

**2024**  
**Instructions**  
**Compiling Financial Report**  
**Form A for Wisconsin Counties**



# 2024 Form A Financial Report Instructions

## Table of Contents

<b>I. Due Dates</b> .....	<b><u>2</u></b>
<b>II. General Comments</b> .....	<b><u>3</u></b>
A. General .....	3
B. Additional notes about form functionality .....	3
C. Audit validation rules built into the form for most lines .....	3
<b>III. Overview of Report</b> .....	<b><u>4</u></b>
<b>IV. Revenues and Expenditures – All Governmental Fund Types and Expendable Trust Funds</b> .....	<b><u>4</u></b>
<b>V. Revenues and Expenditures – All Proprietary Fund Types and Similar Trust Funds</b> .....	<b><u>5</u></b>
<b>VI. Capital Outlay</b> .....	<b><u>6</u></b>
A. Capital outlay expenditures characteristics .....	6
B. Reporting capital outlay expenditures .....	6
<b>VII. Definitions of Governmental Fund Types and Expendable Trust Funds</b> .....	<b><u>6</u></b>
A. Revenues .....	6
B. Expenditures .....	18
<b>VIII. Statement of Change in Fund Balance – All Governmental Fund Types and Expendable Trust Funds Modified Accrual Basis.</b> .....	<b><u>28</u></b>
<b>IX. Definitions of Proprietary Fund Types and Similar Trust Funds.</b> .....	<b><u>28</u></b>
A. Operating revenues .....	28
B. Operating expenses .....	33
C. Non-operating revenues .....	36
D. Non-operating expenses .....	39
<b>X. (Year) Statement of Change in Retained Earnings/Fund Balances All Proprietary Fund Types and Similar Trust Funds</b> .....	<b><u>40</u></b>
<b>XI. Specified Receipt, Disbursement, and Other Data – All Funds</b> .....	<b><u>41</u></b>
<b>XII. Indebtedness</b> .....	<b><u>41</u></b>

## I. Due Dates

You must electronically file (e-file) the Financial Report Form (MFR) with the Wisconsin Department of Revenue (DOR). The due date is provided under state law (sec. [86.303\(5\)](#), Wis. Stats.), which requires counties with a population over 2,500 to file a properly completed financial report by May 1. DOR grants an automatic extension to May 15. If the financial report is not filed by the May 15 extension, general transportation aid penalties are assessed under sec. [86.303\(5\)](#), Wis. Stats.

Counties of over 25,000 in population are also required to provide an auditor’s opinion on whether the information submitted on the report is fairly stated in all material respects in relation to the county’s audited financial statements. If an auditor’s opinion cannot be provided by May 15, the county must file an unaudited report by May 15, and then submit an amended MFR and auditor’s opinion by July 31.



## II. General Comments

### A. General

1. All entries must be entered in whole dollar amounts. Leave unused lines blank.
2. Use the same basis of accounting used to maintain the general purpose financial statements in the audit report
3. Line numbers correspond to those in the uniform chart of accounts developed by DOR
4. **Note:** Employee benefits are not an activity. Expenditures for employee benefits must be allocated to the user activities. If employee benefits are collected in a group of general accounts, then the police, fire, ambulance, sanitation, and highway employee benefits must be allocated on the basis of their respective fringe benefit program. Fringe benefits for other activities may be allocated on a rational basis.
5. Line numbers correspond to those in the uniform chart of accounts developed by DOR (ex: Line 41130 indicates occupational tax in the report and the chart of accounts)
6. Although the report is organized on the Generally Accepted Accounting Principles (GAAP) reporting system, it is designed to accommodate all levels of accounting systems used by Wisconsin municipalities

### B. Additional notes about form functionality

**Each of these simplify the filing process, and audit validation rules help improve filing accuracy:**



- Some lines auto-fill with values from other sources, which allows you to simply verify the auto-filled values are correct
- Line items transferred from other lines or that carryover from the prior year auto-fill
- Audit validation rules are present for most lines
- Audit warnings make you aware of lines that may need attention or additional documentation
- Addition of error symbols make you aware of lines that need correcting before submitting the report
- If an amendment is required, it is now quick and easy to amend the filing and resubmit
- PDF copy of your form matches the filing application format

### C. Audit validation rules built into the form for most lines

**1. This means that a line of the report may have one of the five following audit validation rules:**

- **Amount entered is a certain percentage above or below the prior year's entry** – generates a Warning requiring additional explanation/documentation
- **Auto-filled amount** – if changed, generates a Warning requiring additional explanation/documentation
- **Auto-filled amount from prior year** – if changed, generates a Warning requiring additional explanation/documentation
- **Transferred from another line** – if changed, generates a Warning requiring additional explanation/documentation
- **Sub-total or Total** – value must be greater than zero; if not, generates a Warning requiring additional explanation/documentation

**2. If one of these validations are triggered, you will either see:**

-  "Warning in field" symbol identified by a yellow triangle with an explanation point
-  "Error in field" symbol identified by a red circle with a line through it.

# 2024 Form A Financial Report Instructions

## 3. Warning symbols make you aware of lines that may need attention or additional documentation.

These warnings will notify you when one of the audit validation rules have been triggered. This will require you as the filer to:

- Review the entry for accuracy and either
- Change the entry if you identify it is incorrect or,
- If the entry is correct, provide an explanation and supporting documentation for DOR review

## 4. Error symbols make you aware of lines that need correcting before you can submit

Error symbols require you as the filer to:

- Review and verify the entry for accuracy and
- Make the necessary corrections prior to submitting the report

## III. Overview of Report

The county report provides certain detailed information supporting the general purpose financial statements required by DOR for administration of local aid programs and other reporting purposes. Both the report and the general purpose financial statements are organized on the generally accepted accounting principles (GAAP) based reporting system.

Counties must report activities in the same fund types that they are reported on in the general purpose financial statements. For example, if the county operates an airport and accounts for it as part of the general fund, then it should include airport revenues and expenditures in Revenues and Expenditures – All Governmental Fund Types. If, however, the county operates an airport and treats it as an enterprise, the airport revenues and expenses should be included in Proprietary Fund Types.

## IV. Revenues and Expenditures

### All Governmental Fund Types and Expendable Trust Funds

Governmental funds are those types of funds where most governmental functions are typically financed. Revenues and expenditures of governmental funds are recognized using the modified accrual basis of accounting. Governmental fund types are as follows:

#### 1. General Fund

The general fund is used to account for all financial resources except those to be accounted for in another fund. The general fund is usually the largest and most important fund, and most of the county's programs are financed wholly or partially through it.

#### 2. Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted for specified purposes or activities, other than revenue sources restricted for the acquisition and/or construction of fixed (capital) assets. The use of these funds varies from county to county depending upon local ordinances and the source of revenues and purpose of expenditures.



# 2024 Form A Financial Report Instructions

## 3. Debt Service Funds

Debt service funds used to account for all resources accumulated to retire a county's general long-term debt. A debt service fund is not used for debt of proprietary funds when the debt will be repaid from the revenues of the individual proprietary fund. Such debt is accounted for in the applicable proprietary fund.

## 4. Capital Projects Funds

Resources externally restricted to the purchase or construction of major capital facilities, which are not financed by proprietary funds, are accounted for in capital projects funds. Capital projects funds are established when projects are financed wholly or in part with borrowed money, intergovernmental revenues, private donations, or when they are legally mandated.

## 5. Expendable Trust Funds

Expendable trust funds are those whose principal and income may be expended in the course of their designated operations. Expendable trust funds may also be used to account for endowments whose principal may be expended in the course of their designated operations. Expendable trust funds are accounted for in essentially the same way governmental funds, and revenues and expenditures of expendable trust funds are reported in the same section as the governmental funds.

## V. Revenues and Expenditures

### All Proprietary Fund Types and Similar Trust Funds

Proprietary funds are used to account for those county operations similar to those found in the private sector. Measurement focus is on determination of net income, financial position, and changes in financial position. Revenues and expenses of proprietary funds are recognized using the accrual basis of accounting. Proprietary fund types are as follows:

#### 1. Enterprise Funds

Enterprise funds are used to account for county activities and organizations that are similar to those often found in the private sector such as hospitals and nursing homes. Enterprise funds are used when the county board has decided that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges or the determination of net income is an appropriate way to manage an activity.

#### 2. Internal Service Funds

Internal service funds are used to account for services performed by a department or agency of a county for other departments or agencies of the county, or for departments or agencies of other governments. Charges are based on the cost of the services provided. Internal service funds are frequently used for central garages and motor pools, county highway department, data processing, central duplicating or print shops, central purchasing, and stores departments. County Highway Department operations should be accounted for in an internal service fund. Charges to other county funds should be recorded as revenue to the highway internal service fund and as expenditures to the fund purchasing the service. These are quasi-external transactions as defined by the National Council on Governmental Accounting (NCGA) in Statement 1.

#### 3. Non-expendable Trust Types

Non-expendable trust funds are those whose principal must be preserved intact, and are used to account for gifts and endowments which were provided with the stipulation that principal be preserved intact and income



# 2024 Form A Financial Report Instructions

thereon be expended for the purposes specified by the donor. Non-expendable trust funds and pension trust funds are accounted for in essentially the same way as proprietary funds, and revenues and expenses of the non-expendable trust funds and pension trust funds are reported in the same section as the proprietary funds.

## VI. Capital Outlay

### A. Capital outlay expenditure has the following characteristics:

1. It results in the acquisition of, or addition to, fixed assets
2. The expenditure does not recur annually
3. It is presumed to benefit the present and future fiscal periods, that is, whatever is purchased will last longer than one year

### B. Report capital outlay expenditures as follows:

#### 1. In the Governmental Fund Types and Expendable Trust Funds

Report capital outlay expenditures in either of these two ways:

- a. The capital outlay expenditures may be reported with operation and maintenance expenditures (ex: the purchase of police squad cars is reported with other law enforcement expenditures on Line 120-52100)
- b. The capital outlay section is for counties that report capital expenditures separately. Using this section may be more convenient for counties with a number of capital projects expenditures, or without capital outlay expenditures of the general fund included in operating and maintenance expenditures on a departmental basis (ex: under this method of reporting, the purchase of police squad cars is reported on Line 130-57210).

#### 2. In the Proprietary Fund Types and Similar Trust Funds

Capital outlay expenditures generally are treated as additions to fixed assets on the balance sheet and would not appear in this report. However, the capital outlay for "non-depreciable highway land, buildings, and equipment purchased by the highway (internal service) fund" must be recorded on Specified Receipt, Disbursement, and Other Data - All Funds. This information is needed for highway aid purposes.

## VII. Definitions of Governmental Fund Types and Expendable Trust Funds

Definitions for individual lines are as follows:

### A. Revenues

#### 1. Taxes

This category of revenues includes monies raised by ad valorem tax, occupational tax, forest crop taxes, county sales tax, retained sales tax, wheel tax, real estate transfer (fees) tax, interest and penalties on delinquent taxes, and payments in lieu of taxes.

#### Property

**100-41110 – General property taxes** This entry includes taxes levied on real and personal property for county purposes, including state special charges for health, penal, fire, etc., and state trust fund loans. The amount to include is the portion credited to the governmental fund types and recognized as revenue in the current year, under NCGA Interpretation 3. Include general property taxes credited to the proprietary fund types on Line 213-41110.

**Note:** See Statement of Taxes, Sec. D, Line 8.



# 2024 Form A Financial Report Instructions

Report the general property tax **levied** for county purposes on Line 300-71110. The amount on Line 300-71110 should equal the summary total of Sec. B of the State and County Tax Apportionment (Form PC-400).

**100-41115 – Handicapped school tax** This entry includes the tax levied for the handicapped school programs run by the county. Subtract this amount from the amount on Line 100-41110. The handicapped school tax levy is not eligible for use in the shared revenue formula.

**100-41120 – Tax increments** This entry is the amount of the tax levy on the increase in property value within a tax increment district which is recognized as revenue in the audited financial statements. Include TID levy credited to the proprietary fund types on Line 213-41120. See Statement of Taxes, Sec. D, Line 2.

**100-41130 – Occupational taxes** This entry includes the county share of occupational taxes on coal levied under sec. 70.42, Wis. Stats.

**100-41150 – Private forest crop taxes** This entry includes the county share of local forest crop taxes collected from the tax districts at settlement time and county share of delinquent forest crop tax collections.

**100-41170 – Motor vehicle taxes** This entry includes motor vehicle registration fees collected by counties under sec. 341.35, Wis. Stats.

## Sales and Use

**100-41221 – County sales tax** This entry is used by the counties imposing the 0.5% sales tax allowed under sec. 77.71, Wis. Stats. The amount entered is the sales tax collections credited to the governmental fund types and recognized as revenue in the current year.

**100-41222 – Retailer's discount (retained)** This entry includes the portion of state sales tax collections retained by the county as payment for collection.

