)	977	(25) 22	978	(26) 0
Installment purchases (Initial year)	979	(27)	980	(28)
Transfer of assets to/from other State funds	981	(29)		
Donated assets	983	(30)		
Other (explain): (33) _____	985	(31)	986	(32)

NONSHARED SAMS FUNDS CASH RECONCILIATION (SCO-534)

PURPOSE

The purpose of the Nonshared SAMS Funds Cash Reconciliation Form (Exhibit 27.20.34-A) is to reconcile the fund balance per SAMS to the balance of cash on deposit with the Treasurer per agency records, both at the beginning and end of the fiscal year. All activities during the fiscal year which have not been recorded on SAMS must be identified on the SCO-534.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

A Nonshared SAMS Funds Cash Reconciliation must be prepared for each Treasury-held fund administered solely by the agency. Activity not recorded on SAMS is to be provided for the beginning (June 30, prior year, (PY)) and end (June 30, current year, (CY)) of the fiscal year. The balance at June 30, PY can be obtained from the prior year Form SCO-534. If Form SCO-534 was not submitted in the prior year, the following instructions will apply for calculating the proper information. This form is critical since it provides the audit trail to SAMS from the information accumulated from the administering agency's records in the trial balances for nonshared funds. This form is used to reconcile items between SAMS and agency records at June 30, PY and June 30, CY. This reconciliation is used in the preparation of the statewide financial statements.

Descriptions of activities not recorded on SAMS are:

1. Cash on Hand - cash which has not been submitted to the Treasurer's clearing account at June 30.

2. Cash in Transit - cash in any of the following stages and is calculated through a reconciliation performed between the agency's records and SAMS:
   - Agency to clearing - clearing account deposits made by the agency which the Treasurer has not yet recorded in the clearing account at June 30.

- Cash in clearing - amounts in the Treasurer's clearing account at June 30.
  NOTE: The Treasurer's policy is to "clear" all clearing accounts on June 30.
- Clearing to agency - amounts the Treasurer has paid out of the clearing account, principally through the issuance of non-negotiable drafts to the agency, but which the agency has not yet forwarded to the Comptroller.
- Agency to SAMS - deposit transmittals submitted to, but not recorded on the Comptroller's records by June 30.

3. Vouchers in Transit - vouchers recorded on agency records which have not been recorded on SAMS. These vouchers are identified by the agency during the monthly reconciliation to the Appropriation Status Report (SB01). See Procedure 11.40.10.

4. Operating Transfers-In - routine and recurring transfers-in recorded by the agency, but not yet recorded by the Comptroller.

5. Operating Transfers-Out - routine and recurring transfers-out recorded by the agency, but not yet recorded by the Comptroller.

6. Other - items that do not fit into categories 1 through 5 described above. The following two items appear frequently in the “Other” category.

   - *Refunds per the SG06*
     The SG06 is sent to agencies with the year-end reporting package and provides budgetary refunds paid during the fiscal year. Budgetary refunds are segregated from the agency’s normal expenditure account(s). To ensure the SCO-534 agrees with total revenues and expenditures reported on the Trial Balance (SCO-517), the budgetary refunds must be subtracted from receipts and disbursements in the “Other” section of the SCO-534.

   - *Prior Year Adjustments*
     Depending upon the nature of the item, the prior year adjustment will be recorded as either an addition or subtraction.

All amounts on this form should be rounded to the nearest thousand. Where a line or column does not apply, leave it blank. If completed on the Comptroller’s WEDGE system, this form will automatically calculate certain fields.

INSTRUCTIONS

All amounts recorded on the Nonshared SAMS Funds Cash Reconciliation can be obtained from the monthly receipts and disbursements SAMS reconciliations performed by the agency. Vouchers in transit should be posted to the SCO-549.

CONTENTS

Refer to Exhibit 27.20.34-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the Cash Balance per SAMS at June 30 Prior Year (PY). This information will be entered by the Comptroller's Office. This information can be verified from the prior year SCO-534.
(7)	Enter the Cash Balance per SAMS Receipts. This information will be entered by the Comptroller's Office. This information can be verified from various SAMS reports.
(8)	Enter the Cash Balance per SAMS Disbursements. This information will be entered by the Comptroller's Office. This information can be verified from various SAMS reports.
(9)	Enter the Cash Balance per SAMS Transfers-In. This information will be entered by the Comptroller's Office. This information can be verified from the SB05 Cash Report.

REFERENCE	CONTENTS
(10)	Enter the Cash Balance per SAMS Transfers-Out. This information will be entered by the Comptroller's Office. This information can be verified from the SB05 Cash Report .
(11)	Subtract (8) and (10) from the sum of (6), (7) and (9) and enter the result.
(12)	Enter the amount of Vouchers Payable at June 30, PY. This information will be entered by the Comptroller's Office. This information can be verified from the prior year SCO-534.
(13)	Enter the amount entered in (12) as a deduction in the Disbursements column.
(14)	Enter the amount of Vouchers Payable at June 30, CY. This information will be entered by the Comptroller's Office. This information can be verified from various SAMS reports. This amount should be shown as a positive amount.
(15)	Enter the amount entered in (14) as a deduction in the Fund Balance per SAMS at June, CY column.
(16)	Enter the description and amount of other items recorded in SAMS. This information will be entered by the Comptroller's Office. Other items may include any items not cleared in SAMS at June 30. Depending upon the nature of the item, the effect can be either an addition or subtraction.
(17)	Enter the Fund Balance per SAMS for Balance At June 30 Prior Year. This information will be entered by the Comptroller's Office. This information can be verified from the prior year SCO-534.
(18)	Enter the Fund Balance per SAMS for Receipts. This information will be entered by the Comptroller's Office. This information can be verified from the SB04 Report.

REFERENCE	CONTENTS
(19)	Enter the Fund Balance per SAMS for Disbursements. This information will be entered by the Comptroller's Office. This information can be verified from the SG06 Report.
(20)	Enter the Fund Balance per SAMS for Transfers-In. This information will be entered by the Comptroller's Office. This information can be verified from the SB05 Cash Report.
(21)	Enter the Fund Balance per SAMS for Transfers-Out. This information will be entered by the Comptroller's Office. This information can be verified from the SB05 Cash Report.
(22)	Subtract (19) and (21) from the sum of (17), (18) and (20) and enter the result.
(23)	Enter the amount of Cash on Hand at June 30, PY. This information will be entered by the Comptroller's Office. This information can be verified from the prior year SCO-534. This amount will be an addition in the Fund Balance per SAMS at June 30, PY column.
(24)	Enter the amount entered in (23) as a deduction in the Receipts column.
(25)	Enter the amount of Cash on Hand at June 30, CY. This amount will be an addition in the Receipts column.
(26)	Enter the amount entered in (25) as an addition in the Fund Balance per SAMS at June 30, CY column.
(27)	Enter the amount of Cash in Transit at June 30, PY. This information will be entered by the Comptroller's Office. This information can be verified from the prior year SCO-534. This amount will be an addition to the Fund Balance per SAMS at June 30, PY column.
(28)	Enter the amount entered in (27) as a deduction in the Receipts column.

REFERENCE	CONTENTS
(29)	Enter the amount of Cash in Transit at June 30, CY. This amount will be an addition in the Receipts column.
(30)	Enter the amount entered in (29) as an addition in the Fund balance per SAMS at June 30, CY column.
(31)	Enter the amount of Vouchers in Transit at June 30, PY. This information will be entered by the Comptroller's Office. This information can be verified from the prior year SCO-534. This amount will be a deduction in the Fund Balance per SAMS at June 30, PY column.
(32)	Enter the amount entered in (31) as a deduction in the Disbursements column.
(33)	Enter the amount of Vouchers in Transit at June 30, CY. This amount will be an addition in the Disbursements column.
(34)	Enter the amount entered in (33) as a deduction in the Fund Balance per SAMS at June 30, CY column.
(35)	Enter the amount of Operating Transfers-In at June 30, PY. This information will be entered by the Comptroller's Office. This information can be verified from the prior year SCO-534. This amount will be an addition to the Fund Balance per SAMS at June 30, PY column.
(36)	Enter the amount entered in (35) as a deduction to the Transfers-In column.
(37)	Enter the amount of Operating Transfers-In at June 30, CY. This amount will be an addition in the Transfers-In column.
(38)	Enter the amount entered in (37) as an addition to the Fund Balance per SAMS at June 30, CY column.

REFERENCE	CONTENTS
(39)	Enter the amount of Operating Transfers-Out at June 30, PY. This information will be entered by the Comptroller's Office. This information can be verified from the prior year SCO-534. This amount will be a deduction to the Fund Balance per SAMS at June 30, PY column.
(40)	Enter the amount entered in (39) as a deduction in the Transfers-Out column.
(41)	Enter the amount of Operating Transfers-Out at June 30, CY in parenthesis. This amount will be an addition in the Transfers-Out column.
(42)	Enter the amount entered in (41) as a deduction in the Fund Balance per SAMS at June 30, CY column.
(43)	Enter the amount of Budgetary Refunds per Report SG06 as a deduction in the Receipts and Disbursements columns.
(44)	Enter the description and amount of other items recorded by the agency, but not recorded on SAMS. Other items may include prior year adjustments and funds held in local banks. Depending upon the nature of the item, the effect can be either an addition or subtraction.
(45)	Subtract (31) and (39) from the sum of (17), (23), (27) and (35). Either add or subtract (44), as applicable, and enter the result.
(46)	Subtract (24), (28) and (43) from the sum of (18), (25) and (29) and enter the result. Either add or subtract (44), as applicable, and enter the result. Net receipts (receipts per agency records plus transfers-in) should agree to total revenues per agency records on the Trial Balance.
(47)	Subtract (32) and (43) from the sum of (19) and (33) and enter the result. Either add or subtract (44), as applicable, and enter the result.

REFERENCE	CONTENTS
	Net disbursements (disbursements per agency records plus transfers-out) should agree to total expenditures per agency records on the Trial Balance.
(48)	Subtract (36) from the sum of (20) and (37) and enter the result.
(49)	Subtract (40) from the sum of (21) and (41) and enter the result.
(50)	Subtract (34) and (42) from the sum of (22), (26), (30) and (38). Either add or subtract (44), as applicable and enter the result. In addition, subtract (47) and (49) from the sum of (45), (46) and (48). The result should equal (50). This amount should agree to Cash on Deposit with State Treasurer on the Trial Balance.

State of Illinois
Nonshared SAMS Funds Cash Reconciliation
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Description	Nearest Thousand					
	Balance At June 30, Prior Year	**Receipts**	**Disburse-ments**	**Transfers-In**	**Transfers-Out**	**Balance At June 30, Current Year**
Cash Balance per SAMS	$	$	$	$	$	$
1. Vouchers Payable:						
a. Prior Year	( )		( )			
b. Current Year						( )
2. Other:						
a. _____						
b. _____						
Fund Balance per SAMS						
Activity during the period not recorded in SAMS						
1. Cash on Hand:						
a. Prior Year		( )				
b. Current Year						
2. Cash in Transit						
a. Prior Year		( )				
b. Current Year						
3. Vouchers in Transit						
a. Prior Year	( )		( )			
b. Current Year						( )
4. Operating Transfers-In						
a. Prior Year				( )		
b. Current Year						
5. Operating Transfers-Out						
a. Prior Year	( )				( )	
b. Current Year						( )
6. Other (complete as necessary)						
a. Budgetary Refunds						
per SG06		( )	( )			
b. _____						
"Cash on Deposit with State Treasurer" per Agency Records	$	$	$	$	$	$

SCO-534

State of Illinois
Nonshared SAMS Funds Cash Reconciliation
June 30, 20__(1)_

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Account Description	Nearest Thousand					
	Balance At June 30, Prior Year	**Receipts**	**Disburse-ments**	**Transfers-In**	**Transfers-Out**	**Balance At June 30, Current Year**
Cash Balance per SAMS	$ (6)	$ (7)	$ (8)	$ (9)	$ (10)	$ (11)
1. Vouchers Payable:						
a. Prior Year	((12))		((13))			
b. Current Year			(14)			((15))
2. Other:						
a. (16)						
b.						
Fund Balance per SAMS	(17)	(18)	(19)	(20)	(21)	(22)
Activity during the period not recorded in SAMS						
1. Cash on Hand:						
a. Prior Year	(23)	((24))				
b. Current Year		(25)				(26)
2. Cash in Transit						
a. Prior Year	(27)	((28))				
b. Current Year		(29)				(30)
3. Vouchers in Transit						
a. Prior Year	((31))		((32))			
b. Current Year			(33)			((34))
4. Operating Transfers-In						
a. Prior Year	(35)			((36))		
b. Current Year				(37)		(38)
5. Operating Transfers-Out						
a. Prior Year	((39))				((40))	
b. Current Year					(41)	((42))
6. Other (complete as necessary)						
a. Budgetary Refunds per SG06		((43))	((43))			
b. (44)						
"Cash on Deposit with State Treasurer" per Agency Records	$ (45)	$ (46)	$ (47)	$ (48)	$ (49)	$ (50)

SCO-534

PROPRIETARY FUNDS SCHEDULE OF FOOTNOTE DISCLOSURE INFORMATION (SCO-535)

PURPOSE

The purpose of the Proprietary Funds Schedule of Footnote Disclosure Information Form (Exhibit 27.20.35-A) is to collect certain footnote disclosure information to be reported in the State's Annual Financial Report.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Proprietary Funds Schedule of Footnote Disclosure Information should be completed by all funds classified by the Comptroller's Office as enterprise or internal service funds. Refer to Summary of Agencies and Fund Classification (Procedure 27.50.10) to obtain fund classification.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank. If more space is needed, attach additional pages clearly indicating to which section the attachment refers.

INSTRUCTIONS

The Leases-Lessee section of the SCO-535 can be completed using the Comptroller's lease reports and/or agency records. The Revenue Bonds Payable and Extraordinary, Special Items sections can be completed using agency records. Total future commitments for revenue bonds reported by the agency should agree to the principal and interest outstanding reported in the confirmation of the State's Annual Report of Bonded Indebtedness and Long Term Obligations.

CONTENTS

Refer to Exhibit 27.20.35-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the amount of contingent rents. Contingent rents associated with capital leases are payments dependent on future use such as machine hours or sales volume.
(7)	Enter the cost associated with capital leases for each category at June 30. These amounts should agree to amounts reported on Form SCO-538.
(8)	Enter the cost associated with installment purchases for each category at June 30.
(9)	Sum all amounts reported in (7) and enter the result.
(10)	Sum all amounts reported in (8) and enter the result.
(11)	Enter the amount of accumulated depreciation associated with depreciable assets reported in (7).
(12)	Enter the amount of accumulated depreciation associated with depreciable assets reported in (8).

REFERENCE	CONTENTS
(13)	Subtract (11) from (9) and enter the result.
(14)	Subtract (12) from (10) and enter the result.
(15)	Enter the amount of operating leases due in the next fiscal year (CY+1) and for each period thereafter, as appropriate.
(16)	Enter the amount of capital leases due in the next fiscal year (CY+1) and for each period thereafter, as appropriate.
(17)	Enter the principal portion of installment purchases due in the next fiscal year (CY+1) and for each period thereafter, as appropriate.
(18)	Enter the interest portion of installment purchases due in the next fiscal year (CY+1) and for each period thereafter, as appropriate.
(19)	Sum all amounts reported in (15) and enter the result.
(20)	Sum all amounts reported in (16) and enter the result.
(21)	Sum all amounts reported in (17) and enter the result. This amount should equal the amount reported in (26) on Form SCO-540.
(22)	Sum all amounts reported in (18) and enter the result.
(23)	Enter the amount of executory costs related to capital leases reported in (20).
(24)	Subtract (23) from (20) and enter the result.
(25)	Enter the amount representing interest related to capital leases reported in (24).
(26)	Subtract (25) from (24) and enter the result. This amount should equal the amount reported in (31) on Form SCO-540.

REFERENCE	CONTENTS
(27)	Enter the amount of operating leases reported in (19) representing future sublease rentals.
(28)	Enter the amount of capital financing leases reported in (26) representing future sublease rentals.
(29)	Enter the minimum amount of rent expense incurred for operating leases, excluding contingent rentals. This includes amounts paid for operating leases from the following detail object codes: 1231, 1232, 1233, 1234, 1235, 1237, 1239, 1681, 1683, 1722, 1723, and 1729.
(30)	Enter the amount of contingent rent expense incurred for operating costs. See (6) for the definition of contingent rents. See (29) for detail object code listing.
(31)	Sum the amounts reported in (29) and (30) and enter the result.
(32)	Enter the amount in (31) representing sublease rentals.
(33)	Subtract (32) from (31) and enter the result.
(34)	Enter the principal portion of revenue bonds payable in the next fiscal year (CY+1) and for each period thereafter, as appropriate. To report capital appreciation bonds, the total value of the bond at maturity (e.g., $5,000) should be reported as principal. Interest for capital appreciation bonds will be 0 unless supplemental interest is paid.
(35)	Enter the interest portion of revenue bonds payable in the next fiscal year (CY+1) and for each period thereafter, as appropriate.
(36)	Sum amounts reported in (34) and (35) and enter the result.
(37)	Sum all amounts reported in (34) and enter the result.

REFERENCE	CONTENTS
(38)	Sum all amounts reported in (35) and enter the result.
(39)	Sum all amounts reported in (36) and enter the result. This amount should also equal the sum of amounts reported in (37) and (38).
(40)	Enter the unaccreted appreciation amount of the principal portion reported in (37). Unaccreted appreciation represents the difference in the maturity value of capital appreciation bonds and the accreted value as of the balance sheet date.
(41)	Subtract (40) from (37) and enter the result. This amount will equal the sum of report accounts 246 and 250 on the SCO-526.
(42)	Attach the required segment disclosure information in accordance with Governmental Accounting Standards Board Statement No. 34.
(43)	Attach the required demand bond disclosure information in accordance with Governmental Accounting Standards Board Interpretation No. 1, paragraph 11. Required disclosure includes: 1) a general description of the demand bond program, 2) terms of any letters of credit or other standby liquidity agreements outstanding, 3) commitments fees to obtain the letters of credit, 4) any amounts drawn on the letters of credit as of the balance sheet date, 5) a description of the take-out agreement (expiration date, commitment fees to obtain the agreement, and terms of any new obligation under the take-out agreement, and 5) debt service requirements if the take-out agreement is exercised.
(44)	Provide a description of extraordinary items as reported on the financial statements, if any. Attach related footnote disclosures included in agency financial statements.
(45)	Enter the amount of extraordinary items.

REFERENCE	CONTENTS
(46)	Provide a description of special items as reported on the financial statements, if any. Attach related footnote disclosures included in agency financial statements.
(47)	Enter the amount of special items.
(48)	Enter the purpose of each short term debt issued and/or outstanding during the year. Short term debt must be reported even if it is no longer outstanding at the end of the year.
(49)	Enter the amount of each short term debt outstanding at June 30, PY.
(50)	Enter current year additions to short term debt.
(51)	Enter current year deletions to short term debt.
(52)	Enter the sum of (49) and (50) less (51).
(53)	Sum all amounts reported in (49) and enter the result.
(54)	Sum all amounts reported in (50) and enter the result.
(55)	Sum all amounts reported in (51) and enter the result.
(56)	Sum all amounts reported in (52) and enter the result. This amount should equal the sum of (53) and (54) less (55). This amount should also be included in the amount of "Other liabilities" reported on the SCO-526 if the short term debt is due to be repaid within the next year.

State of Illinois **Agency** _____
Proprietary Funds **Agency #** _____
Schedule of Footnote Disclosure Information **Fund Name** _____
June 30, 20_____ **Fund#** _____

Amounts expressed in thousands

I. Leases-Lessee

A. Contingent rents associated with capital leases in the current year were: $ _____

B. The State's assets under capital leases and installment purchases included in capital assets as of June 30, were as follows:

	Capital Leases	Installment Purchases
Land and land improvements	$	$
Buildings and building improvements		
Equipment		
Total Asset Cost		
Less: Accumulated Depreciation		
Net Book Value	$	$

C. Future minimum rental commitments for all non-cancellable leases, subleases, and installment purchases as of June 30, were as follows:

	Operating	Capital	Installment Purchases	
Year Ending June 30,	Leases	Leases	Principal	Interest
CY + 1	$	$	$	$
CY + 2				
CY + 3				
CY + 4				
CY + 5				
CY + 6 thru 10				
CY + 11 thru 15				
CY + 16 thru 20				
Total minimum payments	$			
Less: amount representing executory costs				
Net minimum lease payments				
Less: amount representing interest				
Present value of net minimum lease payments		$		
Future sublease rentals	$	$		

D. Rental expenses incurred for operating leases during the current year were as follows:

	Total Expenses
Minimum rentals	$
Contingent rents	
Total	
Less: sublease rentals	
Net	$

State of Illinois **Agency** _____
Proprietary Funds **Agency #** _____
Schedule of Footnote Disclosure Information **Fund Name** _____
June 30, 20_____ **Fund#** _____

Amounts expressed in thousands

II. Revenue Bonds Payable

A. Future commitments for revenue bonds payable as of June 30, were as follows:

	Principal	Interest	Total
CY + 1	$	$	$
CY + 2			
CY + 3			
CY + 4			
CY + 5			
CY + 6 thru 10			
CY + 11 thru 15			
CY + 16 thru 20			
CY + 21 thru 25			
CY + 26 thru 30			
CY + 31 thru 35			
CY + 36 thru 40			
Total payments	$	$	$
Less unaccreted appreciation	( )		
Total	$		

B. Attach the required segment disclosure information in accordance with Governmental Accounting Standards Board Statement #34.

C. Attach the required demand bond disclosure information in accordance with Governmental Accounting Standards Board Interpretation #1, paragraph 11.

III. Extraordinary, Special Items

A. Extraordinary items (as reported on the financial statements)
Description: _____ $ _____

B. Special items (as reported on the financial statements)
Description: _____ $ _____

IV. Short Term Debt

Purpose	Balance June 30, PY	Additions	Deletions	Balance June 30, CY
	$	$	$	$
Total	$	$	$	$

State of Illinois
Proprietary Funds
Schedule of Footnote Disclosure Information
June 30, 20 (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund# (5)

Amounts expressed in thousands

I. Leases-Lessee

A. Contingent rents associated with capital leases in the current year were: $ (6)

B. The State's assets under capital leases and installment purchases included in capital assets as of June 30, were as follows:

	Capital Leases	Installment Purchases
Land and land improvements	$ (7)	$ (8)
Buildings and building improvements		
Equipment		
Total Asset Cost	(9)	(10)
Less: Accumulated Depreciation	(11)	(12)
Net Book Value	$ (13)	$ (14)

C. Future minimum rental commitments for all non-cancellable leases, subleases, and installment purchases as of June 30, were as follows:

Year Ending June 30,	Operating Leases	Capital Leases	Installment Purchases Principal	Installment Purchases Interest
CY + 1	$ (15)	$ (16)	$ (17)	$ (18)
CY + 2				
CY + 3				
CY + 4				
CY + 5				
CY + 6 thru 10				
CY + 11 thru 15				
CY + 16 thru 20				
Total minimum payments	$ (19)	(20)	(21)	(22)
Less: amount representing executory costs		(23)		
Net minimum lease payments		(24)		
Less: amount representing interest		(25)		
Present value of net minimum lease payments		$ (26)		
Future sublease rentals	$ (27)	$ (28)		

D. Rental expenses incurred for operating leases during the current year were as follows:

	Total Expenses
Minimum rentals	$ (29)
Contingent rents	(30)
Total	(31)
Less: sublease rentals	(32)
Net	$ (33)

State of Illinois — **Agency** (2)
Proprietary Funds — **Agency #** (3)
Schedule of Footnote Disclosure Information — **Fund Name** (4)
June 30, 20(1) — **Fund#** (5)

Amounts expressed in thousands

II. Revenue Bonds Payable

A. Future commitments for revenue bonds payable as of June 30, were as follows:

	Principal	Interest	Total
CY + 1	$ (34)	$ (35)	$ (36)
CY + 2			
CY + 3			
CY + 4			
CY + 5			
CY + 6 thru 10			
CY + 11 thru 15			
CY + 16 thru 20			
CY + 21 thru 25			
CY + 26 thru 30			
CY + 31 thru 35			
CY + 36 thru 40			
Total payments	$ (37)	$ (38)	$ (39)
Less unaccreted appreciation	((40))		
Total	$ (41)		

B. Attach the required segment disclosure information in accordance with Governmental Accounting Standards Board Statement #34. (42)

C. Attach the required demand bond disclosure information in accordance with Governmental Accounting Standards Board Interpretation #1, paragraph 11. (43)

III. Extraordinary, Special Items

A. Extraordinary items (as reported on the financial statements)
Description: (44) $ (45)

B. Special items (as reported on the financial statements)
Description: (46) $ (47)

IV. Short Term Debt

Purpose	Balance June 30, PY	Additions	Deletions	Balance June 30, CY
(48)	$ (49)	$ (50)	$ (51)	$ (52)
Total	$ (53)	$ (54)	$ (55)	$ (56)

SAMS TO GAAP RECONCILIATION-CAPITAL ASSETS (SCO-537)

PURPOSE

The purpose of the SAMS to GAAP Reconciliation-Capital Assets Form (Exhibit 27.20.37-A) is to provide a detailed reconciliation between the SAMS form filed quarterly with the Comptroller's Office (Agency Report of State Property, C-15) and the GAAP form filed annually with the Comptroller's Office (Capital Asset Summary, SCO-538).

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The SAMS to GAAP Reconciliation-Capital Assets is to be completed by all agencies filing the SCO-538, Capital Asset Summary.

All amounts on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

All differences between Form C-15, Agency Report of State Property, and Form SCO-538, Capital Asset Summary, should be reported and described on this form. Any addition or subtraction adjustments should be explained in detail on the form.

CONTENTS

Refer to Exhibit 27.20.37-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.

REFERENCE	CONTENTS
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	If this form is being completed for capital assets previously reported in the General Fixed Asset Account Group, place a checkmark next to Governmental Funds. For all other funds, enter the official fund name.
(5)	If reporting a proprietary fund, pension trust fund or private purpose trust fund (i.e., **not** a governmental fund), enter the four-digit Comptroller assigned fund number.
(6)	Enter the Amount for GAAP column of Total State Property as reported on the June 30, current year (CY) Agency Report of State Property, Form C-15.
(7)	Enter the amount of accounts payable for capital assets for June 30, CY which is not included in the C-15 amount, but is included on the Capital Asset Summary, SCO-538.
(8)	Enter the amount (if applicable) for each capital asset category not included in the C-15 amount, but included in the Capital Asset Summary, SCO-538.
(9)	List other additions required to reconcile the C-15 to the SCO-538. Examples include discovery of equipment on hand at June 30, CY but not listed on agency records, equipment listed but requiring an increasing adjustment and other in-transit items discovered subsequent to filing the C-15.
(10)	Sum (7), (8) and (9). Enter the result.
(11)	Enter the amount of assets reported on the C-15 that are below the capitalization threshold set forth in Procedure 03.30.30 and, therefore, were not reported on the SCO-538.

REFERENCE	CONTENTS
(12)	Enter the Total Accumulated Depreciation amount from the Balance at June 30, CY column reported on the SCO-538.
(13)	List other subtractions required to reconcile the C-15 to the SCO-538. Examples include discovery of a computer error overstating the value of equipment and lost, stolen or destroyed equipment that should have reduced agency records, but were discovered subsequent to filing the C-15.
(14)	Sum (11), (12) and (13). Enter the result.
(15)	Subtract (14) from the sum of (6) and (10). Enter the result. This amount must agree to the Capital Assets, Net-Balance at June 30, CY amount reported on the SCO-538.

State of Illinois
SAMS to GAAP Reconciliation
Capital Assets
June 30, 20____

Agency _____
Agency # _____

Governmental Funds_____ **Proprietary Fund**_____ **Fund #** _____ **Pension Trust Fund**_____ **Fund #** _____ **Private Purpose Trust**_____ **Fund #** _____ **University**_____	**Nearest Thousand**			
Total State Property from the Amount Reportable Column per "Agency Report of State Property, " C-15	$			
Add:				
1. Accounts Payable at June 30, Current Year for Capital Assets not included above				
2. Infrastructure				
3. Infrastructure (Modified Approach)				
4. Nondepreciable Historical Treasures and Works of Art				
5. Depreciable Historical Treasures and Works of Art				
6. Leasehold Improvements				
Other: (Explain)				
1 _____				
2 _____				
3 _____				
Total Additions				
Subtract:				
1. Assets below Capitalization Threshold				
2. Accumulated Depreciation at June 30, Current Year for Capital Assets				
Other: (Explain)				
1 _____				
2 _____				
3 _____				
Total Subtractions				
Total Capital Assets per "Capital Asset Summary", SCO- 538.	$			

SCO-537

State of Illinois
SAMS to GAAP Reconciliation
Capital Assets
June 30, 20__(1)__

Agency _____(2)_____
Agency # _____(3)_____

Governmental Funds_____(4)_____
Proprietary Fund_____ **Fund #** ___(5)___
Pension Trust Fund _____ **Fund #** _____
Private Purpose Trust _____ **Fund #** _____
University _____

	Nearest Thousand			
Total State Property from the Amount Reportable Column per "Agency Report of State Property, " C-15	$ (6)			
Add:				
1. Accounts Payable at June 30, Current Year for Capital Assets not included above	(7)			
2. Infrastructure	(8)			
3. Infrastructure (Modified Approach)				
4. Nondepreciable Historical Treasures and Works of Art				
5. Depreciable Historical Treasures and Works of Art				
6. Leasehold Improvements				
Other: (Explain)				
1 _____	(9)			
2 _____				
3 _____				
Total Additions	(10)			
Subtract:				
1. Assets below Capitalization Threshold	(11)			
2. Accumulated Depreciation at June 30, Current Year for Capital Assets	(12)			
Other: (Explain)				
1 _____	(13)			
2 _____				
3 _____				
Total Subtractions	(14)			
Total Capital Assets per "Capital Asset Summary", SCO- 538.	$ (15)			

SCO-537

CAPITAL ASSET SUMMARY (SCO-538)

PURPOSE

The purpose of the Capital Asset Summary (Exhibit 27.20.38-A) is to ensure all capital assets of State agencies are reported in the State of Illinois' GAAP financial statements.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record, and one for the Auditor General or his representative.

GENERAL

The Capital Asset Summary should be used by all State Agencies to report capital assets and related accumulated depreciation. Agencies should complete one form summarizing capital asset information for all governmental funds and a separate form for each proprietary fund, pension trust fund, private purpose trust fund and university. To determine fund classification, refer to the Summary of Agencies and Fund Classifications (Procedure 27.50.10).

Year Ending June 30, 2002

The amounts to be reported in the Balance at June 30, Prior Year column should be the amounts reported in the Balance at July 1, 2001 As Restated column on Form Interim A, GASB 34 Capital Asset Reconciliation. However, if any amounts were reported in the Software Under Development, Depreciable Software, or Accumulated Depreciation for Software categories, those amounts should be omitted on the SCO-538.

Subsequent Years

In years ending on or after June 30, 2003, the amounts to be reported in the Balance at June 30, Prior Year column should be the amounts reported in the Balance at June 30, Current Year column from the final SCO-538 in the prior fiscal year.

It is of vital importance the standard journal entries made in conjunction with the SCO-538 for capital outlays accounts payable and the expenditure reconciliation agree with the corresponding information on the SCO-547, 548 and 549. When the GAAP package is completed, it should be reviewed to ensure entries for capital outlays agree to the SCO-538 submitted in August. If the capital outlays reported on the early submission SCO-538 do not agree to the final year-end reporting package, adjustment(s) should be made as necessary. If the changes require adjustments to the SCO-538 greater than $5,000, a revised SCO-538 must be submitted to the Comptroller's Office as soon as possible. Changes to the SCO-538 could result from the availability of more complete or accurate information regarding the amount of lapse period capital outlays subsequent to the SCO-538 submission in August.

The Comptroller's Office has established capital asset policies that include capital asset definitions, financial reporting thresholds, economic useful life guidelines, and depreciation methods. Refer to Capital Asset Reporting (Procedure 03.30).

Descriptions of the capital asset classes are as follows:

- Land and Land Improvements
- Site Improvements
- Buildings and Building Improvements
- Equipment
- Infrastructure
- Construction-in-Progress
- Historical Treasures and Works of Art
- Capital Leases

All amounts reported on this form should be rounded to the nearest thousand. Where a row or column does not apply, leave it blank.

INSTRUCTIONS

All capital assets must be included on this form. All of an agency's governmental funds' capital assets are to be combined and reported on one form. A separate form should be completed for each proprietary fund, pension trust fund, private purpose trust fund and university. Each SCO-538 must be accompanied by a completed SCO-537, SAMS to GAAP Reconciliation – Capital Assets. The SCO-538 should be completed first.

STANDARD JOURNAL ENTRIES

Capital outlays should be reclassified from the agency's designated expenditure function. For each fund listed in the capital outlays reconciliation section, "Expenditures Per SAMS" plus "Other Capital Outlays" less "Capital Leases" (the sum of (30) and (31) less (32)) is the amount to reclassify to the capital outlays expenditure account 550. This reclassification should then be posted on Form SCO-547. The Comptroller's Office will post this reclassification entry for current year activity in funds held at the State Treasurer.

NOTE: An entry in (34) requires capital outlays accounts payable to be disclosed on the SCO-549, and an adjusting journal entry to be made to the SCO-548.

Account Number	Account Name	Debit	Credit
550	Capital Outlays	XXX	
5XX	Expenditure (by account number)		XXX

To reclassify capital outlays at June 30 per the SCO-538.

CONTENTS

Refer to Exhibit 27.20.38-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter "O" if this is the original filing for the current fiscal year. Enter "R" if this is a replacement of a previous filing for the current fiscal year.

REFERENCE	CONTENTS
(5)	Enter the filing date (month/day/year) of the form.
(6)	If this form is being completed for capital assets previously reported in the General Fixed Asset Account Group, place a checkmark next to Governmental Funds. For all other funds, enter the official fund name.
(7)	If reporting for a proprietary fund, pension trust fund or private purpose trust fund (i.e., not a governmental fund), enter the four-digit Comptroller assigned fund number.
(8)	Enter the amount of Capital Assets not being depreciated for Balance at June 30, Prior Year (PY). This information will be completed by the Comptroller's Office. For fiscal year ending June 30, 2002, this information can also be obtained from the prior year's Form Interim A. In subsequent years, this information can also be obtained from the prior year's final SCO-538.
(9)	Enter all additions to Capital Assets not being depreciated except for transfers-in as of June 30, current year (CY) for capital assets not being depreciated. Include lapse period capital outlay expenditures for July 1 through August 31, PY **not** recorded as payables on the prior year SCO-549. Capital outlay payables reported on SCO-549, as of June 30, CY should also be included. Additions are new purchases, acquisitions related to prior years not previously reported or property donated to the State. Corrections of prior year errors and other material additions must be explained in (28).
(10)	Enter all deletions to Capital Assets not being depreciated. Deletions include reductions to capital assets and corrections of prior year errors. Reductions include capital asset inventory adjustments down and sales or retirements. Corrections of prior year errors and other material deletions must be explained in (28).

REFERENCE	CONTENTS
(11)	Enter the amount of net transfers associated with Capital Assets not being depreciated. Transfers are transactions involving a change in ownership of capital assets between agencies and/or funds. Total Capital Development Board (CDB) transfers for the year, including transfers-in-transit at fiscal year end, should be included in this column. Any amount of CDB transfers **not** capitalized should be included in the deletions column. CDB transfers-in-transit at fiscal year end must also be included as a reconciling item on Form SCO-537.
(12)	Subtract (10) from the sum of (8), (9), and (11) and enter the result.
(13)	For Capital Assets not being depreciated, add the amounts entered in each column of assets, and enter the result.
(14)	Enter the amount of Capital Assets being depreciated for Balance at June 30, PY. This information will be completed by the Comptroller's Office. For fiscal year ending June 30, 2002, this information can also be obtained from the prior year's Form Interim A. In subsequent years, this information can also be obtained from the prior year's final SCO-538.
(15)	Enter all additions to Capital Assets being depreciated except for transfers in as of June 30, CY. Include lapse period capital outlay expenditures for July 1 through August 31, PY **not** recorded as payables on the prior year SCO-549. Capital outlay payables reported on SCO-549, as of June 30, CY should also be included. Additions are new purchases, acquisitions related to prior years not previously reported or property donated to the State. Corrections of prior year errors and other material additions must be explained in (28). Capital leases are provided by the Comptroller's Office in connection with Form C-15 using the Comptroller's lease system.

REFERENCE	CONTENTS
(16)	Enter all deletions to Capital Assets being depreciated. Deletions include reductions to capital assets, corrections of prior year errors and unplanned terminations of capital lease assets. Reductions include capital asset inventory adjustments down and sales or retirements. Corrections of prior year errors and other material deletions must be explained in (28). Unplanned terminations of capital lease assets are leases terminated at any time prior to the normal expiration of the specified lease term.
(17)	Enter the amount of net transfers associated with Capital Assets being depreciated. Transfers are transactions involving a change in ownership of capital assets between agencies and/or funds. CDB transfers for the year, including transfers-in-transit at fiscal year end, should be included in this column. Any amount of CDB transfers **not** capitalized should be included in the deletions column. CDB transfers-in-transit at fiscal year end must also be included as a reconciling item on Form SCO-537. In addition, when the lease agreement applicable to a capital lease asset is complete and ownership of the asset is acquired, that asset must be transferred out of the capital lease asset class and transferred into the appropriate class (e.g., equipment).
(18)	Subtract (16) from the sum of (14), (15) and (17) and enter the result.
(19)	For Capital Assets being depreciated, add the amounts entered in each column of assets, and enter the result.
(20)	Enter the amount associated with Accumulated Depreciation for Balance at June 30, PY. This information will be completed by the Comptroller's Office. For fiscal year ending June 30, 2002, this information can also be obtained from the prior year's Form Interim A. In subsequent years, this information can also be obtained from the prior year's final SCO-538.

REFERENCE	CONTENTS
(21)	Enter the addition amounts associated with Accumulated Depreciation. Additions include current year depreciation expenses associated with the capital assets as predetermined by the original value and useful life using the straight-line depreciation method as prescribed by the Comptroller's Office in Chapter 3.30.40. The current year depreciation expense for capital leases will be computed by the Comptroller's Office using the lease system.
(22)	Enter the deletion amounts associated with Accumulated Depreciation. Deletions include reductions to capital assets, corrections of prior year errors and terminations of capital lease assets. Reductions include capital asset inventory adjustments down and sales or retirements. Corrections of prior year errors and other material deletions must be explained in (28). Unplanned terminations of capital lease assets are leases terminated at any time prior to the normal expiration of the specified lease term.
(23)	Enter the amount of net transfers associated with Accumulated Depreciation. Transfers are transactions involving a change in ownership of capital assets between agencies and/or funds. The transferring agency must notify the receiving agency of the accumulated depreciation of a transferred asset at the time of the transfer. In addition, when the lease agreement applicable to a capital lease asset is complete and ownership of the asset is acquired, that asset and related accumulated depreciation must be transferred out of the capital lease asset class and transferred into the appropriate class (e.g., equipment).
(24)	Subtract (22) from the sum of (20), (21) and (23) and enter the result.
(25)	For Accumulated Depreciation, add the amounts entered in each column of accumulated depreciation, and enter the result.

REFERENCE	CONTENTS
(26)	For Total Capital Assets being depreciated, net, subtract the amounts entered in (25) from the amounts entered in (19), and enter the result.
(27)	For Capital Assets, Net, add the amounts entered in (13) to the amounts entered in (26), and enter the result.
(28)	Enter any information for additions, deletions, and/or net transfers requiring additional explanation.

If any additions are reported in (13), (19), (30), (32) or (33), the Capital Outlays Reconciliation Section must be completed. This section provides a reconciliation of capital outlay expenditures to total capital asset additions.

(29)	Enter the fund number of all funds administered by the agency with capital outlay expenditures. This information will be completed by the Comptroller's Office using information from the SCO-527 Report. If there are additional funds not reported on the SCO-527 with capital outlay expenditures, enter the fund number.
(30)	Enter the expenditures per SAMS. This information will be completed by the Comptroller's Office using information from the SCO-527 Report. Capital outlay expenditures from July 1, CY to June 30, CY will be included regardless of the budget year.
(31)	Enter any other capital outlays not included in expenditures per SAMS. For example, in-transit items for nonshared funds or expenditures from locally-held funds. Capital outlay expenditures from July 1, CY to June 30, CY should be included regardless of the budget year.
(32)	Enter capital lease expenditures paid from the following detail object codes: 1394, 1395, 1396, 1397, 1398, all 1500's, 1687, 1750, all 6600's and all 7700's. This information will be completed by the Comptroller's Office using the Comptroller's Office lease system.

REFERENCE	CONTENTS
(33)	Enter the prior year capital outlay accounts payable from the prior year's Form SCO-538, for each fund. This information will be completed by the Comptroller's Office.
(34)	Enter the current year capital outlay accounts payable from Form SCO-549, for each fund. Include any amounts due to other funds for equipment purchases.
(35)	Subtract the sum of the amounts reported in (32) and (33) from the sum of the amounts reported in (30), (31) and (34) and enter the result. NOTE: The amount reported in (35) plus any capital lease additions per the Comptroller's Office instructions for each fund should agree with account number 550, capital outlay expenditures per the fund's trial balance.
(36)	Sum all amounts entered in (35) and enter the result.
(37)	Enter the amount of capital outlay expenditures **not capitalized** due to the expenditure not meeting the capitalization threshold. Refer to Capital Asset Reporting (Procedure 03.30.30). NOTE: The amount reported in (37) is the amount **not** capitalized. The agency should analyze this amount for reasonableness. If the analysis does not provide an adequate explanation, contact the Comptroller's Office.
(38)	Enter the fair market value of any noncash additions and/or contributions (including capital leases and installment purchases) received during the fiscal year.
(39)	Subtract (37) from the sum of (36) and (38) and enter the result. This amount must agree to the sum of (13) and (19).
(40)	Provide an explanation for amounts reported in the Capital Outlays Reconciliation Section, as necessary.

REFERENCE CONTENTS

If any construction-in-progress is reported in the Capital Assets not being depreciated Section, the Components of Construction-in-Progress Section must be completed.

(41) Enter the project name or a brief description of the construction project.

(42) Enter the four-digit Comptroller assigned fund number. If this form is being completed for a proprietary fund, pension trust fund, private purpose trust fund or university, no fund number entry is necessary.

(43) Enter the amount authorized for each project administered by the fund. Individually list only those projects over $10,000,000. Additional projects should be combined under "Other." This amount can be determined through review of the construction contract.

(44) Enter the amount of all expenditures for the project through June 30, CY. This amount should agree to the project construction-in-progress balance.

(45) Enter the amount committed at June 30, CY. This is the amount of unperformed contracts at June 30, CY.

(46) Subtract (44) and (45) from (43) and enter the result.

(47) Enter the amount of funds necessary to complete the project that have **not** been authorized/contracted.

(48) For Construction in Progress, add the amounts entered in (43), (44), (45), (46) and (47), and enter the result.

(49) Provide an explanation for amounts reported in the Components of Construction in Progress Section.

(50) Enter the asset class from which the disposition(s) was made (e.g. Buildings and Building Improvements or Equipment).

REFERENCE	CONTENTS
(51)	Enter the four-digit Comptroller assigned fund number. If this form is being completed for a proprietary fund, pension trust fund, private purpose trust fund or university, no fund number entry is necessary.
(52)	Enter the proceeds from the sale(s) of the asset class.
(53)	Enter the original cost of the respective asset(s).
(54)	Enter the accumulated depreciation recorded to date for the respective asset(s).
(55)	Subtract (54) from (53) and enter the result.
(56)	Subtract (55) from (52) and enter the result. If (52) is greater than (55), the result is a gain and should be recorded as a positive number. If (52) is less than (55), the result is a loss and should be recorded in parenthesis.
(57)	Add the amounts entered in (52), (53), (54), (55) and (56), and enter the result.
(58)	Provide an explanation for amounts reported in the Disposition of Capital Assets Section.

State of Illinois **Agency** _____

Capital Asset Summary **Transaction Code** _____ **Agency #** _____

June 30, 20_____ **Transaction Date** _____

Governmental Funds _____	**Nearest Thousand**				
Proprietary Fund_____ **Fund #** _____	**Balance At June 30, Prior Year**	**Additions**	**Deletions**	**Net Transfers**	**Balance At June 30, Current Year**
Pension Trust Fund_____ **Fund #** _____					
Private Purpose Trust_____ **Fund #** _____					
University_____					
Capital Assets not being depreciated:					
Land and Land Improvements	$	$	$	$	$
Infrastructure (modified approach)					
Nondepreciable Historical Treasures and Works of Art					
Construction in Progress					
Total Capital Assets not being depreciated					
Capital Assets being depreciated:					
Site Improvements					
Buildings and Building Improvements					
Capital Leases-Buildings					
Equipment					
Capital Leases-Equipment					
Infrastructure					
Depreciable Historical Treasures and Works of Art					
Total Capital Assets being depreciated					
Less Accumulated Depreciation for:					
Site Improvements					
Buildings and Building Improvements					
Capital Leases- Buildings					
Equipment					
Capital Leases- Equipment					
Infrastructure					
Depreciable Historical Treasures and Works of Art					
Total Accumulated Depreciation					
Total Capital Assets being depreciated, net					
Capital Assets, Net	$	$	$	$	$

Explanations:

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1 of 2

State of Illinois **Agency** _____

Capital Asset Summary **Trans Code** _____ **Agency #** _____

June 30, 20_____ **Trans Date** _____

Capital Outlays Reconciliation	**Nearest Thousand**					
Fund Number	**Expenditures per SAMS**	**Other Capital Outlays**	**Less Capital Leases***	**Less Prior Year Payables**	**Plus Current Year Payables**	**Total GAAP Capital Outlay Expenditures**
1.	$	$	$	$	$	$
2.						
3.						
4.						
5.						
6.						
7.						
Subtotal						
Less capital outlay expenditures not capitalized						( )
Noncash additions/contributions						
Capital additions						$

* Record capital lease expenditures included in "Expenditures per SAMS" for which a"capital outlay" detail object is cited.
(See SAMS 27.20.38)

Explanations:

Components of Construction in Progress		**Nearest Thousand**				
Project	**Fund Number**	**Project Authorization**	**Expended Through June 30**	**Committed at June 30**	**Available Authorization**	**Required Future Financing**
1.		$	$	$	$	$
2.						
3.						
4.						
5.						
6.						
7.						
Other: (Less than $10,000)						
Total		$	$	$	$	$

Explanations:

Disposition of Capital Assets		**Nearest Thousand**				
Disposals	**Fund Number**	**Proceeds**	**Original Cost**	**Accumulated Depreciation**	**Net Book Value**	**Gain (Loss)**
1.		$	$	$	$	$
2.						
3.						
4.						
Total		$	$	$	$	$

Explanations:

State of Illinois **Agency** (2)

Capital Asset Summary **Transaction Code** (4) **Agency #** (3)

June 30, 20(1) **Transaction Date** (5)

Governmental Funds (6)

Proprietary Fund **Fund #** (7)

Pension Trust Fund **Fund #**

Private Purpose Trust **Fund #**

University

	Nearest Thousand				
	Balance At June 30, Prior Year	**Additions**	**Deletions**	**Net Transfers**	**Balance At June 30, Current Year**
Capital Assets not being depreciated:					
Land and Land Improvements	$ (8)	$ (9)	$ (10)	$ (11)	$ (12)
Infrastructure (modified approach)					
Nondepreciable Historical Treasures and Works of Art					
Construction in Progress					
Total Capital Assets not being depreciated	(13)	(13)	(13)	(13)	(13)
Capital Assets being depreciated:					
Site Improvements	(14)	(15)	(16)	(17)	(18)
Buildings and Building Improvements					
Capital Leases-Buildings					
Equipment					
Capital Leases-Equipment					
Infrastructure					
Depreciable Historical Treasures and Works of Art					
Total Capital Assets being depreciated	(19)	(19)	(19)	(19)	(19)
Less Accumulated Depreciation for:					
Site Improvements	(20)	(21)	(22)	(23)	(24)
Buildings and Building Improvements					
Capital Leases- Buildings					
Equipment					
Capital Leases- Equipment					
Infrastructure					
Depreciable Historical Treasures and Works of Art					
Total Accumulated Depreciation	(25)	(25)	(25)	(25)	(25)
Total Capital Assets being depreciated, net	(26)	(26)	(26)	(26)	(26)
Capital Assets, Net	$ (27)	$ (27)	$ (27)	$ (27)	$ (27)

Explanations: (28)

State of Illinois **Agency** (2)

Capital Asset Summary **Trans Code** (4) **Agency #** (3)

June 30, 20(1) **Trans Date** (5)

Capital Outlays Reconciliation	**Nearest Thousand**					
Fund Number	**Expenditures per SAMS**	**Other Capital Outlays**	**Less Capital Leases***	**Less Prior Year Payables**	**Plus Current Year Payables**	**Total GAAP Capital Outlay Expenditures**
1. (29)	$ (30)	$ (31)	$ (32)	$ (33)	$ (34)	$ (35)
2.						
3.						
4.						
5.						
6.						
7.						

Subtotal	(36)
Less capital outlay expenditures not capitalized	((37))
Noncash additions/contributions	(38)
Capital additions	$ (39)

* Record capital lease expenditures included in "Expenditures per SAMS" for which a"capital outlay" detail object is cited.
(See SAMS 27.20.38)

Explanations: (40)

Components of Construction in Progress		**Nearest Thousand**				
Project	**Fund Number**	**Project Authorization**	**Expended Through June 30**	**Committed at June 30**	**Available Authorization**	**Required Future Financing**
1. (41)	(42)	$ (43)	$ (44)	$ (45)	$ (46)	$ (47)
2.						
3.						
4.						
5.						
6.						
7.						
Other: (Less than $10,000)						
Total		$ (48)	$ (48)	$ (48)	$ (48)	$ (48)

Explanations: (49)

Disposition of Capital Assets		**Nearest Thousand**				
Disposals	**Fund Number**	**Proceeds**	**Original Cost**	**Accumulated Depreciation**	**Net Book Value**	**Gain (Loss)**
1. (50)	(51)	$ (52)	$ (53)	$ (54)	$ (55)	$ (56)
2.						
3.						
4.						
Total		$ (57)	$ (57)	$ (57)	$ (57)	$ (57)

Explanations: (58)

LONG-TERM OBLIGATIONS AND RELATED ITEMS (SCO-540)

PURPOSE

The purpose of the Long-Term Obligations and Related Items Form (Exhibit 27.20.40-A) is to record all changes in long-term obligations and related items from the prior year for proprietary, pension/investment/ private purpose trust funds and universities. In addition, the SCO-540 is used to identify the current portion of the long-term obligations and related items.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record, and one for the Auditor General or his representative.

GENERAL

The Long-Term Obligations and Related Items Form should be completed for all proprietary, pension/investment/private purpose trust funds and universities with long-term obligations and related items. Form SCO-540 begins with the balance of long-term obligations and related items at the beginning of the year and records all increases and decreases during the year to long-term obligations and related items. In addition, this form is used to identify the current portion of the long-term debt and related items.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Information obtained on Form SCO-540 will be used in the compilation of the Statement of Cash Flows by the Comptroller's Office.

STANDARD JOURNAL ENTRIES

The following examples of reclassifying journal entries should be made on Form SCO-547.

Account Number	Account Name	Debit	Credit
250	Revenue Bonds Payable, Long-Term	XXX	
246	Revenue Bonds Payable, Current		XXX

To reclassify the current portion of revenue bonds payable. This amount should agree to the amount recorded in (11), in the Current Portion, due within one year column.

Account Number	Account Name	Debit	Credit
258	Leases Payable, Long Term	XXX	
257	Leases Payable, Current		XXX

To reclassify the current portion of leases payable. This amount should agree to (32).

Account Number	Account Name	Debit	Credit
262	Compensated Absences, Long-Term	XXX	
261	Compensated Absences, Current		XXX

To reclassify the current portion of compensated absences. This amount should agree to (47).

CONTENTS

Refer to Exhibit 27.20.40-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.

REFERENCE	CONTENTS
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	If the form is being completed for a university, place a checkmark next to University. For all other funds, enter the official fund name.
(5)	If the form is being completed for a proprietary, pension/investment/ private purpose trust fund, enter the four-digit Comptroller assigned fund number.
(6)	Enter the Balance At June 30, Prior Year amount for Revenue Bonds Payable and accreted values. This information will be obtained from the prior year SCO-540. Note: the accreted values represent the amount which bonds issued at deep discounts have increased (or accreted) to at June 30, Prior Year.
(7)	Enter current year additions to Revenue Bonds Payable and accreted values.
(8)	Enter current year deletions to Revenue Bonds Payable and accreted values.
(9)	Enter the Balance At June 30, Current Year. This should be the result of subtracting (8) from the sum of (6) and (7).
(10)	Enter the current portion of Revenue Bonds Payable and accreted values. The current portion is the amount due within one year.
(11)	Subtotal the amounts entered in (6), (7), (8), (9) and (10) and enter the results. The amount recorded in the Current Portion, due within one year column will agree to account 246 on Form SCO-526.

REFERENCE	CONTENTS
(12)	Enter the Balance At June 30, Prior Year of related revenue bonds payable liability amounts. These amounts will agree to the sum of accounts 247 and 251 or of accounts 248 and 252 on Form SCO-526 in the prior year.
(13)	Enter current year additions to the related revenue bonds payable liability accounts.
(14)	Enter current year deletions to the related revenue bonds payable liability accounts.
(15)	Enter the Balance at June 30, Current Year. This should be the result of subtracting (14) from the sum of (12) and (13).
(16)	Enter the current portion of related revenue bonds payable liability accounts. The current portion is the amount due within one year.
(17)	Subtotal the amounts entered in (11), (12), (13), (14), (15) and (16) and enter the results. The amount recorded in the Current Portion, due within one year column will agree to account 249 on Form SCO-526.
(18)	Enter the Balance At June 30, Prior Year amount for Certificates of Participation. For Fiscal Years beginning after June 30, 2002, this information will be obtained from the prior year SCO-540.
(19)	Enter current year additions to Certificates of Participation.
(20)	Enter current year deletions to Certificates of Participation.
(21)	Enter the Balance At June 30, Current Year. This should be the result of subtracting (20) from the sum of (18) and (19).
(22)	Enter the current portion of Certificates of Participation. The current portion is the amount due within one year.

REFERENCE	CONTENTS
(23)	Enter the Balance At June 30, Prior Year amount for Installment Purchase Contracts. For Fiscal Years beginning after June 30, 2002, this information will be obtained from the prior year SCO-540.
(24)	Enter current year additions to Installment Purchase Contracts.
(25)	Enter current year deletions to Installment Purchase Contracts.
(26)	Enter the Balance At June 30, Current Year. This should be the result of subtracting (25) from the sum of (23) and (24).
(27)	Enter the current portion of Installment Purchase Contracts. The current portion is the amount due within one year.
(28)	Enter the Balance At June 30, Prior Year amount for Leases Payable. This information can be obtained from the prior year SCO-540.
(29)	Enter current year additions to Leases Payable.
(30)	Enter current year deletions to Leases Payable.
(31)	Enter the Balance At June 30, Current Year. This should be the result of subtracting (30) from the sum of (28) and (29).
(32)	Enter the current portion of Leases Payable. The current portion is the amount due within one year.
(33)	Enter the Balance At June 30, Prior Year amount for Net Pension Obligations. For Fiscal Years ending after June 30, 2002, this information can be obtained from the prior year SCO-540.
(34)	Enter current year additions to Net Pension Obligations.
(35)	Enter current year deletions to Net Pension Obligations.

REFERENCE	CONTENTS
(36)	Enter the Balance At June 30, Current Year. This should be the result of subtracting (35) from the sum of (33) and (34).
(37)	Enter the Balance At June 30, Prior Year amount for Claims and Judgments. For Fiscal Years beginning after June 30, 2002, this information will be obtained from the prior year SCO-540.
(38)	Enter current year additions to Claims and Judgments.
(39)	Enter current year deletions to Claims and Judgments.
(40)	Enter the Balance At June 30, Current Year. This should be the result of subtracting (39) from the sum of (37) and (38).
(41)	Enter the current portion of Claims and Judgments. The current portion is the amount due within one year.
(42)	Enter the Balance At June 30, Prior Year amount for Compensated Absences and related information. For Fiscal Years beginning after June 30, 2002, this information can be obtained from the prior year SCO-540.
(43)	Enter current year additions to Compensated Absences and related information.
(44)	Enter current year deletions to Compensated Absences and related information.
(45)	Enter the Balance At June 30, Current Year. This should be the result of subtracting (44) from the sum of (42) and (43).
(46)	Enter the current portion of Compensated Absences and related information. The current portion is the amount due within one year.

REFERENCE	CONTENTS
(47)	Subtotal the amounts entered in (42), (43), (44), (45) and (46) and enter the results. The amount recorded in the Current Portion, due within one year column will agree to account 261 on Form SCO-526.
(48)	Enter the Balance At June 30, Prior Year amount for Other Obligations. This information can be obtained from the prior year SCO-540.
(49)	Enter current year additions to Other Obligations.
(50)	Enter current year deletions to Other Obligations.
(51)	Enter the Balance At June 30, Current Year. This should be the result of subtracting (50) from the sum of (48) and (49).
(52)	Enter the current portion of Other Obligations. The current portion is the amount due within one year.
(53)	Sum all amounts entered in the Balance At June 30, Prior Year column and enter the result.
(54)	Sum all amounts entered in the Additions column and enter the result.
(55)	Sum all amounts entered in the Deletions column and enter the result.
(56)	Sum all amounts entered in the Balance At June 30, Current Year column and enter the result.
(57)	Sum all amounts in the Current Portion, due within one-year column and enter the result.
(58)	Enter Balance At June 30, Prior Year amount for Unamortized Bond Issuance Costs recorded as assets. For Fiscal Years beginning after June 30, 2002, this information can be obtained from the prior year SCO-540.
(59)	Enter the current year additions to Unamortized Bond Issuance Costs.

REFERENCE	CONTENTS
(60)	Enter the current year deletions to Unamortized Bond Issuance Costs.
(61)	Enter the Balance at June 30, Current Year. This should be the result of subtracting (60) from the sum of (58) and (59).
(62)	Enter the amount of unspent Certificates of Participation Proceeds on Hand at End of Year.
(63)	Enter the amount of unspent Revenue Bonds Payable Proceeds on Hand at End of Year.
(64)	Sum the amounts entered in (62) and (63) and enter the result.
(65)	Enter the amount of Actual Compensated Absences Paid in cash during the Current Year.
(66)	Enter the amount of Actual Compensated Absences Paid in cash during the Prior Year.
(67)	Enter any explanations necessary, including but not limited to Other Obligations reported in (48), (49), (50), (51) and (52).

State of Illinois **Agency** _____
Long-Term Obligations and Related Items **Agency #** _____
June 30, 20_____

University _____
Proprietary Fund_____ **Fund #**_____
Pension Trust Fund_____ **Fund #**_____
Investment Trust _____ **Fund #**_____
Private Purpose Trust_____ **Fund #**_____

	Nearest Thousand				
	Balance At June 30, Prior Year	**Additions**	**Deletions**	**Balance At June 30, Current Year**	**Current Portion, due within one year**
Long-Term Obligations:					
Revenue Bonds Payable	$	$	$	$	$
Accreted Bonds					
Total Revenue Bonds Payable					
Bond Discounts and Premiums					
Deferred Gain/Loss of Refunding					
Total Revenue Bonds Payable, net					
Certificates of Participation					
Installment Purchase Contracts					
Leases Payable					
Net Pension Obligation					
Claims and Judgments					
Compensated Absences:					
Vacation					
Salary Related Costs - Vacation and Other					
Sick					
Salary Related Costs - Sick and Other					
Total Compensated Absences					
Other Obligations: (provide detail)					
Total Long-term Obligations	$	$	$	$	$
Related Items:					
Unamortized Bond Issuance Costs - Asset	$	$	$	$	$

Unspent Proceeds on Hand at End of Year	**Amount**
Certificates of Participation	$
Revenue Bonds Payable	
Total Unspent Proceeds	$

Actual Compensated Absences Paid	
CY Amount	**PY Amount**
$	$

Explanations:

SCO-540

State of Illinois **Agency** (2)
Long-Term Obligations and Related Items **Agency #** (3)
June 30, 20(1)

University (4)
Proprietary Fund **Fund #** (5)
Pension Trust Fund **Fund #**
Investment Trust **Fund #**
Private Purpose Trust **Fund #**

	Nearest Thousand				
	Balance At June 30, Prior Year	**Additions**	**Deletions**	**Balance At June 30, Current Year**	**Current Portion, due within one year**
Long-Term Obligations:					
Revenue Bonds Payable	$ (6)	$ (7)	$ (8)	$ (9)	$ (10)
Accreted Bonds					
Total Revenue Bonds Payable	(11)	(11)	(11)	(11)	(11)
Bond Discounts and Premiums	(12)	(13)	(14)	(15)	(16)
Deferred Gain/Loss of Refunding					
Total Revenue Bonds Payable, net	(17)	(17)	(17)	(17)	(17)
Certificates of Participation	(18)	(19)	(20)	(21)	(22)
Installment Purchase Contracts	(23)	(24)	(25)	(26)	(27)
Leases Payable	(28)	(29)	(30)	(31)	(32)
Net Pension Obligation	(33)	(34)	(35)	(36)	
Claims and Judgments	(37)	(38)	(39)	(40)	(41)
Compensated Absences:					
Vacation	(42)	(43)	(44)	(45)	(46)
Salary Related Costs - Vacation and Other					
Sick					
Salary Related Costs - Sick and Other					
Total Compensated Absences	(47)	(47)	(47)	(47)	(47)
Other Obligations: (provide detail)	(48)	(49)	(50)	(51)	(52)
Total Long-term Obligations	$ (53)	$ (54)	$ (55)	$ (56)	$ (57)
Related Items:					
Unamortized Bond Issuance Costs - Asset	$ (58)	$ (59)	$ (60)	$ (61)	$

Unspent Proceeds on Hand at End of Year

	Amount
Certificates of Participation	$ (62)
Revenue Bonds Payable	(63)
Total Unspent Proceeds	$ (64)

Actual Compensated Absences Paid

CY Amount	**PY Amount**
$ (65)	$ (66)

Explanations: (67)

SCO-540

REFUNDS AND CREDIT MEMORANDA FUND ANALYSIS (SCO-541)

PURPOSE

The purpose of the Refunds and Credit Memoranda Fund Analysis Form (Exhibit 27.20.41-A) is to provide the accumulation of data related to overpayments. Another purpose of this form is to deduct the overpayments pertaining to prior years and to identify those amounts attributable to the current year that will be paid in the future.

When applicable, this form is to be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Refunds and Credit Memoranda Fund Analysis should be completed by those agencies with material overpayments relating to taxes, licenses and fees.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Form SCO-541 can be prepared using one of two approaches. The first approach is to prepare the form for the individual fund to which the overpayment applies. The second approach is to prepare the form by allocating the major revenue source, as a whole, to the applicable funds. The approach determines which portions of the form require completion. A separate form must be completed for every fund with overpayments relating to taxes, licenses and fees.

Form SCO-541 is divided into three major areas: (1) Refund Expenditures, (2) GAAP Adjustments and (3) Allocations of Refunds by Fund.

Refund Expenditures
Refund expenditures per agency records at June 30 are determined by adding vouchers in transit at June 30 of the current year to refund expenditures per SAMS as of June 30 per GAAP Report SG06. The amounts in the SG06 include lapse period expenditures from the prior fiscal year and expenditures of the first four quarters of the current reporting year. Shared funds do not utilize

vouchers in transit information; therefore, a zero should be entered in the vouchers in transit line. Refund expenditures per agency records at June 30 should equal the amount in the Balance per SAMS column (shared funds) or the agency record column (nonshared funds) in the applicable revenue account number on the trial balance.

GAAP Adjustments

There are four types of GAAP adjustments: (1) Lapse Period, (2) Refunds Outstanding, (3) Credit Memoranda, and (4) Other.

Lapse Period

Lapse period GAAP adjustments record the amount of refunds estimated to be paid during lapse period. This adjustment is to be recorded in conjunction with the SCO-549 payable adjustment. Lapse period adjustments are determined by subtracting vouchers in transit at June 30 from estimated lapse period refunds. Shared funds do not utilize vouchers in transit information; therefore, a zero should be entered in the vouchers in transit line.

Refunds Outstanding

Refunds outstanding GAAP adjustments record the amount of refund claims outstanding applicable to revenues of the current reporting year. This adjustment is to be recorded in conjunction with the SCO-549 payable adjustment. The total refunds outstanding adjustment is determined by adding claims for refunds estimated to be received during the lapse period applicable to revenue collected as of June 30 (and not refunded from the lapsing appropriation) to claims for refunds that are estimated to be received after lapse period applicable to revenues collected as of June 30 (and estimated to be paid from a subsequent year's appropriation).

Credit Memoranda

Credit memoranda GAAP adjustments record the amount of credit memoranda outstanding applicable to the revenue collected during the current reporting year. The total credit memoranda adjustment is determined by adding credit memoranda outstanding at June 30 to credit memoranda issued during the lapse period that is applicable to revenue collected during the current reporting year and claims for credit estimated to be made subsequent to the end of the lapse period that is applicable to revenue collected in the current reporting year.

Other

Other GAAP adjustments record any additional types of overpayment, as necessary.

The GAAP adjustments data elements are then totaled to determine the correct calculation of amounts for journal entries. Note that the totals on the form do not have any particular significance. The importance of this form is in the calculation of amounts in order to prepare standard journal entries and to determine the appropriate amounts to be inserted in the Balance per SAMS or Agency Records column of the trial balance.

Allocation of Refunds by Fund

(If the form was completed using the first approach, which was to prepare the form for the individual fund to which the overpayment applied, the Allocation of Refunds by Fund Section should not be completed and the standard journal entries should be prepared.) The balance per agency records at June 30 is determined by adding vouchers in transit at June 30 to refunds per SAMS at June 30. The GAAP adjustments, as described above, are allocated to the appropriate funds. The lapse period adjustments are allocated in the same manner as the SAMS balances. The other GAAP adjustments are allocated based on actual refunds, if these amounts can be determined. If the actual refunds cannot be easily determined, utilize a percentage for allocating a given revenue source to the applicable funds. The GAAP adjustments should be added to the balance per agency records at June 30 to determine a total.

After refunds are allocated to the appropriate funds, the standard journal entries should be prepared.

STANDARD JOURNAL ENTRIES

The purpose of these entries is to reflect the appropriate liabilities resulting from the overpayment of various revenues.

Account Number	Account Name	Debit	Credit
4XX	Refunds and Credit Memoranda	XXX	
205	Accounts Payable and Accrued Liabilities		XXX

To record the liability from overpayments applicable to revenue collected as of June 30, for which credit memoranda have been issued.

Account Number	Account Name	Debit	Credit
209	Due to Other Governments-Local	XXX	
205	Accounts Payable and Accrued Liabilities		XXX

To reclassify the liability from outstanding credit memoranda in an agency fund which does not record revenues and expenditures.

CONTENTS

Refer to Exhibit 27.20.41-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the appropriate account number.
(7)	Enter the source of the refund item.
(8)	Enter refund expenditures per SAMS as of June 30 per Report SG06. NOTE: When only one shared fund is involved, this is the amount to be entered in the Balance per SAMS column of the trial balance.
(9)	Enter refund vouchers in transit at June 30. Shared funds should enter zero.

REFERENCE	CONTENTS
(10)	Sum (8) and (9) and enter the result. NOTE: When only one nonshared fund is involved, this is the amount to be entered in the agency records column of the trial balance.
(11)	Enter estimated lapse period refunds.
(12)	Enter refund vouchers in transit at June 30. This should equal the amount entered in (9). Shared funds should enter zero.
(13)	Subtract (12) from (11) and enter the result.
(14)	Enter the estimated amount of claims for refunds received as of the end of the lapse period applicable to revenue collected as of June 30 and not refunded from the lapsing appropriation.
(15)	Enter the estimated amount of claims for refunds expected to be paid from subsequent year's appropriations applicable to revenue collected as of June 30.
(16)	Sum (14) and (15) and enter the result.
(17)	Enter the amount of credit memoranda outstanding at June 30.
(18)	Enter the amount of credit memoranda issued prior to the end of the lapse period applicable to revenue collected in the current reporting year.
(19)	Enter the estimated amount of claims for credit estimated to be made subsequent to the end of the lapse period applicable to revenue collected in the current reporting year.
(20)	Sum (17) through (19) and enter the result.
(21)	List any additional types of overpayment.
(22)	Enter the amount of the additional types of overpayment listed in (21).

REFERENCE	CONTENTS
(23)	Sum the amount of additional types of overpayment reported in (22) and enter the result.
(24)	Add (13), (16), (20) and (23) and enter the result.
(25)	Enter the shared fund number(s) to which the refund applies.
(26)	Enter the nonshared fund number(s) to which the refund applies.
(27)	Allocate the amount entered in (8) to the appropriate funds.
(28)	Allocate the amount entered in (9) to the appropriate funds. For nonshared funds, record the appropriate standard journal entry.
(29)	Allocate the amount entered in (10) to the appropriate funds. This must agree to the sum of (27) and (28).
(30)	Allocate the amounts in (13), (16), (20) and (23) to the appropriate funds.
(31)	Sum (29) and (30) and enter the result.
(32)	Sum all amounts entered in (27) and enter the result. This must agree to the amount entered in (8).
(33)	Sum all amounts entered in (28) and enter the result. This must agree to the amount entered in (9).
(34)	Sum all amounts entered in (29) and enter the result. This must agree to the amount entered in (10). This also must agree to the sum of (32) and (33). Note: Amounts reported in this column are posted to the Balance per SAMS column (shared funds) or the Agency Records column (nonshared funds) in the trial balance.

REFERENCE	CONTENTS
(35)	Sum all amounts entered in (30) and enter the result. This should agree to the amount entered in (24).
(36)	Sum all amounts entered in (31) and enter the result. This must equal the sum of (34) and (35).

State of Illinois
Refunds and Credit Memoranda Fund Analysis
June 30, 20_____

Agency _____
Agency #_____
Fund Name_____
Fund #_____

Account Number_____
Source _____

	Nearest Thousand	
Refund Expenditures		
Refund expenditures per SAMS as of June 30	$	
Add vouchers in transit at June 30		
Refund expenditures per Agency records as of June 30		$
GAAP Adjustments		
Lapse period adjustment:		
Lapse period refunds		
Less vouchers in transit at June 30		
Total lapse period adjustments		
Refunds outstanding :		
Claims received as of the end of the lapse period applicable to revenue collected as of June 30 and not refunded from lapsing appropriation		
Claims estimated to be paid from subsequent year's appropriations applicable to revenue collected as of June 30 which are received after lapse period		
Total refunds outstanding		
Credit memoranda:		
Credit memoranda outstanding at June 30		
Credit memoranda issued prior to the end of the lapse period applicable to revenue collected in the current year		
Claims for credit estimated to be made subsequent to the end of the lapse period applicable to revenue collected in the current year		
Total credit memoranda		
Other: (List)		
1) _____		
2) _____		
3) _____		
Total other		
Total GAAP Adjustments		$

Allocations of Refunds by Fund	Refunds per SAMS at June 30	Vouchers in Transit June 30	Balance per Agency Records June 30	GAAP Adjustments	Total
Shared Fund(s) Number(s)					
_____	$	$	$	$	$
_____					
_____					
Nonshared Fund(s) Number(s)					
_____					
_____					
_____					
Total Allocations of Refunds by Fund	$	$	$	**$**	**$**

SCO-541

State of Illinois
Refunds and Credit Memoranda Fund Analysis
June 30, 20 (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Account Number (6)
Source (7)

	Nearest Thousand	
Refund Expenditures		
Refund expenditures per SAMS as of June 30	$ (8)	
Add vouchers in transit at June 30	(9)	
Refund expenditures per Agency records as of June 30		$ (10)
GAAP Adjustments		
Lapse period adjustment:		
Lapse period refunds	(11)	
Less vouchers in transit at June 30	(12)	
Total lapse period adjustments		(13)
Refunds outstanding :		
Claims received as of the end of the lapse period applicable to revenue collected as of June 30 and not refunded from lapsing appropriation	(14)	
Claims estimated to be paid from subsequent year's appropriations applicable to revenue collected as of June 30 which are received after lapse period	(15)	
Total refunds outstanding		(16)
Credit memoranda:		
Credit memoranda outstanding at June 30	(17)	
Credit memoranda issued prior to the end of the lapse period applicable to revenue collected in the current year	(18)	
Claims for credit estimated to be made subsequent to the end of the lapse period applicable to revenue collected in the current year	(19)	
Total credit memoranda		(20)
Other: (List)		
1) (21)	(22)	
2)		
3)		
Total other		(23)
Total GAAP Adjustments		$ (24)

Allocations of Refunds by Fund	Refunds per SAMS at June 30	Vouchers in Transit June 30	Balance per Agency Records June 30	GAAP Adjustments	Total
Shared Fund(s) Number(s)					
(25)	$ (27)	$ (28)	$ (29)	$ (30)	$ (31)
Nonshared Fund(s) Number(s)					
(26)					
Total Allocations of Refunds by Fund	$ (32)	$ (33)	$ (34)	**$** (35)	**$** (36)

SCO-541

REVENUE SOURCE FUND ANALYSIS (SCO-542)

PURPOSE

The purpose of the Revenue Source Fund Analysis Form (Exhibit 27.20.42-A) is to provide for the accumulation of data related to the major revenue sources in order to calculate the revenue accrual. This form is to be prepared by designated agencies with material revenues from taxes, licenses and fees that are deposited into more than one fund.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Revenue Source Fund Analysis should be completed by designated agencies with material revenues from taxes, licenses and fees that are deposited into more than one fund.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Form SCO-542 is prepared by major revenue source, as a whole, rather than by individual fund. This approach assists in determining the appropriate GAAP adjustments to the various funds. A copy of this form must be included in the year-end reporting package for each fund to which the revenue source was deposited. The amounts reported on this form will not agree to GAAP basis totals reported on the trial balance.

Form SCO-542 is divided into three major areas: (1) Reconciliation of SAMS to Agency Records, (2) GAAP Adjustments and (3) Allocation of Revenues by Fund.

Reconciliation of SAMS to Agency Records
This section reconciles the SAMS balance at June 30 to Agency records of amounts relating to a specific revenue source (inclusive of protest monies). This reconciliation is completed by calculating the adjusted balance per SAMS and SAMS reconciling items.

Adjusted Balance per SAMS
The adjusted balance per SAMS is calculated by subtracting prior year reconciling items from the balance per SAMS at June 30.

SAMS Reconciling Items
Cash receipts can be in various stages of processing at year-end, including cash on hand and cash in transit. Cash on hand is cash not yet submitted to the Treasurer at June 30. Cash in transit includes:

- Clearing account deposits made by the agency which the Treasurer has not yet recorded in the clearing account at June 30;
- Amounts in the Treasurer's clearing account at June 30;
  NOTE: The Treasurer's policy is to "clear" all clearing accounts on June 30.
- Amounts the Treasurer has paid out of the clearing account, principally through the issuance of non-negotiable drafts to the agency, but which the agency has not yet forwarded to the Comptroller; and
- Deposit transmittals submitted to, but not recorded on the Comptroller's records by June 30.

These reconciling items are added to the adjusted balance per SAMS to arrive at the balance per agency records.

GAAP Adjustments
There are four types of GAAP adjustments: (1) Lapse Period Collections, (2) Deferred Revenue, (3) Assessment Collections, and (4) Other.

Lapse Period Collections
Lapse period collection GAAP adjustments report receipts collected during lapse period relating to the current reporting year.

Deferred Revenue
Deferred revenue GAAP adjustments report money received in advance of the period in which they are earned.

Assessment Collections
Assessment collection GAAP adjustments report assessments and deficiencies collected during lapse period. Any interest or penalty earned on these collections incurred after June 30 should be reported separately from the total received.

Other
Other GAAP adjustments report adjustments necessary to accrue revenue in accordance with GAAP.

Allocation of Revenues by Fund
The Balance per SAMS, Prior Year Reconciling Items and Adjusted Balance per SAMS represent allocations to the appropriate funds with the amounts for each fund taken directly from SAMS. For shared funds, the allocation in the Balance per SAMS column must agree to the Balance per SAMS column on the trial balance for the applicable revenue account. SAMS Reconciling Items are allocated based on the fund in which the reconciling item was deposited.

For nonshared funds, the Balance per Agency Records must agree to the Agency Records column on the trial balance for the applicable revenue account. GAAP adjustments are allocated either to the fund to which the adjustment relates, or by applying the percentage used to allocate a given revenue source to the appropriate fund. The Adjusted Balance is calculated by adding the Balance per Agency Records to the GAAP Adjustments.

After revenues are allocated to the appropriate funds, the standard journal entries should be prepared. For shared funds, both the SAMS reconciling items and the GAAP adjustments require journal entries. For nonshared funds, only the GAAP adjustments require journal entries.

STANDARD JOURNAL ENTRIES

The purpose of these entries is to reflect revenues in accordance with GAAP.

Account Number	Account Name	Debit	Credit
101	Cash in Transit/Clearing	XXX	
4XX	Revenue (by account number)		XXX

To record agency receipts at June 30 not recorded on SAMS. Note: This entry is only applicable to shared funds.

Account Number	Account Name	Debit	Credit
117	Taxes Receivable-Current	XXX	
4XX	Revenue (by account number)		XXX

To record taxes receivable at June 30.

Account Number	Account Name	Debit	Credit
4XX	Revenue (by account number)	XXX	
220	Deferred Revenue		XXX

To record revenue deferred (a liability account) due to receipt in advance of being earned or revenue accrued in advance of being available.

CONTENTS

Refer to Exhibit 27.20.42-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the appropriate GAAP account number. (e.g. 401)
(7)	Enter the account description. (e.g. Income Taxes)
(8)	Enter the SAMS revenue source code(s). (e.g., 0147).

REFERENCE	CONTENTS
(9)	Enter the SAMS balance at June 30 pertaining to the revenue source, including any related protest amounts.
(10)	Enter the reconciling amount between SAMS and the agency's collections at the beginning of the year. This amount can be obtained from the Total SAMS Reconciling Items reported on the prior year final Form SCO-542.
(11)	Subtract (10) from (9) and enter the result.
(12)	Enter the amount of cash on hand at June 30.
(13)	Enter the amount of cash in transit at June 30.
(14)	Enter the amount of any agency adjustments relating to the reconciling of SAMS to agency records at June 30.
(15)	Enter the amount of any other transactions affecting cash at June 30. Provide an explanation of the transaction.
(16)	Sum the amounts reported in (12), (13), (14) and (15), and enter the result.
(17)	Sum (11) and (16), and enter the result.
(18)	Enter any GAAP adjustments relating to lapse period collections. This may be a combination of actual and estimated amounts.
(19)	Enter any GAAP adjustments related to prepayments. The deferred revenue amount should be in parenthesis; therefore, total adjustments correspond to the amount of accruals for a given revenue account.
(20)	Enter the GAAP adjustments related to collections of assessments and deficiencies during lapse period.
(21)	Enter any other GAAP adjustments. If this amount relates to a liability, the amount must be in parenthesis. Provide an explanation of the adjustment.

REFERENCE	CONTENTS
(22)	Sum the amounts reported in (18), (19), (20), and (21), and enter the result.
(23)	Sum (17) and (22), and enter the result.
(24)	Enter all shared funds in which the revenue source was deposited.
(25)	Enter all nonshared funds in which the revenue source was deposited.
(26)	Allocate the amount in (9) to the appropriate funds.
(27)	Allocate the amount in (10) to the appropriate funds.
(28)	Allocate the amount in (11) to the appropriate funds. Note (26) minus (27) equals (28).
(29)	Allocate the amount in (16) to the appropriate funds. Note shared funds with amounts recorded will require journal entries.
(30)	Allocate the amount in (17) to the appropriate funds. Note the sum of (28) and (29) equals (30).
(31)	Allocate the amount in (22) to the appropriate funds. Note shared and nonshared funds will require journal entries.
(32)	Allocate the amounts in (23) to the appropriate funds. Note the sum of (30) and (31) equals (32).
(33)	Sum all amounts in (26) and enter the result. This amount must agree to (9).
(34)	Sum all amounts in (27) and enter the result. This amount must agree to (10).
(35)	Sum all amounts in (28) and enter the result. This amount must agree to (11) and can be verified by subtracting (34) from (33).
(36)	Sum all amounts in (29) and enter the result. This amount must agree to (16).

REFERENCE	CONTENTS
(37)	Sum all amounts in (30) and enter the result. This amount must agree to (17) and can be verified by summing (35) and (36).
(38)	Sum all amounts in (31) and enter the result. This amount must agree to (22).
(39)	Sum all amounts in (32) and enter the result. This amount must agree to (23) and can be verified by summing (37) and (38).

State of Illinois
Revenue Source Fund Analysis
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number _____
Account Description _____
Revenue Source Code _____

	Nearest Thousand	
Reconciliation of SAMS to Agency Records		
Balance per SAMS	$	
Less prior year reconciling items		
Adjusted Balance per SAMS		$
SAMS Reconciling Items:		
Cash on Hand		
Cash in Transit		
Adjustments		
Other: _____		
Total SAMS Reconciling Items		
Balance per Agency Records		
GAAP Adjustments:		
Lapse Period Collections		
Deferred Revenue		
Assessment Collections		
Other: _____		
Total GAAP Adjustments		
Adjusted Balance		$

Allocation of Revenues by Fund	Balance per SAMS	Prior Year Reconciling Items	Adjusted Balance per SAMS	SAMS Reconciling Items	Balance per Agency Records	GAAP Adjustments	Adjusted Balance
Shared Fund(s) Number(s)							
_____	$	$	$	$	$	$	$
_____							
_____							
Nonshared Fund(s) Number(s)							
_____							
_____							
_____							
Total Allocation of Revenues by Fund	$	$	$	$	$	$	$

SCO-542

State of Illinois
Revenue Source Fund Analysis
June 30, 20 (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Account Number (6)
Account Description (7)
Revenue Source Code (8)

	Nearest Thousand	
Reconciliation of SAMS to Agency Records		
Balance per SAMS	$ (9)	
Less prior year reconciling items	(10)	
Adjusted Balance per SAMS		$ (11)
SAMS Reconciling Items:		
Cash on Hand	(12)	
Cash in Transit	(13)	
Adjustments	(14)	
Other: _____	(15)	
Total SAMS Reconciling Items		(16)
Balance per Agency Records		(17)
GAAP Adjustments:		
Lapse Period Collections	(18)	
Deferred Revenue	(19)	
Assessment Collections	(20)	
Other: _____	(21)	
Total GAAP Adjustments		(22)
Adjusted Balance		**$** (23)

Allocation of Revenues by Fund	Balance per SAMS	Prior Year Reconciling Items	Adjusted Balance per SAMS	SAMS Reconciling Items	Balance per Agency Records	GAAP Adjustments	Adjusted Balance
Shared Fund(s) Number(s)							
(24)	$ (26)	$ (27)	$ (28)	$ (29)	$ (30)	$ (31)	$ (32)
Nonshared Fund(s) Number(s)							
(25)							
Total Allocation of Revenues by Fund	$ (33)	$ (34)	$ (35)	$ (36)	$ (37)	$ (38)	$ (39)

SCO-542

GOVERNMENT-WIDE ADJUSTING JOURNAL ENTRIES (SCO-546)

PURPOSE

The purpose of the Government-wide Adjusting Journal Entries (Exhibit 27.20.46-A) is to provide a form to accumulate all government-wide adjusting journal entries for funds classified as governmental fund types.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Government-wide Adjusting Journal Entries Form should be completed for all trial balances which have adjustments to a fund for reporting in the government-wide financial statements for the State of Illinois. A government-wide adjusting journal entry is posted when fund activity includes transactions requiring adjustment(s) to convert from the modified accrual basis of accounting to the accrual basis of accounting. Government-wide adjusting journal entries should not be made on the agency's records. Adjustments for capital assets and long-term debt should not be made on this form. Only government-wide adjusting entries for prepaid expenses or deferred revenue should be made on this form.

