U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU

WORKSHEET
F-32 (10/03/2019)

2019 ANNUAL SURVEY OF LOCAL GOVERNMENT FINANCES
Special Agencies

OMB No. 0607-0585: Approval Expires 07/31/2023

DUE DATE:

February 18, 2020

Need help or have questions?
- **Visit** https://census.gov/govs/local
- **Call** 1-800-832-2839 weekdays, 8AM to 5PM ET

In correspondence pertaining to this report, please refer to the User ID supplied in your letter.

WORKSHEET

DO NOT use this worksheet to respond to the survey. It is intended to assist you with gathering and preparing your data prior to reporting online.

Return to https://respond.census.gov/alfin when you are ready to report online.

ATTN:

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REPORT ONLINE: It's fast and secure. Respond to this survey via the Internet at the following Web address using the supplied User ID and Password: **https://respond.census.gov/alfin**

GENERAL INSTRUCTIONS

Before filling out this survey, please read carefully each part and all related definitions and instructions.
Note especially:

1. Please report amounts covering all funds and accounts of this agency except for any employee retirement funds administered by this agency. **Include** bond redemption and interest funds, and construction or development funds, as well as current funds. **Exclude** refunds and transfers between funds or accounts of this agency.
2. You may report on either a cash or accrual basis.
3. As this survey is used for various kinds of agencies, some of the items may not apply to this agency. However, read carefully the definition of each item to determine whether it applies to any of this agency's transactions.
4. Do **not** delay reporting to await finally audited figures, if substantially accurate figures can be supplied on a preliminary basis.

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1 Is the addressee title/department and mailing address the same as shown in the address label?

☐ Yes – Go to 2 ☐ No – Enter correct information below

Addressee Title or Department

ATTN:

Street 1

Street 2

City State Zip Code

Please continue on the next page

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PART 1 – ENDING DATE OF FISCAL YEAR

2 **Which one of the following indicates the ending date of this agency's fiscal year that ended between July 1, 2018 and June 30, 2019?** *Use this fiscal year even though a more recent one may be available. Mark "X" only one box.*

2018		2019	
☐ July	☐ October	☐ January	☐ April
☐ August	☐ November	☐ February	☐ May
☐ September	☐ December	☐ March	☐ June

PART 2 – GOVERNMENT ACTIVITY

3 **Was this government active during the fiscal year indicated in question 2?**

☐ Yes - *Go to* 4

☐ No - *Continue*

Please indicate the reason this government was inactive during the fiscal year indicated in question 2.

☐ Closed

☐ Open with no revenue or expenditures

☐ Never existed

☐ Other – *Specify:*

PART 3 – REVENUES

4 **What was the amount of tax collections during the fiscal year indicated in 2 from all taxes imposed by this agency?**

Include
- Levies for debt service
- Levies for contributions to pension funds
- Levies for other funds or purposes
- Special property taxes (*e.g., automobiles or intangible property*)
- Taxes collected for this agency by another government
- Current and delinquent amounts, penalties, and interest

Exclude
- Receipts from service charges
- Special assessments
- Interest earnings
- Fines
- Any other sources that are not taxes or licenses

A. Property taxes - All taxes on property, real or personal.

Exclude
- Taxes not measured by value
- Payments in lieu of taxes (*should be reported in* 5 *and/or* 6)

Property Taxes

$Mil.	Thou.	Dol.

B. Taxes other than property taxes - *Specify:*

Other Taxes

$Mil.	Thou.	Dol.

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PART 3 – REVENUES - *Continued*

5 What was the amount of intergovernmental revenues received by this agency from other governments during the fiscal year indicated in 2?