**100-41230 – Real estate transfer** This entry includes the portion of the real estate transfer (fee) tax retained by the county. It may be necessary to review the register of deeds fees to separate out this amount.

**100-41240 – Race track admissions tax** This entry includes your county's share of the race track admissions distributed, under sec. 562.08(2), Wis. Stats.

**100-41800 – Interest and penalties on taxes** This entry includes the county share of interest and penalties collected on delinquent taxes.

## Other Taxes

**100-41900 – Other taxes (list items and amounts)** This entry includes any taxes included in the lines above.

**101-41000 – Total Taxes** This is the sum of Lines 100-41110 through 100-41900.

## 2. Intergovernmental Revenues

This category includes revenues from other governments due to state or federal aid formulas; applied-for grants; and state, federal, and other local government aids. Include grants and aids for activities operated as an enterprise fund in the proprietary fund types. Federal aids paid to your county—whether paid directly by the federal government or through a state agency—are federal aids for this report.

### Federal Grants

**103-43211 – Law enforcement** This entry includes direct law enforcement grants and aids from the federal government for programs such as law enforcement training, white collar crime programs, Indian law enforcement officer training grants, and other police activities grants. This is a deductible revenue for highway-related costs.



# 2024 Form A Financial Report Instructions

**103-43221 – Highway** This entry includes federal grants-in-aid for highways paid directly to the county by federal agencies. This is a deductible revenue for highway-related costs.

**103-43227 – Other transportation** This entry includes direct federal transportation grants and aids such as airport development, mass transit, and elderly and handicapped transit equipment.

**103-43240 – Health** This entry includes the direct grants and aids from the federal government for general and mental health purposes.

**103-43250 – Human services** This entry includes the direct grants and aids from the federal government for human services programs such as welfare, child support, care of dependent children, day care, senior citizen programs, and veteran services.

**103-43261 – Culture and recreation** This entry includes the direct grants and aids from the federal government for cultural and recreation programs.

**103-43262 – Education** This entry includes the direct grants and aids from the federal government for various education programs.

**103-43271 – Housing/economic assistance** This entry includes the direct federal grants and aids for public housing and for community development projects.

**103-43300 – Other federal payments** This entry includes all other federal grants and aids, including the American Rescue Plan Act Local Fiscal Recovery Funds.

## State Shared Taxes

**103-43410 – Shared revenues** This entry includes funds received from the state for shared revenue

**Note:** All state shared revenues are reported on this line. This includes the following:

- County and municipal aid (CMA)
- Supplemental county and municipal aid (SCMA)
- Utility aid
- Expenditure Restraint Program (ERP)
- Exempt computer aid (ECA)
- Personal property aid (PPA)
- Video service provider aid (VSP)
- Fallen protective service officer aid (FPSIR)
- Statewide communications interoperability plan (SCIP)

**Note:** This line auto-fills if applicable.

**103-43430 – Other state shared taxes** This entry includes shared tax aids such as mining impact aid and oil pipeline/terminal tax.

**Note:** This line auto-fills if applicable.

## State Grants

**103-43510 – General government** This entry includes state aids for employee retirement, county assessor, indigent defendant, payments for public services, planning and judicial aids such as criminal justice, victim/witness, victim assistance, and justice assistance.

## Public Safety

**103-43521 – Law enforcement improvement** This entry includes state aids for officer training, radar and other





# 2024 Form A Financial Report Instructions

equipment, and studies to improve police effectiveness. This is a deductible revenue for highway-related costs.

**103-43522 – Water patrol** This entry includes payments from the state for police patrols on lakes and rivers. This is a deductible revenue for highway-related costs.

**103-43523 – Other law enforcement** This entry includes state aids for items such as highway safety, alcohol safety, alcohol awareness, traffic safety school, and snowmobile law enforcement. This is a deductible revenue for highway-related costs.

**103-43528 – Emergency government planning** This entry includes state grants for civil preparedness, civil defense, emergency government planning aides, "911" emergency telephone, and disaster assistance other than flood damage to roads—which must be included on Line 103-43532.

**103-43529 – Other public safety** This entry includes payments from the state for public safety purposes such as first response, Ambulance Funding Assistance Grants and Fire School Reimbursement Aid, not included in the lines above.

## Transportation

**103-43531 – General transportation aids** This entry includes quarterly state transportation aids received during the calendar year, as well as other supplemental transportation aids payments, under sec. 86.30, Wis. Stats.

**103-43532 – Disaster damage aids** This entry includes state aids for disaster damage on roads. This is a deductible revenue for highway-related costs.

**103-43533 – Other highway aid (include PECFA)** This entry includes state highway aids for items such as lift bridges, road project aids, and community block grants used for eligible road costs.

**Petroleum Environmental Clean-up Fund Act (PECFA)** – funds received for reimbursement of eligible expenses for the investigation and cleanup of petroleum contamination.

Only 60% of all grants and aids received for storm sewer construction should be reported on this line. Report the remaining 40% of ineligible storm sewer construction on Line 103-43537. These are deductible revenues for highway-related costs.

**103-43534 – Local road improvement program (LRIP)** This entry includes the reimbursement (match) paid by the state. The purpose of the Local Road Improvement Program is to provide state financial assistance for up to 50% of the costs for improvement projects on any road under county jurisdiction. LRIP on county roads is referred to as CHIP. Report expenditures on LRIP projects on the current lines similar to other highway improvement projects. This is a deductible revenue for highway-related costs.

**103-43535 – Road-related FEMA aids** This entry includes FEMA funding received for road-related expenditures caused by disaster damage incidents. This is a deductible revenue for highway-related costs.

**103-43536 – Connecting highway aids (CHA)** This entry includes state highway aids received during the calendar year for costs associated with the maintenance and traffic control of certain designated routes that connect segments of the state highway system. This is a deductible revenue for highway-related costs.

**103-43537 – Other transportation** This entry includes state aids for mass transit, airports, docks and harbors, railroads, bicycle trails, and other transportation purposes.

## Sanitation

**103-43545 – State aid for recycling** This entry includes the grants received from the Department of Natural Resources for establishing or enhancing recycling programs under sec. 287.23, Wis. Stats.



# 2024 Form A Financial Report Instructions

**Note:** This line auto-fills if applicable.

**103-43549 – Other sanitation** This entry includes state grants and aids for items such as solid waste management, wastewater grants, sanitation grants, landfill closure grants, and private sewer grants.

## Health and Human Services

**103-43550 – Health** This entry includes state grants and aids for home nursing care, mental health, community services, developmental disability programs, alcohol and drug abuse programs, mental health clinics, 51.42/51.437 boards, care of TB patients, institution construction aid, and inoculation programs.

**103-43560 – Human services** This entry includes state grants and aids for social service and income maintenance administration, general relief, county veterans service officer, Older Americans programs, child support programs, and other community social services grants and aids.

## Culture, Recreation and Education

**103-43571 – Culture and recreation** This entry includes state grants and aids for county library systems, museums, art projects, fairs and exhibits, snowmobile trails and areas, ATV trails, and motorcycle parks and trails.

**103-43572 – Education** This entry includes state grants and aids for a handicapped education program and other educational programs such as driver education and school nutrition.

## Conservation and Development

**103-43581 – Housing/economic assistance** This entry includes state aids for public housing and community development projects such as job training and other economic assistance programs.

**103-43586 – Conservation aids (wildlife, land)** This entry includes soil and water resource aids, fish, wildlife and forestry aids, wildlife damage claims aid, in lieu of taxes on federal and national forest lands, erosion control programs, wildlife abatement, fish and game projects, watershed projects, land conservation and state aid for county forest and forest croplands.

## Other State Payments

**103-43610 – Municipal services payment aid** This entry includes payments from the state to counties and municipalities with state facilities, compensating them for police protection, fire protection, ambulance services, garbage collection and disposal services and recycling services.

**Note:** This line auto-fills if applicable.

**103-43640 – Severance/yield/withdrawal taxes (total amount received)** This entry includes monies received from tax for the right to cut and remove wood products from forest croplands under sec. 77.07(3), Wis. Stats., and from tax for the withdrawal of land from designated forest croplands under sec. 77.10(2)(b), Wis. Stats.

**103-43660 – Payment in lieu of taxes on state conservation land** This entry is the county's share of payments received from the state by the taxing districts under sec. 70.114, Wis. Stats. This payment in lieu of taxes (PILT) is made on certain lands purchased by the state after December 31, 1991.

**Note:** This line auto-fills if applicable.

**103-43690 – Other state payments (list items and amounts)** This entry includes other payments from the state, not included in the lines above. List each aid type and the amount.

**Note:** Revenue from negotiated MOAs, MOUs or other intergovernmental agreements where a separate fee is paid by a federal, state or local government to your municipality for ambulance, fire, law enforcement, refuse/garbage/solid waste pick-up and disposal services, etc. provided directly by your municipality or through an associated



# 2024 Form A Financial Report Instructions

service agency administered by your municipality should be reported on the appropriate line in Section C – Intergovernmental Charges.

## Grants from County and Other Local Governments

**103-43710 – Highway and bridges** This entry includes aid or advances from other local governments (towns, cities, villages, other counties) for construction and maintenance of highways and bridges. This is a deductible revenue for highway-related costs.

**103-43790 – Other local government grants (list items and amounts)** This entry is for local government aids other than those for highway purposes. This includes library, parks, and solid waste management aids. List each aid type and the amount.

**104-43000 – Total Intergovernmental Revenues** This is the sum of Lines 103-43100 through 103-43790.

## 3. Licenses and Fines

This category includes monies received from individuals for legal permission to perform certain acts or engage in certain businesses usually regulated by ordinances.

### Licenses and Permits

**105-44100 – Business and occupational licenses** This entry includes revenues from business licenses and permits required by county ordinance such as cabaret licenses, peddler licenses, dance hall licenses, and stable licenses.

**105-44200 – Non-business licenses** This entry includes license fees for regulated activities other than operating a business or for construction such as county share of conservation licenses, marriage licenses, and dog licenses.

**105-44300 – Building permits and inspection fees** This entry includes permit fees required for construction or remodeling of property and fees for inspection of property such as building permits, septic tank permits, setback permits, etc.

**105-44400 – Zoning permits and fees** This entry includes revenues from licenses, fees, and permits that are required to enforce the county's zoning ordinances.

**105-44900 – Other regulatory permits and fees (list items and amounts)** This entry includes all regulatory fees and permits included in the lines above such as parking permits. List each type of permit or fee and the amount. Include impact fees.

**106-44000 – Total Licenses and Permits** This is the sum of Lines 105-44100 through 105-44900.

## 4. Fines, Forfeitures, and Penalties

This category includes monies received from individuals as penalties for violating certain laws or ordinances, for failing to perform contractual obligations, and awards for damages.

**107-45100 – Law and ordinance violations** This entry includes collection of penalties imposed for violation of county ordinances, including county parking ordinances and violations at county owned parking ramps and lots. It also includes the county's share of state fines and forfeitures such as highway fines.

**107-45210 – Contract forfeitures** This entry includes forfeitures by contractors for failure to perform contractual obligations.

### Judgments and Damages



# 2024 Form A Financial Report Instructions

**107-45221 – Law enforcement equipment and property** This entry includes monies awarded to the county due to a court decision or settlement for damages to police property and equipment. This is a deductible revenue for highway-related costs.

**107-45222 – Highway equipment and property** This entry includes monies awarded to the county due to a court decision or settlement for damages to highway property and equipment. This is a deductible revenue for highway-related costs.

**107-45223 – Other equipment and property** This entry includes monies awarded to the county due to a court decision or settlement for damages to property and equipment that are not highway or police-related.

**108-45000 – Total Fines, Forfeitures, and Penalties** This is the sum of Lines 107-45100 through 107-45223.

## 5. Public Charges for Services

This category includes revenues received from individuals, organizations, third party providers, and businesses for services rendered by the governmental fund types and expendable trust funds. Some of this section's common revenues include register of deeds fees, court and probate fees; other general government fees such as clerk or treasurer fees; and law enforcement fees such as charges for photocopies of accident reports. Do not include refunds or reimbursements of expenditures. See Line 113-48900. Do not include impact fees.

**Note:** Counties accounting for ambulances, solid waste disposal sites, general hospitals, nursing homes, etc., as enterprises should report those revenues in the proprietary fund types.

### General Government

**109-46130 – Register of deeds fees** This entry includes fees for recording any instrument entitled to be recorded in the register of deeds office such as property deeds, mortgage data, vital records, and other security interest data, etc. Do not include real estate transfer fees on this line. See Line 100-41230.

**109-46140 – Court fees and costs** This entry includes the fees established by law such as family court commissioner fees, small claims court fees and costs, and circuit court fees and costs.

**109-46150 – Probate fees** This entry includes the county share of probate fees charged under sec. 851.74, Wis. Stats.

**109-46190 – Other general government fees** This entry includes fees and charges for services rendered by other departments whose functions are considered general government such as clerk, treasurer, coroner, and corporation counsel.