All amounts on this form must be rounded to the nearest thousand.

INSTRUCTIONS

Each government-wide adjusting journal entry must be assigned a unique number in sequential order. The account number can be obtained by referring to the GAAP Report Chart of Accounts (Procedure 27.50.20).

Every government-wide adjusting journal entry must be self-balancing, (debit(s) equal credit(s)). Explanations must be as thorough as necessary to provide a clear understanding of the rationale supporting the adjustment. Documentation supporting the accrual basis journal entry must be included on either the GAAP reporting forms or agency work papers.

STANDARD JOURNAL ENTRIES

The following journal entries should be made to convert from the modified accrual basis of accounting in the fund financial statements to the accrual basis of accounting for the government-wide statements.

Account Number		Debit	Credit
Journal Entry 1			
151	Prepaid Expenses	XXX	
5XX	Expenditures		XXX

To record prepaid expenses at June 30.

Journal Entry 2			
220	Deferred Revenue	XXX	
4XX	Revenue		XXX

To reverse deferred revenue entry made for modified accrual basis of accounting.

CONTENTS

Refer to Exhibit 27.20.46-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the three-digit Comptroller assigned agency number.
(3)	Enter the official agency name.
(4)	Enter the four-digit Comptroller assigned fund number.

REFERENCE	CONTENTS
(5)	Enter the official fund name.
(6)	Enter the sequential government-wide adjusting journal entry number (e.g., G-001)
(7)	Enter the date of the government-wide adjusting journal entry.
(8)	Enter a detailed explanation of the government-wide adjusting entry.
(9)	Enter the appropriate GAAP account number for each account. See the GAAP Report Chart of Accounts (SAMS Procedure 27.50.20).
(10)	Enter the amount(s) of the government-wide adjusting entry for the applicable GAAP report account(s) to be debited.
(11)	Enter the amount(s) of the government-wide adjusting entry for the applicable GAAP report account(s) to be credited.
(12)	Sum all amounts in (10) and enter the result.
(13)	Sum all amounts in (11) and enter the result.

State of Illinois
Government-wide Adjusting Journal Entries
June 30, 20_____

Agency Number: _____ **Agency Name:** _____
Fund Number: _____ **Fund Name:** _____

Government-wide Adjusting Journal Entry Number	Date	Explanation

Account Number	Debit	Credit

Government-wide Adjusting Journal Entry Number	Date	Explanation

Account Number	Debit	Credit

Government-wide Adjusting Journal Entry Number	Date	Explanation

Account Number	Debit	Credit

Government-wide Adjusting Journal Entry Number	Date	Explanation

Account Number	Debit	Credit

Government-wide Adjusting Journal Entry Number	Date	Explanation

Account Number	Debit	Credit

SCO-546

State of Illinois
Government-wide Adjusting Journal Entries
June 30, 20__(1)__

Agency Number: (2) **Agency Name:** (3)
Fund Number: (4) **Fund Name:** (5)

Government-wide Adjusting Journal Entry Number	Date	Explanation
(6)	(7)	(8)

Account Number	Debit	Credit
(9)	(10)	(11)

Government-wide Adjusting Journal Entry Number	Date	Explanation

Account Number	Debit	Credit

Government-wide Adjusting Journal Entry Number	Date	Explanation

Account Number	Debit	Credit

Government-wide Adjusting Journal Entry Number	Date	Explanation

Account Number	Debit	Credit

Government-wide Adjusting Journal Entry Number	Date	Explanation

Account Number	Debit	Credit

	(12)	(13)

SCO-546

RECLASSIFYING JOURNAL ENTRIES (SCO-547)

PURPOSE

The purpose of the Reclassifying Journal Entries (Exhibit 27.20.47-A) is to provide a form to accumulate all modified accrual basis reclassifying journal entries.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Reclassifying Journal Entries Form should be completed when a reclassifying journal entry needs to be posted to a trial balance. A reclassifying journal entry is posted when both the debit and credit affects only one financial statement (i.e., either the balance sheet or the income statement). Reclassifying journal entries should not be made on the agency's records. All reclassifying journal entries should be made on this form.

All amounts reported on this form must be rounded to the nearest thousand. If this form is completed on the Comptroller's WEDGE system, certain fields will automatically be calculated.

INSTRUCTIONS

Each reclassifying journal entry must be assigned a unique number in sequential order. The account number can be obtained by referring to the GAAP Report Chart of Accounts (SAMS Procedure 27.50.20).

Every reclassifying journal entry must be self-balancing, (debit(s) equal credit(s)). Explanations must be as thorough as necessary to provide a clear understanding of the rationale supporting the reclassification. Documentation supporting the reclassifying journal entry must be included on either the GAAP reporting forms or agency work papers.

CONTENTS

Refer to Exhibit 27.20.47-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the three-digit Comptroller assigned agency number.
(3)	Enter the official agency name.
(4)	Enter the four-digit Comptroller assigned fund number.
(5)	Enter the official fund name.
(6)	Enter the sequential reclassifying journal entry number (e.g., R-001)
(7)	Enter the date of the reclassifying journal entry.
(8)	Entered a detailed explanation of the reclassifying entry.
(9)	Enter the appropriate GAAP account number for each account. See the GAAP Report Chart of Accounts (SAMS Procedure 27.50.20).
(10)	Enter the amount(s) of the reclassifying journal entry for the applicable GAAP report account(s) to be debited.
(11)	Enter the amount(s) of the reclassifying journal entry for the applicable GAAP report account(s) to be credited.
(12)	Sum all amounts entered in (10) and enter the result.
(13)	Sum all amounts entered in (11) and enter the result.

State of Illinois
Reclassifying Journal Entries
June 30, 20_____

Agency Number: _____ **Agency Name:** _____
Fund Number: _____ **Fund Name:** _____

Reclassification Entry Number	Date	Explanation

Account Number	Debit	Credit

Reclassification Entry Number	Date	Explanation

Account Number	Debit	Credit

Reclassification Entry Number	Date	Explanation

Account Number	Debit	Credit

Reclassification Entry Number	Date	Explanation

Account Number	Debit	Credit

Reclassification Entry Number	Date	Explanation

Account Number	Debit	Credit

SCO-547

State of Illinois
Reclassifying Journal Entries
June 30, 20__(1)__

Agency Number: (2) **Agency Name:** (3)
Fund Number: (4) **Fund Name:** (5)

Reclassification Entry Number (6)	Date (7)	Explanation (8)	Account Number (9)	Debit (10)	Credit (11)

ADJUSTING JOURNAL ENTRIES (SCO-548)

PURPOSE

The purpose of the Adjusting Journal Entries (Exhibit 27.20.48-A) is to provide a form to accumulate all modified accrual basis adjusting journal entries.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Adjusting Journal Entries Form should be completed when an adjusting journal entry needs to be posted to a trial balance. An adjusting journal entry is posted when the debit and credit affects both financial statements (i.e., the balance sheet and the income statement). Adjusting journal entries should not be made on the agency's records. All adjusting journal entries should be made on this form.

All amounts reported on this form must be rounded to the nearest thousand. If this form is completed on the Comptroller's WEDGE system, certain fields will automatically be calculated.

INSTRUCTIONS

Each adjusting journal entry must be assigned a unique number in sequential order. The account number can be obtained by referring to the GAAP Report Chart of Accounts (SAMS Procedure 27.50.20).

Every adjusting journal entry must be self-balancing, (debit(s) must equal credit(s)). Explanations must be as thorough as necessary to provide a clear understanding of the rationale supporting the adjustment. Documentation supporting the adjusting journal entry must be included on either the GAAP reporting forms or agency work papers.

CONTENTS

Refer to Exhibit 27.20.48-B.

REFERENCE	CONTENTS
(1)	Enter the last digit of the fiscal year for which this form is being completed.
(2)	Enter the three-digit Comptroller assigned agency number.
(3)	Enter the official agency name.
(4)	Enter the four-digit Comptroller assigned fund number.
(5)	Enter the official fund name.
(6)	Enter the sequential adjusting journal entry number (e.g., A-001)
(7)	Enter the date of the adjusting journal entry.
(8)	Entered a detailed explanation of the adjusting entry.
(9)	Enter the appropriate GAAP account number for each account. See the GAAP Report Chart of Accounts (SAMS Procedure 27.50.20).
(10)	Enter the amount(s) of the adjusting entry for the applicable GAAP report account(s) to be debited.
(11)	Enter the amount(s) of the adjusting entry for the applicable GAAP report account(s) to be credited.
(12)	Sum all amounts entered in (10) and enter the result.
(13)	Sum all amounts entered in (11) and enter the result.

State of Illinois
Adjusting Journal Entries
June 30, 20_____

Agency Number: _____ **Agency Name:** _____
Fund Number: _____ **Fund Name:** _____

Adjustment Entry Number	Date	Explanation

Account Number	Debit	Credit

Adjustment Entry Number	Date	Explanation

Account Number	Debit	Credit

Adjustment Entry Number	Date	Explanation

Account Number	Debit	Credit

Adjustment Entry Number	Date	Explanation

Account Number	Debit	Credit

Adjustment Entry Number	Date	Explanation

Account Number	Debit	Credit

SCO-548

State of Illinois
Adjusting Journal Entries
June 30, 20__(1)__

Agency Number: (2) **Agency Name:** (3)
Fund Number: (4) **Fund Name:** (5)

Adjustment Entry Number (6)	Date (7)	Explanation (8)	Account Number (9)	Debit (10)	Credit (11)

SUMMARY OF LIABILITIES (SCO-549)

PURPOSE

The purpose of the Summary of Liabilities Form (Exhibit 27.20.49-A) is to assist agencies in determining and documenting a fund's liabilities and related accrued expenditures for GAAP reporting.

When applicable, this form must be completed annually and sent to the Comptroller's Office. Two copies of the SCO-549 should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Summary of Liabilities should be completed for all Treasury-held trial balances which report liabilities and locally-held trial balances prepared on the Comptroller's WEDGE system. For GAAP reporting purposes, liabilities generally consist of accounts payable and accrued liabilities, due to other government – federal, due to other governments – local, due to other funds, due to component units and due to primary government.

Accounts payable are a liability account reflecting open amounts on account that are owed to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments). Accounts payable include liabilities for goods received or services performed before June 30, but for which payment vouchers have not been processed by either the Comptroller's Office for Treasury held funds or the administering agency for locally held funds.

Accrued liabilities are estimates of expenditures incurred but not due until a later date (e.g., wages, employee benefits, travel expenses, and utility bills).

Separate liability accounts record amounts due to other funds or to other governments. The following accounts record governmental transactions: due to other government – federal, due to other governments – local, due to other funds, due to component units and due to primary government. These liability accounts represent transactions between governmental units or funds in which goods or services were received by June 30, but for which payment has not been made. The due to other funds account represents transactions between two primary government funds or two component unit funds of the same component unit. Transactions between a primary government fund and a

component unit fund are recorded in either the due to primary government account or the due to component units account. Transactions between a component unit and another component unit are recorded in the due to component units account.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Accounts payable and accrued liabilities can be determined by a review of an in-place receiving system or by using a reasonable estimate.

In-Place Receiving System
An in-place receiving system is a set of procedures and records designed to account for incoming goods and services and to compare the goods and services received to amounts billed by vendors. This type of system allows an agency to determine the amount due and owing as goods and services are received. All goods and services received prior to fiscal year end, but unpaid, are to be reported as liabilities. If an agency does not maintain an in-place receiving system, alternative procedures must be followed to determine liabilities at fiscal year-end.

Reasonable Estimation
If an agency does not maintain an in-place receiving system, a reasonable estimate must be utilized to project the amount of lapse period expenditures (or expenditures made subsequent to the end of the lapse period for continuing appropriation accounts) disbursed for goods received or services performed as of June 30. These disbursements must be recorded as expenditures and liabilities. The difference between actual disbursements and estimated expenditures and liabilities must be recorded as encumbrances. This alternative approach requires judgment and, if reasonably applied, results in the recording of materially correct amounts.

No Formal Agency Approach
Each Agency is encouraged to use internal records and procedures to develop an appropriate estimation approach. For those agencies that have not yet developed a formal approach, the Comptroller's Office has developed the following procedures.

July lapse period disbursements in excess of $25,000 should be analyzed. Goods and services received **prior** to June 30 should be recorded as expenditures and liabilities. All professional and artistic contracts (detail object #1240 - #1245) must be performed as of June 30 of the fiscal year to be considered an outstanding liability as of June 30 and eligible for payment out of the expiring

appropriation and should be recorded as liabilities.

The Comptroller's Office will provide a special report to agencies, *Summary of Unexpended Appropriations and July Expenditures by Agency, Fund Division and Account (SCO-549-A),* for completing the July Actual column on Form SCO-549. This report reflects spending by lapsing appropriation account, which must be separated into the following accounts: accounts payable and accrued liabilities (205), due to other government – federal (208), due to other government – local (209), due to other funds (215), due to component units (216), or due to primary government (217). Blank lines are provided on the report to segregate each appropriation account. In some cases, proper segregation is obvious. For example, personal services expenditures (detail object #1120) would be classified as accounts payable and accrued liabilities. Retirement expenditures (detail object #1161) would be classified as due to other funds (or if the paying agency is a component unit, due to a primary government). Social security expenditures (detail object #1170) would be classified as due to other government – federal. In cases where spending from one appropriation account encompasses several liability accounts, analysis is more difficult and requires use of internal agency records. GAAP expenditure codes and the unexpended appropriation amounts as of July 31 per SAMS are also included in this report.

A second report, the *Fund/Vendor Report (CW950P)* provides a partial analysis of the due to other funds, due to component units, and due to primary government amounts reported on the July spending report, SCO-549-A, described above. The CW950P provides the voucher number, warrant number, amount and appropriation account number for each payment made to another State agency. It is important to note the report may **not** be all-inclusive, as correct usage of vendor identification numbers by the agency will determine reliability of the report; however, the report can provide a basis for performing a reconciliation of due to/from amounts.

August expenditures and liabilities should be estimated through an analysis of unliquidated obligation balances or, for unobligated items, the unexpended appropriation amounts at July 31. The review of unliquidated obligation balances or unexpended appropriation amounts may be limited to items in excess of $25,000, except for amounts due to other funds where a more detailed analysis may be required. The Comptroller's Office will also provide a special report, *Worksheet for Calculating Liabilities as of June 30 to be paid during August (SCO-549-C),* to assist in completing the August Estimate column on Form SCO-549. Line items on the report are divided into obligated and unobligated categories. The contract/obligation number, appropriation account number, vendor name, and unliquidated amount in excess of $25,000 at July 31 are provided for **obligated line items.** Blank lines are provided for the appropriation account number and projected spending for items/services received by June 30 for **unobligated line items** (in excess of $25,000). The unexpended appropriation amount at July 31 can be found on the *Summary of Unexpended Appropriations and*

July Expenditures By Agency Fund Division and Account (SP590P) (SCO-549-A) which was previously discussed.

Agencies with reappropriated accounts or liabilities payable from future years' appropriations may use estimation techniques similar to those explained above to determine the portion of total expenditures and liabilities not paid out of lapsing appropriations. These amounts can then be posted directly to the appropriate columns on Form SCO-549.

SPECIAL CLASSIFICATION PROBLEMS

Capital outlays expenditures (GAAP report account 550) disbursed during lapse period and meeting the definition of a liability (received as of June 30) must be segregated from the agency's normal GAAP expenditure account (e.g., general government) and recorded separately on Form SCO-549 as capital outlays in the appropriate liability account (e.g., accounts payable and accrued liabilities, due to other funds, etc.). Amounts for the capital outlays expenditure accrual must be obtained from Form SCO-538 to ensure capital outlay expenditure amounts reflected on Form SCO-549 agree to the current year payables reported on Form SCO-538.

Payables representing in-transit amounts for nonshared funds at June 30, CY should be separately disclosed (in account 101) from the expenditure accounts. Refer to the Nonshared SAMS Reconciliation Form (SCO-534) for current year in-transit amounts.

STANDARD JOURNAL ENTRY

The following journal entry should be made to record liabilities and accrued expenditures.

Account Number	Account Name	Debit	Credit
101	Cash on Deposit with State Treasurer	XXX	
5XX	Expenditures	XXX	
205	Accounts Payable and Accrued Liabilities		XXX
215	Due to Other Funds		XXX

To record payables including in-transit vouchers at June 30.

Note: The debit to account 101 – Cash on Deposit with State Treasurer is **not** applicable to shared funds. If an agency is part of the primary government, the account due to component units (216) may

be used in addition to the due to other funds account. If an agency is a component unit, the account due to primary government (217) may be used in addition to the due to other funds account.

CONTENTS

Refer to Exhibit 27.20.49-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the applicable report account number(s). If reporting payables for account 550, ensure the amounts reported as lapse period expenditures agree to the amounts reported in (34) on Form SCO-538. If reporting payables for account 101 representing in-transit amounts for nonshared funds, ensure the amounts reported as lapse period expenditures agree to the amounts reported in (33) on Form SCO-534.
(7)	Enter the amount of actual July disbursements representing expenditures and accounts payable and accrued liabilities for each report account.
(8)	Enter the estimated amount of August disbursements representing expenditures and accounts payable and accrued liabilities for each report account.
(9)	Enter the amount of expenditures and accounts payable and accrued liabilities to be paid from future years' appropriations for each report account.

REFERENCE	CONTENTS
(10)	Sum the amounts reported in (7), (8) and (9) for each report account and enter the result.
(11)	Sum all amounts in column (7) and enter the result.
(12)	Sum all amounts in column (8) and enter the result.
(13)	Sum all amounts in column (9) and enter the result.
(14)	Sum all amounts in (10) and enter the result. This should agree to the sum of (11), (12) and (13).
(15)	Enter the amount of actual July disbursements representing expenditures and due to other government – federal for each report account.
(16)	Enter the estimated amount of August disbursements representing expenditures and due to other government – federal for each report account.
(17)	Enter the amount of expenditures and due to other government - federal to be paid from future years' appropriations for each report account.
(18)	Sum the amounts reported in (15), (16) and (17) for each report account and enter the result.
(19)	Sum all amounts in column (15) and enter the result.
(20)	Sum all amounts in column (16) and enter the result.
(21)	Sum all amounts in column (17) and enter the result.
(22)	Sum all amounts in (18) and enter the result. This should agree to the sum of (19), (20) and (21).
(23)	Enter the amount of actual July disbursements representing expenditures and due to other governments – local for each report account.

REFERENCE	CONTENTS
(24)	Enter the estimated amount of August disbursements representing expenditures and due to other governments – local for each report account.
(25)	Enter the amount of expenditures and due to other governments - local to be paid from future years' appropriations for each report account.
(26)	Sum the amounts reported in (23), (24) and (25) for each report account and enter the result.
(27)	Sum all amounts in column (23) and enter the result.
(28)	Sum all amounts in column (24) and enter the result.
(29)	Sum all amounts in column (25) and enter the result.
(30)	Sum all amounts in (26) and enter the result. This should agree to the sum of (27), (28) and (29).
(31)	Enter the amount of actual July disbursements representing expenditures and due to other funds for each report account. If reporting payables for account 565, ensure the amounts reported agree to the amount reported as due to other funds on Form SCO-567. If reporting payables for account 570, ensure the amounts reported agree to the amount reported as due to other funds on Form SCO-568.
(32)	Enter the estimated amount of August disbursements representing expenditures and due to other funds for each report account.
(33)	Enter the amount of expenditures and due to other funds to be paid from future years' appropriations for each report account.
(34)	Sum the amounts reported in (31), (32) and (33) for each report account and enter the result.
(35)	Sum all amounts in column (31) and enter the result.

REFERENCE	CONTENTS
(36)	Sum all amounts in column (32) and enter the result.
(37)	Sum all amounts in column (33) and enter the result.
(38)	Sum all amounts in (34) and enter the result. This should agree to the sum of (35), (36) and (37). This should also agree to the amount reported in (24) on Form SCO-565.
(39)	Enter the amount of actual July disbursements representing expenditures and due to component units or due to primary government for each report account. Amounts reported should agree to sum of amounts reported on Form SCO-567, amounts reported on Form SCO-568 and amounts reported in (14) on Form SCO-565.
(40)	Enter the estimated amount of August disbursements representing expenditures and due to component units or due to primary government for each report account.
(41)	Enter the amount of expenditures and due to component units or due to primary government to be paid from future years' appropriations for each report account.
(42)	Sum the amounts reported in (39), (40) and (41) for each report account and enter the result.
(43)	Sum all amounts in column (39) and enter the result.
(44)	Sum all amounts in column (40) and enter the result.
(45)	Sum all amounts in column (41) and enter the result.
(46)	Sum all amounts in (42) and enter the result. This should agree to the sum of (43), (44) and (45). This should also agree to the amount reported in (26) on Form SCO-565.

REFERENCE	CONTENTS
(47)	Enter the amount of actual July disbursements representing expenditures and other liabilities for each report account.
(48)	Enter the estimated amount of August disbursements representing expenditures and other liabilities for each report account.
(49)	Enter the amount of expenditures and other liabilities to be paid from future years' appropriations for each report account.
(50)	Sum the amounts reported in (47), (48) and (49) for each report account and enter the result.
(51)	Sum all amounts in column (47) and enter the result.
(52)	Sum all amounts in column (48) and enter the result.
(53)	Sum all amounts in column (49) and enter the result.
(54)	Sum all amounts in (50) and enter the result. This should agree to the sum of (51), (52) and (53).
(55)	Sum the amounts reported in (10), (18), (26), (34), (42) and (50) for each report account and enter the result.
(56)	Sum the amount reported in (55) and enter the result. This should agree to the sum of (14), (22), (30), (38), (46) and (54).

Note: The following three entries are used to calculate the reserve for encumbrance entry on the SCO-550 (SAMS Procedure 27.20.50). These amounts must be recorded to ensure an accurate encumbrance entry.

(57)	Enter the amount of due to other funds at June 30 related to SAMS mandatory transfers on Forms SCO-567 and SCO-568. Note: These amounts must be for transfers and not for reimbursements or services used.

REFERENCE	CONTENTS
(58)	Enter amount of the outstanding obligations for reappropriated accounts at June 30 for contracts entered into prior to June 30. This amount will include liabilities and encumbrances.
(59)	Enter the amount of liabilities payable from future years' appropriations including amounts due to other funds from Forms SCO-565, SCO-567 and SCO-568 that were not paid during lapse period. Exclude reappropriated accounts reported in (58) and due to other funds related to SAMS mandatory transfers reported in (57).

State of Illinois
Summary of Liabilities
June 30, 20 _____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

(All Amounts to Nearest Thousand)

Recap by Report Account Number	205 Accounts Payable and Accrued Liabilities				208 Due To Other Government - Federal			
	Lapse Period		Future Year Appropria-tions	Total	Lapse Period		Future Year Appropria-tions	Total
	July Actual	August Estimate			July Actual	August Estimate		
Total								

Recap by Report Account Number	209 Due To Other Governments - Local				215 Due To Other Funds			
	Lapse Period		Future Year Appropria-tions	Total	Lapse Period		Future Year Appropria-tions	Total
	July Actual	August Estimate			July Actual	August Estimate		
Total								

Recap by Report Account Number	216 Due to Component Units/ 217 Due to Primary Government				230 Other Liabilities				
	Lapse Period		Future Year Appropria-tions	Total	Lapse Period		Future Year Appropria-tions	Total	Grand Total
	July Actual	August Estimate			July Actual	August Estimate			
Total									

Amount of Liabilities Related to Mandatory Transfers at June 30, $ _____

Amount of Outstanding Obligations for Reappropriated Accounts at June 30, $ _____

Amount of Liabilities Payable from future Years' Appropriations (excluding reappropriated accounts and liabilities related to Mandatory Transfers) at June 30, $ _____

SCO-549

State of Illinois
Summary of Liabilities
June 30, 20 (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

(All Amounts to Nearest Thousand)

Recap by Report Account Number	205 Accounts Payable and Accrued Liabilities				208 Due To Other Government - Federal			
	Lapse Period		Future Year Appropria-tions	Total	Lapse Period		Future Year Appropria-tions	Total
	July Actual	August Estimate			July Actual	August Estimate		
(6)	(7)	(8)	(9)	(10)	(15)	(16)	(17)	(18)
Total	(11)	(12)	(13)	(14)	(19)	(20)	(21)	(22)

Recap by Report Account Number	209 Due To Other Governments - Local				215 Due To Other Funds			
	Lapse Period		Future Year Appropria-tions	Total	Lapse Period		Future Year Appropria-tions	Total
	July Actual	August Estimate			July Actual	August Estimate		
(6)	(23)	(24)	(25)	(26)	(31)	(32)	(33)	(34)
Total	(27)	(28)	(29)	(30)	(35)	(36)	(37)	(38)

Recap by Report Account Number	216 Due to Component Units/ 217 Due to Primary Government				230 Other Liabilities				
	Lapse Period		Future Year Appropria-tions	Total	Lapse Period		Future Year Appropria-tions	Total	Grand Total
	July Actual	August Estimate			July Actual	August Estimate			
(6)	(39)	(40)	(41)	(42)	(47)	(48)	(49)	(50)	(55)
Total	(43)	(44)	(45)	(46)	(51)	(52)	(53)	(54)	(56)

Amount of Liabilities Related to Mandatory Transfers at June 30, $ (57)

Amount of Outstanding Obligations for Reappropriated Accounts at June 30, $ (58)

Amount of Liabilities Payable from future Years' Appropriations (excluding reappropriated accounts and liabilities related to Mandatory Transfers) at June 30, $ (59)

SCO-549

RESERVE FOR ENCUMBRANCES CALCULATION (SCO-550)

PURPOSE

The purpose of the Reserve for Encumbrances Computation Form (Exhibit 27.20.50-A) is to determine the amount of encumbrances to be recorded in each year-end reporting package as a reservation of fund equity.

When applicable, this form will be completed annually by the Comptroller's Office and sent to the agencies as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Reserve for Encumbrances Computation should be completed for all year-end reporting packages for governmental funds which either have lapse period expenditures or liabilities recorded. Encumbrances are defined as agency contracts, purchase orders or commitments entered into prior to June 30, which relate to the purchase of goods that were not received as of June 30. Since the GAAP packages are due prior to the end of the lapse period, it may not be possible for agencies to compute the reserve for encumbrances. The reserve for encumbrances calculation will be completed by the Comptroller's Office once the final amount of lapse period spending is determinable and will be provided to the agencies.

All amounts reported on this form must be rounded to the nearest thousand. Where a line does not apply, leave it blank.

INSTRUCTIONS

Form SCO-550 will be completed by the Comptroller's Office once the final amount of lapse period spending is determinable. Even though the reserve for encumbrances cannot be calculated prior to the submission of the year-end reporting package, this should not prevent the closing and reconciling of all nonshared fund packages.

The reserve for encumbrances will be recorded by the Comptroller's Office on the SCO-547 (Reclassifying Journal Entries) and posted to the appropriate Trial Balance.

STANDARD JOURNAL ENTRIES

The following journal entry should be made on Form SCO-547.

Account Number	Account Name	Debit	Credit
340	Fund Equity-Undesignated	XXX	
310	Fund Balance Reserved for Encumbrances		XXX

To record the reserve for encumbrances at June 30.

CONTENTS

Refer to Exhibit 27.20.50-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter lapse period expenditures. This amount will be entered by the Comptroller's Office from the Summary of Appropriations and Expenditures by Agency and Fund (SE04) Report.
(7)	Enter the amount of cash refunds received during the lapse period that apply to expenditures made during the first twelve months of the fiscal year. This amount will be entered by the Comptroller's Office.

REFERENCE	CONTENTS
(8)	Enter the amount of liabilities related to mandatory transfers at June 30. This amount will be entered by the Comptroller's Office from the liabilities related to mandatory transfers at June 30 reported on Form SCO-549 submitted by the agency.
(9)	Enter the amount of outstanding obligations for reappropriated accounts at June 30. This amount will be entered by the Comptroller's Office from the outstanding obligations for reappropriated accounts at June 30 reported on Form SCO-549 submitted by the agency.
(10)	Enter the amount of liabilities payable from future years' appropriations (excluding reappropriated accounts at June 30 and liabilities related to mandatory transfers at June 30). This amount will be entered by the Comptroller's Office from the amount of liabilities payable from future years' appropriations (excluding reappropriated accounts at June 30 and liabilities related to mandatory transfers at June 30) reported on Form SCO-549 submitted by the agency.
(11)	Enter the total amount of liabilities at June 30. This amount will be entered by the Comptroller's Office from the total amount of liabilities at June 30 reported on Form SCO-549 submitted by the agency.
(12)	This amount will be calculated by the Comptroller's Office by subtracting (11) from the sum of (6), (7), (8), (9) and (10).
(13)	This entry will be posted by the Comptroller's Office from the amount in (12). An entry will be made on Form SCO-547 by the Comptroller's Office.

State of Illinois
Reserve For Encumbrances Computation
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

	Nearest Thousand
Lapse Period Expenditures per Summary of Appropriations and Expenditures by Agency, Fund, Division, and Account	$
Cash Refunds	
Liabilities Related to Mandatory Transfers (from Form SCO-549)	
Outstanding Obligations for Reappropriated Accounts June 30 (from Form SCO - 549)	
Liabilities Payable from Future Years' Appropriations (excluding Reappropriated Accounts) (from Form SCO - 549)	
Less: Total Liabilities (from Form SCO - 549)	
Reserve for Encumbrances	$

The following entry must be recorded on the SCO-547 and posted to the trial balance:

Account Number	Account Name	Debit	Credit	Explanation
340	Fund Equity - Undesignated	$		To Record the Reserve for Encumbrances at June 30.
310	Fund Balance Reserved for: Encumbrances			

SCO-550

State of Illinois
Reserve For Encumbrances Computation
June 30, 20_____ (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

	Nearest Thousand
Lapse Period Expenditures per Summary of Appropriations and Expenditures by Agency, Fund, Division, and Account	$ (6)
Cash Refunds	(7)
Liabilities Related to Mandatory Transfers (from Form SCO-549)	(8)
Outstanding Obligations for Reappropriated Accounts June 30 (from the SCO - 549)	(9)
Liabilities Payable from Future Years' Appropriations (excluding Reappropriated Accounts) (from the SCO - 549)	(10)
Less: Total Liabilities (from the SCO - 549)	(11)
Reserve for Encumbrances	$ (12)

The following entry must be recorded on the SCO-547 and posted to the trial balance:

(13)

Account Number	Account Name	Debit	Credit	Explanation
340	Fund Equity - Undesignated	$		To Record the Reserve for Encumbrances at June 30.
310	Fund Balance Reserved for: Encumbrances			

SAMS TO GAAP RECONCILIATION-ACCOUNTS RECEIVABLE (SCO-551)

PURPOSE

The purpose of the SAMS To GAAP Reconciliation-Accounts Receivable Form (Exhibit 27.20.51-A) is to provide a detailed reconciliation between the SAMS form filed quarterly with the Comptroller's Office (Quarterly Summary of Accounts Receivable Report, C-97) and the GAAP Trial Balance form filed annually with the Comptroller's Office.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The SAMS to GAAP Reconciliation-Accounts Receivable should be completed by all year-end reporting which report accounts receivable on the GAAP trial balance or on the C-97, Quarterly Summary of Accounts Receivable Report.

All amounts reported on this form must be rounded to the nearest thousand. Any addition or subtraction adjustments should be explained in detail on the form. Where a line or column does not apply, leave it blank.

CONTENTS

Refer to Exhibit 27.20.51-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.

REFERENCE	CONTENTS
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the Major Revenue Source Code reported on the C-97. If multiple source codes are used in the fund, enter additional columns as needed.
(7)	Enter the amount for Total Net Receivables as reported on the June 30, Quarterly Summary of Account Receivable Report, Form C-97 for each Major Revenue Source Code used.
(8)	Sum the amounts reported in (7) and enter the result.
(9)	Enter the accrued interest from the Treasurer reported in the GAAP Trial Balance in the Major Revenue Source column for 440. If there was no Major Revenue Source 440 reported on the C-97, add a new column for Major Revenue Source 440.
(10)	Sum the amounts reported in (9) and enter the result.
(11)	List other additions required to reconcile the C-97 to the GAAP Trial Balance and give a brief description.
(12)	Enter the amount associated with all items listed in (11) in the appropriate Major Revenue Source column.
(13)	Sum the amounts reported in (12) and enter the results in the respective rows.
(14)	Sum the amounts in reported in (9) and (12) and enter the amounts in the respective columns.
(15)	Sum the amounts reported in (10) and (13) and enter the result. This amount must agree to the sum of amounts reported in (14).

REFERENCE	CONTENTS
(16)	Enter subtraction amounts required to reconcile the C-97 to the GAAP Trial Balance for each Major Revenue Source column. These items include due from other funds, due from primary government, and due from component units.
(17)	Sum the amounts reported in (16) and enter the results in the respective rows.
(18)	List other subtractions required to reconcile the C-97 to the GAAP Trial Balance and give a brief description.
(19)	Enter the amount associated with all items listed in (18) in the appropriate Major Revenue Source column.
(20)	Sum the amounts reported in (19) and enter the results in the respective rows.
(21)	Sum the amounts reported in (16) and (19) and enter the result in the respective column.
(22)	Sum the amounts reported in (17) and (20) and enter the result. This amount must agree to the sum of amounts reported in (21).
(23)	Subtract (21) from the sum of (7) and (14) and enter the result in the respective column.
(24)	Subtract (22) from the sum of (8) and (15) and enter the result. This amount must agree to the total of the amounts reported in (23).
(25)	Enter the amount from (24) related to taxes receivable. This amount must agree to the amount reported in report account 125 on the trial balance.
(26)	Enter the amount from (24) related to intergovernmental receivables. This amount must agree to the amount reported in report account 130 on the trial balance.

REFERENCE	CONTENTS
(27)	Enter the amount from (24) related to other receivables. This amount must agree to the amount reported in report account 137 on the trial balance.
(28)	Sum the amounts reported in (25), (26) and (27) and enter the result. This amount must agree to (24).

State of Illinois
SAMS to GAAP Reconciliation-
Accounts Receivable
June 30, 20 _____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

	Nearest Thousands				
	Major Revenue Source _____	**Major Revenue Source** _____	**Major Revenue Source** _____	**Major Revenue Source** _____	**Total**
Total Net Receivables as reported on June 30, "Quarterly Summary of Accounts Receivable", C-97.	$	$	$	$	$
Add:					
1 Accrued interest reported by Treasurer					
Other: (Explain)					
1. _____					
2. _____					
3. _____					
Total Additions					
Subtract:					
1. Due from Other Funds					
2. Due from Primary Government					
3. Due from Component Units					
Other: (Explain)					
1. _____					
2. _____					
3. _____					
Total Subtractions					
Total Receivables per Trial Balance	$	$	$	$	$

125 Taxes Receivable $ _____
130 Intergovernmental Receivables _____
137 Other Receivables _____
Total Receivables per Trial Balance $ _____

State of Illinois
SAMS to GAAP Reconciliation-
Accounts Receivable
June 30, 20 (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

	Nearest Thousands				
	Major Revenue Source (6)	**Major Revenue Source** (6)	**Major Revenue Source** (6)	**Major Revenue Source** (6)	**Total**
Total Net Receivables as reported on June 30, "Quarterly Summary of Accounts Receivable", C-97.	$ (7)	$ (7)	$ (7)	$ (7)	$ (8)
Add:					
1. Accrued interest reported by Treasurer	(9)	(9)	(9)	(9)	(10)
Other: (Explain)					
1. (11)	(12)	(12)	(12)	(12)	(13)
2.					
3.					
Total Additions	(14)	(14)	(14)	(14)	(15)
Subtract:					
1. Due from Other Funds	(16)	(16)	(16)	(16)	(17)
2. Due from Primary Government					
3. Due from Component Units					
Other: (Explain)					
1. (18)	(19)	(19)	(19)	19	(20)
2.					
3.					
Total Subtractions	(21)	(21)	(21)	(21)	(22)
Total Receivables per Trial Balance	$ (23)	$ (23)	$ (23)	$ (23)	$ (24)

125	Taxes Receivable	$ (25)
130	Intergovernmental Receivables	(26)
137	Other Receivables	(27)
	Total Receivables per Trial Balance	$ (28)

INTERNAL SERVICE BILLING (SCO-552)

PURPOSE

The purpose of the Internal Service Fund Billing Form (Exhibit 27.20.52-A) is to collect interfund activity information required to be reported on the government-wide financial statements.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Internal Service Fund Billing Form should be completed by all funds classified as internal service funds by the Comptroller's Office. Governmental Accounting Standards Board (GASB) Statement 34 requires the "doubling-up effect" of internal service fund activity to be eliminated in the government-wide financial statements. The elimination will occur when internal service fund activity is combined with either governmental or business type activities. In order to eliminate the internal service activity, information regarding amounts billed by the internal service funds will be gathered. This information will be used to allocate excess (deficient) income from the internal service fund to functional expenses on the government-wide financial statements.

All amounts reported on this form must be rounded to the nearest thousand. Where a line does not apply, leave it blank.

CONTENTS

Refer to Exhibit 27.20.52-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.

REFERENCE	CONTENTS
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the amount billed for services provided during the current year to other agencies that are a part of the primary government. (Refer to SAMS Procedure 27.50.10)
(7)	Sum all amounts reported in (6) and enter the result.
(8)	Enter the amount billed for services provided during the current year to external parties including component units. (Refer to SAMS Procedure 27.50.10)
(9)	Sum all amounts reported in (8) and enter the result.
(10)	Add (7) and (9) and enter the result.

State of Illinois
Internal Service Fund Billing
June 30, 20 _____

Agency Name _____
Agency # _____
Fund Name _____
Fund # _____

		Billings in Nearest Thousand		
Primary Government				
101	General Assembly	$		
103	Auditor General			
105	Economic and Fiscal Commission			
107	Commission on Intergovernmental Cooperation			
108	Legislative Information System			
109	Legislative Audit Commission			
110	Legislative Printing Unit			
112	Legislative Research Unit			
115	Legislative Reference Bureau			
131	General Assembly Retirement System			
140	Pension Laws Commission			
155	Legislative Space Needs Commission			
167	Joint Committee on Administrative Rules			
201	Supreme Court			
202	Attorney Registration and Disciplinary Commission			
203	Board of Admissions to the Bar			
205	Clerk of the Supreme Court			
215	Appellate Court District 1			
225	Appellate Court District 2			
235	Appellate Court District 3			
245	Appellate Court District 4			
255	Appellate Court District 5			
265	Illinois Courts Commission			
275	Judges' Retirement System			
285	Judicial Inquiry Board			
290	Office of the State Appellate Defender			
295	State's Attorneys Appellate Prosecutor			
310	Governor			
330	Lieutenant Governor			
340	Attorney General			
350	Secretary of State			
360	Comptroller			
370	Treasurer			
402	Aging			
406	Agriculture			
416	Central Management Services			
418	Children and Family Services			
420	Commerce and Community Affairs			
422	Natural Resources			
426	Corrections			
427	Employment Security			
438	Financial Institutions			
442	Human Rights			
444	Human Services			
446	Insurance			
452	Labor			

State of Illinois
Internal Service Fund Billing
June 30, 20 _____

Agency Name _____
Agency # _____
Fund Name _____
Fund # _____

		Billings in Nearest Thousand		
Primary Government-Continued				
458	Lottery			
466	Military Affairs			
473	Nuclear Safety			
475	Professional Regulation			
478	Public Aid			
482	Public Health			
492	Revenue			
493	State Police			
494	Transportation			
497	Veterans' Affairs			
503	Illinois Arts Council			
505	Office of Banks and Real Estate			
507	Bureau of the Budget			
511	Capital Development Board			
517	Civil Service Commission			
524	Illinois Commerce Commission			
525	Drycleaner Environmental Response Trust Fund Council			
526	Deaf and Hard of Hearing Commission			
528	Court of Claims			
531	Environmental Protection Trust Fund Commission			
532	Environmental Protection Agency			
537	Guardianship and Advocacy Commission			
540	Health Care Cost Containment Council			
541	Historic Preservation Agency			
542	Commission on Human Rights			
546	Criminal Justice Information Authority			
548	Educational Labor Relations Board			
555	State Board of Investments			
558	Council on Developmental Disabilities			
559	Violence Prevention Authority			
563	Industrial Commission			
567	Liquor Control Commission			
569	Law Enforcement Training and Standards Board			
577	Pollution Control Board			
578	Prisoner Review Board			
579	Racing Board			
586	State Board of Education			
587	State Board of Elections			
588	Emergency Management Agency			
589	State Employees' Retirement System			
590	Labor Relations Board			
591	State Police Merit Board			
592	Office of the State Fire Marshal			
593	Teachers' Retirement System			
601	Board of Higher Education			
684	Community College Board			

State of Illinois
Internal Service Fund Billing
June 30, 20 _____

Agency Name _____
Agency # _____
Fund Name _____
Fund # _____

		Billings in Nearest Thousand		
Primary Government-Continued				
691	Student Assistance Commission			
692	Mathematics and Science Academy			
693	State Universities Retirement System			
695	State Universities Civil Service Merit Board			
	Total Primary Government	$		
External Parties				
351	Illinois Literacy Foundation	$		
371	Community Development Finance Corporation			
407	Illinois Grain Insurance Corporation			
423	Illinois Conservation Foundation			
527	Comprehensive Health Insurance Board			
529	East St. Louis Financial Advisory Authority			
538	Illinois Farm Development Authority			
539	Illinois Health Facilities Authority			
549	Illinois Educational Facilities Authority			
550	Illinois Development Finance Authority			
551	Illinois Housing Development Authority			
556	Illinois Rural Bond Bank			
557	Illinois State Toll Highway Authority			
571	Illinois Medical District Commission			
575	Prairie State 2000 Authority			
582	Quad Cities Region Economic Development Authority			
585	Southwestern Illinois Development Authority			
596	Tri-County River Development Authority			
598	Upper Illinois River Valley Development Authority			
599	Will-Kankakee Regional Development Authority			
608	Chicago State University			
612	Eastern Illinois University			
616	Governors State University			
620	Northeastern Illinois University			
628	Western Illinois University			
636	Illinois State University			
644	Northern Illinois University			
664	Southern Illinois University			
676	University of Illinois			
	Other entities			
	Total External Parties	$		
	Total Billings	$		

State of Illinois
Internal Service Fund Billing
June 30, 20 (1)

Agency Name (2)
Agency # (3)
Fund Name (4)
Fund # (5)

		Billings (in thousands)		
Primary Government				
101	General Assembly	$ (6)		
103	Auditor General			
105	Economic and Fiscal Commission			
107	Commission on Intergovernmental Cooperation			
108	Legislative Information System			
109	Legislative Audit Commission			
110	Legislative Printing Unit			
112	Legislative Research Unit			
115	Legislative Reference Bureau			
131	General Assembly Retirement System			
140	Pension Laws Commission			
155	Legislative Space Needs Commission			
167	Joint Committee on Administrative Rules			
201	Supreme Court			
202	Attorney Registration and Disciplinary Commission			
203	Board of Admissions to the Bar			
205	Clerk of the Supreme Court			
215	Appellate Court District 1			
225	Appellate Court District 2			
235	Appellate Court District 3			
245	Appellate Court District 4			
255	Appellate Court District 5			
265	Illinois Courts Commission			
275	Judges' Retirement System			
285	Judicial Inquiry Board			
290	Office of the State Appellate Defender			
295	State's Attorneys Appellate Prosecutor			
310	Governor			
330	Lieutenant Governor			
340	Attorney General			
350	Secretary of State			
360	Comptroller			
370	Treasurer			
402	Aging			
406	Agriculture			
416	Central Management Services			
418	Children and Family Services			
420	Commerce and Community Affairs			
422	Natural Resources			
426	Corrections			
427	Employment Security			
438	Financial Institutions			
442	Human Rights			
444	Human Services			
446	Insurance			
452	Labor			

State of Illinois
Internal Service Fund Billing
June 30, 20 (1)

Agency Name (2)
Agency # (3)
Fund Name (4)
Fund # (5)

		Billings (in thousands)		
Primary Government-Continued				
458	Lottery			
466	Military Affairs			
473	Nuclear Safety			
475	Professional Regulation			
478	Public Aid			
482	Public Health			
492	Revenue			
493	State Police			
494	Transportation			
497	Veterans' Affairs			
503	Illinois Arts Council			
505	Office of Banks and Real Estate			
507	Bureau of the Budget			
511	Capital Development Board			
517	Civil Service Commission			
524	Illinois Commerce Commission			
525	Drycleaner Environmental Response Trust Fund Council			
526	Deaf and Hard of Hearing Commission			
528	Court of Claims			
531	Environmental Protection Trust Fund Commission			
532	Environmental Protection Agency			
537	Guardianship and Advocacy Commission			
540	Health Care Cost Containment Council			
541	Historic Preservation Agency			
542	Commission on Human Rights			
546	Criminal Justice Information Authority			
548	Educational Labor Relations Board			
555	State Board of Investments			
558	Council on Developmental Disabilities			
559	Violence Prevention Authority			
563	Industrial Commission			
567	Liquor Control Commission			
569	Law Enforcement Training and Standards Board			
577	Pollution Control Board			
578	Prisoner Review Board			
579	Racing Board			
586	State Board of Education			
587	State Board of Elections			
588	Emergency Management Agency			
589	State Employees' Retirement System			
590	Labor Relations Board			
591	State Police Merit Board			
592	Office of the State Fire Marshal			
593	Teachers' Retirement System			
601	Board of Higher Education			
684	Community College Board			

State of Illinois
Internal Service Fund Billing
June 30, 20 (1)

Agency Name (2)
Agency # (3)
Fund Name (4)
Fund # (5)

		Billings (in thousands)		
Primary Government-Continued				
691	Student Assistance Commission			
692	Mathematics and Science Academy			
693	State Universities Retirement System			
695	State Universities Civil Service Merit Board			
	Total Primary Government	$ (7)		
External Parties				
351	Illinois Literacy Foundation	$ (8)		
371	Community Development Finance Corporation			
407	Illinois Grain Insurance Corporation			
423	Illinois Conservation Foundation			
527	Comprehensive Health Insurance Board			
529	East St. Louis Financial Advisory Authority			
538	Illinois Farm Development Authority			
539	Illinois Health Facilities Authority			
549	Illinois Educational Facilities Authority			
550	Illinois Development Finance Authority			
551	Illinois Housing Development Authority			
556	Illinois Rural Bond Bank			
557	Illinois State Toll Highway Authority			
571	Illinois Medical District Commission			
575	Prairie State 2000 Authority			
582	Quad Cities Region Economic Development Authority			
585	Southwestern Illinois Development Authority			
596	Tri-County River Development Authority			
598	Upper Illinois River Valley Development Authority			
599	Will-Kankakee Regional Development Authority			
608	Chicago State University			
612	Eastern Illinois University			
616	Governors State University			
620	Northeastern Illinois University			
628	Western Illinois University			
636	Illinois State University			
644	Northern Illinois University			
664	Southern Illinois University			
676	University of Illinois			
	Other entities			
	Total External Parties	$ (9)		
	Total Billings	$ (10)		

FUND BALANCE TO NET ASSET RECONCILIATION (SCO-553)

PURPOSE

The purpose of the Fund Balance to Net Asset Reconciliation (Exhibit 27.20.53-A) is to classify the fund balance amounts reported on a governmental fund type's Trial Balance to net assets for reporting in the government-wide Statement of Net Assets.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Fund Balance to Net Asset Reconciliation must be prepared for nonshared and locally held funds. Proprietary, pension trust, investment trust and private purpose trust funds report net assets on the Trial Balance and, therefore, no conversion is necessary. This form should be filled out only after the Trial Balance (SCO-511 and 512 for shared funds, SCO-516 and 517 for nonshared funds or SCO-521 and 522 for locally held funds) has been completed. In addition, Form SCO-546 will need to be completed in order to complete this form.

The governmental fund type's Trial Balance reports the difference between assets and liabilities as fund balance. Fund balance is segregated by unreserved fund balance (which is a measure of resources available for the subsequent period's budget on a GAAP basis) and reserved fund balance. Designations reflect a government's self-imposed limitations on the use of otherwise available assets.

For the government-wide Statement of Net Assets, fund balance amounts reported on the governmental fund types' Trial Balance must be classified in the proper net asset categories. Net assets must be divided into three categories: (1) invested in capital assets, net of related debt, (2) restricted net assets, and (3) unrestricted net assets. The net assets invested in capital assets, net of related debt category is not required to be reported on the SCO-553, as it is not applicable to the funds reporting on this form.

GASB Statement Number 34 states that net assets should be reported as restricted if constraints on net assets are either (1) externally imposed by creditors (e.g., debt covenants), grantors, contributors, or the laws or regulations of other governments, or (2) imposed by the government's own laws or constitutional provisions. Self-imposed restrictions, such as earmarking funds for a specific purpose, can easily be removed and, therefore, are not considered restrictions for financial reporting purposes.

Guide to Implementation of GASB Statement 34 on Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments further comments on net assets that should be reported as restricted. Question 95 states, "The definition of restricted in paragraph 34 is intended to identify resources that were received or earned by the government with an explicit understanding between the government and the resource providers that the funds would be used for a specific purpose." In addition, Question 96 states that the use of a special revenue fund is not limited to legally restricted resources. As a result, many special revenue fund balances do not meet the definition of restricted.

Restricted net assets are defined in SAMS Procedure 03.70.20. Restricted assets are defined in SAMS Procedure 03.60.10.

All amounts must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Complete Form SCO-553, disclosing June 30, CY fund balance as reported on the Trial Balance. Classify the fund balance amounts as Restricted for Program, Restricted for Debt Service, Restricted for Capital Projects or Unrestricted. Once classified, adjust the amounts for entries reported on Form SCO-546. An adjustment for prepaid expenses or accrued non-capital interest would be a decreasing adjustment. An adjustment for deferred revenue would be an increasing adjustment.

CONTENTS

Refer to Exhibit 27.20.53-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.

REFERENCE	CONTENTS
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the June 30, CY fund balance in the appropriate categories, as reported on the Trial Balance.
(7)	Enter the amount of fund balance reported in (6) that is restricted for program purposes. Provide attachments (e.g. statutory references, grant agreements) which detail the nature of the restriction.
(8)	Enter the amount of fund balance reported in (6) that is restricted for debt service. Provide attachments which detail the restriction.
(9)	Enter the amount of fund balance reported in (6) that is restricted for capital projects. Provide attachments which detail the restriction.
(10)	Enter the amount of fund balance reported in (6) for which no restrictions exist and is, therefore, unrestricted.
(11)	Sum the amounts reported in (7), (8), (9) and (10) and enter the result for each category of net assets.
(12)	Sum all amounts reported in (6) and enter the result.
(13)	Sum all amounts reported in (7) and enter the result.
(14)	Sum all amounts reported in (8) and enter the result.
(15)	Sum all amounts reported in (9) and enter the result.
(16)	Sum all amounts reported in (10) and enter the result.

REFERENCE	CONTENTS
(17)	Sum all amounts reported in (11) and enter the result. This must agree to the amount reported in (12).
(18)	Enter in the appropriate report account number, the amount of the accrual entry reported on the SCO-546 as either an increasing or decreasing adjustment to net assets restricted for program purposes. Adjustments increasing net assets should be positive amounts. Adjustments decreasing net assets should be shown in parenthesis.
(19)	Enter in the appropriate report account number, the amount of the accrual entry reported on the SCO-546 as either an increasing or decreasing adjustment to net assets restricted for debt services. Adjustments increasing net assets should be positive amounts. Adjustments decreasing net assets should be shown in parenthesis.
(20)	Enter in the appropriate report account number, the amount of the accrual entry reported on the SCO-546 as either an increasing or decreasing adjustment to net assets restricted for capital projects. Adjustments increasing net assets should be positive amounts. Adjustments decreasing net assets should be shown in parenthesis.
(21)	Enter in the appropriate report account number, the amount of the accrual entry reported on the SCO-546 as either an increasing or a decreasing adjustment to unrestricted net assets. Adjustments increasing net assets should be positive amounts. Adjustments decreasing net assets should be shown in parenthesis.
(22)	Sum the amounts reported in (18), (19), (20) and (21) and enter the result.
(23)	Sum the amounts reported in (13) and (18) and enter the result.
(24)	Sum the amounts reported in (14) and (19) and enter the result.
(25)	Sum the amounts reported in (15) and (20) and enter the result.
(26)	Sum the amounts reported in (16) and (21) and enter the result.

REFERENCE	CONTENTS
(27)	Sum the amounts reported in (17) and (22) and enter the result. This should agree to the sum of (23), (24), (25) and (26).
(28)	Enter the amount of restricted assets.
(29)	Enter the report account the restricted asset is reported as in the trial balance. If multiple accounts are needed, attach a separate worksheet detailing the accounts and related amounts.
(30)	Enter the purpose as to the restriction of the assets. Provide attachments which detail the nature of the restriction of the assets.

State of Illinois
Fund Equity to Net Asset Reconciliation
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Report Account	Account Description	Nearest Thousand					
		June 30, CY Fund Balance	Net Assets Restricted for: Program	Debt Service	Capital Projects	Unrestricted Net Assets	Total Net Assets
	Fund Equity						
	Fund Balance Reserved for:						
310	Encumbrances	$	$	$	$	$	$
313	Investments						
314	Intergovernmental Receivable						
315	Other Receivables						
316	Intra-Entity Receivable						
317	Loans and Notes Receivable						
318	Inventories						
323	Endowments and Similar Funds						
325	Other						
	Fund Balance Designated for:						
330	Debt Service						
333	Other						
340	Unreserved, Undesignated						
	Total Fund Balance	$	$	$	$	$	$
	Adjustments						
151	Prepaid Expenses						
220	Deferred Revenue						
	Accrued Non-Capital Asset Interest						
	Net Assets	$	$	$	$	$	$

Restricted Assets
Amount _____
Asset Account _____
Purpose of Restriction _____

SCO-553

State of Illinois
Fund Equity to Net Asset Reconciliation
June 30, 20____ (1)

Agency ____ (2)
Agency # ____ (3)
Fund Name ____ (4)
Fund # ____ (5)

Report Account	Account Description	Nearest Thousand					
		June 30, CY Fund Balance	Net Assets Restricted for: Program	Net Assets Restricted for: Debt Service	Net Assets Restricted for: Capital Projects	Unrestricted Net Assets	Total Net Assets
	Fund Equity						
	Fund Balance Reserved for:						
310	Encumbrances	$ (6)	$ (7)	$ (8)	$ (9)	(10)	$ (11)
313	Investments						
314	Intergovernmental Receivable						
315	Other Receivables						
316	Intra-Entity Receivable						
317	Loans and Notes Receivable						
318	Inventories						
323	Endowments and Similar Funds						
325	Other						
	Fund Balance Designated for:						
330	Debt Service						
333	Other						
340	Unreserved, Undesignated						
	Total Fund Balance	$ (12)	$ (13)	$ (14)	$ (15)	$ (16)	$ (17)
	Adjustments						
151	Prepaid Expenses		(18)	(19)	(20)	(21)	(22)
220	Deferred Revenue						
	Accrued Non-Capital Asset Interest						
	Net Assets	$	$ (23)	$ (24)	$ (25)	$ (26)	$ (27)

Restricted Assets
Amount (28)
Asset Account (29)
Purpose of Restriction (30)

SCO-553

ADJUSTMENTS FOR GOVERNMENT-WIDE STATEMENTS (SCO-555)

PURPOSE

The purpose of the Adjustments for Government-wide Statements Form (Exhibit 27.20.55-A) is to provide a worksheet for the accumulation of adjustments necessary to prepare the government-wide financial statements for the State of Illinois by agency.

When applicable, this form must be completed annually by the Comptroller's Office as part of the year-end reporting process. The Form will be issued to each agency except for pension systems and universities. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Adjustments for Government-wide Statements Form will be mailed by the Comptroller's Office to the agencies upon completion of the Comptroller review of all of the agency's GAAP packages. Before mailing, the Comptroller's Office will complete the prior year adjustments, fund column adjustments, interest payable, leases, compensated absences, other and GFAAG columns from information previously provided by the agency on various GAAP forms.

The agency will be required to verify all information presented on the form is accurate. The fund adjustment columns will be completed by the Comptroller's Office based on the SCO-546, Government-wide Adjustments, prepared by the agency and submitted to the Comptroller with the applicable GAAP Package. The interest payable columns will agree to the entries on Form SCO-546 and the FAS 13 Report. The lease columns will be in agreement with the applicable FAS 13 Report. The compensated absences column will be in agreement with the SCO-580, Compensated Absences, submitted to the Comptroller's Office. The other column must be in agreement with documentation provided to the Comptroller's Office (i.e. certificate of participation and/or long-term claims and other adjustments on the SCO-599, Contingencies, Commitments and Related Party Transactions). The GFAAG column will be in agreement with the SCO-538 form; Capital Asset Summary, submitted to the Comptroller's Office.

The total adjustments column will be used to complete the departmental financial statements. The departmental financial statements contain a column for adjustments from the fund financial statements to the government-wide financial statements which represents the information from the total adjustments column of this form.

All information reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

All entries must be self-balancing, debit(s) must equal credit(s). All debits should be shown as positive and credits in parenthesis. The Total Adjustments column will be used to complete departmental financial statements.

Amounts in the Total Adjustments column are presented in Part 1 as a debit or credit to the respective account number. In the departmental financial statement column, debit amounts will increase assets and expenses and credit amounts will increase liabilities and revenues.

Amounts in the Total Equity Adjustments column are presented in Part 2 as an increase (decrease) to the respective equity account number. The increase or decrease will need to be presented in the departmental financial statement adjustment column as shown to properly convert fund balance to net assets.

CONTENTS

Refer to Exhibit 27.20.55-B.

REFERENCE	CONTENTS
	PART 1
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	The Comptroller's Office will enter the four-digit Comptroller assigned fund number for each fund.

REFERENCE	CONTENTS
(5)	The Comptroller's Office will enter the amount of asset adjustments to the corresponding accounts from Form SCO-546 for each fund in the respective column.
(6)	The Comptroller's Office will enter the amount of asset adjustments associated with the General Fixed Assets Account Group from Form SCO-538.
(7)	The Comptroller's Office will sum all amounts reported in (5) and (6) by account and enter the result.
(8)	The Comptroller's Office will enter the amount of liability adjustments to the corresponding account from Form SCO-546 for each fund in the respective column.
(9)	The Comptroller's Office will enter the amount of liability adjustments associated with Interest Payable from the FAS 13 report or the SCO-546.
(10)	The Comptroller's Office will enter the amount of liability adjustments associated with leases from the FAS 13 report.
(11)	The Comptroller's Office will enter the amount of liability adjustments associated with compensated absences from Form SCO-580.
(12)	The Comptroller's Office will enter the amount of liability adjustments associated with activities such as certificates of participation.
(13)	The Comptroller's Office will sum all amounts reported in (8), (9), (10), (11) and (12) by account and enter the result.
(14)	The Comptroller's Office will enter the amount of prior year government-wide revenue adjustments. This amount should agree to the total revenue adjustments less the amount reported in the PY adjustment column on the prior year's SCO-555.

REFERENCE	CONTENTS
(15)	The Comptroller's Office will enter the amount of revenue adjustments to the corresponding account from Form SCO-546 for each fund in the respective column.
(16)	The Comptroller's Office will sum all amounts reported in (14) and (15) by account and enter the result.
(17)	The Comptroller's Office will enter the amount of prior year government-wide expense adjustments. This amount should agree to the total expense adjustments less the amount reported in the PY adjustment column on the prior year's SCO-555.
(18)	The Comptroller's Office will enter the amount of expense adjustments to the respective account from Form SCO-546 for each fund in the respective column.
(19)	The Comptroller's Office will enter the amount of expense adjustments associated with interest payable from the FAS 13 report or the SCO-546.
(20)	The Comptroller's Office will enter the amount of expense adjustments associated with leases from the FAS 13 report.
(21)	The Comptroller's Office will enter the amount of expense adjustments associated with compensated absences from form SCO-580.
(22)	The Comptroller's Office will enter the amount of expense adjustments (depreciation and capital outlay expenditures not capitalized) associated with the general fixed assets account group from the SCO-538.
(23)	The Comptroller's Office will sum all amounts reported in (17), (18), (19), (20), (21) and (22) by account and enter the result.
(24)	The Comptroller's Office will enter the amount of debt service principal adjustments associated with leases from the FAS 13 report.

REFERENCE	CONTENTS
(25)	The Comptroller's Office will enter the amount of debt service principal adjustments associated with certificates of participation.
(26)	The Comptroller's Office will enter the amount to reverse the capital outlay expenditures from an agency's governmental funds associated with the general fixed assets account group from Form SCO-538.
(27)	The Comptroller's Office will enter the amount to reverse the bond proceeds from an agency's governmental funds.
(28)	The Comptroller's Office will enter the amount to reverse the capital lease proceeds from an agency's governmental funds.
(29)	The Comptroller's Office will enter the amount to reverse the certificate of participation proceeds from an agency's governmental funds.
(30)	The Comptroller's Office will enter the amount of capital asset transfers, net, associated with the general fixed assets account group from the SCO-538.
(31)	The Comptroller's Office will enter the amount of debt adjustments for shared fund debt activity used (received) by another agency.
(32)	The Comptroller's Office will sum the amounts reported in (24), (25), (26), (27), (28), (29), (30) and (31) by account and enter the result.
(33)	The Comptroller's Office will sum the amounts reported in (16), (23), and (32) and enter the amount to reverse the result.
(34)	The Comptroller's Office will sum the amount reported in each respective column and enter the result.
(35)	The Comptroller's Office will sum the amounts reported in (34) and enter the result.

REFERENCE	CONTENTS
(36)	The Comptroller's Office will sum the amounts reported in (33) and (35) and enter the result.
	PART 2
(37)	The Comptroller's Office will enter the amount of each fund balance account as reported in the GAAP package.
(38)	The Comptroller's Office will sum all amounts reported in (37) and enter the result as a negative amount.
(39)	The Comptroller's Office will sum all amounts reported in (37) and enter the result in the respective column.
(40)	The Comptroller's Office will enter the amount of the revenue, expense and other adjustments reported in Part 1 in the respective column.
(41)	The Comptroller's Office will sum the amounts reported in (39) and (40) and enter the result in the respective column.
(42)	The Comptroller's Office will distribute the net asset amount reported on Form SCO-553 in the appropriate net asset category: restricted net assets and unrestricted net assets for each fund in the respective column, if any.
(43)	The Comptroller's Office will distribute the sum of the liability amounts reported from Part 1 in the appropriate net asset category: investment in capital assets, net of related debt, restricted net assets, or unrestricted net assets for interest payable, if any.
(44)	The Comptroller's Office will distribute the sum of the liability amounts reported from Part 1 in investment in capital assets, net of related debt for leases, if any.

REFERENCE	CONTENTS
(45)	The Comptroller's Office will distribute the sum of the liability amounts reported from Part 1 in unrestricted net assets for compensated absences, if any.
(46)	The Comptroller's Office will distribute the sum of the liability amounts reported in Part 1 in the appropriate net asset category: investments in net assets, net of related debt, restricted net assets, or unrestricted net assets for activity such as certificates of participation.
(47)	The Comptroller's Office will distribute the sum of the asset amounts reported on Form SCO-553 in investments in net assets, net of related debt for capital assets, if any.
(48)	The Comptroller's Office will sum the amounts reported in (42) through (47) and enter the result in the respective row.
(49)	The Comptroller's Office will sum the amounts reported in (42) through (47) and enter the results in the respective column. This amount must agree to the amounts reported on Form SCO-553 for the funds presented.
(50)	The Comptroller's Office will enter the sum of the amounts reported in (48) and enter the result. This amount must agree to the amount reported in (36).

State of Illinois
Adjustments for Government-wide Statements
June 30, 20_____

Agency Name _____
Agency Number _____

Part 1

	Nearest Thousand										
	PY Adjustments	**Fund**	**Fund**	**Fund**	**Fund**	**Interest Payable**	**Leases**	**Compensated Absences**	**Other**	**Capital Assets**	**Total Adjustments**
Asset Adjustments											
151 Prepaid expense											
167 Total Capital Assets, not being depreciated											
168 Total Capital Assets, being depreciated											
169 Total Accumulated Depreciation											
Liability Adjustments											
205 Accounts payable											
220 Deferred revenue											
Capital lease payable-short term											
Compensated absences-short term											
Certificates of participation-short term											
Capital lease payable-long term											
Compensated absences-long term											
Certificates of participation-long term											
Revenue Adjustments											
405 Income taxes											
410 Sales taxes											
415 Public utility taxes											
420 Motor fuel taxes											
425 Other taxes											
426 Federal operating grants											
427 Federal capital grants											
428 Federal general grants											
435 Licenses and fees											
440 Interest											
441 Other Revenues											
442 Other Charges for Services											
443 Other Operating Grants											
444 Other Capital Grants											
Expense Adjustments											
505 Education											
510 Employment and economic development											
515 Health and social services											
520 General government											
525 Transportation											
530 Public protection and justice											
535 Environment and business regulation											
545 Debt service-interest											

State of Illinois
Adjustments for Government-wide Statements
June 30, 20_____

Agency Name _____
Agency Number _____

Nearest Thousand

Part 1 -Continued	**PY Adjustments**	**Fund**	**Fund**	**Fund**	**Fund**	**Interest Payable**	**Leases**	**Compensated Absences**	**Other**	**Capital Assets**	**Total Adjustments**
Other Adjustments											
540 Debt service-principal											
550 Capital outlays											
575 Bond proceeds											
578 Proceeds from capital lease financing											
580 Proceeds from certificates of participation											
Capital asset transfers, (net)											
Debt adjustments											
Net change in adjustments											
Prior Year Balance, Fund Balance Adjustments											
Current Year Balance, Fund Balance Adjustments											

Part 2	**PY Adjustments**	**Fund**	**Fund**	**Fund**	**Fund**	**Interest Payable**	**Leases**	**Compensated Absences**	**Other**	**Capital Assets**	**Total Adjustments**
Adjustments to Reconcile Fund Balance											
to Net Assets:											
Reserved for encumbrances											
Reserved for investments											
Reserved for intergovernmental receivables											
Reserved for intra-entity receivables											
Reserved for loans and notes receivable											
Reserved for inventories											
Reserved for endowments and similar funds											
Reserved for other											
Unreserved, designated for debt service											
Unreserved, designated for other											
Unreserved, undesignated											
Total Fund Balance											
Fund Adjustments from Part 1.											
Total Adjusted Fund Balance											
Investment in capital assets, net of											
related debt											
Restricted net assets											
Unrestricted net assets											
Total Adjustments to Fund Balance											

State of Illinois
Adjustments for Government-wide Statements
June 30, 20 (1)

Agency Name (2)
Agency Number (3)

Part 1

Nearest Thousand

	PY Adjustments	Fund (4)	Fund (4)	Fund (4)	Fund (4)	Interest Payable	Leases	Compensated Absences	Other	Capital Assets	Total Adjustments
Asset Adjustments											
151 Prepaid expense		(5) 10,000	(5)	(5)	(5)					(6)	(7) 10,000
167 Total Capital Assets, not being depreciated										1,000,000	1,000,000
168 Total Capital Assets, being depreciated											
169 Total Accumulated Depreciation											
Liability Adjustments											
205 Accounts payable		(8)	(8)	(8)	(8)	(9) (2,000)	(10)	(11)	(12)		(13) (2,000)
220 Deferred revenue		5,000	5,000								10,000
Capital lease payable-short term							(15,000)				(15,000)
Compensated absences-short term								(5,000)			(5,000)
Certificates of participation-short term									(5,000)		(5,000)
Capital lease payable-long term							(35,000)				(35,000)
Compensated absences-long term								(15,000)			(15,000)
Certificates of participation-long term									(20,000)		(20,000)
Revenue Adjustments											
405 Income taxes	(14)	(15)	(15)	(15)	(15)						(16) -
410 Sales taxes											-
415 Public utility taxes											-
420 Motor fuel taxes											-
425 Other taxes											-
426 Federal operating grants	5,000	(5,000)	(5,000)								(5,000)
427 Federal capital grants											-
428 Federal general grants											-
435 Licenses and fees											-
440 Interest											
441 Other Revenues											
442 Other Charges for Services											
443 Other Operating Grants											
444 Other Capital Grants											
Expense Adjustments											
505 Education	(17) 5,000	(18) (10,000)	(18)	(18)	(18)	(19)	(20)	(21) 5,000		(22) 100,000	(23) 100,000
510 Employment and economic development											-
515 Health and social services											-
520 General government											-
525 Transportation											-
530 Public protection and justice											-
535 Environment and business regulation											-
545 Debt service-interest						2,000					2,000

State of Illinois
Adjustments for Government-wide Statements
June 30, 20 (1)

Agency Name (2)
Agency Number (3)

Nearest Thousand

Part 1 -Continued	**PY Adjustments**	**Fund** (4)	**Fund** (4)	**Fund** (4)	**Fund** (4)	**Interest Payable**	**Leases**	**Compensated Absences**	**Other**	**Capital Assets**	**Total Adjustments**
Other Adjustments											
540 Debt service-principal							(24) (20,000)		(25) (230,000)		(32) (250,000)
550 Capital outlays										(26) (75,000)	(75,000)
575 Bond proceeds									(27) 100,000		100,000
578 Proceeds from capital lease financing							(28) 25,000				25,000
580 Proceeds from certificates of participation									(29) 25,000		25,000
Capital asset transfers, (net)										(30)	-
Debt adjustments									(31) 125,000		125,000
Net change in adjustments											(33) (47,000)
Prior Year Balance, Fund Balance Adjustments	(34) 10,000	(34) -	(34) -	(34) -	(34) -	(34) -	(34) (45,000)	(34) (15,000)	(34) (5,000)	(34) 1,025,000	(35) 970,000
Current Year Balance, Fund Balance Adjustments											(36) 923,000

Part 2	**CY Fund Balance**	**Fund** (4)	**Fund** (4)	**Fund** (4)	**Fund** (4)	**Interest Payable**	**Leases**	**Compensated Absences**	**Other**	**Capital Assets**	**Total Adjustments**
Adjustments to Reconcile Fund Balance to Net Assets:											
Reserved for encumbrances		(37)	(37)	(37)	(37) 200,000						(38) (200,000)
Reserved for investments				10,000							(10,000)
Reserved for intergovernmental receivables				10,000							(10,000)
Reserved for intra-entity receivables				10,000							(10,000)
Reserved for loans and notes receivable			10,000								(10,000)
Reserved for inventories			10,000								(10,000)
Reserved for endowments and similar funds											-
Reserved for other		5,000									(5,000)
Unreserved, designated for debt service		5,000									(5,000)
Unreserved, designated for other					5,000						(5,000)
Unreserved, undesignated	(38) (125,000)	8,000	10,000		(143,000)						
Total Fund Balance	(39) 125,000	(39) 18,000	(39) 30,000	(39) 30,000	(39) 62,000						
Fund Adjustments from Part 1.		(40) 5,000	(40) 5,000	(40)	(40)						
Total Adjusted Fund Balance		(41) 33,000	(41) 35,000	(41) 30,000	(41) 62,000						
Investment in capital assets, net of related debt		(42)	(42)	(42)	(42)	(43)	(44) (50,000)	(45)	(46) (25,000)	(47) 1,000,000	(48) 925,000
Restricted net assets											-
Unrestricted net assets	125,000	33,000	35,000	30,000	62,000	(2,000)		(20,000)			263,000
Total Adjustments to Fund Balance	(49) 125,000	(49) 33,000	(49) 35,000	(49) 30,000	(49) 62,000	(49) 2,000	(49) (50,000)	(49) (20,000)	(49) (25,000)	(49) 1,000,000	(50) 923,000

ACCOUNTING FOR LEASES-LESSEE (SCO-560)

PURPOSE

The purpose of the Accounting for Leases-Lessee Form (Exhibit 27.20.60-A) is to provide information used in classifying leases into either a capital or operating lease and in reporting leases as required by Financial Accounting Standards Board, Statement No. 13.

This form is to be completed on a transaction by transaction basis as new lease agreements are initiated and sent to the Comptroller's Office, and for the early termination of existing leases. This form should also be completed when changes are made to existing lease provisions, including changes in the appropriation from which payments are made. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

The completion of this form will enable the Comptroller's Office to determine if a leased asset should be considered a capital lease asset. When an asset is determined to be a capital lease item, the SCO-560 is used by the Comptroller's Office to determine the cost of the asset to be recorded on the agency's books, including the Agency Report of State Property (Form C-15) and the Capital Asset Summary (SCO-538).

GENERAL

All agencies who lease property must complete Form SCO-560 for each multiple period lease, in order to determine whether the lease is a capital or an operating lease and to calculate commitments for future years. However, agencies who administer proprietary funds (including all universities) do not have to report on Form SCO-560 if the agency uses their own lease calculating system and the agency reports this information on Form SCO-535, Proprietary Fund Schedule of Footnote Disclosure Information or Form SCO-585, University Schedule of Footnote Disclosure Information. When an asset is determined to be a capital lease, Form SCO-560 is used to assist the Comptroller's Office in calculating the appropriate cost at which the agency should record the leased asset in their State property control records. This amount will also be reflected on Form C-15, Agency Report of State Property and Form SCO-538, Property, Plant and Equipment.

To be considered a capital lease, one of the following four criteria must be met:

1. The lease transfers ownership of the property to the lessee by the end of the lease term.
2. The lease term is 75% or more of the estimated economic life of the leased property.
3. The lease contains a bargain purchase option.

4. The present value of the minimum lease payments (excluding executory costs and any related profit) equals or exceeds 90% of the fair value of the leased property.

If the lease does not meet any of these criteria, it will be classified as an operating lease.

Form SCO-560 should be submitted for installment purchases in order to determine the asset value to record on the agency's property records. An installment purchase agreement is an agreement where title to the property (ownership) vests in the purchaser immediately. The Transfer of Ownership field (19) should be marked as yes to indicate an installment purchase.

INSTRUCTIONS

Form SCO-560 must be prepared for installment purchases and for multiple-period or multiple-year contracts with a transaction code of 38 (Other Lease-External Vendor), 39 (Other Lease-State Agency) or 31 (Leases for Rental of Real Property). Only contracts with a transaction code of 31 which are real property lease purchases, leases with the option to purchase or installment purchases require an SCO-560. (NOTE: This type of lease also requires a C-15A form to be filed in accordance with SAMS 15.20.40.) A separate Form SCO-560 must be filled out for each contract. Do not complete "Lease Number". This will be completed by the Comptroller's Office.

All amounts on this form should be rounded to the nearest thousand.

CONTENTS

Refer to Exhibit 27.20.60-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.

REFERENCE	CONTENTS
(6)	Enter the obligation number of the lease, up to ten digits.
(7)	Provide a brief description of the leased item.
(8)	Check the appropriate lease processing category. (Check One Only)
(9)	Enter the appropriate asset type as follows: B= Building L= Land M= Machinery and Equipment O= Other If the lease includes both land and building(s), and the lease does not contain a bargain purchase option (refer to (20)) or transfer of ownership at the end of the lease term and the fair value of the land is less than 25% of the total, enter a "B" for Building. If the fair value of the land is more than 25% of the total, or the lease contains a bargain purchase option or a transfer of ownership at the end of the lease term, prepare separate forms (including Form C-15A) for the land portion and the building portion.
(10)	Enter the calendar month the lease begins (not the month of inception) as numeric characters. For example, 1 for January, 2 for February, etc. The inception date of the lease is the date the lease has been signed by all parties. If this information cannot be determined from agency records, it can be obtained from the lessor.
(11)	Enter the last two digits of the year the lease term begins (not the year of inception).

REFERENCE	CONTENTS
(12)	Enter in dollars, the purchase price (commonly referred to as "fair value") of the lease property at inception of the lease, even if it is considered an operating lease. Refer to (29) for detailed calculation of "fair value at inception." NOTE: This information **must** be completed to determine if the lease is a capital lease.
(13)	Enter the total estimated economic life of the leased property (in years). Refer to SAMS Manual Procedure 03.30.30.
(14)	Enter the total estimated economic life remaining in the asset (in years) at the beginning of the lease term (not the inception of the lease). If the asset is new, the remaining life will equal (13).
(15)	Enter the number of payments per year. Allowable entries are 1, 2, 3, 4, 6 or 12. For example, if lease rental payments are made quarterly, enter 4.
(16)	Enter the number of periods from beginning of the lease term to the termination of the lease term. For example, if the payment periods are quarterly and the lease life is 10 ½ years, enter 42. Do not include time from the inception to the beginning of the lease term. The lease term consists of: a. The original noncancellable term stated in the lease b. Renewal terms, reasonably assured by: 1. Bargain renewal option-a provision allowing the lessee, at his option, to renew the lease for a rental sufficiently lower than the fair rental of the property at the date the option becomes exercisable. 2. Penalties imposed for nonrenewal. 3. Lessee guarantee of the lessor's debt expected to be outstanding. 4. The period up to the exercise date of the bargain purchase option. 5. Any lessor's option.

REFERENCE	CONTENTS
(17)	Enter BEG if paid at the beginning of the payment period (payments in advance). Enter END if paid at the end of the payment period (payment in arrears).
(18)	Enter the interest rate stated in the lease. If a rate is not stated, the Comptroller's Office will complete this section based on average general obligation bond rates at the date of inception.
(19)	If the lease automatically transfers ownership of the property to the lessee by the end of the term, enter Y. If not, enter N. If an entry other than 0 is to be made in (20), enter N. An entry other than 0 indicates the lease is a capital lease.
(20)	Enter the dollar amount of the bargain purchase option. If there is no bargain purchase option, enter 0. If an entry of Y has been made in (19), enter 0. An entry other than 0 in this box indicates the lease is a capital lease. NOTE: To determine if the purchase option stated in the lease is a bargain purchase, complete the following steps: a. Determine the dollar amount of the fair value of the leased property at the dated the purchase option becomes exercisable. The fair value is defined as the price for which the leased property could be purchased. b. Determine the dollar amount of the lessee's purchase price as stated in the lease agreement. c. If the lessee's purchase price is sufficiently less than the fair value, then the option is a bargain purchase option.
(21)	If the obligation is for an installment purchase (title passes at the **beginning** of the payment schedule), enter Y. If the obligation is not for an installment purchase, enter N. The contract may contain a section termed "Title" indicating whether title passes upon acceptance of the equipment (beginning).

REFERENCE	CONTENTS
(22)	If the obligation is for a certificate of participation, enter Y. If the obligation is not for a certificate of participation, enter N. The Department of Central Management Services has arranged for financing or refinancing of certain equipment purchases with certain banks. If an obligation is for a certificate of participation, it should be evidenced by a signed lease agreement and the lease payments would be made to the bank. Please forward the Comptroller's Office a copy of the certificate of participation.
(23)	Enter the total amount of rent to be paid by the lessee for each period (month, quarter, etc.) as defined in (16). **Do not include maintenance costs in the periodic payment.** If a copier does not specify a separate maintenance fee, or the amount of the periodic payment to allocate for maintenance, the following method may be used to estimate the amount. Multiply the number of copies allowable per period by the charge per copy if the limit is exceeded. Subtract this amount from the gross payment. Example: Vendor charges .01 per copy for more than 5,000 copies per period. 5,000 x .01 = $50 Subtract $50 from the periodic payment.
(24)	Enter the number of periods the rent in (23) applies. Example: if a lease has rentals of $5,000 for twenty periods, enter 5,000 in (23) and 20 in (24).
(25)	Make as many entries as necessary to cover the full lease term in periods. Do not include period from inception of the lease to beginning of the lease term. Examples include: no rental is payable for several periods during the lease term, enter zero (0 x 6 indicates no rent is payable for 6 periods); a 24 period lease has rentals of $5,000 for twenty periods and $6,000 for the last four, enter 5,000 in (23), 20 in (24), and 6,000 x 4 in (25). NOTE: The number of periods entered in (24) and (25) should equal (16).
(26)	Enter and identify any information affecting the lease financing – trade-ins, down payments, credits, balance due on trade-ins, etc.

REFERENCE	CONTENTS
(27)	Enter the month of any unplanned termination as 1-12. Use this box to report the termination of a previously reported lease. To terminate the lease, complete only boxes (1), (2), (3), (4), (5), (6), (8), (27), (28), (37), (38) and (39). Send completed form to the Comptroller's Office, Financial Reporting Section, 325 W. Adams, 4th Floor, Springfield, IL 62704-1847. (Exhibit 27.20.60-C).
(28)	Enter the calendar year (not the fiscal year) the lease terminated.
(29)	Enter the list price of the item to be leased or purchased. Subtract any discounts applicable to this agreement. This will provide the "fair value at inception" amount to be entered in (12). Trade-ins, downpayments, and credits are not to be used to adjust the fair value amount of the item being leased or purchased.
(30)	If the lease is a gross lease and executory costs are not expressed in cents per square foot, enter a 0, a 0 in (31) and proceed to (32). If the lease is a gross lease and executory costs are expressed in cents per square foot, enter a 1 and proceed to (31). If the lease is a net lease, enter 2, leave the remainder of this data line blank and proceed to (37). NOTE: A gross lease includes executory costs within the lease payments. Executory costs include insurance, maintenance or other. If other, describe the costs. Net leases do not include executory costs in the lease payments. (Gross lease less executory costs = net lease.)
(31)	If a 1 was entered in (30), enter the number of square feet on which the executory costs are to be based. If 0 was entered, enter 0. If 2 was entered, leave it blank.

Instructions (32) through (35) refer to executory costs consisting of insurance, maintenance and "other" costs. This line must be completed for all gross leases (enter zero where appropriate).

REFERENCE	CONTENTS
(32)	Enter either cents per square foot per year or percent of annual gross lease rental applied to executory costs as appropriate.
(33)	If, at the lease inception date, it is anticipated that executory costs will increase as a percentage of the rent or a percentage of the cents per square foot, an inflation factor must be entered; if not, enter 0. Enter 0 if no inflation is assumed.
(34)	The year referred to is the lease year (not the agency's fiscal year). If a change in the inflation rate is expected to occur, the number entered should be determined by subtracting the year the lease was entered into from the year the change is expected and adding 1 (for the first year). EXAMPLE: A lease was entered into in 2001. Insurance was expected to increase at a rate of 5% through 2004 (the fourth year of the lease). A 4 should be entered. Enter the life of the lease in years if no change in the inflation rate is expected to occur.
(35)	Enter the inflation rate from the year of the change through the end of the lease. Enter 0 if no change is expected to occur. NOTE: Negative inflation (i.e., deflation) may be entered using a minus sign.
(36)	Salvage value entered here should equal the value of the leased asset to the lessee at expiration of a lease. If there is a bargain purchase price or transfer of ownership, enter the dollar value of the leased asset at the end of its economic life. Otherwise, enter the value to the lessee at the end of the lease term. Enter 0 if there is no bargain purchase price or transfer of ownership.
(37)	Enter the appropriation code(s) and detail object code(s) used to make payments for the leased asset. If more than one appropriation code was used, enter the percentage of payments from each appropriation code.

