

ANNUAL FINANCIAL REPORT

ENHANCED REGULATORY UPDATES

SOIL AND WATER CONSERVATION DISTRICTS WORKSHOP

DECEMBER 2021

1

UNIT QUESTIONS



2

AFR UNIT QUESTIONS - NEW

7a. What is your capital asset threshold?

5000

Cost at which an asset must be included on the capital asset ledger and financial statements
Determined by the district board in a policy or resolution

3

AFR UNIT QUESTIONS - NEW

13. Do you have significant contingent liabilities?

A contingency is an existing condition, situation, or set of circumstances involving uncertainty to a government that will ultimately be resolved when one or more future events occur or fail to occur.

Yes No

14. Do you have significant commitments?

Commitments are existing arrangements to enter into future transactions or events, such as long-term contractual obligation with suppliers for future purchases at specified prices or sometimes as specified quantities.

Yes No

4

AFR UNIT QUESTIONS - NEW

15. Do you participate in any joint ventures?

Legal entity of other organization that results from a contractual arrangement and that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain an ongoing financial interest or responsibility.

Yes No

16. Are their related party transactions?

Transaction that an informed observer might reasonably believe reflects considerations other than economic self-interest based upon the relationship that exists between the parties to the transactions. The term is often used in contrast to an arm's-length transaction.

Yes No

5

AFR UNIT QUESTIONS - NEW

17. Is your unit affected by tax abatements through direct or indirect agreements?

A tax abatement is an agreement between one or more governments and an individual or entity in which one or more governments promise to forgo tax revenues to which they are otherwise entitled and the individual or entity promises to take a specific action that contributes to economic development or benefits the government or citizens.

Yes No

6

AFR UNIT QUESTIONS - NEW

18. Did your unit have Interfund Loans (Due to-Due from) during the year?

An interfund loan is a transfer that moves money from one fund to another fund that will need to be repaid.

Yes No

7

AFR UNIT QUESTIONS - NEW

19. Do you have conduit debt?

A debt instrument issued in the name of a state or local government that is for the benefit of a third party that is primarily liable for the repayment of the debt instrument.

Yes No

19a. Describe your conduit debt.

Revenue bonds to provide financial assistance to private-sector entities for the acquisition of facilities deemed to be in the public interest. The city is not obligated for repayment.

Review debt issuances involving capital financing for a third party. You will need a description of conduit debt transactions and the aggregate amount of all conduit debt outstanding.

8

GRANT SCHEDULE

- For the 2021 Annual Financial Report an optional upload is now available for Grant reporting.
- Specifications will be available in the user guide and on our website on the special districts page under Gateway



FUND TYPES



FUND TYPE CLASSIFICATION – NEW SCHEDULE

Year: 2021

Annual Financial Report Main Menu ?

The sections below are the ones that are required to complete your annual financial report. Some of these sections are based on the answers that you gave to the questions on the previous screen. If you need to go back and change any of the answers to those questions, click on Unit Questions above.

Unit Information		Status
Unit Questions	The answers to these questions determine what forms are available in the system.	Complete
Identify Enterprises	Identify your utilities and other enterprises that operate like a business. Examples include Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.	3 Enterprise(s)
Departments	Select departments that are in use and provide local names for some departments.	Not Entered
Schedule of Officials	Enter information regarding officials and contact information.	Complete
Core Reporting		Status
Financial Data by Fund	Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund.	50 Fund(s)
Fund Type	Select the fund type for funds entered in financial data by fund.	23 Fund Types Not Selected
Capital Assets	Using your Capital Asset records, complete the Schedule of Capital Assets (land, building, machinery, etc.) as of the end of the year. Show the total purchases of capital assets during the year (if any) in the Additions column; Show sales or other dispositions of capital assets during the year (if any) in the Reductions column.	\$5,006,022 in Assets
Grants	Complete the Grant Schedule for grants you received or disbursed money from during the year.	1 Grant(s)