### Public Safety

**109-46210 – Law enforcement fees** This entry includes fees such as serving of summons, copies of bonds, summons, writs, serving subpoenas, serving execution on judgments, photocopies of accident reports, etc. This is a deductible revenue for highway related costs.

**109-46230 – Ambulance/EMS fees** This entry includes revenues for ambulance services charged to individuals.

**109-46240 – Board of prisoners** This entry includes revenues from prisoners on work-release status and jail assessment fees.

**109-46290 – Other public safety fees** This entry includes all public safety-related revenues from individuals not included above such as fence viewing.

### Public Works

**109-46310 – Highway and street maintenance and construction** This entry includes monies received from

# 2024 Form A Financial Report Instructions

sale of gravel, shale, blacktopping, grading, ditching, culverts, and other miscellaneous highway materials to individuals; revenues from contractors or individuals for construction or reconstruction of roads, including curb and gutters; revenues for repair or replacement of curb or gutter; revenues for storm sewer maintenance; sale of salt and sand; snow plowing driveways and parking lots; and thawing culverts. This is a deductible revenue for highway related costs.

**Note:** The operation of the county highway department is generally accounted for in the internal service fund and highway public charges and is included on Line 201-46310.

**109-46330 – Parking** This entry includes the revenues from operation of county parking lots, ramps, and meters.

**109-46340 – Airport** This entry includes revenues such as landing fees, fuel sales, concession fees, parking fees, and freight fees resulting from the operation of a county airport.

**109-46370 – Docks and harbors (commercial)** This entry includes revenues such as freight and passenger fees, docking fees, and storage fees resulting from the operation of county-operated commercial docks and harbors.

**109-46399 – Other transportation fees** This entry includes revenues from the operation of other transportation facilities not included in the lines above.

**109-46431 – Solid waste disposal fees (include central collection point)** This entry includes revenues such as private use fees for disposing of waste materials.

**109-46435 – Recycling** This entry includes revenues such as private use fees for collection, processing, or transportation of recyclable materials, or the prorated recycling portion of all-inclusive solid waste disposal fees. It also includes sales of stickers, tags, bags, or containers for recycling, or any other fee charged to the public on the basis of use. Do not include the sale of recyclables at this entry. See Line 113-48307.

## Health and Human Services

**109-46550 – County farm** This entry includes revenues from sale of products from county-owned and operated farms. Use this line when the activity is accounted for in the governmental fund types. Report annual rental of land and buildings as rental income on Line 113-48200.

**109-46590 – Other health services (include animal control)** This entry includes revenues for services provided by the county health officer such as health inspections, county nurse, home nursing care, vital statistics, sanitariums, and other health care services accounted for in the governmental fund types.

**109-46600 – Human services** This entry includes revenues such as general relief refunds, county share of third-party liability collections, child support collections; senior citizen program fees such as individual meal donations and bus ride donations; and other human services fees accounted for in the governmental fund types.

## Culture, Recreation and Education

**109-46710 – Library** This entry includes revenues such as fines for lost, damaged, or overdue books, special request fees, and other library user fees from individuals.

**109-46720 – Parks** This entry includes revenues such as rental fees, admissions, camping fees, park dedication fees, concessions, etc.

**109-46731 – Museum** This entry includes daily admissions, concession sales, and other fees when a museum or historical site are accounted for in the governmental fund types.

**109-46732 – Zoo** This entry includes admissions, parking fees, concession sales, and other fees when zoological parks are accounted for in the governmental fund types.

# 2024 Form A Financial Report Instructions

**109-46741 – Fairs, exhibits, and celebrations** This entry includes revenues such as admissions, entry fees, shelter rentals, concession earnings, and parking fees when activities are accounted for in the governmental fund types.

**109-46742 – Auditorium, convention, or civic center** This entry includes revenues such as user rentals, admissions, and concession earnings when these facilities are accounted for in the governmental fund types.

**109-46750 – Other culture and recreation** This entry includes the fees charged to the public for the use of county operated cultural and recreational facilities and programs not included in the lines above.

**109-46760 – Schools (handicapped)** This entry includes revenues from students and teachers at schools for the handicapped, for lunch and milk, gym rental, student transportation, Headstart, etc., when the school is accounted for in the governmental fund types.

**109-46770 – U.W. Extension** This entry includes revenues such as sale of pamphlets and other educational materials, and fees for services provided by the county extension office.

## Conservation and Development

**109-46810 – Forests** This entry includes revenues from sale of wood products such as firewood, pulp, and logs from county owned forests; and revenues from rental of tree planting equipment, sale of seedling trees, and tree inspection fees.

**109-46820 – Other conservation** This entry includes revenues such as agricultural lime sales, soil testing, watershed and other erosion control projects, pesticide control training, and agricultural land preservation fees; and revenues from operation of youth camps, air pollution control projects, etc.

**109-46830 – Public housing** This entry includes rents and other revenues from operations of public housing projects.

**109-46850 – Economic development** This entry includes revenues associated with charges for services to industrial parks and other economic development activities.

**109-46900 – Other public charges for services (list items and amounts)** This entry includes revenues from other public charges not included in the lines above, such as vending machine sales and commissions, employee meal sales, etc.

**110-46000 – Total Public Charges for Services** This is the sum of Lines 109-46130 through 109-46900.

## 6. Intergovernmental Charges for Services

This category includes revenues received from other governmental units with taxing powers such as schools, technical colleges, other counties, cities, villages, towns, lake rehabilitation districts, sanitary districts, and state and federal governments for services provided by your county.

### Federal

**111-47121 – Law enforcement services** This entry includes revenues for providing police protection to a federal facility. This is a deductible revenue for highway-related costs.

**111-47131 – Transportation (highways and streets)** This entry includes revenues for maintenance, construction, or reconstruction of federal highways. This is a deductible revenue for highway-related costs.

**Note:** Do not use this line for services provided by the county highway department operating as an internal service fund. See Line 203-47131.

**111-47190 – Other services to federal government** This entry includes revenues from operations for services

# 2024 Form A Financial Report Instructions

provided to the federal government such as judicial, general government, ambulance, correction, detention, health, social services, airport, transit systems, sanitation, culture, and conservation and development.

## State

**111-47221 – Law enforcement services** This entry includes revenues from operations for providing police protection to state facilities. This is a deductible revenue for highway-related costs.

**111-47230 – Transportation (highways and streets)** This entry includes revenues from operations for maintenance, construction, or reconstruction of state highways. This is a deductible revenue for highway-related costs.

**Note:** Do not use this line for services provided by the county highway department operating as an internal service fund. See Line 204-47230.

**111-47290 – Other services to state government** This entry includes revenues from operations for services provided to the state government such as judicial, general government, ambulance, correctional, detention, health, social services, airport, transit systems, sanitation, culture, and conservation and development. Include lottery credit administration fees.

## Other Local Governments

**111-47310 – General government** This entry includes revenues from operations for services provided to other local governments such as election materials, data processing of tax rolls, and judicial services.

**111-47321 – Public Safety – Law enforcement services** This entry includes revenues from operations for providing police services for another county or other local governments. This is a deductible revenue for highway-related costs.

**111-47323 – Public Safety – Fire services** This entry includes revenue from operations for services provided to other counties or other local governments for fire suppression.

**111-47324 – Public Safety – Ambulance/EMS services** This entry includes payments on contracted ambulance services from other local governments or other counties.

**111-47325 – Public Safety – Emergency communications (911) (law enforcement share)** This entry is the prorated portion of emergency communication (911) revenues from other local governments for law enforcement services. This is a deductible revenue for highway-related costs.

**111-47326 – Public Safety – Emergency communications (911) (exclude law enforcement share. See Line 111-47325)** This entry includes the prorated portion of emergency communication (911) revenues from other local governments for services other than law enforcement.

**111-47331 – Transportation (highways and streets)** This entry includes revenues from operations for maintenance, construction, or reconstruction of streets and roads, curb and gutter, storm sewers, and sidewalks; and material sales such as blacktop, gravel, sand, salt, etc., from other counties or other local governments. This is a deductible revenue for highway-related costs.

**Note:** Do not use this line for services provided by the county highway department operating as an internal service fund. See Line 205-47331.

**111-47339 – Other transportation services** This entry includes revenues from operations for services provided to other local governments for mass transit system, airport, railroads, and docks and harbors.

**111-47343 – Solid waste disposal** This entry includes revenues from user fees or contract payments from other local governments for solid waste disposal.

**111-47345 – Recycling** This entry includes revenues for user fees or contract payments from local governments

# 2024 Form A Financial Report Instructions

for the use of municipally-owned recycling facilities or equipment.

**Note:** Enter user fees from businesses or individuals in Sec. G: Public Charges For Services.

**111-47349 – Other sanitation services** This entry includes revenues for the user fees or contract payments from local governments for use of the county solid waste disposal site.

**Note:** Enter user fees from business or individuals in Sec. G: Public Charges For Services.

**111-47350 – Health** This entry includes revenues from operations for providing health services such as immunization programs to other local governments.

**111-47360 – Human services** This entry includes revenues from operations for providing social services such as general relief to other local governments.

**111-47381 – Public housing** This entry includes rental fees and other revenues from operations for public housing services provided by the county to other local governments.

**111-47390 – Other services to other local governments** This entry includes revenues from operations for services provided to other local governments such as correctional services, detention services, recreational and conservation services.

**111-47400 – Local departments** This entry includes charges for services to local (county) departments by county service departments such as data processing, printing, duplicating, engineering, etc.

**Note:** If these activities are accounted for in an internal service fund, report them in the proprietary fund types.

**112-47000 – Total Intergovernmental Charges for Services** This is the sum of Lines 111-47121 through 111-47400.

## 7. Miscellaneous Revenues

This category includes revenue from interest on investments, property rental, royalties, leases, property sales, insurance recoveries, donations; and other miscellaneous revenues such as discounts, profit-sharing dividends from co-ops, insurance refunds, refunds of prior year expenditures, and additional prior year revenues. Allocate the latter two items to the proper revenue accounts, whenever possible, for state aid purposes.)

### Interest

**113-48110 – Interest income** This entry includes the interest revenues earned on invested funds such as demand deposits, savings accounts, certificates of deposit, treasury bills, golden passbooks, state investment pool, and daily interest accounts.

**113-48200 – Rent** This entry includes the rent of county buildings and offices, rent of county farm land, rentals of vacant land, leases, and royalties. Do not include rental of equipment, and facilities for recreational purposes on this line since they are charges for services.

### Property Sales

**113-48301 – Sales of law enforcement equipment and property** This entry includes revenue from sales of police equipment, buildings, and land. This is a deductible revenue for highway-related costs.

**113-48306 – Sales of recycling equipment and property** This entry includes revenues from the sale of equipment or facilities used in recycling operations, including vehicles, machinery, buildings, and land. Prorate revenues from the sale of multiuse facilities or equipment between recycling, solid waste disposal, and other sales.

**113-48307 – Sales of recyclable materials** This entry includes revenues from the sale of recyclable materials such as metal or plastic containers, paper, or cardboard. This is a deductible revenue for recycling grant purposes.



# 2024 Form A Financial Report Instructions

**113-48309 – Sales of other equipment and property** This entry includes revenue from the sale of surplus buildings or land, industrial development land, sale of abandoned vehicles, and used equipment. Do not include sale of police or highway land and equipment at this entry.

## Insurance Recoveries

**113-48420 – Insurance recoveries for damage to law enforcement equipment and property** This entry includes insurance awards for damages to police property and equipment. This is a deductible revenue for highway-related costs.

**113-48430 – Insurance recoveries for damage to highway equipment and property** This entry includes insurance awards for damages to highway property and equipment. This is a deductible revenue for highway-related costs.

**113-48440 – Insurance recoveries for damage to other equipment and property** This entry includes insurance awards for damages to property and equipment that are not highway or police-related.

**113-48500 – Donations/contributions from private organizations or individuals** This entry includes gifts, endowments, or donations received from civic organizations, industry, or individuals.

**Note:** Report gifts and bequests where the principal remains intact as fiduciary/pension trust revenues in the proprietary fund types.

## Other Miscellaneous Revenues

**113-48900 – Other miscellaneous revenues (list items and amounts)** This entry includes refunds, discounts, reimbursements, and other miscellaneous governmental fund revenues not included in the lines above.

**114-48000 – Total Miscellaneous Revenues** This is the sum of Lines 113-48110 through 113-48900.

## 8. Other Financing Sources

This category includes governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of general fixed asset dispositions. These items are classified separately from revenue.

**115-49100 – Proceeds from long-term debt** This entry includes proceeds from long-term general obligation bonds, notes, and state trust fund loans, and the face value of installment purchase contracts and the discounted present value of capital lease agreements.

**115-49200 – Transfers from other funds (proprietary fund types)** This entry includes all interfund transfers from other funds, except residual equity transfers.

