

FORM **F-66(WY-2)**
(4-19-2019)

STATE OF WYOMING
DEPARTMENT OF AUDIT

For assistance in completing this report, please call the
Department of Audit at (307) 777-7798

IF BLANK, ENTER NAME & ADDRESS OF ENTITY BELOW

**STATE OF WYOMING
ANNUAL CITY AND TOWN
FINANCIAL REPORT**

**WHEN
COMPLETED,
PLEASE
RETURN TO**

**Wyoming Department of
Audit Public Funds Division
2300 Capitol Avenue
Hathaway Bldg, 2nd Floor
Cheyenne, WY 82002**

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

For fiscal year ended **June 30, 2019**

Part I TAXES - ALL FUNDS

**Part II CHARGES AND MISCELLANEOUS
REVENUE - ALL FUNDS**

Part I TAXES - ALL FUNDS		Part II CHARGES AND MISCELLANEOUS REVENUE - ALL FUNDS	
Item description	Amount Omit cents	Item description	Amount Omit cents
A. PROPERTY TAX - ASSESSED AT LOCAL LEVEL			
1. Current and delinquent tax	T01 \$	1. Water utility charges	A91 \$
2. County Auto Tax (your government's share)	T01	2. Waste water (sewer) charges	A80
3. Other	T01	3. Garbage charges (collection and recycling)	A81
B. LICENSES, PERMITS, AND OTHER TAXES		4. Solid waste charges (landfill)	A81
1. Franchise fees - Utilities	T15	5. Electric utility charges	A92
2. Building permits	T29	6. Housing and urban renewal charges	A50
3. Lodging tax - Local option	T19	7. Parks and recreation charges	A61
4. Animal licenses	T29	8. Airport charges	A01
5. Business licenses and permits	T28	9. Municipal court	U30
6. Other	T99	10. Highway charges	A44
TOTAL - TAXES - ALL FUNDS (Place total in Part I of Revenue-Summary totals after Part III on page 2.)	\$	11. Cemetery charges	A03
		12. Other charges - Specify	A89
		a.	A89
		b.	A89
		13. Special assessments	U01
		14. Receipts from sale of property	U11
		15. Interest earnings	U20
		16. Miscellaneous other revenue - See page 6	U99
		TOTAL - CHARGES AND MISCELLANEOUS REVENUE - ALL FUNDS (Place total in Part II of Revenue-Summary totals after Part III on page 2.)	\$

Part III INTERGOVERNMENTAL REVENUE - ALL FUNDS

Item description	Amount Omit cents	Item description	Amount Omit cents
A. REVENUE FROM THE FEDERAL GOVERNMENT (direct or pass through)	B30	B. REVENUE FROM THE STATE OF WYOMING - Continued	
1. PILT Grants – Federal Direct	\$	15. Other State aid (continued)	C89
2. Federal housing and urban renewal grants	B50	e. JTPA and SYEP	
3. Water grants	B91	f. Economic development	C89
4. Wastewater (sewer) grants	B80	g. Highway safety grants	C89
5. Garbage grants	B89	h. State PILT	C30
6. Landfill grants	B89	i. State lands and investments (other than for utilities)	C89
7. Electric grants	B92	j. 315 Legislative supplemental appropriation	C89
8. Other Federal grants (detail at XI on page 6)	B89	k. Other State grants	C89
9. TOTAL FEDERAL REVENUE	\$	l. Lottery & Pari-Mutuel Funds	C89
B. REVENUE FROM THE STATE OF WYOMING	C30	C. REVENUE FROM OTHER LOCAL GOVERNMENTS	D30
1. Veteran's exemption	\$	1. Specific purpose option tax "6th Penny"	\$
2. Municipal share of State sales tax	C30	2. Local general option tax "5th Penny"	D30
3. Municipal share of State cigarette tax	C30	3. Health and hospitals	D42
4. Municipal share of State mineral royalties	C30	4. Highways	D46
5. Severance tax	C30	5. Water grants	D91
6. Street and highways State gas tax	C46	6. Wastewater (sewer) grants	D80
7. Special fuels tax	C89	7. Garbage grants	D89
8. State health and mental health grants	C42	8. Landfill grants	D89
9. State aid for housing or urban renewal	C50	9. Electric grants	D92
10. State water grants	C91	10. Weed and pest	D89
11. Wastewater treatment (sewer) grants	C80	11. All other purposes	D89
12. Garbage grants	C89	TOTAL INTERGOVERNMENTAL REVENUE - ALL FUNDS	
13. Landfill grants	C89	(Place total in Part III of Revenue Summary totals immediately below.)	\$
14. State electric grants	C92	REVENUE - Summary totals	
15. Other State aid	C89	PART I	
a. Airport grants	C89	PART II	
b. Aircraft fuel sales tax	C89	PART III	
c. Parks and recreation grants	C89	TOTAL REVENUE - Part I through Part III)	
d. Law enforcement assistance grants	C89	(Place total revenue amount in Part VII, Reconciliation, Line 2, page 5.)	\$

Revenue from the State of Wyoming is continued at the top of the right-hand column on this page.