REFERENCE	CONTENTS
(38)	Enter the signature of the employee responsible for the information contained on this form.
(39)	Enter the telephone number where the responsible employee can be reached for further information.

State of Illinois
Accounting for Leases-Lessee
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____
Obligation # _____

Description of Leased Item _____

(Check One)

New Lease_____ Extension of Current Lease_____ Change in Obligation Number_____ Other_____ Unplanned Termination_____

Asset Type*	Calendar Month Lease Begins (1-12)	Calendar Year Lease Begins	Fair Value at Inception (see calculation)	Total Economic Life-Years	Remaining Life At Lease Start Date-Years	Comptroller's Use Only Lease Number
		20____				

Number of Payments Per Year (1,2,3,4,6 or 12)	Total Number of Payments Over Lease Life	Timing of Payments (BEG or END)	Lessee's Borrowing Rate (%)	Transfer Ownership (Y or N)	Bargain Purchase Amount	Installment Purchase (Y or N)	Certificate of Participation (Y or N)

Rent per Period**	Number of Periods	Additional Rents and Periods until Number of Periods=Lease Life	Financing Information (Trade-ins, down payments, credits, balances due, etc.)

Unplanned Termination Month (1-12)	Unplanned Termination Year	Calculation of Fair Value at Inception
		(The trade-in, if any, is not deducted from the list price to calculate Fair Value)
		List Price - Discounts = Fair Value (enter above)

Lease Option Code*** (0, 1 or 2)	Square Feet	Insurance			
		% of Rent (cents/sq. ft)	Inflation 1st (%)	Year	Inflation 2nd (%)

Depreciation Method	Salvage Value ($)	Maintenance			
		% of Rent (cents/ sq. ft.)	Inflation 1st (%)	Year	Inflation 2nd (%)
SL					

Other			
% of Rent (cents/ sq. ft.)	Inflation 1st (%)	Year	Inflation 2nd (%)

* B= Building, L= Land, M = Machinery & Equipment, O = Other

** Net of maintenance costs

*** Lease Option Codes

0= Gross Lease - Enter 0 for Square Feet and complete the next section using % of rent.

1= Gross Lease - Enter number of Square Feet and complete the next section using cents/square feet.

2= Net Lease - No more entries necessary.

Appropriation Code	Detail Object	%

Preparer _____
Telephone _____

SCO-560

State of Illinois
Accounting for Leases-Lessee
June 30, 20__ (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)
Obligation # (6)

Description of Leased Item (7)
(Check One) (8)
New Lease_____ Extension of Current Lease_____ Change in Obligation Number_____ Other_____ Unplanned Termination_____

Asset Type*	Calendar Month Lease Begins (1-12)	Calendar Year Lease Begins	Fair Value at Inception (see calculation)	Total Economic Life-Years	Remaining Life At Lease Start Date-Years	Comptroller's Use Only Lease Number
(9)	(10)	20(11)	(12)	(13)	(14)	

Number of Payments Per Year (1,2,3,4,6 or 12)	Total Number of Payments Over Lease Life	Timing of Payments (BEG or END)	Lessee's Borrowing Rate (%)	Transfer Ownership (Y or N)	Bargain Purchase Amount	Installment Purchase (Y or N)	Certificate of Participation (Y or N)
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)

Rent per Period**	Number of Periods	Additional Rents and Periods until Number of Periods=Lease Life	Financing Information (Trade-ins, down payments, credits, balances due, etc.)
(23)	(24)	(25)	(26)

Unplanned Termination Month (1-12)	Unplanned Termination Year	Calculation of Fair Value at Inception
(27)	(28)	(The trade-in, if any, is not deducted from the list price to calculate Fair Value) (29)

List Price	-	Discounts	=	Fair Value (enter above)

Lease Option Code*** (0, 1 or 2)	Square Feet	Insurance			
		% of Rent (cents/sq. ft)	Inflation 1st (%)	Year	Inflation 2nd (%)
(30)	(31)	(32)	(33)	(34)	(35)

Depreciation Method	Salvage Value ($)	Maintenance			
		% of Rent (cents/ sq. ft.)	Inflation 1st (%)	Year	Inflation 2nd (%)
SL	(36)	(32)	(33)	(34)	(35)

Other			
% of Rent (cents/ sq. ft.)	Inflation 1st (%)	Year	Inflation 2nd (%)
(32)	(33)	(34)	(35)

* B= Building, L= Land, M = Machinery & Equipment, O = Other
** Net of maintenance costs
*** Lease Option Codes
0= Gross Lease - Enter 0 for Square Feet and complete the next section using % of rent.
1= Gross Lease - Enter number of Square Feet and complete the next section using cents/square feet.
2= Net Lease - No more entries necessary.

Appropriation Code (37)	Detail Object	%

Preparer (38)
Telephone (39)

SCO-560

MULTIPLE FUND ADJUSTMENT/RECLASSIFICATION SCHEDULE (SCO-562)

PURPOSE

The purpose of the Multiple Adjustment/Reclassification Schedule (Exhibit 27.20.62-A) is to provide accrued interest and other adjustment information from the Treasurer's Office. This form is applicable to those funds in which the only responsibility of the Treasurer is the deposit of interest income or other receipts for programs they do not administer.

This form must be completed annually by the Treasurer's Office and sent to the Comptroller's Office as part of the year-end reporting package. The Comptroller's Office will summarize the entries and forward them to each effected agency. Two copies of this correspondence should be retained by the agency: one to provide an internal record, and one for the Auditor General or his representative.

GENERAL

The Multiple Fund Adjustment/Reclassification Schedule should report accrued interest and other adjustments at the Treasurer's Office for nonshared funds in which another agency is the administrator of the fund.

All amounts reported on this form must be rounded to the nearest thousand. Where a line does not apply, leave it blank.

INSTRUCTIONS

The Treasurer's Office will be notified of the funds to which this form applies and the fund names will be inserted on the form. Funds classified as Agency funds have no operating statement. These funds require a special journal entry (see Journal Entry 2, below), and will be separately identified. This information is necessary for footnote disclosure.

STANDARD JOURNAL ENTRIES

The following journal entries should be made to record accrued interest and cash equivalents.

Account Number		Debit	Credit
Journal Entry 1			
135	Other Receivables	XXX	
440	Interest and Other Investment Income		XXX
To record interest receivable at June 30.			
Journal Entry 2			
135	Other Receivables	XXX	
2XX	Due to…..		XXX
To record interest receivable at June 30 for a fund classified as an agency fund.			
Journal Entry 3			
135	Other receivables	XXX	
XXX	Revenues (by GAAP account number)		XXX
To record accounts receivable.			

CONTENTS

Refer to Exhibit 27.20.62-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	The Comptroller will enter the official agency name for the Office of the Treasurer.
(3)	The Comptroller will enter the three-digit Comptroller assigned agency number for the Office of the Treasurer (e.g. 370).
(4)	The appropriate fund name has been entered by the Comptroller's Office.

REFERENCE	CONTENTS
(5)	The appropriate fund number has been entered by the Comptroller's Office.
(6)	Enter the appropriate GAAP account number associated with the adjustment and or reclassification to be reported. Refer to standard journal entries 1-3.
(7)	Enter the amount of the adjustment and/or reclassification for the GAAP report account to be debited.
(8)	Enter the amount of the adjustment and/or reclassification for the GAAP report account to be credited.

State of Illinois
Multiple Fund Adjustment/Reclassification Schedule
June 30, 20_____

Agency Office of the Treasurer
Agency # 370

Account Number	Fund Name Fund #		Fund Name Fund #		Fund Name Fund #		Fund Name Fund #		Fund Name Fund #	
	Debit	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**

SCO-562

State of Illinois
Multiple Fund Adjustment/Reclassification Schedule
June 30, 20(1)

Agency Office of the Treasurer (2)
Agency # 370 (3)

Account Number	Fund Name (4) / Fund # (5)		Fund Name / Fund #		Fund Name / Fund #		Fund Name / Fund #		Fund Name / Fund #	
	Debit	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**
(6)	(7)									
		(8)								

SCO-562

GRANT/CONTRACT ANALYIS (SCO-563)

PURPOSE

The purpose of the Grant/Contract Analysis Form (Exhibit 27.20.63-A) is to calculate a receivable or liability at the fiscal year-end and determine other pertinent financial information related to grants and contracts. Form SCO-563 also provides the information needed to prepare the Statewide Schedule of Expenditures of Federal Awards (SEFA) for the primary government portion of the State of Illinois Reporting Entity in accordance with the Federal Single Audit Act.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Grant/Contract Analysis should be completed by all State agencies (primary government and component units) for each fund receiving cash or non-cash assistance from the Federal government, other government units or private organizations. Contracts or awards received from another State fund must be analyzed on Form SCO-567.

For reimbursement-type grants in which the State cannot qualify for resources without first incurring allowable costs, grant expenditures are the prime factor for determining whether eligibility requirements have been met An expenditure should be recognized in the accounting period in which the fund liability is incurred, if the amount is measurable. Revenue should be recognized when the expenditure is incurred for reimbursement-type grants. For other grants in which incurring allowable costs is not an eligibility requirement, revenue should be recognized when all applicable eligibility requirements are met regardless of the amount and timing of expenditures. Emphasis in completing this form should be placed on the items comprising total reimbursable costs. Total reimbursable costs are defined as the amount of reimbursement earned for the grant or contract during the fiscal year. Reimbursement may be received after year-end; however, disallowed costs should be excluded from the calculation.

Information reported on Form SCO-563 is used in the preparation of the Statewide SEFA. In order to capture required data, fields related to the CFDA number, pass-through entity identification number and amounts provided to subrecepients must be completed. Funds passed through to other State agencies must be reported to ensure federal funds are not double counted on a statewide basis.

All amounts reported on this form must be rounded to the nearest thousand. Where a line does not apply, leave it blank.

INSTRUCTIONS

Grants or contracts reported on this form should be one of two types: non-cash and cash.

Non-Cash Grants or Contracts
The value of non-cash assistance distributed must be reported as revenues and expenditures in the applicable section of the Form SCO-563. The following methods of valuation should be used for non-cash awards expended:

Loans and Loan Guarantees
New loans made or received during the fiscal year plus the balance of loans from previous years for which the federal government imposes continuing compliance requirements, plus any interest subsidy, cash, or administrative cost allowance. Proceeds of loans received and expended in prior years are not considered federal awards expended in the current year when the laws, regulations, and provisions of contracts or grant agreements pertaining to such loans impose no continuing compliance requirements other than to repay the loans.

Loans and Loan Guarantees at Institutions of Higher Education
The value of loans made during the year are considered federal awards expended when loans are made to students, even when the institution of higher education does not make the loans. The balance of loans for previous years is not included because the lender accounts for prior balances.

Insurance Contracts
Fair market value of insurance contract at the time of receipt or the assessed value provided by the federal agency.

Food Stamps
Fair market value of food stamps at the time of receipt or the assessed value provided by the federal agency.

Commodities
Fair market value of commodities at the time of receipt or the assessed value provided by the federal agency.

Donated Property
Fair market value of donated property or donated surplus property at the time of receipt or the assessed value provided by the federal agency.

Free Rent
Fair market value of free rent at the time of receipt or the assessed value provided by the federal agency. Free rent is not considered an award expended unless it is received as part of an award to carry out a federal program.

Recognition of revenue for non-cash grants or contracts depends on the type of non-cash grant or contract. Loan and loan guarantees, insurance contracts and free rent are not recognized as revenue or expenditures for financial reporting purposes in a fund. Food stamps, donated commodities and donated property which is not capitalized are recognized as revenue and expenditures in a fund. Donated property which is capitalized is not recognized as revenue or expenditures in a fund but is recognized as revenue and an asset in the State's government-wide financial statements and should be reported on the SCO-538.

Cash Grants or Contracts
Amounts related to total reimbursable costs and grant receipts are to be entered directly on the form, unless the grant or contract is the type in which **only** a portion of costs are reimbursed (e.g., matching funds). Computations for reimbursable costs involving matching funds should be entered on the form after applying the appropriate percentages. Grants or contracts involving matching funds should be denoted with a brief explanation (e.g., percentage of matching funds). This will assist the Comptroller's staff in review of the form and in verification of receipts and expenditures.

If reimbursement-type grant or contract activity is the only activity in the fund, total reimbursable costs should agree to expenditures reported in the current year GAAP basis column on the trial balance. Grant receipts should agree to the revenues reported in the agency records column on the trial balance. A reconciliation and/or documentation should be prepared and provided to the Comptroller's Office to explain variances between calculations on Form SCO-563 and amounts reported on the trial balance due to subgrantee payables, indirect and disallowed costs.

Funds receiving both direct reimbursement-type grant or contract receipts and reimbursement-type grant or contract receipts from other State agencies are considered to be grant-oriented funds. Therefore, the amounts reported on Forms SCO-563 and SCO-567 should agree to the total GAAP basis expenditures reported on the trial balance.

When payment from the grantor is based on a formula other than expenditures incurred, the method

of payment must be disclosed on the form. Disclosure can be made in the grant description area or in a footnote. An example of a non-expenditure based payment would be payment for services based on a hourly/daily rate where the payment bears no relation to actual costs incurred.

OMB Circular A-133 defines subrecipient as a nonfederal entity that expends federal awards received from a pass-through entity to carry out Federal programs. A subrecipient does not include an individual that is a beneficiary of such a program. For State of Illinois purposes, subrecipient entities do not include those entities that are part of the primary government. Monies subgranted to entities that are part of the primary government are defined as subgrantee agencies.

When monies have been subgranted but not fully expended by the subgrantee agency, special documentation on Form SCO-563 is required. If a refund is due from the subgrantee agency, the amount should be separately identified and subtracted from total reimbursable costs to calculate the grant receivable or liability.

If the subgrantee agency has deferred revenue related to the grant (i.e., the money is rolled into the following year's grant and is not refunded to the subgrantor agency) the deferred revenue is properly reflected in the fund of the subgrantee agency from the journal entry recorded on Form SCO-567. The amount of deferred revenue should not be subtracted from total reimbursable costs by the subgrantor agency, as this would result in recording the deferred revenue twice. However, the Comptroller's Office will record a reclassification entry on Form SCO-568 to decrease revenues and decrease expenses of the subgrantor agency.

In cases where reimbursement-type grants or contracts comprise only a portion of the fund's activity, a less definitive means exist for determining total reimbursable costs and grant receipts. A combination of the information from grants ledgers, federal reports, subgrantees reports, SAMS, and the payable analysis per Form SCO-549 should be utilized.

Grant ledgers and federal reports will assist in determining the proper amount of indirect costs, exclusive of disallowed costs, to include in current year expenditures. To prevent an overstatement of deferred revenue when indirect cost reimbursements have been included in grant receipts, a corresponding amount should be separately disclosed in the total reimbursable costs to assist in explaining the existence of a fund balance at year-end.

The current year receivable or liability is computed as a result of the grant information disclosed on this form. If a liability is computed, it should be determined whether the money will be rolled over into the next fiscal or grant year (deferred revenue) or will be returned to the grantor agency.

STANDARD JOURNAL ENTRIES

The purpose of these entries is to record the various receivables and liabilities that can result from completion of Form SCO-563.

The following entry should be made to Form SCO-548:

Account Number	Account Name	Debit	Credit
126	Due from Other Government-Federal	XXX	
426	Federal Government Revenues		XXX

To record a federal government receivable for a grant or contract in which eligibility requirements have been met.

The following entry should be made to Form SCO-548:

Account Number	Account Name	Debit	Credit
426	Federal Government Revenues	XXX	
220	Deferred Revenues		XXX

To adjust for receipt of unearned Federal Government advances. This amount should agree to (31) for the June 30, CY Receivable/Liability column if the grant or contract is expected to continue after June 30th.

OR

To adjust Federal Government revenues for amounts not meeting the availability criteria. This amount should agree to (31) for the Deferred Revenue column.

Account Number	Account Name	Debit	Credit
426	Federal Government Revenues	XXX	
208	Due to Other Government-Federal		XXX

To adjust for those federal funds being returned to the Federal Government at the end of the grant.

The following entry should be made to Form SCO-546:

Account Number	Account Name	Debit	Credit
220	Deferred Revenues	XXX	
426	Federal Government Revenues		XXX

To reverse entry for Federal Government revenue not meeting availability criteria for government-wide financial statements.

CONTENTS

Refer to Exhibit 27.20.63-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter a sequence of numbers to identify the entries reported on the form.

REFERENCE	CONTENTS
(7)	Enter the grantor's official name.
(8)	Enter the receipt source. Enter (F) for federal government, (L) for local government, (O) for other government or (P) for private organization.
(9)	Enter the grantor pass-through entity's name and ID Number for monies received through other governmental and private organizations.
(10)	Enter the title of the program and the award period if a multiperiod award.
(11)	Enter the Catalog of Federal Domestic Assistance (CFDA) number assigned to the grant by the U.S. Office of Management and Budget. The CFDA number identifies the federal program and the administering federal agency.
(12)	Enter the sub-recipient pass-through entity's name. If there is more than one sub-recipient pass-through entity, enter "various" and list the sub-recipient pass-through entities' names on Form SCO-563-C.
(13)	Enter the sub-recipient pass-through entity's ID number. If there is more than one sub-recipient pass-through entity, enter "various" and list the sub-recipient pass-through entities ID numbers on Form SCO-563-C.
(14)	Indicate whether the grant/contract is a non-cash award or cash award. Enter (Y) if the grant/contract is a non-cash award and (N) if the grant/contract is a cash award. If the grant/contract has both non-cash and cash components, report the amounts separately.
(15)	If a (Y) is noted in (14) indicate whether the non-cash award is a Loan or Loan Guarantee. Indicate (Y) for yes and (N) for no.
(16)	Indicate whether the grant/contract is a reimbursable grant/contract. Enter (Y) if the grant/contract is reimbursable and (N) if the grant/contract is not reimbursable. A reimbursable grant/contract occurs when the State is only eligible to qualify for resources from the grantor after incurring allowable costs.

REFERENCE	CONTENTS
(17)	Enter the prior year receivables (liabilities) amount. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year's final SCO-563.
(18)	Enter the prior year account payable amount. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final SCO-563.
(19)	Enter the amount of expenditures through June 30, current year (CY). CY expenditures and prior year lapse expenditures should be included. However, prior year amounts due to other funds or amounts refunded to the grantor should not be included.
(20)	Enter the amount of current year accounts payable and other related liabilities. If a receivable is due from a subgrantee, enter the amount in parenthesis.
(21)	Subtract (18) from the sum of (19) and (20) and enter the result.
(22)	Enter the refund amount returned to the grantor. This amount is not included in the reimbursable cost amount but is necessary for the proper calculation of the ending receivable or liability of the grant.
(23)	Enter the amount of grant receipts through June 30, current year per Agency records.
(24)	If Y was entered in (16), subtract (23) from the sum of (17), (21) and (22) and enter the result. If N was entered in (16), enter the amount receivable based upon the grant/contract agreement.
(25)	Enter the amount of estimated receipts during lapse period for amounts relating to receivables in (24).
(26)	Subtract (25) from (24) and enter the result. This amount should be recorded as an entry on Form SCO-546 to debit deferred revenue, account 220.

REFERENCE	CONTENTS
(27)	Enter the amount of prior year (PY) deferred revenue. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final SCO-563.
(28)	Subtract (26) from the sum of (21) and (27) and enter the result.
(29)	Indicate whether the grant is an operating, capital or general grant. Enter (O) if the grant is an operating grant, (C) if the grant is a capital grant and (G) if the grant is a general grant.
(30)	Enter the amount of total reimbursable costs reported in (21) that was provided to the sub-recipient(s). If there is more than one sub-recipient enter the total amount passed through and list the amount provided to each sub-recipient on Form SCO-563C.
(31)	Sum all amounts entered in (17) through (28) and (30) and enter the result in the respective column.
(32)	Sum all amounts reported in (17) through (28) indicated as a federal receipt source (F) in (8) and as an operating grant (O) in (29) and enter the result in the respective column.
(33)	Sum all amounts reported in (17) through (28) indicated as a federal receipt source (F) in (8) and as a capital grant (C) in (29) and enter the result in the respective column.
(34)	Sum all amounts reported in (17) through (28) indicated as a federal receipt source (F) in (8) and as a general grant (G) in (29) and enter the result in the respective column.
(35)	Sum all amounts reported in (17) through (28) indicated as a local receipt source (L) or an other organization receipt source (O) in (8) and enter the result in the respective column.

REFERENCE	CONTENTS
(36)	Sum all amounts reported in (17) through (28) indicated as a private organization receipt source (P) in (8) and enter the result in the respective column.
(37)	Enter the name of the individual who completed the form.
(38)	Enter the phone number of the individual who completed the form.

Refer to Exhibit 27.20.63-D.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the total reimbursement costs reported in (21) on Form SCO-563 for federal receipt sources (F) in (8) on Form SCO-563.
(7)	Enter the amount of prior year deferred revenue of subgrantee agencies from the SCO-568.
(8)	Enter an explanation for other addition amounts.
(9)	Enter the amount of other additions to total reimbursable costs.
(10)	Enter the amount of grant expenditures to subgrantee agencies from the SCO-568.

REFERENCE	CONTENTS
(11)	Enter the amount of current year deferred revenue of subgrantee agencies from the SCO-568.
(12)	Enter an explanation for other deduction amounts.
(13)	Enter the amount of other deductions to total reimburseable costs.
(14)	Sum the amounts reported in (6) through (13) and enter the result. This amount should equal the amount reported as account 426, federal government on the trial balance of the fund for shared, nonshared and locally held trial balances.

Refer to Exhibit 27.20.63-F.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the identification number reported in (6) on Form SCO-563.
(7)	Enter the title of each program and the award period if a multiperiod award reported in (10) on Form SCO-563.
(8)	Enter each Catalog of Federal Domestic Assistance (CFDA) number assigned to the grant by the U.S. Office of Management and Budget reported in (11) on Form SCO-563.

REFERENCE	CONTENTS
(9)	Enter each sub-recipient pass-through entity's name reported in (12) on Form SCO-563.
(10)	Enter each sub-recipient pass-through entity's ID number reported in (13) on Form SCO-563.
(11)	Enter the amount of total reimbursable costs provided to the sub-recipient(s) reported in (29) on Form SCO-563.

State of Illinois
Grant/Contract Analysis
June 30, 20 _____
(All Amounts to Nearest Thousand)

Agency _____
Agency # _____
Fund _____
Fund # _____

ID	Grantor Name	Receipt Source	Pass-through Entity Name and ID Number (Grantor)	Program Title	CFDA #	Subrecipient Pass-Through Entity Name	Subrecipient Pass-Through Entity ID Number	Non-Cash Award	Loan or Loan Guarantee	Reimbursable Grant

Total
Total Federal Government Operating Grants
Total Federal Government Capital Grants
Total Federal Government General Grants
Total Other/Local Government
Total Private Organizations

Prepared By: _____
Phone Number: _____

State of Illinois
Grant/Contract Analysis
June 30, 20
(All Amounts to Nearest Thousand)

Agency _____
Agency # _____
Fund _____
Fund # _____

ID	June 30, PY Receivable (+) (Liability) (-)	Accounts Payable at June 30, PY	Expenditures Through June 30, CY	Accounts Payable at June 30, CY	Total Reimbursable Costs (+)	Refunds Paid to Grantor of PY Due to (+)	Grant Receipts (-)	June 30, CY Receivable (+) (Liability) (-)	Estimated Receipts During Lapse Period	Deferred Revenue	PY Deferred Revenue	CY Revenue	Grant Type	Amounts to Subrecipient

SCO-563
2 of 2

State of Illinois
Grant/Contract Analysis
June 30, 20 (1)
(All Amounts to Nearest Thousand)

Agency (2)
Agency # (3)
Fund (4)
Fund # (5)

ID	Grantor Name	Receipt Source	Pass-through Entity Name and ID Number (Grantor)	Program Title	CFDA #	Subrecipient Pass-Through Entity Name	Subrecipient Pass-Through Entity ID Number	Non-Cash Award	Loan or Loan Guarantee	Reimbursable Grant
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Total
Total Federal Government Operating Grants
Total Federal Government Capital Grants
Total Federal Government General Grants
Total Other/Local Government
Total Private Organizations

Prepared By: (37)
Phone Number: (38)

State of Illinois
Grant/Contract Analysis
June 30, 20 (1)
(All Amounts to Nearest Thousand)

Agency (2)
Agency # (3)
Fund (4)
Fund # (5)

ID	June 30, PY Receivable (+) (Liability) (-)	Accounts Payable at June 30, PY	Expenditures Through June 30, CY	Accounts Payable at June 30, CY	Total Reimbursable Costs (+)	Refunds Paid to Grantor of PY Due to (+)	Grant Receipts (-)	June 30, CY Receivable (+) (Liability) (-)	Estimated Receipts During Lapse Period	Deferred Revenue	PY Deferred Revenue	CY Revenue	Grant Type	Amounts to Subrecipient
(6)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)
	(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)		(31)
	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)	(32) (33) (34) (35) (36)		

State of Illinois
Grant/Contract Reconciliation
June 30, 20 _____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

	Nearest Thousand			
Total reimbursable costs per SCO-563	$			
Add:				
Prior year deferred revenue of subgrantee agency per SCO-568				
Other: _____				
_____				
_____				
Less:				
Amounts paid to subgrantee agency per SCO-568				
Current year deferred revenue of subgrantee agency per SCO-568				
Other: _____				
_____				
_____				
Total	$			

SCO-563 B

State of Illinois
Grant/Contract Reconciliation
June 30, 20 (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

	Nearest Thousand			
Total reimbursable costs per SCO-563	$ (6)			
Add:				
Prior year deferred revenue of subgrantee agency per SCO-568	(7)			
Other: (8)	(9)			
Less:				
Amounts paid to subgrantee agency per SCO-568	(10)			
Current year deferred revenue of subgrantee agency per SCO-568	(11)			
Other: (12)	(13)			
Total	$ (14)			

State of Illinois
Grant/Contract Analysis
June 30, 20 _____
(All Amounts to Nearest Thousand)

Agency _____
Agency # _____
Fund _____
Fund # _____

Federal Grant Information			Subrecipient Information		
ID	**Program Title**	**CFDA Number**	**Subrecipient Pass-Through Entity Name**	**Subrecipient Pass-Through Entity ID Number**	**Amount to Recipient**

SCO-563 C

State of Illinois
Grant/Contract Analysis
June 30, 20 (1)
(All Amounts to Nearest Thousand)

Agency (2)
Agency # (3)
Fund (4)
Fund # (5)

Federal Grant Information			Subrecipient Information		
ID	**Program Title**	**CFDA Number**	**Subrecipient Pass-Through Entity Name**	**Subrecipient Pass-Through Entity ID Number**	**Amount to Recipient**
(6)	(7)	(8)	(9)	(10)	(11)

SCO-563 C

INTERFUND PAYABLE/RECEIVABLE ANALYSIS (SCO-565)

PURPOSE

The purpose of the Interfund Payable/Receivable Analysis Form (Exhibit 27.20.65-A) is to summarize the amounts owed and the amounts receivable between funds of the State of Illinois financial reporting entity. In reporting these amounts, generally accepted accounting principles require a distinction between due to/from other funds, due to/from primary governments and due to/from component units.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Interfund Payable/Receivable Analysis should be completed for all trial balances which report an interfund payable or an interfund receivable. This form is used by the Comptroller's Office to reconcile due to/from other funds, due to/from primary government or due to/from component units

All amounts reported on this form should be rounded to the nearest thousand. Where a column does not apply, leave it blank. If completed on the Comptroller's WEDGE System, this form will automatically calculate certain fields.

INSTRUCTIONS

To ensure the "due to" amounts reconcile with the "due from" amounts submitted by the providing agency, a detailed listing of the providing agency/fund (e.g., CMS-Telecommunications) and the liability amount at June 30, per SAMS records for treasury held funds is required. See SAMS Procedure 27.50.10 to determine whether to use due to/from other funds, due to/from primary government or due to/from component units.

To assist in the reconciliation of interfund payables/receivables, the agency should review the Form SCO-565-A provided by the Comptroller's Office. The Form SCO-565-A, Notification of Due to Other Funds, is provided by the Comptroller's Office to agencies to assist in calculating the year-end due to other funds for activity with the State's Internal Service Funds and several other funds in which a significant portion of the fund's activity is generated from services provided to other funds.

The SCO-565-A may not be all inclusive. Additional due to other fund amounts must also be entered on the SCO-565, if applicable, even though not included in the SCO-565-A. Additional information for reconciling and/or estimating for internal service funds may be provided by the Comptroller's Office including CMS Report 60 with supporting detail by billing account.

Agencies should also examine internal procedures and records in determining due to/from amounts, especially in cases where estimates are involved.

STANDARD JOURNAL ENTRIES

The following journal entries should be made by funds classified as governmental or proprietary at agencies classified as a part of the primary government for transactions with funds classified as governmental or proprietary funds at agencies classified as a part of the primary government OR by component units with other funds of the same component unit to Form SCO-547:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
XXX	Revenues (by GAAP account number)		XXX

To record interfund receivables at June 30.

Account Number	Account Name	Debit	Credit
XXX	Expenditures/Expenses (by GAAP account number)	XXX	
214	Due to Other Funds		XXX

To record interfund payables at June 30.

The following journal entries should be made by funds classified as governmental or proprietary at agencies classified as a part of the primary government for transactions with agencies classified as component units OR by agencies classified as component units for transactions with other agencies classified as component units to Form SCO-547:

Account Number	Account Name	Debit	Credit
144	Due from Component Units	XXX	
XXX	Revenues (by GAAP account number)		XXX

To record receivables from component units at June 30.

Account Number	Account Name	Debit	Credit
XXX	Expenditures/Expenses (by GAAP account number)	XXX	
216	Due to Component Units		XXX

To record payables to component units at June 30.

The following journal entries should be made by agencies classified as a component unit for transactions with agencies classified as a part of the primary government OR by agencies classified as a component unit with agencies classified as a part of the primary government to Form SCO-547:

Account Number	Account Name	Debit	Credit
147	Due from Primary Government	XXX	
XXX	Revenues (by GAAP account number)		XXX

To record receivables from the primary government at June 30.

Account Number	Account Name	Debit	Credit
XXX	Expenditures/Expenses (by GAAP account number)	XXX	
217	Due to Primary Government		XXX

To record payables to the primary government at June 30.

CONTENTS

Refer to Exhibit 27.20.65-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	If the item is a payable, enter the three digit Comptroller assigned agency number that provided the goods/service. If the item is a receivable, enter the three digit Comptroller assigned agency number that received the goods/services.
(7)	Enter the four-digit Comptroller assigned fund number the payable/receivable is payable to or receivable from. If unknown, contact the appropriate agency to determine the correct fund number.
(8)	Enter the amount due to the providing agency/fund at June 30, current year (CY).
(9)	Enter the amount due from the receiving agency/fund at June 30, CY.
(10)	Enter the amount due to the providing primary government or component unit at June 30, CY.

REFERENCE	CONTENTS
(11)	Enter the amount due from the receiving primary government or component unit at June 30, CY. NOTE: It is very important that each "due to" and/or "due from amount is verified and communicated with the other agency involved in the transaction.
(12)	Enter the sum of amounts entered in (8).
(13)	Enter the sum of amounts entered in (9).
(14)	Enter the sum of amounts entered in (10).
(15)	Enter the sum of amounts entered in (11).
(16)	Enter the total due to other funds per the SCO-567.
(17)	Enter the total due from other funds per the SCO-567.
(18)	Enter the total due to primary government or component unit per the SCO-567.
(19)	Enter the total due from primary government or component unit per the SCO-567.
(20)	Enter the total due to other funds per the SCO-568.
(21)	Enter the total due from other funds per the SCO-568.
(22)	Enter the total due to primary government or component unit per the SCO-568.
(23)	Enter the total due from primary government or component unit per the SCO-568.
(24)	Add (12), (16), and (20) and enter the result.

REFERENCE	CONTENTS
(25)	Add (13), (17), and (21) and enter the result.
(26)	Add (14), (18), and (22) and enter the result.
(27)	Add (15), (19), and (23) and enter the result.

State of Illinois
Interfund Payable/ Receivable Analysis
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

	Agency Number	Fund Number	Due to Other Funds (215)	Due from Other Funds (141)	Due To Component Units (216) Primary Govt. (217)	Due From Component Units (144) Primary Govt. (147)
1.			$	$	$	$
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						
		SubTotals				
	Amounts from SCO-567					
	Amounts from SCO-568					
		Totals	$	$	$	$

SCO-565

State of Illinois
Interfund Payable/ Receivable Analysis
June 30, 20__(1)__

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

	Agency Number	Fund Number	Due to Other Funds (215)	Due from Other Funds (141)	Due To Component Units (216) Primary Govt. (217)	Due From Component Units (144) Primary Govt. (147)
1.	(6)	(7)	$ (8)	$ (9)	$ (10)	$ (11)
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						
		SubTotals	(12)	(13)	(14)	(15)
		Amounts from SCO-567	(16)	(17)	(18)	(19)
		Amounts from SCO-568	(20)	(21)	(22)	(23)
		Totals	$ (24)	$ (25)	$ (26)	$ (27)

SCO-565

NOTES PAYABLE SUMMARY (SCO-566)

PURPOSE

The purpose of the Notes Payable Summary Form (Exhibit 27.20.66-A) is to report the notes payable for each fund. Information will be needed for the amount of principal to be repaid in each of the next five years and the amount to be repaid thereafter, in five-year increments.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Notes Payable Summary should be completed for all trial balances which report notes payable activity. Notes payable are unconditional written promises signed by the maker to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Information needed for the completion of this form can be obtained from the note payment schedule contained in the note agreement for each note payable. The range of interest rates and maturity dates are an integral part of required footnote disclosure and, therefore, must be completed for each category of notes payable.

STANDARD JOURNAL ENTRIES

Governmental and Proprietary Funds

The following journal entry should be made to Form SCO-548:

Account Number	Account Name	Debit	Credit
4XX	Revenues (by account number)	XXX	
235	Notes Payable, Long-Term		XXX

To record notes payable at year end. This amount should agree to (19).

The following journal entries should be made to the SCO-547:

Account Number	Account Name	Debit	Credit
4XX	Revenues (by account number)	XXX	
5XX	Expenditures (by account number)		XXX

To reclassify repayments of notes payable during the current year. This amount should agree to (18).

Account Number	Account Name	Debit	Credit
236	Notes Payable, Long-Term	XXX	
235	Notes Payable, Current		XXX

To reclassify notes payable during the next fiscal year to the current year. This amount should agree to (20).

CONTENTS

Refer to Exhibit 27.20.66-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the description of each note payable.
(7)	Enter the lowest interest rate of each note payable. If the interest rate is based on a variable (i.e., % of prime), describe the method of calculation.
(8)	Enter the highest interest rate of each note payable.
(9)	Enter the earliest maturity date of each note payable.
(10)	Enter the latest maturity date of each note payable.
(11)	Enter the amount of notes payable outstanding at June 30, prior year for each note payable. This amount will be completed by the Comptroller's Office. This information can also be obtained from the prior year SCO-566.
(12)	Enter the amount of any new notes payable obtained during the current year.
(13)	Enter the amount of notes payable repaid during the current year.
(14)	Enter the outstanding balance of notes payable at June 30, current year for each note. Subtract (13) from the sum of (11) and (12) and enter the result.

REFERENCE	CONTENTS
(15)	Enter the amount to be repaid for each of the next five years and, thereafter, in five year increments for each note.
(16)	Add all amounts entered in (11) and enter the result.
(17)	Add all amounts entered in (12) and enter the result.
(18)	Add all amounts entered in (13) and enter the result.
(19)	Add all amounts entered in (14) and enter the result.
(20)	Add all amounts entered in (15) and enter the result.
(21)	Attach a copy of the agency's notes disclosure from the agency financial statements. If not available, complete this section and forward the footnote disclosure when available.

State of Illinois
Notes Payable Summary
June 30, 20_____

Nearest Thousand

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Description	Balance at June 30, PY	Proceeds/ Increases	Retirements/ Decreases	Balance At June 30, CY	Scheduled Note Repayments		
					CY+1	CY+2	CY+3
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____	$	$	$	$	$	$	$
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Total Notes Payable	$	$	$	$	$	$	$

The following disclosure for notes payable appears or will appear in the agency's financial statements. Attach a photocopy of the footnote disclosure if available in lieu of transcribing this information. If the footnote disclosure is not available, return the completed information below with your GAAP package and forward the footnote disclosure as soon as possible.

1. Cite the authority to issue the notes.
2. State the lender's name for each note.
3. State the source of revenues to be used for repayment of the note.
4. State the interest rate or how the interest rate is determined. Include any minimum and/or maximum rates.
5. State whether the notes are secured or unsecured.

State of Illinois
Notes Payable Summary
June 30, 20_____

Nearest Thousand

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Description	Scheduled Note Repayments						
	CY+4	CY+5	CY+6 thru 10	CY+11 thru 15	CY+16 thru 20	CY+21 thru 25	CY+26 thru 30
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____	$	$	$	$	$	$	$
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Total Notes Payable	$	$	$	$	$	$	$

The following disclosure for notes payable appears or will appear in the agency's financial statements. Attach a photocopy of the footnote disclosure if available in lieu of transcribing this information. If the footnote disclosure is not available, return the completed information below with your GAAP package and forward the footnote disclosure as soon as possible.

1. Cite the authority to issue the notes.
2. State the lender's name for each note.
3. State the source of revenues to be used for repayment of the note.
4. State the interest rate or how the interest rate is determined. Include any minimum and/or maximum rates.
5. State whether the notes are secured or unsecured.

State of Illinois
Notes Payable Summary
June 30, 20___(1)_

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Nearest Thousand

Description	Balance at June 30, PY	Proceeds/ Increases	Retirements/ Decreases	Balance At June 30, CY	Scheduled Note Repayments		
					CY+1	CY+2	CY+3
Description: (6) Range of Interest Rates ___(7)___ to ___(8)___ Range of Maturity Dates ___(9)___ to ___(10)___	$ (11)	$ (12)	$ (13)	$ (14)	$ (15)	$ (15)	$ (15)
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Description: Range of Interest Rates _____ to _____ Range of Maturity Dates _____ to _____							
Total Notes Payable	$ (16)	$ (17)	$ (18)	$ (19)	$ (20)	$ (20)	$ (20)

The following disclosure for notes payable appears or will appear in the agency's financial statements. Attach a photocopy of the footnote disclosure if available in lieu of transcribing this information. If the footnote disclosure is not available, return the completed information below with your GAAP package and forward the footnote disclosure as soon as possible.

1. Cite the authority to issue the notes.
2. State the lender's name for each note.
3. State the source of revenues to be used for repayment of the note.
4. State the interest rate or how the interest rate is determined. Include any minimum and/or maximum rates.
5. State whether the notes are secured or unsecured.

(21)

State of Illinois
Notes Payable Summary
June 30, 20__(1)__

Nearest Thousand

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Description	Scheduled Note Repayments						
	CY+4	CY+5	CY+6 thru 10	CY+11 thru 15	CY+16 thru 20	CY+21 thru 25	CY+26 thru 30
Description: (6) Range of Interest Rates: (7) to (8) Range of Maturity Dates: (9) to (10)	$ (15)	$ (15)	$ (15)	$ (15)	$ (15)	$ (15)	$ (15)
Description: Range of Interest Rates: _____ to _____ Range of Maturity Dates: _____ to _____							
Description: Range of Interest Rates: _____ to _____ Range of Maturity Dates: _____ to _____							
Description: Range of Interest Rates: _____ to _____ Range of Maturity Dates: _____ to _____							
Description: Range of Interest Rates: _____ to _____ Range of Maturity Dates: _____ to _____							
Total Notes Payable	$ (20)	$ (20)	$ (20)	$ (20)	$ (20)	$ (20)	$ (20)

The following disclosure for notes payable appears or will appear in the agency's financial statements. Attach a photocopy of the footnote disclosure if available in lieu of transcribing this information. If the footnote disclosure is not available, return the completed information below with your GAAP package and forward the footnote disclosure as soon as possible.

(21)

1. Cite the authority to issue the notes.
2. State the lender's name for each note.
3. State the source of revenues to be used for repayment of the note.
4. State the interest rate or how the interest rate is determined. Include any minimum and/or maximum rates.
5. State whether the notes are secured or unsecured.

INTERFUND ACTIVITY-GRANTEE AGENCY (SCO-567)

PURPOSE

The Interfund Activity-Grantee Agency Form (Exhibit 27.20.67-A) has several purposes: to provide receivable and liability adjustments relating to transactions with other State funds, to provide mandatory transfer documentation and to determine entries necessary to the GAAP Trial Balance Forms. Data collected on Form SCO-567 also assists in the preparation of the Schedule of Expenditures of Federal Awards (SEFA) for the primary government portion of the State of Illinois' Reporting Entity. In addition, Form SCO-567 captures all non-internal service, non-pension trust and non-university fund activity. Internal service and pension trust fund activity is only captured for transfers while university activity is only captured for SEFA reporting. Interfund transactions consist of internal reimbursements, third party reimbursements, payments for services, transfers and transfer-like activity. Furthermore, such transactions are broken down and summarized on the form by reporting activity between:

- Governmental and proprietary funds within the primary government with other governmental and proprietary funds within the primary government.
- Governmental, proprietary and fiduciary funds within the primary government or component units with fiduciary funds within the primary government.
- Governmental and proprietary funds within the primary government with component units.
- Component unit within the same component unit.
- Component units with other component units.

When applicable, this form is to be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Interfund Activity-Grantee Agency Form should be completed for all funds recording fiscal year activity that included transactions with other funds except as noted above. Interfund transactions **must** be reviewed to determine whether transactions represent internal reimbursements, third party reimbursements, payments for services, transfers or transfer-like activities. For guidelines on determining the proper categorization of interfund reimbursement, interfund services provided or used or interfund transfer transactions, refer to SAMS Procedure 05.50.01. Transfer-like activity is a transaction between the primary government and a component unit, between component units or

involving a fiduciary fund in which the activity is not a reimbursement for services provided.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank. For Interfund Activity-Grantee Agency Forms completed electronically, this form will automatically calculate certain fields.

INSTRUCTIONS

Information reported on Form SCO-567 will automatically create corresponding information on Form SCO-568 (Interfund Activity-Grantor Agency). Each providing agency should be contacted and transaction type and related receivable/liability amounts should be agreed upon. In most cases, the grantee agency has the most accurate GAAP information available regarding the due to/from amount in a given transaction. It is important to provide the primary government or component unit classification of each providing agency.

The Comptroller's Office will enter the prior year interfund receivables or liabilities, if any, and prior year accounts payable, if any. In addition, the Comptroller's Office will enter current year receipts information for SAMS mandatory transfers. These amounts should be reviewed. If material discrepancies exist between amounts entered by the Comptroller's Office and agency records, the Comptroller's Office should be contacted. Do **not** change prior year amounts without contacting the Comptroller's Office.

Total reimbursable costs are the fiscal year expenditure amounts. Disallowed costs should be separately disclosed and excluded from the calculation. If the only amounts received during the fiscal year were subgrants through other State agencies, total reimbursable costs should agree to the expenditure reported in the CY GAAP Basis column on the Trial Balance. Funds receiving direct grants and grants through other State agencies should total the costs reported on Forms SCO-567 and SCO-563, and that total should agree to the expenditures reported in the CY GAAP Basis column on the Trial Balance.

If grantor payments are based on a method other than expenditures incurred, the method of payment must be disclosed. Disclosure can be made in the program description area or in an attachment. An example of a non-expenditure based payment would be a payment for services based on an hourly/daily rate, where the payment bears no relation to actual costs incurred.

In cases where interfund subgrants comprise only a portion of a fund's activity, determining total reimbursable costs is a more difficult process. Information from grant ledgers, federal reports, subgrantee reports, SAMS, and the payable analysis on Form SCO-549 should be reviewed.

Current year receipts include amounts received July through June per agency records for individual subgrants/contracts.

The current year receivable or liability is calculated based on other amounts reported on this form. If a liability is calculated, it must be determined whether the liability represents deferred revenue (amounts to be expended in the next fiscal or grant year) or a due to amount (amounts to be returned to the grantor).

Agencies responsible for recording mandatory transfers are identified in the Mandatory Transfer Listing (SAMS Procedure 27.50.50). Mandatory transfers received during the fiscal year will be provided by the Comptroller's Office in the bottom section of the form. The amounts received during the fiscal year should agree to the amount reported in the transfers-in account in the Agency Records (SCO-517, 522 or 527) or Balance per SAMS (SCO-512) column of the Trial balance. Mandatory transfers must be categorized by transaction type; therefore, reclassification may be necessary. Mandatory transfers **must** be reviewed to determine whether transactions represent internal reimbursements, third party reimbursements, payments for services, transfers, or transfer-like activities. Any accruals related to mandatory transfers must be reported on this form and standard journal entries should be recorded.

Interfund transactions meeting the transfer criteria and involving one or more agency funds require special reporting. SAMS Procedure 27.50.50 identifies mandatory transfers involving agency funds. These transactions should be reported on Form SCO-567 to the agency assigned responsibility. Special journal entries are required for these transactions since agency funds require a balance sheet only for financial reporting purposes (i.e., no transfers-in/out are recorded). If the agency fund is the grantor, the grantee must reclassify (SCO-547) the transfers received during the year to the appropriate revenue report account (e.g., other taxes, other revenues, etc.). Accrual amounts should be posted as adjustments (SCO-548) impacting balance sheet accounts for the agency fund and both balance sheet and revenue accounts for the grantee fund.

Information reported on this form will assist in the preparation of the Statewide SEFA; therefore, it is important to complete all applicable fields, including CFDA number, pass-through entity identification number and amounts provided to subrecipients. OMB Circular A-133 defines a subrecipient as a non-federal entity expending federal awards received from a pass-through entity to carry out a federal program. Subrecipient does not include an individual beneficiary of the program. In addition, for statewide reporting purposes, subrecipient does not include entities qualifying as part of the primary government. As new grants are received from other State agencies, it is very important to determine whether the original funding source was Federal. If this information is not provided in the inter-agency agreement, the providing agency must be contacted.

STANDARD JOURNAL ENTRIES

The purpose of the following entries is to record the various reclassifications and adjustments resulting from completion of this form. The entries identified below are based on the type of transaction. There are two general interfund activities reported on Form SCO-567. They are as follows:

1. Agency Activity
2. SAMS Mandatory Transfers

Within each of the two activities reported on Form SCO-567, there are four types of transactions. Those transaction types are as follows:

- Internal Reimbursements (**Interfund reimbursement** transactions for other funds of the State or of the same component unit),
- Third Party Reimbursements (**Interfund reimbursement** transactions from other funds of the State in which the other fund is reimbursed through a grant or contract by a third party),
- Payments for Services (**Interfund services provided**),
- Transfers (**Interfund transfers** between a primary government governmental or proprietary fund and a primary government governmental or proprietary fund or between a fund of a component unit and a fund of the same component unit) and
- Transfer-like (**Interfund transfers** between a primary government governmental, proprietary or fiduciary fund and a primary government fiduciary fund; a primary government governmental, proprietary or fiduciary fund and a component unit; or between a fund of a component unit and a fund of a different component unit).

GASB 34 requires these types of transactions to be recorded differently on each fund's trial balance based on the respective transaction type. See SAMS Procedure 05.50.01 for a definition of the bolded terms above. All entries shown assume a due from other funds scenario will result. If a due to other funds or a deferred revenue scenario results, see page 18 of these instructions for guidance.

1. AGENCY ACTIVITY:

Activity is an **Internal Reimbursement** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit.

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
XXX	Expenditure (Expenses) (by GAAP account number)		XXX

To record the due from other funds for internal reimbursement type transactions.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
XXX	Expenditures (Expenses) (by GAAP account number)		XXX

To reclassify current year revenue and expenditure (expense) amounts recorded for internal reimbursement type transactions.

1. AGENCY ACTIVITY (continued):

Activity is an **Internal Reimbursement, Third Party Reimbursement** or **Payment for Service** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Primary Government Fiduciary Fund, or

a **Third Party Reimbursement** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit, or

a **Payment for Service** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit, or

Transfer-like and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Primary Government Fiduciary Fund.

If the Fund is a Primary Government Governmental, Proprietary, Fiduciary non-Agency or a Component Unit Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
XXX	Revenue (by GAAP account number)		XXX

To record the due from other funds for internal reimbursement (or third party reimbursement or payment for service or transfer-like) type transactions.

1. AGENCY ACTIVITY (continued):

If the Fund is a Fiduciary Agency Fund:

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
2XX	Liability (by GAAP account number)		XXX

To record due from other funds and the proper corresponding liability.

Activity is an **Internal Reimbursement, Third Party Reimbursement, Payment for Service** or **Transfer-like** and is between:

- two different Component Units, or

an **Internal Reimbursement**, **Third Party Reimbursement** or **Payment for Service** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Fund of a Component Unit.

If the fund is a Governmental, Proprietary, Fiduciary non-Agency or a Component Unit Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
144	Due from Component Units	XXX	
XXX	Revenue (by GAAP account number)		XXX

To record the due from component unit for internal reimbursement (or third party reimbursement or payment for service or transfer-like) type transactions.

1. AGENCY ACTIVITY (continued):

If the Fund is a Fiduciary Agency Fund:

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
144	Due from Component Units	XXX	
2XX	Liability (by GAAP account number)		XXX

To record due from component units and the proper corresponding liability.

If the Fund is a Primary Government Governmental Fund or a Fund of a Component Unit:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
220	Deferred Revenue		XXX

To adjust for unavailable revenue not expected to be received during lapse period.

The following entry must be made by the Agency to Form SCO-546:

Account Number	Account Name	Debit	Credit
220	Deferred Revenue	XXX	
XXX	Revenue (by GAAP account number)		XXX

To reclassify unavailable deferred revenue to revenue.

1. AGENCY ACTIVITY (continued):

Activity is a **Transfer** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit.

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
565	Operating Transfers-In		XXX

To record the due from other funds for transfer type transactions.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
565	Operating Transfers-In		XXX

To reclassify current year revenues to transfers-in.

Activity is **Transfer-like** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Fund of a Component Unit.

1. AGENCY ACTIVITY (continued):

If the Fund is a Primary Government Governmental, Proprietary or Fiduciary Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
144	Due from Component Units	XXX	
XXX	Revenue (by GAAP account number)		XXX

To record the due from component units for transfer-like transactions.

If the Fund is a Fund of a Component Unit:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
147	Due from Primary Government	XXX	
XXX	Revenue (by GAAP account number)		XXX

To record the due from primary government for transfer-like transactions.

If the Fund is a Primary Government Governmental Fund or a Fund of a Component Unit:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
220	Deferred Revenue		XXX

To adjust for unavailable revenue not expected to be received during lapse period.

1. AGENCY ACTIVITY (continued):

The following must be made by the Agency to Form SCO-546:

Account Number	Account Name	Debit	Credit
220	Deferred Revenue	XXX	
XXX	Revenue (by GAAP account number)		XXX

To reclassify unavailable deferred revenue to revenue.

2. MANDATORY TRANSFERS

Activity is a **Mandatory Transfer** and is an **Internal Reimbursement** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit.

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
XXX	Expenditures (Expenses) (by GAAP account number)		XXX

To record the due from other funds for internal reimbursement type mandatory transfers.

2. MANDATORY TRANSFERS (continued):

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
565	Operating Transfers-In	XXX	
XXX	Expenditures (Expenses) (by GAAP account number)		XXX

To reclassify current year mandatory transfers-in amounts recorded for internal reimbursement type mandatory transfers.

Activity is a **Mandatory Transfer** and is an **Internal Reimbursement**, **Third Party Reimbursement** or **Payment for Service** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Primary Government Fiduciary Fund, or

a **Mandatory Transfer** and is a **Third Party Reimbursement** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit, or

a **Mandatory Transfer** and is a **Payment for Service** and is between;

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit, or

a **Mandatory Transfer** and is **Transfer-like** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Primary Government Fiduciary Fund.

2. MANDATORY TRANSFERS (continued):

If the fund is a Primary Government Governmental, Proprietary, Fiduciary non-Agency or a Component Unit Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
XXX	Revenue (by GAAP account number)		XXX

To record the due from primary government for internal reimbursement (or third party reimbursement or payment for service or transfer-like) type mandatory transfers.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
565	Operating Transfers-In	XXX	
XXX	Revenue (by GAAP account number)		XXX

To reclassify current year mandatory transfers-in amounts to revenue.

If the Fund is a Fiduciary Agency Fund:

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
2XX	Liability (by GAAP account number)		XXX

To record due from other funds and the proper corresponding liability.

2. MANDATORY TRANSFERS (continued):

Activity is a **Mandatory Transfer** and is an **Internal Reimbursement, Third Party Reimbursement, Payment for Service** or **Transfer-like** and is between:

- two different Component Units, or

a **Mandatory Transfer** and is an **Internal Reimbursement**, **Third Party Reimbursement** or **Payment for Service** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Fund of a Component Unit.

If the Fund is a Primary Government Governmental, Proprietary, Fiduciary non-Agency or a Component Unit Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
144	Due from Component Units	XXX	
XXX	Revenue (by GAAP account number)		XXX

To record the due from component units for internal reimbursement (or third party reimbursement or payment for service or transfer-like) type mandatory transfers.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
565	Operating Transfers-In	XXX	
XXX	Revenue (by GAAP account number)		XXX

To reclassify current year mandatory transfers-in amounts to revenue.

2. MANDATORY TRANSFERS (continued):

If the Fund is a Fiduciary Agency Fund:

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
144	Due from Component Units	XXX	
2XX	Liability (by GAAP account number)		XXX

To record due from component units and the proper corresponding liability.

If the Fund is a Primary Government Governmental Fund or a Fund of a Component Unit:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
220	Deferred Revenue		XXX

To adjust for unavailable revenue not expected to be received during lapse period.

The following entry must be made by the Agency to Form SCO-546:

Account Number	Account Name	Debit	Credit
220	Deferred Revenue	XXX	
XXX	Revenue (by GAAP account number)		XXX

To reclassify unavailable deferred revenue to revenue.

2. MANDATORY TRANSFERS (continued):

Activity is a **Mandatory Transfer** and is a **Transfer** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit.

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
565	Operating Transfers-In		XXX

To record the due from other funds for mandatory transfers.

Activity is a **Mandatory Transfer** and is **Transfer-like** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Fund of a Component Unit.

If the Fund is a Primary Government Governmental, Proprietary or Fiduciary Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
144	Due from Component Units	XXX	
XXX	Revenue (by GAAP account number)		XXX

To record the due from component units for transfer-like type mandatory transfers.

2. MANDATORY TRANSFERS (continued):

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
565	Operating Transfers-In	XXX	
XXX	Revenue (by GAAP account number)		XXX

To reclassify current year mandatory transfers-in amounts to revenue.

If the Fund is a Fund of a Component Unit:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
147	Due from Primary Government	XXX	
XXX	Revenue (by GAAP account number)		XXX

To record the due from primary government for transfer-like type mandatory transfers.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
565	Operating Transfers-In	XXX	
XXX	Revenue (by GAAP account number)		XXX

To reclassify current year mandatory transfers-in amounts to revenues.

2. MANDATORY TRANSFERS (continued):

If the fund is a Primary Government Governmental Fund or a Fund of a Component Unit:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
220	Deferred Revenue		XXX

To adjust for unavailable revenue not expected to be received during lapse period.

The following entry must be made by the Agency to Form SCO-546:

Account Number	Account Name	Debit	Credit
220	Deferred Revenue	XXX	
XXX	Revenue (by GAAP account number)		XXX

To reclassify unavailable deferred revenue to revenue.

DUE TO OR DEFERRED REVENUE ENTRIES

If the amount is **due to** or **deferred revenue** instead of a **due from** one of the following entries will be necessary:

If Deferred Revenue:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
220	Deferred Revenue		XXX

To record deferred revenue for amounts to be expended in a subsequent year.

If Due to Other Funds:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
214	Due to Other Funds		XXX

To record the due to other funds for amounts to be returned to the grantor.

CONTENTS

Refer to Exhibit 27.20.67-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which the form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.

REFERENCE	CONTENTS
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter an identification number for the transaction.
(7)	Enter the appropriate transaction type. Enter (R) for internal reimbursement, (P) for third party reimbursement, (S) for payment for service, (T) for transfer or (L) for transfer-like. To ensure proper entries are being recorded, the system will **not** allow the following: (a) a transfer code (T) for a transaction between the primary government and a component unit or between a component unit and a different component unit; (b) a transfer code (T) for a transaction in which at least one fund is a fiduciary fund; (c) a transfer-like code (L) for a transaction between a primary government governmental or proprietary fund type and another primary government governmental or proprietary fund; or (d) a transfer-like code (L) for a transaction between two funds of the same component unit.
(8)	Enter the providing agency's official name.
(9)	Enter the providing agency's three-digit Comptroller assigned agency number.
(10)	Enter the four-digit Comptroller assigned fund number for the providing fund. If the fund is a fiduciary fund type, place an asterisk next to the fund number.
(11)	Enter the government type. Enter (P) if the providing agency is part of the primary government or (C) if the providing agency is a component unit. Refer to Summary of Agencies and Fund Classifications (SAMS Procedure 27.50.10) for government type.
(12)	Enter the four-digit Comptroller SAMS revenue source code from which the revenue will be reclassified. Refer to SAMS Procedure 25.50.10 for a listing of SAMS revenue source codes or the SAMS SB04 Monthly Receipt Status Report.

REFERENCE	CONTENTS
(13)	Enter the program name and a brief description.
(14)	Enter the Catalog of Federal Domestic Assistance (CFDA) number if federal assistance dollars were received.
(15)	Enter the Pass-Through Entity ID Number provided by the grantor agency, if applicable. This must be completed if federal assistance dollars were received, as indicated in (14).
(16)	Enter the amount of Prior Year Due From Other Funds (Due to Other Funds). Deferred Revenue should be identified with a double asterisk (**). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year SCO-567. The Comptroller's Office should be notified of any material discrepancies between the amounts reported and agency records.
(17)	Enter the amount of Prior Year Accounts Payable. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year SCO-567. The Comptroller's Office should be notified of any material discrepancies between the amounts reported and agency records. This field is not applicable to transaction types indicated as transfer (T) or transfer-like (L) in (7).
(18)	Enter the amount of Current Year Expenditures. This is July through June cash basis expenditures, which includes current fiscal year expenditures plus the prior fiscal year lapse period expenditures.
(19)	Enter the amount of Current Year Accounts Payable. This amount includes current year expenditures reported as accounts payable and other related liabilities on Form SCO-549. This field is not applicable to transaction types indicated as transfer (T) or transfer-like (L) in (7).

REFERENCE	CONTENTS
(20)	Enter the amount of Total Reimbursable Costs. If the transaction was reported as an internal reimbursement (R), third party reimbursement (P) or payment for service (S) type transaction in (7), subtract (17) from the sum of (18) and (19), and enter the result. If the transaction was reported as a transfer or transfer-like transaction in (7), enter the amount reported in (18).
(21)	Enter the amount of Refunds Paid to Grantor of Prior Year Due to. These are amounts related to a prior year due to other funds that were paid to the grantor agency.
(22)	Enter the amount of Receipts During Current Year per agency records. This amount includes current year receipts from the providing agency for all agency activity transactions including in-transit items. For SAMS Mandatory Transfers, this amount will be completed by the Comptroller's Office.
(23)	The system will calculate the amount of Current Year Due From Other Funds (Due To Other Funds). Subtract (22) from the sum of (16), (20) and (21) and enter the result. Deferred Revenue should be identified with a double asterisk (**).
(24)	Enter the amount of estimated Receipts During Lapse Period for the interfund transaction. This field is not applicable to transactions between two primary government agencies or between two funds of the same component unit. Refer to Summary of Agencies and Fund Classifications (SAMS Procedure 27.50.10) for government type.
(25)	Subtract (24) from (23) and enter the result. This field is not applicable to transactions between two primary government funds or between two funds of the same component unit. Refer to Summary of Agencies and Fund Classifications (SAMS Procedure 27.50.10) for government type. An amount recorded will require a journal entry on Form SCO-546.

REFERENCE	CONTENTS
(26)	Enter the amount of Amounts to Subrecipients. This is the amount granted to external subrecipients, if any, from federal assistance. OMB Circular A-133 defines a subrecipient as a non-federal entity expending federal awards received from a pass-through entity to carry out a federal program. For statewide purposes, subrecipient does not include entities qualifying as part of the primary government.
(27)	Enter the sum of all primary government governmental or proprietary funds internal reimbursement transactions (R in (7)) for each respective column for agency activity and enter the result. If the grantee fund is a fiduciary fund, no amounts should be reported. If the grantee fund is a fund of a component unit, only internal reimbursement transactions with other funds of the same component unit should be reported.
(28)	Enter the sum of all primary government governmental or proprietary fund third party reimbursement transactions (P in (7)) for each respective column for agency activity and enter the result. If the grantee fund is a fiduciary fund, no amounts should be reported. If the grantee fund is a fund of a component unit, only third party reimbursement transactions with other funds of the same component unit should be reported.
(29)	Enter the sum of all primary government governmental or proprietary funds payment for service transactions (S in (7)) for each respective column for agency activity and enter the result. If the grantee fund is a fiduciary fund, no amounts should be reported. If the grantee fund is a fund of a component unit, only payment for service transactions with other funds of the same component unit should be reported.
(30)	Enter the sum of all primary government governmental or proprietary funds transfer transactions (T in (7)) for each respective column for agency activity and enter the result. If the grantee fund is a fiduciary fund, no amounts should be reported. If the grantee fund is a fund of a component unit, only transfer transactions with other funds of the same component unit should be reported.

REFERENCE	CONTENTS
(31)	Enter the sum of all fiduciary transactions for each respective column for agency activity and enter the result. If the grantee fund is a primary government governmental or proprietary fund, all agency activity transactions with fiduciary funds (* next to fund number in (10)) should be reported. If the grantee fund is a fiduciary fund, all agency activity transactions with other funds of the primary government should be reported. If the grantee fund is a fund of a component unit, no amounts should be reported.
(32)	Enter the sum of all component unit transactions for the column for agency activity and enter the result. If the grantee fund is a primary government governmental, proprietary or fiduciary fund, all agency activity transactions with component units (C in (11) should be reported. If the grantee fund is a fund of a component unit, all agency activity transactions with funds other than the funds of the component unit should be reported.
(33)	Enter the sum of all primary government governmental or proprietary funds internal reimbursement transactions (R in (7)) for each respective column for mandatory transfers and enter the result. If the grantee fund is a fiduciary fund, no amounts should be reported. If the grantee fund is a fund of a component unit, only internal reimbursement mandatory transfers with other funds of the same component unit should be reported.
(34)	Enter the sum of all primary government governmental or proprietary fund third party reimbursement transactions (P in (7)) for each respective column for mandatory transfers and enter the result in the respective columns. If the grantee fund is a fiduciary fund, no amounts should be reported. If the grantee fund is a fund of a component unit, only third party reimbursement mandatory transfers with other funds of the same component unit should be reported.

REFERENCE	CONTENTS
(35)	Enter the sum of all primary government governmental or proprietary funds payment for service transactions (S in (7)) for each respective column for mandatory transfers and enter the result. If the grantee fund is a fiduciary fund, no amounts should be reported. If the grantee fund is a fund of a component unit, only payment for service mandatory transfers with other funds of the same component unit should be reported.
(36)	Enter the sum of all primary government governmental or proprietary funds transfer transactions (T in (7)) for each respective column for mandatory transfers and enter the result. If the grantee fund is a fiduciary fund, no amounts should be reported. If the grantee fund is a fund of a component unit, only mandatory transfers with other funds of the same component unit should be reported.
(37)	Enter the sum of all fiduciary transactions for each respective column for mandatory transfers and enter the result. If the grantee fund is a primary government governmental or proprietary fund, all mandatory transfer transactions with fiduciary funds (* next to fund number in (10)) should be reported. If the grantee fund is a fiduciary fund, all mandatory transfers with other funds of the primary government should be reported. If the grantee fund is a fund of a component unit, no amounts should be reported.
(38)	Enter the sum of all component unit transactions for each respective column for mandatory transfers and enter the result. If the grantee fund is a primary government governmental, proprietary or fiduciary fund, all mandatory transfer transactions with component units (C in (11) should be reported. If the grantee fund is a fund of a component unit, all mandatory transfers with funds other than the funds of the component unit should be reported.
(39)	Enter the sum of (27) and (33).
(40)	Enter the sum of (28) and (34).
(41)	Enter the sum of (29) and (35).

REFERENCE	CONTENTS
(42)	Enter the sum of (30) and (36).
(43)	Enter the sum of (31) and (37).
(44)	Enter the sum of (32) and (38).

State of Illinois
Interfund Activity-Grantee Agency
June 30, 20 _____
(All Amounts to Nearest Thousand)

Agency _____
Agency # _____
Fund Name _____
Fund # _____

ID	Transaction Type	Providing Agency Name	Agency #	Fund #	Government Type P/C	SAMS Revenue Source	Program Name/Description	CFDA #	Pass-through Entity ID	(+/-) PY Due From Other Funds (Liability)	(-) PY Accounts Payable	(+) CY Expenditures
Agency Activity												
Total Governmental/Proprietary Funds Internal Reimbursement Transactions												
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions												
Total Governmental/Proprietary Funds Payment for Service Transactions												
Total Governmental/Proprietary Funds Transfers												
Total Fiduciary Fund Transactions												
Total Component Unit Transactions												
SAMS Mandatory Transfers												
Total Governmental/Proprietary Funds Internal Reimbursement Transactions												
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions												
Total Governmental/Proprietary Funds Payment for Service Transactions												
Total Governmental/Proprietary Funds Transfers												
Total Fiduciary Fund Transactions												
Total Component Unit Transactions												
Total All Governmental/Proprietary Funds Internal Reimbursement Transactions												
Total All Governmental/Proprietary Funds Third Party Reimbursement Transactions												
Total All Governmental/Proprietary Funds Payment for Service Transactions												
Total All Governmental/Proprietary Funds Transfers												
Total All Fiduciary Fund Transactions												
Total All Component Unit Transactions												

State of Illinois
Interfund Activity-Grantee Agency
June 30, 20
(All Amounts to Nearest Thousand)

Agency
Agency #
Fund Name
Fund #

ID		(+) CY Accounts Payable	(+) Total Reimbursable Costs	(+) Refunds Paid to Grantor of PY Due to	(-) Receipts During CY	(+/-) CY Due From Other Funds (Liability)	(-) Receipts During Lapse Period	Deferred Revenue	Amounts to Subrecipients
Agency Activity									
Total Governmental/Proprietary Funds Internal Reimbursement Transactions									
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions									
Total Governmental/Proprietary Funds Payment for Service Transactions									
Total Governmental/Proprietary Funds Transfers									
Total Fiduciary Fund Transactions									
Total Component Unit Transactions									
SAMS Mandatory Transfers									
Total Governmental/Proprietary Funds Internal Reimbursement Transactions									
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions									
Total Governmental/Proprietary Funds Payment for Service Transactions									
Total Governmental/Proprietary Funds Transfers									
Total Fiduciary Fund Transactions									
Total Component Unit Transactions									
Total All Governmental/Proprietary Funds Internal Reimbursement Transactions									
Total All Governmental/Proprietary Funds Third Party Reimbursement Transactions									
Total All Governmental/Proprietary Funds Payment for Service Transactions									
Total All Governmental/Proprietary Funds Transfers									
Total All Fiduciary Fund Transactions									
Total All Component Unit Transactions									

State of Illinois
Interfund Activity-Grantee Agency
June 30, 20 (1)
(All Amounts to Nearest Thousand)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

ID	Transaction Type	Providing Agency Name	Agency #	Fund #	Government Type P/C	SAMS Revenue Source	Program Name/Description	CFDA #	Pass-through Entity ID	(+/-) PY Due From Other Funds (Liability)	(-) PY Accounts Payable	(+) CY Expenditures
Agency Activity												
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

	(+/-) PY Due From Other Funds (Liability)	(-) PY Accounts Payable	(+) CY Expenditures
Total Governmental/Proprietary Funds Internal Reimbursement Transactions	(27)	(27)	(27)
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions	(28)	(28)	(28)
Total Governmental/Proprietary Funds Payment for Service Transactions	(29)	(29)	(29)
Total Governmental/Proprietary Funds Transfers	(30)	(30)	(30)
Total Fiduciary Fund Transactions	(31)	(31)	(31)
Total Component Unit Transactions	(32)	(32)	(32)

SAMS Mandatory Transfers

ID	Transaction Type	Providing Agency Name	Agency #	Fund #	Government Type P/C	SAMS Revenue Source	Program Name/Description	CFDA #	Pass-through Entity ID	(+/-) PY Due From Other Funds (Liability)	(-) PY Accounts Payable	(+) CY Expenditures
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

	(+/-) PY Due From Other Funds (Liability)	(-) PY Accounts Payable	(+) CY Expenditures
Total Governmental/Proprietary Funds Internal Reimbursement Transactions	(33)	(33)	(33)
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions	(34)	(34)	(34)
Total Governmental/Proprietary Funds Payment for Service Transactions	(35)	(35)	(35)
Total Governmental/Proprietary Funds Transfers	(36)	(36)	(36)
Total Fiduciary Fund Transactions	(37)	(37)	(37)
Total Component Unit Transactions	(38)	(38)	(38)

	(+/-) PY Due From Other Funds (Liability)	(-) PY Accounts Payable	(+) CY Expenditures
Total All Governmental/Proprietary Funds Internal Reimbursement Transactions	(39)	(39)	(39)
Total All Governmental/Proprietary Funds Third Party Reimbursement Transactions	(40)	(40)	(40)
Total All Governmental/Proprietary Funds Payment for Service Transactions	(41)	(41)	(41)
Total All Governmental/Proprietary Funds Transfers	(42)	(42)	(42)
Total All Fiduciary Fund Transactions	(43)	(43)	(43)
Total All Component Unit Transactions	(44)	(44)	(44)

State of Illinois
Interfund Activity-Grantee Agency
June 30, 20 (1)
(All Amounts to Nearest Thousand)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

ID		(+) CY Accounts Payable	(+) Total Reimbursable Costs	(+) Refunds Paid to Grantor of PY Due to	(-) Receipts During CY	(+/-) CY Due From Other Funds (Liability)	(-) Receipts During Lapse Period	Deferred Revenue	Amounts to Subrecipients
Agency Activity									
(6)		(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
Total Governmental/Proprietary Funds Internal Reimbursement Transactions		(27)	(27)	(27)	(27)	(27)	(27)	(27)	(27)
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions		(28)	(28)	(28)	(28)	(28)	(28)	(28)	(28)
Total Governmental/Proprietary Funds Payment for Service Transactions		(29)	(29)	(29)	(29)	(29)	(29)	(29)	(29)
Total Governmental/Proprietary Funds Transfers		(30)	(30)	(30)	(30)	(30)	(30)	(30)	(30)
Total Fiduciary Fund Transactions		(31)	(31)	(31)	(31)	(31)	(31)	(31)	(31)
Total Component Unit Transactions		(32)	(32)	(32)	(32)	(32)	(32)	(32)	(32)
SAMS Mandatory Transfers									
(6)		(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
Total Governmental/Proprietary Funds Internal Reimbursement Transactions		(33)	(33)	(33)	(33)	(33)	(33)	(33)	(33)
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions		(34)	(34)	(34)	(34)	(34)	(34)	(34)	(34)
Total Governmental/Proprietary Funds Payment for Service Transactions		(35)	(35)	(35)	(35)	(35)	(35)	(35)	(35)
Total Governmental/Proprietary Funds Transfers		(36)	(36)	(36)	(36)	(36)	(36)	(36)	(36)
Total Fiduciary Fund Transactions		(37)	(37)	(37)	(37)	(37)	(37)	(37)	(37)
Total Component Unit Transactions		(38)	(38)	(38)	(38)	(38)	(38)	(38)	(38)
Total All Governmental/Proprietary Funds Internal Reimbursement Transactions		(39)	(39)	(39)	(39)	(39)	(39)	(39)	(39)
Total All Governmental/Proprietary Funds Third Party Reimbursement Transactions		(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)
Total All Governmental/Proprietary Funds Payment for Service Transactions		(41)	(41)	(41)	(41)	(41)	(41)	(41)	(41)
Total All Governmental/Proprietary Funds Transfers		(42)	(42)	(42)	(42)	(42)	(42)	(42)	(42)
Total All Fiduciary Fund Transactions		(43)	(43)	(43)	(43)	(43)	(43)	(43)	(43)
Total All Component Unit Transactions		(44)	(44)	(44)	(44)	(44)	(44)	(44)	(44)

INTERFUND ACTIVITY-GRANTOR AGENCY (SCO-568)

PURPOSE

The Interfund Activity-Grantor Agency Form (Exhibit 27.20.68-A) has several purposes: to provide receivable and liability adjustments relating to transactions with other State funds, to provide mandatory transfer documentation and to determine entries necessary to the GAAP Trial Balance Forms. Data collected on Form SCO-568 also assists in the preparation of the Schedule of Federal Awards (SEFA) for the primary government portion of the State of Illinois' Reporting Entity. In addition, Form SCO-568 captures all non-internal service, non-pension trust and non-university fund activity. Internal service and pension trust fund activity is only captured for transfers while university activity is only captured for SEFA reporting. Interfund transactions consist of internal reimbursements, third party reimbursements, payments for services, transfers and transfer-like activities. Furthermore, such transactions are broken down and summarized on the form reporting the activity between:

- Governmental and proprietary funds within the primary government with other governmental and proprietary funds within the primary government.
- Governmental, proprietary and fiduciary funds within the primary government or component units with fiduciary funds within the primary government.
- Governmental and proprietary funds within the primary government with component units.
- Component unit within the same component unit.
- Component units with other component units.

When applicable, this form will be completed annually by the Comptroller's Office and sent to the agency for review and approval. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Interfund Activity-Grantor Agency Form will be completed by the Comptroller's Office for all funds recording fiscal year activity that included transactions with other funds except as noted above. Interfund transactions must be reviewed to determine whether transactions represent internal reimbursements, third party reimbursements, payments for services, transfers or transfer-like activities. For guidelines on determining the proper categorization of interfund reimbursement,

interfund services provided or used or interfund transfer transactions, refer to SAMS Procedure 05.50.01. Transfer-like activity is a transaction between the primary government and a component unit, between component units or involving a fiduciary fund in which the activity is not a reimbursement for services provided.

All amounts reported on this form will be rounded to the nearest thousand. Where a line or column does not apply, it will be left blank. For Interfund Activity-Grantor Agency Forms completed electronically, this form will automatically calculate certain fields.

INSTRUCTIONS

Information reported on Form SCO-568 is generated by the Comptroller's Office from information reported on Form SCO-567. The agency must review the information reported on Form SCO-568 for accuracy and indicate the amounts reported agree to agency records. The Comptroller's Office should be notified of any material discrepancies between the amounts reported and agency records.

Mandatory transfers made during the fiscal year are reflected in the bottom section of the form. The amounts disbursed during the fiscal year should agree to the amount reported in the transfers-out account in the Agency Records (SCO-517, 522 or 527) or Balance per SAMS (SCO-512) column of the Trial Balance. Mandatory transfers must be categorized by transaction type; therefore, reclassification may be necessary. Mandatory transfers **must** be reviewed to determine whether transactions represent internal reimbursements, third party reimbursements, payments for services, transfers or transfer-like activities. Any accruals related to mandatory transfers must be reported on this form and standard journal entries should be recorded.

Interfund transactions meeting the transfer criteria and involving one or more agency funds require special reporting. SAMS Procedure 27.50.50 identifies mandatory transfers involving agency funds. These transactions should be reported on Form SCO-568 by the agency assigned responsibility. Special journal entries are required for these transactions since agency funds require a balance sheet only for financial reporting purposes (i.e., no transfers-in/out are recorded). If the agency fund is the grantee, the grantor must reclassify (SCO-547) the transfers made during the year to the appropriate expenditure (expense) report account (e.g., education, transportation, etc.). Accrual amounts should be posted as adjustments (SCO-548) impacting balance sheet accounts for the agency fund and both balance sheet and expenditure (expense) accounts for the grantor fund.

STANDARD JOURNAL ENTRIES

The purpose of the following entries is to record the various reclassifications and adjustments resulting from completion of this form. The entries identified below are based on the type of transaction. There are two general interfund activities reported on Form SCO-568. They are as follows:

1. Agency Activity
2. SAMS Mandatory Transfers

Within each of the two activities reported on Form SCO-568, there are four types of transactions. Those transaction types are as follows:

- Internal Reimbursements, (**Interfund reimbursement** transactions to other funds of the State or of the same component unit),
- Third Party Reimbursements (**Interfund reimbursement** transactions to other funds of the State in which the other fund is reimbursed through a grant or contract by a third party),
- Payments for Services (**Interfund service used**),
- Transfers (**Interfund transfers** between a primary government governmental or proprietary fund and a primary government governmental or proprietary fund or between a fund of a component unit and a fund of the same component unit) and
- Transfer-like (**Interfund transfers** between a primary government governmental, proprietary or fiduciary fund and a primary government fiduciary fund; a primary government governmental, proprietary or fiduciary fund and a component unit; or between a fund of a component unit and a fund of a different component unit which has the characteristics of a interfund transfer).

GASB 34 requires these types of transactions to be recorded differently on each fund's trial balance based on the respective transaction type. See SAMS Procedure 05.50.01 for a definition of the bolded terms above. All entries shown assume a due to other funds scenario will result. If a due from other funds or a deferred revenue scenario results, see page 15 of these instructions for guidance.

1. AGENCY ACTIVITY:

Activity is an **Internal Reimbursement** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit.

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
215	Due to Other Funds		XXX

To record the due to other funds for internal reimbursement type transactions.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
XXX	Expenditures (Expenses) (by GAAP account number)		XXX

To record internal reimbursement transactions.

1. AGENCY ACTIVITY (continued):

Activity is an **Internal Reimbursement**, **Third Party Reimbursement** or **Payment for Service** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Primary Government Fiduciary Fund, or

a **Third Party Reimbursement** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit, or

a **Payment for Service** and is between

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit, or

Transfer-like and is between;

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Primary Government Fiduciary Fund.

If the Fund is a Governmental, Proprietary, Fiduciary non-Agency or a Component Unit Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
215	Due to Other Funds		XXX

To record the due to other funds for internal reimbursement (or third party reimbursement or payment for service or transfer-like) type transactions.

1. AGENCY ACTIVITY (continued):

If the Fund is a Fiduciary Agency Fund:

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
1XX	Receivable (by GAAP account number)	XXX	
215	Due to Other Funds		XXX

To record due to other funds and the proper corresponding receivable.

Activity is an **Internal Reimbursement, Third Party Reimbursement, Payment for Service** or **Transfer-like** and is between:

- two different Component Units, or

an **Internal Reimbursement**, **Third Party Reimbursement** or **Payment for Service** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Fund of a Component Unit.

If the fund is a Primary Government Governmental, Proprietary, Fiduciary non-Agency or a Component Unit Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
216	Due to Component Units		XXX

To record the due to component units for internal reimbursement (or third party reimbursement or payment for service or transfer-like) type transactions.

1. AGENCY ACTIVITY (continued):

If the Fund is a Fiduciary Agency Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
1XX	Receivable (by GAAP account number)	XXX	
216	Due to Component Units		XXX

To record the due to component units and the proper and the proper corresponding liability.

Activity is a **Transfer** between

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit.

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
570	Operating Transfers-Out	XXX	
215	Due to Other Funds		XXX

To record the due to other funds for transfer type transactions.

1. AGENCY ACTIVITY (continued):

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
570	Operating Transfers-Out	XXX	
XXX	Expenditures (Expenses) (by GAAP account number)		XXX

To reclassify current year expenditures to transfers-out.

Activity is **Transfer-like** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Fund of a Component Unit.

If the Fund is a Primary Government Governmental, Proprietary or Fiduciary Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
216	Due to Component Units		XXX

To record the due to component unit for transfer-like transactions.

1. AGENCY ACTIVITY (continued):

If the Fund is a Fund of a Component Unit:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
217	Due to Primary Government		XXX

To record the due to primary government for transfer-like transactions.

2. MANDATORY TRANSFERS

Activity is a **Mandatory Transfer** and is an **Internal Reimbursement** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit.

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
214	Due to Other Funds		XXX

To record the due to other funds for internal reimbursement type mandatory transfers.

2. MANDATORY TRANSFERS (continued):

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
570	Operating Transfers-Out		XXX

To reclassify current year mandatory transfers to reflect reimbursement type mandatory transfers.

Activity is a **Mandatory Transfer** and is an **Internal Reimbursement**, **Third Party Reimbursement** or **Payment for Service** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Primary Government Fiduciary Fund, or

a **Mandatory Transfer** and is a **Third Party Reimbursement** and is between;

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit, or

a **Mandatory Transfer** and is a **Payment for Service** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit, or

a **Mandatory Transfer** and is **Transfer-like** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Primary Government Fiduciary Fund.

2. MANDATORY TRANSFERS (continued):

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
215	Due to Other Funds		XXX

To record the due to other funds for internal reimbursement (or third party reimbursement or payment for service or transfer-like) type mandatory transfers.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
570	Operating Transfers-Out		XXX

To reclassify current year mandatory transfers-out amounts to expenditures (expenses).

If the Fund is a Fiduciary Agency Fund:

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
1XX	Receivable (by GAAP account number)	XXX	
215	Due to Other Funds		XXX

To record due to other funds and the proper corresponding receivable.

2. MANDATORY TRANSFERS (continued):

Activity is a **Mandatory Transfer** and is an **Internal Reimbursement, Third Party Reimbursement, Payment for Service** or **Transfer-like** and is between:

- two different Component Units, or

a **Mandatory Transfer** and is an **Internal Reimbursement**, **Third Party Reimbursement** or **Payment for Service** and is between:

- a Primary Government Governmental Proprietary or Fiduciary Fund and a Fund of a Component Unit.

If the Fund is a Primary Government Governmental, Proprietary, Fiduciary non-Agency or a Component Unit Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
216	Due to Component Units		XXX

To record the due to component units for internal reimbursement (or third party or payment for service or transfer-like) type mandatory transfers.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses)(by GAAP report account)	XXX	
570	Operating Transfers-Out		XXX

To reclassify current year mandatory transfers-out amounts to expenditures.

2. MANDATORY TRANSFERS (continued):

If the Fund is a Fiduciary Agency Fund:

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
1XX	Receivable (by GAAP account number)	XXX	
216	Due to Component Units		XXX

To record the due to component units and the proper corresponding liability.

Activity is a **Mandatory Transfer** and is a **Transfer** and is between:

- two Primary Government Governmental Funds, or
- two Primary Government Proprietary Funds, or
- a Primary Government Governmental Fund and a Primary Government Proprietary Fund, or
- two Funds of the same Component Unit.