**115-49400 – Sales of general fixed assets** This entry includes proceeds from the sale of major fixed assets when the amounts are so large that including them in Lines 113-48301 through 113-48309 would be misleading.

**Note:** Include the gain (or loss) on the sale of internal service fund county highway department fixed assets on Line 217-48300.

**115-49500 – Proceeds of refunding bonds** This entry is used when new debt is issued to provide monies to pay interest on old outstanding debt as it becomes due, and to pay the principal on the old debt either as it matures or at an earlier call date. Use this line with Line 134-59500 for advance refunding debt.

**116-49000 – Total Other Financing Sources** This is the sum of Lines 115-49100 through 115-49500.

# 2024 Form A Financial Report Instructions

**117-40000 – Total Revenues and Other Financing Sources** This is the sum of all governmental fund types and expendable trust funds revenues and other financing sources (Lines 101-41000, 104-43000, 106-44000, 108-45000, 110-46000, 112-47000, 114-48000, and 116-49000).

## B. Expenditures

### 1. General Government

This category includes the expenditures incurred to carry out the statutory duties of running the county. Common general government activities include county board, courts, legal counsel, clerk, treasurer, accounting, and elections.

**118-51100 – Legislative** This entry includes expenditures of the county board and its committees including salaries, travel, and per diems for members, and association dues and publication of official notices.

**118-51200 – Judicial** This entry includes expenditures for circuit court, clerk of courts, probate court, family court commissioner, law library, public defenders for indigent defendants, coroner, etc.

**118-51300 – Legal** This entry includes expenditures of the district attorney and corporation counsel. It also includes fees paid to legal counsel hired to assist the district attorney or corporation counsel in special cases or situations, and payments for updating the county's code of ordinances.

**118-51400 – General administration** This entry includes expenditures of the county executive or administrator and county clerk; expenditures of the office performing central personnel services; expenditures related to elections; census cost; and expenditures of administrative service departments such as data processing, central duplicating, or printing.

**Note:** If the county operates activities such as data-processing, duplicating, printing, etc., as internal service funds, include the expenses on Line 211-51490.

**118-51500 – Financial administration** This entry includes expenditures related to these functions:

**Accounting** – all costs of financial recordkeeping, timekeeping, payroll preparation, budget preparation; expenditures of the comptroller, director of finance or county auditor; fees paid to others for closing financial records, preparing special reports such as this one; and fees paid to professional accounting firms for annual audits.

**Treasury** – expenditures of the county treasurer's office.

**Assessment of property** – all costs of the county assessor and board of review in counties with the office of county assessor; county tax lister; printed materials such as assessment rolls and tax rolls; computer services for assessment and tax rolls, and the cost of maintaining an office for the assessor.

**Risk and property management** – all administrative costs of managing the county's insurance program and developing a comprehensive risk management program, and administrative costs of managing county property (acquisition, property rental, sale of unused property, and inventory recordkeeping)

**Purchasing** – expenditures for administering the purchase of goods and services for the county (purchasing department, agent, etc.). **Note:** If the county accounts for the purchasing and stores department as an internal service fund, include the expenses on Line 211-51490.

**118-51600 – General buildings and plant** This entry includes expenditures for custodian salaries or contracts, custodial supplies, utilities such as fuel, electricity, water and sewer; expenditures for maintenance of buildings, and rents paid to others for space for county offices.

**118-51700 – Property records and control** This entry includes expenditures for the offices of the register of deeds, county surveyor, real estate description department, and abstractors.

### Other General Government

**118-51910 – Illegal taxes refunded/omitted taxes shared** This entry includes losses from uncollectible taxes.

# 2024 Form A Financial Report Instructions

special assessments, and other receivables of the governmental fund types.

**118-51920 – Judgments and losses** This entry includes the payment of judgments against the county arising from civil lawsuits because of injury to person or property damage.

**118-51931 – Law enforcement insurance** This entry includes the premiums on property and liability insurance on vehicles, employees, equipment, and buildings used in law enforcement activities. This is an eligible expenditure for highway-related costs. Do not use this line if the property and liability insurance is included in Line 120-52100.

**118-51932 – Highway insurance** This entry includes the insurance on highway buildings, equipment, and employees. Do not use this entry if the property and liability insurance has been charged out to the highway activities. This is an eligible expenditure for highway-related costs.

**118-51938 – Other insurance** This entry includes property and liability insurance on vehicles, employees, and general county buildings such as the courthouse. It also includes employee bonds. Include the insurance on police and highway department buildings, employees, and equipment on Lines 118-51931 and 118-51932.

**118-51980 – Other General Government (list items and amounts)** This entry includes any general government expenditures not included in the lines above.

**119-51000 – Total General Government** This is the sum of Lines 118-51100 through 118-51980.

## 2. Public Safety

This category includes the expenditures related to operating the law enforcement, fire, ambulance, inspection, and emergency government activities.

**120-52100 – Law enforcement** This entry includes all expenditures for sheriff, traffic patrol, criminal investigation, education, community relations, crime prevention, and support services (communications). Other items included are water safety patrol and snowmobile law enforcement. When the police or sheriff department is located in a multi-use building, allocate expenditures for the maintenance and operation of that building to the activity served on a square foot percentage basis. This is an eligible expenditure for highway-related costs. Do not include jail expenditures on this line. See Line 120-52700.

**120-52200 – Fire protection** This entry includes expenditures incurred by fire wardens and other personnel in the prevention and detection of fires, particularly forest fires, and expenditures for personnel assigned to extinguishing fires, and payments of state special charges for fire suppression.

**120-52300 – Ambulance/EMS** This entry includes expenditures for operation and maintenance of an emergency ambulance service including payments to private operators or to other governmental units for providing this type of service.

**120-52400 – Building inspection** This entry includes the expenditures of the local building inspectors for issuing permits and inspecting buildings, plumbing, electrical, heating, air conditioning, sewer, gas, etc. It also includes weights and measures inspections. Do not include fire and health inspections on this line.

**120-52601 – Emergency communications (911) (law enforcement share)** This entry includes the prorated portion of the expenditures for the emergency communications system charged to law enforcement. The 911 signs are ones installed near or within the road, highway or street right-of-way to identify parcels of property for emergency communication purposes. Do not include emergency communication expenditures reimbursed by state agencies such as DNR. This is an eligible expenditure for highway-related costs.

**120-52609 – Emergency communications (911) (exclude law enforcement share. See line 120-52601)** This

# 2024 Form A Financial Report Instructions

entry includes the balance of the emergency communications (911) system expenditures. The 911 signs are charged to law enforcement. The 911 signs are ones installed near or within the road, highway or street right-of-way to identify parcels of property for emergency communication purposes. This entry includes emergency communication expenditures reimbursed by state agencies such as the DNR. This is not an eligible highway-related cost.

**120-52700 – Correction and detention** This entry includes expenditures incurred by the county for operation and maintenance of jails and other correctional facilities including jailers, matrons, and other personnel, cost of prisoner meals, and maintenance, state penal charges, offender rehabilitation programs, parole officers, pre-release facilities, and juvenile detention facilities. It also includes payments to other governmental units for housing of prisoners.

**120-52900 – Other public safety** This entry includes any public safety expenditures not provided for in the lines above. Include expenditures of the county emergency government (civil defense) office, the cost of emergency warning systems, payments to prevent damage and to restore areas after floods, and payments to flood control boards. Highway damage repair because of flood, wind, or ice storms should be entered on Line 122-53311.

**121-52000 – Total Public Safety** This is the sum of Lines 120-52100 through 120-52900.

## 3. Public Works

This category includes expenditures related to transportation and sanitation. The State Department of Transportation recommends that county highway department operations be accounted for in an internal services fund, and accounts have been provided in the proprietary fund types schedule to accommodate the reporting of highway departments as internal service funds.

Use the highway and road-related expenditure lines in this section when the highway internal service fund provides maintenance and construction services to the county general fund or other governmental fund types on county trunk highways, or services for road related facilities such as local purpose roads, street lighting, or parking facilities.

Report the reimbursement to the highway internal service fund by governmental fund types as interdepartmental charges for services on Lines 206-47430 or 206-47492.

### Transportation

**122-53100 – Administration for highways and streets** This entry includes any highway and street administration expenditures charged to, or incurred by, the county general fund or other governmental fund types.

**Note:** Expenditures of the highway commissioner's office and highway committee will normally be accounted for through the highway internal service fund.

### Highway and Street Maintenance and Construction

**122-53311 – Local highway and street maintenance** This entry includes maintenance expenditures on county trunk highways and other public roads under county jurisdiction.

Expenditures include amounts paid to the highway department internal service fund or to other funds for services on county public roads. Expenditures for county forest roads should be reported on Line 128-56111. This is an eligible expenditure for highway-related costs.

**122-53315 – Local highway and street construction** This entry includes construction expenditures on county trunk highways and other public roads under county jurisdiction. Expenditures include amounts paid to the highway department internal service fund or to other funds for services on county public roads. This is an eligible expenditure for highway-related costs.

**122-53320 – State highway maintenance and construction** This entry includes maintenance and construction expenses charged to the state, in cases where the governmental fund types are charged by the highway internal

# 2024 Form A Financial Report Instructions

service fund for providing this service. This is an eligible expenditure for highway-related costs.

**Note:** The Wisconsin Department of Transportation recommends that county highway department operations be accounted for in an internal service fund. Line 210-53320 has been provided in the proprietary fund types for reporting these expenses.

**122-53330 – Other local government highway, street maintenance and construction** This entry includes expenses of maintenance and construction of local government roads; including towns, villages, cities, other counties, schools, and special districts. This is an eligible expenditure for highway-related costs.

**Note:** The Wisconsin Department of Transportation recommends that county highway department operations be accounted for in an internal service fund. Line 210-53330 has been provided in the proprietary fund types for reporting these expenses.

## Road Related Facilities

**122-53410 – Limited purpose roads** This entry includes expenditures for construction and maintenance of dump and cemetery roads, gated or impassable roads; and other roads that do not meet the criteria for a public access road, in cases where the governmental fund types are charged by the highway internal service fund for providing this service.

**122-53420 – Street (highway) lighting** This entry includes expenditures for installation, repair, and maintenance of street lights in cases where such expenditures are borne by the governmental fund types. This is an eligible expenditure for highway-related costs.

**122-53450 – Parking facilities** This entry includes expenditures for construction, maintenance, and repair of public parking facilities in cases where such expenditures are borne by the governmental fund types. If the parking facilities are accounted for as an enterprise, the activities should be reported in the proprietary fund types schedule.

## Other Transportation

**122-53510 – Airport** This entry includes expenditures for operation of an airport such as maintenance of landing fields, parking facilities, equipment, lighting, supplies, administrative staff and operations employees, office supplies, and subsidies to airports operated by others.

**Note:** When the airport is accounted for as an enterprise fund, report the activities in the proprietary fund types.

**122-53520 – Mass transit** This entry includes expenditures for operation of a transit system such as equipment maintenance, fuel, maintenance supplies, advertising, administrative staff, drivers, office supplies, and subsidies to mass transit systems operated by others.

**Note:** If the mass transit system is accounted for as an enterprise fund, report the activities in the proprietary fund types.

**122-53540 – Docks and harbors** This entry includes expenditures for operation of commercial docks, harbors, and terminal warehouses, including contributions to others for maintenance of commercial docks and harbors.

**Note:** In cases where dock and harbor facilities are accounted for as an enterprise fund, the activities should be reported in the proprietary fund types.

**122-53580 – Other transportation facilities (list items and amounts)** This entry includes expenditures for operation of other transportation facilities; such as railroads, bicycle trails, and other transportation activities which are not provided for on the lines above, and which are operated as part of the governmental fund types.

## Sanitation

**122-53631 – Solid waste disposal** This entry includes expenditures for operation of a county landfill site such as garbage and refuse collection, incinerators, refuse pulverizer systems, and central collection transfer points.

# 2024 Form A Financial Report Instructions

**Note:** When the solid waste disposal operation is accounted for as an enterprise fund, report the activities in the proprietary fund types.

**122-53635 – Recycling expenditures** This entry includes any reasonable program related expenditures for planning or operating one or more of the components of a solid waste management program specified in sec. 287.11(2)(a) to (h), Wis. Stats., or to enable your county to comply with the prohibition under sec. 287.07(2), Wis. Stats. Expenditures may include payroll cost and fringe benefits of employees directly involved in this program's activities, indirect cost, consultant fees, service contracts, materials and supplies, equipment rental and other allowable cost.

**Note:** When the recycling operation is accounted for as an enterprise fund, report the activities in the proprietary fund types.

**122-53680 – Other Sanitation (list items and amounts)** This entry includes expenditures for sanitation activities not included in the lines above.

**123-53000 – Total Public Works** This is the sum of Lines 122-53100 through 122-53680.

## 4. Health and Human Services

This category includes general health, mental health, consumer protection services, health inspections, animal and insect control; social service programs such as day care, child support, relief, income maintenance programs; elderly programs such as nutrition and transportation; nursing homes, resident care facilities, hospitals, and health clinics.