Include
- Grants
- Shares of taxes imposed by other governments
- Payment in lieu of taxes
- Reimbursements for services performed for other governments
- Payments under the American Recovery and Reinvestment Act of 2009 (ARRA)

Exclude
- Loans
- Any taxes imposed by this agency which were collected for it by another government (*should be reported in* 4)
- Receipts from utility sales to other governments (*should be reported in* 6)

Report total intergovernmental revenue received

	Intergovernmental Revenues $Mil.	Thou.	Dol.
A. From other local governments			
B. From the State **Include** • Any amounts financed wholly or in part from Federal grants to the State (*i.e., pass-throughs*) **Exclude** • Collection fees.			
C. From the Federal government directly			

6 What was the amount of revenues, other than tax and intergovernmental revenues, received by this agency during the fiscal year indicated in 2?

Include
- Revenues of all funds

Exclude
- Refunds and transfers between funds and accounts of this agency

	Other Revenues $Mil.	Thou.	Dol.
A. Current charges - Gross receipts from fees, sales, rentals, tolls, maintenance assessments, and other charges for commodities or services. **Include** • Utility services, including utility sales to the Federal, State, or other local governments **Exclude** • Grants and other amounts received from the Federal, State, or other local governments (*should be reported in* 5)			
B. Special assessments - Compulsory contributions and reimbursements from owners of property benefited by improvements (*e.g., streets, sewers, sidewalks, water extensions, etc.*) as well as for servicing special assessment debt. **Exclude** • Proceeds from sales of special assessment bonds (*should be reported in* 10) • Maintenance assessments (*should be reported in item A.*)			
C. Receipts from sale of property and other capital assets **Include** • Property sold to other governments **Exclude** • Tax sales (*should be reported in* 4).			

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PART 3 – REVENUES - *Continued*

	Other Revenues $Mil.	Thou.	Dol.
D. Interest earnings - Interest received on all deposits and investment holdings of this agency. **Include** • Interest on construction funds **Exclude** • Interest earnings of any employee pension funds			
E. Fines and forfeits - Receipts from penalties imposed for violations of law and civil penalties			
F. Royalties - Compensation or portion of proceeds from extraction of natural resources (*e.g., oil, gas, and mineral rights*)			
G. Private donations - Gifts of cash or securities from private individuals or corporations.			
H. Miscellaneous other revenues - Revenues of this agency not reported in items A. through G. or questions 4 through 5. **Include** • Insurance claims • Recoveries of prior year expenditures • Dividends • Recorded profits from sale of investments • Payments in lieu of taxes from private sources **Exclude** • Proceeds from borrowing • Receipts from sale of security holdings • Transfers between funds or accounts of this agency • Employee contributions to employee pension funds • Interest earnings of any employee pension funds			

	Total Revenues $Bil.	Mil.	Thou.	Dol.
7 What was the total amount of revenues reported on this form (*Sum of* 4 *through* 6)?				

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PART 4 – EXPENDITURES

8 **What was the amount of expenditures during the fiscal year indicated in 2?**

A. Expenditures for construction

Include
- Production, additions, replacements, or major structural alterations to buildings and other improvements
- Major repairs and alterations
- Amounts for construction performed on a contract basis
- Any expenditures for construction carried out by personnel of this agency

Exclude
- Interest capitalized as a cost of construction (*should be reported in item C.*) . . . .

Expenditures

$Mil.	Thou.	Dol.

B. Purchase of equipment, land, and existing structures

Include
- Amounts for replacement and additional equipment
- For lease purchase installment contracts. . . . .

C. Interest on debt - Total amount of interest paid on all debt, long-term and short-term, of this agency.

Include
- Capitalized interest paid on construction loans

Exclude
- Debt retirement (*should be reported in* 10). . . . .

D. Payments to other governments - Payment in lieu of taxes, reimbursements for services received, etc.

1. To State government . . . .

2. To local governments. . . . .

E. All other expenditures - All expenditures not reported in items A. through D.

Include
- Expenditures for salaries and wages
- Operating leases
- Rent
- Utility services
- Materials and supplies for current operation and maintenance
- All other expenditures

Exclude
- Payments for retirement of debt
- Payments for purchase of securities
- Transfers between funds and accounts of this agency
- Provisions for depreciation
- Benefits and payments from self-administered employee pension funds . . . .