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
570	Operating Transfers-Out	XXX	
215	Due to Other Funds		XXX

To record the due to other funds for mandatory transfers.

2. MANDATORY TRANSFERS (continued):

Activity is a **Mandatory Transfer** and is **Transfer-like** and is between:

- a Primary Government Governmental, Proprietary or Fiduciary Fund and a Fund of a Component Unit.

If the Fund is a Primary Government Governmental, Proprietary or Fiduciary Fund:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
216	Due to Component Units		XXX

To record the due to component unit for transfer-like type mandatory transfers.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
570	Operating Transfers-Out		XXX

To reclassify the current year mandatory transfers-out amounts to expenditures (expense).

2. MANDATORY TRANSFERS (continued):

If the Fund is a Fund of a Component Unit:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
217	Due to Primary Government		XXX

To record the due to primary government for transfer-like type mandatory transfers.

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
XXX	Expenditures (Expenses) (by GAAP account number)	XXX	
570	Operating Transfers-Out		XXX

To reclassify current year mandatory transfers-out amounts to expenditures (expenses).

DUE FROM OR DEFERRED REVENUE ENTRIES

If the amount is **due from** or **deferred revenue** instead of a **due to** one of the following entries will be necessary:

If Deferred Revenue:

The following entry will be made by the Comptroller's Office to Form SCO-547:

Account Number	Account Name	Debit	Credit
XXX	Revenue (by GAAP account number)	XXX	
XXX	Expenditures (expenses) (by GAAP account number)		XXX

To record deferred revenue for amounts received in advance.

If Due from Other Funds:

The following entry will be made by the Comptroller's Office to Form SCO-548:

Account Number	Account Name	Debit	Credit
141	Due from Other Funds	XXX	
XXX	Expenditures (Expenses) (by GAAP account number)		XXX

To record the due from other funds for amounts to be returned from the grantee.

CONTENTS

Refer to Exhibit 27.20.68-B.

NOTE: ALL AMOUNTS WILL BE GENERATED FROM INFORMATION REPORTED ON FORM SCO-567.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which the form is being completed.

REFERENCE	CONTENTS
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter an identification number for the transaction.
(7)	Enter the appropriate transaction type for the transaction. See SAMS Procedure 27.20.67 page 20 for transaction type descriptions.
(8)	Enter the recipient agency name. The CW950P, Fund/Vendor report should be reviewed to ensure all required interfund payments made to other state agencies have been identified.
(9)	Enter the recipient agency's three digit Comptroller assigned agency number.
(10)	Enter the four digit Comptroller assigned fund number for the recipient agency. If the fund is a fiduciary fund type, place an asterisk next to the fund number.
(11)	Enter the government type. Enter (P) if the recipient agency is part of the primary government or (C) if the recipient agency is a component unit. Refer to Summary of Agencies and Fund Classifications (SAMS Procedure 27.50.10) for government type.
(12)	Enter the program name and a brief description.
(13)	Enter the Catalog of Federal Domestic Assistance (CFDA) number if federal assistance dollars were subgranted/contracted.
(14)	Enter the Pass-Through Entity ID Number assigned to the subgrant/contract, if applicable.

REFERENCE	CONTENTS
(15)	Enter the amount of current year (CY) expenditures per agency records for each subgrant/contract for the current fiscal year including the prior year lapse period disbursements that were not recorded as liabilities in the previous year (reserve for encumbrances).
(16)	Enter the amount of prior year (PY) due from other funds (liability) from the amount reported on the prior year Form SCO-568. Deferred revenue will be identified with a double asterisk (**). The Comptroller's Office should be notified of any material discrepancies between the amounts reported and agency records.
(17)	Enter the amount of CY due from other funds (liability). Deferred revenue will be identified with a double asterisk (**).
(18)	Enter the amount of refunds paid to grantor of PY due from other funds.
(19)	Subtract (18) from the sum of (15) through (17) and enter the result.
(20)	Enter the sum of all primary government governmental or proprietary funds internal reimbursement transactions (R in (7)) for each respective column for agency activity and enter the result. If the grantor fund is a fiduciary fund, no amounts should be reported. If the grantor fund is a fund of a component unit, only internal reimbursement transactions with other funds of the same component unit should be reported.
(21)	Enter the sum of all primary government governmental or proprietary funds third party reimbursement transactions (P in (7)) for each respective column for agency activity and enter the result. If the grantor fund is a fiduciary fund, no amounts should be reported. If the grantor fund is a fund of a component unit, only third party reimbursement transactions with other funds of the same component unit should be reported.

REFERENCE	CONTENTS
(22)	Enter the sum of all primary government governmental or proprietary funds payment for service transactions (S in (7)) for each respective column for agency activity and enter the result. If the grantor fund is a fiduciary fund, no amounts should be reported. If the grantor fund is a fund of a component unit, only payment for service transactions with other funds of the same component unit should be reported.
(23)	Enter the sum of all primary government governmental or proprietary funds transfer transactions (T in (7)) for each respective column for agency activity and enter the result. If the grantor fund is a fiduciary fund, no amounts should be reported. If the grantor fund is a fund of a component unit, only transfer transactions with other funds of the same component unit should be reported.
(24)	Enter the sum of all fiduciary transactions for the column for agency activity and enter the result in the respective columns. If the grantor fund is a primary government governmental or proprietary fund, all agency activity transactions with fiduciary funds (* next to fund number in (10)) should be reported. If the grantor fund is a fiduciary fund, all agency activity transactions with other funds of the primary government should be reported. If the grantor fund is a fund of a component unit, no amounts should be reported.
(25)	Enter the sum of all component unit transactions for the column for agency activity and enter the result in the respective columns. If the grantor fund is a primary government governmental, proprietary or fiduciary fund, all agency activity transactions with component units (C in (11) should be reported. If the grantor fund is a fund of a component unit, all agency activity transactions with funds other than the funds of the component unit should be reported.

REFERENCE	CONTENTS
(26)	Enter the sum of all primary government governmental or proprietary funds internal reimbursement transactions (R in (7)) for each respective column for mandatory transfers and enter the result. If the grantor fund is a fiduciary fund, no amounts should be reported. If the grantor fund is a fund of a component unit, only internal reimbursement mandatory transfer transactions with other funds of the same component unit should be reported.
(27)	Enter the sum of all primary government governmental or proprietary funds third party reimbursement transactions (P in (7)) for each respective column for mandatory transfers and enter the result. If the grantor fund is a fiduciary fund, no amounts should be reported. If the grantor fund is a fund of a component unit, only third party reimbursement mandatory transfer transactions with other funds of the same component unit should be reported.
(28)	Enter the sum of all primary government governmental or proprietary funds payment for service transactions (S in (7)) for each respective column for mandatory transfers and enter the result. If the grantor fund is a fiduciary fund, no amounts should be reported. If the grantor fund is a fund of a component unit, only payment for service mandatory transfer transactions with other funds of the same component unit should be reported.
(29)	Enter the sum of all primary government governmental or proprietary funds transfer transactions (T in (7)) for each respective column for mandatory transfers and enter the result. If the grantor fund is a fiduciary fund, no amounts should be reported. If the grantor fund is a fund of a component unit, only mandatory transfer transactions with other funds of the same component unit should be reported.

REFERENCE	CONTENTS
(30)	Enter the sum of all fiduciary transactions for each respective column for mandatory transfers and enter the result. If the grantor fund is a primary government governmental or proprietary fund, all mandatory transfer transactions with fiduciary funds (* next to fund number in (10)) should be reported. If the grantor fund is a fiduciary fund, all mandatory transfer transactions with other funds of the primary government should be reported. If the grantor fund is a fund of a component unit, no amounts should be reported.
(31)	Enter the sum of all component unit transactions for each respective column for mandatory transfers and enter the result. If the grantor fund is a primary government governmental, proprietary or fiduciary fund, all mandatory transfer transactions with component units (C in (11) should be reported. If the grantor fund is a fund of a component unit, all mandatory transfer transactions with funds other than the funds of the component unit should be reported.
(32)	Enter the sum of (20) and (26).
(33)	Enter the sum of (21) and (27).
(34)	Enter the sum of (22) and (28).
(35)	Enter the sum of (23) and (29).
(36)	Enter the sum of (24) and (30).
(37)	Enter the sum of (25) and (31).

State of Illinois
Interfund Activity-Grantor Agency
June 30, 20 _____
(All Amounts to Nearest Thousand)

Agency _____
Agency # _____
Fund Name _____
Fund # _____

ID	Transaction Type	Recipient Agency Name	Agency #	Fund #	Government Type (P/C)	Program Name/Description	CFDA #	Pass-through Entity ID	(+) CY Expenditures	(+/-) PY Due From (Liability)	(+/-) (CY Due From) Liability	(-) Refunds of PY Due From	Total Activity
Agency Activity													

Total Governmental/Proprietary Funds Internal Reimbursement Transactions					
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions					
Total Governmental/Proprietary Funds Payment for Service Transactions					
Total Governmental/Proprietary Funds Transfers					
Total Fiduciary Fund Transactions					
Total Component Unit Transactions					

ID	Transaction Type	Recipient Agency Name	Agency #	Fund #	Government Type (P/C)	Program Name/Description	CFDA #	Pass-through Entity ID	(+) CY Expenditures	(+/-) PY Due From (Liability)	(+/-) (CY Due From) Liability	(-) Refunds of PY Due From	Total Activity
SAMS Mandatory Transfers													

Total Governmental/Proprietary Funds Internal Reimbursement Transactions					
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions					
Total Governmental/Proprietary Funds Payment for Service Transactions					
Total Governmental/Proprietary Funds Transfers					
Total Fiduciary Fund Transactions					
Total Component Unit Transactions					

Total All Governmental/Proprietary Funds Internal Reimbursement Transactions					
Total All Governmental/Proprietary Funds Third Party Reimbursement Transactions					
Total All Governmental/Proprietary Funds Payment for Service Transactions					
Total All Governmental/Proprietary Funds Transfers					
Total All Fiduciary Fund Transactions					
Total All Component Unit Transactions					

State of Illinois
Interfund Activity-Grantor Agency
June 30, 20 (1)
(All Amounts to Nearest Thousand)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

ID	Transaction Type	Recipient Agency Name	Agency #	Fund #	Government Type (P/C)	Program Name/Description	CFDA #	Pass-through Entity ID	(+) CY Expenditures	(+/-) PY Due From (Liability)	(+/-) (CY Due From) Liability	(-) Refunds of PY Due From	Total Activity
Agency Activity													
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

	(+) CY Expenditures	(+/-) PY Due From (Liability)	(+/-) (CY Due From) Liability	(-) Refunds of PY Due From	Total Activity
Total Governmental/Proprietary Funds Internal Reimbursement Transactions	(20)	(20)	(20)	(20)	(20)
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions	(21)	(21)	(21)	(21)	(21)
Total Governmental/Proprietary Funds Service Transactions	(22)	(22)	(22)	(22)	(22)
Total Governmental/Proprietary Funds Transfers	(23)	(23)	(23)	(23)	(23)
Total Fiduciary Fund Transactions	(24)	(24)	(24)	(24)	(24)
Total Component Unit Transactions	(25)	(25)	(25)	(25)	(25)

ID	Transaction Type	Recipient Agency Name	Agency #	Fund #	Government Type (P/C)	Program Name/Description	CFDA #	Pass-through Entity ID	(+) CY Expenditures	(+/-) PY Due From (Liability)	(+/-) (CY Due From) Liability	(-) Refunds of PY Due From	Total Activity
SAMS Mandatory Transfers													
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

	(+) CY Expenditures	(+/-) PY Due From (Liability)	(+/-) (CY Due From) Liability	(-) Refunds of PY Due From	Total Activity
Total Governmental/Proprietary Funds Internal Reimbursement Transactions	(26)	(26)	(26)	(26)	(26)
Total Governmental/Proprietary Funds Third Party Reimbursement Transactions	(27)	(27)	(27)	(27)	(27)
Total Governmental/Proprietary Funds Service Transactions	(28)	(28)	(28)	(28)	(28)
Total Governmental/Proprietary Funds Transfers	(29)	(29)	(29)	(29)	(29)
Total Fiduciary Fund Transactions	(30)	(30)	(30)	(30)	(30)
Total Component Unit Transactions	(31)	(31)	(31)	(31)	(31)

	(+) CY Expenditures	(+/-) PY Due From (Liability)	(+/-) (CY Due From) Liability	(-) Refunds of PY Due From	Total Activity
Total All Governmental/Proprietary Funds Internal Reimbursement Transactions	(32)	(32)	(32)	(32)	(32)
Total All Governmental/Proprietary Funds Third Party Reimbursement Transactions	(33)	(33)	(33)	(33)	(33)
Total All Governmental/Proprietary Funds Service Transactions	(34)	(34)	(34)	(34)	(34)
Total All Governmental/Proprietary Funds Transfers	(35)	(35)	(35)	(35)	(35)
Total All Fiduciary Fund Transactions	(36)	(36)	(36)	(36)	(36)
Total All Component Unit Transactions	(37)	(37)	(37)	(37)	(37)

CHANGES IN ASSETS AND LIABILITIES AGENCY FUNDS (SCO-576)

PURPOSE

The purpose of the Changes in Assets and Liabilities Agency Funds Form (Exhibit 27.20.76-A) is to provide the gross additions and deletions to balance sheet accounts for the current year.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Changes in Assets and Liabilities Agency Funds Form must be completed for all funds classified as an agency fund according to the Comptroller's Office. Refer to Summary of Agencies and Fund Classification (Procedure 27.50.10) to obtain fund classification.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Form SCO-576 is a reconciliation of beginning and ending balances for each asset and liability account. Amounts from the prior year trial balance should be used as the beginning of year balances. There are two approaches to calculating current year additions and deletions. The preferred approach is to report additions and deletions as gross amounts. This approach requires total activity in an account during the year to be accumulated and reported. If the gross amounts are not available, additions and deletions may be reported as net amounts. This approach requires prior year balances to be reported as deletions for the current year and current year balances to be reported as additions for the current year.

CONTENTS

Refer to Exhibit 27.20.76-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the balance at June 30, Prior Year (in thousands) for each asset account. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.
(7)	Enter the amount of additions for each asset account.
(8)	Enter the amount of deletions for each asset account.
(9)	Subtract (8) from the sum of (6) and (7) and enter the result.
(10)	Sum all amounts reported in (6) and enter the result.
(11)	Sum all amounts reported in (7) and enter the result.
(12)	Sum all amounts reported in (8) and enter the result.
(13)	Sum all amounts reported in (9) and enter the result. This amount must agree to the sum of (10) and (11) less (12).

REFERENCE	CONTENTS
(14)	Enter the Balance at June 30, Prior Year (in thousands) for each liability account. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year final year-end reporting package.
(15)	Enter the amount of additions for each liability account.
(16)	Enter the amount of deletions for each liability account.
(17)	Subtract (16) from the sum of (14) and (15) and enter the result.
(18)	Sum all amounts reported in (14) and enter the result.
(19)	Sum all amounts reported in (15) and enter the result.
(20)	Sum all amounts reported in (16) and enter the result.
(21)	Sum all amounts reported in (17) and enter the result. This amount must agree to the sum of (18) and (19) less (20).

State of Illinois
Changes in Assets and Liabilities
Agency Funds
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand Balance At June 30, Prior Year	Additions	Deletions	Balance At June 30, Current Year
	Assets				
105	Cash and Cash Equivalents	$	$	$	$
111	Investments, Net				
125	Taxes Receivable, Net				
130	Intergovernmental Receivables, Net				
137	Other Receivables, Net				
141	Due from Other Funds				
144	Due from Component Units				
147	Due from Primary Government				
150	Inventories				
151	Prepaid Expenses				
154	Loans and Notes Receivable, Net				
159	Restricted Assets				
175	Other Assets				
	Total Assets	$	$	$	$
	Liabilities				
205	Accounts Payable and Accrued Liabilities	$	$	$	$
210	Intergovernmental Payables				
215	Due to Other Funds				
216	Due to Component Units				
217	Due to Primary Government				
220	Deferred Revenues				
222	Liabilities Payable from Restricted Assets				
230	Other Liabilities				
237	Notes Payable				
	Total Liabilities	$	$	$	$

State of Illinois
Changes in Assets and Liabilities
Agency Funds
June 30, 20____(1)___

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Account Number	Account Description	Nearest Thousand: Balance At June 30, Prior Year	Additions	Deletions	Balance At June 30, Current Year
	Assets				
105	Cash and Cash Equivalents	$ (6)	$ (7)	$ (8)	$ (9)
111	Investments, Net				
125	Taxes Receivable, Net				
130	Intergovernmental Receivables, Net				
137	Other Receivables, Net				
141	Due from Other Funds				
144	Due from Component Units				
147	Due from Primary Government				
150	Inventories				
151	Prepaid Expenses				
154	Loans and Notes Receivable, Net				
159	Restricted Assets				
175	Other Assets				
	Total Assets	$ (10)	$ (11)	$ (12)	$ (13)
	Liabilities				
205	Accounts Payable and Accrued Liabilities	$ (14)	$ (15)	$ (16)	$ (17)
210	Intergovernmental Payables				
215	Due to Other Funds				
216	Due to Component Units				
217	Due to Primary Government				
220	Deferred Revenues				
222	Liabilities Payable from Restricted Assets				
230	Other Liabilities				
235	Notes Payable				
	Total Liabilities	$ (18)	$ (19)	$ (20)	$ (21)

SCO-576

INVENTORY ANALYSIS (SCO-577)

PURPOSE

The purpose of the Inventory Analysis (Exhibit 27.20.77-A) is to determine the value of the agency's total inventory at fiscal year-end.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Inventory Analysis Form must be prepared for all proprietary funds, pension/investment/private purpose trust funds and universities. Governmental funds should submit Form SCO-577 to the Comptroller and include inventory on the balance sheet/statement of net assets (SCO-511 for shared funds, SCO-516 for nonshared funds or SCO-521 for locally held funds) only when inventory exceeds $150,000.

The major categories to be used for inventory include:

- Equipment parts and accessories including automobile, truck, airplane, and equipment parts.
- Food supplies including inventories at commissaries and food centers, and food for free distribution.
- Gasoline, oil and lubricants.
- Paper and printing supplies, excluding normal office supplies.
- Road salt and sand.
- Wearing apparel, including clothing for inmates and residents.
- "Other", which includes material inventories not noted above (e.g., tools and chemicals). Identify all inventory types included in "Other."

All amounts on this form must be rounded to the nearest thousand.

INSTRUCTIONS

In accordance with accounting principles applicable to inventories, agencies must price inventory at the lower of cost or market. To determine the lower of cost or market, the following steps must be completed:

Step 1: Determine the valuation method for each type of inventory. The methods required to be used for all State funds are either the FIFO (first-in, first-out) method or the average cost method. The FIFO method allocates costs to inventory on the assumption that goods are used in the order in which they are purchased. Under this method, the inventory is a build-up or layering of the most recent purchase costs. The Average Cost Method values inventories based on the average cost of the item purchased during the year. The Average Cost Method should only be used when it approximates the FIFO method.

Step 2: Determine the cost of the inventory based on the valuation methods described above. Cost is defined as the price paid or the consideration given to acquire the inventory item. Included in the cost are all direct and indirect costs incurred during transportation.

Step 3: Determine the market value of the inventory. Market value is defined as the item's current replacement cost by either purchase or reproduction. Exceptions to this definition are:

- The market value should not exceed the net realizable value (ceiling). The net realizable value is the estimated selling price of the inventory in the ordinary course of business, less reasonably predictable costs of completion and disposal. Example: obsolete and damaged material which, if stated at replacement cost, would result in an overstatement of inventory.
- The market value should not be less than the net realizable value reduced by an allowance for an approximately normal profit margin. Example: selling price less a normal profit margin is more than the replacement cost.

Step 4: Determine which is lower, cost or market, for each type of item. This amount will be recorded on the agency's trial balance to be submitted to the Comptroller's Office.

STANDARD JOURNAL ENTRIES

An adjusting entry is needed to record inventory as an asset for those agencies with inventoriable items. In addition, a reduction to the expenditure account charged with the original inventory

purchase and an increase to the reserved for inventory account for governmental funds must also be recorded.

Proprietary and Fiduciary Funds

The following journal entry should be made to the SCO-548:

Account Number	Account Name	Debit	Credit
150	Inventories	XXX	
635	Cost of Sales and Services		XXX

To record inventory on hand at June 30.

Governmental Funds

The following journal entry should be made to the SCO-548:

Account Number	Account Name	Debit	Credit
150	Inventories	XXX	
5XX	Expenditures (by account number)		XXX

To record inventory on hand at June 30.

The following journal entry should be made to the SCO-547:

Account Number	Account Name	Debit	Credit
340	Undesignated Fund Balance	XXX	
318	Fund Balance Reserved for Inventories		XXX

To reclassify the inventory balance at June 30.

CONTENTS

Refer to Exhibit 27.20.77-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter description of other category of inventory.
(7)	Enter the valuation method used for each inventory type, FIFO or Average Cost.
(8)	Enter the actual cost (in thousands) of the inventory items based on the valuation method selected in (6).
(9)	If the market value of an item is lower than the cost, enter the difference (in thousands).
(10)	Subtract (8) from (7) and enter the result.
(11)	Add all amounts entered in (8) and enter the result.
(12)	Add all amounts entered in (9) and enter the result.
(13)	Add all amounts entered in (10) and enter the result. This amount must agree to the amount reported on the fund's trial balance.

State of Illinois
Inventory Analysis
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Type of Inventory	**Method of Valuation**	**Nearest Thousand**		
		Cost	**Reductions to Market**	**Lower of Cost or Market**
Equipment, Parts and Accessories		$		
Food Supplies				
Gasoline, Oil and Lubricants				
Paper and Printing Supplies				
Road Salt and Sand				
Wearing Apparel				
Other: _____				
_____				
_____				
Total		$		

SCO-577

State of Illinois
Inventory Analysis
June 30, 20____(1)___

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Type of Inventory	Method of Valuation	Nearest Thousand		
		Cost	Reductions to Market	Lower of Cost or Market
Equipment, Parts and Accessories	(7)	$ (8)	(9)	(10)
Food Supplies				
Gasoline, Oil and Lubricants				
Paper and Printing Supplies				
Road Salt and Sand				
Wearing Apparel				
Other: (6)				
Total		$ (11)	(12)	(13)

SCO-577

LOANS/NOTES RECEIVABLE (SCO-578)

PURPOSE

The purpose of the Loans/Notes Receivable Form (Exhibit 27.20.78-A) is to report the loans and/or notes receivable for each fund. Information will be needed for the amount of principal to be repaid in one year or less, and the amount to be repaid after one year. Also, an allowance for the amount of doubtful collections of receivables, if any, should be allocated between current and noncurrent.

This form is to be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record, and one for the Auditor General or his representative.

GENERAL

Loans receivable are amounts that have been loaned to individuals or organizations external to a government, including notes taken as security for such loans. Notes receivable are unconditional written promises, signed by the maker, to pay a certain sum of money on demand or at a fixed or determinable future time, either to the bearer or to the order of a person designated therein.

INSTRUCTIONS

Information for the completion of this form can be obtained from the loan/note payment schedule contained in the loan/note agreement. The allowance for uncollectible loans and notes receivable can be determined either with an experience factor based on prior uncollectibles or a review of economic conditions and the current financial position of the borrower.

The range of interest rates and maturity dates are an integral part of required footnote disclosure and, therefore, must be completed for **each** category of loans and notes receivable.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

STANDARD JOURNAL ENTRIES

The following journal entries should be made to record loans and notes receivable.

Governmental Funds

The following journal entries should be made to Form SCO-548:

Account Number	Account Name	Debit	Credit
152	Loans and Notes Receivable	XXX	
5XX	Expenditures (by GAAP account number)		XXX

To record loans and notes receivable at June 30, current year. This amount should agree to (18).

Account Number	Account Name	Debit	Credit
5XX	Expenditures (by GAAP account number)	XXX	
153	Allowance for Uncollectible Loans and Notes Receivable		XXX

To record the ending balance of allowance for uncollectibles. This amount should agree to (20).

The following journal entries should be made to Form SCO-547:

Account Number	Account Name	Debit	Credit
4XX	Revenues (by GAAP account number)	XXX	
5XX	Expenditures (by GAAP account number)		XXX

To record all repayments of loans and notes receivable during the current fiscal year. This amount should agree to (17). This amount should agree to a SAMS Report SB04 revenue source for principal payments received.

Account Number	Account Name	Debit	Credit
340	Undesignated Fund Balance	XXX	
317	Fund Balance Reserved for Loans and Notes Receivable		XXX

To reclassify the long-term portion of loans and notes receivable during the current fiscal year. This amount should agree to (24).

Proprietary Funds

The following journal entries should be made to Form SCO-548:

Account Number	Account Name	Debit	Credit
155	Loans and Notes Receivable, Long-Term	XXX	
6XX	Expenses (by GAAP account number)		XXX

To record loans and notes receivable at June 30, current year. This amount should agree to (18).

Account Number	Account Name	Debit	Credit
6XX	Expenses (by GAAP account number)	XXX	
156	Allowance for Uncollectible Loans and Notes Receivable, Long-Term		XXX

To record the ending balance of allowance for uncollectibles. This amount should agree to (20).

The following journal entries should be made to Form SCO-547:

Account Number	Account Name	Debit	Credit
6XX	Revenues (by GAAP account number)	XXX	
6XX	Expenses (by GAAP account number)		XXX

To record repayments of loans and notes receivable during the current fiscal year. This amount should agree to (17).

Account Number	Account Name	Debit	Credit
152	Loans and Notes Receivable, Short-Term	XXX	
156	Allowance for Uncollectible Loans and Notes Receivable, Long-Term	XXX	
155	Loans and Notes Receivable, Long-Term		XXX
153	Allowance for Uncollectible Loans and Notes Receivable, Short-Term		XXX

To reclassify the current portion of loans and notes receivable and the related allowances for uncollectibles. Short-term amounts should agree to (22) less (24).

CONTENTS

Refer to Exhibit 27.20.78-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.

REFERENCE	CONTENTS
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Receivable categories not listed should be grouped into categories, and described and reported under "Others." Separate balances should be disclosed for each category.
(7)	Enter the amount of receivables outstanding at June 30, prior year (PY). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year SCO-578.
(8)	Enter any new loans or notes receivable issued during the current year.
(9)	Enter the amount of receivables repaid during the current year. This amount should trace to a SAMS Report SB04 revenue source code for principal repayments.
(10)	Enter the amount of receivables at June 30, current year (CY) for each category. This amount should be the sum of (7) and (8) less (9).
(11)	Enter the lowest interest rate being charged on loans/notes receivable for each applicable category. If the interest rate is based on a variable (e.g., % of prime), describe the method of calculation.
(12)	Enter the highest interest rate being charged on loans/notes receivable for each applicable category. If the interest rate is based on a variable (e.g., % of prime), describe the method of calculation.
(13)	Enter the earliest maturity date on loans/notes receivable for each applicable category.
(14)	Enter the latest maturity date on loans/notes receivable for each applicable category.

REFERENCE	CONTENTS
(15)	Add all amounts entered in (7) and enter the result.
(16)	Add all amounts entered in (8) and enter the result.
(17)	Add all amounts entered in (9) and enter the result.
(18)	Add all amounts entered in (10) and enter the result.
(19)	Enter the allowance for uncollectible receivables at June 30, PY. This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year SCO-578.
(20)	Enter the amount of uncollectible receivables at June 30, CY.
(21)	Subtract (19) from (15) and enter the result.
(22)	Subtract (20) from (18) and enter the result.
(23)	Enter the June 30, PY amount of receivables reported in (21) which were long-term (over one year). This information will be completed by the Comptroller's Office. This information can also be obtained from the prior year SCO-578.
(24)	Enter the June 30, CY amount of receivables reported in (22) which are long-term (over one year).

State of Illinois
Loans/Notes Receivable
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Description	Nearest Thousand			
	Balance At June 30, Prior Year	**Additions**	**Repayments**	**Balance At June 30, Current Year**
Loans and Notes Receivable				
Mortgage Loan Programs	$	$	$	$
Interest Rate _____ to _____ Maturity Date _____ to _____				
Student Loan Programs				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Local Government Infrastructure Programs				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Business Loan Programs				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Port District Construction Programs				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Others: _____				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Subtotal		$	$	
Allowance for Uncollectible Loans and Notes Receivable	( )			( )
Total	$			$
Long-Term Portion	$			$

SCO-578

State of Illinois
Loans/Notes Receivable
June 30, 20__(1)__

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Description	Nearest Thousand			
	Balance At June 30, Prior Year	**Additions**	**Repayments**	**Balance At June 30, Current Year**
Loans and Notes Receivable				
Mortgage Loan Program Receivables	$ (7)	$ (8)	$ (9)	$ (10)
Interest Rate ___(11)___ to ___(12)___ Maturity Date ___(13)___ to ___(14)___				
Student Loan Program Receivables				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Local Government Infrastructure Programs				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Business Loan Programs				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Port District Construction Programs				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Others: (6)				
Interest Rate _____ to _____ Maturity Date _____ to _____				
Subtotal	(15)	$ (16)	$ (17)	(18)
Allowance for Uncollectible Loans and Notes Receivable	((19))			((20))
Total	$ (21)			$ (22)
Long-Term Portion	$ (23)			$ (24)

SCO-578

ANALYSIS OF DEPOSITS AND INVESTMENTS (SCO-579)

PURPOSE

The purpose of the Analysis of Deposits and Investments Form (Exhibit 27.20.79-A) is to report State resources represented by deposits and investments presented in the state-wide financial statements in accordance with GAAP.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Analysis of Deposits and Investments must be prepared by the State Treasurer and agencies maintaining locally held funds with deposits and/or investments.

Investments should be reported at fair value on the balance sheet (or other statement of financial position), in accordance with GASB Statements 27 and 31. Fair value is the amount at which an investment could be exchanged in a current transaction between willing participants, other than in a forced or liquidation sale. Agencies may elect to report money market investments and certain short-term participating interest earning investment contracts at amortized cost. Money market investments are short-term highly liquid debt instruments including commercial paper, bankers acceptances, and U.S. Treasury and Agency obligations.

INSTRUCTIONS

Complete Form SCO-579, disclosing the requested information at June 30. Deposits include cash on deposit with financial institutions (excluding the State Treasurer held funds) and different types of cash equivalents held by financial institutions, such as money market accounts and certificates of deposits (short-term and long-term). Any cash equivalent subject to federal or state depository insurance is generally classified as a deposit.

Bank balance refers to the actual amount of cash physically present in the bank at June 30. Deposits in Transit and outstanding checks are not included in the bank balance as they have not cleared the bank at June 30.

The reported amount of deposits and investments must agree to amounts reported on the balance sheet. The reported amount of deposits and investments on the SCO-579 should equal the sum of cash and cash equivalents (account number 105) and investments ((account number 111) or (111 and 115 for proprietary funds)) reported on the balance sheet unless deposits and investments include restricted assets.

Investments should be categorized according to risk, with the exception of investment pools managed by other governments, such as Illinois Funds (previously IPTIP) or mutual funds. For investment pools managed by other governments and securities underlying reverse repurchase agreements, only the carrying amount and market value should be disclosed on the SCO-579. These amounts **do not** need to be categorized by risk. The Treasurer's Office will provide a list of all agencies/funds that have money in Illinois Funds. These amounts should be reported on each investing agency's SCO-579.

Additional Guidance

- Interest and investment income include changes in the fair value of investments and should be reported in 11 under the Additional Disclosures Section at (34).
- Long-term Certificates of Deposit (maturities greater than 90 days) should be reported as deposits, not investments, on the SCO-579. In addition, the long-term portion should be reported in 9 under the Additional Disclosures Section at (34).
- Short-term US Treasury and Agency Obligations (maturities less than 90 days) should be reported in 10 under the Additional Disclosures Section at (34).
- The sum of amounts reported in the three categories for each deposit should agree to the bank balance. The Bank Balance may differ from the Reported Amount due to in transit items.
- The sum of amounts reported in the three categories for each investment should agree to the Carrying Amount. The Carrying Amount may differ from Fair Value due to GASB 31 provisions.
- Petty cash funds should be reported in the other portion of the Deposit Section. The portion of the petty cash fund held in a local checking account should be reported in Category 1, 2 or 3, as applicable. The portion of the petty cash fund held in a local checking account plus the amount held in cash should be reported in the Reported Amount.

All amounts on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

STANDARD JOURNAL ENTRIES

The following journal entries should be made on Form SCO-548 for interest bearing investments.

Account Number	Account Name	Debit	Credit
135	Other Receivables	XXX	
440 or 673	Interest and Other Investment Income		XXX

To record accrued interest income through June 30.

CONTENTS

Refer to Exhibit 27.20.79-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the portion of the bank balance amount for each deposit type that is insured or collateralized with securities held by the state/agency or by an agent in the state/agency's name.
(7)	Enter the portion of the bank balance amount for each deposit type that is collateralized with securities held by a pledging of a financial institution's trust department or by an agent in the state/agency's name.

REFERENCE	CONTENTS
(8)	Enter the portion of the bank balance amount for each deposit type that is uncollateralized and/or collateralized with securities held by a pledging financial institution, its trust department or by an agent **not** in the state/agency's name.
(9)	Enter the total Bank Balance for each deposit type at June 30. This amount should equal the sum of (6), (7) and (8).
(10)	Enter the total Reported Amount for each deposit type. This amount should agree to the amount reported on the balance sheet, unless restricted assets are included in this total.
(11)	Sum all amounts entered in (6) and enter the result.
(12)	Sum all amounts entered in (7) and enter the result.
(13)	Sum all amounts entered in (8) and enter the result.
(14)	Sum all amounts entered in (9) and enter the result.
(15)	Sum all amounts entered in (10) and enter the result.
(16)	Enter the portion of the carrying amount of investments that are insured or registered, or represent securities held by the state/agency's or by an agent in the state/agency's name.
(17)	Enter the portion of the carrying amount of investments that are uninsured and unregistered with securities held by a counterparty, or by its trust department or by an agent in the state/agency name.
(18)	Enter the portion of the carrying amount of investments that are uninsured and unregistered with securities held by a counterparty, or by its trust department or by an agent **not** in the state/agency name.

REFERENCE	CONTENTS
(19)	Enter the total carrying amount for each investment type at June 30. This amount should equal the sum of (16), (17) and (18).
(20)	Enter the total fair value for each investment type at June 30.
(21)	Sum all amounts entered in (16) and enter the result.
(22)	Sum all amounts entered in (17) and enter the result.
(23)	Sum all amounts entered in (18) and enter the result.
(24)	Sum all amounts entered in (19) and enter the result.
(25)	Sum all amounts entered in (20) and enter the result.
(26)	Enter the carrying amount of non-categorized investments.
(27)	Enter the fair value of non-categorized investments.
(28)	Add (24) to the sum of all amounts entered in (26) and enter the result.
(29)	Add (25) to the sum of all amounts entered in (27) and enter the result.
(30)	Sum (15) and (28) and enter the result.
(31)	Enter the amount of deposits and/or investments that are restricted assets. These amounts provide a reconciliation between reported and carrying amounts of deposits and investments reported on the SCO-579 and cash, cash equivalents and investments reported on the balance sheet.
(32)	Provide a description of reconciling items entered in (31).
(33)	Sum (30) and (31) and enter the result.

REFERENCE	CONTENTS
(34)	Circle the appropriate response to questions 1 through 8 and 12. Insert amounts requested in questions 9 through 11. Attach any copies, as necessary.

State of Illinois
Analysis of Deposits and Investments
June 30, 20_____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

	Nearest Thousand				
	Category One	**Category Two**	**Category Three**	**Bank Balance**	**Reported Amount**
Deposits:					
Cash on Deposit With Bank	$	$	$	$	$
Certificates of Deposit					
Money Market Accounts					
Time Deposits					
Other: _____					
Total Deposits	$	$	$	$	$

	Nearest Thousand				
	Category One	**Category Two**	**Category Three**	**Carrying Amount**	**Fair Value**
Investments:					
Repurchase Agreements	$	$	$	$	$
US Treasury and Agency Obligations					
Commercial Paper					
Corporate Debt Securities					
Corporate Equity Securities					
Other: _____					
Subtotal	$	$	$		
Investment Contracts					
Tangible Property					
Mutual Funds					
Illinois Funds (IPTIP)					
Total				$	$

Reconciliation to GAAP Basis Balance Sheet	
Reported Carrying Amount of total deposits and investments (per above)	$
Less restricted assets included as deposits (cash and cash equivalents)	( )
Less restricted assets included as investments	( )
Reconciling Items (describe)	
Cash and Cash Equivalents (acct#105) plus investments (acct. #111 & 115) per GAAP balance sheet	$

State of Illinois **Agency** _____
Analysis of Deposits and Investments **Agency #** _____
June 30, 20_____ **Fund Name** _____
Fund # _____

Additional Disclosures

1	Were there any violations of legal or contractual provisions related to deposits or investments?	Yes	No
2	Were there any significant unrealized investment losses?	Yes	No
3	Did your agency invest in any yield maintenance repurchase agreements?	Yes	No
4	Did the categories of deposits and investments differ significantly during the year from the amounts shown above?	Yes	No
5	Did the types of investments during the year differ significantly from those shown above?	Yes	No
6	Were there losses or recoveries of prior period losses related to defaults by counterparties to deposit or investment transactions?	Yes	No
7	Did your agency invest in reverse repurchase agreements during the year?	Yes	No
8	Did your agency invest in derivatives during the year? (If yes, attach a copy of any financial statement footnote disclosure related to derivatives)	Yes	No

9 Long term portion of deposits listed above $ _____

10 Short term portion of investments listed above $ _____

11 Change in fair value of investments from PY to CY $_____
(This amount should be included as part of interest and investment income)

12 For restricted assets reported in the above reconciliation, listed whether the restrictions were imposed by external party or by enabling legislation and why the restrictions were imposed on the assets.

State of Illinois
Analysis of Deposits and Investments
June 30, 20__(1)_

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

	Nearest Thousand				
	Category One	**Category Two**	**Category Three**	**Bank Balance**	**Reported Amount**
Deposits:					
Cash on Deposit With Bank	$ (6)	$ (7)	$ (8)	$ (9)	$ (10)
Certificates of Deposit					
Money Market Accounts					
Time Deposits					
Other: _____					
Total Deposits	$ (11)	$ (12)	$ (13)	$ (14)	$ (15)

	Nearest Thousand				
	Category One	**Category Two**	**Category Three**	**Carrying Amount**	**Fair Value**
Investments:					
Repurchase Agreements	$ (16)	$ (17)	$ (18)	$ (19)	$ (20)
US Treasury and Agency Obligations					
Commercial Paper					
Corporate Debt Securities					
Corporate Equity Securities					
Other: _____					
Subtotal	$ (21)	$ (22)	$ (23)	(24)	(25)
Investment Contracts				(26)	(27)
Tangible Property					
Mutual Funds					
Illinois Funds (IPTIP)					
Total				$ (28)	$ (29)

Reconciliation to GAAP Basis Balance Sheet

Reported Carrying Amount of total deposits and investments (per above)	$ (30)
Less restricted assets included as deposits (cash and cash equivalents)	((31))
Less restricted assets included as investments	((31))
Reconciling Items (describe) (32) _____	
_____	
_____	
Cash and Cash Equivalents (acct#105) plus investments (acct. #111 & 115) per GAAP balance sheet	$ (33)

State of Illinois
Analysis of Deposits and Investments
June 30, 20__(1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Additional Disclosures (34)

1	Were there any violations of legal or contractual provisions related to deposits or investments?	Yes	No
2	Were there any significant unrealized investment losses?	Yes	No
3	Did your agency invest in any yield maintenance repurchase agreements?	Yes	No
4	Did the categories of deposits and investments differ significantly during the year from the amounts shown above?	Yes	No
5	Did the types of investments during the year differ significantly from those shown above?	Yes	No
6	Were there losses or recoveries of prior period losses related to defaults by counterparties to deposit or investment transactions?	Yes	No
7	Did your agency invest in reverse repurchase agreements during the year?	Yes	No
8	Did your agency invest in derivatives during the year? (If yes, attach a copy of any financial statement footnote disclosure related to derivatives)	Yes	No

9 Long term portion of deposits listed above $ _____

10 Short term portion of investments listed above $ _____

11 Change in fair value of investments from PY to CY $_____
(This amount should be included as part of interest and investment income)

12 For restricted assets reported in the above reconciliation, listed whether the restrictions were imposed by external party or by enabling legislation and why the restrictions were imposed on the assets.

COMPENSATED ABSENCES (SCO-580)

PURPOSE

The purpose of the Compensated Absences Form (Exhibit 27.20.80-A) is to gather information regarding compensated absences of governmental fund types in order to provide the appropriate disclosure in the statewide financial statements.

When applicable, this form must be prepared annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Compensated Absences Form should be completed for an agency's liability related to employee services previously rendered where payments for such services is not dependent on a particular event (e.g., illness) that is outside the control of the State and the employee. Generally, the State of Illinois' liability for compensated absences will consist of vacation and other leave and sick leave earned by employees, but not taken. The accrual of this liability is subject to certain conditions. Since the conditions for vacations and other compensated absences are different from the conditions applying to sick leave, these two types of compensated absences are discussed separately below.

Vacation leave and other compensated leave, except sick leave, should be recorded as a liability when benefits are earned by the employee provided: (1) the right to receive the compensation is related to services already rendered **and** (2) the state will compensate employees for the benefit through paid time off or cash payments at separation or retirement. If the agency's policy is to pay employees for unused holiday and/or compensatory time at separation or retirement, this must be included as part of the vacation and other leave amount.

Sick leave should be recorded as a compensated absence when the benefit is earned, provided it is probable the employee will be compensated for the benefit through cash payments at separation or retirement. Pursuant to 30 ILCS 105/14a, only sick leave accumulated from January 1, 1984 through December 31, 1997 is eligible for compensation through cash payments at separation or retirement. This calculation will be based upon the sick leave accumulated at the balance sheet date.

Another component of the liability for compensated absences for vacation and other leave and sick leave is an amount for salary related payments directly and incrementally associated with the

payment of compensated absences. Salary related payments include the employer's share of social security taxes, medicare taxes and any other charge having a direct and incremental relationship with the compensated absence payment. Salary related payments should be accrued using the rates in effect at the balance sheet date. The current rates in effect for employer contributions are 6.2% for social security and 1.45% for medicare. Therefore, if social security and medicare contributions are applicable, the total employer FICA contribution rate is 7.65% of taxable wages. Computations will vary by employee since certain employees are not subject to social security and some employees will exceed the social security wage cap. Employer contributions for retirement should not be considered salary related costs because that liability is currently accounted for as part of the accrued retirement costs.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Compensated absences generally should be computed using the specific identification method. This can be accomplished by multiplying the actual number of vacation days or hours and other **vested** compensated absences for each employee by the employee's daily or hourly salary as of June 30. The employee's daily or hourly salary can be determined by dividing a computed yearly salary based on the June 30 payroll by 261 (daily) and dividing this by the number of hours accounted for by the agency's normal work day (in hours). Form SCO-580 applies to governmental fund types only. Compensated absences for employees paid from proprietary, pension/investment/private purpose trust funds or universities should be recorded in the related fund, reported on Form SCO-540 and disclosed on Form SCO-535 (proprietary fund), Form SCO-585 (university) or Form SCO-597 (pension/investment/private purpose trust fund).

CONTENTS

Refer to Exhibit 27.20.80-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.

REFERENCE	CONTENTS
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	The Comptroller will enter this amount from the prior year SCO-580. This amount should not be adjusted. Contact the Comptroller's Office if there is a discrepancy.
(5)	Individually multiply each employee's days or hours of vacation and other leave outstanding at the end of the fiscal year by the employee's daily or hourly salary (as applicable) at the end of the fiscal year. Sum the result of each employee's calculation and enter the result. NOTE: Use days and fraction of days or hours and fractions of hours, whichever is more convenient.
(6)	Individually multiply each employee's days or hours of vacation and other leave earned during the fiscal year by the employee's daily or hourly salary (as applicable) at the end of the fiscal year. Sum the result of each employee's calculation and enter the result. NOTE: Do not add the cost of vacation time transferred in from other State agencies. These transfers-in are included in the amount derived in (7). The amount entered in (6) should include all vacation time earned by every employee during the current fiscal year, regardless of whether the employee is still employed by the agency on June 30.
(7)	Subtract (5) from the sum of (4) and (6) and enter the result.
(8)	Enter the current portion of the vacation and other liability reported in the June 30, CY column. The current portion is the estimated amount to be paid in cash within the next fiscal year.
(9)	The Comptroller's Office will enter this amount from the prior year SCO-580. This amount should not be adjusted. Contact the Comptroller's Office if there is a discrepancy.

REFERENCE	CONTENTS
(10)	Individually multiply each employee's dollar amount of vacation and other leave (subject to the applicable taxable wage limitations) earned at June 30 of the current fiscal year by the appropriate percentage for the employer's share of FICA (7.65%). If social security does not apply, multiply by the appropriate percentage for the employer's share of medicare (1.45%).
(11)	Individually multiply each employee's dollar amount of vacation and other leave (subject to the applicable tax wage limitations) earned during the fiscal year by the appropriate percentage for the employer's share of FICA (7.65%). If social security does not apply, multiply by the appropriate percentage for the employer's share of medicare (1.45%).
(12)	Subtract (10) from the sum of (9) and (11) and enter the result.
(13)	Enter the current portion of the salary related costs-vacation and other reported in the June 30, CY column. The current portion is the amount to be paid within the next fiscal year.
(14)	Add (4) to (9) and enter the result.
(15)	Add (5) to (10) and enter the result.
(16)	Add (6) to (11) and enter the result.
(17)	Add (7) to (12) and enter the result.
(18)	Add (8) to (13) and enter the result.
(19)	The Comptroller's Office will enter this amount from the prior year SCO-580. This amount should not be adjusted. Contact the Comptroller's Office if there is a discrepancy.

REFERENCE	CONTENTS
(20)	Individually multiply each employee's days or hours of sick leave earned after January 1, 1984 and before January 1, 1998 and still outstanding (unused) at the end of the current fiscal year by one-half of the employee's daily of hourly salary (as applicable) at the end of the fiscal year. Sum the result of each employee's calculation and enter the result.
(21)	No amounts should be recorded as additions to sick leave, as sick leave earned in the current period is no longer a liability to be paid at the time of separation or retirement. In addition, do not include the cost of sick time earned after January 1, 1984 and before January 1, 1998, which was transferred in from other State agencies. These transfers in are included in the amount derived in (22).
(22)	Subtract (20) from (19) and enter the result.
(23)	Enter the current portion of the sick leave liability reported in the June 30, CY column. The current portion is the amount to be paid within the next fiscal year.
(24)	The Comptroller's Office will enter this amount from the prior year SCO-580. This amount should not be adjusted. Contact the Comptroller's Office if there is a discrepancy.
(25)	Individually multiply each employee's dollar amount of sick leave (subject to the applicable taxable wage limitations) earned after January 1,1984 and before January 1,1998 and still outstanding at the end of the current fiscal year by the appropriate percentage for the employer's share of FICA (7.65%). If social security does not apply, multiply by the appropriate percentage for the employer's share of medicare (1.45%). Sum the result of each employee's calculation and enter one half of the amount calculated.

REFERENCE	CONTENTS
(26)	No amounts should be recorded as additions to salary related costs-sick as sick leave earned in the current period is no longer a liability to be paid at the time of separation or retirement. In addition, do not include the cost of salary related costs-sick earned after January 1, 1984 and before January 1, 1998, which was transferred in from other State agencies. These transfers in are included in the amount derived in (27).
(27)	Subtract (25) from (24) and enter the result.
(28)	Enter the current portion of the salary related costs-sick liability reported in the June 30, CY column. The current portion is the amount to be paid within the next fiscal year.
(29)	Add (19) to (24) and enter the result.
(30)	Add (20) to (25) and enter the result.
(31)	Add (21) to (26) and enter the result. This amount should be zero.
(32)	Add (22) to (27) and enter the result.
(33)	Add (23) to (28) and enter the result.
(34)	Add (14) to (29) and enter the result.
(35)	Add (15) to (30) and enter the result.
(36)	Add (16) to (31) and enter the result.
(37)	Add (17) to (32) and enter the result.
(38)	Add (18) to (33) and enter the result. This amount should provide a reasonable comparison to an average of the amounts reported in (54) and (55).

REFERENCE	CONTENTS
(39)	Enter the actual headcount (not in thousands) of employees at the beginning of the fiscal year.
(40)	Enter the actual headcount (not in thousands) of employees at the end of the fiscal year.
(41)	Place an X in the box if vacation time is reported in days.
(42)	Place an X in the box if vacation time is reported in hours.
(43)	Enter (in the nearest whole unit) the number of vacation days or hours (as applicable) outstanding at the beginning of the fiscal year.
(44)	Enter (in the nearest whole unit) the number of vacation days or hours (as applicable) outstanding at the end of the fiscal year.
(45)	Place an X in the box if sick time is reported in days.
(46)	Place an X in the box if sick time is reported in hours.
(47)	Enter (in the nearest whole unit) the number of sick days or hours (as applicable) outstanding at the beginning of the fiscal year.
(48)	Enter (in the nearest whole unit) the number of sick days or hours (as applicable) outstanding at the end of the fiscal year.
(49)	Enter the number of hours in the agency's normal workday.
(50)	Enter the fund name(s) from which compensated absences were paid during the prior and/or current fiscal years.
(51)	Enter the fund number(s) from which compensated absences were paid during the prior and/or current fiscal years.

REFERENCE	CONTENTS
(52)	Enter the actual amount paid in compensated absences (in thousands) during the current fiscal year.
(53)	Enter the actual amount paid in compensated absences (in thousands) during the previous fiscal year.
(54)	Enter the sum of all current year amounts entered in (52).
(55)	Enter the sum of all prior year amounts entered in (53).
(56)	Signature of approval.
(57)	Date of approval.

State of Illinois
Compensated Absences
June 30, 20 _____

Agency _____
Agency # _____

	Nearest Thousand				
	June 30, PY	**Additions**	**Deductions**	**June 30, CY**	**Current Portion due within one year**
Vacation and Other	$	$	$	$	$
Salary Related Costs-Vacation and Other					
Subtotal					
Sick					
Salary Related Costs-Sick					
Subtotal					
Grand Total	$	$	$	$	$

Compensated Absences	**Nearest Whole Units**	
	Balance At June 30, PY	**Balance At June 30, CY**
Number of Employees		
Vacation - Indicate: Days ☐ or Hours ☐		
Sick Leave - Indicate: Days ☐ or Hours ☐		
Agency Normal Workday in Hours _____		

Actual Compensated Absences Paid

Fund Name	**Fund #**	**CY Amount**	**PY Amount**
1.		$	$
2.			
3.			
4.			
5.			
Total		**$**	**$**

_____
Preparer

_____
Date

SCO-580

State of Illinois
Compensated Absences
June 30, 20 (1)

Agency (2)
Agency # (3)

	Nearest Thousand				
	June 30, PY	**Additions**	**Deductions**	**June 30, CY**	**Current Portion due within one year**
Vacation and Other	$ (4)	$ (6)	$ (7)	$ (5)	$ (8)
Salary Related Costs-Vacation and Other	(9)	(11)	(12)	(10)	(13)
Subtotal	(14)	(16)	(17)	(15)	(18)
Sick	(19)	(21)	(22)	(20)	(23)
Salary Related Costs-Sick	(24)	(26)	(27)	(25)	(28)
Subtotal	(29)	(31)	(32)	(30)	(33)
Grand Total	$ (34)	$ (36)	$ (37)	(35)	$ (38)

Compensated Absences	**Nearest Whole Units**	
	Balance At June 30, PY	**Balance At June 30, CY**
Number of Employees	(39)	(40)
Vacation - Indicate: Days (41) or Hours (42)	(43)	(44)
Sick Leave - Indicate: Days (45) or Hours (46)	(47)	(48)
Agency Normal Workday in Hours (49)		

Actual Compensated Absences Paid

Fund Name	**Fund #**	**CY Amount**	**PY Amount**
1. (50)	(51)	$ (52)	$ (53)
2.			
3.			
4.			
5.			
Total		**$** (54)	**$** (55)

(56)
Preparer

(57)
Date

SCO-580

UNIVERSITY TRIAL BALANCE-BALANCE SHEET (SCO-581)

PURPOSE

The purpose of the University Trial Balance-Balance Sheet (Exhibit 27.20.81-A) is to collect University balance sheet information at June 30 for inclusion in the State's Comprehensive Annual Financial Report.

When applicable, this trial balance must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the university: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

All information reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

Information needed to complete this form can be obtained from the university's balance sheet. Account numbers used on the university's balance sheet may differ from GAAP account numbers. Refer to the Chart of Accounts (SAMS Manual Procedure 27.50.20) for account numbers and descriptions. A draft copy of the university's financial statements should be submitted with this form.

A detailed explanation must be submitted for all account increases (decreases) equal to or greater than $5,000,000 ($5,000 rounded to the nearest thousand) from the prior year. The detailed explanations must be reported on Form SCO-510 (See SAMS 27.20.10).

CONTENTS

Refer to Exhibit 27.20.81-B.

REFERENCE	CONTENTS
(1)	Enter the university name.
(2)	Enter the last two digits of the fiscal year for which this form is being completed.
(3)	Enter the amount (in thousands) of individual asset, liability and net asset accounts per university records at June 30, current Year (CY).
(4)	Enter the amount (in thousands) of individual asset, liability and net asset accounts per university records at June 30, prior Year (PY).
(5)	Subtotal all amounts entered in each column and enter the result in the respective column.
(6)	Total all asset amounts reported either individually or as part of a subtotal as shown in (5) and enter the result in the respective column.
(7)	Total all liability amounts reported either individually or as part of a subtotal as shown in (5) and enter the result in the respective column.
(8)	Total all net asset amounts reported either individually or as part of a subtotal as shown in (5) and enter the result in the respective column. This amount should agree to the amount in (6) less the amount in (7).

State of Illinois
University _____
Trial Balance-Balance Sheet
June 30, 20_____

Account Number	Account Description	Nearest Thousand CY GAAP Basis	Nearest Thousand PY GAAP Basis
	Assets		
101	Cash	$	$
103	Petty Cash		
104	Cash Equivalents		
105	**Total Cash and Cash Equivalents**		
109	Investments		
110	Unamortized Premiums (Discounts) on Investments		
111	**Total Investments**		
113	Investments, Long Term		
114	Unamortized Premiums(Discounts) on Investments, Long Term		
115	**Total Investments, Long Term**		
117	Taxes Receivable		
118	Allowance for Uncollectible Taxes		
121	Interest and Penalties Receivable on Taxes		
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )	( )
125	**Total Taxes Receivables, Net**		
126	Due From Other Government-Federal		
127	Due From Other Government-Local		
128	Allowance for Uncollectible Due from Other Governments	( )	( )
130	**Total Intergovernmental Receivables, Net**		
135	Other Receivables		
136	Allowance for Uncollectible Other Receivables	( )	( )
137	**Total Other Receivables**		

State of Illinois
University _____
Trial Balance-Balance Sheet
June 30, 20_____

Account Number	Account Description	Nearest Thousand	
		Agency Records	**PY GAAP Basis**
144	Due from Component Units		
147	Due from Primary Government		
150	Inventories		
151	Prepaid Expenses		
152	Loans and Notes Receivable, Current		
153	Allowance for Uncollectible Loans and Notes Receivable, Current	( )	( )
154	**Total Loans and Notes Receivable Current, Net**		
155	Loans and Notes Receivable, Long-Term		
156	Allowance for Uncollectible Loans and Notes Receivable, Long-Term	( )	( )
157	**Total Loans and Notes Receivable Long-Term, Net**		
158	Unamortized Bond Issuance Costs		
159	Restricted Assets, Current		
160	Restricted Assets, Noncurrent		
167	Total Capital Assets, not being depreciated		
168	Total Capital Assets, being depreciated		
169	Total Accumulated Depreciation	( )	( )
170	**Total Capital Assets, Net**		
175	Other Assets		
195	**Total Assets**	$	$

State of Illinois
University _____
Trial Balance-Balance Sheet
June 30, 20_____

Account Number	Account Description	Nearest Thousand	
		Agency Records	**PY GAAP Basis**
	Liabilities		
205	Accounts Payable and Accrued Liabilities	$	$
208	Due to Other Government-Federal		
209	Due to Other Government-Local		
210	**Total Intergovernmental Payables**		
216	Due to Component Units		
217	Due to Primary Government		
220	Deferred Revenue		
222	Liabilities Payable from Restricted Assets, Current		
224	Liabilities Payable from Restricted		
	Assets, Long-Term		
230	Other Liabilities		
235	Notes Payable, Current		
236	Notes Payable, Long-Term		
240	Accrued Retirement Costs		
246	Revenue Bonds Payable, Current		
247	Unamortized Premiums (Discounts) on		
	Bonds Sold-Revenue Bonds, Current		
248	Unamortized Deferred Amounts on		
	Bond Refundings, Current		
249	**Total Revenue Bonds Payable,**		
	Current		

State of Illinois
University _____
Trial Balance-Balance Sheet
June 30, 20_____

Account Number	Account Description	Nearest Thousand: Agency Records	Nearest Thousand: PY GAAP Basis
250	Revenue Bonds Payable, Long-Term		
251	Unamortized Premiums (Discounts) on Bonds Sold-Revenue Bonds, Long-Term		
252	Unamortized Deferred Amounts on Bond Refundings, Long-Term		
253	**Total Revenue Bonds Payable, Long-Term**		
257	Leases Payable, Current		
258	Leases Payable, Long-Term		
259	Other Obligations		
261	Compensated Absences, Current		
262	Compensated Absences, Long-Term		
295	**Total Liabilities**	$	$
	Net Assets		
309	Unrestricted	$	$
335	Invested in Capital Assets, Net of Related Debt		
	Restricted for:		
336	Debt Service		
337	Capital Projects		
338	Other Purposes		
340	**Total Restricted Net Assets**		
351	**Total Net Assets**	$	$

State of Illinois
University (1)
Trial Balance-Balance Sheet
June 30, 20(2)

Account Number	Account Description	Nearest Thousand CY GAAP Basis	Nearest Thousand PY GAAP Basis
	Assets		
101	Cash	$ (3)	$ (4)
103	Petty Cash		
104	Cash Equivalents		
105	**Total Cash and Cash Equivalents**	(5)	(5)
109	Investments		
110	Unamortized Premiums (Discounts) on Investments		
111	**Total Investments**		
113	Investments, Long Term		
114	Unamortized Premiums(Discounts) on Investments, Long Term		
115	**Total Investments, Long Term**		
117	Taxes Receivable		
118	Allowance for Uncollectible Taxes		
121	Interest and Penalties Receivable on Taxes		
122	Allowance for Uncollectible Interest and Penalties on Taxes	( )	( )
125	**Total Taxes Receivables, Net**		
126	Due From Other Government-Federal		
127	Due From Other Government-Local		
128	Allowance for Uncollectible Due from Other Governments	( )	( )
130	**Total Intergovernmental Receivables, Net**		
135	Other Receivables		
136	Allowance for Uncollectible Other Receivables	( )	( )
137	**Total Other Receivables**		

State of Illinois
University _____
Trial Balance-Balance Sheet
June 30, 20_____

Account Number	Account Description	Nearest Thousand: Agency Records	Nearest Thousand: PY GAAP Basis
144	Due from Component Units	(3)	(4)
147	Due from Primary Government		
150	Inventories		
151	Prepaid Expenses		
152	Loans and Notes Receivable, Current		
153	Allowance for Uncollectible Loans and Notes Receivable, Current	( )	( )
154	**Total Loans and Notes Receivable Current, Net**		
155	Loans and Notes Receivable, Long-Term		
156	Allowance for Uncollectible Loans and Notes Receivable, Long-Term	( )	( )
157	**Total Loans and Notes Receivable Long-Term, Net**		
158	Unamortized Bond Issuance Costs		
159	Restricted Assets, Current		
160	Restricted Assets, Noncurrent		
167	Total Capital Assets, not being depreciated		
168	Total Capital Assets, being depreciated		
169	Total Accumulated Depreciation	( )	( )
170	**Total Capital Assets, Net**		
175	Other Assets		
195	**Total Assets**	$ (6)	$ (6)

State of Illinois
University _____
Trial Balance-Balance Sheet
June 30, 20_____

Account Number	Account Description	Nearest Thousand: Agency Records	Nearest Thousand: PY GAAP Basis
	Liabilities		
205	Accounts Payable and Accrued Liabilities	$ (3)	$ (4)
208	Due to Other Government-Federal		
209	Due to Other Government-Local		
210	**Total Intergovernmental Payables**		
216	Due to Component Units		
217	Due to Primary Government		
220	Deferred Revenue		
222	Liabilities Payable from Restricted Assets, Current		
224	Liabilities Payable from Restricted Assets, Long-Term		
230	Other Liabilities		
235	Notes Payable, Current		
236	Notes Payable, Long-Term		
240	Accrued Retirement Costs		
246	Revenue Bonds Payable, Current		
247	Unamortized Premiums (Discounts) on Bonds Sold-Revenue Bonds, Current		
248	Unamortized Deferred Amounts on Bond Refundings, Current		
249	**Total Revenue Bonds Payable, Current**		

State of Illinois
University _____
Trial Balance-Balance Sheet
June 30, 20_____

Account Number	Account Description	Nearest Thousand: Agency Records	Nearest Thousand: PY GAAP Basis
250	Revenue Bonds Payable, Long-Term	(3)	(4)
251	Unamortized Premiums (Discounts) on Bonds Sold-Revenue Bonds, Long-Term		
252	Unamortized Deferred Amounts on Bond Refundings, Long-Term		
253	**Total Revenue Bonds Payable, Long-Term**		
257	Leases Payable, Current		
258	Leases Payable, Long-Term		
259	Other Obligations		
261	Compensated Absences, Current		
262	Compensated Absences, Long-Term		
295	**Total Liabilities**	$ (7)	$ (7)
	Net Assets		
309	Unrestricted	$ (3)	$ (4)
335	Invested in Capital Assets, Net of Related Debt		
	Restricted for:		
336	Debt Service		
337	Capital Projects		
338	Other Purposes		
340	**Total Restricted Net Assets**		
351	**Total Net Assets**	$ (8)	$ (8)

UNIVERSITY TRIAL BALANCE- STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS (SCO-582)

PURPOSE

The purpose of the University Trial Balance-Statement of Revenues, Expenses and Changes in Net Assets (Exhibit 27.20.82-A) is to collect information for inclusion in the State's Comprehensive Annual Financial Report.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the university: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

All amounts reported on the statement must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

The information necessary to complete this form can be obtained from the university's records and/or financial statements. A draft copy of the university's financial statements should be submitted with this form.

A detailed explanation must be submitted for all account increases (decreases) equal to or greater than $5,000,000 ($5,000 rounded to the nearest thousand) from the prior year. The detailed explanations must be reported on Form SCO-510 (See SAMS 27.20.10).

CONTENTS

Refer to Exhibit 27.20.82-B.

REFERENCE	CONTENTS
(1)	Enter the university name.
(2)	Enter the last two digits of the fiscal year for which this form is being completed.
(3)	Enter the total expenses per university records.
(4)	Enter amounts from the prior year Form SCO-582 for each row.
(5)	Enter the total program revenue-charges for services per university records.
(6)	Enter the total program revenue-operating grants and contributions per university records.
(7)	Enter the total program revenue-capital grants and contributions per university records.
(8)	Subtotal amounts reported in (5), (6), and (7) for program revenues and enter the result in the respective column.
(9)	Subtract the amount entered in (8) from the amount entered in (3).
(10)	Enter the total general revenue-State appropriations per university records.
(11)	Enter the total general revenue-interest and investment income per university records.
(12)	Enter the total general revenue-other general revenues per university records.

REFERENCE	CONTENTS
(13)	Subtotal amounts reported in (10), (11), and (12) for general revenues and enter the result in the respective column.
(14)	Subtract the amount entered in (13) from the amount entered in (9)
(15)	Enter the net assets-beginning of year amount. This is the amount reported as net assets-end of year in the prior year Form SCO-582.
(16)	Sum (14) and (15) and enter the result. This should agree to report account 351 on Form SCO-581.

State of Illinois
University _____
Trial Balance-Statement of Revenues, Expenses and Changes in Net Assets
June 30, 20 _____

	Nearest Thousand	
	Current Year GAAP Basis	**Prior Year GAAP Basis**
Expenses	$	
Program Revenues:		
Charges for Services		
Operating Grants/Contributions		
Capital Grants/Contributions		
Total Program Revenues		
Net (expense) revenues		
General Revenues:		
State Appropriations		
Interest and Investment Income		
Other General Revenues		
Total General Revenues		
Change in Net Assets		
Net Assets, Beginning of Year		
Net Assets, End of Year	$	

State of Illinois
University (1)
Trial Balance-Statement of Revenues, Expenses and Changes in Net Assets
June 30, 20 (2)

	Nearest Thousand	
	Current Year GAAP Basis	**Prior Year GAAP Basis**
Expenses	$ (3)	$ (4)
Program Revenues:		
Charges for Services	(5)	
Operating Grants/Contributions	(6)	
Capital Grants/Contributions	(7)	
Total Program Revenues	(8)	
Net (expense) revenues	(9)	
General Revenues:		
State Appropriations	(10)	
Interest and Investment Income	(11)	
Other General Revenues	(12)	
Total General Revenues	(13)	
Change in Net Assets	(14)	
Net Assets, Beginning of Year	(15)	
Net Assets, End of Year	$ (16)	$

SCO-582

UNIVERSITY SCHEDULE OF FOOTNOTE DISCLOSURE INFORMATION (SCO-585)

PURPOSE

The purpose of the University Schedule of Footnote Disclosure Information Form (Exhibit 27.20.85-A) is to collect all required footnote disclosure information to be reported in the State's Annual Financial Report.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the university: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The University Schedule of Footnote Disclosure Information must be completed by all universities.

All amounts reported on this form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank. If more space is needed, attach additional pages clearly indicating to which section the attachment refers.

INSTRUCTIONS

The Leases-Lessee section of the SCO-585 can be completed using the Comptroller's lease reports and/or university records. The Revenue Bonds Payable and Extraordinary, Special Items sections can be completed using university records. Total future commitments for revenue bonds reported by the university should agree to the principal and interest outstanding reported in the confirmation of the State's Annual Report of Bonded Indebtedness and Long Term Obligations.

CONTENTS

Refer to Exhibit 27.20.85-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.

REFERENCE	CONTENTS
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the principal portion of revenue bonds payable in the next fiscal year (CY+1) and for each period thereafter, as appropriate. To report capital appreciation bonds, the total value of the bond maturity (e.g., $5,000) should be reported as principal. Interest for capital appreciation bonds will be 0 unless supplemental interest is paid.
(5)	Enter the interest portion of revenue bonds payable in the next fiscal year (CY+1) and for each period thereafter, as appropriate.
(6)	Sum all amounts reported in (4) and (5) and enter the result.
(7)	Sum all amounts reported in (4) and enter the result.
(8)	Sum all amounts reported in (5) and enter the result.
(9)	Sum all amounts reported in (6) and enter the result. This amount should also equal the sum of amounts reported in (7) and (8).
(10)	Enter the unaccreted appreciation amount of the principal portion reported in (7). Unaccreted appreciation represents the difference in the maturity value of capital appreciation bonds and the accreted value as of the balance sheet date.
(11)	Subtract (10) from (7) and enter the result. This amount will equal the sum of report accounts 246 and 250 on SCO-581.
(12)	Enter the amount of current year principal payments.
(13)	Enter the amount of current year interest payments.

REFERENCE	CONTENTS
(14)	Enter the amount of unamortized discounts at June 30.
(15)	Attach documentation, including financial statement footnote disclosures, for all bonds issued subsequent to June 30th.
(16)	Attach a schedule of refunding bond requirements in accordance with Governmental Accounting Standards Board Statement No. 7. In addition, attach financial statement footnote disclosures related to refundings occurring during the current year.
(17)	Attach the required demand bond disclosure information in accordance with Governmental Accounting Standards Board Interpretation No. 1, paragraph 11. Required disclosure includes: 1) a general description of the demand bond program, 2) terms of any letters of credit or other standby liquidity agreements outstanding, 3) commitments fees to obtain the letters of credit, 4) any amounts drawn on the letters of credit as of the balance sheet date, 5) a description of the take-out agreement (expiration date, commitment fees to obtain the agreement, and terms of any new obligation under the take-out agreement, and 5) debt service requirements if the take-out agreement is exercised.
(18)	Enter the amount of revenues or additions available during the current year for debt service.
(19)	Enter the amount of expenses or deductions that reduced the amount available for debt service during the current fiscal year.
(20)	Subtract (19) from (18) and enter the result.
(21)	Enter the principal portion of revenue bonds payable necessary to meet debt service requirements for the current fiscal year.

REFERENCE	CONTENTS
(22)	Enter the interest portion of revenue bonds payable necessary to meet debt service requirements for the current year.
(23)	Sum amounts reported in (21) and (22) and enter the result.
(24)	Divide (20) by (23) and enter the resulting ratio.
(25)	Attach the required segment disclosure information in accordance with Governmental Accounting Standards Board Statement No. 34.
(26)	Enter the purpose of each short term debt issued and/or outstanding during the year. Short term debt must be reported even if it is no longer outstanding at the end of the year.
(27)	Enter the amount of each short term debt outstanding at June 30, PY.
(28)	Enter current year additions to short term debt.
(29)	Enter current year deletions to short term debt.
(30)	Enter the sum of (27) and (28) less (29).
(31)	Sum all amounts reported in (27) and enter the result.
(32)	Sum all amounts reported in (28) and enter the result.
(33)	Sum all amounts reported in (29) and enter the result.
(34)	Sum all amounts reported in (30) and enter the result. This amount should equal the sum of (31) and (32) less (33). This amount should also be included in the amount of "Other liabilities" reported on the SCO-581 if the short term debt is due to be repaid within the next year.

REFERENCE	CONTENTS
(35)	Enter the amount of contingent rents. Contingent rents associated with capital leases are payments dependent on future use such as machine hours or sales volume.
(36)	Enter the cost associated with capital leases for each category at June 30. These amounts should agree to amounts reported on Form SCO-538.
(37)	Enter the cost associated with installment purchases for each category at June 30.
(38)	Sum all amounts reported in (36) and enter the result.
(39)	Sum all amounts reported in (37) and enter the result.
(40)	Enter the amount of accumulated depreciation associated with depreciable assets reported in (36).
(41)	Enter the amount of accumulated depreciation associated with depreciable assets reported in (37).
(42)	Subtract (40) from (38) and enter the result.
(43)	Subtract (41) from (39) and enter the result.
(44)	Enter the amount of operating leases due in the next fiscal year (CY+1) and for each period thereafter, as appropriate.
(45)	Enter the amount of capital leases due in the next fiscal year (CY+1) and for each period thereafter, as appropriate.
(46)	Enter the principal portion of installment purchases due in the next fiscal year (CY+1) and for each period thereafter, as appropriate.

REFERENCE	CONTENTS
(47)	Enter the interest portion of installment purchases due in the next fiscal year (CY+1) and for each period thereafter, as appropriate.
(48)	Sum all amounts reported in (44) and enter the result.
(49)	Sum all amounts reported in (45) and enter the result.
(50)	Sum all amounts reported in (46) and enter the result. This amount should equal the amount reported in (26) on Form SCO-540.
(51)	Sum all amounts reported in (47) and enter the result.
(52)	Enter the amount of executory costs related to capital leases reported in (49).
(53)	Subtract (52) from (49) and enter the result.
(54)	Enter the amount representing interest related to capital leases in (53).
(55)	Subtract (54) from (53) and enter the result. This amount should equal the amount reported in (31) on Form SCO-540.
(56)	Enter the amount of operating leases reported in (48) representing future sublease rentals.
(57)	Enter the amount of capital leases reported in (49) representing future sublease rentals.
(58)	Enter the minimum amount of rent expense incurred for operating leases, excluding contingent rentals, in the appropriate funds category. This includes amounts paid for operating leases from the following detail object codes: 1231, 1232, 1233, 1234, 1235, 1237, 1239, 1681, 1683, 1722, 1723, and 1729.
(59)	Sum the amounts reported in (58) and enter the result.

REFERENCE	CONTENTS
(60)	Enter the amount of contingent rent expense incurred for operating leases in the appropriate funds category. See (35) for the definition of contingent rents. See (58) for detail object code listing.
(61)	Sum the amounts reported in (60) and enter the result.
(62)	Sum the amounts reported in (58) and (60) for Treasury Held Funds and enter the result.
(63)	Sum the amounts reported in (58) and (60) for Locally Held Funds and enter the result.
(64)	Sum the amounts reported in (59) and (61) and enter the result. This should agree to the sum of (62) and (63).
(65)	Enter the amount in (62) and (63) representing sublease rentals in the appropriate funds category.
(66)	Sum the amounts reported in (65) and enter the result.
(67)	Subtract (65) from (62) for Treasury Held Funds and enter the result.
(68)	Subtract (65) from (63) for Locally Held Funds and enter the result.
(69)	Subtract (66) from (64) and enter the result. This should agree to the sum of (67) and (68).
(70)	Provide a description of extraordinary items as reported on the financial statements, if any. Attach related footnote disclosures included in university financial statements.
(71)	Enter the amount of extraordinary items.

REFERENCE	CONTENTS
(72)	Provide a description of special items as reported on the financial statements, if any. Attach related footnote disclosures included in university financial statements.
(73)	Enter the amount of special items.

State of Illinois **Agency** _____
University Funds **Agency #** _____
Schedule of Footnote Disclosure Information
June 30, 20_____

Amounts expressed in thousands

I. Revenue Bonds Payable

A. The following disclosure for revenue bonds payable appears or will appear in the university's financial statements. Attach a photocopy of the footnote disclosure for (4) and (11) if available, in lieu of transcibing this information.

1) Future commitments for revenue bonds payable as of June 30, were as follows:

Years Ending June 30,	Principal	Interest	Total
CY + 1	$	$	$
CY + 2			
CY + 3			
CY + 4			
CY + 5			
CY + 6 thru 10			
CY + 11 thru 15			
CY + 16 thru 20			
CY + 21 thru 25			
CY + 26 thru 30			
CY + 31 thru 35			
CY + 36 thru 40			
Total Payments	$	$	$
Less unaccreted appreciation	( )		
Total	$		

2) Current year principal payments $ _____
3) Current year interest payments $ _____
4) Unamortized discount at June 30 $ _____
5) Subsequent bond issues (after June 30)
6) Refunding bond requirements according to Governmental Accounting Standards Board Statement #7.
7) Demand bond requirements according to Governmental Accounting Standards Board Interpretation #1.

B. Revenue Bond Coverage (at June 30, CY):

Revenues/ Additions	Expenses/ Deductions	Net Additions Available for Debt Service	Debt Service Requirements: Principal	Debt Service Requirements: Interest	Debt Service Requirements: Total	Coverage
$	$	$	$	$	$	$

Note: Do not include student tuition and fees which may be available, if necessary, to cover bond debt service requirements.

C. Attach the required segment disclosure information in accordance with Governmental Accounting Standards Board Statement #34.

II. Short Term Debt

Purpose	Balance June 30, PY	Additions	Deletions	Balance June 30, CY
	$	$	$	$
Total	$	$	$	$

State of Illinois **Agency** _____
University Funds **Agency #** _____
Schedule of Footnote Disclosure Information
June 30, 20_____

Amounts expressed in thousands

III. Leases - Lessee

A. Contingent rents associated with capital leases in the current year were $ _____

B. The State's assets under capital leases and installment purchases included in capital assets as of June 30, were as follows:

	Capital Leases	Installment Purchases
Land and Land Improvements	$	$
Buildings and Building Improvements		
Equipment		
Total Asset Cost		
Less Accumulated Depreciation		
Net Book Value	$	$

C. Future minimum rental commitments for all non-cancellable leases, subleases, and installment purchases as of June 30, were as follows:

Years Ending June 30,	Operating Leases	Capital Leases	Installment Purchases Principal	Installment Purchases Interest
CY + 1	$	$	$	$
CY + 2				
CY + 3				
CY + 4				
CY + 5				
CY + 6 thru 10 years				
CY + 11 thru 15 years				
CY + 16 thru 20 years				
Total minimum payments	$	$	$	$
Less: amount representing executory costs				
Net minimum lease payments				
Less: amount representing interest				
Present value of net minimum lease payments		$		
Future sublease rentals	$	$		

D. Rental expenses incurred for operating leases during the current year were as follows:

	Treasury Held Funds Spending	Locally Held Funds Spending	Total Spending
Minimum rentals	$	$	$
Contingent rents			
Total			
Less: sublease rentals			
Net	$	$	$

IV. Extraordinary, Special Items

A. Extraordinary items (as reported on the financial statements)
Description: _____ $ _____

B. Special items (as reported on the financial statements)
Description: _____ $ _____

State of Illinois
University Funds
Schedule of Footnote Disclosure Information
June 30, 20 (1)

Agency (2)
Agency # (3)

Amounts expressed in thousands

I. Revenue Bonds Payable

A. The following disclosure for revenue bonds payable appears or will appear in the university's financial statements. Attach a photocopy of the footnote disclosure for (4) thru (11) if available, in lieu of transcribing this information.

1) Future commitments for revenue bonds payable as of June 30, were as follows:

Years Ending June 30,	Principal	Interest	Total
CY + 1	$ (4)	$ (5)	$ (6)
CY + 2			
CY + 3			
CY + 4			
CY + 5			
CY + 6 thru 10			
CY + 11 thru 15			
CY + 16 thru 20			
CY + 21 thru 25			
CY + 26 thru 30			
CY + 31 thru 35			
CY + 36 thru 40			
Total Payments	$ (7)	$ (8)	$ (9)
Less unaccreted appreciation	((10))		
Total	$ (11)		

2) Current year principal payments $ (12)
3) Current year interest payments $ (13)
4) Unamortized discount at June 30 $ (14)
5) Subsequent bond issues (after June 30) (15)
6) Refunding bond requirements according to Governmental Accounting Standards Board Statement #7. (16)
7) Demand bond requirements according to Governmental Accounting Standards Board Interpretation #1. (17)

B. Revenue Bond Coverage (at June 30, CY):

Revenues/ Additions	Expenses/ Deductions	Net Additions Available for Debt Service	Debt Service Requirements: Principal	Interest	Total	Coverage
$ (18)	$ (19)	$ (20)	$ (21)	$ (22)	$ (23)	$ (24)

Note: Do not include student tuition and fees which may be available, if necessary, to cover bond debt service requirements.

(25) **C.** Attach the required segment disclosure information in accordance with Governmental Accounting Standards Board Statement #34.

II. Short Term Debt

Purpose	Balance June 30, PY	Additions	Deletions	Balance June 30, CY
(26)	$ (27)	$ (28)	$ (29)	$ (30)
Total	$ (31)	$ (32)	$ (33)	$ (34)

State of Illinois
University Funds
Schedule of Footnote Disclosure Information
June 30, 20 (1)

Agency (2)
Agency # (3)

Amounts expressed in thousands

III. Leases - Lessee

A. Contingent rents associated with capital leases in the current year were: $ (35)

B. The State's assets under capital leases and installment purchases included in capital assets as of June 30, were as follows:

	Capital Leases	Installment Purchases
Land and Land Improvements	$ (36)	$ (37)
Buildings and Building Improvements		
Equipment		
Total Asset Cost	(38)	(39)
Less Accumulated Depreciation	(40)	(41)
Net Book Value	$ (42)	$ (43)

C. Future minimum rental commitments for all non-cancellable leases, subleases, and installment purchases as of June 30, were as follows:

Years Ending June 30,	Operating Leases	Capital Leases	Installment Purchases Principal	Installment Purchases Interest
CY + 1	$ (44)	$ (45)	$ (46)	$ (47)
CY + 2				
CY + 3				
CY + 4				
CY + 5				
CY + 6 thru 10				
CY + 11 thru 15				
CY + 16 thru 20				
Total minimum payments	$ (48)	$ (49)	$ (50)	$ (51)
Less: amount representing executory costs		(52)		
Net minimum lease payments		(53)		
Less: amount representing interest		(54)		
Present value of net minimum lease payments		$ (55)		
Future sublease rentals	$ (56)	$ (57)		

D. Rental expenses incurred for operating leases during the current year were as follows:

	Treasury Held Funds Spending	Locally Held Funds Spending	Total Spending
Minimum rentals	$ (58)	$ (58)	$ (59)
Contingent rents	(60)	(60)	(61)
Total	(62)	(63)	(64)
Less: sublease rentals	(65)	(65)	(66)
Net	$ (67)	$ (68)	$ (69)

IV. Extraordinary, Special Items

A. Extraordinary items (as reported on the financial statements)
Description: (70) $ (71)

B. Special items (as reported on the financial statements)
Description: (72) $ (73)

PENSION/INVESTMENT/PRIVATE PURPOSE TRUST FUNDS STATEMENT OF NET ASSETS (SCO-594)

PURPOSE

The purpose of the Pension/Investment/Private Purpose Trust Funds Statement of Net Assets (Exhibit 27.20.94-A) is to collect the June 30 financial position information for pension/investment/private purpose trust funds to be reported in the State's Comprehensive Annual Financial Report.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Pension/Investment/Private Purpose Trust Funds Statement of Net Assets should be completed by agencies with pension/investment/private purpose trust funds according to the Comptroller's Office. All information reported should agree to amounts reported on the agency's financial statements if reported for a pension system. In addition, all agencies should complete Form SCO-565 to support the "due to" and "due from" primary government and component unit amounts reported on the SCO-594. State agencies are listed and classified as either primary government or component units in Procedure 27.50.10 of the SAMS Manual.

All amounts reported on this form must be rounded to the nearest thousand. Where a line does not apply, leave it blank.

INSTRUCTIONS

Amounts due from other State agencies should be reported in (10) and/or (11). Amounts due from other funds within the agency should be reported in (10). State obligations owned by the agency should be reported in (7).

Investment Trust Funds and Private Purpose Trust Funds that do not maintain records on a GAAP basis should prepare appropriate GAAP basis journal entries to their records prior to preparing this form. These journal entries should be kept as documentation for the amounts reported on this form.

CONTENTS

Refer to Exhibit 27.20.94-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the amount reported in the prior year's SCO-594 for each account. This information will be completed by the Comptroller's Office.
(7)	Enter the amount of cash and cash equivalents reported on the fund's Statement of Net Assets.
(8)	Enter the amount of investments, stated at fair value reported on the fund's Statement of Net Assets. The composition of investments and certain investment activity should be reported on the SCO-579. Investments in State debt obligations **should be** included on this line.
(9)	Enter the net amount of other receivables. Amounts due from other State funds should not be reported in (9).
(10)	Enter the amount of due from other funds.
(11)	Enter the amount of due from component units.
(12)	Enter the amount of capital assets not being depreciated. Capital assets not being depreciated should agree to the amount reported on Form SCO-538.