Note: Do not include proceeds from debt as revenue. Record it only in section V on page 4.

Part IV EXPENDITURES – ALL FUNDS

Purpose of expenditure	Chart of accounts reference (a)	FTE full-time positions (see note) (b)	PTE part-time positions (see note) (c)	Amount — Omit cents		
				Salaries, Benefits, and other current expenses (d)	Construction (e)	Purchase of equipment, land and buildings (f)
1. Financial administration	5007-5017			E23 \$	F23 \$	G23 \$
2. Judicial and legal	5001 & 5018			E25	F25	G25
3. General public buildings	5021-5024			E31	F31	G31
4. Central administration	5002-5006 5019			E29	F29	G29
5. Libraries	5570-5579			E52	F52	G52
6. Public welfare	5310-5327			E79	F79	G79
7. Payments to hospitals	5360			E36	F36	G36
8. Health other than hospitals	5301-5307, 5330 5340, 5350-5355			E32	F32	G32
9. Highways, streets and alleys	5201-5211			E44	F44	G44
10. Municipal airports	5230-5235			E01	F01	G01
11. Parking facilities	5240			E60	F60	G60
12. Police	5101-5119			E62	F62	G62
13. Fire department	5120-5129			E24	F24	G24
14. Correction including jail	5130-5136			E04	F04	G04
15. Protective inspection	5140-5145			E66	F66	G66
16. Parks/Recreation/Museums	5401-5463			E61	F61	G61
17. Housing and community development	5501-5503			E50	F50	G50
18. Water utility expenditures	5701			E91	F91	G91
19. Wastewater (sewer expenditures)	5710			E80	F80	G80
20. Garbage collection & recycling	5720			E81	F81	G81
21. Landfill expenses	5730			E81	F81	G81
22. Electric utility expenditures	5740			E92	F92	G92
23. Interest – water utility debt	6410			I91	Note: do not include principal portion of debt payment. Record only the interest portion here. Record principal in Section V on page 4.	
24. Interest – electric utility debt	6410			I92		
25. Interest – all other debt	6410			I89		
26. Animal control/Other protection	5150-5152, 5160			E32	F32	G32
27. Weed and pest control	5220-5224			E32	F32	G32
28. Cemetery	5250-5253			E03	F03	G03
29. Economic development	5510-5513, 5520			E89	F89	G89
30. Other expenditures – See page 6				E89	F89	G89
GRAND TOTAL EXPENDITURES (Lines 1 through 30) →				\$	\$	\$
TOTAL EXPENDITURES – ALL FUNDS (Sum of columns (d), (e), and (f)) →					\$	
(Place total expenditure amount in Part VII, Reconciliation, Line 4, page 5.)						

Note: Full-time equivalent (FTE) position is total hours worked divided by 2080 broken out between full-time permanent positions vs. part-time or seasonal positions.

Part V DEBT OUTSTANDING, ISSUED, AND RETIRED

A. LONG-TERM DEBT

Bonds, mortgages, etc. with an original term of more than one year issued in the name of your government or of particular agencies. Exclude lease purchase installment contracts and amounts for compensated absences.

	Amount - Omit cents					Totals (f)
	Sewer utility (a)	Water utility (b)	Electric utility (c)	Industrial revenue (d)	All other purposes (e)	
1. Outstanding beginning of fiscal year	19U \$	19U \$	19U \$	19T \$	19U \$	\$
2. Long-term loans received or bonds issued during fiscal year (add)	29U	29U	29U	24T	29U	
3. Long-term loans repaid or bonds retired during fiscal (subtract)	39U	39U	39U	34T	39U	
4. Outstanding at end of fiscal year	49U	49U	49U	44T	49U	
5. Revenue debt outstanding						
6. General obligation debt outstanding						

B. SHORT-TERM DEBT

Tax-anticipation notes, bond-anticipation notes, interest-bearing warrants and other obligations with a term of one year or less. Exclude accounts payable and other non-interest-bearing obligations.