**Note:** Those counties which account for health clinics, hospitals, nursing homes, etc., as enterprises should report those expenditures in the proprietary fund types.

**124-54100 – Public health services** This entry includes expenditures for the conservation and improvement of public health. Activities to include:

- Health clinics
- Communicable disease control (detection, prevention, treatment)
- Health inspections (consumer protection, food inspection, etc.)
- Health education and planning
- Animal and insect control
- Home nursing care
- Humane shelter

**124-54200 – Institutional care** This entry includes all expenditures of a county-operated nursing home, residential care facility, and/or general hospital.

**Note:** If these institutions are accounted for as enterprises, the expenses should be reported in the proprietary fund types.

**124-54300 – Mental health services** This entry includes expenditures of the 51.42/51.437 boards (community, mental health, intellectual disability, alcohol and drug abuse, and developmental disabilities). It also includes state special charges for care of mental patients from the state's apportionment of state taxes and charges.

**124-54410 – Income maintenance administration** This entry includes the costs of administering the federal and state financed income maintenance programs such as Aid to Families with Dependent Children, food stamps, and energy assistance.

**124-54420 – Income maintenance general relief** This entry includes expenditures for general relief administration and direct payments to indigents, vendors, and other counties for relief grants on behalf of legal residents.

# 2024 Form A Financial Report Instructions

**124-54500 – Social services** Expenditures applicable to the social services contracts with the state are to be included on this entry. Items to be included are child support (including IV-D program), child welfare, temporary care of dependent children, and daycare centers.

**124-54600 – Aging (include senior citizen programs)** This entry includes expenditures of the commission on aging for its various programs such as transportation for the elderly, nutrition programs, and operation of senior citizen centers.

**124-54700 – Veterans** This entry includes the expenditures for veterans' relief, veterans' service officer, burial of indigent veterans, and care of veterans' graves.

**124-54920 – County farm** This entry includes expenditures of a county-owned and operated farm when it is accounted for as a governmental fund.

**124-54980 – Other health and human services** This entry includes expenditures for health and human services programs not included in the lines above.

**125-54000 – Total Health and Human Services** This is the sum of Lines 124-54100 through 124-54980.

## 5. Culture, Recreation, and Education

This category includes expenditures for cultural, recreational, and educational purposes. Include contributions to others for providing these services.

**Note:** If the county accounts for such operations as libraries, museums, and recreational facilities in an enterprise fund, they should be reported in the proprietary fund types.

**126-55110 – Library** This entry includes expenditures for library operations. It also includes payments to federated library systems and contributions to local districts for library services furnished to the county.

**126-55120 – Museum** This entry includes operating expenditures of municipally operated museums and historical sites where those activities are accounted for in the governmental fund types.

**126-55190 – Other culture** This entry includes expenditures for other cultural activities such as artistic programs, community centers, etc.; also includes auditoriums, convention or civic centers that are not accounted for in an enterprise fund.

**126-55200 – Parks** This entry includes expenditures for personnel, equipment, grounds, roads in parks, and other costs incidental to operating a park system.

**126-55300 – Recreation programs and events** This entry includes expenditures for administration and operation of recreation activities such as athletic (tennis, baseball, softball) programs, playground programs, and other summer recreation programs, and events such as fireworks, parades, public concerts, holiday decorations, and celebrations.

**126-55400 – Recreation facilities** This entry includes expenditures for specialized facilities such as ice arenas, zoos, swimming areas, golf courses, recreational docks and harbors, fairgrounds (including fairs and exhibits), stadiums, snowmobile trails, and ATV trails, where these facilities are not accounted for in an enterprise fund.

**126-55410 – Zoo** This entry includes operating expenditures of municipally operated zoological parks where those activities are accounted for in the governmental fund types.

**126-55600 – Education** This line includes expenditures of operating a county handicapped school, conducting the university extension programs, payments in lieu of taxes on county property, University of Wisconsin Center,

# 2024 Form A Financial Report Instructions

and other education expenditures.

**127-55000 – Total Culture, Recreation, and Education** This is the sum of Lines 126-55110 through 126-55600.

## 6. Conservation and Development

This category includes expenditures for resource conservation, environmental protection, administration of county planning policies and zoning, public housing projects, and economic development.

**128-56111 – County forest roads** Expenditures on county forest roads should be reported here. If no expenditures are reported at this code, it is assumed that there are no county forest road expenditures. This code is not eligible for highway-related cost reporting.

**128-56500 – Public housing** This entry includes expenditures for acquisition, furnishing, maintenance, and operation of public housing for low income and elderly persons.

**Note:** If public housing projects are accounted for as an enterprise fund, report the activity in the proprietary fund types.

**128-56700 – Economic development (include tourism)** This entry includes expenditures for development projects, federally assisted job training and employment programs, and other economic purposes. Report payments for advertising the advantages, attractions, and natural resources of the county on this line.

**128-56900 – Other conservation and development** This entry includes expenditures for conservation and development activities not provided for above, such as county forestry projects, conservation of water, mineral, and agricultural resources, fish and game projects, environmental protection, and administration of county planning policies and zoning laws.

**129-56000 – Total Conservation and Development** This is the sum of Lines 128-56111 through 128-56900.

## 7. Capital Outlay/Capital Project Expenditures

This category is provided to report capital expenditures such as equipment and construction.

### General Government

**130-57140 – General public buildings outlay** This entry includes expenditures for constructing or remodeling of general municipal buildings such as hall, additions to hall parking lots, and acquisition of land for future expansion.

**130-57190 – Other general government outlay** This entry includes capital outlay expenditures for general government purposes not provided for above, such as acquisition of computer equipment.

### Public Safety

**130-57210 – Law enforcement outlay** This entry includes capital outlay expenditures for constructing or remodeling police office buildings and garages, and purchase of police equipment such as squad cars, vans, and other law enforcement and investigation vehicles, police radio equipment, radar, and other crime detection devices. Allocate expenditures for multipurpose buildings to the activity served on a square foot percentage basis. Do not include capital outlay expenditures for jail on this line. See Line 130-57270. This is an eligible expenditure for highway-related costs.

**130-57220 – Fire protection outlay** This includes capital outlay expenditures for constructing or remodeling buildings used for storing firefighting equipment and purchases of equipment such as fire trucks, plows, and bulldozers.

**130-57230 – Ambulance/EMS outlay** This entry includes capital outlay expenditures for constructing or



# 2024 Form A Financial Report Instructions

remodeling ambulance garages and purchases of equipment such as ambulance vehicles and jaws of life.

**130-57261 – Emergency communications (911) outlay (law enforcement share)** This entry includes the law enforcement prorated portion of the emergency communications (911) outlay. The 911 signs are ones installed near or within the road, highway or street right-of-way to identify parcels of property for emergency communication purposes. Do not include emergency communication outlays reimbursed by state agencies, such as DNR on this line. This is an eligible expenditure for highway-related costs.

**130-57269 – Emergency communications (911) outlay (exclude law enforcement share. See Line 130-57261)** This entry includes the balance of the emergency communication (911) outlay expenditures. The 911 signs are ones installed near or within the road, highway or street right-of-way to identify parcels of property for emergency communication purposes. This also includes emergency communication outlays reimbursed by state agencies such as the DNR. This is not an eligible highway-related cost.

**130-57270 – Correction and detention outlay** This entry includes capital outlay expenditures for constructing and equipping correctional facilities such as jails and other detention facilities.

**130-57290 – Other public safety outlay** This entry includes capital outlay expenditures for public safety purposes not included in the lines above.

## Transportation

**130-57331 – Highway and street outlay (local)** This entry includes capital expenditures for grading, base, and surface; marking signs; traffic control signals; engineering expenditures directly attributable and charged to each individual highway and bridge construction project; traditional project survey, design, material, and construction engineering including environmental impact statements; right-of-way acquisition including relocation assistance; real estate legal fees and appraisals, site demolition and clearing costs; curb and gutter construction; seeding, sodding, and other erosion control items; planting or other forms of screening for safety purposes such as reducing headlight glare on curves, or sound barriers, or screening of legal junkyards. This is an eligible expenditure for highway-related costs.

**130-57341 – Limited purpose roads** This entry includes capital expenditures for construction of limited purpose roads. This includes dump, park, subdivision, and cemetery roads; gated or impassable roads; and other roads that do not meet the criteria for public access roads; and are not eligible for state road aids.

**130-57342 – Street (highway) lighting outlay** This entry includes capital expenditures for purchase and installation of street lights, including engineering costs. This is an eligible expenditure for highway-related costs.

**130-57346 – Parking facilities outlay** This entry includes capital expenditures for construction or reconstruction of public parking lots and ramps.

## Other Transportation

**130-57351 – Airport outlay** This entry includes capital expenditures for construction or reconstruction of airport facilities such as runways, taxi strips, fences, lighting and communications equipment, roads, walks, parking areas, storage buildings, and terminals.

**130-57352 – Mass transit outlay** This entry includes capital expenditures for construction of bus garages and for purchases of buses, maintenance equipment, and other facilities.

**130-57354 – Dock and harbor outlay (commercial)** This entry includes capital expenditures for construction of commercial docks, harbors, and terminal warehouse facilities.

# 2024 Form A Financial Report Instructions

**130-57391 – Other transportation outlay** This entry includes capital outlay expenditures for transportation capital outlays not included in the lines above.

## Sanitation

**130-57431 – Solid waste disposal outlay** This entry includes capital outlay expenditures for the acquisition of a landfill site, incinerator, and the purchase of compacting equipment, garbage trucks, etc.

**130-57435 – Recycling outlay** This entry includes capital expenditures for additions or improvements to plant or equipment and land acquisition costs.

## Health and Human Services

**130-57510 – Health outlay** This entry includes capital outlay expenditures for constructing or remodeling health care facilities such as health clinics, nursing homes, general hospitals, and for purchase of related equipment.

**130-57520 – Human services outlay** This entry includes capital outlay expenditures for constructing or remodeling mental health facilities, office buildings for social services personnel, and for purchase of related equipment.

## Culture, Recreation and Education

**130-57610 – Library outlay** This entry includes capital outlay expenditures for construction, remodeling, and purchase of land, buildings, and equipment for library activities.

**130-57620 – Parks outlay** This entry includes capital outlay expenditures for construction and remodeling of buildings, purchase of land, and equipment for parks.

**130-57630 – Other culture and recreation outlay** This entry includes capital outlay expenditures for culture and recreation outlays not included in the lines above.

**130-57640 – Education outlay** This entry includes capital outlay expenditures for construction and remodeling of buildings and purchase of equipment for educational facilities.

## Conservation and Development

**130-57730 – Other conservation and development outlay** This entry includes capital expenditures for conservation and development outlays not included in the lines above.

**131-57000 – Total Capital Outlay** This is the sum of Lines 130-57140 through 130-57730.

## 8. Debt Service

This category includes principal and interest on general obligation bonds, long-term notes, state trust fund loans, land contracts, installment purchases, etc., except those maturities financed by proprietary funds. Report interest maturities on mortgage revenue bonds, mortgage notes, and other long-term debt financed by proprietary funds in the proprietary fund types. Since principal maturities paid on mortgage revenue bonds, mortgage notes, and other long-term debt financed by proprietary funds are a reduction of a liability on the proprietary fund balance sheet, do not include them in the revenues and expenses for proprietary fund types.

### Debt Service

**132-58100 – Principal on long-term debt** This entry includes payments on general obligation bonds, notes,

# 2024 Form A Financial Report Instructions

special state trust fund loans, land contracts, and installment purchases accounted for through the governmental fund types; usually the debt service fund.

## Debt Service – Interest and Fiscal Charges

**132-58211 – Law enforcement** This entry includes the interest paid on general obligation bonds, notes, state trust fund loans, land contracts, installment purchases, and short-term loans issued for law enforcement purposes. Prorate the interest on loans obtained for several purposes including law enforcement. This line also includes related fees and expenses charged by fiscal agents to retire bonds, notes, and coupons, and to either cremate the canceled bonds, notes, and coupons, or to return them to the county. This is an eligible expenditure for highway-related costs. Do not include jail interest on this line. See Line 132-58290.

**132-58221 – Highway and street** This includes the interest paid on general obligation bonds, notes, state trust fund loans, land contracts, installment purchases, and short-term loans issued for highway and street purposes. Prorate the interest on loans obtained for several purposes including highway. This entry also includes related fees and expenses charged by fiscal agents to retire bonds, notes, and coupons, and to either cremate the cancelled bonds, notes, and coupons, or return them to the county. This is an eligible expenditure for highway-related costs.

**132-58230 – Solid waste disposal (include recycling)** This entry includes interest paid on general obligation bonds, notes, state trust fund loans, installment contracts, and short-term loans issued for solid waste disposal purposes. Prorate the interest on loans issued for several purposes including solid waste disposal. This line also includes related fees and expenses charged by fiscal agents to retire bonds, notes, and coupons, and to either cremate the canceled bonds, notes, and coupons, or to return them to the county.