REFERENCE	CONTENTS
(13)	Enter the amount of capital assets being depreciated. Capital assets being depreciated should agree to the amount reported on Form SCO-538.
(14)	Enter the amount of accumulated depreciation. Accumulated depreciation should agree to the amount reported on Form SCO-538.
(15)	Subtract (14) from the sum of (12) and (13) and enter the result.
(16)	Sum (7) through (11) and (15) and enter the result.
(17)	Enter the amount of accounts payable and accrued liabilities, including benefits currently payable and refunds due to participants, from the fund's financial statements.
(18)	Enter the amount of payables due to another governmental agency that is not part of the state's reporting entity (i.e., amounts owed to federal and local governments).
(19)	Enter the amount due to other funds.
(20)	Enter the amount due to component units.
(21)	Enter the amount of other liabilities.
(22)	Enter the amount of revenue bonds payable. This must agree to the amount reported in (17) on the SCO-540.
(23)	Enter the amount of other long-term obligations reported in the agency's financial statements.
(24)	Sum (17) through (23) and enter the result.

REFERENCE	CONTENTS
(25)	Enter the amount of net assets. This should equal the result of (24) subtracted from (16).

State of Illinois **Agency** _____
Pension/Investment/Private Purpose Trust Fund **Agency #** _____
Statement of Net Assets **Fund Name** _____
June 30, 20 _____ **Fund #** _____

Account Number	Account Description	Nearest Thousand	
		Current Year	**Prior Year**
	Assets		
105	Cash and Cash Equivalents	$	$
111	Investments		
140	Other Receivables, Net		
141	Due from Other Funds, Net		
146	Due from Component Units, Net		
167	Total Capital Assets, not being depreciated		
168	Total Capital Assets, being depreciated		
169	Total Accumulated Depreciation		
170	Capital Assets, Net		
195	**Total Assets**	$	$
	Liabilities		
205	Accounts Payable and Accrued Liabilities	$	$
210	Intergovernmental Payables		
215	Due to Other Funds		
216	Due to Component Units		
230	Other Liabilities		
253	Revenue Bonds Payable		
259	Other Obligations		
295	**Total Liabilities**	$	$
338	Net Assets	$	$

State of Illinois
Pension/Investment/Private Purpose Trust Fund
Statement of Net Assets
June 30, 20 5

Agency 2
Agency # 3
Fund Name 4
Fund # 5

Account Number	Account Description	Nearest Thousand Current Year	Nearest Thousand Prior Year
	Assets		
105	Cash and Cash Equivalents	$ 7	$ 6
111	Investments	8	
140	Other Receivables, Net	9	
141	Due from Other Funds, Net	10	
146	Due from Component Units, Net	11	
167	Total Capital Assets, not being depreciated	12	
168	Total Capital Assets, being depreciated	13	
169	Total Accumulated Depreciation	14	
170	Capital Assets, Net	15	
195	**Total Assets**	$ 16	$
	Liabilities		
205	Accounts Payable and Accrued Liabilities	$ 17	$
210	Intergovernmental Payables	18	
215	Due to Other Funds	19	
216	Due to Component Units	20	
230	Other Liabilities	21	
253	Revenue Bonds Payable	22	
259	Other Obligations	23	
295	**Total Liabilities**	$ 24	$
338	Net Assets	$ 25	$

PENSION/INVESTMENT/PRIVATE PURPOSE TRUST FUNDS STATEMENT OF CHANGES IN NET ASSETS (SCO-595)

PURPOSE

The purpose of the Pension/Investment/Private Purpose Trust Funds Statement of Changes in Net Assets (Exhibit 27.20.95-A) is to collect the June 30 additions, deductions and changes in net assets information for pension/investment/private purpose trust funds to be reported in the State's Comprehensive Annual Financial Report.

When applicable, this form is to be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Pension/Investment/Private Purpose Trust Funds Statement of Changes in Net Assets completed by agencies with pension/investment/private purpose trust funds according to the Comptroller's Office. All information reported should agree to amounts reported on the agency's financial statements if reported for a pension system.

All amounts reported on this form must be rounded to the nearest thousand. Where a line does not apply, leave it blank.

INSTRUCTIONS

Investment Trust Funds and Private Purpose Trust Funds that do not contain records on a GAAP basis should prepare appropriate GAAP basis journal entries to their records prior to preparing this form. Any such journal entries should be kept as documentation for the amounts reported on this form.

CONTENTS

Refer to Exhibit 27.20.95-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the amount reported in the prior year's SCO-595 for each account. This information will be completed by the Comptroller's Office.
(7)	Enter the amount of employer contributions.
(8)	Enter the amount of member contributions.
(9)	Enter the amount of other contributions not reported in (7) and (8).
(10)	Sum (7) through (9) and enter the result.
(11)	Enter the amount of participant deposits.
(12)	Enter the amount of interest and other investment income reported in the agency's financial statements.
(13)	Enter the amount of net appreciation (depreciation) of investments reported in the agency's financial statements. Appreciation should be reported as a positive number and depreciation should be reported in (parenthesis).

REFERENCE	CONTENTS
(14)	Enter the amount of investment expense reported in the agency's financial statements. This amount should be reported in parenthesis.
(15)	Sum of (12) through (14) and enter the result .
(16)	Enter the amount of other additions not previously reported.
(17)	Sum (10), (11), (15) and (16) and enter the result.
(18)	Enter the amount of benefit payments and refunds reported in the agency's financial statements.
(19)	Enter the amount of participant withdrawals.
(20)	Enter the amount of interest expense reported in the agency's financial statements.
(21)	Enter the amount of distribution to pool investors.
(22)	Enter the amount of depreciation expense reported in the agency's financial statements.
(23)	Enter the amount of general and administration expenses.
(24)	Enter the amount of other deductions not previously reported.
(25)	Sum (18) through (24) and enter the result.
(26)	Subtract (25) from (17) and enter the result.
(27)	Enter the net assets at the beginning of the year from the ending net assets reported on the prior year final Form SCO-595.

REFERENCE	CONTENTS
(28)	Sum (26) and (27) and enter the result. This amount should agree to the amount reported in (25) on Form SCO-594.

State of Illinois
Pension/Investment/Private Purpose Trust Funds
Statement of Changes in Net Assets
June 30, 20 _____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

Account Number	Account Description	Nearest Thousand	
		Current Year	Prior Year
	Additions		
1008	Employer Contributions	$	$
1009	Member Contributions		
1010	Other Contributions		
	Total Contributions		
1013	Participant Deposits		
1015	Interest and Other Investment Income		
1016	Net Appreciation (Depreciation) of Investments		
1017	Investment Expense	( )	( )
	Net Investment Income		
1025	Other Additions		
	Total Additions		
	Deductions		
1040	Benefit Payments and Refunds		
1045	Participant Withdrawals		
1050	Interest		
1052	Distribution to Pool Investors		
1055	Depreciation		
1060	General and Administration		
1065	Other Deductions		
	Total Deductions		
	Net Additions		
	Beginning Net Assets		
	Ending Net Assets	$	$

SCO-595

State of Illinois
Pension/Investment/Private Purpose Trust Funds
Statement of Changes in Net Assets
June 30, 20 (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

Account Number	Account Description	Nearest Thousand	
		Current Year	Prior Year
	Additions		
1008	Employer Contributions	$ (7)	$ (6)
1009	Member Contributions	(8)	
1010	Other Contributions	(9)	
	Total Contributions	(10)	
1013	Participant Deposits	(11)	
1015	Interest and Other Investment Income	(12)	
1016	Net Appreciation (Depreciation) of Investments	(13)	
1017	Investment Expense	((14))	( )
	Net Investment Income	(15)	
1025	Other Additions	(16)	
	Total Additions	(17)	
	Deductions		
1040	Benefit Payments and Refunds	(18)	
1045	Participant Withdrawals	(19)	
1050	Interest	(20)	
1052	Distribution to Pool Investors	(21)	
1055	Depreciation	(22)	
1060	General and Administration	(23)	
1065	Other Deductions	(24)	
	Total Deductions	(25)	
	Net Additions	(26)	
	Beginning Net Assets	(27)	
	Ending Net Assets	$ (28)	$

PENSION TRUST FUNDS SCHEDULE OF FOOTNOTE DISCLOSURE INFORMATION (SCO-597)

PURPOSE

The purpose of the Pension Trust Funds Schedule of Footnote Disclosure Information Form (Exhibit 27.20.97-A) is to collect information necessary for disclosure in the footnotes to the State's Annual Financial Report as required by Governmental Accounting Standards Board (GASB) Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers* and by GASB Statement No. 34.

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Pension Trust Funds Schedule of Footnote Disclosure Information should be completed by all public employee retirement systems included as pension trust funds in the State's financial statements. To determine fund classification, refer to the Summary of Agencies and Fund Classifications (Procedure 27.50.10).

All amounts reported on the form must be rounded to the nearest thousand. Where a line or column does not apply, leave it blank.

INSTRUCTIONS

The reporting agency must fill out applicable amounts and provide summary policy statements as indicated. Additional pages may be attached, if necessary, and must indicate the official agency name and number on each additional page and provide information for which Form SCO-597 section it applies.

CONTENTS

Refer to Exhibit 27.20.97-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Enter the official fund name.
(5)	Enter the four-digit Comptroller assigned fund number.
(6)	Enter the appropriate response to Section I. Plan Description questions A through C. Attach any additional sheets, as necessary.
(7)	Enter the appropriate response to Section II. Funding Policy questions A through C. Attach any additional sheets, as necessary.
(8)	Enter the appropriate response to Section III. Sole Employers questions A through C. Attach any copies, as necessary.
(9)	Enter the appropriate response to Section IV. Required Supplementary Information questions A through F. Attach any additional sheets, as necessary.
(10)	Enter the appropriate response to Section V. Subsequent Event questions A through C. Attach any additional sheets, as necessary.

State of Illinois
Pension Trust Funds
June 30, _____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

I. Plan Description

A. Type of public employee retirement system (single employer, agent multiple employer, or cost sharing multiple-employer) _____

1. Number or contributing employers (do not round amounts) _____
2. Type of contributing employers _____
3. Non-employer contributors _____

B. Describe the type of benefits and the authority under which benefit provisions are established or may be amended (you may attach copies of pre-printed literature).

C. Do you issue a stand-alone financial report? ☐ Yes ☐ No
If yes, when and where can a copy of the report be obtained?

II. Funding Policy

A. Describe the authority under which the obligations to contribute to the plan members, employer(s) and other contributing entities (for example, state contributions to local school districts) are established or may be amended.

B. List the required contribution rate(s) of active plan members.

C. List the required contribution rate(s) of the employer in accordance with the funding policy in dollars or as a percentage of current-year covered payroll. If the plan is a single-employer or agent plan and the rate differs significantly from the annual required contributions of the employer ("ARC"), disclose how the rate is determined (for example, by statute or contract, or the plan is financed on a pay-as-you-go basis). If the plan is a cost-sharing plan, disclose the required contributions in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.

III. Sole (and agent) Employers including those with special funding situations

A. For the current year what was the annual pension cost and its components?

1. ARC _____
2. Interest on NPO _____
3. Adjustment to the ARC _____

State of Illinois
Pension Trust Funds
June 30, _____

Agency _____
Agency # _____
Fund Name _____
Fund # _____

B. For the current year and each of the two preceding years, what was the annual pension cost, percentage of annual pension cost contributed that year, and NPO at the end of the year?

		CY	PY	PY2
1.	What was the annual pension cost?			
2.	What was the % of annual pension cost contributed these years?			
3.	What was the NPO at the end of the year?			

C. 1. What was the date of the actuarial valuation used to determine the ARC for the current year? _____

2. What were the actuarial methods and significant assumptions (actuarial cost method, method(s) used to determine the actuarial value of assets, and the assumptions with respect to the inflation rate, investment return, projected salary increases, and post-retirement benefit increases)?

3. What amortization method is used (level dollar or level percentage of projected payroll) and what is the amortization period (for example, equivalent single amortization period for plans that use multiple periods)?

4. What is the amortization period status? ☐ Closed ☐ Open

IV. Required Supplementary Information for Sole (and agent) Employers including those with special funding situations

The following information is required for the most recent actuarial valuation and the two preceding valuations unless the aggregate actuarial cost method was used. Until 3 actuarial valuations have been performed in accordance with the parameters, the required information should be presented for as many years as it is available .

		CY	PY	PY2
A.	What was the actuarial valuation date?			
B.	What was the actuarial value of plan assets?			
C.	What was the actuarial accrued liability?			
D.	What was the unfunded actuarial liability?			
E.	What was the annual covered payroll?			

F. What factors significantly affected the identification of trends in the amounts reported, (e.g., changes in benefit provisions, the size or composition of the population covered by the plan, or actuarial methods and assumptions used)?

V. Subsequent Event

A. Has the market value of the PERS assets declined by 5% or more subsequent to June 30 and the date when the most current information is available? Yes ☐ No ☐

B. Enter the date the most current information is available. (Generally, this should be 9/30 or later.) _____

C. If A above is "yes," attach a schedule of cost and market values of assets at June 30 and the date of the most current information.

State of Illinois
Pension Trust Funds
June 30, (1) _____

Agency (2) _____
Agency # (3) _____
Fund Name (4) _____
Fund # (5) _____

I. Plan Description

(6)

A. Type of public employee retirement system (single employer, agent multiple employer, or cost sharing multiple-employer)

1. Number or contributing employers (do not round amounts)
2. Type of contributing employers
3. Non-employer contributors

B. Describe the type of benefits and the authority under which benefit provisions are established or may be amended (you may attach copies of pre-printed literature).

C. Do you issue a stand-alone financial report? ☐ Yes ☐ No
If yes, when and where can a copy of the report be obtained?

II. Funding Policy

(7)

A. Describe the authority under which the obligations to contribute to the plan members, employer(s) and other contributing entities (for example, state contributions to local school districts) are established or may be amended.

B. List the required contribution rate(s) of active plan members.

C. List the required contribution rate(s) of the employer in accordance with the funding policy in dollars or as a percentage of current-year covered payroll. If the plan is a single-employer or agent plan and the rate differs significantly from the annual required contributions of the employer ("ARC"), disclose how the rate is determined (for example, by statute or contract, or the plan is financed on a pay-as-you-go basis). If the plan is a cost-sharing plan, disclose the required contributions in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.

III. Sole (and agent) Employers including those with special funding situations

(8)

A. For the current year what was the annual pension cost and its components?

1. ARC
2. Interest on NPO
3. Adjustment to the ARC

State of Illinois
Pension Trust Funds
June 30, _____ (1)

Agency (2)
Agency # (3)
Fund Name (4)
Fund # (5)

B. For the current year and each of the two preceding years, what was the annual pension cost, percentage of annual pension cost contributed that year, and NPO at the end of the year?

	CY	PY	PY2
1. What was the annual pension cost?			
2. What was the % of annual pension cost contributed these years?			
3. What was the NPO at the end of the year?			

C. 1. What was the date of the actuarial valuation used to determine the ARC for the current year? _____

2. What were the actuarial methods and significant assumptions (actuarial cost method, method(s) used to determine the actuarial value of assets, and the assumptions with respect to the inflation rate, investment return, projected salary increases, and post-retirement benefit increases)?

3. What amortization method is used (level dollar or level percentage of projected payroll) and what is the amortization period (for example, equivalent single amortization period for plans that use multiple periods)?

4. What is the amortization period status? ☐ Closed ☐ Open

IV. Required Supplementary Information for Sole (and agent) Employers including those with special funding situations

(9) *The following information is required for the most recent actuarial valuation and the two preceding valuations unless the aggregate actuarial cost method was used. Until 3 actuarial valuations have been performed in accordance with the parameters, the required information should be presented for as many years as it is available .*

	CY	PY	PY2
A. What was the actuarial valuation date?			
B. What was the actuarial value of plan assets?			
C. What was the actuarial accrued liability?			
D. What was the unfunded actuarial liability?			
E. What was the annual covered payroll?			

F. What factors significantly affected the identification of trends in the amounts reported, (e.g., changes in benefit provisions, the size or composition of the population covered by the plan, or actuarial methods and assumptions used)?

V. Subsequent Event

(10)
A. Has the market value of the PERS assets declined by 5% or more subsequent to June 30 and the date when the most current information is available? Yes ☐ No ☐

B. Enter the date the most current information is available. (Generally, this should be 9/30 or later.) _____

C. If A above is "yes," attach a schedule of cost and market values of assets at June 30 and the date of the most current information.

PURPOSE

The purpose of the Service Efforts and Accomplishments (SEA) Report is to provide information on the service efforts, costs, and accomplishments of the agency or its major programs.

This report is to be submitted annually to the Comptroller's Office as part of the year-end reporting package. The Service Efforts and Accomplishments Report is due to the Comptroller's Office by October 15.

GENERAL

The Governmental Accounting Standards Board (GASB) is the highest source of accounting and financial reporting guidance for state and local governments and retains ultimate authority over all external financial reporting by governmental entities. Through its due process procedures, GASB is in the process of establishing standards for service efforts and accomplishments (SEA) reporting. Illinois is a pilot state, assisting GASB in defining the requirements it will adopt for SEA reporting.

In its Concepts Statement No. 1, *Objectives of Financial Reporting*, GASB stated that governmental financial reporting should "provide information to assist users in (a) assessing accountability and (b) making economic, social, and political decisions." One of three objectives established by the Board in this document is that "financial reporting should provide information to assist users in assessing the service efforts, costs, and accomplishments of the governmental entity."

The practical effect of this objective is to make information available in financial reports not only about how much and on what state government spends its resources, but also about what citizens and taxpayers are getting for their money and how efficiently and effectively those funds are being used. The basis for this thinking is the concern that financial reports do not provide complete information about the "results of operations" of the governmental entity. GASB's Concepts Statement No. 2, *Service Efforts and Accomplishments Reporting*, emphasizes this point when it states, "The assessment of a governmental entity's performance requires information not only about the acquisition and use of resources, but also about the outputs and outcomes of the services provided and the relationship between the use of resources and their outputs and outcomes."

Currently, financial reporting provides information on whether funds are being used legally and for the purpose intended, but not whether they are being used efficiently and with the intended results. Both GASB and the Comptroller's Office recognize that (1) in the absence of SEA information, financial

reports cannot meet the test of sufficient accountability, and (2) a change in this situation would call for an extension of the very concept of financial reporting itself.

As stipulated in Public Act 86-1415 (15 ILCS 405/6.01), effective September 11, 1990, the Comptroller is responsible for defining financial reporting requirements for Illinois state agencies:

> *The Comptroller shall specify and establish the financial accounting and reporting standards and principles to be used by all State government and State agencies.…These standards and principles shall be known as the Generally Accepted Accounting Standards and Principles for Illinois State Government, and shall, whenever possible, be compatible with any similar nationally existing generally accepted accounting standards and principles for government.*

The core mission of the Comptroller's Office is "to provide quality fiscal information." It is the position of the Comptroller's Office that fiscal information that consists solely of *financial* information is lacking an acceptable level of quality. Such financial information must be coupled with *non-financial* information (i.e., information on service efforts and accomplishments) if the financial information is to be meaningful.

Because service efforts and accomplishments reporting is in an experimental stage, this procedure will help establish standards for SEA reporting until GASB completes its due process activities. The following general principles and guidelines, which may be modified from time to time as new information or experience becomes available, will govern service efforts and accomplishments reporting in Illinois for the present:

- These guidelines are consistent with expectations and other reporting requirements regarding performance measurement already existing in Illinois State statutes. The Fiscal Control and Internal Auditing Act (30 ILCS 10/1001-3004) requires controls to assure that "resources are utilized efficiently, effectively, and in compliance with applicable law." (See Procedure 02.00.00.) It is not possible to demonstrate efficiency or effectiveness without appropriate measures of efforts, costs, and accomplishments. Additionally, the Civil Administrative Code of Illinois (Part 2) requires "annual accountability reports" from each Code agency, "based on criteria, goals and objectives established by the Department" (15 ILCS 20/38.2).

- These procedures establish principles for *reporting* information about state government's performance, including the categories and characteristics of SEA information. They do not establish the performance indicators, measures, or standards themselves. While the Comptroller's Office has

no intention of establishing performance standards, it may, from time to time, advise and direct agencies on generally accepted performance indicators for reporting on specific programs or services.

- Within the framework established by these principles and procedures, state agencies are expected to develop their own valid and generally accepted SEA indicators for approval by the Comptroller's Office; gather the data required for the indicators; and report performance results in the form prescribed herein. Based on statutory provisions and requirements previously cited above, it is assumed that a significant amount of information is already available for SEA reporting.

- Subject to the approval of the Comptroller's Office, State agencies may use judgment and discretion in reporting SEA information. Generally speaking SEA measures should be reported for all major programs, goals and objectives of the agency, as defined by the reporting entity in conjunction with the Comptroller's Office. It is assumed that not every agency function will be included in such reporting. At the same time, reporting on the smallest, discrete program within an agency is not sufficient. Part of the challenge in SEA reporting is rationalizing the program structure as a framework for SEA measurement. Where possible, agencies may report at the "corporate" or "enterprise" level for the department as a whole. Another approach would be to report on the highest organizational level possible or the programs or functions with the largest funding.

- Agencies should not intermingle SEA information from different programs or services, but should prepare separate SEA reports for each distinct agency function, program, or service being reported.

- Agencies should be able to substantiate their reports by maintaining adequate and appropriate documentation to support their mission statements, goals, objectives and performance measures. This would include such elements as statutory or other authoritative sources for programs, mission statements, goals and objectives, definitions of performance indicators and data, the data collection and reporting process, the data storage and retrieval environment, etc.

- In *Concepts Statement No. 2, Service* Efforts *and Accomplishments Reporting*, the GASB has provided guidance on the characteristics that agencies should strive for in performance data*:*

Characteristics Performance Information Should Possess

57. Performance information should meet the characteristics of relevance, understandability, comparability, timeliness, consistency, and reliability. The application of these characteristics to performance information is discussed below.

Relevance

58. Performance information should include data that are essential to provide a basis for understanding the accomplishment of goals and objectives of the entity that have potentially significant decision-making or accountability implications.…Performance information should be management's representations of the performance of the entity and its agencies, departments, programs, and services. Because the purpose of governmental entities is to establish and enforce laws, regulate activities, and provide services economically, effectively, and efficiently—not to earn profits—no single measure of performance is readily available to assist users in assessing accountability and in making economic, political, and social decisions…

Understandability

59. Performance information should be communicated in a readily understandable manner. It should communicate the performance of the agency, department, program, or service to any reasonably informed interested party. To enhance user understanding, different forms of reporting such as tables, charts, and graphs may be needed by different state and local governmental entities and for different agencies, departments, programs, and services.

60. Performance information should be concise yet comprehensive with regard to which (and how many) measures of performance are reported. Both conciseness and comprehensiveness in reporting performance measures are important because of the number, diversity, and complexity of state and local governmental agencies, departments, programs, and services. Performance information should be provided at the most appropriate level of aggregation or disaggregation. A balance should be achieved among the number of services reported, the performance measures reported, and the capability of users to understand and act on the information.

61. Performance information should include explanations about important underlying factors and existing conditions that may have affected performance. Explanatory information (including narrative explanations) should be reported with the measures of performance both for important factors that are substantially outside the control of the entity and for factors over which the entity has some control, which could affect performance. Narrative explanations about performance measures and any important factors that are known to have affected the reported results should be presented.

62. Performance information may be accompanied by a description of the way in which the performance measures should be used. This could include comments on the need to consider performance measures in conjunction with explanatory information, the need to consider the

multiple aspects of performance when assessing results, instances where surrogate measures…are being reported because of an inability to measure an outcome of a service, and the difficulty of using performance information to assess policy accountability. The descriptions could also contain additional information about performance measures that could assist users in understanding the reasons for the reported level of performance and actions planned or being taken to change results.

Comparability

63. Performance information should provide a clear frame of reference for assessing the performance of the entity and its agencies, departments, programs, and services. Performance measures, when presented alone, do not provide a basis for assessing or understanding the level of performance of an agency, department, program, or service. Therefore, performance information should include comparative information. This information may take various forms; for example, depending on the type of agency, department, program, or service being reported on, reported measures of performance could include comparisons with (a) several earlier fiscal years, (b) targets established by the entity such as targets established as part of the budgetary process, (c) externally established norms or standards of performance, (d) other parts or subunits of the same entity, or (e) other, comparable entities.

Timeliness

64. Performance information should be reported in a timely manner so that it will be available to users before it loses its capacity to be of value in assessing accountability and making decisions.

Consistency

65. Performance information should be reported consistently from period to period to allow users to have a basis for comparing performance over time and to gain an understanding of the measures being used and their meaning. However, performance measures also need to be reviewed regularly and modified or replaced as needed to reflect changing circumstances.

Reliability

66. For performance information to be of value to users, it is essential that it be reliable. To be reliable, the information should be verifiable and free from bias and should faithfully represent what it purports to represent. Therefore, performance information should be derived from

systems that produce controlled and verifiable data. The value of a strong internal control structure has long been recognized when dealing with financial information.

REPORTING DATES

State agencies report SEA information annually to the Comptroller's Office, as prescribed in the following instructions, as part of the annual GAAP financial reporting process, according the schedule below:

By **July 15**, agencies submit for the approval of the Comptroller's Office a list of all programs administered by the agency—identifying those programs to be reported on—with the (briefly stated) purpose and the current fiscal year budget and staffing figures for each program, summing to the total budget and staffing of the agency. This information is to be submitted on forms provided by the Comptroller's Office.

By **August 15**, agencies submit for the approval of the Comptroller's Office a list of the specific performance measures (Outcome Indicators, External Benchmarks, Output Indicators, and Efficiency/Cost Effectiveness Indicators) that the agency proposes for each of the programs to be included in the Public Accountability Report.

By **October 15**, agencies submit their final SEA reports in the form prescribed by the Comptroller's Office.

INSTRUCTIONS

State agencies should use the on-line form at the Comptroller's web site, http://www.comptroller.state.il.us/office/Project/index2.html, for reporting SEA information. Specific instructions on preparing the SEA report follow.

1) Agency: Indicate the name of the agency, department, board, or commission submitting the report.

2) Program: Identify the program under which the performance data are grouped or classified.

3) Fund(s): Identify the state fund or funds supporting the program or service.

4) Statutory/Administrative Authority: Cite the statute, administrative rule, or other source from which authority is derived for the program and its mission and goals.

5) Mission Statement: Provide a general statement of the program's purpose and reason for being as derived from its origin (statute or other authoritative source). A mission statement should define what the program aims to do, why and for whom.

6) Goals: Provide broad, but clear statements of intent that project the general outcomes the program was designed to accomplish. Goals anticipate the outcome indicators (see below) but are not as specific or measurable.

7) Objectives: Provide specific measurable objectives in support of the goals which describe the end results that a service or program is expected to accomplish in a given time period.

8) Performance Indicators: The report form provides for definition of performance indicators and reporting of performance data. First, indicate the specific performance indicators for each category of indicator (input, output, outcome, etc.). Then, provide the specific data for each performance indicator for each year applicable. Also report the targets that were set for each indicator for the current fiscal year and establish targets for the ensuing fiscal year. The categories of indicators include:

Measures of Accomplishments

9) Outcome Indicators: These are measures of the results achieved, at least in part, because of the services provided (e.g., percentage of lane-miles of road maintained in a certain condition, the change in students' test scores, level of customer satisfaction, etc.).

10) Output Indicators: These are measures of the number of units produced or services provided by a program (sometimes referred to as activity or workload measures). They are measures of the quantity of the work produced (e.g., the number of students enrolled or clients served, number of projects completed, etc.).

Measures of Efforts

11) Input Indicators: These are measures of the financial and non-financial resources applied in providing services (e.g., total costs, number of personnel, employee-hours, etc.). All SEA reports should identify at a minimum the total dollar value of resources provided to the program or service being reported.

Measures Relating Efforts to Accomplishments

12) Efficiency/Cost-Effectiveness Indicators: These are measures of the cost per unit of output or outcome (e.g., cost per lane-mile of road repaired, cost per student graduated, etc.).

Other Measures

13) External Benchmarks: For comparative purposes, a program's outcome and efficiency/cost-effectiveness indicators should be presented, where possible, in conjunction with similar measures of a comparable program, a regional or national average or an established industry or federal standard. These measures should come from an authoritative source.

14) Explanatory Information: Provide any explanatory information that helps clarify the specific performance information reported. Particular emphasis should be placed on outcomes. Agencies who claim "cost savings" or "jobs created" must use this part of the report to present their methodologies for making those calculations. Other types of explanatory information might include:

- environmental, external, or other factors which can influence performance or help explain the context for the reported performance, including factors over which the agency has little or no control (e.g., demographics) and factors substantially within the control of the agency (e.g., staffing patterns);
- the limitations of the performance measurement system or specific performance measures;
- information which comments on or helps explain the specific level of performance;
- information on actions which may alter or affect performance in the future.

15) Agency Narrative: Provide a brief narrative comprised of:

a) A summary table of all the agency's programs with their associated expenditures and average monthly staffing, summing to the totals of the agency as a whole;
b) A brief description of the agency's mission; and
c) A brief description of the agency's key programs and performance.

Each agency should submit one narrative only for all programs. Do not complete this section of the form for each program.

16) Signature: The document certification form should be dated and signed by the director or chief operating officer of the agency and sent to the Comptroller's Office.

Attached as an exhibit is a sample SEA report of a program submitted previously by a State agency. Agencies may refer to this sample for examples of the measures and other reporting matter required above.

State of Illinois
Office of the Comptroller
Service Efforts and Accomplishments (SEA)

Exhibit 27.20.98-A
(01-002)

1 **Agency:**

2 **Program:** 3 **Fund(s):**

4 **Program Mission Statement:**

5 6 **PROGRAM GOALS AND OBJECTIVES:**

7 PERFORMANCE INDICATORS	PERFORMANCE MEASURES				
	FY 1998* Actual	FY 1999* Actual	FY 2000* Target	FY 2000* Actual	FY 2001* Target
8 **OUTCOME INDICATORS:**					
12 External Benchmarks:					
9 **OUTPUT INDICATORS:**					
10 **INPUT INDICATORS:**					
11 **EFFICIENCY/COST-EFFECTIVENESS INDICATORS:**					
12 External Benchmarks:					

13 **EXPLANATORY INFORMATION:**

14 **AGENCY NARRATIVE:**

On a separate sheet, please provide a brief narrative on the agency and its programs' key performance indicators: Inputs, Outputs, Outcomes, Efficiency Measures and External Benchmarks. Submit only one narrative for all programs; do not complete this section of the form for each program.

* If most recent data is prior to these fiscal years, please substitute the correct year.

15 **Signature of Responsible Official** **Date** **Telephone Number**

CONTINGENCIES, COMMITMENTS AND RELATED PARTY TRANSACTIONS (SCO-599)

PURPOSE

The purpose of the Contingencies, Commitments, and Related Party Transactions Form (Exhibit 27.20.99-A) is to gather information regarding contingencies, commitments and related party transactions to provide appropriate disclosure in the state-wide financial statements in accordance with generally accepted accounting principles (GAAP).

When applicable, this form must be completed annually and sent to the Comptroller's Office as part of the year-end reporting package. Two copies should be retained by the agency: one to provide an internal record and one for the Auditor General or his representative.

GENERAL

The Contingencies, Commitments and Related Party Transactions Form should be completed for each agency of the State of Illinois. A contingency is an existing condition, situation or set of circumstances involving uncertainty as to possible gain (gain contingency) or loss (loss contingency) to the State that will ultimately be resolved when one or more future events occur or fail to occur. Resolution of the uncertainty may confirm the acquisition of an asset, reduction of a liability, loss or impairment of an asset or the incurrence of a liability.

The agency should report any significant contingencies of which they are aware. The information provided **must** include:

- The nature of the contingency, including whether the contingency is a gain or a loss.
- The probability that a loss contingency will result in a loss (probable, possible or remote).
- The estimated amount of gain or loss or the estimated range of gain or loss. The agency should accrue probable loss on contingencies in the appropriate year-end reporting package.

It should be noted that probable loss on contingencies that relate to a specific fund should be accrued in the appropriate GAAP reporting package by the agency.

Commitments relate to contracts or projects authorized, but are in the pre-contract stage or unobligated.

Related party transactions occur between the agency and an individual or other organization whose relationship with the agency is such that the transactions cannot be presumed to be carried out on an "arms length" basis. The nature of the relationship may preclude the requisite conditions necessary for competitive, free-market dealings. Examples of individuals with whom the agency may have a related party transaction include employees or governing board members. Examples of organizations with whom the agency may have a related party transaction include foundations or other affiliated organizations.

All amounts reported on this form must be rounded to the nearest thousand.

INSTRUCTIONS

Contingencies

The Comptroller's Office intends to include a list of pending or threatened litigation as well as a list of unasserted claims or assessments in the letter of audit inquiry to the Office of the Attorney General for the purpose of ensuring a timely response from the Attorney General. If there is an unasserted claim or assessment management considers probable of assertion, and, if asserted, that claim or assessment would have at least a reasonable possibility of an unfavorable outcome, the assertion **must** be reported as a contingency. If there are no unasserted claims or assessments of which management is aware, that fact must be stated in the Contingency Section of the form.

If the agency believes there is a need to protect their client privilege rights, this information should be indicated so the Comptroller's Office can take appropriate action.

Contingencies (e.g., grant audit and lawsuits), for purposes of disclosure on this form, should be reviewed by the agency GAAP coordinator and legal counsel before being approved by the agency director.

Commitments

Commitments that impair current funds and are either not subject to an appropriation signed into law after year-end or excluded from reported encumbrances should be included on Form SCO-599.

Related Party Transactions

Related party disclosures should include the following:

- The nature of the relationship involved.
- A description of the transactions, including transactions to which no amounts or nominal amounts were ascribed for the reporting period and such other information deemed necessary to provide an understanding of the effects of the transaction on the year-end reporting packages and financial statements.
- The dollar amount of transactions for the reporting period and the effects of any change in the method of establishing the terms from that used in the preceding period.
- Amounts due from or to related parties as of the end of the reporting period and, if not otherwise apparent, the terms and manner of settlement.

CONTENTS

Refer to Exhibit 27.20.99-B.

REFERENCE	CONTENTS
(1)	Enter the last two digits of the fiscal year for which this form is being completed.
(2)	Enter the official agency name.
(3)	Enter the three-digit Comptroller assigned agency number.
(4)	Indicate whether the contingency is a “gain contingency” or a “loss contingency”.
(5)	Provide a description of the contingency.
(6)	Indicate whether the contingency is related to pending or threatened litigation or unasserted claims or assessments. This applies only to contingencies related to litigation or possible litigation.
(7)	If the contingency is a “loss contingency”, place a checkmark next to the appropriate probability of loss category (probable, reasonably possible or remote).

REFERENCE	CONTENTS
(8)	Enter the estimated amount or range if the loss is probable or reasonably possible.
(9)	Provide a description of the commitment.
(10)	Enter the amount (rounded to the nearest thousand) of the commitment.
(11)	Provide a description of any related party transactions. Additional pages should be attached when the space on the form is not sufficient to adequately describe the situation.
(12)	Signature of the agency director.
(13)	Date of approval.

State of Illinois
Contingencies, Commitments and Related Party Transactions
June 30, 20 _____

Agency _____
Agency # _____
Fund _____
Fund # _____

Contingency	Contingency	Contingency
Gain _____ Loss _____	Gain _____ Loss _____	Gain _____ Loss _____
(1) Description _____	(2) Description _____	(3) Description _____
Pending or Threatened _____	Pending or Threatened _____	Pending or Threatened _____
Unasserted Claim _____	Unasserted Claim _____	Unasserted Claim _____
Probability of Loss	Probability of Loss	Probability of Loss
☐ Probable	☐ Probable	☐ Probable
☐ Reasonably Possible	☐ Reasonably Possible	☐ Reasonably Possible
☐ Remote	☐ Remote	☐ Remote
Estimated Loss (Range)	Estimated Loss (Range)	Estimated Loss (Range)
Nearest Thousand	**Nearest Thousand**	**Nearest Thousand**
From To	From To	From To
$ _____ $ _____	$ _____ $ _____	$ _____ $ _____
Commitments	Commitments	Commitments
(1) Description _____	(2) Description _____	(3) Description _____
Amount	Amount	Amount
(Nearest Thousand) $ _____	(Nearest Thousand) $ _____	(Nearest Thousand) $ _____

Related Party Disclosures: (Attach additional pages as necessary) _____

Agency Director **Date** **SCO-599**

State of Illinois **Agency** (2)
Contingencies, Commitments and Related Party Transactions **Agency #** (3)
June 30, 20 (1)

Contingency	Contingency	Contingency
Gain (4) Loss (4)	Gain Loss	Gain Loss
(1) Description (5)	(2) Description	(3) Description
Pending or Threatened (6)	Pending or Threatened	Pending or Threatened
Unasserted Claim (6)	Unasserted Claim	Unasserted Claim
Probability of Loss (7)	Probability of Loss	Probability of Loss
☐ Probable	☐ Probable	☐ Probable
☐ Reasonably Possible	☐ Reasonably Possible	☐ Reasonably Possible
☐ Remote	☐ Remote	☐ Remote
Estimated Loss (Range)	Estimated Loss (Range)	Estimated Loss (Range)
Nearest Thousand	**Nearest Thousand**	**Nearest Thousand**
From To	From To	From To
$ (8) $ (8)	$ $	$ $
Commitments	Commitments	Commitments
(1) Description (9)	(2) Description	(3) Description
Amount (Nearest Thousand) $ (10)	Amount (Nearest Thousand) $	Amount (Nearest Thousand) $

Related Party Disclosures: (Attach additional pages as necessary) (11)

(12) **Agency Director**

(13) **Date**

SCO-599

Purpose

The purpose of the Summary of Agencies and Fund Classifications is to define the State of Illinois financial reporting entity. Governmental Accounting Standards Board (GASB) Statement 14, "The Financial Reporting Entity" establishes the criteria to be used for defining the reporting entity. These criteria indicate that the reporting entity includes (1) the primary government, (2) agencies for which the primary government is financially accountable, and (3) other organizations which, if excluded from the reporting entity, would result in the financial statements being misleading or incomplete.

Under the GASB Statement 14 criteria, the **primary government** includes all organizations that are legally part of the reporting entity. In the table that begins on page 5 of 63, agencies that are part of the primary government of the State of Illinois will be designated with the letters "PG" in bold type immediately after the agency name. Statement 14 also establishes the classification of **component unit** for those organizations for which elected officials of the primary government are financially accountable or whose exclusion would make the financial statements misleading or incomplete. In the table that begins on page 5 of 63, component units will be designated with the letters "CU" in bold type immediately after the agency name. To minimize confusion the "CU" designation is used only in those instances where a component unit is presented discretely (separately). Component units that are blended with (reported as part of) the primary government will be designated with the letters "PG".

FOOTNOTE REFERENCES

A Agency is required to prepare and submit GAAP basis financial statements to the Comptroller's Office for the year ended June 30, 2002 (See Procedure 27.50.60).

B Agency is not part of the financial reporting entity for GAAP reporting purposes.

C A complete list of Court of Claims funds for budgetary purposes can be found on Comptroller Report SE04. The funds listed here are for GAAP reporting purposes.

D Form SCO-562 should be prepared providing information to the administering agency regarding interest accruals.

E The SCO-534 is the only GAAP reporting form required to be completed and submitted for this fund.

FOOTNOTE REFERENCES (continued)

F GAAP reporting packages are completed "in-house" by Comptroller personnel in conjunction with agency fiscal personnel.

G Information should be transmitted to Agency 422 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

H Information should be transmitted to Agency 416 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

I Information should be transmitted to Agency 493 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

J Information should be transmitted to Agency 532 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

K Information should be transmitted to Agency 427 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

L Information should be transmitted to Agency 458 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

M Information should be transmitted to Agency 505 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

N Information should be transmitted to Agency 478 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

O Information should be transmitted to Agency 557 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

P Information should be transmitted to Agency 420 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

Q Information should be transmitted to Agency 418 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

R Information should be transmitted to Agency 201 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

S Information should be transmitted to Agency 444 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

T Information should be transmitted to Agency 505 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

U Information should be transmitted to Agency 579 who has the responsibility of preparing a nonshared package for GAAP reporting purposes.

Y Agency is required to prepare and submit GAAP basis financial statements for nonshared funds to the Comptroller's Office for the year ended June 30, 2002.

Z Fund currently inactive in SAMS with no prior GAAP activity.

AA Reporting should also include local funds and Chicago State University Foundation.

AB Reporting should also include local funds, Eastern Illinois University Foundation and Eastern Illinois University Alumni Association

AC Reporting should also include local funds, Governors State University Foundation and Governors State University Alumni Association

AD Reporting should also include local funds and Northeastern Illinois University Foundation

AE Reporting should also include local funds and Western Illinois University Foundation

AF Reporting should also include local funds and
Illinois State University Foundation

AG Reporting should also include local funds,
Northern Illinois University Foundation and
Northern Illinois University Alumni Association

AH Reporting should also include local funds,
Southern Illinois University Foundation,
Southern Illinois University at Edwardsville Foundation,
Southern Illinois University Alumni Association,
Southern Illinois University at Edwardsville Alumni Association,
University Park at Edwardsville and
SIU Physicians and Surgeons

AI Reporting should also include local funds,
University of Illinois Foundation,
University of Illinois Alumni Association and
University of Illinois HMO

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Legislative					
101	**General Assembly** (PG)				
	General Revenue Fund	1 F	General		
	General Assembly Operations Revolving Fund	196 F	Special Revenue		
103	**Auditor General** (PG)				
	General Revenue Fund	1	General		
	Audit Expense Fund	342	Special Revenue		
105	**Economic and Fiscal Commission** (PG)				
	General Revenue Fund	1 F	General		
107	**Commission on Intergovernmental Cooperatior** (PG)				
	General Revenue Fund	1 F	General		
108	**Legislative Information System** (PG)				
	General Revenue Fund	1 F	General		
	General Assembly Computer Equipment Revolving Fund	155 F	Special Revenue		
109	**Legislative Audit Commission** (PG)				
	General Revenue Fund	1 F	General		
110	**Legislative Printing Unit** (PG)				
	General Revenue Fund	1 F	General		
112	**Legislative Research Unit** (PG)				
	General Revenue Fund	1 F	General		
115	**Legislative Reference Bureau** (PG)				
	General Revenue Fund	1 F	General		
	General Assembly Computer Equipment Revolving Fund	155 F	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Legislative (Continued)					
131 [A]	**General Assembly Retirement System** (PG)				
	General Revenue Fund	1 [F]	General		
	State Pensions Fund	54 [F]	Special Revenue		
	General Assembly Retirement System Fund	481 [F]			Pension Trust
	General Assembly Retirement System Excess Benefit Fund	786 [F]			Pension Trust
140	**Pension Laws Commission** (PG)				
	General Revenue Fund	1 [F]	General		
155	**Legislative Space Needs Commission** (PG)				
	General Revenue Fund	1 [F]	General		
	Capital Development Fund	141 [F]	Capital Projects		
167	**Joint Committee on Administrative Rules** (PG)				
	General Revenue Fund	1 [F]	General		
	General Assembly Computer Equipment Revolving Fund	155 [F]	Special Revenue		
Judicial					
201	**Supreme Court** (PG)				
	General Revenue Fund	1	General		
	Supreme Court Special State Projects Fund	230	Special Revenue		
	Mandatory Arbitration Fund	262	Special Revenue		
	Supreme Court Federal Projects Fund	269	Special Revenue		
	Foreign Language Interpreter Fund	597	Special Revenue		
	Courts' Safekeeping Fund	1343			Agency
	Marriage Divisions Fund	1354			Agency

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Judicial (Continued)					
202	**Attorney Registration and Disciplinary Commission** (PG)				
	Attorney Registration and Disciplinary Commission Operating Fund	1102 F		Enterprise	
	Physical Assets and Replacement Fund	1103 F		Enterprise	
	Employeess Retirement Plan and Trust Fund	1104 F			Pension Trust
203	**Board of Admissions to the Bar** (PG)				
	Board of Admissions to the Bar Operating Fund	1105 F		Enterprise	
205	**Clerk of the Supreme Court** (PG)				
	General Revenue Fund	1 R	General		
215	**Appellate Court District 1** (PG)				
	General Revenue Fund	1 R	General		
225	**Appellate Court District 2** (PG)				
	General Revenue Fund	1 R	General		
235	**Appellate Court District 3** (PG)				
	General Revenue Fund	1 R	General		
245	**Appellate Court District 4** (PG)				
	General Revenue Fund	1 R	General		
255	**Appellate Court District 5** (PG)				
	General Revenue Fund	1 R	General		
265	**Illinois Courts Commission** (PG)				
	General Revenue Fund	1 R	General		
275 A	**Judges Retirement System** (PG)				
	General Revenue Fund	1 F	General		
	State Pensions Fund	54 F	Special Revenue		
	Judges' Retirement System Fund	477 F			Pension Trust

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Judicial (Continued)					
275 [A]	**Judges Retirement System** (PG) (Continued)				
	Judges' Retirement System Excess Benefit Fund	787 [F]			Pension Trust
285	**Judicial Inquiry Board** (PG)				
	General Revenue Fund	1 [F]	General		
290	**Office of the State Appellate Defender** (PG)				
	General Revenue Fund	1 [F]	General		
	State Appellate Defender Federal Trust Fund	117 [F]	Special Revenue		
	State Appellate Defender Special State Projects Fund	361 [F]	Special Revenue		
	Capital Litigation Trust Fund	614 [F]	Special Revenue		
295	**State's Attorneys Appellate Prosecutor** (PG)				
	General Revenue Fund	1	General		
	Special Federal Grant Projects Fund	90	Special Revenue		
	Capital Litigation Trust Fund	614	Special Revenue		
	State's Attorneys Appellate Prosecutor's County Fund	745	Special Revenue		
	Continuing Legal Education Trust Fund	844	Special Revenue		
	Narcotics Profit Forfeiture Fund	951	Special Revenue		
Elected Officials					
310	**Governor** (PG)				
	General Revenue Fund	1	General		
	Illinois Executive Mansion Trust Fund	296	Special Revenue		
	Governor's Office of Volunteer Resources Federal Grant Fund	819	Special Revenue		
	Governor's Grant Fund	947	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
330	**Lieutenant Governor** (PG)				
	General Revenue Fund	1 F	General		
	Agricultural Premium Fund	45 F	Special Revenue		
	Lieutenant Governor's Grant Fund	924 F	Special Revenue		
340 Y	**Attorney General** (PG)				
	General Revenue Fund	1	General		
	Illinois Gaming Law Enforcement Fund	85	Special Revenue		
	Asbestos Abatement Fund	224	Special Revenue		
	Statewide Grand Jury Prosecution Fund	525	Special Revenue		
	Attorney General Court Order and Voluntary Compliance Payments Project Fund	542	Special Revenue		
	Illinois Charity Bureau Fund	549	Special Revenue		
	Attorney General Whistleblower Reward and Protection Fund	600	Special Revenue		
	Capital Litigation Trust Fund	614	Special Revenue		
	State Whistelblower Reward and Protection Fund	703	Special Revenue		
	State Police Whistleblower Reward and Protection Fund	705 I	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	State Projects and Court Order Distribution Fund	801	Special Revenue		
	Attorney General's Grant Fund	901	Special Revenue		
	Violent Crime Victims Assistance Fund	929	Special Revenue		
	Attorney General Federal Grant	988	Special Revenue		
	Consumer Trust Fund	1106			Agency
	Special Advance Fund	1108	General		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary

Elected Officials (Continued)

350 [A]	**Secretary of State** (PG)				
	General Revenue Fund	1	General		
	Road Fund	11	Special Revenue		
	Motor Fuel Tax Fund	12	Special Revenue		
	Live and Learn Fund	26	General		
	Drivers Education Fund	31	Special Revenue		
	State Parks Fund	40 [G]	Special Revenue		
	Lobbyist Registration Administration Fund	44	Special Revenue		
	General Obligation Bond Retirment and Interest Fund	101	Debt Service		
	CDLIS/AAMVA Net Trust Fund	109	Special Revenue		
	Capital Development Fund	141	Capital Projects		
	General Assembly Computer Equipment Revolving Fund	155	Special Revenue		
	Registered Limited Liability Partnership Fund	167	Special Revenue		
	Secretary of State Federal Projects Fund	176	Special Revenue		
	Violence Prevention Fund	184	Special Revenue		
	Secretary of State Special License Plate Fund	185	Special Revenue		
	Drunk and Drugged Driving Prevention Fund	276 [S]	Special Revenue		
	Securities Investors Education Fund	292	Special Revenue		
	Interagency Grant Fund	295	Special Revenue		
	Family Financial Responsibility Fund	322	Special Revenue		
	Motor Vehicle Review Board Fund	323	Special Revenue		
	Municipal Vehicle Tax Liability Fund	324 [Z]	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
350 A	**Secretary of State** (PG) (Continued)				
	Securities Audit and Enforcement Fund	362	Special Revenue		
	Department of Business Services Special Operations Fund	363	Special Revenue		
	Secretary of State Evidence Fund	374	Special Revenue		
	Corporate Franchise Tax Refund Fund	380	General		
	Illinois Habitat Fund	391 G	Special Revenue		
	Protest Fund	401			Agency
	Common School Fund	412	General		
	State College and University Trust Fund	417	Special Revenue		
	University Grant Fund	418	Special Revenue		
	Alternative Fuels Fund	422	Special Revenue		
	Safety Responsibility Fund	436			Agency
	Library Services Fund	470	Special Revenue		
	Secretary of State Special Services Fund	483	Special Revenue		
	Wildlife Praire Park Fund	504	Special Revenue		
	Master Mason Fund	508	Special Revenue		
	Illinois Fire Fighters' Memorial Fund	510	Special Revenue		
	Illinois Civic Center Bond Fund	556 P	Capital Projects		
	Illinois and Michigan Canal Fund	570	Special Revenue		
	Off Highway Vehicle Trails Fund	574	Special Revenue		
	Mammogram Fund	599	Special Revenue		
	Fund For Illinois' Future	611	Special Revenue		
	Electronic Commerce Security Certification Fund	620	Special Revenue		
	Motor Vehicle License Plate Fund	622	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
350 [A]	**Secretary of State** (PG) (Continued)				
	Motor Carrier Safety Inspection Fund	649 [I]	Special Revenue		
	Organ Donor Awareness Fund	716	Special Revenue		
	Secretary of State DUI Administration Fund	732	Special Revenue		
	State Parking Facility Maintenance Fund	782	Special Revenue		
	Cycle Rider Safety Training Fund	863	Special Revenue		
	Secretary of State International Registration Plan Fund	890			Agency
	Library Trust Fund	893	Special Revenue		
	State Construction Account Fund	902	Special Revenue		
	Secretary of State Grant Fund	948	Special Revenue		
	Park and Conservation Fund	962 [G]	Special Revenue		
	Vehicle Inspection Fund	963	Special Revenue		
	Go-Back Fund	1110			Agency
	Special Advance Fund	1198	Special Revenue		
351	**Illinois Literacy Foundation** (CU)				
	Illinois Literacy Foundation Fund	1297	Special Revenue		
360	**Comptroller** (PG)				
	General Revenue Fund	1	General		
	Agricultural Premium Fund	45	Special Revenue		
	Fire Prevention Fund	47	Special Revenue		
	Title III Social Security and Employment Service Fund	52 [K]	Special Revenue		
	Cemetery Consumer Protection Fund	96	Special Revenue		
	General Obligation Bond Retirment and Interest Fund	101	Debt Service		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
360	**Comptroller** (PG) (Continued)				
	Comptroller's Audit Expense Revolving Fund	112	Special Revenue		
	Direct Deposit Administration Fund	200			Agency
	Social Security Administration Fund	204			Agency
	Savings and Residential Finance Regulatory Fund	244 T	Special Revenue		
	Kaskaskia Commons Permanent Fund	441			Private Purpose Trust
	Payroll Consolidation Fund	460 F			Agency
	Commercial Consolidation Fund	462 F			Agency
	Warrant Escheat Fund	485	General		
	Comptroller's Administrative Fund	543	Special Revenue		
	Horse Racing Fund	632 U	Special Revenue		
	State Off-Set Claims Fund	658 E	General		
	Budget Stabilization Fund	686	Special Revenue		
	State Lottery Fund	711 L		Enterprise	
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	State Parking Facility Maintenance Fund	782	Special Revenue		
	Bank and Trust Company Fund	795 M		Enterprise	
	U. S. Savings Bond Series EE Fund	827			Agency
	Real Estate License Administration Fund	850	Special Revenue		
370	**Treasurer** (PG)				
	General Revenue Fund	1	General		
	Road Fund	11 D	Special Revenue		
	Food and Drug Safety Fund	14 D	Special Revenue		
	General Professions Dedicated Fund	22 D	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
370	**Treasurer** (PG) (Continued)				
	Group Home Loan Revolving Fund	25 D	Special Revenue		
	Drivers Education Fund	31 D	Special Revenue		
	Wildlife and Fish Fund	41 D	Special Revenue		
	Salmon Fund	42 D	Special Revenue		
	State Pensions Fund	54	Special Revenue		
	Unemployment Compensation Special Administration Fund	55 D	Special Revenue		
	State Employees Unemployment Benefit Fund	56 D		Enterprise	
	Illinois State Pharmacy Disciplinary Fund	57 D	Special Revenue		
	Radiation Protection Fund	67 D	Special Revenue		
	Natural Heritage Endowment Trust Fund	69 D	Permanent Trust		
	County Water Commission Tax Fund	84 D			Agency
	Non-Home Rule Municipal Retailers' Occupation Tax Fund	88 D			Agency
	Clean Air Act (CAA) Permit Fund	91 D	Special Revenue		
	Illinois State Medical Disciplinary Fund	93 D	Special Revenue		
	Cemetery Consumer Protection Fund	96 D	Special Revenue		
	DuQuoin State Fair Harness Racing Trust Fund	98 D	Special Revenue		
	General Obligation Bond Retirment and Interest Fund	101	Debt Service		
	Toxic Pollution Prevention Fund	111 D	Special Revenue		
	Employment Security Administration Fund	116 D	Special Revenue		
	Illinois Rural Bond Bank Trust Fund	119 D		Enterprise	
	Hansen-Therkelsen Memorial Deaf Student College Fund	123 D			Private Purpose Trust

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
370	**Treasurer** (PG) (Continued)				
	Workers' Compensation Benefit Trust Fund	124 D		Enterprise	
	New Technology Recovery Fund	126 D	Special Revenue		
	Illinois Underground Utility Facilities Damage Prevention Fund	127 D	Special Revenue		
	Plugging and Restoration Fund	137 D	Special Revenue		
	Home Rule Municipal Retailers Occupation Tax Fund	138 D			Agency
	Home Rule County Retailers Occupation Tax Fund	139 D			Agency
	Capital Development Fund	141 D	Capital Projects		
	School Construction Fund	143 D	Capital Projects		
	Explosives Regulatory Fund	145 D	Special Revenue		
	Aggregate Operations Regulatory Fund	146 D	Special Revenue		
	Coal Mining Regulatory Fund	147 D	Special Revenue		
	Registered CPA Administration and Disciplinary Fund	151 D	Special Revenue		
	Agrichemical Incident Response Trust Fund	153 D	Special Revenue		
	EPA Court Trust Fund	154 D			Private Purpose Trust
	Motor Vehicle Theft Prevention Fund	156 D	Special Revenue		
	Natural Resources Fund	158 D	Special Revenue		
	County Option Motor Fuel Tax Fund	190 D			Agency
	Local Government Health Insurance Reserve Fund	193 D		Enterprise	
	Illinois Public Treasurers' Investment Pool Administrative Fund	195		Internal Service	
	Teacher Health Insurance Security Fund	203 D		Enterprise	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
370	**Treasurer** (PG) (Continued)				
	Illinois Farmer and Agri-Business Loan Guarantee Fund	205 D		Enterprise	
	Self-Sufficiency Trust Fund	210 D			Private Purpose Trust
	Response Contractors Indemnification Fund	213 D	Special Revenue		
	Brownfields Redevelopment Fund	214 D	Special Revenue		
	Professions Indirect Cost Fund	218 D	Special Revenue		
	Rural Diversification Revolving Fund	235 D	Special Revenue		
	Credit Union Fund	243 D	Special Revenue		
	Abandoned Mined Land Reclamation Set-Aside Fund	257 D	Special Revenue		
	Nurse Dedicated and Professional Fund	258 D	Special Revenue		
	Optometric Licensing and Disciplinary Committee Fund	259 D	Special Revenue		
	Fish and Wildlife Endowment Fund	260 D	Special Revenue		
	Underground Resource Conservation Enforcement Trust Fund	261 D	Special Revenue		
	Mandatory Arbitration Fund	262 D	Special Revenue		
	State Rail Freight Loan Repayment Fund	265 D	Special Revenue		
	Water Revolving Fund	270 D		Enterprise	
	Self-Insurers Administration Fund	274 D		Enterprise	
	Illinois Tax Increment Fund	281 D	Special Revenue		
	Illinois Affordable Housing Trust Fund	286 D	Special Revenue		
	Community Water Supply Laboratory Fund	288 D	Special Revenue		
	State Furbearer Fund	293 D	Special Revenue		
	Community MH/DD Services Provider Participation Fee Fund	325 D	General		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
370	**Treasurer** (PG) (Continued)				
	County Hospital Services Fund	329 D	General		
	Treasurer's Rental Fee Fund	331	Special Revenue		
	Environmental Laboratory Certification Fund	336 D	Special Revenue		
	Metropolitan Pier and Exposition Authority Trust Fund	337			Agency
	Federal Home Investment Trust Fund	338 D	Special Revenue		
	Public Health Services Revolving Fund	340 D	Special Revenue		
	Care Provider For Persons With Developmental Disabilities Fund	344 D	General		
	Long-Term Care Provider Fund	345 D	General		
	Nursing Home Grant Assistance Fund	348 D	Special Revenue		
	State Pheasant Fund	353 D	Special Revenue		
	Securities Audit and Enforcement Fund	362 D	Special Revenue		
	Drug Treatment Fund	368 D	Special Revenue		
	State Treasurer's Bank Services Fund	373	General		
	McCormick Place Expansion Project Fund	377 D	Special Revenue		
	Child Sexual Abuse Fund	383 D	Special Revenue		
	Sexual Assault Services Fund	389 D	Special Revenue		
	Illinois Habitat Endowment Trust Fund	390 D	Special Revenue		
	Illinois Habitat Fund	391 D	Special Revenue		
	Trauma Center Fund	397 D	Special Revenue		
	Protest Fund	401			Agency
	Common School Fund	412 D	General		
	Second Injury Fund	431 D	Special Revenue		
	Kaskaskia Commons Permanent Fund	441 D			Private Purpose Trust

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
370	**Treasurer** (PG) (Continued)				
	Illinois State Toll Highway Revenue Fund	455 D		Enterprise	
	Group Insurance Premium Fund	457 D			Agency
	Teachers' Retirement System Fund	473 D			Pension Trust
	Illinois Municipal Retirement Fund	475 D			Agency
	Judges' Retirement System Fund	477 D			Pension Trust
	State Employees' Retirement System Fund	479 D			Pension Trust
	General Assembly Retirement System Fund	481 D			Pension Trust
	Unclaimed Property Trust Fund	482	Special Revenue		
	Early Intervention Services Revolving Fund	502 D	Special Revenue		
	Wildlife Praire Park Fund	504 D	Special Revenue		
	State Asset Forfeiture Fund	514 D	Special Revenue		
	Federal Asset Forfeiture Fund	520 D	Special Revenue		
	Domestic Violence Abuser Services Fund	528 D	Special Revenue		
	Illinois State Board of Investments Fund	529 D			Pension Trust
	LEADS Maintenance Fund	536 D	Special Revenue		
	Public Pension Regulation Trust Fund	546 D	Special Revenue		
	Drycleaner Environmental Response Trust Fund	548 D	Special Revenue		
	Anti-Pollution Fund	551 D	Capital Projects		
	Transportation Bond Series A Fund	553 D	Capital Projects		
	Transportation Bond Series B Fund	554 D	Capital Projects		
	Prepaid Tuition Fund	557 D		Enterprise	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
370	**Treasurer** (PG) (Continued)				
	School Technology Revolving Loan Program Fund	569 D	Special Revenue		
	Petroleum Resouces Revolving Fund	573 D	Special Revenue		
	Community College Health Insurance Security Fund	577 D		Enterprise	
	Juvenile Accountability Incentive Block Grant Fund	581 D	Special Revenue		
	Illinois Rural Rehabilitation Fund	595 D	Special Revenue		
	Capital Litigation Trust Fund	614	Special Revenue		
	Matured Bond and Coupon Fund	625	General		
	Illinois Building Commission Revolving Fund	628 D	Special Revenue		
	Auction Regulation Administration Fund	641 D	Special Revenue		
	Auction Recovery Fund	643 D	Special Revenue		
	Municipal Economic Development Fund	650	Special Revenue		
	Coal Development Fund	653 D	Capital Projects		
	Federal Student Loan Fund	663 D		Enterprise	
	Student Loan Operation Fund	664 D		Enterprise	
	Federal Reserve Recall Fund	665 D		Enterprise	
	College Savings Pool Adminiistrative Trust Fund	668		Enterprise	
	Airport Land Loan Revolving Fund	669 D	Special Revenue		
	Rate Adjustment Fund	685 D	Special Revenue		
	Assisted Living and Shared Housing Regulatory Fund	702 D	Special Revenue		
	Post Transplant Maintenance Fund	712 D	Special Revenue		
	Spinal Cord Injury Paralysis Cure Research Trust Fund	714 D	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
370	**Treasurer** (PG) (Continued)				
	Drug Rebate Fund	728 D	General		
	Tobacco Settlement Recovery Fund	733 D	Special Revenue		
	Group Self-Insurers Workers Compensation Fund	739 D	Special Revenue		
	RTA Public Transportation Tax Fund	741 D			Agency
	Real Estate Audit Fund	750 D	Special Revenue		
	State Employees' Deferred Compensation Plan Fund	755 D			Agency
	General Assembly Retirement System Excess Benefit Fund	786 D			Pension Trust
	Judges' Retirement System Excess Benefit Fund	787 D			Pension Trust
	State Employees' Retirement System Excess Benefit Fund	788 D			Pension Trust
	Teachers' Retirement System Excess Benefit Fund	789 D			Pension Trust
	Bank and Trust Company Fund	795 D		Enterprise	
	Nuclear Safety Emergency Preparedness Fund	796 D	Special Revenue		
	State Projects and Court Order Distribution Fund	801 D	Special Revenue		
	Personal Property Tax Replacement Fund	802 D	Special Revenue		
	RTA Sales Tax Trust Fund	812 D			Agency
	Estate Tax Collection Distributive Fund	815	Special Revenue		
	Illinois State Dental Disciplinary Fund	823 D	Special Revenue		
	Metro-East Mass Transit District Tax Fund	841 D			Agency
	Real Estate Research and Education Fund	849 D			

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
370	**Treasurer** (PG) (Continued)				
	Real Estate License Administration Fund	850 D	Special Revenue		
	Domestic Violence Shelter and Service Fund	865 D	Special Revenue		
	Municipal Automobile Renting Tax Fund	868 D			Agency
	County Automobile Renting Tax Fund	869 D			Agency
	Traffic and Criminal Conviction Surcharge Fund	879 D	Special Revenue		
	Sheffield February 1982 Agreed Order Fund	882 D	Special Revenue		
	Design Professional Administration and Investigation Fund	888 D	Special Revenue		
	Petroleum Violation Fund	900 D	Special Revenue		
	State Construction Account Fund	902 D	Special Revenue		
	Health Insurance Reserve Fund	907 D		Internal Service	
	Replacement Vehicle Tax-Municipal Trust Fund	917 D			Agency
	Violent Crime Victims Assistance Fund	929 D	Special Revenue		
	State Treasurer Court Ordered Escrow Fund	932 D	Special Revenue		
	Child Abuse Prevention Fund	934 D	Special Revenue		
	Rail Freight Loan Repayment Fund	936 D	Special Revenue		
	Hearing Instrument Dispenser Examining and Disciplinary Fund	938 D	Special Revenue		
	Self-Insurers' Security Fund	940 D		Enterprise	
	Radioactive Waste Facility Closure and Compensation Fund	943 D	Special Revenue		
	State Migratory Waterfowl Stamp Fund	953 D	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Elected Officials (Continued)					
370	**Treasurer** (PG) (Continued)				
	Illinois State Podiatric Disciplinary Fund	954 D	Special Revenue		
	Build Illinois Fund	960 D	Special Revenue		
	Build Illinois Bond Retirement and Interest Fund	970 D	Debt Service		
	Build Illinois Bond Fund	971 D	Capital Projects		
	Build Illinois Capital Revolving Loan Fund	973 D	Special Revenue		
	Illinois Equity Fund	974 D	Special Revenue		
	Large Business Attraction Fund	975 D	Special Revenue		
	Deferred Lottery Prize Winners Trust Fund	978 D			Investment Trust
	Illinois Beach Marina Fund	982 D	Special Revenue		
	Public Infrastructure Construction Loan Revolving Fund	993 D	Special Revenue		
	Illinois Agricultural Loan Guarantee Fund	994 D		Enterprise	
	Educational Labor Relations Board Fair Share Trust Fund	996 D			Agency
	Public Treasurers' External Investment Pool Fund	1111			Investment Trust
	Pilot Mortgage Local Fund	1267	General		
	Treasurer's Securities in Safekeeping Fund	1333			Agency
	College Savings Pool Fund	1668			Investment Trust
371	**Community Development Finance Corporation** (CU)				
	Community Development Finance Corporation Fund	1300		Enterprise	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments					
402	**Aging** (PG)				
	General Revenue Fund	1	General		
	Services for Older Americans Fund	618	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	Department on Aging State Projects Fund	830	Special Revenue		
406	**Agriculture** (PG)				
	General Revenue Fund	1	General		
	Illinois Department of Agriculture Laboratory Services Revolving Fund	24	Special Revenue		
	Agricultural Premium Fund	45	Special Revenue		
	DuQuoin State Fair Harness Racing Trust Fund	98	Special Revenue		
	Capital Development Fund	141	Capital Projects		
	Agrichemical Incident Response Trust Fund	153	Special Revenue		
	Weights and Measures Fund	163	Special Revenue		
	Fair and Exposition Fund	245	Special Revenue		
	Motor Fuel and Petroleum Standards Fund	289	Special Revenue		
	Fertilizer Control Fund	290	Special Revenue		
	Used Tire Management Fund	294	Special Revenue		
	Feed Control Fund	369	Special Revenue		
	Livestock Management Facilities Fund	430	Special Revenue		
	Illinois State Fair Fund	438	Special Revenue		
	Agricultural Marketing Services Fund	439	Special Revenue		
	Agricultural Master Fund	440	Special Revenue		
	Wholesome Meat Fund	476	Special Revenue		
	Pesticide Control Fund	576	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
406	**Agriculture** (PG) (Continued)				
	Illinois Rural Rehabilitation Fund	595	Special Revenue		
	State Cooperative Extension Service Trust Fund	602			Agency
	Conservation 2000 Fund	608	General		
	Conservation 2000 Projects Fund	609	Capital Projects		
	Illinois Racing Quarterhorse Breeders Fund	631	Special Revenue		
	Illinois Aquaculture Development Fund	634	General		
	Watershed Park Fund	651	Special Revenue		
	Agriculture Pesticide Control Act Fund	689	Special Revenue		
	Illinois Standardbred Breeders Fund	708	Special Revenue		
	Illinois Thoroughbred Breeders Fund	709	Special Revenue		
	Illinois Animal Abuse Fund	744 Z	Special Revenue		
	Agriculture Federal Projects Fund	826	Special Revenue		
	State Fair Promotional Activities Fund	835	Special Revenue		
	Centennial Farm Signs Fund	1112	Special Revenue		
	Illinois Colt Stakes/Championship Purse Fund	1113	Special Revenue		
	Agricultural Products Promotional Fund	1114	Special Revenue		
	Surety Bond Fund	1115			Agency
	Grain Indemnity Trust Fund	1116			Agency
	Carcass Evaluation Fund	1218	Special Revenue		
	European Office Fund	1232	Special Revenue		
	Hong Kong Office Fund	1233	Special Revenue		
	Ask Illinois First Fund	1234	Special Revenue		
	Canadian Office Fund	1270	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
406	**Agriculture** (PG) (Continued)				
	Illinois Agriculture Youth Insititute Fund	1285	Special Revenue		
	White Experimental Farm Fund Fund	1335	Special Revenue		
	Agricultural Surveys Fund	1340	Special Revenue		
	State Fair Promotional Activities Fund	1350	Special Revenue		
	Zell Farm Fund	1351	Special Revenue		
407	**Illinois Grain Insurance Corporation** (PG)				
	Illinois Grain Insurance Fund	1205	Special Revenue		
416 Y	**Central Management Services** (PG)				
	General Revenue Fund	1	General		
	Road Fund	11	Special Revenue		
	Local Government Health Insurance Reserve Fund	193		Enterprise	
	Flexible Spending Account Fund	202			Agency
	Teacher Health Insurance Security Fund	203		Enterprise	
	State Police Vehicle Fund	246 I	Special Revenue		
	State Garage Revolving Fund	303		Internal Service	
	Statistical Services Revolving Fund	304		Internal Service	
	Paper and Printing Revolving Fund	308		Internal Service	
	Communications Revolving Fund	312		Internal Service	
	Facilities Management Revolving Fund	314	Special Revenue		
	Workers' Compensation Revolving Fund	332	Special Revenue		
	Minority and Female Business Enterprise Fund	352	Special Revenue		
	Group Insurance Premium Fund	457			Agency

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
416 Y	**Central Management Services** (PG) (Continued)				
	Community College Health Insurance Security Fund	577		Enterprise	
	Wireless Service Emergency Fund	612	Special Revenue		
	Wireless Carrier Reimbursement Fund	613	Special Revenue		
	State Employees' Deferred Compensation Plan Fund	755			Agency
	State Surplus Property Revolving Fund	903	Special Revenue		
	Health Insurance Reserve Fund	907		Internal Service	
	Special Events Revolving Fund	989	Special Revenue		
	ESCO COP Debt Service Fund	1255	Debt Service		
	ESCO COP Capital Projects Fund	1315	Capital Projects		
	DPA COP Capital Project Fund	1327	Capital Projects		
	DPA COP Debt Service Fund	1328	Debt Service		
	Group Insurance Premium Fund-State Portion	1457			Pension Trust
418 A	**Children and Family Services** (PG)				
	General Revenue Fund	1	General		
	DCFS Training Fund	94	Special Revenue		
	DCFS Childrens' Services Fund	220	Special Revenue		
	Child Sexual Abuse Fund	383 Z	Special Revenue		
	DCFS Federal Projects Fund	566	Special Revenue		
	DCFS Special Purpose Fund	582	Special Revenue		
	DCFS Refugee Assistance Fund	684	Special Revenue		
	Child Abuse Prevention Fund	934	Special Revenue		
	Katherine F. Schaffner Bequest Fund	1117			Private Purpose Trust
	Bail Bond Funds Fund	1119	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
418 [A]	**Children and Family Services** (PG) (Continued)				
	Children and Family Benefit Fund	1121	Special Revenue		
	Children`s Trust Funds Fund	1122			Agency
	General Purpose Fund	1123	Special Revenue		
	Eloise Young Memorial Trust Fund	1124			Private Purpose Trust
	Herrick House Children's Center Bequest Fund	1207			Private Purpose Trust
	Family Reunification Fund	1226	Special Revenue		
	Rockford Region Special Needs Fund	1237	Special Revenue		
420 [A]	**Commerce and Community Affairs** (PG)				
	General Revenue Fund	1	General		
	Keep Illinois Beautiful Fund	17	Special Revenue		
	Economic Research and Information Fund	23	Special Revenue		
	Agricultural Premium Fund	45	Special Revenue		
	Solid Waste Management Fund	78	Special Revenue		
	Exxon Oil Overcharge Settlement Fund	79 [Z]	Special Revenue		
	Illinois Civic Center Bond Retirment and Interest Fund	105	Debt Service		
	New Technology Recovery Fund	126	Special Revenue		
	Capital Development Fund	141	Capital Projects		
	Solid Waste Management Revolving Loan Fund	171	Special Revenue		
	Tourism Attraction Development Matching Grant Fund	234	Special Revenue		
	Rural Diversification Revolving Fund	235	Special Revenue		
	Used Tire Management Fund	294	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary

Departments (Continued)

420 [A]	**Commerce and Community Affairs** (PG) (Continued)				
	Small Business Environmental Assistance Fund	387	Special Revenue		
	Urban Planning Assistance Fund	404	Special Revenue		
	Alternative Fuels Fund	422	Special Revenue		
	Grape and Wine Resource Council Fund	530	Special Revenue		
	Supplemental Low Income Energy Assistance Fund	550	Special Revenue		
	Workforce Development Fund	552	Special Revenue		
	Illinois Civic Center Bond Fund	556	Capital Projects		
	Renewable Energy Resources Trust Fund	564	Special Revenue		
	Energy Efficiency Trust Fund	571	Special Revenue		
	Energy Assistance Contribution Fund	610	Special Revenue		
	Fund For Illinois' Future	611	Special Revenue		
	Internation Tourism Fund	621	Special Revenue		
	Local Government Affairs Federal Trust Fund	636	Special Revenue		
	Coal Development Fund	653	Capital Projects		
	Energy Infrastructure Fund	674 [Z]	Special Revenue		
	Federal Industrial Services Fund	726	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	Energy Administration Fund	737	Special Revenue		
	Energy Efficiency Investment Fund	747 [Z]	Special Revenue		
	Brownfields Site Restoration Program Fund	752 [Z]	Special Revenue		
	Corporate Headquarters Relocation Assistance Fund	761 [Z]	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary

Departments (Continued)

420 [A]	**Commerce and Community Affairs** (PG) (Continued)				
	Tourism Promotion Fund	763	Special Revenue		
	Digital Divide Elimination Fund	770 [Z]	Special Revenue		
	Institute of Natural Resources Federal Project Grant Fund	820	Special Revenue		
	Institute of Natural Resources Special Projects Fund	834	Special Revenue		
	Federal Moderate Rehabilitation Housing Fund	851	Special Revenue		
	Federal Energy Fund	859	Special Revenue		
	Low Income Home Energy Assistance Block Grant Fund	870	Special Revenue		
	Community Services Block Grant Fund	871	Special Revenue		
	Community Development/Small Cities Block Grant Fund	875	Special Revenue		
	Intra-Agency Services Fund	883	Special Revenue		
	Petroleum Violation Fund	900	Special Revenue		
	Coal Technology Development Assistance Fund	925	Special Revenue		
	Technology Innovation and Commercialization Fund	955	Special Revenue		
	Local Tourism Fund	969	Special Revenue		
	Build Illinois Bond Fund	971	Capital Projects		
	Build Illinois Purposes Fund	972	Special Revenue		
	Build Illinois Capital Revolving Loan Fund	973	Special Revenue		
	Illinois Equity Fund	974	Special Revenue		
	Large Business Attraction Fund	975	Special Revenue		
	International and Promotional Fund	984	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
420 [A]	**Commerce and Community Affairs** (PG) (Continued)				
	Public Infrastructure Construction Loan Revolving Fund	993	Special Revenue		
	Civic Center Bond Trustee Account Fund	1230	Debt Service		
422	**Natural Resources** (PG)				
	General Revenue Fund	1	General		
	State Boating Act Fund	39	Special Revenue		
	State Parks Fund	40	Special Revenue		
	Wildlife and Fish Fund	41	Special Revenue		
	Salmon Fund	42	Special Revenue		
	Natural Heritage Endowment Trust Fund	69	Permanent Trust		
	Mines and Minerals UIC Fund	77	Special Revenue		
	Forest Reserve Fund	86			Agency
	Toxic Pollution Prevention Fund	111	Special Revenue		
	Plugging and Restoration Fund	137	Special Revenue		
	Capital Development Fund	141	Capital Projects		
	Explosives Regulatory Fund	145	Special Revenue		
	Aggregate Operations Regulatory Fund	146	Special Revenue		
	Coal Mining Regulatory Fund	147	Special Revenue		
	Natural Resources Fund	158	Special Revenue		
	Patent and Copyright Fund	247	Special Revenue		
	Blue Waters Ditch Flood Control Project Fund	252			Agency
	Abandoned Mined Land Reclamation Set-Aside Fund	257	Special Revenue		
	Fish and Wildlife Endowment Fund	260	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
422	**Natural Resources** (PG) (Continued)				
	Underground Resource Conservation Enforcement Trust Fund	261	Special Revenue		
	State Furbearer Fund	293	Special Revenue		
	Used Tire Management Fund	294	Special Revenue		
	Natural Areas Acquisition Fund	298	Special Revenue		
	Open Space Lands Acquisition and Development Fund	299	Special Revenue		
	State Pheasant Fund	353	Special Revenue		
	Natural Heritage Fund	375	Special Revenue		
	Illinois Habitat Endowment Trust Fund	390	Special Revenue		
	Illinois Habitat Fund	391	Special Revenue		
	Flood Control Land Lease Fund	443			Agency
	Land and Water Recreation Fund	465	Special Revenue		
	Petroleum Resouces Revolving Fund	573	Special Revenue		
	Off Highway Vehicle Trails Fund	574	Special Revenue		
	Conservation 2000 Fund	608	General		
	Conservation 2000 Projects Fund	609	Capital Projects		
	Fund For Illinois' Future	611	Special Revenue		
	Federal Title IV Fire Protection Assistance Fund	670	Special Revenue		
	Federal Surface Mining Control and Reclamation Fund	765	Special Revenue		
	Restoration Trust Fund	831	Special Revenue		
	Hazardous Waste Research Fund	840	Special Revenue		
	National Flood Insurance Program Fund	855	Special Revenue		
	Land Reclamation Fund	858	Special Revenue		
	Snowmobile Trail Establishment Fund	866	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
422	**Natural Resources** (PG) (Continued)				
	DNR Special Projects Fund	884	Special Revenue		
	DNR Federal Projects Fund	894	Special Revenue		
	Illinois Forestry Development Fund	905	Special Revenue		
	Illinois Wildlife Preservation Fund	909	Special Revenue		
	Natural Resources Information Fund	914	Special Revenue		
	J. J. Wolf Memorial for Conservation Investigation Fund	931	Special Revenue		
	State Migratory Waterfowl Stamp Fund	953	Special Revenue		
	Park and Conservation Fund	962	Special Revenue		
	Build Illinois Bond Fund	971	Capital Projects		
	Build Illinois Purposes Fund	972	Special Revenue		
	Illinois Beach Marina Fund	982	Special Revenue		
	Abandoned Mined Lands Reclamation Council Federal Trust Fund	991	Special Revenue		
	Investigative Cash Fund	1204	Special Revenue		
	Mines and Minerals Securities Trust Fund	1332			Agency
423 A	**Illinois Conservation Foundatio**(CU)				
	Illinois Conservation Foundation Fund	1313	Special Revenue		
426 A	**Corrections** (PG)				
	General Revenue Fund	1	General		
	Working Capital Revolving Fund	301		Internal Service	
	Department of Corrections Reimbursement Fund	523	Special Revenue		
	DOC Commissary Funds Fund	1127	Special Revenue		
	DOC Resident's and Employee's Benefit Fund	1129	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
426 A	**Corrections** (PG) (Continued)				
	DOC Resident's Trust Fund	1131			Agency
427 Y	**Employment Security** (PG)				
	General Revenue Fund	1	General		
	Road Fund	11	Special Revenue		
	Title III Social Security and Employment Service Fund	52	Special Revenue		
	Unemployment Compensation Special Administration Fund	55	Special Revenue		
	State Employees Unemployment Benefit Fund	56		Enterprise	
	Employment Security Administration Fund	116	Special Revenue		
	IMSA Income Fund	768	Special Revenue		
	Special Programs Fund	1136	Special Revenue		
	Unemployment Compensation Trust Fund	1138		Enterprise	
438 Y	**Financial Institutions** (PG)				
	Financial Institution Fund	21	Special Revenue		
	State Pensions Fund	54	Special Revenue		
	Credit Union Fund	243	Special Revenue		
	Depository Fund	1132			Agency
	Liquidated Currency Exchange Fund	1133			Agency
442	**Human Rights** (PG)				
	General Revenue Fund	1	General		
	Special Projects Division Fund	607	Special Revenue		
444 A	**Human Services** (PG)				
	General Revenue Fund	1	General		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
444 [A]	**Human Services** (PG) (Continued)				
	Prevention and Treatment of Alcoholism and Substance Abuse Block Grant Fund	13	Special Revenue		
	Group Home Loan Revolving Fund	25	Special Revenue		
	Illinois Veterans' Rehabilitation Fund	36	Special Revenue		
	Mental Health Fund	50	Special Revenue		
	Vocational Rehabilitation Fund	81	Special Revenue		
	Assistance to the Homeless Fund	100	Special Revenue		
	Hansen-Therkelsen Memorial Deaf Student College Fund	123			Private Purpose Trust
	Youth Alcoholism and Substance Abuse Prevention Fund	128	Special Revenue		
	Self-Sufficiency Trust Fund	210			Private Purpose Trust
	Persons with a Developmental Disabilities Fund	211 [Z]	Special Revenue		
	DCFS Childrens' Services Fund	220 [Q]	Special Revenue		
	Mental Health Accounts Receivable Trust Fund	223	Special Revenue		
	Drunk and Drugged Driving Prevention Fund	276	Special Revenue		
	Community MH/DD Services Provider Participation Fee Fund	325	General		
	Federal National Community Services Fund	343	Special Revenue		
	Care Provider For Persons With Developmental Disabilities Fund	344	General		
	Employment and Training Fund	347	Special Revenue		
	Drug Treatment Fund	368	Special Revenue		
	Sexual Assault Services Fund	389	Special Revenue		
	DHS Special Purposes Trust Fund	408	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
444 [A]	**Human Services** (PG) (Continued)				
	DHS/ State Projects Fund	448	Special Revenue		
	Old Age Survivors Insurance Fund	495	Special Revenue		
	Early Intervention Services Revolving Fund	502	Special Revenue		
	Domestic Violence Abuser Services Fund	528	Special Revenue		
	American Diabetes Association Fund	531	Special Revenue		
	Mental Health Research Fund	532	Special Revenue		
	Childrens' Cancer Fund	533	Special Revenue		
	Electronic Benefits Transfers Fund	540			Agency
	DHS Federal Projects Fund	592	Special Revenue		
	State Projects Fund	642	Special Revenue		
	Alcoholism and Substance Abuse Fund	646	Special Revenue		
	Illinois Equal Justice Fund	671	Special Revenue		
	Homeless Prevention Fund	672	Special Revenue		
	DHS Private Resources Fund	690	Special Revenue		
	USDA Women, Infants and Children Fund	700	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	Local Initiative Fund	762	Special Revenue		
	Rehabilitation Services Elementary and Secondary Education Act Fund	798	Special Revenue		
	Domestic Violence Shelter and Service Fund	865	Special Revenue		
	Maternal and Child Health Services Block Grant Fund	872	Special Revenue		
	Preventive Health and Health Services Block Grant Fund	873	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
444 [A]	**Human Services** (PG) (Continued)				
	Community Mental Health Services Block Grant Fund	876	Special Revenue		
	Youth Drug Abuse Prevention Fund	910	Special Revenue		
	Juvenile Justice Trust Fund	911	Special Revenue		
	DHS Recoveries Trust Fund	921			Agency
	Social Services Block Grant Fund	935			Agency
	DHS Other Special Trusts Fund	1139	Special Revenue		
	DHS Commissary Funds Fund	1140	Special Revenue		
	DHS Resident's Trust Fund	1143			Agency
	DHS Rehabilitation Fund	1144	Special Revenue		
	DHS/DORS Agency Fund	1147			Agency
	DHS/DORS Special Revenue Fund	1149	Special Revenue		
	DHS/DORS Permanent Trust Fund	1150	Permanent Trust		
	Living Skills Fund	1214	General		
	Food Stamp and Commodity Fund	1245	Special Revenue		
	Patient Travel Trust Fund	1247	General		
	WIC Redemption Fund	1271	Special Revenue		
	Burr Bequest Fund	1272	Permanent Trust		
	Protective Payee Fund	1304	General		
	DHS Emergency Revolving Fund	1346	General		
	DHS Recoveries Trust Fund-Administrative	1921	Special Revenue		
446	**Insurance** (PG)				
	General Revenue Fund	1	General		
	Fire Prevention Fund	47	Special Revenue		
	Insurance Premium Tax Refund Fund	378	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
446	**Insurance** (PG) (Continued)				
	Senior Health Insurance Program Fund	396	Special Revenue		
	Protest Fund	401			Agency
	Public Pension Regulation Trust Fund	546	Special Revenue		
	Department of Insurance Federal Trust Fund	673	Special Revenue		
	Group Self-Insurers Workers Compensation Fund	739	Special Revenue		
	Insurance Producers' Administration Fund	922	Special Revenue		
	Insurance Financial Regulation Fund	997	Special Revenue		
	Security Deposit Fund	1109			Agency
	Office of the Special Deputy Receiver Fund	1134			Agency
452	**Labor** (PG)				
	General Revenue Fund	1	General		
	Department of Labor Special State Trust Fund	251			Agency
	Child Labor Enforcement Trust Fund	357	Special Revenue		
458 [A]	**Lottery** (PG)				
	State Lottery Fund	711		Enterprise	
	Deferred Lottery Prize Winners Trust Fund	978			Investment Trust
	Lottery Prize Payment Fund	1279		Enterprise	
	Lottery Agent Security Deposits Fund	1309			Agency
466	**Military Affairs** (PG)				
	General Revenue Fund	1	General		
	Military Affairs Trust Fund	43	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
466	**Military Affairs** (PG) (Continued)				
	Federal Support Agreement Revolving Fund	333	Special Revenue		
	Armory Rental Fund	416	Special Revenue		
	Illinois National Guard Armory Construction Fund	927	Capital Projects		
	Lincoln's Challenge Stipend Payments Fund	1336	Special Revenue		
473	**Nuclear Safety** (PG)				
	General Revenue Fund	1	General		
	Radiation Protection Fund	67	Special Revenue		
	Indoor Radon Mitigation Fund	191	Special Revenue		
	By-product Material Safety Fund	393 Z	Special Revenue		
	Nuclear Safety Emergency Preparedness Fund	796	Special Revenue		
	Sheffield February 1982 Agreed Order Fund	882	Special Revenue		
	Radioactive Waste Facility Development and Operation Fund	942	Special Revenue		
	Radioactive Waste Facility Closure and Compensation Fund	943	Special Revenue		
475	**Professional Regulations** (PG)				
	General Revenue Fund	1	General		
	General Professions Dedicated Fund	22	Special Revenue		
	Illinois State Pharmacy Disciplinary Fund	57	Special Revenue		
	Illinois State Medical Disciplinary Fund	93	Special Revenue		
	Registered CPA Administration and Disciplinary Fund	151	Special Revenue		
	Professional Regulation Evidence Fund	192	Special Revenue		
	Professions Indirect Cost Fund	218	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
475	**Professional Regulations** (PG) (Continued)				
	Nurse Dedicated and Professional Fund	258	Special Revenue		
	Optometric Licensing and Disciplinary Committee Fund	259	Special Revenue		
	Paper and Printing Revolving Fund	308 H		Internal Service	
	Illinois State Dental Disciplinary Fund	823	Special Revenue		
	Design Professional Administration and Investigation Fund	888	Special Revenue		
	Hearing Instrument Dispenser Examining and Disciplinary Fund	938	Special Revenue		
	Illinois State Podiatric Disciplinary Fund	954	Special Revenue		
	Official Advance Fund	1249	Special Revenue		
478 A	**Public Aid** (PG)				
	General Revenue Fund	1	General		
	University of Illinois Hospital Services Fund	136	General		
	County Hospital Services Fund	329	General		
	Provider Inquiry Trust Fund	341	Special Revenue		
	Care Provider For Persons With Developmental Disabilities Fund	344	General		
	Long-Term Care Provider Fund	345	General		
	Special Education Medicaid Matching Fund	355	Special Revenue		
	Trauma Center Fund	397	Special Revenue		
	Public Assistance Recoveries Trust Fund	421			Agency
	Medical Research and Development Fund	486	Special Revenue		
	Post-Tertiary Clinical Services Fund	487	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
478 [A]	**Public Aid** (PG) (Continued)				
	Early Intervention Services Revolving Fund	502	Special Revenue		
	Juvenile Rehabitilation Services Medicaid Matching Fund	575	General		
	Drug Rebate Fund	728	General		
	Downstate Emergency Response Fund	730	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	Independent Academic Medical Center Fund	735	Special Revenue		
	Medicaid Buy-In Program Revolving Fund	740	General		
	DPA Special Purpose Trust Fund	808	Special Revenue		
	Child Support Enforcement Trust Fund-Administrative	957	Special Revenue		
	Public Assistance Emergency Revolving Fund	1146	General		
	Public Assistance Recoveries Trust Fund	1421	Special Revenue		
	Child Support Enforcement Trust Fund	1957			Agency
	Child Support Enforcement Trust-SDU Fund	2957			Agency
482	**Public Health** (PG)				
	General Revenue Fund	1	General		
	Food and Drug Safety Fund	14	Special Revenue		
	Penny Severns Breast and Cervical Cancer Research Fund	15	Special Revenue		
	Rural/Downstate Health Access Fund	48	Special Revenue		
	Alzheimer's Disease Research Fund	60	Special Revenue		
	Public Health Services Fund	63	Special Revenue		
	Community Health Center Care Fund	113	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary

Departments (Continued)

482	**Public Health** (PG) (Continued)				
	Facility Licensing Fund	118	Special Revenue		
	Illinois School Asbestos Abatement Fund	175	Special Revenue		
	Illinois Health Facilities Planning Fund	238	Special Revenue		
	Public Health Water Permit Fund	256	Special Revenue		
	Nurse Dedicated and Professional Fund	258	Special Revenue		
	Long-Term Care Monitor/Receiver Fund	285	Special Revenue		
	Used Tire Management Fund	294	Special Revenue		
	Public Health Services Revolving Fund	340	Special Revenue		
	Lead Poisoning, Screening, Prevention and Abatement Fund	360	Special Revenue		
	Tanning Facility Permit Fund	370	Special Revenue		
	Plumbing Licensure and Program Fund	372	Special Revenue		
	Regulatory Evaluation and Basic Enforcement Fund	388	Special Revenue		
	Trauma Center Fund	397	Special Revenue		
	EMS Assistance Fund	398	Special Revenue		
	Health Facility Plan Review Fund	524	Special Revenue		
	Pesticide Control Fund	576	Special Revenue		
	Fund For Illinois' Future	611	Special Revenue		
	Prostate Cancer Research Fund	626	Special Revenue		
	Death Certificate Surcharge Fund	635	Special Revenue		
	Illinois Adoption Registry and Medical Information Exchange Fund	638	Special Revenue		
	Assisted Living and Shared Housing Regulatory Fund	702	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
482	**Public Health** (PG) (Continued)				
	Post Transplant Maintenance Fund	712	Special Revenue		
	Spinal Cord Injury Paralysis Cure Research Trust Fund	714 Z	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	Public Health Federal Projects Fund	838	Special Revenue		
	Maternal and Child Health Services Block Grant Fund	872	Special Revenue		
	Preventive Health and Health Services Block Grant Fund	873	Special Revenue		
	Public Health Special State Projects Fund	896	Special Revenue		
	Metabolic Screening and Treatment Fund	920	Special Revenue		
	Hearing Instrument Dispenser Examining and Disciplinary Fund	938	Special Revenue		
	Illinois State Podiatric Disciplinary Fund	954	Special Revenue		
	Vital Records Refund Account Fund	1322			Agency
492 A	**Revenue** (PG)				
	General Revenue Fund	1	General		
	General Revenue/Common School Special Account	5	General		
	Education Assistance Fund	7	General		
	Motor Fuel Tax Fund	12	Special Revenue		
	Mental Health Fund	50	Special Revenue		
	Public Utility Fund	59	Special Revenue		
	Underground Storage Tank Fund	72	Special Revenue		
	County Water Commission Tax Fund	84			Agency
	Illinois Gaming Law Enforcement Fund	85	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
492 [A]	**Revenue** (PG) (Continued)				
	Non-Home Rule Municipal Retailers' Occupation Tax Fund	88			Agency
	Home Rule Municipal Soft Drink Retailers' Occupation Tax Fund	97			Agency
	Metropolitan Fair and Exposition Authority Reconstruction Fund	99	Special Revenue		
	State Gaming Fund	129	Special Revenue		
	Home Rule Municipal Retailers Occupation Tax Fund	138			Agency
	Home Rule County Retailers Occupation Tax Fund	139			Agency
	State and Local Sales Tax Reform Fund	186	Special Revenue		
	RTA Occupation and Use Tax Replacement Fund	187	Special Revenue		
	County and Mass Transit District Fund	188	Special Revenue		
	Local Government Tax Fund	189	Special Revenue		
	County Option Motor Fuel Tax Fund	190			Agency
	County Public Safety Retailers' Occupation Fund	219			Agency
	Illinois Sports Facilities Fund	225	Special Revenue		
	Sports Facilities Tax Trust Fund	229			Agency
	Income Tax Refund Fund	278	General		
	Illinois Tax Increment Fund	281	Special Revenue		
	Illinois Affordable Housing Trust Fund	286	Special Revenue		
	Used Tire Management Fund	294	Special Revenue		
	Natural Areas Acquisition Fund	298	Special Revenue		
	Open Space Lands Acquisition and Development Fund	299	Special Revenue		
	Metropolitan Pier and Exposition Authority Trust Fund	337			Agency

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
492 [A]	**Revenue** (PG) (Continued)				
	Federal Home Investment Trust Fund	338	Special Revenue		
	Long-Term Care Provider Fund	345 [N]	General		
	Nursing Home Grant Assistance Fund	348	Special Revenue		
	Tax Compliance and Administration Fund	384	Special Revenue		
	Protest Fund	401			Agency
	Common School Fund	412	General		
	Illinois Tourism Tax Fund	452			Agency
	Local Government Distributive Fund	515	Special Revenue		
	Drycleaner Environmental Response Trust Fund	548	Special Revenue		
	Supplemental Low Income Energy Assistance Fund	550	Special Revenue		
	Do-It-Yourself School Funding Fund	563	Special Revenue		
	Renewable Energy Resources Trust Fund	564	Special Revenue		
	School Infrastructure Fund	568	Special Revenue		
	Energy Efficiency Trust Fund	571 [P]	Special Revenue		
	Petroleum Resouces Revolving Fund	573	Special Revenue		
	Tax Suspense Trust Fund	583			Agency
	Internation Tourism Fund	621	Special Revenue		
	Horse Racing Fund	632 [U]	Special Revenue		
	Municipal Economic Development Fund	650	Special Revenue		
	Homeowners' Tax Relief Fund	683	Special Revenue		
	Metro-East Park and Recreation Fund	717	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	RTA Public Transportation Tax Fund	741			Agency

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
492 [A]	**Revenue** (PG) (Continued)				
	Statewide Economic Development Fund	743	Special Revenue		
	Personal Property Tax Replacement Fund	802	Special Revenue		
	RTA Sales Tax Trust Fund	812			Agency
	Metro-East Mass Transit District Tax Fund	841			Agency
	Tennessee Valley Authority Local Trust Fund	861			Agency
	Municipal Automobile Renting Tax Fund	868			Agency
	County Automobile Renting Tax Fund	869			Agency
	County Vehicle Replacement Fund	916			Agency
	Replacement Vehicle Tax-Municipal Trust Fund	917			Agency
	Coal Technology Development Assistance Fund	925 [P]	Special Revenue		
	Senior Citizens' Real Estate Deferred Tax Revolving Fund	930	Special Revenue		
	State Treasurer Court Ordered Escrow Fund	932	Special Revenue		
	Child Support Enforcement Trust Fund-Administrative	957 [N]	Special Revenue		
	Build Illinois Fund	960	Special Revenue		
	Local Tourism Fund	969	Special Revenue		
	Surety Bond Fund	1151			Agency
493	**State Police** (PG)				
	General Revenue Fund	1	General		
	Road Fund	11	Special Revenue		
	Wildlife and Fish Fund	41 [G]	Special Revenue		
	Firearm Owner's Notification Fund	71	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
493	**State Police** (PG) (Continued)				
	Capital Development Fund	141	Capital Projects		
	State Crime Laboratory Fund	152	Special Revenue		
	State Crime Laboratory DUI Fund	222	Special Revenue		
	Medicaid Fraud and Abuse Prevention Fund	237	Special Revenue		
	State Police Vehicle Fund	246	Special Revenue		
	State Police Motor Vehicle Theft Prevention Trust Fund	376	Special Revenue		
	Illinois State Toll Highway Revenue Fund	455 O		Enterprise	
	Gang Crime Witness Protection Fund	503	Special Revenue		
	State Asset Forfeiture Fund	514	Special Revenue		
	Federal Asset Forfeiture Fund	520	Special Revenue		
	Sex Offender Registration Fund	535	Special Revenue		
	LEADS Maintenance Fund	536	Special Revenue		
	State Offender DNA Identification System Fund	537	Special Revenue		
	State Police Wireless Service Fund	637	Special Revenue		
	Motor Carrier Safety Inspection Fund	649	Special Revenue		
	State Police Whistleblower Reward and Protection Fund	705	Special Revenue		
	Drug Traffic Prevention Fund	878	Special Revenue		
	Illinois State Police Federal Projects Fund	904	Special Revenue		
	State Police Services Fund	906	Special Revenue		
	Missing and Exploited Children Trust Fund	986	Special Revenue		
	Special Advance Fund	1199	General		
	Seized Fund	1241			Agency

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary

Departments (Continued)

493	**State Police**	(PG) (Continued)		
	Forfeiture Fund	1242	Special Revenue	
494 [A]	**Transportation**	(PG)		
	General Revenue Fund	1	General	
	Road Fund	11	Special Revenue	
	Motor Fuel Tax Fund	12	Special Revenue	
	Grade Crossing Protection Fund	19	Special Revenue	
	Aeronautics Fund	46	Special Revenue	
	Federal/Local Airport Fund	95	Special Revenue	
	General Obligation Bond Retirment and Interest Fund	101	Debt Service	
	Capital Development Fund	141	Capital Projects	
	State Rail Freight Loan Repayment Fund	265	Special Revenue	
	Air Transportation Revolving Fund	309	Special Revenue	
	Motor Fuel Tax-Counties Fund	413	Special Revenue	
	Motor Fuel Tax-Municipalities Fund	414	Special Revenue	
	Motor Fuel Tax-Townships and Road District Fund	415	Special Revenue	
	Federal High Speed Rail Trust Fund	433	Special Revenue	
	Transportation Bond Series A Fund	553	Capital Projects	
	Transportation Bond Series B Fund	554	Capital Projects	
	Fund For Illinois' Future	611	Special Revenue	
	Public Transportation Fund	627	Special Revenue	
	Diesel Emissions Testing Fund	633 [Z]	Special Revenue	
	Downstate Public Transportation Fund	648	Special Revenue	
	Airport Land Loan Revolving Fund	669	Special Revenue	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary

Departments (Continued)

494 [A]	**Transportation** (PG) (Continued)			
	Downstate Emergency Response Fund	730	Special Revenue	
	Metro-East Public Transportation Fund	794	Special Revenue	
	Federal Mass Transit Trust Fund	853	Special Revenue	
	Cycle Rider Safety Training Fund	863	Special Revenue	
	State Construction Account Fund	902	Special Revenue	
	State Treasurer Court Ordered Escrow Fund	932	Special Revenue	
	Rail Freight Loan Repayment Fund	936	Special Revenue	
	Build Illinois Bond Fund	971	Capital Projects	
	IDOT Capital Projects Fund	1494	Capital Projects	
	IDOT Debt Service Fund	2494	Debt Service	
497	**Veterans' Affairs** (PG)			
	General Revenue Fund	1	General	
	LaSalle Veterans' Home Fund	272	Special Revenue	
	Anna Veterans' Home Fund	273	Special Revenue	
	G.I. Education Fund	447	Special Revenue	
	Quincy Veterans' Home Fund	619	Special Revenue	
	John Joseph Kelly Home Fund	640 [Z]	Special Revenue	
	National World War II Memorial Fund	727	Special Revenue	
	Manteno Veterans' Home Fund	980	Special Revenue	
	Benefits Trust Fund-Quincy	1152	Special Revenue	
	Commissary Fund-Quincy	1153	Special Revenue	
	Protestant Chapel Fund-Quincy	1158	Special Revenue	
	St. Lawrence Chapel Fund-Quincy	1159	Special Revenue	
	Benefits Trust Fund-Manteno	1219	Special Revenue	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Departments (Continued)					
497	**Veterans' Affairs** (PG) (Continued)				
	Members Trust Fund-Manteno	1220			Agency
	Members Trust Fund-Quincy	1246			Agency
	Members Trust Fund-LaSalle	1260			Agency
	Benefits Trust Fund-LaSalle	1261	Special Revenue		
	Benefits Trust Fund-Anna	1339	Special Revenue		
	IHVA-Members Trust Fund	1348			Agency
Agencies, Boards and Authorities					
503	**Illinois Arts Council** (PG)				
	General Revenue Fund	1	General		
	Fund For Illinois' Future	611	Special Revenue		
	Illinois Arts Council Federal Grant Fund	657	Special Revenue		
	Illinois Arts Council Restricted Fund	1160	Special Revenue		
505	**Office of Banks and Real Estate** (PG)				
	Savings and Residential Finance Regulatory Fund	244	Special Revenue		
	Appraisal Administration Fund	386	Special Revenue		
	Pawnbroker Regulation Fund	562	Special Revenue		
	Real Estate Recovery Fund	629	Special Revenue		
	Auction Regulation Administration Fund	641	Special Revenue		
	Auction Recovery Fund	643	Special Revenue		
	Home Inspector Administration Fund	746 Z	Special Revenue		
	Real Estate Audit Fund	750 Z	Special Revenue		
	Bank and Trust Company Fund	795		Enterprise	
	Real Estate Research and Education Fund	849			

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
505	**Office of Banks and Real Estate** (PG) (Continued)				
	Real Estate License Administration Fund	850	Special Revenue		
	Bank Examiner's Education Fund	1296	Special Revenue		
507	**Bureau of the Budget** (PG)				
	General Revenue Fund	1	General		
	Capital Development Fund	141	Capital Projects		
	Federal Financing Cost Reimbursement Fund	212			Agency
	Build Illinois Bond Retirement and Interest Fund	970	Debt Service		
	Build Illinois Bond Fund	971	Capital Projects		
	Build Illinois Bond Trustee Account Fund	1231	Debt Service		
	Series FY95A COP Captial Projects Fund	1319	Capital Projects		
	Series FY95A COP Debt Service Fund	1320	Debt Service		
	Series FY96A COP Capital Projects Fund	1323	Capital Projects		
	Series FY96A COP Debt Service Fund	1324	Debt Service		
511 [A]	**Capital Development Board** (PG)				
	General Revenue Fund	1	General		
	Capital Development Fund	141	Capital Projects		
	School Construction Fund	143	Capital Projects		
	Capital Development Board Revolving Fund	215	Special Revenue		
	Asbestos Abatement Fund	224	Special Revenue		
	School Infrastructure Fund	568	Special Revenue		
	Fund For Illinois' Future	611	Special Revenue		
	CDB Contributory Trust Fund	617	Capital Projects		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
511 [A]	**Capital Development Board** (PG) (Continued)				
	Illinois Building Commission Revolving Fund	628	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	Build Illinois Bond Fund	971	Capital Projects		
517	**Civil Service Commission** (PG)				
	General Revenue Fund	1 [F]	General		
524	**Illinois Commerce Commissior** (PG)				
	General Revenue Fund	1	General		
	Transportation Regulatory Fund	18	Special Revenue		
	Public Utility Fund	59	Special Revenue		
	Illinois Underground Utility Facilities Damage Prevention Fund	127 [Z]	Special Revenue		
	Digital Divide Elimination Infrastructure Fund	771 [Z]	Special Revenue		
525	**Drycleaner Environmental Response Council** (PG)				
	Drycleaner Environmental Response Trust Fund	548	Special Revenue		
526	**Deaf and Hard of Hearing Commission** (PG)				
	General Revenue Fund	1 [F]	General		
527 [A]	**Comprehensive Health Insurance Board** (CU)				
	General Revenue Fund	1	General		
	Comprehensive Health Insurance Board Payroll Fund	177		Enterprise	
	Comprehensive Health Insurance Fund	1250		Enterprise	
528 [C]	**Court of Claims** (PG)				
	General Revenue Fund	1	General		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
528 C	**Court of Claims** (PG) (Continued)				
	Court of Claims Administrative and Grant Fund	434	Special Revenue		
529 A	**East St. Louis Financial Advisory Authority** (CU)				
	General Revenue Fund	1 F	General		
	Corporate Savings Fund	1302	Special Revenue		
531 Y	**Environmental Protection Trust Fund Commission** (PG)				
	Environmental Protection Trust Fund	845	Special Revenue		
532 Y	**Environmental Protection Agency** (PG)				
	General Revenue Fund	1	General		
	Industrial Hygiene Regulatory and Enforcement Fund	49	Special Revenue		
	US Environmental Protection Fund	65	Special Revenue		
	Underground Storage Tank Fund	72	Special Revenue		
	EPA Special State Projects Trust Fund	74	Special Revenue		
	Solid Waste Management Fund	78	Special Revenue		
	Subtitle D Management Fund	89	Special Revenue		
	Clean Air Act (CAA) Permit Fund	91	Special Revenue		
	Capital Development Fund	141	Capital Projects		
	EPA Court Trust Fund	154			Private Purpose Trust
	Brownfields Redevelopment Fund	214	Special Revenue		
	Water Revolving Fund	270		Enterprise	
	Hazardous Waste Occupational Licensing Fund	282	Special Revenue		
	Community Water Supply Laboratory Fund	288	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
532 [Y]	**Environmental Protection Agency** (PG) (Continued)				
	Used Tire Management Fund	294	Special Revenue		
	Environmental Laboratory Certification Fund	336	Special Revenue		
	Alternative Fuels Fund	422	Special Revenue		
	Anti-Pollution Fund	551	Capital Projects		
	Conservation 2000 Fund	608	General		
	Fund For Illinois' Future	611	Special Revenue		
	NOx Tranding System Fund	639 [Z]	Special Revenue		
	Alternative Compliance Market Account Fund	738	Special Revenue		
	Oil Spill Response Fund	774	Special Revenue		
	Hazardous Waste Fund	828	Special Revenue		
	Hazardous Waste Research Fund	840	Special Revenue		
	Environmental Protection Trust Fund	845	Special Revenue		
	Environmental Protection Permit and Inspection Fund	944	Special Revenue		
	Landfill Closure and Post-Closure Fund	945	Special Revenue		
	Vehicle Inspection Fund	963	Special Revenue		
	Build Illinois Bond Fund	971	Capital Projects		
	EPA COP Capital Project Fund	1329	Capital Projects		
	EPA COP Debt Service Fund	1330	Debt Service		
537	**Guardianship and Advocacy Commission** (PG)				
	General Revenue Fund	1	General		
	Guardianship and Advocacy Fund	297	Special Revenue		
	Wards Trust Fund	1162			Agency

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
538 A	**Illinois Farm Development Authority** (CU)				
	General Revenue Fund	1 F	General		
	Illinois Farmer and Agri-Business Loan Guarantee Fund	205		Enterprise	
	Illinois Agricultural Loan Guarantee Fund	994		Enterprise	
	IFDA Operating Fund	1196		Enterprise	
539 A	**Illinois Health Facilities Authorit** (CU)				
	IHFA Operating Fund	1194		Enterprise	
540	**Health Care Cost Containment Council** (PG)				
	General Revenue Fund	1 F	General		
	Illinois Health Care Cost Containment Special Studies Fund	209 F	Special Revenue		
541 Y	**Historic Preservation Agency** (PG)				
	General Revenue Fund	1	General		
	Capital Development Fund	141	Capital Projects		
	Illinois Historic Sites Fund	538	Special Revenue		
	Fund For Illinois' Future	611	Special Revenue		
	Illinois Historic Preservation Trust Fund	1331	Special Revenue		
542	**Commission on Human Rights** (PG)				
	General Revenue Fund	1 F	General		
	SLIAG (State Legislation Impact Assistance Grant) Fund	351 F	Special Revenue		
546	**Criminal Justice Information Authority** (PG)				
	General Revenue Fund	1	General		
	Motor Vehicle Theft Prevention Fund	156	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
546	**Criminal Justice Information Authority** (PG) (Continued)				
	Criminal Justice Information Projects Fund	335	Special Revenue		
	Criminal Justice Trust Fund	488	Special Revenue		
	Juvenile Accountability Incentive Block Grant Fund	581	Special Revenue		
	Criminal Justice Information Systems Trust Fund	886	Special Revenue		
548	**Educational Labor Relations Board** (PG)				
	General Revenue Fund	1	General		
	Educational Labor Relations Board Fair Share Trust Fund	996			Agency
549 [A]	**Illinois Educational Facilities Authority** (CU)				
	IEFA General Fund	1163		Enterprise	
550 [A]	**Illinois Development Finance Authority** (CU)				
	Credit Enchancement Development Fund	255	Special Revenue		
	IDFA General Operating Fund	1169		Enterprise	
	Illinois Venture Investment Fund	1201		Enterprise	
	Industrial Revenue Bond Insurance Fund	1203		Enterprise	
	EDA Title IX Restricted Revolving Loan Fund	1221		Enterprise	
	Employee Ownership Assistance Loan Fund	1227		Enterprise	
	Illinois Housing Partnership Program Fund	1229	Special Revenue		
	Rural Development Revolving Loan Fund	1268		Enterprise	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
550 [A]	**Illinois Development Finance Authority** (CU) (Continued)				
	SBA Microloan Relending Fund	1282		Enterprise	
	Credit Enhancement Development Fund	1326		Enterprise	
551 [A]	**Illinois Housing Development Authority** (CU)				
	Illinois Affordable Housing Trust Fund	286	Special Revenue		
	Federal Home Investment Trust Fund	338	Special Revenue		
	Single Family Mortgage Purchase Program Fund	1107		Enterprise	
	Administrative Fund	1164		Enterprise	
	Mortgage Loan Program Fund	1165		Enterprise	
	Affordable Housing Program Trust Fund	1308		Enterprise	
553 [B]	**Illinois Municipal Retirement Agency**				
	Illinois Municipal Retirement Fund	475			Agency
554 [B]	**Illinois Sports Facilities Authority**				
	Illinois Sports Facilities Fund	225	Special Revenue		
555 [A]	**State Board of Investments** (PG)				
	Illinois State Board of Investments Fund	529			Pension Trust
	Illinois State Board of Investments Investment Fund	1305			Pension Trust
556 [A]	**Illinois Rural Bond Bank** (CU)				
	General Revenue Fund	1	General		
	Illinois Rural Bond Bank Trust Fund	119		Enterprise	
	Illinois Rural Bond Bank Special Reserve Fund	1258		Enterprise	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
556 [A]	**Illinois Rural Bond Bank** (CU) (Continued)				
	Illinois Rural Bond Bank General Operating Fund	1259		Enterprise	
557 [A]	**Illinois State Toll Highway Authority** (CU)				
	Illinois State Toll Highway Construction Fund	450 [Z]		Enterprise	
	Illinois State Toll Highway Revenue Fund	455		Enterprise	
	Debt Service Reserve Fund	1262		Enterprise	
	Debt Service Account Fund	1263		Enterprise	
	Construction Account Fund	1264		Enterprise	
	Capital Improvement Account Fund	1276		Enterprise	
558	**Illinois Council on Developmental Disabilitites** (PG)				
	Planning Council on Developmental Disabilities Federal Trust Fund	131	Special Revenue		
559	**Violence Prevention Authority** (PG)				
	General Revenue Fund	1	General		
	Violence Prevention Fund	184	Special Revenue		
563	**Industrial Commission** (PG)				
	General Revenue Fund	1	General		
	Workers' Compensation Benefit Trust Fund	124		Enterprise	
	Self-Insurers Administration Fund	274		Enterprise	
	Second Injury Fund	431	Special Revenue		
	Industrial Commission Operations Fund	534	Special Revenue		
	Rate Adjustment Fund	685	Special Revenue		
	Self-Insurers' Security Fund	940		Enterprise	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
563	**Industrial Commission** (PG) (Continued)				
	Transcript Deposit Fund	1168	Special Revenue		
567	**Liquor Control Commission** (PG)				
	General Revenue Fund	1	General		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	Dram Shop Fund	821	Special Revenue		
569	**Law Enforce Training and Standards Board** (PG)				
	Police Training Board Services Fund	517	Special Revenue		
	Traffic and Criminal Conviction Surcharge Fund	879	Special Revenue		
	Law Enforcement Officers' Training Board Federal Projects Fund	923	Special Revenue		
571 [A]	**Illinois Medical District Commission** (CU)				
	General Revenue Fund	1	General		
	Capital Development Fund	141	Capital Projects		
	Medical Center Commission Property Management Fund	1240	Special Revenue		
	Chicago Technology Research Center Fund	1265	Special Revenue		
	Chicago Technology Park Fund	1266	Special Revenue		
	Illinois Medical District Revolving Fund	1337	Capital Projects		
	Illinois Medical District Member Council Fund	1338	Special Revenue		
574 [B]	**Metropolitan Fair and Exposition Authority**				
	Metropolitan and Exposition Auditorium and Office Building Fund	53	Special Revenue		
	Metropolitan Fair and Exposition Authority Reconstruction Fund	99 [F]	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
574 B	**Metropolitan Fair and Exposition Authority** (Continued)				
	McCormick Place Expansion Project Fund	377 F	Special Revenue		
	Metropolitan Fair and Exposition Authority Improvement Bond Fund	961 F	Special Revenue		
575 A	**Prairie State 2000 Authority** (CU)				
	General Revenue Fund	1	General		
577 Y	**Pollution Control Board** (PG)				
	General Revenue Fund	1 F	General		
	Clean Air Act (CAA) Permit Fund	91 F	Special Revenue		
	Pollution Control Board State Trust Fund	207 F	Special Revenue		
	Pollution Control Board Fund	277 F	Special Revenue		
	Used Tire Management Fund	294 F	Special Revenue		
	Environmental Protection Permit and Inspection Fund	944 J	Special Revenue		
578	**Prisoner Review Board** (PG)				
	General Revenue Fund	1 F	General		
579	**Racing Board** (PG)				
	General Revenue Fund	1	General		
	Racing Board Fingerprint License Fund	248	Special Revenue		
	Illinois Racing Board Charity Fund	271	Special Revenue		
	Illinois Racing Board Grant Fund	280	Special Revenue		
	Horse Racing Equity Fund	630	Special Revenue		
	Illinois Racing Quarterhorse Breeders Fund	631	Special Revenue		
	Horse Racing Fund	632	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
580	**Property Tax Appeal Board** (PG)				
	General Revenue Fund	1	General		
582	**Quad Cities Region Economic Development Authority** (CU)				
	Quad City Region Economic Development Authority Operating Fund	1301		Enterprise	
583	**Sex Offender Management Board** (PG)				
	Sex Offender Management Board Fund	527	Special Revenue		
585	**Southwestern Illinois Development Authority** (CU)				
	General Revenue Fund	1	General		
	SWIDA Enterprise Fund	1278		Enterprise	
	SWIDA East St. Louis Development Fund	1347		Enterprise	
586 [A]	**State Board of Education** (PG)				
	General Revenue Fund	1	General		
	Education Assistance Fund	7	General		
	Teacher Certificate Fee Revolving Fund	16	Special Revenue		
	Drivers Education Fund	31	Special Revenue		
	SBE State Trust Fund	110	Special Revenue		
	School District Emergency Financial Assistance Fund	130	Special Revenue		
	SBE Teacher Certification Institution Fund	159	Special Revenue		
	SBE GED Testing Fund	161	Special Revenue		
	SBE School Bus Driver Permit Fund	162	Special Revenue		
	SBE Federal National Community Service Fund	183	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
586 [A]	**State Board of Education** (PG) (Continued)				
	SBE Department of Health and Human Services Fund	239	Special Revenue		
	Special Education Medicaid Matching Fund	355 [N]	Special Revenue		
	SBE Federal Department of Labor Fund	392	Special Revenue		
	SBE Federal Department of Agriculture Fund	410	Special Revenue		
	Common School Fund	412	General		
	School Technology Revolving Fund	544	Special Revenue		
	SBE Federal Department of Education Fund	561	Special Revenue		
	Charter Schools Revolving Loan Program Fund	567	Special Revenue		
	School Infrastructure Fund	568	Special Revenue		
	School Technology Revolving Loan Program Fund	569	Special Revenue		
	Private Business and Vocational Schools Fund	578	Special Revenue		
	State Board of Education Fund	579	Special Revenue		
	SBE Special Purpose Trust Fund	591	Special Revenue		
	Temporary Relocation Expenses Revolving Grant Fund	605	Special Revenue		
	Fund For Illinois' Future	611	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	National Center for Education Statistics Fund	791	Special Revenue		
587	**State Board of Elections** (PG)				
	General Revenue Fund	1	General		
588	**Emergency Management Agency** (PG)				
	General Revenue Fund	1	General		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
588	**Emergency Management Agency** (PG) (Continued)				
	Emergency Planning and Training Fund	173	Special Revenue		
	Nuclear Civil Protection Planning Fund	484	Special Revenue		
	Federal Aid Disaster Fund	491	Special Revenue		
	Federal Hardware Assistance Fund	492	Special Revenue		
	Federal Civil Preparedness Administrative Fund	497	Special Revenue		
	Emergency Management Preparedness Fund	526 Z	Special Revenue		
	IEMA State Projects Fund	688	Special Revenue		
	Nuclear Safety Emergency Preparedness Fund	796	Special Revenue		
589 A	**State Employees' Retirement System** (PG)				
	General Revenue Fund	1 F	General		
	State Pensions Fund	54 F	Special Revenue		
	State Employees' Retirement System Fund	479			Pension Trust
	State Employees' Retirement System Excess Benefit Fund	788 Z			Pension Trust
590	**Labor Relations Board** (PG)				
	General Revenue Fund	1 F	General		
591	**State Police Merit Board** (PG)				
	General Revenue Fund	1 F	General		
592	**Office of the State Fire Marshal** (PG)				
	General Revenue Fund	1	General		
	Fire Prevention Fund	47	Special Revenue		
	Underground Storage Tank Fund	72	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Agencies, Boards and Authorities (Continued)					
592	**Office of the State Fire Marshal** (PG) (Continued)				
	Emergency Response Reimbursement Fund	114	Special Revenue		
	Illinois Fire Fighters' Memorial Fund	510	Special Revenue		
	Fire Prevention Division Fund	580	Special Revenue		
	Fund For Illinois' Future	611	Special Revenue		
593 [A]	**Teachers' Retirement System** (PG)				
	General Revenue Fund	1 [F]	General		
	Education Assistance Fund	7 [F]	General		
	State Pensions Fund	54 [F]	Special Revenue		
	Teacher Health Insurance Security Fund	203 [H]		Enterprise	
	Common School Fund	412 [F]	General		
	Teachers' Retirement System Fund	473			Pension Trust
	Teachers' Retirement System Excess Benefit Fund	789			Pension Trust
	TRS Cash Flows Fund	1306			Pension Trust
	TRS Master Trustee Account Fund	1307			Pension Trust
594 [B]	**Teachers' Pension and Retirement System of Chicago**				
	General Revenue Fund	1 [F]	General		
	Common School Fund	412 [F]	General		
598	**Upper Illinois River Valley Development Authority** (CU)				
	Upper Illinois River Valley Development Authority Operating Fund	1314		Enterprise	
599	**Will-Kankakee Regional Development Authority** (CU)				
	Will-Kankakee Regional Development Authority Operating Fund	1360		Enterprise	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Higher Education					
601	**Board of Higher Education** (PG)				
	General Revenue Fund	1	General		
	Education Assistance Fund	7	General		
	Capital Development Fund	141	Capital Projects		
	Ilinois Century Network (ICN) Special Purposes Fund	729	Special Revenue		
	Tobacco Settlement Recovery Fund	733	Special Revenue		
	BHE State Projects Fund	736	Special Revenue		
	Build Illinois Bond Fund	971	Capital Projects		
	BHE Federal Grants Fund	983	Special Revenue		
608 A,AA	**Chicago State University** (CU)				
	General Revenue Fund	1 F	General		
	Education Assistance Fund	7 F	General		
612 A,AB	**Eastern Illinois University** (CU)				
	General Revenue Fund	1 F	General		
	Education Assistance Fund	7 F	General		
	Capital Development Fund	141 F	Capital Projects		
	State College and University Trust Fund	417 F	Special Revenue		
616 A,AC	**Governors State University** (CU)				
	General Revenue Fund	1 F	General		
	Education Assistance Fund	7 F	General		
	Capital Development Fund	141 F	Capital Projects		
620 A,AD	**Northeastern Illinois University** (CU)				
	General Revenue Fund	1 F	General		
	Education Assistance Fund	7 F	General		
	Capital Development Fund	141 F	Capital Projects		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Higher Education (Continued)					
628 [A,AE]	**Western Illinois University** (CU)				
	General Revenue Fund	1 [F]	General		
	Education Assistance Fund	7 [F]	General		
	Capital Development Fund	141 [F]	Capital Projects		
	State College and University Trust Fund	417 [F]	Special Revenue		
	Fund For Illinois' Future	611 [F]	Special Revenue		
636 [A,AF]	**Illinois State University** (CU)				
	General Revenue Fund	1 [F]	General		
	Education Assistance Fund	7 [F]	General		
	Capital Development Fund	141 [F]	Capital Projects		
	State College and University Trust Fund	417 [F]	Special Revenue		
644 [A,AG]	**Northern Illinois University** (CU)				
	General Revenue Fund	1 [F]	General		
	Education Assistance Fund	7 [F]	General		
	Capital Development Fund	141 [F]	Capital Projects		
	State College and University Trust Fund	417 [F]	Special Revenue		
	Fund For Illinois' Future	611 [F]	Special Revenue		
664 [A,AH]	**Southern Illinois University** (CU)				
	General Revenue Fund	1 [F]	General		
	Education Assistance Fund	7 [F]	General		
	Capital Development Fund	141 [F]	Capital Projects		
676 [A,AI]	**University of Illinois** (CU)				
	General Revenue Fund	1 [F]	General		
	Education Assistance Fund	7 [F]	General		
	Fire Prevention Fund	47 [F]	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Higher Education (Continued)					
676 A,AI	**University of Illinois** (CU) (Continued)				
	Capital Development Fund	141 F	Capital Projects		
	State College and University Trust Fund	417 F	Special Revenue		
	Fund For Illinois' Future	611 F	Special Revenue		
	Build Illinois Bond Fund	971 F	Capital Projects		
684 Y	**Community College Board** (PG)				
	General Revenue Fund	1	General		
	Education Assistance Fund	7	General		
	Capital Development Fund	141	Capital Projects		
	Illinois Community College Board Contracts and Grants Fund	339	Special Revenue		
	AFDC Opportunities Fund	349	Special Revenue		
	Illinois Community College Board Fund	519 Z	Special Revenue		
	Video Conferencing User Fund	593	Special Revenue		
	Fund For Illinois' Future	611	Special Revenue		
	Academic Improvement Trust Fund	667 Z	General		
	ICCB Adult Education Fund	692	Special Revenue		
	Build Illinois Bond Fund	971	Capital Projects		
691 A	**Student Assistance Commission** (PG)				
	General Revenue Fund	1	General		
	Education Assistance Fund	7	General		
	Federal Congressional Teacher Scholarship Program Fund	92	Special Revenue		
	ISAC Accounts Receivable Fund	242	Special Revenue		
	University Grant Fund	418	Special Revenue		
	Monetary Award Program Reserve Fund	420	Special Revenue		

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Higher Education (Continued)					
691 [A]	**Student Assistance Commission** (PG) (Continued)				
	Higher EdNet Fund	423	Special Revenue		
	Prepaid Tuition Fund	557		Enterprise	
	Federal Student Loan Fund	663		Enterprise	
	Student Loan Operation Fund	664		Enterprise	
	Federal Reserve Recall Fund	665		Enterprise	
	Federal Student Incentive Trust Fund	701	Special Revenue		
	ISAC Loan Purchase Program Payroll Trust Fund	773		Enterprise	
	Illinois Designated Account Purchase Program Fund	1174		Enterprise	
	Illinois Opportunity Loan Program Fund	1269		Enterprise	
	ISAC COP Debt Service Fund	1325	Debt Service		
692 [A]	**Illinois Mathematics and Science Academy** (PG)				
	General Revenue Fund	1	General		
	Education Assistance Fund	7	General		
	IMSA Special Purposes Trust Fund	359	Special Revenue		
	IMSA Income Fund	768	Special Revenue		
	IMSA Operating Fund	1223	Special Revenue		
	IMSA Foundation Advancement of Education Fund	1251	Special Revenue		
693 [A]	**State Universities Retirement System** (PG)				
	General Revenue Fund	1 [F]	General		
	Education Assistance Fund	7 [F]	General		
	State Pensions Fund	54 [F]	Special Revenue		
	Community College Health Insurance Security Fund	577 [F]		Enterprise	

Agency/Fund			Fund Categories		
Agency Number	Name	Fund Number	Governmental	Proprietary	Fiduciary
Higher Education (Continued)					
693 [A]	**State Universities Retirement System** (PG) (Continued)				
	State Universities' Retirement System Fund	1178			Pension Trust
695	**State Universities Civil Service Merit Board** (PG)				
	General Revenue Fund	1 [F]	General		
	Education Assistance Fund	7 [F]	General		

ASSETS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
101	Cash on deposit with State Treasurer/ bank (including in-transit items)	Legal tender currently on deposit in a bank for locally held funds or on deposit with the State Treasurer for SAMS fund accounts, including monies received by an agency, either still in the agency's hands or in some stage of the clearing process, that has not yet been recorded on SAMS.	Currency, coin, checks, letters of credit, postal and money orders on deposit in a bank for locally held funds or on deposit with the State Treasurer for SAMS. It also includes the items defined above that are on hand or in the clearing process.
103	Petty cash	Cash held on an imprest basis for the purpose of making change or paying obligations of a small dollar amount for which the issuance of a formal voucher and check cannot be administered economically and efficiently through customary procurement practices. Such funds are only for those monies which are not required by the State of Illinois Constitution to be paid into the State Treasury. Petty cash "funds" are to be reported as assets of the respective SAMS fund or locally held fund of ownership and not as a separate reportable fund type.	Authorized petty cash funds.
104	Cash equivalents	Cash equivalents represent the investment of idle cash of a fund generally in the form of some interest-bearing deposit or other marketable security, that may be needed at any time for financing the regular activities of the fund. Cash equivalents are recorded at cost.	Purchases of certificates of deposits on a short term basis (90 days or less); Repurchase Agreements; Time Deposits; and Savings and Loan Capital Shares.
105	Cash and cash equivalents	Accounts 101, 103 and 104.	N/A

ASSETS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
109	Investments-current	Assets with an original maturity greater than 90 days which are not needed to finance regular activities held for the production of income in the form of interest, dividends, rent, etc. Investments may be acquired by purchase, accepted for payment of taxes or services, or received as a gift. Generally, amounts should be recorded at fair value, or if donated, at market value at the date of donation. Agencies may elect to report money market investments and certain short-term participating interest earning investment contracts at amortized cost. Proprietary Funds Only Assets with an original maturity greater than 90 days and a current maturity of less than one year which are not needed to finance regular activities held for the production of income in the form of interest, dividends, rent, etc. Investments may be required by purchase, accepted for payment of taxes or services, or received as a gift. Generally, amounts should be recorded at fair value, or if donated, at market value at the date of donation. Agencies may elect to report money market investments and certain short-term participating interest earning investment contracts at amortized cost.	Southern Illinois University Revenue Bonds and Metropolitan Fair and Exposition Authority Bonds held by the State Treasurer including Illinois Funds (IPTIP). Securities, real estate and other assets held by locally held funds.
110	Unamortized premiums (discounts) on Investments, current	That portion of the excess (deficiency) of the amount paid for securities in account 109 over (under) their face value which has not been amortized.	No examples currently available.

ASSETS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
111	Total Investments, current	Account 109 plus (minus) account 110.	N/A
113	Investments-principal long-term	Proprietary Funds Only Assets with a current maturity greater than one year which are not needed to finance regular activities held for the production of income in the form of interest, dividends, rent, etc. Investments may be acquired by purchase, accepted for payment of taxes or services, or received as a gift. Amounts should be recorded at fair value, or if donated, at market value at the date of donation.	Southern Illinois University Revenue Bonds and Metropolitan Fair and Exposition Authority Bonds held by the State Treasurer. Securities, real estate and other assets held by locally held funds.
114	Unamortized premiums (discounts) on investments, long-term	Proprietary Funds Only That portion of the excess (deficiency) of the amount paid for for securities in account 113 over (under) their face value which has not been amortized.	No examples currently available.
115	Total Investments, long-term	Proprietary Funds Only Account 113 plus (minus) account 114	N/A
117	Taxes receivable	Uncollected portion of taxes levied. public utility, and other current taxes receivable.	Income, sales, motor fuel,
118	Allowance for uncollectible taxes	The portion of taxes receivable estimated not to be collectible. The balance in this account is reported as a deduction from taxes receivable to indicate the net current taxes receivable	Estimated uncollectible portion of account number 117.
121	Interest and penalties receivable on taxes	Interest and penalties earned on taxes which have not been received.	Interest and penalties receivable on taxes only.

ASSETS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
122	Allowance for uncollectible interest and penalties on taxes	That portion of interest and penalties receivable on taxes estimated not to be collectible. The balance in this account is reported as a deduction from interest and penalties receivable on taxes.	Estimated uncollectible portion of account number 121.
125	Taxes receivable, net	Accounts 117 and 121, less accounts 118 and 122.	N/A
126	Due from other government-federal	Amounts due from the federal government for items such as intergovernmental grants, entitlements, shared revenues, and charges for services rendered by the agency to the federal government.	Amounts due from U.S. Department of Health and Human Services, Department of Education, Department of Labor and other federal agencies.
127	Due from other government-local	Amounts due from local governmental units for items such as intergovernmental grants, entitlements, or contracts, taxes collected for the reporting government, by a local government (e.g., inheritance tax). loans, and charges for services rendered by the agency to the local government.	Local government grant receivable; inheritance tax receivable; and payments due under the public services local CETA programs.
128	Allowance for uncollectibles due from other governments	Amounts due from other governments, both federal and local estimated not to be collectible. The balance in this account is reported as a deduction from the due from other government accounts to indicate the net amount.	Estimated uncollectible portion of account numbers 126 and 127.
130	Intergovernmental receivables, net	Accounts 126 and 127, less account 128.	N/A

ASSETS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
135	Other receivables	Amounts owed to the State not required to be accounted for elsewhere.	Grant receivables for private organizations or individuals, proprietary services provided to non-State organizations, interest on investments and interest on cash equivalents.
136	Allowance for uncollectible other receivables	That portion of other receivables estimated not to be collectible. The balance in this account is reported as a deduction from other receivables to indicate net other receivable.	Estimated uncollectible portion of account number 135.
140	Other receivables, net	Account 135, less account 136.	N/A
141	Due from other funds	Amounts receivable by one primary government fund from another primary government fund, or by a component unit fund from another component unit fund.	Department of Central Management Services Revolving Fund receivables from another primary government fund.
142	Allowance for uncollectible due from other funds	That portion of due from other funds estimated not to be collectible.	Estimated uncollectible portion of account number 141.
143	Due from other funds, net	Account 141, less account 142.	N/A
144	Due from component units	Amounts receivable by a primary government fund from a component unit fund.	Unexpended grant monies to be returned to the Department of Natural Resources by a university restricted fund.
145	Allowance for uncollectible due from component units	That portion of due from componen units estimated not to be collectible.	Estimated uncollectible portion of account 144.
146	Due from component units, net	Account 144, less account 145	N/A

ASSETS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
147	Due from primary government	Amounts receivable by a component unit fund from a primary government fund.	A University (component unit) receivable from the Department of Natural Resources (primary government).
148	Allowance for uncollectible due from primary government	That portion of due from primary government estimated not to be collectible.	Estimated uncorrectable portion of account 147.
149	Due from primary government, net	Account 147, less account 148.	N/A
150	Inventories	Raw materials and supplies, goods finished and in process of manufacture, and merchandise on hand, in transit and owed, in storage, or consigned to others at the end of an accounting period.	Inventory of materials and supplies include food supplies, drugs, gasoline, road salt, wearing apparel, equipment parts, and paper and printing supplies. Stores for resale include equipment parts, telecommunication parts, gasoline, and paper and printing supplies.
151	Prepaid expenses	Amount of goods or services paid in which benefits have not yet been received. They are charged to future operations on the basis of measurable benefits.	Rent, interest and subscriptions.

ASSETS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
152	Loans and notes receivable, current	Loans receivable consists of amounts which have been loaned to individuals or organizations external to a government, including notes taken as security for such loans. Loans to other governments should be recorded and reported separately. Notes receivable are unconditional written promises signed by the maker, to pay a certain sum in money on demand or at a fixed or determinable future time either to the bearer or to the order of a person designated therein. Notes receivable may be held by a government as designated payee or by endorsements. Proprietary Funds Only Loans and notes receivable within one year. Loans receivable consists of amounts which have been loaned to individuals or organizations external to a government, including notes taken as security for such loans. Loans to other governments should be recorded and reported separately. Notes receivable are unconditional written promises signed by the maker, to pay a certain sum in money on demand or at a fixed or determinable future time either to the bearer or to the order of a person designated therein. Notes receivable may be held by a government as designated payee or by endorsements.	Student loan program, mortgage loan program. Facility lease and other capital lease agreements (state-lessor).
153	Allowance for uncollectible loans and notes receivable, current	That portion of account 152 estimated not to be collectible.	Estimated uncollectible portion of account number 152.

ASSETS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
154	Loans and notes receivable net, current	Account 152, less account 153.	N/A
155	Loans and notes receivable, long-term	Proprietary Funds Only Loans and notes not receivable within one year. Loans receivable consists of amounts which have been loaned to individuals or organizations external to a government, including notes taken as security for such loans. Loans to other governments should be recorded and reported separately. Notes receivable are unconditional written promises signed by the maker, to pay a certain sum in money on demand or at a fixed or determinable future time either to the bearer or to the order of a person designated therein. Notes receivable may be held by a government as designated payee or by endorsements.	Student loan program, mortgage loan program. Facility lease and other capital lease agreements (state-lessor).
156	Allowance for uncollectible loans and notes receivable, long-term	Proprietary Funds Only That portion of long-term loans and notes receivable estimated not to be collectible.	Estimated uncollectible portion of account number 155.
157	Loans and notes receivable, net, Long-term	Proprietary Funds Only Account 155, less account 156.	N/A
158	Unamortized bond issuance costs	The portion of costs associated with the issuance of bonds which has not yet been amortized.	No examples currently available

ASSETS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
159	Restricted assets, curent	Monies or other resources, the use of which is restricted by legal or contractual requirements. Proprietary Funds Only Monies or other resources, maturing within one year, the use of which is restricted by legal or contractual requirements.	Assets restricted by revenue bond indentures.
167	Total capital assets, not being depreciated	The costs of assets purchased which do not depreciate or decrease in value over time.	Land, land improvements, infrastructure using the modified method, nondepreciable historical treasures and works of art and construction in progress.
168	Total capital assets, being depreciated	The costs of assets purchased which will depreciate in value over time.	Site improvements, buildings, building improvements, building capital leases, equipment, equipment capital leases, infrastructure and depreciable historical treasures and works of art.
169	Total accumulated depreciation	The accumulation of periodic credits made to record the expiration of the estimated useful life of a depreciable capital asset.	Accumulated depreciation related to account 168.
170	Total capital assets, net	Accounts 167 plus 168 less 169	N/A

ASSETS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
175	Other assets	Assets, tangible or intangible, of monetary value excluding those accounts listed previously.	Copyrights; patents; prepaid postage; utility deposits; and unamortized bond issuance costs.

LIABILITIES

205	Accounts payable and accrued liabilities	Amounts on open account owing to private persons or organizations for goods and services received by the State (but not including amounts due to other State funds or other governments).	Goods or services received and not paid at June 30.
208	Due to other government-federal	Amounts owed by the State to the federal government.	Taxes collected by the State for the federal government (FICA, FWT) and amounts owed for grants and services.
209	Due to other governments-local	Amounts owed by the State to local governmental units.	County, municipal, and RTA Retailer's Occupational Tax, Motor Fuel Tax, and all other taxes collected by the State for the local governments and amounts owed for grants and schools.
210	Intergovernmental payables	Accounts 208 and 209.	N/A
215	Due to other funds	Amounts owed to one primary government fund by another primary government fund, or owed to a component unit fund from another component unit fund.	Amounts owed by the Department of Public Aid (primary government) to the Department of Central Management Services Revolving Fund (primary government).

LIABILITIES (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
216	Due to component units	Amounts owed to a component unit fund by a primary government fund.	Amounts due to a University (component unit) from the Department of Natural Resources (primary government).
217	Due to primary government	Amounts owed to a primary government fund by a component unit fund.	Return of unused grant proceeds by a University (component unit) to the Department of Natural Resources (primary government).
220	Deferred revenues	Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met.	Grant advances.
222	Liabilities payable from restricted assets	Debt which is to be paid from monies or other Restricted Assets or resources restricted by legal or contractual requirements. Proprietary Funds Only Debt, payable within one year, which is to be paid from monies or other Restricted Assets or resources restricted by legal or contractual requirements.	Accounts payable; current portion of long-term debt; interest payable; and amounts retained on construction contracts in escrow.
224	Liabilities payable from restricted assets long-term	Debt, not payable within one year, which is to be paid from monies or other Restricted Assets or resources restricted by legal or contractual requirements.	Amounts retained on construction contracts in escrow.

LIABILITIES (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
230	Depository and other liabilities	Liabilities which are payable within a relatively short period of time, usually no longer than one year.	Current portion of proprietary funds interest payable. Monies held for another financial institution.
235	Notes payable, current	Amounts owed within one year as a result of an unconditional written promise signed by the maker to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.	Short term borrowing instruments issued by financing authorities; General Obligation Certificates.
236	Notes payable, long-term	Amounts, not payable within one year, which are owed as a result of an unconditional written promise signed by the maker to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.	Borrowing instruments issued by financing authorities; General Obligation Certificates.
237	Notes payable, net	Accounts 235 plus 236	N/A
240	Accrued retirement costs	Retirement costs that have been incurred but are not due until a later date.	Amounts owed to the State's public employee retirement systems by proprietary funds and governmental funds.
242	General obligation bonds	The face value of general obligation bonds issued and outstanding, less defeased and refunded issues.	Anti-pollution, Capital and Coal Development, School Construction, and Transportation Bonds.

LIABILITIES (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
243	Unamortized premiums (discounts) on bonds sold-general obligation bonds	That portion of the excess (deficiency) of general obligation proceeds over (under) par value and which remains to be amortized over the remaining life of such bonds.	No example currently available.
244	General obligation bonds, net	Account 242, less account 243.	N/A
245	Special obligation bonds, net	The face value of special obligation bonds issued and outstanding, less defeased and refunded issues.	Build Illinois and Civic Center Bonds.
246	Revenue bonds payable, current	The face value of revenue bonds, payable within one year, issued and outstanding, less defeased and refunded issues.	Illinois Building Authority, Housing Development Authority, State Toll Highway Authority, Student Assistance Commission, Southern Illinois University, and University of Illinois.
247	Unamortized premiums (discounts) on bonds, current	That portion of the excess (deficiency) of revenue sold-revenue bond proceeds over (under) par value which remains to be amortized over the remaining life of such bonds in account 246.	No example currently available.
248	Unamortized deferred amounts on bond refundings, current	The difference between the reacquisition price and the net carrying amount of the old (refunded) debt which remains to be amortized over the remaining life of such bonds in account 246.	See SAMS procedure 31.45.10.
249	Revenue bonds payable, net, current	Account 246, less account 247 and account 248.	N/A

LIABILITIES (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
250	Revenue bonds payable, long-term	The face value of revenue bonds, not payable within one year, issued and outstanding, less defeased and refunded issues.	Illinois Building Authority Housing Development Authority, State Toll Highway Authority, Student Assistance Commission, Southern Illinois University, and University of Illinois.
251	Unamortized premiums (discounts) on bonds long-term	That portion of the excess (deficiency) of revenue sold-revenue bond proceeds over (under) par value which remains to be amortized over the remaining life of such bonds in account 250.	No example currently available.
252	Unamortized deferred amounts on bond refundings, long-term	The difference between the reacquisition price and the net carrying amount of the old (refunded) debt which remains to be amortized over the remaining life of such bonds in account 250.	See SAMS procedure 31.45.10.
253	Revenue bonds payable net long-term	Account 250, less account 251 and account 252.	N/A
255	Federal advances for unemployment benefits	From taxes to repay federal advances for unemployment compensation benefits.	Long-term advances from federal governments.
257	Leases payable, current	The portion of the liability of the State for leases with the State as lessee for both real estate and personal property in which payments are due in one year or less. All the leases are for one year or for multiple years with a cancellation clause which either recognizes the yearly appropriation process or limits liability to the availability of federal funds.	Lease payments due within the next fiscal year which meet the capital lease requirements or Statement of Financial Accounting Standard (SFAS) Number 13.

LIABILITIES (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
258	Leases payable, long-term	The portion of the liability of the State for leases with the State as lessee for both real estate and personal property in which payments are due in more than one year. All the leases are for one year or for multiple years with a cancellation clause which either recognizes the yearly appropriation process or limits liability to the availability of federal funds.	Lease payments due after the next fiscal year which meet the capital lease requirements or Statement of Financial Accounting Standard (SFAS) Number 13.
259	Obligations-other	Obligations not payable from any other account. Amounts which a government may be required legally to meet out of its resources.	Department of Commerce and Community Affairs - Exposition and Auditorium Agreements, and Department of Transportation - Springfield Airport Authority Agreements.
261	Compensated absences, current	Estimated amount of leave to be paid within the next fiscal year. This leave is attributable to services already rendered and is not contingent upon a specific event (such as illness) that is outside the control of the employer or employee.	Estimated amount of employee leave to be paid within the next fiscal year due to retirements, etc.
262	Compensated absences, long-term	Estimated amount of leave to be paid subsequent to the next fiscal year. This leave is attributable to services already rendered and is not contingent upon a specific event (such as illness) that is outside the control of the employer or employee.	Estimated amount of employee leave to be paid subsequent to the next fiscal year due to retirements, etc.

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
		FUND EQUITY	
309	Unrestricted net - assets	The accumulated earnings that are not legally restricted to any specific use.	Fund equity less reserves, designations and contributed capital.
310	Fund balance-reserved for encumbrances	The segregation of a fund balance for commitments before year end when the goods or services are received after the year end.	Lapse period expenditures, reappropriated obligations, and liabilities payable from future years' appropriations less June 30 accounts payable.
311	Fund balance-reserved for federal advances for unemployment compensation benefits	Amount of the unemployment compensation fund legally restricted by the federal government for payment of unemployment benefits.	Fund balance of unemployment compensation fund.
312	Fund balance-reserved for employees' pension benefits and external investment pool participants	Amount that the pension and investment trust fund assets exceeds liabilities. This balance is legally restricted and therefore must be reserved.	Net pension trust fund assets. Net investment trustfund assets.
313	Fund balance-reserved for investments	The segregation of fund balance to indicate that long-term investments do not represent "available spendable resources."	SIU Revenue Bonds and Metropolitan Fair and Exposition Auditorium Bonds.
314	Fund balance-reserved for intergovernmental receivables	The segregation of fund balance to indicate that intergovernmental receivables due after one year do not represent "available spendable resources."	Long-term receivables due from the Regional Transit Authority.

FUND EQUITY (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
315	Fund balance-reserved for other receivables	The segregation of fund balance to indicate that other receivables due after one year do not represent "available spendable resources."	Long-term accounts receivable for goods or services provided to non-State organizations.
316	Fund Balance-reserved for Intra-Entity	The segregation of fund balance to indicate that intra-entity receivables due after one year do not represent "available spendable resources."	Long-term accounts receivable due between component units or two funds of the primary government.
317	Fund balance-reserved for loans and notes receivable	The segregation of fund balance to indicate that portions of loans and notes receivable due after one year do not represent "available spendable resources."	Mortgage loan program receivables, student loan program receivables, school building commissions receivables, port district receivables, and facility lease agreement receivables.
318	Fund balance-reserved for inventories	The segregation of fund balance to indicate that using the purchases method, inventories do not represent "available spendable resources."	Amount equal to account number 150 for governmental funds only.
322	Fund balance-reserved for restricted fund balance	The segregation of fund balance for university and college funds that are legally restricted.	Restricted current, loan and plant fund balances.
323	Fund balance-reserved for endowments and similar funds	The segregation of fund balance amounts legally restricted to endowments and similar purposes.	University and college endowment, annuity and life income funds and various endowment related expendable trust funds.
325	Fund balance-reserved for other	All fund balances that are legally restricted which have not been noted above.	Workers' Compensation benefits.

FUND EQUITY (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
330	Fund balance-designated for debt service	The segregation of fund balances for debt service fund resources restricted to the payment of general long-term debt principal and interest amounts maturing in future years.	General and special obligation bond's debt service fund balance.
332	Fund balance-designated for deferred compensation benefits	Amount designated for future payment of deferred compensation benefits.	Equity balance of the deferred compensation plan.
333	Fund balance-designated-other	Amount of other governmental fund balances that have been designated by the State based on future contingencies.	DHS Amusement Funds that have been restricted for the entertainment and amusement of specific groups within DHS.
335	Net assets invested in capital assets, net of related debt	Balance of capital assets less accumulated depreciation on those assets less the outstanding principal of capital debt, net of any unspent proceeds as of the end of the fiscal year.	Undepreciated balance of a building shown as a capital asset as of the end of the fiscal year, less the balance of any bonds issued to construct the building still outstanding at the end of the fiscal year.
336	Net assets restricted for debt service	Portion of net assets restricted solely for the purpose of paying principal and interest on long term obligations.	Balance deposited in bond principal and interest reduction account, that due to restrictions, imposed by external entities or by law, can only be used for this purpose.
337	Net assets restricted for capital projects	Portion of net assets restricted solely for the purpose of financing capital projects.	Asset balance that is restricted, either by external entities or by law, which can only be expended for specific capital projects.

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FUND EQUITY (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
338	Net assets restricted for other projects	Portion of net assets restricted solely for other projects.	Asset balance that is restricted, Either by external entities or by law, which can only be expended for specific projects.
340	Total restricted net assets	Sum of accounts 336, 337 and 338	N/A

REVENUES
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
401	Income taxes	Taxes measured by income imposed on every individual, corporation, trust and estate for each taxable year upon the privilege of earning or receiving income in or as a resident of the State. It may take the form of a normal tax, surtax, or excess-profits tax, or a combination of any such taxes.	Individual Income Tax; Corporate Income Tax; and Personal Property Tax Re-Placement Income Tax.
402	Refunds and credit memoranda-income taxes	An amount remitted or credit allowed because of an overcollection or erroneous payment.	Refunds and credit memorandum related to account 401
405	Income taxes, net	Account 401, less account 402.	N/A
406	Sales taxes	Taxes measured by the sale or use of goods and/or services. It may take the form of a general sales tax or a tax on the sale of selected goods or services.	County Retailer's Occupation Tax; State Retailer's Occupa-tion Tax; Service Occupation Tax; Municipal Retailer's Occupation Tax; Municipal Service Occupation Tax; Municipal Use Tax; County

REVENUES (Cont'd)
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
			Service Occupation Tax; County Use Tax; R.T.A. Retailer's Occupation Tax; R.T.A. Service Occupation Tax; R.T.A. Use Tax; Motor Vehicle Use Tax; and Automobile Renting Taxes.
407	Refunds and credit memoranda-sales taxes	An amount remitted or credit allowed because of an overcollection or erroneous payment.	Refunds and credit memorandum related to account 406.
410	Sales taxes, net	Account 406, less account 407.	N/A
411	Public utility taxes	Taxes imposed upon persons engaged in Illinois in the business of distributing, supplying, furnishing or selling electricity to persons other than municipal corporations owning and operating a local transportation system for public service in Illinois, for use or consumption and not for resale; on persons engaged in the business of transmitting messages in Illinois; on persons engaged in the business of distributing, supplying, furnishing or selling gas to persons for use or consumption and not for resale; and upon water companies' invested capital.	Public Utility Tax; Message/Regular Tax; Gas/Regular Tax; Electric/Regular Tax; Message/Invested Capital Tax; Gas/Invested Capital Tax; Electric/Invested Capital Tax; and Water/Invested Capital Tax.
412	Refunds and credit memoranda-public utility taxes	An amount remitted or credit allowed because of an overcollection or erroneous payment.	Refunds and credit memoranda related to account 411.
415	Public utility taxes, net	Account 411, less account 412.	N/A

REVENUES (Cont'd)
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
416	Motor fuel taxes	Taxes imposed upon the privilege of operating motor vehicles upon the public highways and recreational-type watercraft upon the waters of the State of Illinois, based upon the motor fuel used.	Motor Fuel Tax; Single Trip Permits; and Mileage Tax.
417	Refunds and credit memoranda-motor fuel taxes	An amount remitted or credit allowed because of an overcollection or erroneous payment.	Refunds and credit memoranda related to account 416.
420	Motor fuel taxes, net	Account 416, less account 417.	N/A
421	Other taxes	All taxes imposed by the State exclusive of those taxes listed previously.	Admission Tax; Bingo Tax; Cigarette Taxes; Coin Operators Amusement Tax; Corporate Franchise Tax; Horse Racing Breakage; Horse Racing Privilege; Hotel Operators Occupation Tax; Inheritance Tax; Insurance Taxes; Liquor Gallonage Tax; Real Estate Transfer Tax; Service Occupation Tax; Protest; Unemployment Insurance Tax; and Vehicle Use Privilege Tax.
422	Refunds and credit memoranda-other taxes	An amount remitted or credit allowed because of an overcollection or erroneous payment.	Refunds and credit memoranda related to account 421.
423	Other taxes, net	Account 421, less account 422.	N/A

REVENUES (Cont'd)
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
426	Federal operating grants	Monies received from the federal government, either directly or indirectly, for the operation of a specific program.	Reimbursement for any federal grant, which can be used for operation of a specific program.
427	Federal capital grants	Monies received from the federal government, either directly or indirectly, for capital purposes.	Reimbursement for any federal grant which can be used only for capital purchases.
428	Federal general grants	Monies received from the federal government, either directly or indirectly, for general expense purposes.	Reimbursement for any federal grant which can be used for general operating purposes.
429	Refunds and credit memoranda-federal	An amount remitted or credit allowed because of an overcollection or erroneous payment.	Refunds and credit memoranda related to accounts 426, 427 and 428.
430	Federal government, net	Sum of accounts 426, 427 and 428, less account 429.	N/A
431	Licenses and fees	Licenses or registrations issued or fees collected for services rendered.	Transcript Fees; Franchise Fees; Parking Fees; Camping Fees; Concession Fees; Sports-men Licenses; Examination Fees; Administration Fees; Original and Renewal Fees; Copying Fees; Highway Traffic and Sign Permits; Filing Fees; Lease Agreement Fees; Application Fees; Liquor License Fees; Title Fees; Tuition Fees; Motor Vehicle and Operator Licenses; Rental Income; Project Revenue and Subscription or Publication Sales.

REVENUES (Cont'd)
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
432	Refunds and credit memoranda-licenses and fees	An amount remitted or credit allowed because of an overcollection or erroneous payment.	Refunds and credit memoranda related to account 431.
435	Licenses and fees, net	Account 431, less account 432.	N/A
440	Interest and other investment income	Earnings from investments of state funds and changes in the fair value of investments.	Interest earned on Repurchase Agreements; Time Deposits; Treasury Instruments; Accrued Interest on Bond Issues.
441	Other revenues	All monies received from various sources that are not included elsewhere	Any other revenue which is not accounted for elsewhere.
442	Other charges for . services	All other monies received from various sources for charges for services that are not included elsewhere	Any other charge for services which is not accounted for elsewhere
443	Other operating grants	All other monies received from various sources for operating grants that are not included elsewhere.	Any other operating grant which is not accounted for elsewhere.
444	Other capital grants	All other monies received from various sources for capital grants that are not included elsewhere.	Any other capital grant which is not accounted elsewhere.
445	Refunds and credit memoranda-other revenues	An amount remitted or credit allowed because of an overcollection or erroneous payment.	Any other refund or credit memoranda not accounted for in a previously listed account.
449	Other revenues, net	Sum of accounts 441, 442, 443 and 444, less account 445.	N/A

EXPENDITURES (Cont'd)
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
505	Education	Expenditures for the elementary and secondary education provided to all children and available for all adults of the State.	Financial assistance for local school districts and financial and technical assistance for specialized educational services, such as vocational and education.
510	Employment and Economic Development	Income assistance expenditures to those individuals unable to meet their basic maintenance needs due to unemployment, underemployment or inability to work.	Programs include Temporary Assistance to Needy Families; Aid to the Aged, Blind and Disabled; and the Unemployment Compensation Program.
515	Health and social services	Expenditures to promote the physical and mental well-being of all citizens of the State and social and rehabilitative services to assist disabled or underprivileged individuals to become self-supporting.	Programs for comprehensive public health services including prevention of communicable diseases, chronic disease control, family planning services, maternal and child health programs, institutional and community services for the mentally ill and developmentally disabled and alcohol and drug abuse prevention services. Social service programs for vocational rehabilitation for the handicapped and services for children such as foster care, child abuse prevention and adoption services arealso included as well as basic medical services provided under the Medicaid program.

EXPENDITURES (Cont'd)
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
520	General government	Expenditures associated with the administration of State functions not classified elsewhere.	Programs include support of the Legislative Branch, the administrative functions of the elected State officials and the programs of general State agencies, such as the Bureau of the Budget.
525	Transportation	Expenditures for programs to develop, construct, and maintain the State's network of highways, waterways, airways and mass transportation facilities.	Programs include the construction and administration of State-owned facilities and grants to local governments and private mass transportation carriers to assist in the provision of transportation services.
530	Public protection and justice	Expenditures for the State's effort to safeguard citizens including regulation of industry, licensing of professions, law enforcement protection and the judicial and penal systems.	Specific programs include the maintenance of the State police force; the administration of the Circuit, Appellate and Supreme Courts; the management of the State's correctional institutions; programs to reduce crime in the State; quasi-judicial agencies to regulate industry, such as the Commerce Commission; and expenditures to license various professions which practice in the State.
535	Environmental and Business Regulation	Expenditures to preserve the quality of the environment and to develop land within the State to be used as recreational areas.	Programs include prevention and control of pollution; development of Illinois' energy resources, including coal

EXPENDITURES (Cont'd)
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
			development; administration of the State's parks and conservation areas; promotion of outdoor recreational programs; and services to promote the development of programs for the arts and humanities.
540	Debt service-principal	Expenditures for the retirement of principal of general and special obligation bonds sold by the State and other obligations	Principal repayment of account numbers 242 and 245
545	Debt service-interest	Expenditures for the payment of interest of general and special Obligation bonds sold by the State And other obligations.	Interest repayment of account numbers 242 and 245.
550	Capital outlays	Expenditures which primarily result in the acquisition or addition to fixed assets.	Construction or acquisition of land, equipment, buildings and the rehabilitation of improvement of all such fixed assets.
565	Operating transfers-in	Transfers from either one primary government fund to another primary government fund or one component unit fund to another component unit fund which are recurring and/or routine.	Federal grant receipts passed from one primary government fund to another primary government fund.
566	Operating transfers from component units	Transfers from a component unit fund to a primary government fund which are recurring and/or routine.	Federal grant receipts passed from a component unit fund to a primary government fund.
567	Operating transfers from primary government	Transfers from a primary government fund to a component unit fund which are recurring and/or routine.	Recurring statutory authorized transfers from a primarygovernment fund to a component unit fund.

OTHER SOURCES AND USES OF FINANCING RESOURCES
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
570	Operating transfers out	Recurring and/or routine transfers to either one primary government fund from another primary government fund or to one component unit fund from another component unit fund.	Federal grant payments to a primary government fund made by a primary government fund.
571	Operating transfers to component units	Recurring and/or routine transfers to a component unit fund from a primary government fund.	Amounts paid by a primary government fund to a component unit fund for a subgrant agreement.
572	Operating transfers to primary government	Recurring and/or routine transfers to to a primary government fund from a component unit fund.	Amounts returned by a component unit fund to a primary government fund for unused grant proceeds.
575	Proceeds from general and special obligation bond issues	Funds received from the issuance of general and special obligation bonds.	General and special obligation bond proceeds.
577	Proceeds from general and special obligation refunding bond issues	Funds received from the issuance of general and special obligation refunding bonds.	General and special obligation refunding bond proceeds.
578	Proceeds from capital lease financing	The asset value of capitalized assets acquired through a lease agreement during the current fiscal year.	Capital leased assets, installment purchases
579	Payment to refunded bond escrow agent	Proceeds received from a refunding bond issuance held in escrow for bond agent.	Refunded bond proceeds
580	Proceeds of certificate of participation	Monies received from issuance of certificates of participation	Certificate of Participation
581	Other financing sources	Other funds received from non-revenue sources.	Proceeds from other long-term obligations.

OTHER SOURCES AND USES OF FINANCING RESOURCES
GOVERNMENTAL AND EXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
583	Other financing uses	Other charges for non-expenditure uses.	Payments for other non-expenditure obligations.
585	Net other sources (uses) of financial resources	Accounts 565, 566, 567, 575, 577, 578, 580 and 581, less accounts 570, 571, 572, 579, 583.	N/A
592	Cumulative effect on prior years for change in accounting principles	Net increase or decrease due to prior year's change in accounting principles.	No examples currently available.
596	Residual equity transfers-in	Non-recurring or non-routine transfers from other funds.	Transfers of residual balances of discontinued funds to the General Revenue Fund or fund legally authorized.
597	Residual equity transfers-out	Non-recurring or non-routine transfers to other funds.	Transfers of residual balances of discontinued funds.
598	Residual equity transfers, net	Account 596, less account 597.	N/A
605	Charges for sales and services	All monies received for merchandise sold or services rendered.	Sale of merchandise; sale of crafts; commissary sales; service fees; tolls; registration fees; examination and admission fees; annual fees; applicationfees; development and financing fees; workshop fees; charges to user agencies; and fees charged for air transportation.
608	Employer contributions	Employer pension contributions.	Retirement system contributions received from employer.

REVENUES/EXPENSES
PROPRIETARY, PENSION AND NONEXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
609	Member contributions	Employee and other member contributions.	Retirement system contributions received from employee and other members.
610	Other Contributions	All contributions except employer and member pension contributions.	Local government health insurance payments.
615	Interest and other investment income	Earnings from operating activities of State funds and changes in the fair value of investments.	Investment income and interest earned on program loans.
616	Net appreciation (depreciation) in fair value of investments	Change in fair value of Investments, including realized gains and losses.	Pension Fund investments.
617	Investment expense	Investment management and custodial fees and all other significant investment related costs.	Pension management and custodial fees only.
620	Federal government	Monies received from the federal government, either directly or indirectly, in the form of grants or contracts. It also includes reimbursements by the federal government for the indirect costs of State-run federal assistance projects.	Grants from federal government; reimbursements by federal government; federal government via other states or organizations; federal government via local Illinois government units.
625	Other revenues	All monies received from various operating sources that have not been previously listed, including, but not limited to, other grants and contracts, recovery of indirect costs and other sources.	Donations; gifts; bequests; reimbursementsfrom insurance companies; salary and benefit reimbursements.

REVENUES/EXPENSES (Cont'd)
PROPRIETARY, PENSION AND NONEXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
635	Cost of sales and services	The invoice and such other costs pertaining to the item sold or the services rendered, including direct and indirect costs.	Purchases; freight costs; transportation in; direct material and labor costs; factory overhead costs; salaries and other related direct costs
640	Benefit payments and refunds	Benefit payments and refunds related to the operation of retirement systems and similar activities.	Pension benefit payments and refunds.
645	Prizes and claims	Prizes and claims related to the operation of the State lottery and similar activities.	Lottery prizes and claims.
650	Interest	Charges for the use of money or capital.	Interest on outstanding revenue bonds and notes payable.
655	Depreciation	The portion of cost of a fixed asset which is charged as an expense during a particular period due to the expiration of the service life attributable to wear and tear, the deterioration, action of physical elements inadequacy and obsolescence.	Depreciation expense.
660	General and administrative	All costs not directly or indirectly related to an item sold or a service rendered, and not chargeable to another expense account.	Office salaries; legal and professional services; insurance; office supplies.
665	Other expenses	All operating costs that have not been previously listed.	Bad debt expense; indirect expenses.
673	Interest and invest-income, nonoperating	Earnings from investments of State Funds in nonoperating activities and changes in the fair value of investments.	Investment income and interest on monies

REVENUES/EXPENSES (Cont'd)
PROPRIETARY, PENSION AND NONEXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
674	Interest expense, nonoperating	Charges for the use of money which is not part of operating activities.	Interest on notes payable
675	Other nonoperating revenues	Monies received from various nonoperating sources.	Rental income and gains on disposal of property, plant and equipment not related to operations of the fund.
676	Other nonoperating expenses	All nonoperating costs of the organization.	Losses related to disposal of property, plant and equipment not related to operations of the fund.
679	Operating transfers-in	Recurring and/or routine transfers from either one primary government fund to another primary government fund or one component unit fund to another component unit fund	Federal grant receipts passed from one primary government agency to another primary government agency.
680	Operating transfers from component units	Recurring and/or routine transfers from a component unit fund to a primary government fund.	No example available.
681	Operating transfers from primary government	Recurring and/or routine transfers from a primary government fund to a component unit fund.	Amounts received by a component unit from the primary government.
682	Operating transfers-out	Recurring and/or routine transfers to either one primary government fund from another primary government fund or to one component unit fund from another component unit fund.	Federal grant payments to a primary government agency made by a primary government agency.
683	Operating transfers to component units	Recurring and/or routinge transfers to a component unit fund from a primary government fund.	Amounts paid by a primary government agency to a University (component unit) which are recurring and/or routine.

REVENUES/EXPENSES (Cont'd)
PROPRIETARY, PENSION AND NONEXPENDABLE TRUST FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
684	Operating transfers to primary government	Recurring and/or routine transfers to a primary government fund from a component unit fund.	No example available.
691	Cumulative effect on prior years for change in accounting principle	Net increase or decrease due to prior year's in accounting principle.	The portion of depreciation expense included in account 655 which is for fixed assets acquired by capital grants that reduce contributed capital.
693	Residual equity transfers-in	Transfer of equity from other funds which are non-recurring or non-routine.	Advances from the General Revenue Fund to the revolving funds which do not require repayment.
694	Residual equity transfers-out	Transfers equity to other funds which are non-recurring or non-routine.	Transfer of residual balances of discontinued funds.
695	Residual equity transfers, net	Account 693, less account 694.	N/A

STATEMENT OF CASH FLOWS, PROPRIETARY FUNDS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
901	Cash received from sales and services	Cash inflows from sales of goods or services. Receipts from collection of accounts receivable, short- and long-term notes receivable from customer sales. (Operating Statement charges for sales and services plus beginning receivables balance less ending receivables balance).	Cash monies received for sale of merchandise; sale of crafts; commissary sales; service fees; tolls; registration fees; examination and admission fees; annual fees; application fees; development and financing fees; workshop fees; and charges to user agencies.
904	Cash payments to suppliers for goods and services	Cash outflows to acquire materials for providing services and goods for resale, including principal payments on accounts payable and both short- and long-term notes payable to suppliers for those materials or goods.	Purchases, freight costs; transportation-in; direct materials cost; and factory overhead costs.
906	Cash payment to employees for services	Cash outflows to employees for services rendered.	Labor costs and salaries.
907	Cash payment for lottery prizes	Cash outflow for lottery prize winners	No example
908	Cash receipts for other operating activities	All other cash receipts that do not result from transactions defined as capital and related financing, non-capital financing, or investing activities. This includes "program loans" made and collected as part of a governmental program, for example, low-income housing mortgages or student loans.	Low-income housing mortgages; student loans; reimbursements by other funds of operating transactions; low-income housing mortgage receipts; student loan receipts.

STATEMENT OF CASH FLOWS, PROPRIETARY FUNDS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
909	Cash payments for other operating activities	All other cash payments that do not result from transactions defined as capital and related financing, non-capital financing or, investing activities.	Payments for contractual services, commodities, EDP supplies, utilities, gasoline; Fines, fees or penalties.
915	Proceeds from borrowing, net of bond issuance costs	Net proceeds received from the issuance of bonds, notes and other short and long-term borrowing not clearly attributable to acquisition, construction or improvement of capital assets	Proceeds on bond issued to finance a loan program
916	Principal paid on borrowing	Principal payments to lenders and other creditors on amounts borrowed or credit extended for purposes other than acquiring, constructing or improving capital assets	Principal paid on bonds issued to finance a loan program
917	Interest paid on borrowing	Interest payments to lenders and other creditors on amounts borrowed or credit extended for purposes other than acquiring, constructing or improving capital assets	Interest paid on bonds issued to finance a loan program
920	Operating grants received	Receipts on grants or subsidies except (1) those specifically restricted for capital purposes and (2) those for specific activities that are considered to be operating activities of the grantor government.	Grants or subsidies received to finance operating deficits.
921	Operating grants paid	Payments on grants or subsidies except (1) those specifically restricted for capital purposes and (2) those for specific activities that are considered to be operating activities of the grantor government.	Grants or subsidies provided to finance operating deficits.

STATEMENT OF CASH FLOWS, PROPRIETARY FUNDS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
923	Operating transfers-in to other funds	Cash received from other funds, except for quasi-external operating transactions.	Grant receipts from another State agency to include pass through of Federal grant programs; recurring statutory authorized transfers.
926	Operating transfers-out to other funds	Cash paid to other funds, except for quasi-external operating transactions.	Grant receipts from another State agency to include pass through of Federal grant programs; recurring statutory authorized transfers.
930	Other non capital financing activities	All other cash receipts (payments) that do not result from transactions defined as operating activities, capital and related financing activities, or investing activities.	Taxes and other sources collected and not restricted for capital purposes.
934	Proceeds from capital debt incurred, net of bond issuance costs	Cash inflow from issuance of revenue bonds clearly attributable to the acquisition, construction, or improvement of a capital assets.	Capital improvement bonds.
935	Acquisition and construction of capital assets	Payments to acquire, construct, or improve capital assets.	Construction or acquisition of land, equipment, buildings, and the rehabilitation or improvement of all such assets.
936	Principal paid on capital debt	Repayments of amounts borrowed specifically to acquire, construct, or improve capital assets.	Repayment of the principal portion of revenue bonds.
937	Interest paid on - capital debt	Cash payments to lenders and other creditors for interest directly related to acquiring, constructing, or improving capital assets.	Repayment of interest portion of revenue bonds.