Amount - Omit cents

1. Outstanding at beginning of fiscal year	61V \$	61V \$	61V \$
2. Outstanding at end of fiscal year	64V \$	64V \$	64V \$

Part VI

CASH AND INVESTMENT HELD AT END OF FISCAL YEAR

	Amount - Omit cents			
	Cash/Checking (a)	CD (b)	Other (c)	Total (d)
Sinking & Debt Service Funds - reserves for redemption of long term debt	\$	\$	\$	\$
a. Non-spendable				W01
b. Restricted				W01
c. Committed				W01
d. Assigned				W01
Reserves - set aside for future use				
a. Non-spendable				W61
b. Restricted				W61
c. Committed				W61
d. Assigned				W61
Bond Funds - unexpected proceeds from sale of bond issues held pending disbursement				
a. Non-spendable				W31
b. Restricted				W31
c. Committed				W31
d. Assigned				W31
All Other Funds - (except for employee retirement funds) Do not list reserves in this section. List these reserves in the appropriate categories above (i.e. Sinking & Debt Service Funds, Reserves, or Bond Funds)				
General Fund				W61
Special Revenue Fund				W61

Part VI CASH AND INVESTMENT ASSETS AT THE END OF THE FISCAL YEAR – Continued

	Amount – Omit cents			
	Cash/Checking	CD	Other	Total
Fiduciary (trust and agency) Fund	\$	\$	\$	\$
Special Assessment Fund				W61
Enterprise Fund				W61
Capital Projects Fund				W61
Retirement				
Total Cash and Investments	\$	\$	\$	\$

Part VII RECONCILIATION

	Amount – Omit cents
1. Grand total cash on hand and investments at the beginning of the fiscal year. (This must match the ending balance from last year's report.)	\$
2. Total revenues (Part III, page 2)	\$
3. Proceeds from the sale of bonds or long-term loans received, (Part V, line 2 (f))	\$
4. Grand total expenditure (Part IV, page 3)	\$
5. Bonded indebtedness or long-term loans retired or paid during the fiscal year (Part V, line 3 [f])	\$
SUBTOTAL (L1+L2+L3-L4-L5)	\$
6. Grand total cash on hand and investments at the end of the fiscal year (must agree with Part VI)	\$
7. Differences (Subtotal lines 1-5 less line 6)	\$
8. Explanation of Differences (from line 7 above)	\$
a.	\$
b.	\$
c.	\$
d.	\$
e.	\$
f.	\$
g.	\$
Total of Differences (must agree with amount reported in line 7 above)	\$

Part VIII MILL LEVIES & OTHER TAXING AUTHORITY

	Mills
1. Indicate how much of the municipal 8 mill levy your city or town currently assesses.	\$
2. What is the separately accessed by the fire district mill levy?	\$
3. What is your total mill levy for debt service and other purposes, including the 8 mill operating levy in question 1?	\$
4. What is the local option tax available for assessment?	\$
5. What is the local option tax assessed at June 30?	\$
CENSUS USE	V98

INSTRUCTIONS

GENERAL

1. The revenue and expenditures categories presented in this Financial Report conform to those used in the chart of accounts recommended by this Department. If your city or town uses other revenue or expenditure accounts which do not clearly correspond to the ones presented in this form and our chart of accounts, please contact the Department of Audit to determine an appropriate method of reporting them. The major objective is to obtain uniform reporting from all cities and towns to permit meaningful comparison of financial information.
2. **PLEASE ROUND ALL MONETARY AMOUNTS TO THE NEAREST DOLLAR.**
3. The report is to reflect the cash activity (receipts and disbursements) of all funds belonging to the city or town.
4. Do not show any budget amounts on this report. It is to show sources of funds received and uses of funds expended.
5. Include all revenues of the following districts in the report:

City airport	Boards of public utility	Local improvement districts
Street lighting districts	Urban renewal agencies	Lodging tax city boards, NOT JPB
		Downtown Development Authorities
6. Exclude all revenues of the following districts in the report:

Joint power boards	Water and sewer districts	Special districts which are separate entities
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7. **If you cannot decide where an item should be classified, please call Department of Audit at (307) 777-7798, for further assistance.**

REVENUES (PARTS I, II, AND III)

1. Record all of the city's or town's revenues in all funds. Do not include: (1) transfers from other funds; (2) proceeds received from the sale of bonds or funds received from long-term loans (this will be shown in PARTS V, (Page 4, Line A.2.) and VII (Page 5, Line 3)); or (3) principal from the sale of an investment (only the interest received should be shown as a revenue).
2. For any revenues that do not appear to fit the categories listed, you should record these on Page 6, PART X. Please show an item description, amount and if known, its alphanumeric code (number and letter on the left in revenue amount boxes).
3. Total revenues for PARTS I, II, and III and place the amounts in the Revenue – Summary totals following PART III on Page 2.
4. Copy the total revenue amount from the Revenue-Summary totals to PART VII (Page 5, Line 2) – Total revenues.