**132-58290 – Other interest and fiscal charges** This entry includes interest and fiscal agent charges not included in the lines above.

**133-58000 – Total Debt Service** This is the sum of Lines 132-58100 through 132-58290.

## 9. Other Financing Uses

**134-59200 – Transfers to other funds** This entry includes amounts transferred out of the Governmental Fund Types and Expendable Trust Funds. The two major categories of interfund transfers are:

- 1. Residual equity transfers** – non-recurring or non-routine transfers of equity between funds (ex: contribution to Enterprise Fund or Internal Service Fund capital by the General Fund, and transfers of residual balances of discontinued funds to the General Fund or a Debt Service Fund). Residual equity transfers generally are not included in the form.
- 2. Operating transfers** – all other interfund transfers (ex: legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, transfers of tax revenues from a Special Revenue Fund to a Debt Service Fund, transfers from the General Fund to a Special Revenue or Capital Projects Fund, operating subsidy transfers from the General or a Special Revenue Fund to an Enterprise Fund, and transfers from an Enterprise Fund other than payments in lieu of taxes to finance General Fund expenditures). Operating transfers generally are included in the form.

**134-59500 – Payment to refunding bond escrow agent** This entry is the payment to an escrow agent to defease the old debt. Use this line with Line 115-49500 for advance refunding debt. Report payments made to the escrow agent from a general fund appropriation or from current resources as debt service expenditures because these payments are not substitutions of one debt for another.

**135-59000 – Total Other Financing Uses** This is the sum of Lines 134-59200 through 134-59500.

**136-50000 – Total Expenditures and Other Financing Uses** This is the sum of Lines 119-51000, 121-52000, 123-53000, 125-54000, 127-55000, 129-56000, 131-57000, 133-58000, and 135-59000.

## VIII. Statement of Change In Fund Balance

### All Governmental Fund Types And Expendable Trust Funds Modified Accrual Basis

This is a summary of financial transactions and their effects on fund balances of the governmental fund types and expendable trust funds. It represents a check to ensure all revenues and expenditures are reflected in the financial report.

**140-34000 – Fund balance at beginning of year** This line includes reserved and unreserved fund balances of the governmental fund types (general, special revenue, debt service, capital projects), and the expendable trust funds as of January 1.

**Note:** This line auto-fills from prior year Line 151-34000.

**140-40000 – Revenues and other financing sources – governmental fund types** This amount auto-fills from Line 117-40000.

**140-85000 – Adjustments to fund balance (list items and amounts)** This entry includes adjustments to the fund balances and can be positive or negative. Common sources of adjustments include audit adjustments to the beginning fund balance, and residual equity transfers.

**143-90000 – Grand Total** This is the sum of Lines 140-34000 through 140-85000. This line must equal the amount on Line 153-90000.

**150-50000 – Expenditures and other financing uses – governmental fund types** This amount auto-fills from Line 136-50000.

**151-34000 – Fund balance at end of year** This entry includes reserved and unreserved fund balances of the governmental fund types (general, special revenue, debt service, capital projects), and the expendable trust funds as of December 31.

**153-90000 – Grand Total** This is the sum of Lines 150-50000 through 151-34000.

## IX. Definitions of Proprietary Fund Types and Similar Trust Funds

### A. Operating revenues

Operating Revenues are proprietary fund revenues related to the fund's primary service activities. They consist primarily of user charges for services.

#### 1. Public Charges for Services

This category includes operating revenues from individuals, organizations, third-party providers, and businesses for services rendered by the proprietary fund types and similar trust funds. Do not include refunds or reimbursements of expenses.

#### Enterprise

**200-46230 – Ambulance/EMS fees** This entry includes revenues from individuals for use of county ambulance services.

**200-46330 – Parking lots, ramps and meters** This entry includes revenues from public parking lots, ramps, and meters such as weekly or monthly user fees, meter revenues, and sales of special parking permits.

# 2024 Form A Financial Report Instructions

**200-46340 – Airport** This entry includes revenues from landing fees, concession fees, auto parking fees, hanger rental and freight fees resulting from the operation of a county airport.

**200-46350 – Mass transit fares** This entry includes the fares, charter fees, and advertising revenues of a county-operated mass transit system.

**200-46431 – Solid waste disposal** This entry includes revenues from individuals for disposing of waste materials including a sticker fee, key purchase fee, or a weight charge.

**200-46435 – Recycling** This entry includes revenues from individuals or businesses for collection, processing, or transportation of recyclable materials, or the prorated recycling portion of all-inclusive solid waste disposal fees when the activity is operated as an enterprise. This entry also includes sales of stickers, tags, bags, or containers for recycling, or any other fee charged to the public based on use. Do not include the sale of recyclables on this line.

**200-46510 – Public health services** This entry includes revenues from individuals and third parties for health services such as regulation and inspection, immunization, health clinics, nursing, and animal and insect control.

**200-46521 – Nursing home** This entry includes revenues for patient care provided by nursing homes, residential care facilities, county hospitals for the treatment of dependent persons, and infirmary for the care, treatment, and maintenance of the aged and infirmed. Include Medicare payments for patient care.

**200-46522 – General hospital** This entry includes the patient revenues of a general hospital including monies received from insurance companies or social programs.

**200-46530 – Mental health services** This entry includes the revenues paid by individuals, third parties, dependents, or the individual's insurance for care at mental health, developmental disability, and alcohol and drug abuse facilities. When the 51.42/51.437 board operates activities other than mental health, developmental disability, and alcohol and drug abuse, those activities must be reported at the proper activity. For example, if the 51 board runs a residential care facility, report the patient care revenues of that facility on Line 200-46521.

**200-46550 – County farm** This entry includes revenues from sale of products on county-owned and operated farms. Include annual rental of land and buildings as rental income on Line 216-48900.

**200-46720 – Parks** This entry includes revenues from equipment rental fees, admissions, camping fees, concession sales, auto parking fees, and shelter rentals that are accounted for in the proprietary fund types.

**200-46732 – Zoo** This entry includes zoo admission, parking fees, and concession earnings.

**200-46733 – Golf course** This entry includes green fees, cart rentals, and concession earnings.

**200-46735 – Ice arena** This entry includes user rentals, locker fees, admissions, and concession earnings.

**200-46741 – Fairs, exhibits, and celebrations** This entry includes admissions, entry fees, concession earnings, and parking fees.

**200-46742 – Auditorium, convention or civic center (theater)** This entry includes user rentals, admission fees, and concession earnings.

**200-46744 – Stadium** This entry includes user rentals, admissions, concession earnings, and parking fees.

**200-46830 – Public housing** This entry includes rents and other revenues from residents of public housing projects.

**200-46850 – Economic development** This entry includes revenues associated with services provided to industrial parks and other economic development activities that are accounted for in the proprietary fund types.

# 2024 Form A Financial Report Instructions

**200-46900 – Other public charges for services (enterprise) (list items and amounts)** This entry includes operating revenues from public charges of any other activity that might be operated and accounted for through an enterprise fund by the county.

## Internal Service – Highway

**201-46310 – Highway (and street) maintenance and production** This entry includes revenues received from sale of gravel, shale, blacktopping, grading, ditching, culverts, and other miscellaneous highway materials to individuals; revenues from developers or individuals for construction or reconstruction of roads including curb and gutters; revenues for repair or replacement of curb or gutters; revenues for storm sewer maintenance; revenues from sale of salt and sand; revenues from snow plowing driveways and parking lots, and thawing culverts. This is a deductible revenue for highway-related costs.

**201-46319 – Other internal service – highway public charges** This entry includes operating revenues from individuals and non-governmental organizations for services other than on highways and related facilities provided through the highway internal service fund. This is a deductible revenue for highway related costs.

## Internal Service – Non-Highway

**202-46199 – Other internal service – public charges (list items and amounts)** This entry is for operating revenues from public charges of any other activity that might be organized and accounted for through an internal service fund by the county.

## 2. Intergovernmental Charges for Services

This category includes revenues received from other governmental units with taxing powers such as schools, technical colleges, other counties, cities, villages, towns, lake rehabilitation districts, sanitary districts, and state and federal governments for services provided by your county.

### Federal

**202-47181 – Enterprise – public housing** This entry includes revenues for services provided to a federal agency by the public housing enterprise fund.

**202-47191 – Enterprise – other services to federal government by enterprises** This entry includes revenues from charges to the federal agencies for services provided by enterprises not included in the lines above.

**203-47131 – Internal service – highway – transportation (highways and streets)** This entry includes operating revenues from charges for maintenance, construction, or reconstruction of federal highways by the highway internal services fund. This is a deductible revenue for highway-related costs.

**203-47192 – Internal service – highway – revenues from non-highway activities in highway fund** This entry includes operating revenues from services to federal parks, federal forests, etc., by the highway internal service fund.

**203-47193 – Internal service – non-highway** This entry includes operating revenues for charges to the federal agencies for services provided by internal service funds other than the highway internal service fund.

### State

**203-47281 – Enterprise – public housing** This entry includes operating revenues for public housing services provided to the state when the public housing project is operated as an enterprise fund.

**203-47291 – Enterprise – other services to state government by enterprises** This entry includes operating revenues for services provided to state agencies by enterprises other than public housing.

# 2024 Form A Financial Report Instructions

**204-47230 – Internal service – highway transportation (highways and streets)** This entry includes operating revenues from charges for maintenance, construction, or reconstruction of state highways by the highway internal service fund. This is a deductible revenue for highway-related costs.

**204-47292 – Internal service – revenues from non-highway activities in highway fund** This entry includes operating revenues from charges for other transportation services performed for the state by the highway internal service fund. Include revenues from records and reports, radios, general public liability, salt storage, and supervision expenses on this line.

**204-47293 – Internal service – non-highway** This entry includes operating revenues from charges to the state for services provided by internal service funds other than the highway internal service fund.

## Other Local Governments

**204-47324 – Enterprise – ambulance/EMS services** This entry includes operating revenues for ambulance services provided to other local governments by the ambulance enterprise fund.

**204-47343 – Enterprise – solid waste disposal** This entry includes operating revenues from user fees or contract payments from local governments for use of the county solid waste disposal site.

**Note:** Enter user fees from businesses or individuals in Sec. G: Public Charges for Services.

**204-47345 – Enterprise – recycling** This entry includes revenues for user fees or contract payments from local governments, or the prorated recycling portion of all-inclusive solid waste disposal fees, for the use of municipally-owned recycling facilities or equipment being operated as an enterprise.

**Note:** Enter user fees from businesses or individuals in Sec. G: Public Charges for Services.

**204-47350 – Enterprise – health** This entry includes operating revenues from charges to other local governments for providing health services such as immunization programs when the health services are accounted for in an enterprise fund.

**204-47381 – Enterprise – public housing** This entry includes operating revenues for public housing services provided to other local governments.

**204-47391 – Enterprise – other services to other local governments by enterprises** This entry includes operating revenues from charges to other local governments for services provided by enterprises not included in the lines above.

**205-47331 – Internal service – highway transportation (highways and streets)** This entry includes revenues earned by the highway internal service fund for maintenance, construction or reconstruction of streets and roads, curb and gutters, storm sewers, and sidewalks; and material sales such as blacktop, gravel, sand, salt, etc., from other counties or other local governments. This is a deductible revenue for highway-related costs.

**205-47392 – Internal service – revenues from non-highway activities in highway fund** This entry includes operating revenues for other highway related services provided to other local governments by the highway internal service fund.

**205-47393 – Internal service – non-highway** This entry includes operating revenues from charges to other local governments for services provided by internal service funds other than the highway internal service fund.

# 2024 Form A Financial Report Instructions

## 3. Interdepartmental Charges for Services

This category includes charges for services to local (county) departments by county service departments. These are considered "quasi-external" transactions.

**205-47491 – Enterprise – services to other departments by enterprises** This entry includes revenues from charges for services provided to other county departments or other funds by enterprise funds. (ex: charges to county departments for solid waste disposal provided by a county operated sanitary landfill enterprise fund)

**206-47430 – Internal service – highway transportation (highway and street maintenance)** This entry includes revenues earned by the highway internal service fund from providing maintenance services on county trunk highways and other public county roads to the county general fund or other various county departments. This is a deductible revenue for highway-related costs.

**206-47435 – Internal service – highway transportation (highway and street outlay)** This entry includes revenues earned by the highway internal service fund from providing construction services on county trunk highways and other public county roads to the county general fund or other various county departments. This is a deductible revenue for highway-related costs.

**206-47492 – Internal service – revenues from non-highway activities in highway fund** This entry includes revenues earned by the highway internal service fund from the county general fund or other various county departments for providing services to non-highway activities such as trash pickup at county parks or maintenance of courthouse parking lots.