STATEMENT OF CASH FLOWS, PROPRIETARY FUNDS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
938	Proceeds from sale of equipment	Receipts from sales of capital assets.	Cash receipts from sales of equipment.
939	Other capital and related financing activities	Receipts from contributions made by other funds, governance, organizations, or individuals for the specific purpose of defraying costs of acquiring, constructing or improving capital assets.	Capital grants; cash payments on time pay arrangements for equipment purchases and mortgages.
941	Purchase of investment securities	Cash outflows to acquire debt equity instruments.	Purchase of investments.
944	Proceeds from sale and maturities of investment securities	Cash receipts from sales of equity instruments and maturities of debt instruments.	Sales and maturities of investments.
945	Interest and dividends on investments	Cash received as returns on loans (except program loans), debt instruments of other entities, equity securities, and cash management or investment pools. Also changes in fair value of investments.	Interest and dividends on assets held for investment purposes.
950	Operating income (loss)	The amount of operating income (loss) per the operating statement.	Operating income (loss).
951	Depreciation	The portion of cost of a fixed asset which is charged as an expense during a particular period due to the expiration of the service life attributable to wear and tear, the deterioration, action of physical elements, inadequacy, and obsolescence.	Depreciation expense.

STATEMENT OF CASH FLOWS, PROPRIETARY FUNDS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
952	Provision for uncollectible accounts	That portion of receivables estimated not to be collectible. The balance in this account is reported as a deduction from other receivables to indicate net other receivables.	Estimated uncollectibles.
953	Amortization (accretion)	The portion of the cost of capitalized bond issuance costs or other intangible asset that has been expensed during a particular period and is considered part of the funds operating activity	Amortization of bond issuance costs, bond premium or discounts amortized, or current year accreted portion of capital appreciation bonds
954	Noncash expenses	Expenses (other than depreciation, provision for uncollectible accounts and amortization)accretion) shown as operating activity in which no cash is exchanged	
955	(Increase) decrease in accounts receivable	The change in the amount owed to the fund from last year.	This year's account receivable less last year's account receivable.
956	(Increase) decrease in intergovernmental receivables	The change in the amount of intergovernmental receivable from last year	This year's intergovernmental receivable less last year's intergovernmental receivable
957	(Increase) decrease in due from other funds	The change in the amount due from other funds from last year.	This year's due from other funds less last year's due from other funds.
958	(Increase) decrease in due from primary government	The change in the amount due from the primary government receivable from last year	This year's due from the primary government receivable less last year's due from the primary government receivable
959	(Increase) decrease in due from component units	The change in the amount due from component units receivable from last year	This year's due from component receivable less last year's due from component units receivable

STATEMENT OF CASH FLOWS, PROPRIETARY FUNDS (Cont'd)

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
960	(Increase) decrease in inventory	The change in the amount of inventory from last year.	This year's inventory less last year's inventory.
962	(Increase) decrease in prepaid expenses	The change in the amount of prepaid expenses from last year.	This year's prepaid expenses less last year's prepaid expenses.
963	(Increase) decrease in accounts payable and accrued liabilities	The change in the amount of accounts payable and accrued liabilities from last year.	This year's accounts payable and accrued liabilities less last year's accounts payable and accrued liabilities.
964	(Increase) decrease in intergovernmental payable	The change in the amount of intergovernmental payable from last year.	This year's intergovernmental payable less last year's intergovernmental payable.
965	(Increase) decrease in due to primary government	The change in the amount due to primary government payable from last year	This year's due to the primary government payable less last year's due to the primary government payable
966	(Increase) decrease in due to component units	The change in the amount due to component units payable from last year	This year's due to component units payable less last year's due to component units payable
967	(Increase) decrease in deferred revenues	The change in the amount of deferred revenues from last year.	This year's deferred revenues less last year's deferred revenues.
968	(Increase) decrease in other liabilities	The change in the amount of other liabilities from last year.	This year's other liabilities less last year's other liabilities.
969	(Increase) decrease in liabilities payable from restricted assets	The change in the amount of liabilities payable from restricted assets from last year.	This year's liabilities payable from restricted assets less last year's liabilities payable from restricted assets.

STATEMENT OF CHANGES IN NET ASSESTS

ACCOUNT NUMBER	ACCOUNT NAME	DEFINITION	EXAMPLES OF COMPONENT ITEMS
1008	Employer Contrib-utions	Contributions received from employees	State of Illinois contributions for employees
1009	Member Contributions	Contributions received from members	Teachers contributions withheld from salary
1010	Other contributions	Contributions received from other sources	No example
1013	Participant deposits	Deposits received from Participants' of an external investment pool	Illinois funds (IPTIP) deposits
1015	Interest and other investment income	Interest and dividends received on investments	Interest/Dividends
1016	Net appreciation (depreciation) of investments	Changes in fair value of investments from prior fiscal year to current fiscal year	Realized/unrealized gains on investments
1017	Investment expense	Expenses related to investing activities	Brokerage fees
1025	Other	Miscellaneous income	Rent income
1040	Benefit payments and Refunds	Payments made to members	Retirement/death/disability benefits/refunds
1045	Participant with-drawals	Payments made to Participants of an external investment pool	Payments made to deferred prize winners
1050	Interest expense	Interest paid on borrowing	Bond interest
1052	Distribution to Pool Investors	Distributions to external investment pool investors	Illinois Fund distributions
1055	Depreciation	Depreciation expense for Property Plant and Equipment	Depreciation on equipment owned by entity
1060	General and Administrative	Normal expenses in operating fund	Personnel costs
1065	Other	Miscellaneous costs of operating fund	No example

STATE OF ILLINOIS
REVENUE CONVERSION TABLE
SAMS REVENUE SOURCE ACCOUNTS TO GAAP REPORT ACCOUNT

Each SAMS Revenue Source Account converts to one of the GAAP Revenue Accounts. Exhibit 27.50.30-A shows the SAMS Revenue Source Accounts in ascending numerical order with their associated descriptions and the corresponding GAAP Revenue Account.

STATE OF ILLINOIS
REVENUE CONVERSION TABLE
SAMS REVENUE SOURCE ACCOUNTS TO GAAP REPORT ACCOUNT

GAAP Report	SAMS Source	SAMS Source Description
421	0001	ADMISSION TAX
421	0002	ADMIS TAX-HARNESS RACING
421	0003	ADMIS TAX BOAT & GAMBLING
441	0004	ADULT FIELD SERVICES, DOC
441	0005	CENTRALIA CORRECTIONAL CTR
441	0006	DWIGHT CORRECTIONAL CENTER
441	0007	JACKSONVILLE CORRECTION CTR
441	0008	E.ST.LOUIS CORRECTIONAL CTR
441	0009	GRAHAM CORRECTIONAL CENTER
441	0010	JOLIET CORRECTIONAL CENTER
441	0011	LOGAN CORRECTIONAL CENTER
441	0012	MENARD CORRECTIONAL CENTER
441	0013	MENARD PSYCHIATRIC CENTER
441	0014	BIG MUDDY RIVER CORRECT CTR
441	0015	LINCOLN CORRECTIONAL CENTER
441	0016	DANVILLE CORRECTIONAL CENTER
441	0017	PONTIAC CORRECTIONAL CENTER
441	0018	DIXON CORRECTIONAL CENTER
441	0019	IL RIVER CORRECTIONAL CENTER
441	0020	HILL CORRECTIONAL CENTER
441	0021	KANKAKEE CORRECTIONAL CENTER
441	0022	SHERIDAN CORRECTIONAL CENTER
441	0023	STATEVILLE CORRECTIONAL CTR
441	0024	ROBINSON CORRECTIONAL CENTER
441	0025	VANDALIA CORRECTIONAL CENTER
441	0026	E. MOLINE CORRECTIONAL CTR
441	0027	VIENNA CORRECTIONAL CENTER
441	0028	SHAWNEE CORRECTIONAL CENTER
441	0029	TAMMS CORRECTIONAL CENTER
441	0030	TAYLORVILLE CORRECTIONAL CTR
441	0031	WESTERN IL. CORRECTIONAL CTR
421	0032	AIRPORT DEPARTURE TAX
406	0033	AUTO RENTING TAX-COUNTIES
406	0034	AUTO RENT TAX/MUNICIPALITY
406	0035	AUTO RENT TAX/MPEA
406	0036	AUTO RENTING TAX-STATE
431	0037	BINGO LICENSE FEES
431	0039	CHARITABLE GAME LICENSE FEES
421	0040	BINGO TAX
421	0041	BINGO TAX
421	0042	CONTROLLED SUBSTANCE TAX
421	0043	CHARITABLE GAMES TAX
431	0044	BOILER INSPECTION FEES
431	0045	BURIAL TRUST
431	0046	CEMETERY CARE
431	0047	PRE-NEED SALES
441	0048	CHILD WELFARE
421	0049	CIGARETTE TAX
421	0050	CIGARETTE USE TAX
421	0051	TOBACCO PRODUCTS
441	0052	FORFEITED OR SEIZED PROPERTY
421	0053	COIN OPERATORS AMUSEMENT TAX
441	0054	COMM SERV/VISUAL HANDICAPPED
441	0055	COMPUTER SERVICE CHARGE
441	0056	CONCESSION REVENUE
441	0057	CONCESSION REVENUE-VENDING
441	0058	COUNTY WATER COMM SALES TAX
441	0059	CO WATER COMM ROT/EXCEL
421	0060	CORPORATE DIVISION
421	0061	CORPORATE FRANCHISE TAX
431	0062	CREMATORY

GAAP Report	SAMS Source	SAMS Source Description
431	0063	AGRICULTURE INDUSTRY REG
441	0064	CORRECTIONAL SCHOOL DISTRICT
441	0065	DAMAGE CLAIM RECOVERY
441	0066	APPELLATE COURT CLERK-DIST 1
441	0067	APPELLATE COURT CLERK-DIST 2
441	0068	APPELLATE COURT CLERK-DIST 3
441	0069	APPELLATE COURT CLERK-DIST 4
441	0070	APPELLATE COURT CLERK-DIST 5
416	0071	COUNTY OPTION MOTOR FUEL TAX
441	0072	CARRIER REFUNDS
441	0073	DEFER REAL ESTATE TAX REIM
441	0074	96 HAYES #23 COLT PACE
441	0075	96 HAYES #23 COLT TROT
441	0076	96 HAYES #23 COLT PACE
441	0077	96 HAYES #23 FILLY TROT
441	0078	96 HAYES #23 COLT TROT
441	0079	96 HAYES #23 FILLY TROT
441	0080	97 WORLD TROT COLT #17
441	0081	97 WORLD TROT FILLY #17
441	0082	96 HAYES #23 FILLY TROT
441	0083	96 HAYES #23 FILLY PACE
441	0084	95-HAYES #21 FILLY PACE
441	0086	96 WORLD TROT DERBY #16 COLT
441	0087	96 WORLD TROT/DERBY 16 FILLY
441	0088	DUQUOIN-SPACE RENTALS/FAIRS
441	0089	DUQUOIN-SPEED DEPARTMENT
441	0090	DUQUOIN-TICKET SALES
441	0091	DUQUOIN-PARKING
441	0092	DUQUOIN-ENTRY DEPARTMENT
441	0093	DUQUOIN-NON-FAIR ACTIVITIES
441	0094	ED.NETWORK-UNIV/SCHOOL DIST
441	0095	ED.NETWORK-CHANCELLORS OFF
441	0096	ED.NETWORK-CHICAGO ST UNIV
441	0097	ED.NETWORK-EASTERN IL. UNIV
441	0098	ED.NETWORK-GOVERNORS ST UNIV
441	0099	ED.NETWORK-NO EASTERN IL
441	0100	ED.NETWORK-WESTERN IL UNIV
441	0101	ED.NETWORK-IL STATE UNIV
441	0102	ELEM & SEC SCHOOL DIST
441	0104	EMPLOYER PAY/EMPLOYEE COMP
441	0105	ESCHEATED WARRANTS
431	0106	EVALUATION OF RESERVE
441	0107	EXCESS INCOME
441	0108	FARM INCOME
441	0109	FAIR SHARE DUES NON MEMBER
431	0110	FEDERAL DUCK STAMP SALES
421	0111	FIRE MARSHAL TAX
431	0112	FOI (FIREARMS OWNER I.D.)
441	0113	GARNISHMENTS, LEVIES & OTHER
441	0114	GENERAL OFFICE
441	0115	MISC COLLECTION-CENTRAL OFFICE
441	0116	MISC COLLECTION-E.D.P.
441	0117	MISC. COLLECTION-GRANTS
441	0118	INSURANCE PREMIUM-EMPLOYEES
441	0119	INS PREMIUM-LOCAL GOVERNMENT
441	0120	INS PREM-OPTIONAL LIFE
441	0121	INS PREM-OPTIONAL LIFE/UNIV
441	0122	INS PREM-TEACHER DIRECT PAY
441	0123	INS PREMIUM-RETIRED TEACHERS
441	0124	INS PREMIUM REIM-EMPLOYERS
431	0125	HEALTH FAC-LIFE/HEALTH
441	0126	HAZARD WASTE RESEARCH & INFO
441	0127	HAZARD WASTE COST RECOVERIES
431	0128	HEALTH CARE PRO QUARTER FEE
431	0129	HEALTH CARE PRO SUP. FEE
441	0130	SCHOOL FOR VISUALLY IMPAIRED

GAAP Report	SAMS Source	SAMS Source Description
441	0131	ILLINOIS SCHOOL FOR THE DEAF
441	0132	REHABILITATION & EDUCATION
421	0133	HEALTH CARE PROVIDER TAX
421	0137	HEALTH CARE PROV-HOSPITAL
421	0138	HOTEL OPERATORS TAX
421	0139	HOTEL OPERATORS OCCU TAX
421	0140	METROPO PIER & EXPO AUTH
421	0141	SUBSIDY ACCOUNT
421	0142	ADVANCE ACCOUNT
421	0143	CHICAGO HOTEL OPERATORS-TAX
421	0144	HOTEL OPERATOR TAX/ADDITION
441	0145	IHFA MEDICAID PROVIDER
441	0146	ILLINOIS MICHIGAN CANAL
401	0147	INDIVIDUAL
401	0148	CORPORATE
401	0149	PPRT-PERSON PROP TAX REPLACE
431	0150	INDEX DIVISION
421	0151	INHERITANCE TAX-ADAMS
421	0152	INHERITANCE TAX-ALEXANDER
421	0153	INHERITANCE TAX-BOONE
421	0154	INHERITANCE TAX-BOND
421	0155	INHERITANCE TAX-BROWN
421	0156	INHERITANCE TAX-BUREAU
421	0157	INHERITANCE TAX-CALHOUN
421	0158	INHERITANCE TAX-CARROLL
421	0159	INHERITANCE TAX-CASS
421	0160	INHERITANCE TAX-CHAMPAIGN
421	0161	INHERITANCE TAX-CHRISTIAN
421	0162	INHERITANCE TAX-CLARK
421	0163	INHERITANCE TAX-CLAY
421	0164	INHERITANCE TAX-CLINTON
421	0165	INHERITANCE TAX-COLES
421	0166	INHERITANCE TAX-COOK
421	0167	INHERITANCE TAX-CRAWFORD
421	0168	INHERITANCE TAX-CUMBERLAND
421	0169	INHERITANCE TAX-DEKALB
421	0170	INHERITANCE TAX-DEWITT
421	0171	INHERITANCE TAX-DOUGLAS
421	0172	INHERITANCE TAX-DUPAGE
421	0173	INHERITANCE TAX-EDGAR
421	0174	INHERITANCE TAX-EDWARDS
421	0175	INHERITANCE TAX-EFFINGHAM
421	0176	INHERITANCE TAX-FAYETTE
421	0177	INHERITANCE TAX-FORD
421	0178	INHERITANCE TAX-FRANKLIN
421	0179	INHERITANCE TAX-FULTON
421	0180	INHERITANCE TAX-GALLATIN
421	0181	INHERITANCE TAX-GREENE
421	0182	INHERITANCE TAX-GRUNDY
421	0183	INHERITANCE TAX-HAMILTON
421	0184	INHERITANCE TAX-HANCOCK
421	0185	INHERITANCE TAX-HARDIN
421	0186	INHERITANCE TAX-HENDERSON
421	0187	INHERITANCE TAX-HENRY
421	0188	INHERITANCE TAX-IROQUOIS
421	0189	INHERITANCE TAX-JACKSON
421	0190	INHERITANCE TAX-JASPER
421	0191	INHERITANCE TAX-JEFFERSON
421	0192	INHERITANCE TAX-JERSEY
421	0193	INHERITANCE TAX-JODAVIESS
421	0194	INHERITANCE TAX-JOHNSON
421	0195	INHERITANCE TAX-KANE
421	0196	INHERITANCE TAX-KANKAKEE
421	0197	INHERITANCE TAX-KENDALL
421	0198	INHERITANCE TAX-KNOX
421	0199	INHERITANCE TAX-LAKE

GAAP Report	SAMS Source	SAMS Source Description
421	0200	INHERITANCE TAX-LASALLE
421	0201	INHERITANCE TAX-LAWRENCE
421	0202	INHERITANCE TAX-LEE
421	0203	INHERITANCE TAX-LIVINGSTON
421	0204	INHERITANCE TAX-LOGAN
421	0205	INHERITANCE TAX-MACON
421	0206	INHERITANCE TAX-MACOUPIN
421	0207	INHERITANCE TAX-MADISON
421	0208	INHERITANCE TAX-MARION
421	0209	INHERITANCE TAX-MARSHALL
421	0210	INHERITANCE TAX-MASON
421	0211	INHERITANCE TAX-MASSAC
421	0212	INHERITANCE TAX-MCDONOUGH
421	0213	INHERITANCE TAX-MCHENRY
421	0214	INHERITANCE TAX-MCLEAN
421	0215	INHERITANCE TAX-MENARD
421	0216	INHERITANCE TAX-MERCER
421	0217	INHERITANCE TAX-MONROE
421	0218	INHERITANCE TAX-MONTGOMERY
421	0219	INHERITANCE TAX-MORGAN
421	0220	INHERITANCE TAX-MOULTRIE
421	0221	INHERITANCE TAX-OGLE
421	0222	INHERITANCE TAX-PEORIA
421	0223	INHERITANCE TAX-PERRY
421	0224	INHERITANCE TAX-PIATT
421	0225	INHERITANCE TAX-PIKE
421	0226	INHERITANCE TAX-POPE
421	0227	INHERITANCE TAX-PULASKI
421	0228	INHERITANCE TAX-PUTNAM
421	0229	INHERITANCE TAX-RANDOLPH
421	0230	INHERITANCE TAX-RICHLAND
421	0231	INHERITANCE TAX-ROCK ISLAND
421	0232	INHERITANCE TAX-SALINE
421	0233	INHERITANCE TAX-ST. CLAIR
421	0234	INHERITANCE TAX-SANGAMON
421	0235	INHERITANCE TAX-SCHUYLER
421	0236	INHERITANCE TAX-SCOTT
421	0237	INHERITANCE TAX-SHELBY
421	0238	INHERITANCE TAX-STARK
421	0239	INHERITANCE TAX-STEPHENSON
421	0240	INHERITANCE TAX-TAZEWELL
421	0241	INHERITANCE TAX-UNION
421	0242	INHERITANCE TAX-VERMILLION
421	0243	INHERITANCE TAX-WABASH
421	0244	INHERITANCE TAX-WARREN
421	0245	INHERITANCE TAX-WASHINGTON
421	0246	INHERITANCE TAX-WAYNE
421	0247	INHERITANCE TAX-WHITE
421	0248	INHERITANCE TAX-WHITESIDE
421	0249	INHERITANCE TAX-WILL
421	0250	INHERITANCE TAX-WILLIAMSON
421	0251	INHERITANCE TAX-WINNEBAGO
421	0252	INHERITANCE TAX-WOODFORD
441	0253	TINLEY PARK MH/DD CENTER
441	0254	DIXON DEVELOPMENTAL CENTER
441	0255	ALTON MENTAL HEALTH CENTER
441	0256	LINCOLN DEVELOPMENTAL CENTER
441	0257	ANNA MH/DD CENTER
441	0258	STATE PSYCHIATRIC INSTITUTE
441	0259	CHICAGO-READ MH/DD CENTER
441	0260	UNIT DOSE PROCURE FAC
441	0261	H.DOUGLAS SINGER MH/DD CTR
441	0262	WAUKEGAN DEVELOPMENT CENTER
441	0263	JOHN J. MADDEN MH/DD CENTER
441	0264	WARREN G. MURRAY MH/DD CTC
441	0265	ELGIN MENTAL HEALTH CENTER

GAAP Report	SAMS Source	SAMS Source Description
441	0266	GEORGE A. ZELLER MH/DD CTR
441	0267	CHESTER MENTAL HEALTH CENTER
441	0268	JACKSONVILLE MH/DD CENTER
441	0269	ANDREW MCFARLAND MH/DD CTR
441	0270	SAMUEL H. SHAPIRO MH/DD CTR.
441	0271	ADOLPH MEYER MH/DD CENTER
441	0272	WILLIAM W. FOX MH/DD CENTER
441	0273	ELIZABETH LUDEMAN MH/DD CTR
441	0274	WILLIAM A. HOWE MH/DD CENTER
441	0275	INSURANCE CLAIMS REIM
441	0276	INS CLAIMS REIM-WORKERS COMP
421	0277	INS CO REPLACEMENT AUTO TAX
440	0278	INTEREST/IMPREST ACCOUNT
411	0279	INTRA-STATE REVENUE TAX/P.U.
421	0280	INTRA-STATE REV TAX/CARRIERS
441	0281	JUNIOR COLLEGE
441	0282	JUVENILE DIVISION-FIELD SERV
441	0283	IYC PERE MARQUETTE
441	0284	IYC VALLEY VIEW
441	0285	IYC ST. CHARLES
441	0286	IYC WARRENVILLE
441	0287	IYC HARRISBURG
441	0288	IYC JOLIET JUVENILE CENTER
441	0289	LABOR STANDARDS
441	0292	LAND MORTGAGE PAYMENTS
441	0293	LEASES ON LAND
421	0294	LIQUOR TAX
441	0295	LOAN REPAYMENTS
441	0296	LOAN REPAYMENTS-INTEREST
441	0297	LOAN REPAYMENTS-PRINCIPAL
441	0298	RAIL FREIGHT LOAN PROGRAM
441	0299	LOCAL FUNDS OF INVESTMENT BD
441	0300	LOCAL FUNDS
441	0301	IMSA FOUNDATION
441	0302	LOTTERY-DAILY SETTLEMENT
441	0303	LOTTERY-SUBSCRIPTION SALES
441	0305	MATURE/UNREDEEMED BONDS 551
441	0306	MATURE/UNREDEEMED BONDS 553
441	0307	MATURE/UNREDEEMED BONDS 554
441	0308	MATURE/UNREDEEMED BONDS 141
441	0309	MATURE/UNREDEEMED BONDS 143
441	0310	MATURE/UNREDEEMED BONDS 409
431	0311	MEAT, POULTRY, LIVESTOCK
421	0312	METRO EAST-AUTO USE TAX
421	0313	METRO EAST-SALES TAX
421	0314	METRO EAST-SALES TAX/EXCEL
431	0315	MICS VEHICLE & OPERATORS LIC
416	0316	MOTOR FUEL TAX
416	0317	REGULAR MFT
416	0318	INTERNAT'L FUEL TAX AGREEMENT
416	0319	TRIP PERMIT
416	0320	MILEAGE
416	0321	MOTOR FUEL TAX/DECALS
416	0322	MOTOR FUEL TAX/STORAGE
431	0323	MOTOR VEHICLE LICENSES
431	0324	BRONZE STAR LICENSE PLATES
431	0325	ENVIRONMENTAL LICENSE PLATES
431	0326	IL CONGRESSIONAL DELEGATION
431	0327	KOREAN WAR LICENSE PLATES
431	0328	PUBLIC UNIVERSITY & COLLEGES
431	0329	PUBLIC UNIVERSITY & COLLEGES
431	0330	VIOLENCE PREVENTION LICENSE
431	0331	NURSING HOME FEES
441	0334	STATE NATURAL HISTORY SURVEY
441	0335	NON-GAME WILDLIFE DONATIONS
441	0336	IRS COLLECTIONS

GAAP Report	SAMS Source	SAMS Source Description
441	0337	IRS COLLECT/NON-PUBLIC AID
441	0338	EARNFARE EMPLOYMENT/TRAINING
441	0339	NON-PUBLIC AID CLIENTS
441	0340	CHILD SUPPORT-AFDC NON-ILL
441	0341	CHILD SUPPORT-OUT-OF-STATE
441	0343	OIL OVERCHARGES-USDOE
441	0344	1/2% COMP PD EMPLOYER
431	0345	OPERATORS LICENSES
441	0346	OPTION HEALTH-ADMIN SER ORG
441	0347	OPTIONAL HEALTH-HMO
441	0348	OPTIONAL HEALTH-DENTAL
441	0349	OPTION HEALTH-UNIV/LOCAL SI
441	0350	OPTIONAL HEALTH-UNIV/LOCAL
441	0351	OPTION HEALTH-UNIV/LOCAL HMO
441	0352	OPTION HEALTH-RETIREMENT SI
441	0353	OPTION HEALTH-RETIRE/DENTAL
441	0354	OPTION HEALTH-RETIREMEMT HMO
431	0355	PARENT CONTRIB/CARE OF CHILD
441	0356	OPTIONAL LIFE INS-RETIREMENT
421	0357	PARI-MUTUEL BREAKAGE TAX
441	0358	GALESBURG ST. RESEARCH HOSP
441	0359	TINLEY PARK MH/DD CENTER
441	0360	DIXON STATE SCHOOL
441	0361	ALTON STATE HOSPITAL
441	0362	GENERAL OFFICE
441	0363	LINCOLN STATE SCHOOL
441	0364	ANNA STATE HOSPITAL
441	0365	ST PSYCH INST/OUT-PATIENT
441	0366	STATE PSYCHIATRIC INSTITUTE
441	0367	CHICAGO-READ MH/DD CENTER
441	0368	H.DOUGLAS SINGER ZONE CENTER
441	0369	WAUKEGAN DEVELOPMENTAL CTR
441	0370	JOHN J. MADDEN ZONE CENTER
441	0371	WARREN G MURRAY CHILDREN CTR
441	0372	ELGIN STATE HOSPITAL
441	0373	GEORGE A. ZELLER ZONE CENTER
441	0374	CHESTER MENTAL HEALTH CENTER
441	0375	JACKSONVILLE STATE HOSPITAL
441	0376	ANDREW MCFARLAND ZONE CENTER
441	0377	SAM H. SHAPIRO MH/DD CENTER
441	0378	ADOLPH MEYER ZONE CENTER
441	0379	WILLIAM W. FOX CHILDREN CTR
441	0380	MANTENO STATE HOSPITAL
441	0381	ELIZABETH LUDEMAN MH/DD CTR
441	0382	WILLIAM A. HOWE MH/DD CENTER
441	0383	PEORIA STATE HOSPITAL
441	0384	PAYROLL/COMM CONSOLIDATION
441	0385	STATE INCOME TAXES
441	0386	FEDERAL INCOME TAXES
441	0387	CONSOLIDATION/DEPENDENT CARE
441	0388	CONSOLIDATION/MED CARE PLAN
441	0389	CONSOLIDATE/UNIV DEPEND CARE
441	0390	CONSOLIDATION/UNIV-MED ASSIS
441	0391	POLITICAL SUBDIVISIONS
441	0392	PRISON INDUSTRY REVENUES
421	0393	PRIVILEGE TAX
421	0394	PRIVILEGE TAX - INSURANCE
441	0395	PROGRAM INCOME
441	0396	ADVERTISING SALES
441	0397	ROYALTIES
441	0398	GRANTEE INTEREST INCOME
441	0399	RSV-RESERV
441	0400	RSV-DEVELOPMENT & EDUCATION
441	0401	RSV-REST AREA DEVELOPMENT
441	0402	RSV-SET ASIDE
441	0403	RSV-PURCHASE OF STOCK

GAAP Report	SAMS Source	SAMS Source Description
441	0404	RSV-BUSINESS INSURANCE
441	0405	REAL PROPERTY RENTAL
441	0406	ROYALTY REPAYMENT
441	0407	PRO RATA SHARE EXPENSE/CTYS
421	0408	RTA PUBLIC TRANS TAX
421	0410	RTA SALES TAX
421	0411	SALES TAX-QUARTERLY/MONTHLY
421	0412	COOK COUNTY PROTEST
411	0413	P.U. TAX-MESSAGE/REGULAR
411	0414	P.U. TAX-MESSAGE/EXCEL
411	0415	P.U. TAX-GAS/REGULAR
411	0416	P.U. TAX-GAS/EXCEL
411	0417	P.U. TAX-ELECTRIC/REGULAR
411	0418	P.U. TAX-ELECTRIC/EXCEL
411	0419	P.U. TAX-INVESTED CAPITAL
431	0423	PULL TABS & JAR GAMES LIC.
421	0424	PULL TABS AND JAR GAMES TAX
431	0425	RACETRACK SECURITY POLICE
421	0426	REAL ESTATE TRANSFER TAX
441	0427	RECIPIENT-ADMIN SUPPORT
441	0428	RECIPIENT-EXCESS ASSISTANCE
441	0429	RECIPIENT-FOOD STAMP PROGRAM
441	0430	FUNERAL & BURIAL RECOVERIES
441	0431	MEDICAL
441	0432	NON-MEDICAL
441	0433	REFUGEE-ENTRANT PROGRAM
441	0434	SSI-INTERIM ASSISTANCE
441	0435	MEDICAL-CIRCUIT CLERK
441	0436	NON MEDICAL-CIRCUIT CLERK
431	0437	REGISTRATION, DIVISION OF
441	0438	PHARMACY-3RD PARTY COLLECT
426	0439	REIMBURSE AUDITS-FED PROGRAM
426	0440	REIMBURSE AUDITS-DNR
426	0441	REIMBURSE AUDITS-DPA
426	0442	REIMBURSE AUDITS-LOCAL FUNDS
426	0443	IFTA AUDIT REIMBURSEMENTS
426	0444	REIMBURSE AUDITS-IMAS
441	0445	COURT REIM/INCARCERATE INDIV
441	0446	ELECTRIC DEVICE MONITOR SYS
441	0447	INMATE MAINTENANCE RECOVERED
441	0448	EPIDEMIOLOGICAL STUDY
441	0449	REIM-LIBRARY CARDS,COPIES
441	0450	OTHER INMATE COSTS RECOVERED
441	0451	RECOVERED WORKERS COMP
441	0452	LIBRARY CARDS/COPIES & BOOKS
441	0453	REPURCHASED STUDENT LOANS
441	0454	REIMBURSEMENT/THIRD PARTY
441	0455	RENTAL INCOME
441	0456	REPAY LOAN GUARAN-PRINCIPAL
441	0457	REPAY TEACHERS SCHOLARSHIPS
441	0458	REPAY/NW SUBURBAN MASS TRANS
441	0459	RETURNED DIRECT DEPOSIT
441	0460	RELATIVE/NON-ADC-AFDC
441	0461	RELATIVE/NON-ADC-NON ASSIS
441	0462	RELATIVE/NON-ADC-TITLE IV-E
441	0463	RELATIVE/NON-ADC-CIRCT CLERK
441	0464	RELATIVE/NON-ADC-AFDC-CIRCT
441	0465	NON-ADC/NON-ASSIS/CIRCUIT
441	0466	NON-ADC-TITLE IV-E/CIRCUIT
421	0467	RIVERBOAT WAGERING TAX
421	0468	RETALIATORY TAX
441	0469	RESPONSE ACTION CONTRACTORS
431	0470	SAFETY VEHICLE INSPECTION
441	0471	SALE OF LAND & STRUCTURES
441	0473	SALE OF USED AUTOS & EQUIP
406	0474	HOME RULE MUNICI SALES TAX

GAAP Report	SAMS Source	SAMS Source Description
406	0475	METROPO PIER & EXPO AUTH.
406	0476	COUNTY HOME RULE SALES TAX
406	0477	NON-HOME RULE MUNI SALES TAX
406	0478	NON-HOME RULE R O T-EXCEL
406	0479	HOME RULE MUNI R O T-EXCEL
406	0480	CO HOME RULE SALES TAX-EXCEL
406	0481	ST RETAILER'S OCCUPATION TAX
406	0482	STATE ROT-2.2%
406	0483	STATE ROT QUARTERLY/MONTHLY
406	0484	STATE ROT QTRLY/MNTLY 2.2%
406	0485	STATE ROT-PREPAID
406	0486	SALES ROT-PREPAID 2.2%
406	0487	ST ROT PREPAID-QUARTER/MONTH
406	0488	ROT PREPAID-QUARTER/MONTH 2.2%
406	0489	HOME RULE MUNICI SOFT DRINK
431	0491	PHEASANT STAMP REPRINT ETC
431	0492	SECURITIES DIVISION
441	0493	SECURITY DEPOSITS
575	0494	SHORT TERM BORROWING
441	0496	S. S. CONTRIBUTIONS-EMPLOYER
441	0497	S. S. CONTRIBU-EMPLOYEES
421	0499	SELF-INSURED EMPLOYERS
421	0500	SURETY BONDS
441	0501	STATE ARCHIVES
441	0502	SPACE RENTALS/FAIR
441	0503	MEGA PASS PURCHASE
441	0504	TICKET SALES/FAIR
441	0505	GATE RECEIPTS/FAIR
441	0506	ENTRY FEES/FAIR
441	0507	ST FAIR OPERATIONS-WESTERN
441	0508	STATE FAIR OPERATIONS-MISC
441	0509	SOCIETY HORSE SHOW ADVANCE
441	0510	NON-FAIR ACTIVITY FEE
441	0511	STATE LIBRARY
441	0512	STATE MUSEUM
441	0513	STATE OFFSET CLAIMS
431	0514	STATE HIGHWAY POLICE
441	0515	SURETY BOND FORFEITURES
441	0516	TOLLS
441	0517	UNCASHED PARI-MUTUAL TICKETS
441	0518	UNCLAIMED ASSETS
421	0519	UI EMPLOYER CONTRISURCHARGE
431	0520	UNIFORM COMM INDEX CODE
421	0521	PRIVATE SALE/USE CAR USE TAX
441	0523	WAGE CLAIMS
441	0524	WATERWAYS
431	0525	WATER SURVEY
431	0526	HABITAT STAMP
431	0527	STAMPS-INLAND TROUT
431	0528	SALMON STAMP
431	0529	WATERFOWL STAMP
441	0530	WORKERS COMP REIMBURSEMENTS
421	0531	BREAKAGE-ARLINGTON PARK RACE
421	0532	BREAKAGE-BALMORAL RACE CLUB
421	0534	BREAKAGE-FAIRMONT PARK-OGDEN
421	0535	BREAKAGE-HAWTHORNE/SUB DOWNS
421	0536	BREAKAGE-HAWTHORNE RACE INC
421	0537	MAYWOOD PARK EGYPTIAN TROT
421	0538	BREAKAGE-MAYWOOD PARK TROT
421	0539	BREAKAGE-MAYWOOD PARK ASSOC
421	0540	BREAKAGE-QUAD CITY DOWNS,
421	0541	SPORTSMAN PARK-CHICAGO DOWNS
421	0542	SPORTSMAN/PARK-FOX VAL TROT
421	0543	SPORTSMAN/PARK-NAT'L JOCKEY
421	0544	INTERTRACK:AURORA/MAYWOOD
421	0545	INTERTRACK:AURORA/CRESTWOOD

GAAP Report	SAMS Source	SAMS Source Description
421	0546	INTERTRACK:CHAMPAIGN/BALMORAL
421	0547	INTERTRACK:CHICAGO/BALMORAL
421	0548	INTERTRACK:CARBONDALE/OGDEN
421	0549	INTERTRACK:CHICAGO-MAYWOOD
421	0550	INTERTRACK:CHICAGO HAWTHORNE
421	0551	INTERTRACK:DANVILLE/BALMORAL
421	0552	INTERTRACK:EFFINGHAM/OGDEN
421	0553	INTER-TRACK:ARLINGTON-WEED
421	0554	INTERTRACK:JOLIET/NATIONAL
421	0555	INTERTRACK:OAKBROOK/HAWTHORN
421	0556	INTERTRACK:PEORIA/QUAD CITY
421	0557	INTERTRACK:PERU/NATIONAL
421	0559	INTERTRACK:QUINCY/QUAD CITY
421	0560	INTERTRACK:ROCKFORD/QUADCITY
421	0561	INTERTRACK:SPRINGFIELD/OGDEN
421	0562	INTERTRACK:OGDEN
421	0563	ITERTRACK:QUAD CITY/RICHMOND
421	0564	ITERTRACK:WAUKEGAN/ARLINGTON
421	0565	INTERTRACK:ALTONBELLE/FAIRMT
421	0566	INTERTRACK:BLOOMING/BALMORAL
421	0567	INTERTRACK:JOLIET/MAYWOOD
441	0568	BENE DIST:ANNUITY PURCHASE
441	0569	BENE DIST:TRANS OTHER GOVT
440	0570	ACCRUED INTEREST ON BOND SALE
575	0571	BOND ISSUE PROCEEDS
441	0572	CONTRIBUTIONS BY EMPLOYEE
441	0573	CURRENT YR/EMPLOYEE
441	0574	CURRENT YR/EMPLOYER
441	0576	REINSTATE OF PRIOR YR
441	0577	CONTRIBUTIONS BY EMPLOYER
441	0578	COUNTY CONTRIBUTION
441	0579	PUBIC LABOR RELATIONS ACT
441	0580	CONTRIB/STATE PENSION FD
441	0581	CONTRIB STATE/ST OFFICERS
441	0582	COURT & ANTI-TRUST DIST
441	0583	COURT DIST/CONSUMER EDUC
441	0584	COURT DIST/CONSUMER ENFORCE
441	0585	COURT DIST/CHARITABLE TRUST
441	0586	COURT DIST/FRANCHISE
441	0587	COURT DIST/ENVIRONMENTAL
441	0590	COURT DIST/HEINEMAN FAMILY
441	0591	EMPLOYEES RECEIVABLE
426	0592	FEDERAL FUNDS RECOVERED
426	0593	FEDERAL GOVERNMENT ACTIONS
426	0594	AGRICULTURE, DEPARTMENT OF
426	0597	ARMY/NAVY-MILITARY YOUTH COR
426	0598	ARMY/ARMY NATIONAL GUARD
426	0599	CIVIL DEFENSE AGENCY
426	0600	COMMERCE,DEPARTMENT OF
426	0601	COMMERCE,DEPARTMENT OF
426	0602	CONSUMER PRODUCT SAFETY COMM
426	0603	CORP FOR NATIONAL SERVICE
426	0604	DEFENSE,DEPARTMENT OF
426	0605	ARMY, DEPARTMENT OF
426	0606	DRUG ENFORCEMENT ADMIN
426	0607	EDUCATION, DEPARTMENT OF
426	0608	ENVIRONMENTAL PROTECTION AGN
426	0609	FEMA/AGREEMENT #997DR
426	0610	ENERGY,DEPARTMENT OF
426	0611	FEMA-0871-HM
426	0612	FEMA-878 DR
426	0613	EMERGENCY MANAGEMENT AGENCY
426	0614	EQUAL EMPLOYMENT OPPORTUNITY
426	0615	FEMA/AGREEMENT #798-DR
426	0616	FEMA/AGREEMENT #860-DR
426	0617	FEMA GRANT #1278

GAAP Report	SAMS Source	SAMS Source Description
426	0618	HEALTH AND HUMAN SERVICES
426	0619	FEMA-STATE DISASTER #1025DR
426	0620	HEALTH AND HUMAN SERVICES
426	0621	FEMA-AGREEMENT #878
426	0622	FEMA-AGREEMENT #941
426	0623	HEW/EDUC ANNUAL INTEREST
426	0624	HOUSING & URBAN DEVELOPMENT
426	0625	HOUSING & URBAN DEVELOPMENT
426	0626	INTERIOR, DEPARTMENT OF
426	0627	INTERIOR/HISTORIC PRESERV
426	0628	INTERIOR/NATIONAL PARK SERV
426	0629	JUSTICE, DEPARTMENT OF
426	0630	LABOR,DEPARTMENT OF
426	0631	MEDIATION & CONCILIA SERV
426	0632	LAW ENFORCEMENT ADMIN
426	0634	NATIONAL COMMUNITY SERVICE
426	0635	TRANSPORTATION/NHTSA
426	0636	NAT'L ENDOWMENT FOR THE ARTS
426	0637	NAT'L ENDOWMENT FOR HUMANITY
426	0638	NAT'L INST OF CORRECTIONS
426	0639	NUCLEAR REGULATOR COMMISSION
426	0640	SMALL BUSINESS ADMIN
426	0641	TENNESSEE VALLEY AUTHORITY
426	0642	FEMA/AGREEMENT #1053DR
426	0643	TRANSPORTATION, DEPARTMENT
426	0644	AERONAUTICS ADMIN COST REIM
426	0645	TRANS/RAILROAD ADMIN
426	0646	TRANS/INTERNATIONAL FUEL TAX
426	0647	TREASURY, DEPARTMENT OF
426	0648	SMITHSONIAN INSTITUTE
426	0650	URBAN MASS TRANSIT
426	0651	US CUSTOMS SERVICE
426	0652	UNITED STATES COURTS
426	0653	VETERAN'S ADMINISTRATION
426	0654	FEDERAL AID DISASTER AGENCY
426	0655	HHS FEDERAL BLOCK GRANT
426	0656	LIHEA FEDERAL BLOCK GRANT
426	0657	FEMA/AGREEMENT #1112DR
426	0658	FEMA/AGREEMENT #1110DR
426	0659	FEMA/AGREEMENT #1129DR
426	0660	HHS/HOSPITAL PARTICIPATION
426	0661	USDA FOOD STAMP ADMIN
426	0662	HHS-AT RISK CHILD CARE
426	0663	USDA FOOD NUTRITION SERVICE
426	0664	USDA SUPPLIES COMMODITIES
426	0667	HHS/FAMILY SUPPORT ADMIN
426	0668	FAMILY SUPPORT ADMIN/AFDC
426	0669	HEALTH AND HUMAN SERVICES
426	0670	AFDC ADMINISTRATION
426	0671	AFDC ASSISTANCE
426	0672	FAMILY VIOLENCE PREVENT/SERV
426	0673	EMERGENCY ASSISTANCE
426	0674	HEALTH STANDARDS QUALITY
426	0675	MEDICAL ADMINISTRATION
426	0676	MEDICAL ASSISTANCE
426	0677	REFUGEE/ENTRANT PROGRAM
426	0678	SSI INTERIM ASSISTANCE
426	0679	TITLE IV-D
426	0680	TITLE IV-D ADMINISTRATION
426	0681	TITLE IV-F JOBS
426	0682	WAIVE/COMMUNITY LIVE ARRANGE
426	0683	HHS-DISPROPORTION SHARE HOSP
426	0684	US REPATRIATES
426	0685	IMMIGRATION REFORM & CONTROL
426	0686	HHS/AT RISK CHILD CARE
426	0687	FOOD STAMP ADMINISTRATION

GAAP Report	SAMS Source	SAMS Source Description
426	0688	TITLE IV-F JOB BILLS PROGRAM
426	0689	AFDC ADMINISTRATION
426	0690	AFDC ASSISTANCE
426	0691	MEDICAL ADMINISTRATION
426	0692	MEDICAL ASSISTANCE
426	0693	REFUGEE/ENTRANT PROGRAM
426	0694	TITLE IV-D/CHILD SUPPORT
426	0695	FED REIM DUE FROM 957 FUND
426	0696	ILLINOIS GOVERNMENTAL UNITS
426	0697	JOB TRAINING PARTNERSHIP ACT
426	0698	UNIVERSITIES
426	0700	COUNCIL OF GREAT LAKES GOV
426	0701	MIDWEST RESEARCH INSTITUTE
426	0702	VIA OTHER IL STATE AGENCY
426	0703	GENERAL REVENUE/SBE.
426	0704	ROAD FUND/ISTEA
426	0705	ALCOHOL & SUBST ABUSE BGF
426	0706	TITLE III S. S. & EMPLOYMENT
426	0707	US PUBLIC HEALTH SERV FUND
426	0708	US ENVIRONMENTAL PROTECTION
426	0709	CHILD CARE & DEVELOP BLOCK
426	0710	VOCATIONAL REHABILITATION
426	0711	NARCOTICS PROFITS FORFEITURE
426	0713	SELF INSURANCE
426	0714	IPCDD
426	0715	LEARN AND SERVE AMERICAN
426	0716	DCFS CHILDREN'S SERVICES
426	0718	NATIONAL COMMUNITY SERVICES
426	0719	SBE DEPARTMENT OF LABOR
426	0720	SPECIAL PURPOSE TRUST FUND
426	0721	SBE FED DEPT OF AGRICULTURE
426	0723	LIBRARY SERVICES FUND
426	0724	CRIMINAL JUSTICE TRUST FUND
426	0725	IL EMERGENCY MANAGEMENT AGN
426	0726	ICCB
426	0727	EPA TRUST FUND COMMISSION
426	0728	SBE FED DEPT OF EDUCATION
426	0729	EASTERN ILLINOIS UNIVERSITY
426	0730	WESTERN IL UNIVERSITY
426	0731	LOCAL GOVT AFFAIRS TRUST
426	0732	NORTHERN ILLINOIS UNIVERSITY
426	0733	ALCOHOLISM & SUBSTANCE ABUSE
426	0734	IL ARTS COUNCIL FED GRANT
426	0738	WOMEN,INFANT & CHILDREN FUND
426	0740	FEDERAL ENERGY FUND
426	0741	LIHEA BLOCK GRANT
426	0744	COMM DEVELOP/SMALL CITIES
426	0745	ALCOHOL, DRUG ABUSE & MENTAL
426	0746	PETROLEUM VIOLATION FUND
426	0747	JUVENILE JUSTICE TRUST
426	0748	JOB TRAINING PARTNERSHIP ACT
426	0749	CHILD SUPPORT ENFORCEMENT
426	0750	STATE MONEY VIA LOCAL ENTITY
426	0751	SBE FED DEPT OF EDUCATION
426	0752	FEDERAL PROGRAM INCOME
426	0753	GENERAL REVENUE FUND
426	0754	SALE OF EQUIPMENT
426	0755	FEDERAL PROGRAM INCOME/HHS
426	0756	CONFERENCE FEES
426	0757	RECOVERED FUNDS-WIC PROGRAM
426	0758	JUSTICE, DEPARTMENT OF
426	0759	LENDING INST INTEREST INCOME
426	0760	GRANTEE INTEREST INCOME
426	0761	LOAN REPAYMENT PRINCIPAL
426	0762	INTEREST EARNED ON WIC ACCT
426	0764	INDIRECT COST REIMBURSEMENT

GAAP Report	SAMS Source	SAMS Source Description
426	0765	US DEPARTMENT OF AGRICULTURE
426	0766	DEPARTMENT OF COMMERCE
426	0767	DEPARTMENT OF DEFENSE
426	0768	EDUCATION, US DEPARTMENT OF
426	0769	ENVIRONMENTAL PROTECTION
426	0770	ENERGY, DEPARTMENT OF
426	0771	HEALTH & HUMAN SERVICES
426	0772	HOUSING & URBAN DEVELOPMENT
426	0773	US DEPARTMENT OF INTERIOR
426	0774	LABOR, DEPARTMENT OF
426	0775	TRANSPORTATION
426	0776	ISBE FED NATL COMMUNITY SERV
426	0777	VOCATION EDUCATION ADVISORY
426	0778	LOCAL GOVT AFFAIRS TRUST
426	0779	SBE & JOB TRAINING PARTNERS
441	0780	FINES/PENALTY OR VIOLATIONS
441	0781	BOAT
441	0782	CIVIL PENALTIES
441	0783	CIVIL PENALTIES
441	0785	CEMETERIES & BURIAL TRUST
441	0786	FISHING/CONFISCATED FISH
441	0787	AGGREGATE MINING
441	0788	FORESTRY
441	0789	FISHING/POLLUTION FINES
441	0791	LONG TERM CARE
441	0792	HAZARDOUS MATERIALS PENALTY
441	0793	HUNTING/CONFISCATED FUR
441	0794	INTEREST
441	0795	INTEREST ON LATE FILING FEES
441	0796	LANDFILL SURETY BOND FORFEIT
441	0797	LEGAL VIOLATIONS
441	0798	ST POLICE/OVERWEIGHT FINES
441	0799	PAYROLL TAX PENALTIES
441	0800	UNEMPLOYMENT INSURANCE
441	0801	JUDGMENT INTEREST/U I CLAIM
441	0802	UNDERGROUND STORAGE TANK
441	0803	POLLUTION CONTROL FINES
441	0804	SNOWMOBILE
441	0805	SURCHARGE/TRAFFIC VIOLATIONS
441	0806	HORSEMEN-THOROUGHBRED
441	0807	EMS AMBULANCE COMPANIES
441	0810	DEPARTMENT OF PUBLIC AID
441	0811	DEPARTMENT OF PUBLIC HEALTH
441	0812	WIC PROGRAM VENDORS
441	0814	TANNING FACILITIES
441	0816	WEIGHTS & MEASURES ACT
441	0817	EMS/TRAUMA CENTER FINES
441	0819	FISHING/CIRCUIT CLERK
441	0820	HUNTING/CIRCUIT CLERK
441	0821	CIRCUIT CLERK
441	0822	BOAT/CIRCUIT CLERK
441	0823	SNOWMOBILE/CIRCUIT CLERK
441	0824	SURCHARGE/TRAFFIC/CRIMINAL
441	0825	OVERWEIGHT FINES/CRT CLERK
441	0826	LOCAL BUILD ILLINOIS RESERVE
441	0827	GENERAL REVENUE FUND
441	0828	REPAYMENT/SPORTS FACILITY
441	0829	ROAD FUND
441	0830	ALCOHOL/DRUG ABUSE/BLOCK GT
441	0831	SSU. INCOME FUND
441	0832	GSU. INCOME FUND
441	0833	ISU INCOME FUND
441	0834	NIU. INCOME FUND
441	0835	CSU. INCOME FUND
441	0836	U OF I INCOME FUND
441	0837	EIU. INCOME FUND

GAAP Report	SAMS Source	SAMS Source Description
441	0838	SIU. INCOME FUND
441	0839	NEIU INCOME FUND
441	0840	WIU. INCOME FUND
441	0841	S. S. ACT TITLE III
441	0842	UNEMPLOY COMP SPECIAL ADMIN
441	0843	VOCATIONAL REHABILITATION FUND
441	0844	EMPLOYMENT SECURITY ADMIN
441	0845	YOUTH ALCOHOL & SUBSTANCE
441	0846	FLEXIBLE SPENDING ACCOUNT
441	0847	SPORTS FACILITIES TAX TRUST
441	0848	IL HEALTH FACILITIES PLAN
441	0849	HORSE RACING TAX ALLOCATION
441	0850	STATISTICAL SERVICES REVOLVE
441	0852	TELECOMMUNICATIONS REVOLVING
441	0853	METRO PIER & EXPO AUTH TRUST
441	0854	SPECIAL PURPOSE TRUST
441	0856	LOCAL GOVT DISTRIBUTIVE
441	0857	IL COMMUNITY COLLEGE BOARD
441	0858	ANTI-POLLUTION FUND
441	0860	SBE & JOB TRAINING PARTNER
441	0862	DMH/DD PRIVATE RESOURCE FUND
441	0864	ST EMPLOYEES UNEMPLOY BENE
441	0865	INR SPECIAL STATE PROJECTS
441	0866	ALCOHOLISM & DRUG ABUSE
441	0867	REPLACEMENT VEHICLE TAX-ST
441	0868	BUILD IL LOCAL ESCROW ACCT.
440	0869	INTEREST PAID BY MEMBERS
440	0870	INVESTMENT INCOME
440	0871	ROAD FUND INTEREST
440	0872	BANK NOTES
440	0873	CRT COURT ORDER # 83CH942
440	0874	INT/GO DEBT SERVICE FUND
440	0875	DEFERRED COMP PRIME RESERVE
440	0876	EMERGENCY REVOLVING FUND
440	0880	IBA. ESCROW TRUST FUND
440	0881	REPURCHASE AGREEMENTS-REG
440	0882	REBATE/MIDWEST SECURITIES
440	0883	INT INCOME-STATE LOTTERY
440	0884	TIME DEPOSITS-REGULAR
440	0885	TREASURY INVESTMENT
440	0886	SBA-FHLMC INVESTMENT
440	0887	BANK OF AMERICA MONEY MARKET
440	0888	BANK OF AMERICA MONEY MARKET
440	0889	FEDERATED MONEY MARKET FUND
440	0890	F.N.M.A. DEBENTURES
440	0892	FNB CHICAGO
440	0893	J P MORGAN MONEY MARKET
440	0894	MONEY MARKET MUTUAL FUNDS
440	0895	IL MORTGAGE PILOT PROGRAM
440	0896	FIRST TRUST MONEY MARKET
440	0897	LASALLE NATIONAL BANK MMF
440	0898	INDUSTR DEVELOP AUTH BONDS
440	0899	COMMERCIAL INSTRUMENTS
440	0900	US TREASURY NOTES
440	0901	PUBLIC INVESTMENT POOL-REG
440	0902	CHILD SUPPORT CLEARING
440	0903	MILESTONE MONEY MARKET FUND
440	0904	REPURCHASE/INTEREST-CLEARING
440	0905	TIME DEPOSIT INTEREST-CLEAR
440	0906	COMMUNITY INVEST PORTFOLIO
440	0907	FARM CREDIT BANK BONDS
440	0908	CIVIC CENTER BOND PROCEEDS
440	0909	FEDERAL HOME LOAN BANK
440	0910	TRANSPORTATION BOND SERIES A
440	0911	REAL ESTATE RECOVERY FUND
440	0912	STATE LOTTERY FUND

GAAP Report	SAMS Source	SAMS Source Description
440	0913	FED GOVT NON CMIA PROGRAM
440	0914	CHILD SUPPORT ENFORCE FUND
431	0915	LICENSES/FEE OR REGISTRATION
431	0916	INVESTMENT EXCHANGE
431	0918	AGENT & BROKER EXAMINATION
431	0919	ADMINISTRATIVE HEARING FEES
431	0920	ADVERTISING
431	0921	ADMISSION FEES
431	0922	AGENTS AND BROKERS
431	0923	AGGREGATE MINING
431	0924	ASBESTOS REMOVAL/PERSONNEL
431	0925	AIR POLLUTE EMISSION PERMITS
431	0926	AIR POLLUTION OPERATING
431	0927	APPEARANCE FEES
431	0928	APPLICATION FEES
431	0929	AUTOMOTIVE DEALER FEES
431	0930	BOAT
431	0931	CAMPING FEES,STATE PARKS
431	0932	CEMETERY PRE-NEED SALES
431	0933	CERTIFICATE OF TITLE
431	0934	COAL QUALITY TESTING
431	0935	CHARITABLE GAMES ACT
431	0936	COMM FEED MANUFACT & DIST
431	0937	CONFERENCE FEES
431	0938	COURT ORDERED CHILD SUPPORT
431	0939	COPY FEES
431	0940	CORPORATION CERTIFICATE
431	0941	CORN MARKETING ACT
431	0942	COST RECOVER/SPECIAL WARRANT
431	0943	CONTRACT ADMINISTRATION
431	0944	COURT OPINION
431	0945	COURT LIBRARY FEES
431	0946	CREDIT UNION-EXAM FEES
431	0947	CREDIT UNION - ADMIN
431	0948	CURRENT YEAR
431	0949	DATABASES, SALE OF PRIME GIS
431	0950	DOCKET
431	0951	ECONOMIC RESEARCH & INFO
431	0952	EMS AMBULANCE COMPANIES
431	0953	EXAMINATION FEES,BANKING
431	0954	EXAMINATION FEES,EDP
431	0955	CORPORATE FIDUCIARY REG
431	0957	EXPEDITED SERVICE FEES
431	0958	EXPLOSIVE CERTIFICATES
431	0959	FILING FEES
431	0960	ANNUAL ASSET CHARGE
431	0961	INTERSTATE REGISTRATIONS
431	0962	FINANCIAL EXAMINATION
431	0963	FINNANCIAL INST-EXAMINATION
431	0964	LATE FILING FEES
431	0965	FINANCIAL INST-LICENSES
431	0966	FIRE EQUIP DISTR & EMPLOYEES
431	0967	FISHING LICENSES
431	0968	FISHING LICENSE/LAKE MICH
431	0969	FERTILIZER INSPECTION FUND
431	0970	FOOD MANAGERS
431	0971	FRANCHISE FEES
431	0972	GINSENG LICENSES
431	0975	HABITAT STAMP REPRINT FEES
431	0976	HAZARDOUS WASTE SITES
431	0977	HAZARDOUS WASTE DISPOSAL FAC
431	0978	HIGHER EDNET
431	0979	H. S. EQUIVALENCY TESTING
431	0980	HIGHWAY TRAFFIC & SIGNS
431	0981	HISTORICAL WATER CRAFT ID
431	0982	HUNTING LICENSES

GAAP Report	SAMS Source	SAMS Source Description
431	0983	INTERNATL FUEL TAX AGREEMENT
431	0984	NON-INTERNATIONAL FUEL TAX
431	0985	LENDING INSTITUTIONS
431	0986	INDUSTRIAL RADIOGRAPHERS
431	0987	INSURANCE USER FEES
431	0988	LAND RECLAMATION
431	0989	LABORATORY FEES
431	0990	LAW LICENSE
431	0992	UNIFORM LIMITED PARTNERSHIP
431	0993	LIFETIME LICENSES
431	0994	LIMITED LIABILITY CO ACT
431	0995	LIMITED LIABILITY PARTNER
431	0996	LIQUOR LICENSES
431	0997	DUPLICATE LIQUOR LICENSES
431	0998	LOTTERY AGENTS
431	0999	LOW LEVEL WASTE 13(A) (B1)
431	1000	LOW LEVEL WASTE 13(C) & (D)
431	1001	MILK LICENSING
431	1002	MANDATORY ARBITRATION/BOONE
431	1003	MANIFEST
431	1004	MANDATORY ARBITRATION/COOK
431	1005	MANDATORY ARBITRATION/LAKE
431	1006	MANDATORY ARB/WINNEBAGO
431	1007	MANDATORY ARBITRATION/DUPAGE
431	1008	MANDATORY ARBITRA/ST.CLAIR
431	1009	MINERS EXAMINATIONS
431	1010	MANDATORY ARBITRAT/MCHENRY
431	1012	MANDATORY ARBITRATION/KANE
431	1013	MANDATORY ARBITRATION/WILL
431	1015	MISCELLANEOUS
431	1016	MISCELLANEOUS-BANKING
431	1017	MORTGAGE BANKING FULL SERV
431	1018	MISCELLANEOUS-TRUST
431	1019	MORTGAGE BANKING EXAM
431	1020	MISCELLANEOUS CERTIFICATE
431	1021	MORTGAGE BANKING
431	1022	MOTOR VEHICLE INSURERS
431	1023	MOTOR VEHICLE REGIST DECAL
431	1024	NUCLEAR REACTOR ANN ASSESS
431	1025	NUCLEAR FUEL STORAGE FAC
431	1026	NURSING FEES
431	1027	NURSE AGENCIES
431	1028	OIL CONSERVATION
431	1030	ORIGINAL REGISTRATIONS
431	1031	OCCUPATIONAL LICENSE
431	1032	ORIGINAL & RENEWAL LICENSE
431	1033	OTHER STATE FUNDS
431	1034	OWNERS LICENSE BOAT GAMBLING
431	1035	OTHER STATES
431	1036	OWNER APPLICATION/RIVERBOAT
431	1037	PARKING FEES
431	1038	PATIENT FEES
431	1039	PERFORMANCE EXAMINATION
431	1040	PESTICIDE PRODUCTS
431	1041	PILOT REGISTRATIONS
431	1043	PODIATRIC PHYSICIAN FEES
431	1044	PRINTING
431	1045	ELIGIBLE MEDICAID CHILDREN
431	1046	PRIVATE BUSINESS SCHOOLS
431	1047	PRIVATE DETECTIVES
431	1048	PIMW-MANIFESTS
431	1049	PIMW-HAULER FEES
431	1050	PIMW-TRANSPORT FEES
431	1051	PRIVATE EMPLOYER AGN INSPECT
431	1052	IPTIP
431	1053	PHARMACEUTICAL REGISTRATION

GAAP Report	SAMS Source	SAMS Source Description
431	1054	PUBLIC WATER SUPPLY CONST
431	1055	RADIATION MACHINE INSPECTION
431	1056	RADIATION TECHNOLOG ACCRED
431	1057	RADIATION PRODUCING MACHINES
431	1058	RADIOACTIVE MATERIAL LICENSE
431	1059	RENEWAL LICENSES
431	1060	RECYCLING FEES
431	1061	REINSTATE/OPERATORS LICENSE
431	1062	RADON DETECTION FEES
431	1063	RETALIATORY FEES
431	1064	SALE OF TIRES
431	1065	SAVINGS & LOAN EXAM
431	1066	SAVINGS & LOAN SUPER. FEES
431	1067	SCHOOL BUS DRIVERS
431	1068	SECURITIES AUDIT & ENFORCE
431	1069	SANITARY LANDFILL
431	1070	SEWER CONSTRUCTION PERMITS
431	1071	SECURITIES ISSUANCE FEE
431	1072	SNOWMOBILE
431	1073	SPORTSMAN LICENSES
431	1074	SPECIAL OR COMMERCIAL PERMIT
431	1075	SPECIAL WASTE HAULING PERMIT
431	1077	STORAGE FEES
431	1078	SOLID WASTE SITE OPERATOR
431	1079	SUBPOENA FEES
431	1080	TEACHER'S CERTIFICATION
431	1081	SUMMER ADVENTURE PROGRAM
431	1082	TANNING FACILITIES
431	1083	SUB-ACUTE CARE FACILITIES
431	1084	TIMBER BUYERS OR GROWERS
431	1085	TOXIC POLLUTION PREVENTION
431	1086	TOXIC CHEMICAL RELEASE
431	1087	TRAPPING LICENSES
431	1088	TRIPLICATE PRESCRIPT BLANK
431	1089	UNDERGROUND INJECTION CONTL
431	1090	UNDERGROUND STORAGE TANK
431	1091	LIBRARY CHARGES
431	1092	USER FEES
431	1093	USED TIRE STORAGE SITE
431	1095	WATERCRAFT TITLING
431	1096	WATER PERMIT
431	1097	WELL ASSESSMENT FEES
431	1098	WEIGHTS & MEASURES ACT
431	1099	MANDATORY ARBITRATION/FORD CO
431	1100	MANDATORY ARBITRATION/MCCLEAN
431	1101	VITAL RECORDS
431	1102	LABORATORY ANALYSIS
431	1103	CERTIFICATION OF NEED
431	1104	LIFE CARE FACILITIES
431	1105	FEDERAL GOVERNMENT
431	1106	EMERGENCY MEDICAL SERVICE
431	1107	CERTIFY/HEARING AID DISPENSE
431	1108	LEAD INSPECTOR FEES
431	1109	DIV OF ENVIRONMENTAL HEALTH
431	1110	DIV OF FOODS, DRUGS & DAIRY
431	1112	HEALTH CARE FACILITY & PROG
431	1113	TRANSFER/REGION FUND BALANCE
441	1114	LOCAL IL GOVERNMENTAL UNITS
441	1115	AIRPORT AUTHORITY
441	1116	PROPERTY SALES CITY-COUNTY ETC
441	1117	CHICAGO-G. A. PROGRAM
441	1118	COOK COUNTY
441	1119	SCH DIST FED PROPERTY SALE
441	1120	TRAINING EXPENSES
441	1121	MISCELLANEOUS
441	1122	HOUSE OPERATION MAJORITY

GAAP Report	SAMS Source	SAMS Source Description
441	1123	HOUSE OPERATION MINORITY
441	1124	SENATE OPERATIONS
441	1125	DISTRICT OFFICE ALLOTMENT
441	1126	MAJ LEADERSHIP & RESEARCH
441	1127	OTHER IL STATE AGENCIES
441	1128	GENERAL REVENUE FUND
441	1129	ROAD FUND
441	1131	LIVE AND LEARN FUND
441	1134	SOLID WASTE MANAGEMENT FUND
441	1135	CLEAN AIR ACT (CAA) PERMIT
441	1136	STATE GAMING FUND
441	1137	MOTOR VEHICLE THEFT PREVENT
441	1138	STATE SUPPORTED PROGRAMS
441	1140	ST ATTORNEY APPELLATE
441	1141	GOVERNOR'S OFFICE
441	1142	LT. GOVERNOR
441	1143	ATTORNEY GENERAL
441	1144	SECRETARY OF STATE
441	1145	STATE TREASURER
441	1146	LITERACY SERVICES FUND
441	1147	AGRICULTURE,DEPARTMENT OF
441	1148	CENTRAL MANAGEMENT SERVICES
441	1149	CHILDREN & FAMILY SERVICES
441	1150	COMMERCE & COMMUNITY AFFAIRS
441	1151	NATURAL RESOURCES
441	1153	IL STATE TOLL HIGHWAY AUTH
441	1154	STATE LOTTERY
441	1155	HUMAN SERVICES
441	1156	DNR/MINES&MINERALS
441	1157	PROFESSIONAL REGULATION
441	1158	PUBLIC AID
441	1159	PUBLIC HEALTH-GRF
441	1160	REVENUE
441	1161	STATE POLICE
441	1162	TRANSPORTATION
441	1163	ILLINOIS ARTS COUNCIL
441	1164	ILLINOIS COMMERCE COMMISSION
441	1165	EPA TRUST FUND COMMISSION
441	1166	ENVIRONMENTAL PROTECTION AGN
441	1167	HISTORIC PRESERVATION AGENCY
441	1168	IL CRIMIN JUSTICE INFO AUTH
441	1169	LIQUOR CONTROL COMMISSION
441	1170	LAW ENFORCE OFFICER STANDARD
441	1171	ILLINOIS RACING BOARD
441	1172	STATE BOARD OF EDUCATION
441	1173	STATE FIRE MARSHAL
441	1174	CHICAGO STATE UNIVERSITY
441	1175	EASTERN ILLINOIS UNIVERSITY
441	1176	GOVERNOR'S STATE UNIVERSITY
441	1177	NORTHEASTERN ILLINOIS UNIV
441	1178	WESTERN ILLINOIS UNIVERSITY
441	1180	SANGAMON STATE UNIVERSITY
441	1181	SOUTHERN ILLINOIS UNIVERSITY
441	1182	UNIVERSITY OF ILLINOIS
441	1184	A. G. COURT ORDER & DIST
441	1185	ENVIRONMENT PROTECTION TRUST
441	1186	VIOLENT CRIME VICTIMS ASSIS
441	1187	ENVIRONMENT PROTECT P&I FUND
441	1188	CHILD SUPPORT ENFORCEMENT
441	1189	PARK & CONSERVATION FUND
441	1190	DRUG TRAFFIC PREVENTION FUND
441	1191	OTHER INCOME
441	1194	OTHER STATES
441	1195	AFDC COLLECTIONS
441	1196	NON-ASSISTANCE
441	1197	AFDC COLLECTION/CRCUIT CLERK

GAAP Report	SAMS Source	SAMS Source Description
441	1198	NON-ASSISTANCE/CIRCUIT CLERK
441	1199	CHECK WRITE OFF/GO BACK FUND
441	1200	PRIVATE ORGANIZA OR INDIV
441	1201	STATE PROPERTY SALES
441	1202	ADMINISTRATIVE REIMBURSEMENT
441	1203	MOVIE COMPANIES
441	1204	MEDICAL
441	1205	THIRD PARTY LIABILITY
441	1206	ASSISTANCE TO THE HOMELESS
441	1207	BEQUEST TO STATE
441	1208	DONATION BOX
441	1210	EPIDEMIOLOGICAL STUDIES
441	1212	CRIMINAL JUSTICE INFORMATION
441	1214	PRODUCT SALES
441	1215	LOAN REPAYMENT
441	1217	PROGRAM INCOME
441	1218	ARMORY RENTALS
441	1219	ARMORY RENTAL/INDIVIDUALS
441	1220	BOAT DOCK & RELATED FEES
441	1221	BUILDING AND SPACE RENTALS
441	1222	CONCESSION REVENUE
441	1223	EXECUTIVE MANSION
441	1224	MISCELLANEOUS
441	1225	PROPERTY
441	1226	WINTER STORAGE
441	1227	UNDERGROUND PARKING
441	1228	REIM/JURY DUTY & RECOVERIES
441	1229	MANTENO VETERANS HOME
441	1230	FIELD SERVICES
441	1231	QUINCY VETERANS HOME
441	1232	LASALLE VETERANS HOME
441	1233	ANNA VETERANS HOME
441	1234	REIM/COST ON BEHALF OF OTHER
441	1235	REIM/COST ON BEHALF OF OTHER
441	1236	VETERANS ADMINISTRATION
441	1237	LOCAL IL GOVERNMENTAL UNITS
441	1238	OTHER STATE AGENCIES
441	1239	OTHER STATES
441	1240	REPAYMENT DUE TO FINAL AUDIT
441	1241	FAMILY PRACTICE SCHOLARSHIPS
441	1243	REPAYMENT PURSUANT TO LAW
441	1244	ASBESTOS ABATEMENT RECOVERY
441	1245	CERTIFICATE OF PARTICIPATION
441	1246	CRIME VICTIMS
441	1247	GRANTEE INTEREST INCOME
441	1248	INVESTIGATIVE COST
441	1249	FEDERAL/LOCAL AIRPORT
441	1250	DAMAGE & WORKER'S COMP CLAIM
441	1251	MISSING & EXPLOITED CHILDREN
441	1260	LOCAL TRANSIT DISTRICTS
441	1264	PREPAID BLOOD TESTING FEES
441	1267	RETURNED LOCALLY HELD FUNDS
441	1270	RETURNED PETTY CASH FUND
441	1271	RETURNED PETTY CASH FUND
441	1272	TAX INCRE FINANCE SURPLUS
441	1274	EXCESS FUNDS
441	1277	SALE OF FORFEIT/SEIZED PROP
441	1282	TRI-CITY REGIONAL PORT DIST
441	1283	RESTITUTIONS
441	1284	REPAYMENT TO STATE PURSUANT TO
440	1286	SALE OF INVESTMENTS
431	1288	STUDENT FEES
441	1289	SUBSCRIPTION OR PUBLICATION
441	1290	BOOKS/MAGAZINE & PERIODICALS
441	1291	COMPLAINT BOOKS
441	1294	SUBSCRIPTION OR PUBLICATION

GAAP Report	SAMS Source	SAMS Source Description
441	1295	NEWSLETTER
441	1296	OPINION SALES
441	1297	PUBLIC HEALTH-FORMULARY
441	1298	STATE GEOLOGICAL SURVEY
441	1299	STATE NATURAL HISTORY SURVEY
441	1300	TRIAL ADVOCACY PROGRAM
441	1301	STATE WATER SURVEY
441	1302	HAZARD WASTE RESEARCH & INFO
441	1303	COPY PETITIONS & MATERIALS
441	1304	UNIDENTIFIED REMITTANCES
441	1306	98 HAYES #24 FILLY TROT
441	1307	DUQUOIN STATE FAIR-MISC.
431	1308	DARE LICENSE PLATES
431	1309	IL FIREFIGHTERS LICENSE
431	1310	MASTER MASON LICENSE
431	1311	KNIGHTS OF COLUMBUS LICENSE
431	1312	WILDLIFE PRAIRIE LICENSE
431	1313	SPORTSMAN SERIES LICENSE
431	1314	US VETERANS LICENSE
431	1315	CHARITY ORGANIZATION LICENSE
421	1316	PARI-MUTUEL TAX-ARLINGTON PARK
421	1317	PARI-MUTUEL TAX-BALMORAL PARK
421	1318	PARI-MUTUEL-FAIRMONT PARK
421	1319	PARI-MUTUEL-HAWTHORNE PARK
421	1320	PARI-MUTUEL TAX-MAYWOOD PARK
421	1321	PARI-MUTUEL-QUAD CITY DOWNS
421	1322	PARI-MUTUEL-SPORTSMANS PARK
421	1323	PRIVILEGE TAX-QUARTERHORSE
421	1324	PRIVILEGE TAX-ARLINGTON PARK
421	1325	PRIVILEGE TAX-BALMORAL PARK
421	1326	PRIVILEGE TAX-FAIRMONT PARK
421	1327	PRIVILEGE TAX-HAWTHORNE PARK
421	1328	PRIVILEGE TAX-MAYWOOD PARK
421	1329	PRIVILEGE-QUAD CITY DOWNS
421	1330	PRIVILEGE-SPORTSMANS PARK
406	1331	HOME RULE MUNI SALES TAX
441	1332	COURT DIST/CRIMINAL ENFORCE
426	1333	HEALTH/HUMAN SER-CCDBG MATCH
426	1334	HEALTH/HUMAN SER-CCDBG DISC
426	1335	HEALTH/HUMAN SER-CCDBG MATCH
426	1336	CCDBG MANDATORY
426	1337	HEALTH/HUMAN SER-CCDBG MATCH
426	1338	CCDBG MANDATORY DISC
426	1339	HEALTH/HUMAN SER-CCDBG MATCH
426	1340	LAND & WATER RECREATION
426	1341	US ENVIRONMENTAL PROTECTION
426	1342	IL COMM COLLEGE BOARD FUND
441	1343	DRUG ASSET FORFEITURE
441	1344	AABD
441	1345	AFDC
441	1346	CHILD SUPPORT
441	1347	EMPLOYABILITY DEVELOP SERV
441	1348	UNIV. INCOME BANK ACCT.
441	1349	GENERAL ASSISTANCE-ADULT
441	1350	GENERAL ASSISTANCE-FAMILY
441	1351	REFUGEE
441	1352	TRANSITIONAL CHILD CARE
441	1353	EARNFARE
441	1354	FOOD STAMP EMPLOY & TRAINING
441	1355	PUBLIC HEALTH FED PROJ FUND
440	1356	FED FARM CREDIT BANK NOTE
440	1357	FED FARM CREDIT DISC NOTE
440	1358	FED HOME LOAN BANK NOTE
440	1359	FED HOME LOAN BANK NOTE
440	1360	FED HOME LOAN MORT CORP NOTE
440	1361	FED HOME LOAN MORT CORP DISC

GAAP Report	SAMS Source	SAMS Source Description
440	1362	GOLDMAN SACHS MONEY MARKET
440	1363	EBT FUNDS
431	1364	ANNUAL CHARITY ASSESSMENT
431	1365	HORSEMEN-THOROUGHBRED
431	1366	LIVESTOCK MANAGEMENT FEES
431	1367	CRIM JUST INFO AUTH
431	1368	THOROUGHBRED RACING
441	1369	PARTICIPANT TRANSFERS
441	1370	SELF INSURANCE
441	1371	DENTAL REIMBURSEMENTS
441	1372	CORRECTIONS
441	1373	CRIMINAL JUSTICE TRUST
441	1374	OFF. OF BANKS & REAL ESTATE
441	1375	HAZARDOUS WASTE FUND
441	1376	FAMILY PRACTICE SCHOLARSHIPS
441	1377	BACCALAUREATE NURSING LOANS
441	1378	98 HAYES #24 COLT TROT
441	1379	IRS TAX LEVY
426	1380	ST CRIMINAL ALIEN ASSIST PROG
426	1381	FEDERAL MONEY VIA OTHER STATE
441	1382	DMHDD FEDERAL FUND
426	1383	REIMBURSE AUDITS-LOCAL GOVT
426	1384	IL COMM COLLEGE BD FUND
431	1385	FINGERPRINT CARDS
441	1386	OPINION SUBSCRIPTIONS
441	1387	MADDEN MENTAL HEALTH CTR
426	1388	INDIRECT COST/FEDERAL NAT COMM
426	1389	FED GOV/FEMA GRANT 1170
426	1393	FED MONIES - TANF GRANT
431	1395	LONG TERM CARE
440	1396	G.O. ESCROW ACCOUNT
441	1400	STATE COMPTROLLER
431	1401	SANITARY LANDFILL
431	1402	REINSTATEMENTS
426	1403	FEMA GRANT 3871
441	1406	COLLEGE CREDIT HR REIMB
441	1407	REPAYMENT-LOTTERY EXCESS
431	1408	PUB WAT SUPPLY OPR LIC FEES
431	1409	CERTIFICATE OF NEED/NURSE HOME
441	1410	IYC MURPHYSBORO
441	1411	EARLY INTERVENTION REVOLVING
431	1412	CERTIFICATE OF NEED/HOSPITALS
431	1413	SEX CRIME OFFENDER
426	1414	NAT'L ASSOCIATION OF GOVERNORS
431	1416	VEHICLE INSPECTION FEES
441	1417	EMPLOYMENT SECURITY
426	1418	FEMA GRANT 1170
406	1419	SALEM CIVIC CENTER R.O.T.
406	1420	ROT SALEM C--ACCELERATED
406	1421	COUNTY PUBLIC SAFETY R.O.T.
406	1422	CTY PUBLIC SAFETY--ACCELERATED
441	1423	CONSUMER LAW/ELDERLY VICTIM
411	1424	TELECOMMUNICATION TAX
426	1425	HHS BLOCK GRANT/ABSTINENCE
421	1428	DRYCLEANER TAX
426	1429	FEMA/GRANT #1188 DR
441	1430	RAIL FREIGHT REPAYMENT
431	1431	DRYCLEANERS LICENSE
426	1432	ICJIA PROBATION TRAINING
441	1435	OTHER STATES
440	1437	501/941 MMF
431	1438	BASE STATE IL/INTERSTATE REG
441	1439	RAIL FREIGHT REPAYMENT
440	1440	UNIV PAYROLL-IPTIP
431	1442	DRYCLEANER ADMIN FEE
431	1443	RENEWABLE ENERGY RESOURCE

GAAP Report	SAMS Source	SAMS Source Description
431	1444	ILLINOIS/MICHIGAN CANAL
411	1445	SUPPLEMENT ENERGY ASST/ELECTRI
411	1446	SUPPLEMENT ENERGY ASST/GAS
441	1447	ICJIA/FAMILY VIOLENCE
426	1448	ICJIA/FAMILY VIOLENCE
431	1449	EDUCATIONAL NETWORK FEES
441	1450	TRAFFIC/CRIM CONVICT SURCHARGE
426	1451	FEMA GRANT #1170
431	1452	ANALYSIS FEE/CIRCUIT CLERK
441	1453	UNAUTH RIVERBOAT WINNINGS
431	1454	RECOVERY & REMEDIATION FEES
426	1455	FED MONIES/WASHINGTON STATE
431	1456	MAYORS/VILLAGE PRESIDENTS
441	1457	UNREDEEMED BONDS DUE #133
440	1458	FSMA DISCOUNT NOTE
441	1460	HAYES MEMORIAL-COLT PACE
441	1461	HAYES MEMORIAL-COLT TROT
441	1462	HAYES MEMORIAL-FILLY PACE
441	1463	HAYES MEMORIAL-FILLY TROT
441	1464	WORLD TROT-FILLY
441	1465	WORLD TROT-COLT
441	1466	HUMAN SERVICES
441	1467	MATURE/UNREDEEMED BONDS 971
441	1471	CAPITAL DEVELOPMENT BOND
441	1472	ISD SCHOOL DIST REIM
441	1473	TELEPHONE UTILITIES
426	1474	U.S. COAST GUARD
426	1480	FEDERAL MONIES VIA MICH. ST. U
440	1481	IPTIP UC SPCIAL ADMIN
441	1482	PARTICIPANT PREPAYMENT
431	1483	ADMINISTRATIVE FEES
441	1484	LATE PAYMENT PENALTY
426	1485	HHS/ABSTINENCE ED BLOCK GRANT
441	1489	REPAYMENT OF SCHOLARSHIP GRANT
426	1490	MOTOR FEDERAL TAX COMPLIANCE
431	1491	PRO RATA SHARE ELEC. UTILITY
441	1492	DMH/DD FEDERAL PROJECTS
421	1493	OIL AND GAS ASSESSMENT
431	1494	RADON LICENSING
431	1495	UNIFORM HAZARD WASTE
441	1496	TOXIC WASTE RELEASE
411	1497	ELECTRICITY EXCISE TAX
431	1498	ELECTRIC SELF ASSESSOR
431	1499	ELECTRIC EXCISE TAX-ACCEL
431	1500	CHILDREN'S HEALTH INSURANCE
441	1501	REPAYMENT TO STATE/EPA
426	1502	GREAT LAKES COMMISSION
431	1504	ALTERNATIVE FUEL REGISTRATION
431	1505	ENVIRONMENTAL HEALTH DIVISION
431	1510	ENTRANTS FEES
431	1511	ACADEMY TRAINING FEES
426	1520	MIGRANT HEAD START
441	1521	CHA/TENANT TO TENANT
440	1522	TRIAS CAPITAL MONEY MARKET
431	1523	MAMMOGRAPHY INSTALLATION FEES
441	1524	REIMBURSEMENTS OF PRIOR COSTS
431	1525	FOREIGN LANGUAGE INTERPRETER
431	1526	POLICE MEMORIAL COMMITTEE
431	1527	MAMMOGRAM LICENSE PLATE
426	1530	MEDICAID MATCHING
426	1531	DHS FEDERAL PROJECTS
441	1532	AGRICULTURE PREMIUM
431	1533	SELF-INSURANCE
440	1534	ESCROW INTEREST INCOME
440	1535	MERCANTILE CLEARING
441	1536	SEI MONEY MARKET

GAAP Report	SAMS Source	SAMS Source Description
431	1537	CARNIVAL AMUSEMENT INSPECTION
431	1538	NUCLEAR SPENT FUEL
431	1539	LANDSCAPE ARCHITECTS
431	1540	ACCIDENT REPORTS
431	1541	PUBLIC WATER SUPPLY OPERATOR
441	1542	FEDERAL PROPERTY SALES
431	1543	PLUMBING LICENSURE PROGRAM
411	1544	TELECOM TAX-QUARTER/MONTHLY
441	1550	SURS MEMBER PAYMENT
441	1551	SURS RETIRED MEMBER
426	1552	DHHS/FFP-MEDICAID REHAB OPTION
441	1553	NONCERTIFIED ESTATE TX COOK CO
441	1555	DISPOSAL OF EQUIPMENT
440	1556	IPTIP/MMF INVESTMENT
440	1557	STUDENT LOAN MARKET DISCOUNT
441	1558	VIOLENCE PREVENTION AUTHORITY
441	1559	NATL CTR FOR STRATEGIC PLANNG
426	1560	MATCH/NAT'L CTR FOR STRAT PLAN
441	1561	IL FUNDS ACH SETTLEMENT
441	1562	LOAN PROCEEDS-IDAPP PROGRAM
441	1563	COMMONWEALTH EDISON
441	1564	INTEREST/DRINKING WATER
441	1565	PRINCIPAL/DRINKING WATER
441	1566	LOCAL GOVT UNIT/DRINKING WATER
441	1567	PINCKNEYVILLE CORRECTION CTR
441	1568	DRYCLEANERS ENVIRON RESPONSE
426	1569	HEALTH SURVEY QUALITY BOARD
431	1570	VEHICLE EMISSION INSPECTION
426	1571	FEMA #3134-EM-IL
426	1572	GRANT #DR871-IL
426	1573	ISP FEDERAL PROJECTS FUND
441	1574	SCHOOL TECHNOLOGY REV. LOAN
440	1575	STUDENT LOAN MARKET ASSOC NOTE
441	1577	EMPLOYEE VACATION/SICK REPAY
426	1578	NATIONAL ARCHIVES
441	1579	MID CONTINENT BENEFIT TRUST
426	1580	SOCIAL SECURITY ADMINISTRATION
441	1581	NCSSSMST
441	1582	PUBLIC BUILDING FUND
441	1583	ENVIRONMENTAL HEALTH
441	1584	C&FS FEDERAL PROJECTS FUND
441	1585	U.S. PUBLIC HEALTH SERVICES
440	1586	1ST CHICAGO 1 MMF
440	1587	NAT'L CITY CREDIT CARD MMF
441	1588	LOAN REPAYMENT - 557
440	1589	BANK ONE SPFLD 1 GROUP MMF
441	1590	US PUBLIC HEALTH SERVICE
426	1591	US FISH & WILDLIFE SERVICE
441	1592	DRYCLEANER TRUST FUND
441	1593	BUILD ILLINOIS ESCROW
431	1594	DRYCLEANER LATE PAYMENT FEE
441	1595	DRYCLEANER INSURANCE PREMIUMS
441	1597	DECATUR CORRECTIONS
441	1598	IYC CHICAGO
411	1599	SOLID WASTE FACILITIES
440	1600	DNR/FEMA GRANT REPAY
411	1601	QSWEF TAX CREDIT REPAYMENT
431	1602	CHECK PRINTER FEES
431	1603	EXAMINATIONS/INTERNATIONAL
431	1604	MISC-INFORMATIONS SYSTEMS
431	1605	MISC-INTERNATIONAL
440	1606	IL FIRST - OCT 99
575	1607	ILLINOIS FIRST
441	1608	TOBACCO SETTLEMENT
426	1609	FEMA GRANT #1278
441	1610	VETERANS AFFAIRS

GAAP Report	SAMS Source	SAMS Source Description
426	1611	JUSTICE/COURT RESTITUTIONS
431	1612	RADIATION MACH. INSPECT/REGIS
431	1613	RADIATION IMAGE/THERAPEUTIC OP
441	1614	IL STATE FAIR/SPRINGFIELD
441	1615	IL STATE FIAR/DUQUOIN
441	1616	DAY LABOR AGENCIES
431	1617	MANDATORY ARBITRATION/HENRY CO
431	1618	MANDATORY ARBITRATION/MERCER C
431	1619	MANDATORY ARBITRATION/ROCK ISL
431	1620	MANDATORY ARBITRATION/WHITESID
441	1621	BOARD OF HIGHER EDUCATION
441	1623	ADOPTION REGISTRY
441	1624	FUND FOR IL FUTURE
441	1625	FUND TRANSFER - 703
426	1626	NASDA
431	1627	CORP FIDUCIARY RECEIVERSHIP
441	1628	BUILD IL BOND
441	1629	STATE GARAGE REVOLVING
441	1630	APA GATE ADMISSIONS
441	1631	AGING
431	1632	LOAN PROCESSING AND ISSUE FEE
431	1633	PORTFOLIO MAINTENANCE FEE
431	1634	FEDERAL DIRECT CONSOLIDATION
411	1635	WIRELESS 0911 SURCHARGE
441	1636	PUBLIC HEALTH SPEC ST PROJECTS
441	1637	REHAB SVC ELEM & SEC ED FUND
431	1638	REAL ESTATE FEES
431	1639	LAND SALES FEES
431	1640	TIMESHARE FEES
431	1641	THRIFT FEES
441	1642	COMMUNITY COLLEGE BOARD
431	1643	DIESEL EMISSION FEES
441	1644	STUDENT LOAN OPERATING FUND
441	1645	SEXUALLY VIOLENT PROGRAM
426	1646	UNIV OF NEVADA
441	1647	FEDERAL STUDENT LOAN
440	1648	INB CLEARING MONEY MARKET
441	1649	SBC/AMERITECH LIQUIDATED DAMAG
441	1650	ROYALTIES
441	1651	REED ACT
440	1652	IPTIP PRIME FUND REGULAR
441	1653	MILITARY AFFAIRS
441	1654	DPA 421 FUND TRANSFER
441	1655	LINCOLN HISTORIC LIBRARY CONTR
426	1656	SR HEALTH INS PRG
426	1657	DHS/FEDERAL PROJECTS FUND
431	1658	SILVER STAR PLATE
431	1659	VIETNAM VETERAN PLATE
431	1660	WW II VETERANS PLATE
441	1661	ORGAN DONOR AWARENESS
441	1662	NAT'L SCIENCE TEACHERS ASSOC
441	1663	TOBACCO SETTLEMENT
441	1664	LOCAL AIRPORTS
441	1665	FED/LOCAL AIRPORT FUND
441	1666	TRANSPORTATION-B BOND
426	1667	GALLAUDET UNIVERSITY
426	1668	FEMA #3161
441	1669	CIVIC CENTER BONDS
441	1670	AMTRACK RAIL SERV
441	1671	KEWANEE IYC
431	1672	RETIRED IL CONGRESS DELEGATION
441	1673	COMMUTING EXPENSE
441	1674	PARKING EXPENSE
426	1675	FARMERS HOME ADMINISTRATION
406	1676	METRO EAST PARK REG

STATE OF ILLINOIS
OFFICE OF THE COMPTROLLER

SECTION AGENCY REPORTING

SUB-SECTION REFERENCE

PROCEDURE MANDATORY TRANSFERS LISTING

EFFECTIVE DATE
July 1, 1997

REVISION NUMBER
98-001

I. Listing of agencies with responsibility for recording mandatory transfers to be reported as "transfers-in" and "transfers-out" for GAAP purposes.