Total Expenditures

$Bil.	Mil.	Thou.	Dol.

F. TOTAL – (*Sum of items A. through E.*). . . . .

9 **What was the total amount of expenditures for salaries and wages reported in 8?**

Personnel Expenditures

$Bil.	Mil.	Thou.	Dol.

Exclude
- Fringe benefits . . . .

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PART 5 – INDEBTEDNESS

10 **What was the total amount of long-term debt held by this agency for the fiscal year indicated in 2?**
Report bonds, mortgages, etc., with an original term of more than one year, including revenue bonds and special assessment bonds as well as general obligation bonds.

Include
- Debt refunded

Exclude
- Capital leases (*should be reported in* 8)
- Amounts for compensated absences

A. What was this agency's debt for all public purposes?

		Long-term Debt for Public Purposes			
		$Bil.	Mil.	Thou.	Dol.
1. Outstanding at beginning of fiscal year	+				
2. Issued during fiscal year (*include all refunding issues*)	+				
3. Retired during fiscal year (*include debt refunded*)	-				
4. Outstanding total at end of fiscal year (*items A1. + A2. - A3.*)	=				

B. What was this agency's debt for privately owned housing, industrial, or business purposes? *This category is applicable only to those agencies authorized to issue debt of this type (e.g., industrial development revenue bonds, pollution control revenue bonds, conduit debt, etc.).*

		Long-term Debt for Private Purposes			
		$Bil.	Mil.	Thou.	Dol.
1. Outstanding at beginning of fiscal year	+				
2. Issued during fiscal year (*include all refunding issues*)	+				
3. Retired during fiscal year (*include debt refunded*)	-				
4. Outstanding total at end of fiscal year (*items B1. + B2. - B3.*)	=				

11 **What was the total amount of short-term debt held by this agency for the fiscal year indicated in 2?**
Report tax-anticipation notes, bond-anticipation notes, interest-bearing warrants, and other obligations with an original term of one year or less.

Exclude
- Accounts payable
- Other non-interest-bearing obligations
- Current portion of long-term debt (*should be reported as long-term debt in* 10)

	Short-term Debt			
	$Bil.	Mil.	Thou.	Dol.
A. Amount outstanding at beginning of fiscal year				
B. Amount outstanding at end of fiscal year				

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PART 6 – CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

12 **What was the total amount of cash and investments (at market value) held by this agency at the end of the fiscal year indicated in 2?**

Include
- Total amount of cash and cash equivalents on hand and on deposit
- Investments in Federal government, Federal agency, State and local government, and non-governmental securities

Exclude
- Accounts receivable
- Value of real property
- All non-security assets
- Employee retirement funds

	Amount at End of Fiscal Year			
	$Bil.	Mil.	Thou.	Dol.
A. Reserves held for redemption of long-term debt – (*e.g., sinking or debt service funds*). **Include** • Any mortgages and notes receivable held as offsets to housing and industrial financing loans.				
B. Unexpended proceeds from sale of bond issues held pending disbursement – (*e.g., bond funds*).				
C. All other cash and investments - Checking/savings accounts, CDs, stocks, bonds, mutual funds, etc.				

PART 7 – REMARKS

13 **Use this space for any explanations that may be essential in understanding the reported data.**

Include
- Any significant changes occurring within the last year
- Any difficulties encountered in completing this form

PART 8 – CONTACT INFORMATION

14 **Who should be contacted to answer questions about data reported on this form?**

Name of contact person - Please print

Title of contact person - Please print

Area code and phone number

Extension

Area code and fax number

Email Address - Please print

Date form was completed
(MM) (DD) (YYYY)

Thank you for completing this form.
Retain a copy of the completed questionnaire for your records.

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