**206-47493 – Internal service – non-highway** This entry includes revenues from charges for services to other county departments or other funds by non-highway internal service funds such as data processing, central stores, reproduction, etc.

## 4. Miscellaneous Revenues

This category includes other **operating revenues** of enterprise, internal service, and fiduciary/pension trust funds not included in the lines above.

**206-48691 – Enterprise** This entry includes all miscellaneous operating revenues of the enterprise funds not included in the enterprise lines above.

**207-44260 – Internal service – highway – wide load moving permits** This entry includes revenues from permit fees for moving oversize loads on county roads.

**207-48612 – Internal service – highway – other operating revenues** This entry includes miscellaneous operating revenues of the highway internal service fund. This is a deductible revenue for highway-related costs.

**207-48614 – Internal service – revenues from non-highway activities in highway fund** This entry includes miscellaneous operating revenues from non-highway activities included in the highway internal service fund.

**207-48692 – Internal service – non-highway** This entry includes miscellaneous operating revenues of the internal service funds other than highway.

**207-48910 – Fiduciary/pension trust** This entry includes all revenues of non-expendable trust funds such as contributions, donations, grants, and interest on investments. It also includes contributions and other earnings accruing to pension trust funds.

**208-40000 – Total Operating Revenues** This is the sum of Lines 200-46230 through 207-48910.



## B. Operating expenses

### 1. Enterprise Operating Expenses

This category includes operating expenses of county activities accounted for as enterprise funds. The operating expenses reported should reflect the operating expenses as reported in the county's audited financial statements (including depreciation).

**209-52300 – Ambulance/EMS** This entry includes all operating expenses of a county-operated ambulance enterprise.

**209-53450 – Parking facilities, lots, ramps and meters** This entry includes all operating expenses of public parking lots and ramps when the county operates these facilities as an enterprise.

**209-53510 – Airport** This entry includes all operating expenses of an airport enterprise.

**209-53520 – Mass transit** This entry includes all operating expenses of a county-operated mass transit system.

**209-53631 – Solid waste disposal** This entry includes all operating expenses of a solid waste disposal enterprise.

**209-53635 – Recycling** This entry includes all operating expenses of a recycling enterprise, or the properly prorated recycling portion of the operating expenses of a combined solid waste disposal/recycling enterprise.

**209-54100 – Public health services** This entry includes all operating expenses of public health services when they are operated and accounted for as enterprise funds. These activities include regulation and inspection, immunization, health clinics, nursing, and animal and insect control.

**209-54210 – Nursing home** This entry includes all operating expenses of a county-operated nursing home or residential care facility operated as an enterprise.

**209-54220 – General hospital** This entry includes all operating expenses of a county-operated general hospital enterprise.

**209-54300 – Mental health services** This entry includes all operating expenses of providing community mental health, intellectual disability, alcohol and drug abuse, and developmental disabilities programs through an enterprise fund. This line also includes services directed toward prevention and alleviation of developmental disabilities, including diagnosis, evaluation, treatment, personal care, day care, domiciliary care, training, education, counseling, mental health clinics, etc.

When the 51.42/51.437 board operates activities other than mental health, developmental disabilities, alcohol and drug abuse, those activities must be reported at the proper activity in this schedule. For example, if the 51.42 board runs a residential care facility, the operating expenses of that facility should be reported on Line 209-54210.

**209-54920 – County farm** This entry includes expenses for a county-owned and operated farm that is accounted for as an enterprise.

**209-55130 – Auditorium, convention, or civic center (theater)** This entry includes the expenses of county-operated auditoriums, convention centers, civic centers, and exposition centers that are accounted for as an enterprise.

**209-55200 – Parks** This entry includes operating expenses for parks, when the activities are accounted for in the proprietary fund types.

**209-55410 – Zoo** This entry includes operating expenses of zoological parks operated as an enterprise.

# 2024 Form A Financial Report Instructions

**209-55430 – Golf courses** This entry includes the operating expenses of county-owned golf courses operated as an enterprise.

**209-55450 – Ice arenas** This entry includes all expenses of operating county-owned ice arenas operating as an enterprise.

**209-55460 – Fairgrounds (fairs, exhibits, and celebrations)** This entry includes expenses of operating a county fairground including fairs, exhibits, and celebrations, when these activities are operated as enterprises.

**209-55470 – Urban development** This entry includes all operating expenses of a stadium enterprise in the proprietary fund types.

**209-56500 – Public housing** This entry includes all operating expenses of public housing facilities operated by the county as an enterprise.

**209-56700 – Economic development** This entry includes expenses for fostering economic growth and development within the county including activities as economic and industrial surveys, advertising the advantages of the county, financial assistance to new business, activities of an industrial development agency, and acquisition of industrial sites accounted for in the proprietary fund types.

**209-56910 – Other enterprises (list items and amounts)** This entry includes operating expenses of any other activity operated and accounted for as an enterprise by the county.

## 2. Internal Service Operating Expenses

This category includes operating expenses of those county activities accounted for and reported as internal service funds. The operating expenses reported should reflect the operating expenses accounted for in the county's audited financial statements.

### Internal Service – Highway

**210-53110 – Highway administration** This entry includes the expenses for administration and supervision of road, bridge, storm sewer, traffic controls, and street lighting activities; and the planning, development, and administration of capital improvement programs. Costs related to a highway commissioner's time and a highway committee's time actually spent in the field on highway-related matters are eligible highway-related costs and should be reported on Line 210-53311. However, any prorations used to determine such allocation of costs must be supported in the highway records.

**210-53199 – Other highway and street administration and general** This entry includes other support services not directly allocable to specific highway projects such as expenses associated with patrol superintendents, radio expenses, and general public liability insurance. This is an eligible expense for highway-related costs.

**210-53311 – Highway and street maintenance for county** This entry includes expenses on county highways for repairing and maintaining pavement, curb and gutter, bridges, culverts, and storm sewers; snow plowing, snow fencing, and ice control; maintenance of highway buildings; maintenance of traffic control devices; brushing, mowing, and weed control along roadways; grading and shoulder shaping; guardrail; ditches; signing; sweeping, leaf pickup, tree removal, dust control (chlorides); and cleaning private driveway culverts (an eligible cost only if the cleaning is needed to assure proper drainage of the eligible roadway). Since costs related to a highway commissioner's time and a highway committee's time actually spent in the field on highway-related matters are highway-related costs, report them on this line. This is an eligible expense for highway-related costs.

- Report costs of maintenance work done for other local governments on this line only if the other local government is not charged for the work. If the other local government is charged for the work, enter maintenance expenses on Line 210-53330.

# 2024 Form A Financial Report Instructions

- Report costs of maintenance work done for state and federal highways on this line if the state or federal government is not charged for the work. If the state or federal government is charged for the work, enter maintenance expenses on Line 210-53320 for state highways and Line 210-53350 for federal highways.
- The unallocated debit or credit balances in the transportation cost pools at year end must be analyzed and included in the totals reported on Lines 210-53311 or 210-53410. To calculate the amount to be reported at each code, determine the proportion of work performed for eligible highway-related purposes and add that portion of the unallocated balances on Line 210-53311. Include the remaining balance in the amount reported on Line 210-53410.
- See Department of Transportation highway cost reporting manual.

**210-53315 – Highway and street construction for county** This entry includes expenses on county highways for grading, base, and surface; marking signs; and traffic control signals; engineering expenses directly attributable and charged to each individual highway and bridge construction project; traditional project survey, design, material, and construction engineering including environmental impact statements; right-of-way acquisition including relocation assistance; real estate legal fees and appraisals, site demolition and clearing costs; curb and gutter construction; seeding, sodding, and other erosion control items; planting or other forms of screening for safety purposes such as reducing headlight glare on curves, or sound barriers, or screening of legal junkyards. This is an eligible expense for highway-related costs.

- Report costs of construction work done for other local governments on this line only if the other local government is not charged for the work. If the other local government is charged for the work, enter construction expenses on Line 210-53330.
- Report costs of construction work done for state and federal highways on this line if the state or federal government is not charged for the work. If the state or federal government is charged for the work, enter construction expenses on Line 210-53320 for state highways and Line 210-53350 for federal highways.
- See DOT highway cost reporting manual

**210-53320 – State (highway maintenance and construction)** This entry includes expenses of maintaining, improving, and constructing the state trunk roadways, structures, and other state trunk highway facilities. These types of work are included: general and routine maintenance, snow and ice control, special roadway maintenance, bridge maintenance, unclassified maintenance, roadside maintenance, and road and bridge construction. This is an eligible expense for highway-related costs. Enter the monies received for providing this maintenance and construction work on Line 204-47230.

**210-53330 – Other local government (highway and street maintenance and construction)** This entry includes expenses of maintenance and construction of other local government roads including towns, villages, cities, other counties, schools, and special districts. This is an eligible expense for highway-related costs. Enter the monies received for providing these maintenance and construction services on Line 205-47331.

**210-53340 – Local departments** This entry includes expenses of providing maintenance and construction services to other county departments on public roads. The county highway department, as an internal service fund, charges other county programs for the services rendered based on the costs identified by the accounting system. This is an eligible expense for highway-related costs. Enter the revenues earned from these services on Line 206-47430. These are considered "quasi-external" transactions.

**210-53350 – Federal government** This entry includes expenses of providing maintenance and construction services to the federal government on public roads. This is an eligible expense for highway-related costs. Enter the revenues earned for providing these services on Line 203-47131.

**210-53360 – Non-government customers** This entry includes expenses of providing services to non-governmental customers on public roads. This is an eligible expense for highway-related costs. Enter the revenues received for this service on Line 201-46310.

# 2024 Form A Financial Report Instructions

**210-53410 – Limited purpose roads** This entry includes expenses for construction and maintenance of dump, subdivision, and cemetery roads; gated or impassable roads, and other roads that do not meet the criteria for public access roads, and are not eligible for state aids.

**210-53420 – Street (highway) lighting** This entry includes the expenses of installation, repair, and maintenance of street lights including painting of poles, bulb replacement, and electric bills. This is an eligible expense for highway-related costs.

**210-53450 – Parking facilities** This entry includes expenses of operation and maintenance of parking lots, ramps, and meters, only when the highway department is directly responsible for administering and operating these programs/facilities.

**210-53470 – Cost of sales** This entry includes the cost of consumable materials and supplies sold from inventory when the sale is not part of a service provided.

**210-53490 – Other road related facilities (and other services)** This entry includes the expenses of other road-related facilities and services when the activities are not specifically included, or only partially included, as eligible road costs under the transportation aids formula, including sidewalks, storm sewers, and landfill services.

**210-53500 – Other transportation** This entry includes the expenses of operating facilities such as airports, mass transits, railroads, docks and harbors, etc., only when the highway department is directly responsible for administering and operating these programs/facilities.

**211-51490 – Internal service – non-highway** This entry includes the operating expenses of all non-highway internal service funds the county may have, such as data processing, central equipment/ stores, or reproduction department.

**211-59980 – Fiduciary/pension trust** This entry includes all operating expenses of non-expendable trust funds such as endowments and pension benefits paid from pension trust funds.

**212-50000 – Total Operating Expenses** This is the sum of Lines 209-52300 through 211-59980.

## C. Non-operating revenues

This category includes non-operating revenues of county activities accounted for as proprietary funds. Non-operating revenues are defined as incidental to, or by-products of, a proprietary fund's primary service activities. They generally bear no direct relationship to the level of service activity or the price at which services are sold. Examples of non-operating revenues include operating grants, entitlements, interest income, and rentals of non-operating properties.

### 1. Taxes

This category includes revenues raised by ad valorem tax and retained sales tax.

**213-41110 – General property taxes** This entry includes taxes levied on real and personal property for county purposes. The amount to include is the portion credited to the proprietary fund types and recognized as revenue in the current year. Report general property taxes credited to the governmental fund types on Line 100-41110.

**213-41120 – Tax increments** This entry is the tax levy amount on the increase in property value within a tax increment district when recognized as revenue in the audited financial statements and is accounted for in the proprietary fund types.

**213-41170 – Motor vehicle taxes** This entry includes motor vehicle registration fees collected by counties under sec. 341.35, Wis. Stats., and accounted for in the proprietary fund types.

# 2024 Form A Financial Report Instructions

**213-41222 – Retailers discount (retained)** This entry includes the portion of state sales tax collections retained by the county as payment for collection.

**213-41900 – Other taxes (list items and amounts)** This entry is for other tax revenues not included in the lines above.

## 2. Intergovernmental Revenues

This category includes revenues received from other governments because of state or federal aid formulas; applied-for grants; and state, federal, or other local government aids.

### Enterprise – Federal

**213-43240 – Health** This entry includes the direct grants and aids from the federal government for general and mental health activities operated as an enterprise.

**213-43250 – Human services** This entry includes the direct grants and aids from the federal government for human service programs operated as an enterprise.

**213-43271 – Public housing** This entry includes the direct grants and aids from the federal government for public housing activity operated as an enterprise.