Agency Receiving Transfer	Fund Code	Transfers To	Transfers From	Agency Fund Code	Initiating Transfer
350	001	General Revenue Fund	Division of Corporations Special Operations Fund	363	350
350	001	General Revenue Fund	Corporate Franchise Tax Refund Fund	380	350
416	001	General Revenue Fund	State Surplus Property Revolving Fund	903	416
422	001	General Revenue Fund	Illinois Beach Marina Fund	982	422
478	001	General Revenue Fund	University of Illinois Hospital Services Fund	136	478
478	001	General Revenue Fund	Child Support Enforcement Trust Fund	957	478
492	001	General Revenue Fund	Used Tire Management Fund	294	492
494	001	General Revenue Fund	Downstate Public Transportation Fund	648	494
563	001	General Revenue Fund	Rate Adjustment Fund	685	563
691	001	General Revenue Fund	ISAC Accounts Receivable Fund	242	691
691	001	General Revenue Fund	Student Assistance Commission Student Loan Fund	676	691
In-house	001	General Revenue Fund	DCFS Childrens' Services Fund	220	418
In-house	001	General Revenue Fund	Public Building Fund	409	511
In-house	001	General Revenue Fund	Build Illinois Fund	960	In-house
In-house	007	Education Assistance	State Gaming Fund	129	492
In-house	007	Education Assistance Fund	Audit Expense Fund	342	103
494	011	Road Fund	Motor Fuel Tax-State Fund	012	494
492	012	Motor Fuel Tax-State Fund	General Revenue Fund	001	492
482	015	Breast & Cervical Cancer Research Fund	General Revenue Fund	001	492
524	018	Transportation Regulatory Fund	Grade Crossing Protection Fund	019	494
494	019	Grade Crossing Protection Fund	Motor Fuel Tax-State Fund	012	494
350	026	Live and Learn Fund	General Revenue Fund	001	In-house
616	027	Board of Governors Income Fund-Governors State Univ.	Audit Expense Fund	342	103
636	028	Board of Regents Income Fund Illinois State University	Audit Expense Fund	342	103
644	029	Board of Regents Income Fund Northern Illinois Univ.	Audit Expense Fund	342	103
608	030	Board of Governors Income Fund - Chicago State Univ.	Audit Expense Fund	342	103
676	032	University Income Fund - University of Illinois	Audit Expense Fund	342	103
612	034	Board of Governors Income Fund - Eastern IL Univ.	Audit Expense Fund	342	103

I. (Continued)

Agency Receiving Transfer	Fund Code	Transfers To	Transfers From	Agency Fund Code	Initiating Transfer
664	035	Southern IL University Income Fund	Audit Expense Fund	342	103
620	037	Board of Governors Income Fund - Northeastern IL Univ.	Audit Expense Fund	342	103
422	039	State Boating Act Fund	Motor Fuel Tax Fund	012	494
In-house	045	Agricultural Premium Fund	General Revenue Fund	001	In-house
In-house	045	Agricultural Premium Fund	Audit Expense Fund	342	103
812	050	Mental Health	Audit Expense Fund	342	103
In-house	053	Metropolitan and Exposition Auditorium & Office Building Fund	General Revenue Fund	001	In-house
444	100	Assistance to the Homeless Fund	General Revenue Fund	001	492
370	101	General Obligation BR&I Fund	General Revenue Fund	001	370
370	101	General Obligation BR&I Fund	Road Fund	011	370
370	101	General Obligation BR&I Fund	Fire Prevention Fund	047	In-house
370	101	General Obligation BR&I Fund	Underground Storage Tank Fund	072	In-house
422	101	General Obligation BR&I Fund	Park and Conservation Fund	962	422
In-house	101	General Obligation BR&I Fund	CDB Contributory Trust	617	511
420	105	Illinois Civic Center BR&I Fund	Metropolitan Exposition Auditorium & Office Bldg. Fund	053	In-house
563	124	Worker's Compensation Benefit Trust Fund	Rate Adjustment Fund	685	563
444	128	Youth Alcoholism & Subst. Abuse Prevention Fund	Dram Shop Fund	821	567
478	136	University of Illinois Hospital Services Fund	General Revenue Fund	001	478
In-house	143	School Construction	Capital Development	141	In-house

I. (Continued)

Agency Receiving Transfer	Fund Code	Transfers To	Transfers From	Agency Fund Code	Initiating Transfer
492	187	RTA Occupation and Use Tax Replacement Fund	State and Local Sales Tax Reform Fund	186	492
538	205	Illinois Farmer and Agri-Business Loan Guarantee Fund	Farm Emergency Assistance Fund	995	538
475	218	Professional Indirect Cost	General Professions Dedicated	022	475
475	218	Professional Indirect Cost	IL State Pharmacy Disciplinary 057	475	
475	218	Professional Indirect Cost	IL State Medical Disciplinary	093	475
475	218	Professional Indirect Cost	Registered C.P.A. Administration & Disciplinary	151	475
475	218	Professional Indirect Cost	Interior Design Administration and Investigation	157	475
475	218	Professional Indirect Cost	Landscape Architects' Administration and Investigation	194	475
475	218	Professional Indirect Cost	Nurse Dedicated & Professional	258	475
475	218	Professional Indirect Cost	Optometric Licensing and Disciplinary Commission	259	475
475	218	Professional Indirect Cost	IL State Dental Disciplinary	823	475
475	218	Professional Indirect Cost	Design Professional Administration and Investigation	888	475
444	223	Mental Health Accounts Receivable Trust Fund	General Revenue Fund	001	444
444	223	Mental Health Accounts Receivable Trust Fund	Mental Health Fund	050	444
In-house	245	Fair and Exposition Fund	General Revenue Fund	001	In-house
492	278	Income Tax Refund Fund	Personal Property Tax Replacement Fund	802	492
416	308	Paper and Printing Revolving Fund	State Surplus Property Revolving Fund	903	416
605	320	Board of Governors Cooperative Computer Center Revolving Fund	Audit Expense Fund	342	103
103	342	Audit Expense Fund	General Revenue Fund	001	In-house
103	342	Audit Expense Fund	Education Assistance	007	In-house
103	342	Audit Expense Fund	Road Fund	011	494
103	342	Audit Expense Fund	Motor Fuel Tax Fund	012	494
103	342	Audit Expense Fund	Grade Crossing Protection	019	494
103	342	Audit Expense Fund	Live and Learn Fund	026	350
103	342	Audit Expense Fund	Board of Governors Income Fund - Governors State University	027	616
103	342	Audit Expense Fund	Board of Regents Income Fund - Illinois State University	028	636
103	342	Audit Expense Fund	Board of Regents Income Fund - Northern IL University	029	644
103	342	Audit Expense Fund	Board of Governors Income Fund - Chicago State University	030	608
103	342	Audit Expense Fund	Drivers Education	031	In-house
103	342	Audit Expense Fund	University Income Fund - University of Illinois	032	676
103	342	Audit Expense Fund	Board of Governors Income Fund - Eastern IL University	034	612
103	342	Audit Expense Fund	SIU Income Fund	035	664

I. (Continued)

Agency Receiving Transfer	Fund Code	Transfers To	Transfers From	Agency Fund Code	Initiating Transfer
103	342	Audit Expense Fund	IL Veteran's Rehabilitation	036	444
103	342	Audit Expense Fund	Board of Governors Income Fund - Northeastern IL University	037	620
103	342	Audit Expense Fund	Board of Governors Income Fund - Western IL University	038	628
103	342	Audit Expense Fund	State Boating Act	039	422
103	342	Audit Expense Fund	State Parks	040	422
103	342	Audit Expense Fund	Wildlife and Fish	041	422
103	342	Audit Expense Fund	Military Affairs Trust	043	466
103	342	Audit Expense Fund	Agricultural Premium Fund	045	In-house
103	342	Audit Expense Fund	Fire Prevention Fund	047	In-house
103	342	Audit Expense Fund	Public Utility Fund	059	In-house
103	342	Audit Expense Fund	Child Care and Development	066	444
103	342	Audit Expense Fund	Underground Storage Tank	072	In-house
103	342	Audit Expense Fund	Solid Waste Management Fund	078	In-house
103	342	Audit Expense Fund	IL Gaming Law Enforcement	085	In-house
103	342	Audit Expense Fund	Subtitle D Management	089	532
103	342	Audit Expense Fund	DCFS Training	094	418
103	342	Audit Expense Fund	DuQuoin State Fair Harness Racing Trust	098	406
103	342	Audit Expense Fund	Worker's Compensation Benefit Trust	124	563
103	342	Audit Expense Fund	State Gaming Fund	129	492
103	342	Audit Expense Fund	University of IL Hospital Services	136	478
103	342	Audit Expense Fund	General Assembly Computer Equipment Revolving Fund	155	In-house
103	342	Audit Expense Fund	Local Government Health Insurance Reserve Fund	193	416
103	342	Audit Expense Fund	IL Public Treasurers' Investment Pool Administrative Fund	195	370
103	342	Audit Expense Fund	IL Health Care Cost containment Special Studies	209	540
103	342	Audit Expense Fund	Capital Development Board Revolving Fund	215	511
103	342	Audit Expense Fund	DCFS Childrens' Services	220	418
103	342	Audit Expense Fund	Asbestos Abatement	224	In-house
103	342	Audit Expense Fund	Credit Union	243	438
103	342	Audit Expense Fund	Fair and Exposition Fund	245	406
103	342	Audit Expense Fund	Horse Racing Tax Allocation Fund	253	In-house
103	342	Audit Expense Fund	Underground Resource Conservation Enforcement Trust Fund	261	422
103	342	Audit Expense Fund	LaSalle Veterans' Home	272	497
103	342	Audit Expense Fund	Self-Insurers Administration Fund	274	563
103	342	Audit Expense Fund	Pollution Control Board	277	577
103	342	Audit Expense Fund	Income Tax Refund Fund	278	492
103	342	Audit Expense Fund	Community Water Supply Lab.	288	532
103	342	Audit Expense Fund	Natural Areas Acquisition	298	In-house
103	342	Audit Expense Fund	Open Space Lands Acquisition & Development	299	In-house
103	342	Audit Expense Fund	Working Capital Revolving Fund	301	426
103	342	Audit Expense Fund	State Garage Revolving Fund	303	416
103	342	Audit Expense Fund	Statistical Services Revolving Fund	304	416
103	342	Audit Expense Fund	Communications Revolving Fund	312	416

I. (Continued)

Agency Receiving Transfer	Fund Code	Transfers To	Transfers From	Agency Fund Code	Initiating Transfer
103	342	Audit Expense Fund	Care Provider Fund For Persons With Developmental Disability	344	444
103	342	Audit Expense Fund	Long-Term Care Provider Fund	345	478
103	342	Audit Expense Fund	Hospital Provider Fund	346	478
103	342	Audit Expense Fund	State Pheasant	353	422
103	342	Audit Expense Fund	Special Education Medicaid Matching	355	586
103	342	Audit Expense Fund	IL Habitat	391	422
103	342	Audit Expense Fund	Common School Fund	412	In-house
103	342	Audit Expense Fund	Agricultural Master	440	406
103	342	Audit Expense Fund	Judges Retirement Fund	477	275
103	342	Audit Expense Fund	State Employees' Retirement System Fund	479	589
103	342	Audit Expense Fund	General Assembly Retirement Fund	481	131
103	342	Audit Expense Fund	Local Government Distributive Fund	515	492
103	342	Audit Expense Fund	Illinois State Board of Investments Fund	529	555
103	342	Audit Expense Fund	IL Historic Sites	538	541
103	342	Audit Expense Fund	Pesticide Control Fund	576	In-house
103	342	Audit Expense Fund	Conservation 2000	608	In-house
103	342	Audit Expense Fund	Quincy Veteran's Home	619	497
103	342	Audit Expense Fund	Public Transportation Fund	627	494
103	342	Audit Expense Fund	Downstate Public Transportation Fund	648	494
103	342	Audit Expense Fund	Student Assistance Commission Student Loan Fund	676	685
103	342	Audit Expense Fund	Student Assistance Commission Student Loan Fund	676	691
103	342	Audit Expense Fund	Illinois Standardbred Breeders Fund	708	In-house
103	342	Audit Expense Fund	Illinois Thoroughbred Breeders Fund	709	In-house
103	342	Audit Expense Fund	IL Racetrack Improvement	710	In-house
103	342	Audit Expense Fund	State Lottery Fund	711	458
103	342	Audit Expense Fund	Local Initiative Fund	762	444
103	342	Audit Expense Fund	Tourism Promotion	763	420
103	342	Audit Expense Fund	IMSA Income	768	692
103	342	Audit Expense Fund	ISSC Loan Purchase Program Payroll Trust Fund	773	691
103	342	Audit Expense Fund	Metro-East Public Trans.	794	494
103	342	Audit Expense Fund	Bank & Trust Company	795	505
103	342	Audit Expense Fund	Personal Property Tax Replacement Fund	802	492
103	342	Audit Expense Fund	Estate Tax Collection Distributive Fund	815	370
103	342	Audit Expense Fund	Dram Shop	821	567
103	342	Audit Expense Fund	Hazardous Waste	828	532
103	342	Audit Expense Fund	State Fair Promotional Act.	835	406
103	342	Audit Expense Fund	Medical Center Comm. Income	839	571
103	342	Audit Expense Fund	Hazardous Waste Research Fund	840	532

I. (Continued)

Agency Receiving Transfer	Fund Code	Transfers To	Transfers From	Agency Fund Code	Initiating Transfer
103	342	Audit Expense Fund	Library Trust Fund	893	350
103	342	Audit Expense Fund	State Construction Account Fund	902	494
103	342	Audit Expense Fund	IL Forestry Development	905	422
103	342	Audit Expense Fund	State Police Services	906	493
103	342	Audit Expense Fund	IL National Guard Armory Construction	927	466
103	342	Audit Expense Fund	Violent Crime Victims Asst.	929	In-house
103	342	Audit Expense Fund	Self-Insurers Security Fund	940	563
103	342	Audit Expense Fund	Environmental Protection Permit and Inspection	944	532
103	342	Audit Expense Fund	State Migratory Waterfowl Stamp	953	422
103	342	Audit Expense Fund	Park and Conservation	962	422
103	342	Audit Expense Fund	Vehicle Inspection Fund	963	In-house
103	342	Audit Expense Fund	Local Tourism	969	In-house
103	342	Audit Expense Fund	Build IL Capital Revolving Fund	973	420
103	342	Audit Expense Fund	Manteno Veterans' Home	980	497
103	342	Audit Expense Fund	IL Beach Marina	982	422
103	342	Audit Expense Fund	Public Infrastructure Construction Loan Revolving	993	420
444	344	Care Provider for Person with Dev. Dis.	Audit Expense	342	103
478	345	Long-Term Care	Audit Expense	342	103
478	346	Hospital Provider	Audit Expense	342	103
684	349	AFDC Opportunities Fund	Employment and Training Fund	347	444
370	373	State Treasurer's Bank Services Fund	General Revenue Fund	001	370
422	375	Natural Heritage Fund	Natural Heritage Endowment Trust Fund	069	422
In-house	401	Protest	General Revenue	001	In-house
In-house	401	Protest	Local Government Tax	189	492
492	412	Common School Fund	General Revenue-Common School Special Account Fund	005	492
In-house	412	Common School Fund	General Revenue Fund	001	In-house
In-house	412	Common School Fund	State Lottery Fund	711	458
494	413	Motor Fuel Tax-Counties Fund	Motor Fuel Tax Fund	012	494
494	414	Motor Fuel Tax-Municipalities Fund	Motor Fuel Tax Fund	012	494
494	415	Motor Fuel Tax-Townships and Road District Fund	Motor Fuel Tax Fund	012	494
563	431	Second Injury Fund	Rate Adjustment Fund	685	563
497	505	Women in the Military Memorial	General Revenue	001	492
492	515	Local Government Distributive Fund	General Revenue Fund	001	492
492	515	Local Government Distributive Fund	State and Local Sales Tax Reform Fund	186	492
In-house	608	Conservation 2000 Fund	General Revenue Fund	001	In-house
494	627	Public Transportation Fund	General Revenue Fund	001	492
494	648	Downstate Public Transportation Fund	General Revenue Fund	001	492
563	685	Rate Adjustment Fund	General Revenue Fund	001	563
563	685	Rate Adjustment Fund	Worker's Compensation Benefit Trust Fund	124	563
563	685	Rate Adjustment Fund	Second Injury Fund	431	563

I. (Continued)

Agency Receiving Transfer	Fund Code	Transfers To	Transfers From	Agency Fund Code	Initiating Transfer
In-house	708	Illinois Standardbred Breeders Fund	General Revenue Fund	001	In-house
In-house	709	Illinois Thoroughbred Breeders Fund	General Revenue Fund	001	In-house
458	711	State Lottery	Audit Expense	342	103
444	762	Local Initiative	Audit Expense	342	103
420	763	Tourism Promotion Fund	General Revenue Fund	001	492
685	766	State Community College of East St. Louis Income Fund	Audit Expense Fund	342	103
685	767	State Comm. College of E. St. Louis Inc.	Audit Expense Fund	342	103
494	794	Metro-East Public Trans-portation Fund	General Revenue Fund	001	492
494	794	Metro-East Public Trans-portation Fund	State and Local Sales Tax Reform Fund	186	492
492	812	RTA Sales Tax Trust	County & Mass Transit Dist.	188	492
370	815	Estate Tax Collection Distributive Fund	General Revenue Fund	001	370
532	828	Hazardous Waste Fund	Solid Waste Management	078	In-house
444	865	Domestic Violence Shelter and Service Fund	General Revenue Fund	001	444
420	883	Intra-Agency Services Fund	Local Government Affairs Federal Trust Fund	636	420
420	883	Intra-Agency Services Fund	Federal Industrial Services Fund	726	420
420	883	Intra-Agency Services Fund	Energy Administration Fund	737	420
420	883	Intra-Agency Services Fund	Low Income Home Energy Assistance Block Grant	870	420
420	883	Intra-Agency Services Fund	Community Services Block Grant	871	420
420	883	Intra-Agency Services Fund	Community Development/Small Cities Block Grant Fund	875	420
420	883	Intra-Agency Service Fund	Petroleum Violation	900	420
494	902	State Construction Account Fund	Motor Fuel Tax-State Fund	012	494
422	909	IL Wildlife Preservation	General Revenue	001	492
446	922	Insurance Producer Adm.	Audit Expense	342	103
420	925	Coal Technology Development Assistance Fund	General Revenue Fund	001	492
418	934	Child Abuse Prevention Fund	General Revenue Fund	001	492
492	960	Build Illinois Fund	State and Local Sales Tax Reform Fund	186	492
In-house	960	Build Illinois Fund	General Revenue Fund	001	In-house
574	961	Metropolitan Fair & Exposition Authority Improvement Bond Fund	Build Illinois Fund	960	In-house
422	962	Park and Conservation Fund	Metropolitan Exposition Auditorium and Office Building Fund	053	In-house
422	962	Park and Conservation Fund	Build Illinois Fund	960	In-house
532	963	Vehicle Inspection Fund	Motor Fuel Tax	012	494

Agency Receiving Transfer	Fund Code	Transfers To	Transfers From	Agency Fund Code	Initiating Transfer
507	970	Build Illinois BR&I Fund	Build Illinois Fund	960	In-house
In-house	972	Build Illinois Purposes Fund	Audit Expense Fund	342	103
446	997	Insurance Financial Reg.	Audit Expense Fund	342	103

II. Listing of agencies with responsibility for recording mandatory transfers with funds classified as agency funds which are not reported as transfers for GAAP purposes.

Agency Receiving Transfer	Fund Code	Transfers To	Transfers From	Agency Fund Code	Initiating Transfer
350	001	General Revenue Fund	Safety Responsibility Fund	436	350
370	001	General Revenue Fund	Protest Fund	401	370
478	001	General Revenue Fund	Public Assistance Recoveries Fund	421	444
444	001	General Revenue Fund	Social Services Block Grant Fund	935	444
492	001	General Revenue Fund	Illinois Tourism Tax Fund	452	492
492	001	General Revenue Fund	Municipal Automobile Renting Tax Fund	868	492
492	001	General Revenue Fund	County Automobile Renting Tax Fund	869	492
507	212	Federal Financing Cost Reimbursement Fund	Public Assistance Recoveries Trust Fund	421	444
103	342	Audit Expense Fund	Flexible Spending Account Fund	202	416
103	342	Audit Expense Fund	Group Insurance Premium	457	416
103	342	Audit Expense Fund	State Employees Deferred Compensation Plan Fund	755	416
103	342	Audit Expense Fund	Deferred Lottery Prize Winners Trust Fund	978	458
492	384	Tax Compliance and Administration Fund	Home Rule Municipal Soft Drink Retailers' Occupation Tax Fund	097	492
492	384	Tax Compliance and Administration Fund	Metropolitan Pier and Exposition Authority Trust Fund	337	492
444	408	Special Purposes Trust Fund	Social Services Block Grant Fund	935	444
444	762	Local Initiative Fund	Social Services Block Grant Fund	935	444
492	802	Personal Property Tax Replacement Fund	Protest Fund	401	370

PREPARATION OF FINANCIAL STATEMENTS IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

PURPOSE

The purpose of this procedure is to provide guidelines for the preparation and presentation of agency-level financial statements in accordance with GAAP. Currently, financial reporting literature exists (See SAMS Manual Procedure 3.10.10) which is applicable in most instances and should be utilized by agency personnel in drafting GAAP basis financial statements. The Governmental Accounting Standards Board (GASB) statements, codification, etc., provide adequate information in order to properly report most agency-level financial statement information. However, several financial reporting issues have not been addressed by the above mentioned authoritative literature when reporting shared funds in agency-level financial statements. This procedure recommends account titles for those accounts which are unique to shared funds presentations, along with defining certain accounts and recommending preferred placement in the financial statements.

These instructions will augment, using in some instances, the current Comptroller's GAAP compilation process to arrive at agency-level financial statements. However, since the reports are the responsibility of each agency's management, the presentations as well as the procedures to gather the information will be the decision of each agency.

It should be noted that this SAMS Procedure applies only to those primary government agencies which are currently being audited by the Office of the Auditor General (or his special assistant auditors) and required to prepare GAAP basis financial statements. Agencies required to prepare GAAP basis financial statements are referenced by footnote in Procedure 27.50.10.

Although the GAAP reporting process is similar, component units should not report shared funds as described below. Shared fund activity for a component unit should be shown as a nonshared fund. In addition, component units should only use reporting models prescribed by GASB and not the one shown in Exhibit 27.50.60-A and C.

GENERAL

Current year-end GAAP reporting procedures, forms and instructions (as set forth in SAMS Manual Chapter 27, with modifications for unique shared funds accounts discussed later) should provide the framework for the agency's GAAP basis financial statements. The threshold for reporting contingent liabilities and for disclosing other financial information will be significantly lower in the agency-level financial statements than in the State financial statements. Therefore, materiality levels for

appropriate footnote disclosures should be thoroughly examined by each agency because of the diverse variations in the dollar amounts to be reported by each State agency. In addition, an agency is required to provide the Auditor General or his representative a reconciliation of any differences between amounts reported in the agency-level financial statements and amounts reported in the Comptroller's annual GAAP reporting packages.

NONSHARED FUNDS PRESENTATIONS

Nonshared funds exist when one agency has responsibility for administering a fund. This classification includes all locally held funds, permanent funds, enterprise funds and internal service funds. The General fund accounts, special revenue funds, capital projects funds and debt service funds may be shared or nonshared. For GAAP reporting purposes, the agency administering a nonshared fund prepares a single reporting package reflecting the total activity of the fund. When preparing agency-level financial statements for a nonshared fund, balance sheet information (account titles, amounts, etc.) can be obtained from the GAAP package trial balance form for assets, liabilities and fund equity (SCO-516, 521 or 526). Operating statement information (account titles, amounts, etc.) can be obtained from the GAAP package trial balance form for revenues and expenditures/expenses (SCO-517, 522 or 527).

SHARED FUNDS PRESENTATIONS

Shared funds exist when more than one agency expends from and/or deposits receipts into a fund (e.g., the General Revenue Fund). For agency-level reporting purposes, a fund may be displayed as a nonshared fund if one agency is the major participant in the fund and other agencies activities are immaterial in relation to total fund activity. The footnotes should disclose the above situation, if applicable.

Current authoritative literature does not address reporting shared fund activity in agency-level financial statements. Some of the more common problems involved in presenting shared funds are addressed individually below with appropriate definitions and suggested procedures and the sources of financial statement accounts to derive proper amounts. Illustrations are presented where appropriate.

The Composition of Agency Fund Balances at Fiscal Year End

For shared funds, the fund balance consists of more than one agency's balance in the fund. Therefore, for agency-level financial reporting, the agency fund balance, should replace fund balance or fund equity to more appropriately display that this is not the entire fund balance.

Agency fund balances at June 30 should equal: (1) the reserve for encumbrances (GAAP account 310 on Form SCO-511, Shared SAMS Funds Trial Balance for Assets, Liabilities and Fund Equity) plus (2) adjustments to other GAAP asset accounts (e.g., cash-in-transit, receivables, due from's, inventories, etc.) on Form SCO-511, reduced by (3) outstanding obligations for reappropriated accounts (net of liabilities for reappropriated accounts), but not less than zero and (4) liabilities payable from future years' appropriations, June 30. If there are liability adjustments which will never be paid in cash (e.g., deferred revenue), and/or lapse period appropriation refund credits which increase reserve for encumbrances on Form SCO-550, a corresponding debit to fund balance is necessary.

The reserve for encumbrances is calculated on Form SCO-550, Reserve for Encumbrances Computation. This computation is as follows: Lapse expenditures per Report SG05 plus lapse period appropriation credits, if any, plus liabilities from SAMS mandatory transfers, outstanding obligations for reappropriated accounts at June 30 and liabilities payable from future year's appropriations, if any, less total liabilities as computed on Form SCO-549, Summary of Liabilities.

Impact of Reappropriations to a Subsequent Fiscal Year

The final fund appropriations per SAMS records (i.e., SAMS extended Report SE04 for August or other appropriate SAMS accounting records) should be recorded in the appropriations from State resources on the operating statement. When current year appropriations are reappropriated to the subsequent fiscal year, the current year appropriations from State resources account should be reduced by the amount of the reappropriation to reflect the State's realignment of the budgetary needs to the subsequent year and avoid "double counting" a portion of the appropriation in more than one fiscal year.

When obligations for reappropriated accounts from Form SCO-549 contain amounts which are liabilities at June 30, the net change in liabilities from reappropriated accounts from the prior year to the current year must be reflected in the GAAP operating statement as a net change in liabilities for reappropriated accounts. Likewise, the liabilities payable from reappropriated accounts must be included in an asset account to properly reflect the substance of the agency shared fund balance at June 30, Current Year (CY). This can be accommodated by including the net change in unexpended appropriation.

Treatment of Revenue/Receipts by State Agencies

In order to account for and present the entire financial activity of the agency for the period and yet not display a large artificial agency fund balance, the receipts which an agency deposits into a shared fund must be reported as receipts/revenues and then deducted as an other sources (uses) of financial

resources. Receipts collected and transmitted to State treasury should be used for the other sources (uses) of financial resources account.

Presentation of Appropriations in Excess of a Fund's Available Cash

State law prohibits spending from a fund which does not have an adequate balance to cover a proposed expenditure - even though the appropriation authority exists. This deficiency in the fund will be reflected as lapsed appropriations. Lapsed appropriations which occur because of insufficient cash in the fund should be explained in the footnotes.

Unique Agency-Level Financial Statement Accounts For Shared Funds

Unexpended appropriation. This asset account is defined as lapse period warrants issued July-August per SAMS records (i.e., Comptroller's extended Report SE04 as of August or other appropriate SAMS reports) plus increase in liabilities for reappropriated accounts CY or minus a decrease in liabilities for reappropriated accounts CY, if any.

Reappropriation to future year(s). This contra revenue account reduces current year's appropriations by the amount of the reappropriation to reflect the State's realignment of the budgetary needs to the subsequent year and avoid double counting a portion of the appropriation in more than one fiscal year.

Net change in liabilities for reappropriated accounts. This account reflects the amount which should be added to or subtracted from the current year's appropriation for shared funds to reflect the increase or decrease from PY to CY for amounts included in obligations for reappropriated accounts on Form SCO-549 which are liabilities at June 30, PY and June 30, CY.

Appropriations from State resources. This other sources (uses) of financial resources account equals the final legally adopted appropriation per SAMS records (i.e., Comptroller's extended Report SE04 as of August or other appropriate SAMS reports).

Receipts collected and transmitted to State treasury. This other sources (uses) of financial resources account equals all receipts per SAMS (non-GAAP) except appropriations from State resources above from Balance per SAMS column on Form SCO-512. This account (non-GAAP) on the GAAP combined operating statement will agree to the budget and actual operating statement for a fund.

NOTE: If prior year refunds per Comptroller's Report SG06 occur for shared funds, it is necessary to increase expenditures by an identical amount for agency-level reporting purposes.

Lapsed appropriations. Final legally adopted appropriation minus net warrants issued for the fourteen month period July-August per SAMS records (e.g., extended Report SE04 as of August).

INSTRUCTIONS

AGENCY-WIDE FINANCIAL STATEMENTS

Agencies required to prepare agency-wide financial statements that do not have activity in proprietary funds and have been assigned to only one function (see SAMS Procedure 11.50.50) have the option of using one of two reporting models. The first reporting model is a single statement presentation of both the agency-wide financial statements and the fund level financial statements (Exhibit 27.50.60-A and C). The adjustment column in this presentation displays the reconciliations between the statement of net assets and the governmental funds balance sheet and the statement of activities and the governmental funds statement of revenues, expenditures and changes in fund balances. The second reporting model is the basic reporting model prescribed by GASB Statement No. 34. Agencies with proprietary fund activity or have been assigned to more than one function must use the basic reporting model prescribed by GASB Statement No. 34.

NOTES TO THE FINANCIAL STATEMENTS (FOOTNOTES)

Footnotes must be comprehensive in scope and in accordance with current GAAP authoritative literature. Once footnotes have been drafted for an agency's initial report, the narrative information and amounts can be reviewed and updated for use in succeeding years' reports. The length and content of the footnotes will vary depending on an agency's activity and complexity, but certain disclosures apply to all agencies. Some of the more common footnotes necessary for the fair presentation of the financial statements follow.

Summary of Significant Accounting Principles and Policies. This footnote includes, but is not limited to, a description of the basis of presentation and the reporting entity (See Exhibit 27.50.60-G); a description of the funds and fund types used in the report; a description of the budgetary process; and a description of the accounting policies used in preparing the financial statements.

Disclosures Concerning Deposits and Investments. Governmental Accounting Standards Board Statement No. 3, *Deposits with Financial Institutions, Investments (including Repurchase Agreements) and Reverse Repurchase Agreements,* requires certain disclosures that include classifying deposits and certain types of investments into risk categories. Further information related to GASB Statement No. 3 and its application can be obtained from SAMS Procedure 27.20.79 and from the Comptroller's Office. For locally held funds, the required information is presented on Form SCO-579, Analysis of Deposits and Investments. GASB Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, GASB Statement No. 28, *Accounting and Financial Reporting for Securities Lending Transactions* and GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, also provide guidance on the valuation and disclosure of investments.

Disclosure of Interfund Receivable and Payable Amounts. The information for each fund necessary for "due from/to" footnote disclosure is presented on Form SCO-565, Interfund Payable/Receivable Analysis.

Capital Assets Balances and Changes in Capital Assets. The information for each proprietary fund and all governmental funds is presented by asset class and can be obtained from GAAP Form SCO-538, Capital Asset Summary.

Long-Term Obligations Balances and Changes in Long-Term Obligations. In most cases, information for this footnote is available from two sources. For compensated absences, Form SCO-580, Compensated Absences can be used. For capital leases, Comptroller provided schedules should normally be utilized.
Disclosures Concerning Future Lease Commitments. The required information must be presented for capital leases, installment purchases and operating leases and can be obtained from Comptroller provided lease schedules.

Retirement System(s). Governmental Accounting Standards Board Statement No. 5, *Disclosures of Pension Information by Public Employee Retirement Systems and State and Local Governmental Employers,* GASB Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, GASB Statement 26, *Financial Reporting for Postemployment Healthcare Plans Administered by Defined Benefit Pension Plans* and GASB Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers* require certain disclosures by State agencies issuing financial statements.

Disclosure of Significant Contingent Liabilities. The necessary information can be obtained from agency legal counsel and GAAP Form SCO-599, Contingencies, Commitments and Related Party Transactions.

The above listing is not all inclusive. As previously stated, materiality levels for appropriate footnote disclosures should be thoroughly examined by each agency because of the diverse variations in the dollar amounts to be reported by each State agency. A particular agency's activities may necessitate additional disclosures. For example, if an agency has taxes receivable, loans and notes receivable, or a material deficit fund balance, additional footnote disclosure would be required. In making any footnote disclosure, prudent judgment must be exercised and the materiality of the item taken into consideration. The Guide to Implementation of GASB Statement 34 and Related Pronouncements lists the following as potential areas for disclosures:

- Accounting policies
- Bond, revenue and tax anticipation notes
- Claims and judgments
- Commitments and contingencies
- Conduit debt
- Deficit fund balances
- Demand bonds
- Deposits and investments
- Derivatives
- Designations
- Encumbrances
- External investment pools
- Interfund eliminations
- Nonexchange transactions that are not measurable
- Operating leases
- On-behalf payments
- Other postemployment benefits
- Pension plans and activities
- Related-party transactions
- Reporting entity considerations
- Repurchase and reverse repurchase agreements
- Securities lending
- Special assessments
- Termination benefits
- Violations of legal provisions

The Comptroller's Office can provide the necessary information and a model footnote to facilitate State agency disclosures in accordance with the GASB Statements.

REQUIRED SUPPLEMENTAL INFORMATION

The Comptroller's Office is not requiring agencies to prepare required supplemental information. Agencies that do not prepare required supplemental information in their agency financial statements should consult with the Office of the Auditor General for the effect of the opinion of the agency's agency-wide financial statements. For those agencies that want to prepare required supplemental information, a brief discussion is contained below.

Management's Discussion and Analysis. Management's discussion and analysis is an objective and easily readable analysis of the government's financial performance for the year. This analysis should provide users with the information they need to help them assess whether the government's financial position has improved or deteriorated as a result of the year's operations. GASB Statement No. 34, paragraphs 8-11 provides a listing of items required to be presented in the management's discussion and analysis.

Budgetary Comparison Schedule for Major Governmental Funds. This is a comparison of the current budgetary year's original budget, final amended budget and actual amounts received and expended. For nonshared funds, the Comptroller's Office can provide individual fund reconciliations of budgetary excess or deficiency to GAAP excess or deficiency.

Reconciliation of Budgetary Excess or Deficiency to GAAP Excess or Deficiency Budget vs. GAAP. This is a reconciliation of the excess (deficiency) of revenues over expenditures and other sources (uses) of financial resources (budgetary basis) to the excess (deficiency) of revenues over expenditures/expenses and other sources (uses) of financial resources (GAAP basis) for major funds. The actual excess (deficiency) of revenues over expenditures and other sources (uses) of financial resources for major funds on the combined operating statement (Non-GAAP) must be reconciled to the GAAP basis excess (deficiency) in a footnote to the required supplemental information as follows:

Revenue adjustments. Current year (CY) GAAP revenue adjustments minus prior year (PY) GAAP revenue adjustments. (For shared funds, from Form SCO-512; nonshared Form SCO-517. Nonshared funds must add CY cash

on hand and in transit and PY cash on hand and in transit, if applicable, to both sides of the above calculation).

Expenditure adjustments. (PY GAAP expenditure adjustments plus PY encumbrances minus PY lapse period expenditures) minus (CY GAAP expenditure adjustments plus CY encumbrances minus CY lapse period expenditures). Note: Nonshared funds must add PY vouchers in transit and CY vouchers in transit to both sides of the above calculation.

Encumbrances adjustments. CY encumbrances (net of CY obligations for reappropriated accounts, if any, but not less than zero) minus PY encumbrances (net of PY obligations for reappropriated accounts, if any, but not less than zero).

PRESENTATION

For financial reporting purposes, the presentation of GAAP basis financial statements and notes should follow a logical progression. Agency-level financial statement information should normally be presented in this sequence:

* Introductory Section. This includes the Table of Contents and any other information considered appropriate by management.

* Financial Section. This section includes:

    1. The Auditor's Report

    2. Management’s Discussion and Analysis

    3. The Agency-wide Financial Statements

        (a) The Statement of Net Assets, and

        (b) The Statement of Activities

    4. The Fund Financial Statements. Depending on an agency's activities, the Fund Financial Statements may include:

(a) The Governmental Funds Balance Sheet

(b) The Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets;

(c) The Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances;

(d) The Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Funds Balances to the Statement of Activities;

(e) The Proprietary Funds Statement of Net Assets;

(f) The Proprietary Funds Statement of Revenues, Expenses and Changes in Fund Net Assets;

(g) The Proprietary Funds Statement of Cash Flows;

(h) The Statement of Fiduciary Net Assets; and

(i) The Statement of Changes in Fiduciary Net Assets

5. Notes to the Financial Statements

6. Other Required Supplemental Information

7. Combining Statements/Schedules - by fund type - where an agency has more than one fund of a given fund type or in some instances, more than one fund type (e.g., private purpose trust and agency fiduciary funds). These statements should be presented by fund type and include all funds of a fund type not presented as major funds in the fund financial statements.

NOTE: Agencies that do not have activity in proprietary funds and have been assigned to only one function that chose to have a single statement presentation will display 1) a Statement of Net Assets and Governmental Funds Balance Sheet, 2) a Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets a Statement of Activities and Governmental Funds, 3) a Statement of Revenues, Expenditures and Changes in Fund Balances, 4) a Reconciliation of the

Governmental Funds Statement of Revenues, Expenditures and Changes in Funds Balances to the Statement of Activities, 5) a Fiduciary Funds Statement of Net Assets and 6) a Fiduciary Funds Statement of Activities in place of the statements listed in (3) and (4) above.

The above discussion is intended to provide guidance to agencies preparing GAAP basis financial statements. Some of the more common issues have been addressed in this procedure and suggestions have been made for presentation of agency-level information in the financial statements. As stated earlier, however, the statements are the responsibility of agency management and statement presentation preferences are the decision of agency management.

The GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, GFOA's *Governmental Accounting, Auditing, and Financial Reporting* and other governmental accounting authoritative literature should be referred to as needed. The Comptroller's Office can also provide guidance as necessary.

State Agency
Statement of Net Assets and Governmental Funds Balance Sheet
June 30, 2002

	Major Fund 1	Major Fund 2	Nonmajor Funds	Total Governmental Funds	Adjustments	Statement of Net Assets
Assets:						
Unexpended appropriations	50,000	50,000	100,000	200,000		200,000
Cash and cash equivalents	200,000	50,000	225,000	475,000		475,000
Investments	25,000	5,000	20,000	50,000		50,000
Taxes receivable	10,000	-	-	10,000		10,000
Intergovernmental receivables	5,000	5,000		10,000		10,000
Other receivables	1,000	2,000	2,000	5,000		5,000
Due from fiduciary funds	-	-	5,000	5,000		5,000
Due from other State funds	2,000	1,000	2,000	5,000		5,000
Due from component units of the State of Illinois	-	-	5,000	5,000		5,000
Inventories	2,000	2,000	1,000	5,000		5,000
Prepaid expense	-	-	-	-	10,000	10,000
Loans receivable	10,000	-	-	10,000		10,000
Restricted assets	-	-	10,000	10,000		10,000
Other assets	-	-	10,000	10,000		10,000
Property, plant, and equipment	-	-	-	-	1,000,000	1,000,000
Total assets	305,000	115,000	380,000	800,000	1,010,000	1,810,000
Liabilities:						
Accounts payable and accrued liabilities	125,000	15,000	260,000	400,000	2,000	402,000
Intergovernmental payables	100,000	50,000	50,000	200,000		200,000
Due to fiduciary funds	-	-	10,000	10,000		10,000
Due to other State funds	-	-	10,000	10,000		10,000
Due to component units of the State of Illinois	-	-	10,000	10,000		10,000
Deferred revenues	10,000	-	-	10,000	(10,000)	-
Liabilities payable from restricted assets	-	-	10,000	10,000		10,000
Notes payable	-	-	10,000	10,000		10,000
Capital leases payable, short term	-	-	-	-	15,000	15,000
Compensated absences, short term	-	-	-	-	5,000	5,000
Certificates of participation, short term	-	-	-	-	5,000	5,000
Capital leases payable, long term	-	-	-	-	35,000	35,000
Compensated absences, long term	-	-	-	-	15,000	15,000
Certificates of participation, long term	-	-	-	-	20,000	20,000
Total liabilities	235,000	65,000	360,000	660,000	87,000	747,000
Fund Balances/Net assets						
Reserved for encumbrances	100,000	10,000	90,000	200,000	(200,000)	-
Reserved for investments	5,000	-	5,000	10,000	(10,000)	-
Reserved for intergovernmental receivables	5,000	5,000	-	10,000	(10,000)	-
Reserved for other receivables	1,000	2,000	2,000	5,000	(5,000)	-
Reserved for loans and notes receivable	10,000	-	-	10,000	(10,000)	-
Reserved for inventories	2,000	2,000	1,000	5,000	(5,000)	-
Reserved for other	-	-	15,000	15,000	(15,000)	-
Unreserved, designated for debt service	-	-	5,000	5,000	(5,000)	-
Unreserved, designated for other	-	-	5,000	5,000	(5,000)	-
Invested in capital assets, net of related debt	-	-	-	-	925,000	925,000
Restricted net assets	-	-	-	-	-	-
Unreserved, unrestricted	(53,000)	31,000	(103,000)	(125,000)	263,000	138,000
Total fund balances/net assets	70,000	50,000	20,000	140,000	923,000	1,063,000
Total liabilities and fund balances	305,000	115,000	380,000	800,000		

The accompanying notes to the financial statements are an integral part of this statements.

State Agency
Reconciliation of Governmental Funds Balance Sheet
to Statement of Net Assets
June 30, 2002

Total fund balances-governmental funds	140,000
Amounts reported for governmental activities in the Statement of Net Assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	1,000,000
Prepaid expenses for governmental activities are current uses of financial resources for funds	10,000
Revenues in the Statement of Activities that do not provide current financial resources are deferred in the funds.	10,000
Some liabilities reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as liabilities in governmental funds. These activities consist of:	
Capital lease obligations	(50,000)
Compensated absences	(20,000)
Certificates of participation	(25,000)
Accrued interest	(2,000)
Claims and judgments	
Net assets of governmental activities	1,063,000

The accompanying notes to the financial statements are an integral part of this statement.

State Agency
Statement of Activities and Governmental Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2002

	Major Fund 1	Major Fund 2	Nonmajor Funds	Total Governmental Funds	Adjustments	Statement of Activities
Expenditures/expenses:						
Program expense (education, transportation, etc.)	500,000	100,000	400,000	1,000,000	100,000	1,100,000
Debt service-principal	50,000	25,000	175,000	250,000	(250,000)	-
Debt service-interest	5,000	2,500	17,500	25,000	2,000	27,000
Capital outlays	25,000	2,500	47,500	75,000	(75,000)	-
Total expenditures/expenses	580,000	130,000	640,000	1,350,000	(223,000)	1,127,000
Program Revenues:						
Changes for services:						
Licenses and fees	50,000	5,000	45,000	100,000	-	100,000
Other	15,000	5,000	30,000	50,000	-	50,000
Total charges for services	65,000	10,000	75,000	150,000	-	150,000
Operating grant revenue:						
Federal	25,000	25,000	50,000	100,000	5,000	105,000
Other	20,000	5,000	25,000	50,000	-	50,000
Total operating grant revenue	45,000	30,000	75,000	150,000	5,000	155,000
Capital grant revenue:						
Federal	25,000	-	75,000	100,000	-	100,000
Other	25,000	-	25,000	50,000	-	50,000
Total capital grant revenue	50,000	-	100,000	150,000	-	150,000
Net program revenues	(420,000)	(90,000)	(390,000)	(900,000)	228,000	(672,000)
General revenues:						
Income taxes	25,000	-	-	25,000	-	25,000
Sales taxes	25,000	-	-	25,000	-	25,000
Motor fuel taxes	25,000	-	-	25,000	-	25,000
Public utility taxes	25,000	-	-	25,000	-	25,000
Interest and investment income	-	5,000	20,000	25,000	-	25,000
Other	5,000	-	20,000	25,000	-	25,000
Total general revenues	105,000	5,000	40,000	150,000	-	150,000
Other sources (uses):						
Appropriations from State resources	750,000	250,000	275,000	1,275,000	-	1,275,000
Reappropriations to future year(s)	(50,000)	-	-	(50,000)	-	(50,000)
Net change in liabilities for reappropriated accounts	(50,000)	-	-	(50,000)	-	(50,000)
Receipts remitted to State Treasury	(300,000)	(50,000)	(250,000)	(600,000)	-	(600,000)
Capital transfers from other State agencies	-	-	-	-	-	-
Adjustments for debt recorded at State level	-	-	-	-	(125,000)	(125,000)
Operating transfers-in	25,000	25,000	50,000	100,000	-	100,000
Operating transfers-out	(100,000)	-	-	(100,000)	-	(100,000)
Proceed from bond issuances	-	-	100,000	100,000	(100,000)	-
Proceeds from capital lease financing	5,000	5,000	15,000	25,000	(25,000)	-
Proceeds from certificates of participation	-	-	25,000	25,000	(25,000)	-
Total other sources (uses)	280,000	230,000	215,000	725,000	(275,000)	450,000
Change in fund balance/net assets	(35,000)	145,000	(135,000)	(25,000)	(47,000)	(72,000)
Lapsed appropriations	(200,000)	(50,000)	(100,000)	(350,000)		(350,000)
Fund Balance/net assets July 1, 2001	305,000	(45,000)	255,000	515,000		1,485,000
Fund Balance/net assets July 1, 2002	70,000	50,000	20,000	140,000		1,063,000

The accompanying notes to the financial statements are an integral part of this statement.

Exhibit 27.50.60-D
(03-002)

State Agency
Reconciliation of Statements of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to Statement of Activities
For the Year Ended June 30, 2002

Net change in fund balances	(25,000)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. This is the amount by which depreciation exceeded capital outlays in the current period.	(25,000)
Some capital additions were financed through capital leases. In governmental funds, a capital lease arrangement is considered a source of financing, but in the Statement of Net Assets the lease obligation is reported as a liability.	(25,000)
Some capital additions were financed through certificates of participation. In governmental funds, a certificate of participation arrangement is considered a source of financing, but in the Statement of Net Assets the certificate of participation obligation is reported as a liability.	(25,000)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.	5,000
Prepaid expenses in the Statement of Net Assets are not reported as expenses in the funds.	5,000
Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Assets.	250,000
Receipt of bond proceeds is a current financial resources in the governmental funds, but an obligation in the Statement of Net Assets	(100,000)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These activities consist of:	
Increase in compensated absences	(5,000)
Increase in claims and judgments	
Increase in accrued interest	(2,000)
Some assets were transferred in from other State agencies and therefore, were received by the agency at no cost.	-
Some long-term debt obligations of the agency are not displayed on the agency's Statement of Net Assets due to an unavailable allocation method of certain State bonds.	(125,000)
Change in net assets of governmental activities	(72,000)

The accompanying notes ot the financial statements are an integral part of this statement.

State Agency
Combined Balance Sheet
June 30, 2002

	General Fund	Special Revenue Funds	Debt Service Funds	Total
Assets:				
Cash and cash equivalents	190,000	50,000	400,000	640,000
Investments	25,000	5,000	20,000	50,000
Taxes receivable	10,000	-	-	10,000
Intergovernmental receivables	5,000	5,000	-	10,000
Other receivables	3,000	2,000	-	5,000
Due from fiduciary funds	5,000	-	-	5,000
Due from other State funds	4,000	1,000	-	5,000
Due from component units of the State of Illinois	50,000	-	-	50,000
Inventories	3,000	2,000	-	5,000
Prepaid expense	10,000	-	-	10,000
Loans receivable	10,000	-	-	10,000
Other assets	-	-	10,000	10,000
Total assets	315,000	65,000	430,000	810,000
Liabilities:				
Accounts payable and accrued liabilities	125,000	15,000	260,000	400,000
Intergovernmental payables	100,000	50,000	50,000	200,000
Due to fiduciary funds	10,000	-	-	10,000
Due to other State funds	10,000	-	-	10,000
Due to component units of the State of Illinois	10,000	-	-	10,000
Deferred revenues	10,000	-	-	10,000
Total liabilities	265,000	65,000	310,000	640,000
Fund Balances/Net assets				
Reserved for encumbrances	100,000	10,000	-	110,000
Reserved for investments	5,000	-	20,000	25,000
Reserved for intergovernmental receivables	5,000	5,000	-	10,000
Reserved for other receivables	1,000	2,000	-	3,000
Reserved for loans and notes receivable	10,000	-	-	10,000
Reserved for inventories	2,000	2,000	-	4,000
Reserved for other	15,000	-	10,000	25,000
Unreserved, designated for debt service	-	-	90,000	90,000
Unreserved, designated for other	20,000	-	-	20,000
Unreserved, undesignated	(108,000)	(19,000)	-	(127,000)
Total fund balances/net assets	50,000	-	120,000	170,000
Total liabilities and fund balances	315,000	65,000	430,000	810,000

State Agency
Combined Statement of Revenues,
Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2002

	General Fund	Special Revenue Funds	Debt Service Funds	Total
Revenues:				
Income taxes	100,000	-	-	100,000
Sales taxes	100,000	-	-	100,000
Motor fuel taxes	100,000	-	-	100,000
Public utility taxes	50,000	50,000	-	100,000
Federal operating grants	25,000	25,000	-	50,000
Other operating grants	5,000	-	-	5,000
Federal capital grants	5,000	-	-	5,000
Other capital grants	-	5,000	-	5,000
Federal general grants	5,000	-	-	5,000
Other general grants	5,000	-	-	5,000
Licenses and fees	25,000	50,000	-	75,000
Other charges for services	-	15,000	-	15,000
Interst and investment income	25,000	50,000	25,000	100,000
Other	5,000	5,000	-	10,000
Total revenues	450,000	200,000	25,000	675,000
Expenditures:				
Education	400,000	150,000		550,000
Debt service:				
Principal	50,000	25,000	200,000	275,000
Interest	10,000	5,000	35,000	50,000
Capital outlays	25,000	10,000	-	35,000
Total expenditures	485,000	190,000	235,000	910,000
Other sources (uses):				
Operating transfers-in	50,000	25,000	100,000	175,000
Operating transfers-out	(100,000)	(10,000)	-	(110,000)
Proceed from bond issuances	-	-	100,000	100,000
Proceeds from capital lease financing	25,000	-	-	25,000
Proceeds from certificates of participation	-	-	100,000	100,000
Total other sources (uses)	(25,000)	15,000	300,000	290,000
Change in fund balance/net assets	(60,000)	25,000	90,000	55,000
Fund Balance/net assets July 1, 2001	110,000	(25,000)	30,000	515,000
Fund Balance/net assets July 1, 2002	50,000	-	120,000	570,000

STATE OF ILLINOIS
STATE AGENCY
NOTES TO THE FINANCIAL STATEMENTS

Year Ended June 30, 2002

1. ORGANIZATION AND FUNCTIONS

The State Agency (the Agency) was created by and act of the General Assembly (XX ILCS XXX) in 19XX.

The Agency is organized to provide for (purpose of Agency). The Agency is organized into XX departments to carry out its responsibilities.

2. SIGNIFICANT ACCOUNTING PRINCIPLES AND POLICIES

a. Basis of Presentation (For an Agency Presenting Government-wide Financial Statements)

The accompanying financial statements of the Agency have been prepared in conformity with generally accepted accounting principles ("GAAP") as prescribed in pronouncements issued by the Governmental Accounting Standards Board ("GASB").

a. Basis of Presentation (For Agency Preparing Nonshared Funds Financial Statements)

The accompanying financial statements of the Agency present only the nonshared funds of the Department and are not intended to present fairly the financial position and results of operations of the Department in conformity with generally accepted accounting principles ("GAAP") as prescribed in pronouncements issued by the Governmental Accounting Standards Board ("GASB").

b. Financial Reporting Entity

As described in the Illinois Comprehensive Annual Financial Report, the State of Illinois is the oversight unit which includes all funds for all elected offices, departments and agencies of the State, as well as boards, commissions, authorities, and universities for which the State is considered financially accountable and over which the State's executive and legislative branches exercise oversight responsibility. Oversight responsibility is defined to include, but is not limited to, the following considerations: financial interdependence, selection of governing authority, designation of management, ability to significantly influence operations, accountability for fiscal matters, the scope of an organization's public service, and/or special financing relationships.

Based on the above definition, the Agency has been determined to be part of the primary government of the State of Illinois, the financial reporting entity. The accompanying financial statements present the financial position and results of operations of all the funds which comprise the Office.

c. Statement Presentation (For An Agency Using Single Statement Presentation)

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the Agency. Separate financials statements of provided for the Agency's fiduciary funds. The effect of the Department's interfund activity has been removed from the government-wide statements.

For the primary government, governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. As the Agency only supports the governmental activities of the primary government, the government-wide statements display governmental activities only.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include both charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues. As all of the Agency's activities are classified as part of the general government function of the primary government, all direct expenses and program revenues of the Agency are considered one function.

Since the government-wide financial statements of the Agency reflect only the general government function of governmental activities of the primary government the following government-wide financial statements and fund financial statements have been presented together:

Government-wide Financial Statements	Fund Financial Statements
Statement of Net Assets	Governmental Funds Balance Sheet
Statement of Activities	Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances

An adjustments column has been included to display the relationship between the two statements. With the exception of net assets in the government-wide financial statements and fund balance in the fund financial statements, the adjustments column

A separate statement of fiduciary net assets and statement of changes in fiduciary net assets has been presented to display the Agency's fiduciary activity. This activity is not a part of the government-wide statements.

c. Statement Presentation (For An Agency Using GASB Statement No. 34 Presentation)

The accompanying financial statements of the Agency have been prepared in conformity with generally accepted accounting principles ("GAAP") as prescribed in pronouncements issued by the Governmental Accounting Standards Board ("GASB").

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the Agency. Separate financials statements of provided for the Agency's fiduciary funds. The effect of the Department's interfund activity has been removed from the government-wide statements.

For the primary government, governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include both charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even thought the latter are excluded from the government-wide statements. Major individual governmental and major individual proprietary funds are reported as separate columns in the fund financial statements with nonmajor funds being combined into a single column.

c. Statement Presentation (For An Agency Presenting only Nonshared Funds)

The combined balance sheet, statement of revenues, expenses and changes in fund balance, statement of revenues, expenses and changes in net assets and statement of cash flows report information on all of the nonshared funds activities of the Agency.

29 State Property Reporting

10 Overview

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INTRODUCTION

GENERAL

State property consists of land, land improvements, site improvements, buildings, building improvements and equipment. Equipment is defined in section 5010.200 of the Illinois Administrative Code (Title 44, Subtitle D, Chapter I, Part 5010, Subpart B). Other categories of State property are defined in 03.30.10 of the SAMS Manual.

The State Property Reporting System has two major functions. It provides current statewide information applicable to property held by or on behalf of the State and ensures that agencies update property records, as necessary, to reflect the current balance of State property. It also enhances the accuracy of the statewide information reported by the agencies and the Comptroller.

The objective of this reporting process is to maintain current property information at a summary level. The reporting of detailed property information to the Comptroller at the transaction or individual property item level (except capital lease acquisitions) is not required at this time. This detailed information is to be maintained and made available to the Comptroller upon request.

DETAIL RECORD KEEPING

Although agencies are required to report to the Comptroller on the summary level, supporting detail records must be maintained. Such detail records are to be organized by major asset category and include the following information for each asset: (1) Cost (or other value); (2) function and activity; (3) reference to acquisition source document; (4) acquisition date and date placed in service; (5) name and address of vendor; (6) short description of asset; (7) organization unit charged with custody; (8) location; (9) fund and account from which the item was purchased; (10) method of acquisition; (11) estimated useful life; (12) estimated salvage value; (13) date, method and authorization of disposition; (14) tag number; (15) accumulated depreciation; (16) depreciation method; (17) depreciation convention; and (18) insured value (if applicable). This list is not exhaustive. An agency may include additional information for its own needs. Items of a nominal value may be excluded from the detail records; however, listings of the items are to be maintained for internal accountability purposes. For example, a list of nominal value items might indicate a description of the item, its location, and quantity.

REPORTING TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

The State Property Control Act **(30 ILCS 605)** describes an agency's reporting responsibilities to the Department of Central Management Services (CMS). CMS is required to keep a master record of real property (e.g., land, buildings, etc.). Therefore, agencies are required to report to CMS any changes, additions, deletions, or other transactions affecting real property on a monthly basis. Forms will be furnished by CMS.

Agencies must also maintain a permanent record of all property. A listing of the permanent record is required to be submitted to CMS annually in a format prescribed by CMS. Annual or even more frequent inventories may be required by CMS. Detail reporting requirements will be transmitted to agencies by CMS.

SYSTEM CYCLE

The system cycle begins at the agency level with the preparation of the "Agency Report of State Property" (Form C-15). When the report is completed, it is submitted to the agency official responsible for approving it. After the official has reviewed and signed the report, it is submitted to the Office of the Comptroller for processing.

Purchased assets should generally be included on the "Agency Report of State Property" in the quarter the assets were received. Capital lease assets are to be included on the report for the quarter in which the lease was executed. Because capital lease assets include an interest component, their costs will be calculated for all State agencies by the Comptroller's Office. The Comptroller's Office will transmit information on the cost of each capital lease asset to the agency in a timely manner, allowing the cost to be included in the appropriate quarterly report.

Upon receiving the report from the agency, the Comptroller's Office will review it for completion of all data elements, clerical accuracy and reasonableness.

After determining that the information reported is ready for processing, it will be entered in the State Property Reporting system. The data will be used for reporting purposes and for responding to inquiries by the general public and other users of statewide State property information.

DOCUMENT DESCRIPTION

The "Agency Report of State Property" is for the reporting by State agencies of State property information classified by major category. The report also reconciles the beginning balance of State property by category, per agency records, to the ending balance of State property by category, per agency records. It is used in preparing the Statewide Report of State Property. Its primary data elements are the major categories of State property, their related costs, the beginning balances for the quarter, the additions for the quarter, the deductions for the quarter, net transfers for the quarter and the ending balance for the quarter.

PROCEDURES FOR ANNUAL ASSET COUNT AND INSPECTION

Each State agency should conduct an inventory of its assets on an annual basis in order to support the existence and accuracy of amounts reported. The inventory should include all capital assets meeting the requirements for capitalization in Procedure 03.30.30, Capitalization, as well as any additional assets meeting the requirements identified in Section 5010.460 of the Department of Central Management Services' Property Control Regulations. Agency management should take into consideration the number of assets to be counted and the location of the assets when determining the timing of the count.

Procedures to be followed in conducting an inventory depend on the category of the asset:

Moveable Assets
A physical inspection and count should be conducted of all moveable assets (e.g., equipment and works of art) to ensure the Agency's asset records are complete and accurate.

Immovable Assets
Agencies will need to determine if it is practical to physically count immovable assets, e.g., infrastructure, land, land improvements, site improvements, buildings and building improvements. At a minimum, agencies should ensure the listing of immovable assets is complete, accurate and supported by underlying documentation of ownership (e.g., certificate of title or deed).

Assets that are obsolete, damaged or no longer used in operations should be identified and, if necessary, removed from the agency's asset records. The asset records should be reconciled to the results of the inventory and updated accordingly.

STATUTE REFERENCE

The State Comptroller Act **(15 ILCS 405/17)** states that:

> "The Comptroller shall maintain current inventory records of all property held by or on behalf of the State or any State agency, which may be copies of the official inventory control records maintained by State agencies or summaries thereof. The Department of Central Management Services and each other State agency so holding such property shall report to the Comptroller, on forms prescribed by the Comptroller, all property acquired or disposed of by that agency, in such detail and at such times as the Comptroller requires, by rule, to maintain accurate, current inventory records. The Department of Central Management Services shall transmit to the Comptroller a certified copy of all reports it may issue concerning State property, including its annual report."

As a result of this mandate, the State Property Reporting System was developed to provide a current summary of statewide State property information.

PROPERTY CONTROL OBJECTIVES

PROPERTY CONTROL REQUIREMENT

Property control procedures are required by section 3001 of the Fiscal Control and Internal Auditing Act **(30 ILCS 10/3001)**. With respect to property control, the aforementioned statute requires that, "All State agencies shall establish and maintain a system, or systems, of internal fiscal and administrative controls, which shall provide assurance that:

> …(3) funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use, and misappropriation."

PROPERTY CONTROL OBJECTIVES

The objectives of property control include operational objectives of good stewardship and preservation of assets to minimize the burden placed on State government to replace lost, stolen or damaged property. Property control procedures include physical inspection and recording the existence of inspected property items, adjustment of property control records and reporting the results of the annual survey to the Comptroller's Office, as required by SAMS. Property control procedures are generally designed to prevent or, at least, promptly detect loss or damage to property.

Agencies of the State of Illinois should distinguish between property control objectives described in Chapter 29 and financial reporting objectives described in Chapters 3 and 27.

Financial reporting objectives include providing support for the underlying assertions of management in the State's financial statements, including assertions of existence or occurrence, completeness, rights and obligations, valuation or allocation and presentation and disclosure. In other words, management asserts that the assets reported actually exist and the transactions reported actually occurred and were recorded in the proper period. They also assert that assets are rights, liabilities are obligations and neither are materially misstated in light of the accounting principles used. Finally, the presentation and disclosure assertion gives support that items reported are properly described and classified.

The objectives of financial reporting and property control are in some ways overlapping or complementary. However, controls designed to prevent or promptly detect a loss of a small value asset, while important operationally, are not relevant for financial reporting, which is primarily concerned with the dollar values of the assets. For financial reporting purposes, managers weigh the costs of reporting small-dollar assets with the benefits derived from reporting them. For example, the costs associated with calculating, recording, reporting and maintaining depreciation records for small value assets significantly exceed the corresponding value of the benefits. Therefore, the State has adopted much higher asset capitalization thresholds for financial reporting than for property control reporting.

STATEMENT OF GENERAL POLICY

"AGENCY REPORT OF STATE PROPERTY" (FORM C-15)

As mentioned previously, this report provides information at a summary level. When properly completed, it should present the total cost of State property, by category, reflected on the agency's records as of the reporting date and reconcile the beginning balance of State property to the ending balance.

In order to facilitate the consistent preparation of this report for transactions of a similar nature, the following guidelines should be followed:

I. Donated Property

Land, buildings, equipment and/or other State property received as a gift or donation should be recorded in the agency's records at their fair market value at time of donation. The fair market value is generally established by an appraisal performed by a qualified appraiser.

II. Lease Property

Capital Lease Property, is property which meets one of the four criteria for classifying as a capital lease (see Procedure 03.50.60). These leases should be capitalized and recorded as an asset of the leasing State agency. This property must also be reflected on the "Agency Report of State Property" at a cost determined by the Comptroller's Office.

By using the following procedure, an agency will facilitate the recording of capital lease property at the correct cost. For every Contract Obligation Document (C-23) which cites type code 38 or 39, and some which cite type code 31, agencies must submit to the Comptroller’s Office a completed SCO-560 (Accounting for Leases-Lessee). These forms should be sent to the Financial Reporting Department of the Comptroller’s Office. The SCO-560 will enable the Comptroller's Office to determine if the lease agreement is a capital lease and, if so, to determine the asset's basis. This information will be provided to agencies on a timely basis so that it can be included in the "Agency Report of State Property" in the "Capital Lease Assets" section.

III. Installment Purchase Property

The value of property acquired by the installment purchase method is calculated by the Comptroller's Office in the same manner as leased property. All installment purchase transactions that have a transaction code of 38 or 39 on their Contract Obligation Document, an SCO-560 must be sent to the Financial Reporting Department of the Comptroller's Office at the time the Contract Obligation Document is submitted to the Obligations Unit. The Comptroller's Office will then inform the agency of the proper cost of the asset to be recorded in their records in a timely manner. When an agency is informed of the cost, this amount must be treated as an addition to the appropriate category of State property (i.e., buildings and building improvements, equipment, etc.). Installment purchase assets are **not** to be placed in the capital lease category, even though the asset cost is calculated in the same manner.

IV. Capital Development Board (CDB) Activity

A. Construction in Progress

The cost of projects involving the construction of assets or major remodeling, renovation and rehabilitation projects (as defined by the CDB) which are funded by direct appropriations to the CDB will be reported by the CDB as "Construction in Progress" (CIP) on their "Agency Report of State Property" until the CDB determines the project to be "substantially complete" (i.e., ready for its intended use). At the time the project is substantially complete, the CDB will the CDB Agency Turnover Report to transfer the project cost to the agency. The agency is then responsible for recording the capital asset on their books and records.

Remodeling, renovation and rehabilitation projects that are not classified as "major" by the CDB will not be accounted for as CIP. Costs associated with these projects will be transferred to the agencies on a quarterly basis, through the use of the "CDB Agency Turnover Report." These costs will be classified as Non-CIP costs. At the time of the transfer, these costs should be recorded by the agency in their capital asset records as a repair and maintenance cost for that period. The guidance for distinguishing between repairs and maintenance and capital items is provided in SAMS 03.30.10.

B. Completed Projects

When a project which is being accounted for as construction in progress by the CDB is substantially complete (i.e., ready for its intended use), the CDB will remove these costs from its construction in progress account. The CDB removes costs from construction in progress quarterly and notifies agencies, through the use of the "CDB Agency Turnover Report," of the costs to be recorded on their books. The agency for which the project was undertaken should record the cost of the project in the applicable asset category.

C. Capital Development Board Durable, Moveable Equipment

When an agency receives durable, moveable equipment purchased by the Capital Development Board, the equipment should be recorded on the agency's property records as the equipment is received, and the equipment should be reported on the Agency Report of State Property in the period during which the equipment's cost is transferred from the CDB. If problems are encountered with the transfer report, please contact the CDB.

V. Non-CDB Construction in Progress

Agencies that have construction in progress which is funded by direct appropriations to them should report the construction in progress costs as "Construction in progress" on their "Agency Report of State Property." This is true even though the Capital Development Board may be administering the project.

INSTRUCTIONS FOR COMPLETION OF THE "AGENCY REPORT OF STATE PROPERTY"

The following instructions present the procedures to follow in preparing the "Agency Report of State Property" (Form C-15). Exhibit 29.20.10-A illustrates a blank form with the reference numbers on it. Exhibit 29.20.10-B illustrates a properly completed "Agency Report of State Property." NOTE: A single Form C-15 should be prepared for all of an agency's governmental funds, while a separate Form C-15 should be prepared for each proprietary and fiduciary fund. In addition, a single Form C-15 should be prepared by each university. *All amounts should be rounded to the nearest dollar.

GENERAL INFORMATION

(1) Print or type the name of the agency, board, commission, university office, etc.

(2) Enter the 3-digit Comptroller assigned agency number. Refer to Section 11 - Expenditure Authority (Procedure 11.50.40) for a complete listing of agency names and numbers.

(3) Enter the official fund name for proprietary and fiduciary funds.

(4) Enter the 4-digit Comptroller assigned fund number.

(5) Enter the last day of the reporting period. For example, December 31, 2001 would be 1 2 3 1 2 0 0 1.

ACCOUNT INFORMATION

Instructions (6) through (12) apply to the cost of land and land improvements, site improvements, buildings and building improvements, equipment, capital lease assets and construction in progress reflected on the reporting agency's records as of the end of the last quarter reported. Cost refers to the historical cost of the assets. Assets should **not** be reported net of depreciation.

The cost of land, land improvements, site improvements, buildings and equipment should include the agency's cost of completed and substantially completed (i.e., ready for its intended use) facilities whether constructed or acquired by the Capital Development Board or the agency. (Refer to the Statement of General Policy - Preparation of the "Agency Report of State Property." SAMS Procedure 29.10.30).

Form C-15 makes a distinction between capital lease assets and other types of assets. Other types of assets include those equipment items, buildings and building improvements **not** currently being acquired through a capital lease arrangement. Capital lease assets are acquired through a capital lease arrangement and are to be reflected on Form C-15 at the amount specified by the Comptroller's Office. The Comptroller's Office will determine which multiple-year leases are capital leases. If a multiple-year lease is determined to be a capital lease, the Comptroller's Office will specify the appropriate asset value. Therefore, each new multiple-year lease entered into by the agency will have to be reported to the Comptroller's Office on Form SCO-560. The SCO-560 must be completed and submitted to the Financial Reporting Department of the Comptroller's Office for each multiple-year lease at the time the Contract Obligation Document (C-23) is filed with the Obligations Unit. However, agencies who administer proprietary funds (including all universities) do not have to report on Form SCO-560 if the agency uses their own lease calculating system and the agency reports this information on Form SCO-535, Proprietary Fund Schedule of Footnote Disclosure Information or Form SCO-585, University Schedule of Footnote Disclosure Information. Once SCO-560 form has been submitted, the Comptroller's Office will provide the correct reporting amount to the agency as soon as the determination is made.

(6) Enter the previous quarter's "Amount Per Agency Records" balance for land and land improvements.

(7) Enter the previous quarter’s “Amount Per Agency Records” balance for site improvements.

(8) Enter the previous quarter's "Amount Per Agency Records" balance for buildings and building improvements.

(9) Enter the previous quarter's "Amount Per Agency Records" balance for equipment.

(10) Enter the previous quarter's "Amount Per Agency Records" balance for buildings and building improvements that have been determined to be capital lease assets. The Comptroller's Office will determine whether an asset is a capital lease asset by reviewing the SCO-560 form submitted by the agency.

(11) Enter the previous quarter's "Amount Per Agency Records" balance for equipment items that have been determined to be capital lease assets. The Comptroller's Office will determine whether an asset is a capital lease asset by reviewing the SCO-560 form submitted by the agency.

(12) Enter the previous quarter's "Amount Per Agency Records" balance for construction in progress. (See SAMS Procedure 29.10.30 for construction in progress reporting requirements.)

(13) Sum amounts reported in (6) thru (12) and enter the result.

(14) Enter, on the appropriate line, all additions to each asset category that occurred during the quarter being reported. This does not include transfers-in. Additions are new purchases, new capital lease items, property donated to the State and acquisitions related to prior years not previously reported. Note: Addition amounts related to prior years' acquisitions should also be separately identified on line (28).

(15) Enter, on the appropriate line, all deletions to each asset category that occurred during the quarter being reported. This does not include transfers-out. Deductions include reductions, corrections of prior year errors and unplanned terminations of capital lease assets. Reductions can include inventory adjustments down and sales or retirements. The majority of corrections are adjustments for prior year errors and material deletions. Note: All corrections must be footnoted. Unplanned terminations of capital lease assets are leases terminated at any time prior to the normal expiration of the specified lease term. If deductions result in a positive amount, they are to be shown in brackets.

(16) Enter, on the appropriate line, the net amount of transfers in/out that occurred during the quarter being reported. If the balance of net transfers is negative, it must be shown in brackets. Transfers refer to items that have either been moved between agencies (e.g. Capital Development Board construction, Central Management Services surplus property) or within an agency between property categories. For example, when payment on a capital lease is complete and ownership of the asset acquired, the cost must be transferred out of the Capital Lease Asset category and transferred into the appropriate asset category. Also, items reported the previous quarter as “Transfers in from CDB” (18) must be included in the current quarter as “Net Transfers” in the appropriate asset category. Because these items were not part of the “Amount Per Agency Records” for the previous quarter, they were not included in the current quarter’s beginning balance, and they need to be accounted for in the agency’s records.

(17) For each asset category, subtract (15) from the sum of the appropriate beginning balance (6-12), (14), and (16) and enter the result.

(18) Enter, on the appropriate line, the amount of transfers-in from the Capital Development Board (CDB), if any. The amount to be recorded is the amount received from the CDB on the "CDB Agency Turnover Report" for the current quarter. Amounts on the “CDB Agency Turnover Report” are not to be reported as construction in progress, but in the categories designated by CDB. CDB will provide two copies of the "CDB Agency Turnover Report" to the agency when property is transferred. One copy of this document must be attached to the C-15 filed with the Comptroller to support the "Transfers-in from CDB" amount. Note: Because the previous quarter’s “Transfers-in from CDB” amount was not included in the “Amount Per Agency Records”, it must be included as “Net Transfers” on the current quarter’s C-15. (See reference #16 above)

(19) Enter, on the appropriate line, those items which were transferred from CDB that are not capitalized, if any, (e.g., repair and maintenance, equipment items previously added to inventory) by the reporting agency.

(20) For each asset category, subtract (19) from the sum of (17) and (18) and enter the result.

(21) Add all amounts in (14) and enter the result.

(22) Add all amounts in (15) and enter the result.

(23) Add all amounts in (16) and enter the result.

(24) Add all amounts in (17) and enter the result. This should also equal the result of (13) plus (21) minus (22) plus/minus (23).

(25) Add all amounts in (18) and enter the result.

(26) Add all amounts in (19) and enter the result.

(27) Add all amounts in (20) and enter the result. This should also equal the result of (24) plus (25) less (26).

(28) Enter additions related to prior period acquisitions not previously reported.

(29) Enter the name(s) of the State agency(s) involved in the asset transfer(s) reported in "Net Transfers". (See reference #16 above)

(30) Enter the dollar amount(s) of assets transferred from (to) the corresponding agency(s) identified on line (29).

(31) Enter, if necessary, an explanation for unusual or significant transactions reported during the period.

(32) Enter the name (typed or printed) of the responsible agency official.

(33) Enter the signature of the responsible agency official.

(34) Enter the date of the signature approved report.

(35) Enter the phone number of the agency contact (including area code and extension, if applicable.)

FILING REQUIREMENTS

The report is to be filed on a quarterly basis and should be submitted to the Office of the Comptroller no later than the last day of the month following the last day of the quarter. Failure to submit these reports by the following reporting deadlines will result in a delinquency letter to the Office of the Auditor General.

Quarters Ended	Report Due Date
September 30	October 31
December 31	January 31
March 31	April 30
June 30	July 31

The report should be submitted to the following address:

Office of the Comptroller
Financial Reporting
325 West Adams Street, 4th Floor
Springfield, Illinois 62704

Exhibit 29.20.10-A
(03-002)

Agency Report of State Property

C-15

Agency (1) (2)

Fund (3) (4)

Reporting Quarter Ended (5)

Asset Class	Nearest Dollar							
	Beginning Balance	Additions	Deletions	Net Transfers	Amount Per Agency Records	Transfers in from CDB	Non-Capitalized CDB Transfers	Amount For GAAP
Land and land improvements	$ (6)	$ (14)	$ (15)	$ (16)	$ (17)	$ (18)	$ (19)	$ (20)
Site Improvements	(7)							
Buildings and building improvements	(8)							
Equipment	(9)							
Capital Lease Assets -								
Buildings and building improvements	(10)							
Equipment	(11)							
Construction in progress	(12)							
Total	$ (13)	$ (21)	$ (22)	$ (23)	$ (24)	$ (25)	$ (26)	$ (27)

Amount of additions not previously reported: $ (28)

"Net Transfers" above - Inter-Agency amounts:

(29) Agency Name — $ (30) Amount Transferred

(29) Agency Name — $ (30) Amount Transferred

Reminder: *Contact the agency with whom you are exchanging assets to insure your records are in agreement.*

Explanation of items above: (31)

(32) Responsible Agency Official (type or print)

(33) Responsible Agency Official Signature — (34) Date

(35) Telephone Number

Exhibit 29.20.10-B
(03-002)

Agency Report of State Property

C-15

Agency Department XYZ 240

Fund

Reporting Quarter Ended 09 30 1996

Asset Class	Beginning Balance	Additions	Deletions	Net Transfers	Amount Per Agency Records	Transfers in from CDB	Non-Capitalized CDB Transfers	Amount For GAAP
	Nearest Dollar							
Land and land improvements.	$ 26,862	$	$	$	$ 26,862	$	$	$ 26,862
Site Improvements.								0
Buildings and building improvements.	1,164,334				1,164,334	215,000		1,379,334
Equipment.	325,194	16,810	3,225	3,000	326,849	25	5	326,869
Capital Lease Assets -								
Buildings and building improvements. . . .	32,304				32,304			32,304
Equipment.	119,492	1,260		<600>	119,018			119,018
Construction in progress.		505			505			505
Total.	$ 620,286	$ 2,311	$ 3,225	$ *<300>	$ 621,972	$ 215,025	$ 5	$ 643,492

Amount of additions not previously reported: $

"Net Transfers" above - Inter-Agency amounts:

CMS — Agency Name — $ 300 — Amount Transferred

Agency Name — $ — Amount Transferred

Reminder: *Contact the agency with whom you are exchanging assets to insure your records are in agreement.*

Explanation of items above: * Transferred $300 in Equipment to CMS surplus property.

Mary Smith
Responsible Agency Official (type or print)

Mary Smith
Responsible Agency Official Signature

10/15/96
Date

217/476-7890
Telephone Number