

FORM **F-25**  
(8-2-2004)  
U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

**In correspondence pertaining to this report, please refer to the Census File Number above your address.**

**2004 ANNUAL SURVEY OF GOVERNMENT FINANCES**

**STATE AGENCIES**

**RETURN TO**

**U.S. Census Bureau  
ATTN: Governments Division  
Washington, DC 20233-6800**

State	Office or agency
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**Data supplied by**

Name

Title

Telephone

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

This form has been approved by the Office of Management and Budget (OMB) and has been given the number 0607-0585. Please note that we have displayed this number in the upper right hand corner of this form. Display of this number confirms that we have approval from OMB to conduct this survey. If this number were not displayed, we could not request your participation in this survey.

Please note that this is a national form that applies to governments with wide differences in the size of their service areas, the amount of the population served, and the extent and complexity of their financial accounts. We estimate public reporting burden for this collection of information to vary from 2.0 to 8.0 hours per response, with an average of 3.0 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0585, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, D.C. 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0585" as the subject.

**GENERAL INSTRUCTIONS**

Before filling out this form, please read each part carefully.

- If possible, report all figures for the latest 12-month period ended June 30. If your fiscal year is not on that basis and if you cannot report revenue and expenditure data on that basis, please report such amounts for your latest fiscal year which closed before June 30, and enter the closing date here —

Month	Day	Year

- Please report consolidated amounts covering all funds and accounts of your agency, net of any duplicative transfers between funds. Include amounts of expenditure from bond funds, construction accounts, and other capital funds, as well as from current funds, but

exclude all transactions of employee-retirement fund(s) administered by your agency.

- For any items which do not apply to your agency, enter "None" or a dash (—). However, please report fully for each applicable item.

- Do not delay reporting to await finally audited figures. Please supply preliminary figures or estimates, if necessary, to report promptly; enter an asterisk (\*) after any such estimates.

- Please send to us also, a copy of the most recent annual financial report for your agency. An addressed mailing label is enclosed for your convenience.**

- If you have any questions, call 1-888-590-2748.

**Part I REVENUE — Exclude proceeds from borrowing, sale of investment securities, and any duplicative transfers between funds and accounts of your agency.**

Item	Amount — <b>Omit cents</b>	
<b>A. From State funds and agencies</b> — Include any appropriations, reimbursements, or Federal aid received through State funds.	\$	.00
<b>B. Any revenue direct from Federal Government</b> — Exclude loans.		.00
<b>C. Any amounts from counties, cities, and other local governments</b>		.00
<b>D. From earnings on investments</b>		.00
<b>E. From sale of real property</b>		.00
<b>F. Current charges for services and sales</b> — Receipts from tolls, rentals, fees, and other charges for services, excluding amounts called for above — <i>Specify major items.</i>	<b>Charges/Revenue</b>	<b>Amount — <i>Omit cents</i></b>
	<b>1.</b>	\$ .00
	<b>2.</b>	.00
	<b>3.</b>	.00
	<b>4. All other</b>	.00
<b>Total — Sum of items F1 through F4</b> →	\$	.00
<b>G. Other revenue</b> — Any revenue not covered above. Exclude proceeds from borrowing, from sale of security holdings, and any intra-agency transfers — <i>Specify major items.</i>	<b>1.</b>	\$ .00
	<b>2.</b>	.00
	<b>3.</b>	.00
	<b>Total — Sum of items G1 through G3</b> →	\$

**PLEASE RETAIN A COPY OF THE COMPLETED QUESTIONNAIRE FOR YOUR FILES**

<b>Part II EXPENDITURE</b>			
Item			Amount — <b>Omit cents</b>
<b>A. Expenditure for construction</b> — Include major repairs, alterations, planning, and design. Include not only amounts for construction performed on a contract basis, but also any expenditure for construction carried out by personnel of this agency. Exclude interest capitalized as a cost of construction. Report in item D.			\$ .00
<b>B. Purchase of equipment</b> — Include amounts for replacement as well as for additional equipment.			.00
<b>C. Purchase of land and existing structures</b>			.00
<b>D. Interest on debt</b> — Total amount of interest paid on all debt, long-term and short-term, of your agency. Include capitalized interest paid on construction loans. Exclude debt retirement, which should be reported in part III, item A3.			.00
<b>E. All other expenditure</b> — All expenditure other than for items covered above, including salaries and wages and purchases of materials and supplies for current operation maintenance. <b>Do not include (1)</b> payments for purchase of securities, <b>(2)</b> transfers between funds and accounts of your agency, or <b>(3)</b> provision for depreciation. — Specify major items.	Expenditures		Amount — <b>Omit cents</b>
	1.		\$ .00
	2.		.00
	3.		.00
	4.		.00
	5.		.00
	6. All other		.00
<b>Total — Sum of items E1 through E6</b> →			\$ .00
<b>F. Salaries and wages included in items A and E above</b> — Total salaries and wages paid during the fiscal year to all officers and employees of your agency, including regular, temporary, full-time, and part-time personnel. Also include salaries and wages paid to personnel of this agency working on agency funded construction projects.			.00

<b>Part III DEBT OUTSTANDING, ISSUED, AND RETIRED</b>			
<b>A. Long-term debt</b> — Bonds, mortgages, etc., with an original term of more than one year. <b>General obligation debt</b> comprises obligations incurred in the name of the agency or the State and bearing its pledge of full faith and credit. It includes special guaranteed debt obligations payable initially by special funds or revenues, but backed by the credit of the State. <b>Nonguaranteed debt</b> consists of debt payable solely from earnings or from pledged special assessments or sources.			
Item	Amount — <b>Omit cents</b>		
	General obligation debt (a)	Nonguaranteed debt (b)	
1. Debt outstanding at beginning of fiscal year	\$ .00	\$ .00	
2. Issued during fiscal year	.00	.00	
3. Retired during fiscal year	.00	.00	
4. Outstanding at end of fiscal year (1 plus 2 minus 3)	.00	.00	
5. Exhibit of long-term debt refunding, if any, during the fiscal year	a. Refunding bonds issued (included in item 2 above)	.00	.00
	b. Long-term debt retired by refunding (included in item 3 above)	.00	.00
<b>B. Short-term (interest-bearing) debt</b> — Bond anticipation notes, bank loans, and other interest-bearing obligations with a term of one year or less. <b>Exclude</b> accounts payable and any amounts owed to State or State-agency funds.			Amount — <b>Omit cents</b>
1. Amount outstanding at beginning of fiscal year			\$ .00
2. Amount outstanding at end of fiscal year			.00

<b>Part IV CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR</b>			
Report separately for each of the three types of funds listed below, the total amount of cash on hand and on deposit and investments in Federal Government, Federal agency, State and local government, and non-governmental securities. Report all investments at book value. Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property, and all non-security assets.			
Type of fund			Amount — <b>Omit cents</b>
1. <b>Sinking funds</b> — Reserves held for redemption of long-term debt			W01 \$ .00
2. <b>Bond funds</b> — Unexpended proceeds from sale of bond issues held pending disbursement			W31 .00
3. All other funds except employee retirement funds			W61 .00