EXPENDITURES (PART IV)

1. The "Chart of Accounts Reference" column relates the line items to the chart recommended by this Department, as presented in the "Wyoming Municipal Accounting Handbook." If your city or town does not implement this chart, you should nevertheless refer to it to draw meaningful comparisons to your own chart. You should then group your financial data accordingly, thus maintaining the uniformity of response for proper comparison.

EXPENDITURES (PART IV) – Continued

2. The "Full-Time Equivalent Positions" asks for the number of employees assigned to each of the designated cost areas. "Full-time refers to a person who works a full 40-hour week, 52-week year (with allowance for leave). If, for example, two people each work 20 hours per week in a given area, they comprise one full-time equivalent person.
3. Record all of the city's or town's expenditures in all funds. Do not include: (1) transfers to other funds; (2) the payments reducing bonded indebtedness or long-term loan payments (this will be shown in PARTS V, (Page 4, Line A.3) and VII, (Page 5, Line 5)); or (3) payments made to purchase investments.
4. For any expenditures that do not appear to fit the categories listed, you should record these on Page 6, PART X. Please show an item description, amount, and if known, its alphanumeric code (letter and number on left in expenditure amount boxes).
5. **Important:** For items number 17, 18, 24, and 25 in Part IV Expenditures, Page 3, you should enter the total expenditures for the fund, **excluding interest**, which is to be reported on line 21, 22, or 23 **and bond principal retired or loan amounts repaid** which is to be reported in PARTS V (Page 4, Line A.3) and VII (Page 5, Line 5).

For Lines 29b and 29c, these items should be allocated to the appropriate cost centers. However, if the city or town has not accounted for these expenditures in this manner, they may be reported here.

6. Total **all** expenditures in Part IV and copy that amount to Part VII, Page 5, Line 4.

DEBT OUTSTANDING (PART V)

1. Long-term debt refers to indebtedness which matures (comes due) in more than one year. Short-term debt indicates debt which is due within one year. For the purposes of this report, it is not necessary to identify the current portion of long-term debt as a part of short-term debt. If a portion of a debt is not due within one year, report the entire amount as part of long-term debt.
2. Debt does not include lease-purchase arrangements, where, at the end of the lease period, the city or town owns the property subject to the lease. These payments should be reported in Part IV, column (f).
3. The beginning outstanding balance in Part V, A.1. on the current year's report must agree with the outstanding balance at the end of the fiscal year on line A.4. on the previous year's report.
4. The total of Line A.2.(f), PART V must agree with the amount shown in Part VII, Page 5, Line 3., and the total of Line A.3.(f), PART V must agree with the amount shown in Part VII, Page 5, Line 5.
5. Most cities and towns will not have Short-Term debt. However, an example would be if the county loaned the city or town the funds to operate until homeowners paid property taxes and the mill levies were then disbursed.

CASH AND INVESTMENT ASSETS (PART VI)

1. List all cash and investment assets belonging to the city or town; i.e., all cash and investment assets in all funds.
2. The Grand Total Cash on Hand and Investments at the End of the Fiscal Year must agree with the Grand Total Cash on Hand and Investments in PART VII, Reconciliation, Page 5, Line 6.
3. External sources may include: Bond agreements, Trust and Endowments, Special revenue, Capital facilities – if voter restricted, and Monies held for others.

Note: The Grand Total Cash on Hand amount must agree with the amount shown on the June 30th financial report to the City/Town Council.

RECONCILIATION (PART VII)

1. PART VII, Line 1, of the current report must agree with the Grand Total Cash on Hand and Investments at the end of the fiscal year in the prior year's report.
2. The difference on Line 7, if any, should be explained in Line 8.
3. The Grand Total Cash on Hand and Investment at the End of the Fiscal Year, PART VII, Line 6, must agree with the Grand Total of Cash on Hand and Investments at the End of the Fiscal Year in Part VI, Cash and Investment Assets.

MILL LEVIES (PART VIII)

If you are not aware of the amount of mill levies your city or town assesses, your County Assessor could provide you with this information.

OTHER INFORMATION (PART IX)

The amount of contractual services is included by function in Expenditures, PART IV.

ADDITIONAL REVENUES/EXPENDITURES (PART X)

Describe item indicating if it is a revenue or an expenditure. Also, if known, please indicate the alphanumeric code.

DATA SUPPLIED BY (PART XI)

Make sure the form is signed. Unsigned forms will be returned for a signature.