**213-43300 – Other federal payments** This entry includes all other direct federal grants and aids to enterprises.

### Enterprise – State

**213-43545 – Recycling grants** This entry includes the grants received from the Department of Natural Resources for establishing or enhancing recycling programs under sec. 287.23, Wis. Stats.

**213-43550 – Health** This entry includes the state grants and aids for nursing homes, mental health community services, developmental disability programs, alcohol and drug abuse programs, mental health clinics, 51.42/51.437 boards, and other health activities operated as an enterprise.

**213-43560 – Human services** This entry includes the state grants and aids for human service programs, operated as an enterprise.

**213-43581 – Public housing** This entry includes the state grants and aids for public housing activities operated as an enterprise.

**213-43690 – Other state payments** This entry includes all other state grants and aids for activities operated as enterprises.

### Enterprise – Other Local Governments

**213-43790 – Other local government grants** This entry is for local government aids other than those for highway purposes. This includes library, parks, and solid waste management aids.

### Internal Service – Highway

**214-43221 – Federal – other local government grants** This entry includes federal grants-in-aid for highways paid directly to the county by federal agencies. This is a deductible revenue for highway-related costs.

**214-43531 – State – local transportation aids** This entry includes state transportation aids received during the calendar year under sec. 86.30, Wis. Stats.

**214-43532 – State – Flood Damage** This entry includes state aids for disaster damage on roads. This is a deductible revenue for highway-related costs.

# 2024 Form A Financial Report Instructions

**214-43533 – State – other state highway grants** This entry includes state highway aids for items such as lift bridges, road project aids, and community block grant moneys used for eligible road costs. This is a deductible revenue for highway-related costs.

**214-43534 – State – Local Road Improvement Program (LRIP)** This entry includes the reimbursement (match) paid by the state. The purpose of the Local Road Improvement Program is to provide state financial assistance for up to 50% of the costs for improvement projects on any road under county jurisdiction. LRIP on county roads is referred to as CHIP. Report expenditures on LRIP projects on the current lines similar to other highway improvement projects. This is a deductible revenue for highway-related costs.

**214-43535 – Road-related FEMA aids** This entry includes FEMA funding received for road-related expenditures caused by disaster damage incidents. This is a deductible revenue for highway-related costs.

**214-43536 – Connecting highway aids (CHA)** This entry includes state highway aids received during the calendar year for costs associated with the maintenance and traffic control of certain designated routes that connect segments of the state highway system. This is a deductible revenue for highway-related costs.

**214-43710 – Other local governments – highways and bridges** This entry includes all aids or advances from other local governments (towns, villages, cities, other counties) for construction and maintenance of highways and bridges. This is a deductible revenue for highway-related costs.

## Internal Service – Non-Highway

**215-43518 – Internal service – non-highway** This entry includes all grants and aids received from federal, state, or other local governmental sources for all non-highway internal service funds the county may have, such as data processing, central equipment/stores, or reproduction department.

## 3. Miscellaneous Revenue

This category includes other **non-operating** revenues of enterprise, internal service, and fiduciary/pension trust funds not included in the lines above, including interest on investments and special deposits, other regulatory permits and fees, and all other miscellaneous non-operating revenues.

**215-48110 – Interest income** This entry includes the interest revenues earned on invested funds such as demand deposits, savings accounts, certificates of deposit, treasury bills, golden passbooks, state investment pool, daily interest accounts, and special security deposits.

**215-48200 – Rent** This entry includes the rent classified as non-operating revenue of facilities accounted for in the proprietary fund types.

## Enterprise

**216-44900 – Other regulatory permits and fees** This entry includes revenues from the issuance of other regulatory permits and fees when the permits and fees are not considered a part of the enterprise fund's primary service activity.

**216-48306 – Sale of recycling equipment and property** This entry includes revenues from the sale of equipment or facilities used in recycling operations including vehicles, machinery, buildings and land. Prorate revenues from the sale of multiuse facilities or equipment between recycling, solid waste disposal, and other sales.

**216-48307 – Sale of recycling materials** This entry includes revenues from the sale of recyclable materials such as metal or plastic containers, paper, or cardboard. This is a deductible revenue for recycling grant purposes.

**216-48900 – Other miscellaneous revenues** This entry includes all miscellaneous non-operating revenues of the enterprise funds not included in the enterprise lines above.

# 2024 Form A Financial Report Instructions

## Internal Service - Highway

**217-48300 – Property sales** This entry includes the gain (or loss) realized from the sale of fixed assets. The amount to include is the difference between the sale proceeds and the net book value of fixed assets. It also includes the sale of materials and supplies, and salvage and waste products. This is a deductible revenue for highway-related costs.

**217-48613 – Other miscellaneous internal service** This entry includes all miscellaneous non-operating revenues of the highway internal service fund not included in the highway internal service lines above. This is a deductible revenue for highway-related costs.

## Internal Service - Non-Highway

**217-48693 – Non-highway – miscellaneous** This entry includes all miscellaneous non-operating revenues of all non-highway internal service funds the county may have that are not included in the lines above.

**218-40000 – Total Non-Operating Revenues** This is the sum of Lines 213-41110 through 217-48693.

## D. Non-operating expenses

This category includes **non-operating** expenses of county activities accounted for as proprietary funds. Non-operating expenses are defined as those not directly related to the fund's primary service activities.

### Enterprise

**219-58230 – Debt service – interest and fiscal charges – solid waste disposal** This entry includes interest paid on general obligation bonds, long-term and short-term notes, land contracts, installment purchases, mortgage revenue bonds, mortgage notes, etc., issued for solid waste disposal purposes. This line also includes related fees and expenses charged by fiscal agents to retire bonds, notes and coupons; and to either cremate the cancelled bonds, notes, and coupons, or return them to the county.

**219-58290 – Debt service – other interest and fiscal charges** This entry includes the interest paid on general obligation bonds, long-term and short-term notes, land contracts, installment purchases, mortgage revenue bonds, mortgage notes, etc. Since principal maturities paid on enterprise fund debt are a reduction of a liability on the enterprise balance sheet. Do not include them in the revenues and expenses. Do not include solid waste disposal interest on this line. See Line 219-58230. This line also includes related fees and expenses charged by fiscal agents to retire bonds, notes, and coupons; and to either cremate the cancelled bonds, notes, and coupons, or return them to the county.

**219-59910 – Other enterprise non-operating expenses** This entry includes all non-operating expenses of the enterprise funds, other than interest on debt.

### Internal Service – Highway

**220-58200 – Debt service – interest and fiscal charges** This entry includes the interest paid on general obligation bonds, long-term and short-term notes, land contracts, installment purchases, etc. Since principal maturities paid on internal service fund debt are a reduction of a liability on the internal service fund balance sheet, do not include them in the revenues and expenses. This is an eligible expense for highway-related costs. This line also includes related fees and expenses charged by fiscal agents to the highway internal service fund to retire bonds, notes, and coupons; and to either cremate the cancelled bonds, notes, and coupons, or return them to the county.

**220-59930 – Other internal service - highway non-operating expenses** This entry includes all non-operating expenses of the highway internal service fund other than interest on debt.

# 2024 Form A Financial Report Instructions

## Internal Service – Non-Highway

**221-58200 – Debt service – interest and fiscal charges** This entry includes the interest paid on general obligation bonds, long-term and short-term notes, land contracts, installment purchases, etc. Since principal maturities paid on internal service fund debt are a reduction of a liability on the internal service fund balance sheet, do not include them in the revenues and expenses. This line also includes related fees and expenses charged by fiscal agents to the internal service fund to retire bonds, notes, and coupons; and to either cremate the cancelled bonds, notes, and coupons, or return them to the county.

**221-59940 – Other non-operating expenses** This entry includes all non-operating expenses of non-highway internal service funds other than interest on debt.

**222-50000 – Total Non-Operating Expenses** This is the sum of Lines 219-58200 through 221-59940.

**223-61000 – Income (Loss) Before Operating Transfers** This is the sum of Lines 208-40000 Operating Revenues and 218-40000 Non-operating Revenues, less Lines 212-50000 Operating Expenses and 222-50000 Non-operating Expenses.

## Other Financing Sources

**224-49200 – Transfer from other funds** This entry includes amounts transferred into the proprietary fund types and similar trust funds.

**224-49300 – Capital contributions** Counties preparing year-end financial statements according to GASB Statement 34 may need to report capital contributions on this line. This enables the results of operations of proprietary funds on the county's financial statements to agree with the results on the Financial Report Form A.

**224-59200 – Transfer to other funds** This entry includes amounts transferred out of the proprietary fund types and similar trust funds. The two major categories of interfund transfers are:

- 1. Residual equity transfers** – non-recurring or non-routine transfers of equity between funds. For example, contribution to the Enterprise Fund or Internal Service Fund capital by the General Fund, and transfers of residual balances of discontinued funds to the General Fund or a Debt Service Fund. Residual equity transfers generally are not included.
- 2. Operating transfers** – all other interfund transfers. For example, legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, transfers of tax revenues from the General Fund to an Enterprise Fund, operating subsidy transfers from the General or a Special Revenue Fund to an Enterprise Fund, and transfers from an Enterprise Fund other than payments in lieu of taxes to finance General Fund expenditures. Operating transfers generally are included.

**225-62000 – Net Income (Loss)** This is the sum of Lines 223-61000, 224-49200, 224-49300, and 224-59200.

## X. (Year) Statement of Change in Retained Earnings/Fund Balances

### All Proprietary Fund Types and Similar Trust Funds

This is a summary of financial transactions and their effects on retained earnings/fund balances of the proprietary fund types and similar trust funds. This also represents a check to ensure all revenues and expenses are reflected.

**230-33000 – Retained earnings/fund balance at beginning of year** This entry includes all retained earnings and fund balances of the proprietary fund types and similar trust funds as of January 1.

**230-62000 – Net income (loss)** This amount is auto-filled from Line 225-62000.



# 2024 Form A Financial Report Instructions

**230-85000 – Adjustment to retained earnings/fund balance** This entry accounts for adjustments to retained earnings or fund balance, and can be positive or negative. Common causes of adjustments include prior year audit adjustments, or residual equity transfers.

**231-33000 – Retained earnings/fund balance at end of year** This entry includes all retained earnings and fund balances of the proprietary fund types and similar trust funds as of December 31.

## XI. Specified Receipt, Disbursement and Other Data All Funds

Complete this section to provide certain financial information that is not readily available from the various revenues and expenditures/expenses.

**300-71110 – General property tax levied for local purposes** This entry is the property tax levied for county purposes including state special charges for health, penal, fire, etc.; and state trust fund loans. This entry should equal the summary total on Sec. B, Line 27 of the county tax apportionment.

**Note:** In most cases, this amount is different than the total general property taxes recognized as revenue on Lines 100-41110 and 213-41110.

**300-73210 – Highway internal service fund – intergovernmental revenues (capital grants)** This entry includes the permanent capital contributed to the highway internal service fund by other governmental units during the calendar year. Capital grants are restricted by the grantor for the acquisition and/or construction of fixed assets.

**300-73310 – Other proprietary funds – intergovernmental revenues (capital grants)** This entry includes the permanent capital grants contributed to all other proprietary funds by other governmental units during the calendar year.

**300-73320 – Other proprietary funds – other additions to contributed capital** This entry includes additions to permanent capital contributed to all other proprietary funds by sources other than intergovernmental revenues during the calendar year.

**300-78340 – Sale of property by proprietary fund types** This entry includes the proceeds from sale of fixed assets, capital assets held for resale, salvage and waste, and materials and supplies sold by proprietary fund types.

**302-83360 – Non-depreciable highway land, buildings, and equipment purchased by highway fund** This entry includes the cost of highway land and non-depreciable highway buildings and equipment purchased by the highway internal service fund during the calendar year. This is an eligible expenditure for highway-related costs.

## XII. Indebtedness

This is a summary of the indebtedness transactions for the year. The amounts reported as principal outstanding January 1, should equal principal outstanding December 31, reported in the prior year financial report form. If you would like to report an adjustment to the principal outstanding at the end of the previous year, include an explanation.

**Note:** Principal outstanding balances from the prior year auto-fill each line if applicable.

**Purpose of loan column** – must identify the loan (ex: police, highway, transit system). Corporate purpose loans are identified by the various purposes provided.

# 2024 Form A Financial Report Instructions

**Long-term general obligation debt** – are loans that mature more than one year after date of issue. General obligation debt is secured by an irrevocable tax levy and is subject to the statutory 5% of equalized valuation limitation.

**Short-term debt** – are loans issued for one year or less. These short-term loans must also be listed by the purposes provided.

**Revenue bonds and notes** – are not general obligations of the county. They are mortgages against assets of the enterprises.

**Other debt and long-term obligations** – includes debts not supported by an irrevocable tax levy and do not fit any debt category above, such as accrued employee benefits, and unfunded pension liabilities.

