



U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

## 2012 ANNUAL SURVEY OF STATE GOVERNMENT FINANCES

OMB No. 0607-0585: Approval Expires 06/30/2014

### Supplemental state government data collection example

We are writing to request information for our Annual Survey of State Government Finances. This annual survey enables the Census Bureau to develop statistical estimates of government revenue, expenditure, debt, and assets for all 50 states. We publish these estimates in summarized format, by Census Bureau category, for all states. The statistics are used by the Bureau of Economic Analysis in that agency's mission to develop the National Income and Product Accounts - Gross Domestic Product (GDP), national income, and the like. The statistics also are used by other Federal agencies, states, and policy makers, to develop a variety of important economic measures.

We would like to obtain copies of the report(s) specified below. The data requested are for your government's fiscal year that ended XXXX.

Name of financial source documents being requested or specified revenue or expenditure items.

Please verify, correct, or add to the following information:

1. Mailing address (top of this page):
2. Telephone Number:
3. Fax Number:
4. E-mail address:

Official mailing labels are enclosed for your convenience in sending the materials to us. If you have any questions about this request, the survey, or the transmission of the files, please contact me at 1-866-820-7210, or via e-mail at: [govs.state.finance@census.gov](mailto:govs.state.finance@census.gov).

We request a variety of reports for this annual survey. Some are specialized, while others are standard (such as annual financial reports). If any of the standard reports we request from your agency are available from an Internet site, you may direct us to the web pages in lieu of providing a hard copy. For any reports so available, we will eliminate this request for future surveys.

We appreciate your continued cooperation in this important annual survey.

The U.S. Census Bureau receives its authorization to conduct this survey from Title 13, United States Code, Section 182. This collection of information has been approved by the Office of Management and Budget (OMB) and given the number 0607-0585. Please note the number displayed in the upper right corner of this screen. Display of this number confirms that we have approval from OMB to conduct this survey. If this number was not displayed, under the Paperwork Reduction Act, we could not request your participation in this voluntary survey. Information provided in this collection tool compiled from or customarily provided in public records are exempt from confidential treatment as cited in Title 13, United States Code, Section 9.

Public reporting burden for this collection of information is estimated at an average of 1 hour per response, including time for gathering 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@census.gov](mailto:Paperwork@census.gov); use Paperwork Project 0607-0585 as the subject



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We would like to obtain copies of the report(s) specified below. The data requested are for your government's fiscal year that ended XXXX.

Census Revenue Electronic Report by Fund, Program, Dept., Object, SubObject

Census Expenditure Electronic Report by Fund, Program, Dept., Object, SubObject

Chart of Accounts

You may send your electronic files via our web upload site located at <http://harvester.census.gov/EBNET/>. Instructions for uploading the electronic data files are provided on the attachment to this letter. You will need your 14-digit user identification number (User ID) to utilize the upload service.

Please verify, correct, or add to the following information:

1. Mailing address (top of this page):
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**2014 ANNUAL  
SURVEY OF LOCAL GOVERNMENT FINANCES  
County, Municipal, and Township**

OMB No. 0607-0585: Approval Expires 07/31/2017

Sample local government finance supplemental letter

Dear Local Government Official:

The U.S. Census Bureau is conducting the 2014 Annual Survey of Local Government Finances. We conduct this survey annually to develop comprehensive local government data used by Federal agencies, state legislators, finance offices, research organizations and many other users. Most of the data are obtained from a questionnaire (Form F-28) that was recently sent to you. In order to complete our work, we need the additional information shown below.

Total Senior Citizens Tax Deferral Receipts from State  
Amount Retained by County  
Amount Distributed to Cities (please specify cities below)

Please fill in the amounts requested for the year ending XXXX on the attached spreadsheet and return it in the postage paid envelope.

If you have any questions, please contact us at 1-800-242-4523 or [govsfinstaff@census.gov](mailto:govsfinstaff@census.gov)

Your cooperation and assistance are greatly appreciated.

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Report amount of fees retained by your county from tax collections. Do not include amounts of taxes or licenses collected by the county agent for another government and forwarded to that government.

Motor vehicle fees retained by county  
Sales tax fees  
Fees for collecting state recording fees,  
Mortgage tax fees,  
Transfer tax fees  
Conservation license fees  
Other fees

Please fill in the amounts requested for the year ending XXXX on the attached spreadsheet and return it in the postage paid envelope.

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Report amounts items listed below. Do not include revenue or expenditures for Food Stamp Program except for administrative costs for disbursements.

**Receipts:**

State and Federal aid for all welfare programs

County appropriations

Recoveries and reimbursements from welfare recipients

Other receipts – specify

**Disbursements:**

Cash payments under Federally aided assistance programs (Temporary Assistance to Needy Families)

Cash payments for general assistance

Vendor payments other than for medical and hospital care (Burial, Heating Assistance, etc.)

SSI payments to State

Administration of TANF assistance, foster care and other welfare activities not included in items listed above (include Food Stamp Administration)

Please fill in the amounts requested for the year ending XXXX on the attached spreadsheet and return it in the postage paid envelope.

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We are requesting data concerning the financial transactions of the XXXX OTB Corporation for the year that ended December 31, XXXX. We ask that your office supply us with the following:

Information concerning the distribution of the breakage, surcharge, and profits of the corporation, as described below.

Distribution of Breakage  
Breakage Paid to the State  
Breakage Retained by the Corporation  
Distribution of Surcharge and Surcharge Breakage  
Distribution of Profits

Please fill in the amounts requested on the attached spreadsheet and return it in the postage paid envelope.

If you have any questions, please contact us at 1-800-242-4523 or [govsfinstaff@census.gov](mailto:govsfinstaff@census.gov)

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