11

FUND TYPE CLASSIFICATION – NEW SCHEDULE

Governmental Activities

Local Fund Name	Fund Type
000000004 - GRANTS 902804 GRANTS	Special Revenue
000000005 - POLICE PENSION 107002 Police Pension	Pension Trust
000000006 - LEVY EXCESS FUND 102351 Levy Excess	Special Revenue
000000007 - POLICE BUILDING & EQUIPMENT 902800 POLICE BUILDING & EQUIPMENT	<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> Special Revenue General Fund <li style="background-color: #007bff; color: white;">Special Revenue Debt Service Capital Projects Permanent Enterprises Internal Service Pension Trust Private Purpose Trust Investment Trust Custodial Other </div>
000000009 - CUM CAPITAL IMPROVEMENTS	

elec

Local Fund Name	Fund Type
1111 - general 106850 Enterprise Operating	

12

DEBT SCHEDULE



13

DEBT SCHEDULE – 2020 VERSION

Governmental Activities

Delete	Debt Class	Description or Purpose	Beginning Principal Balance as of Jan. 1, 2020	Additions
✘	General Obligation Bonds	Bond	\$5,000.00	\$10,000.00
✘	Notes and Loans Payable	Loan	\$0.00	\$0.00

14

AFR DEBT SCHEDULE

UPDATES FOR 2021

Debt ?
Save All Work Return to AFR Main Menu

Complete the Debt Schedule (bond issues, lines of credit, etc) as of the end of the year.

Make sure to press the ENTER key on the keyboard after entering a number to make sure it is saved!

Governmental Activities - Long Term Debt Add Row

Delete	Debt Class	Description or Purpose	Beginning Principal Balance as of Jan. 1, 2021	Additions
✗	General Obligation Bonds	Bond	\$12,000.00	Required

Governmental Activities - Short Term Debt Add Row

Delete	Debt Class	Description or Purpose	Beginning Principal Balance as of Jan. 1, 2021	Additions
✗	Claims and Judgments		Required	Required

15

AFR DEBT SCHEDULE

UPDATES FOR 2021

Governmental Activities - Long Term Debt Add Row

Delete	Debt Class	Description or Purpose	Beginning Principal Balance as of Jan. 1, 2021	Additions
✗	General Obligation Bonds	Bond	\$12,000.00	Required
✗	General Obligation Bonds	Required	Required	Required

Governmental Activities - Short Term Debt Add Row

Delete	Debt Class	Description or Purpose	Beginning Principal Balance as of Jan. 1, 2021	Additions
✗	Claims and Judgments	Required	Required	Required

16

CAPITAL ASSETS



17

CAPITAL ASSETS SCHEDULE – 2020 VERSION

Government or Enterprise	Beginning Balance as of January 1, 2020	Additions	Reductions	Ending Balance as of December 31, 2020
Land	\$5,003,500.00	\$0.00	\$0.00	\$5,003,500.00
Infrastructure	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Building	\$0.00	\$0.00	\$0.00	\$0.00
Improvement	\$0.00	\$0.00	\$0.00	\$0.00
Machinery	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$400.00	\$0.00	\$400.00
Books	\$0.00	\$1,000.00	\$500.00	\$500.00

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental Activities Totals:	\$5,004,500.00	\$1,400.00	\$500.00	\$5,005,400.00

18

AFR CAPITAL ASSETS

UPDATES FOR 2021

Governmental Activities - Non-Depreciable Assets

Government or Enterprise	Beginning Balance as of July 1, 2020	Additions	Reductions	Ending Balance as of June 30, 2021
Land	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Construction in Progress	\$75,000.00	\$25,000.00	\$100,000.00	\$0.00
Other Non-Depreciable Assets	\$5,000.00	\$0.00	\$0.00	\$5,000.00

Governmental Activities - Depreciable Assets

Government or Enterprise	Beginning Balance as of July 1, 2020	Additions	Reductions	Ending Balance as of June 30, 2021
Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Buildings	\$4,000,000.00	\$0.00	\$0.00	\$4,000,000.00
Improvements Other Than Buildings	\$526,000.00	\$0.00	\$0.00	\$526,000.00
Machinery, Equipment, and Vehicles	\$875,000.00	\$28,460.00	\$8,900.00	\$894,560.00
Books and Other	\$69,000.00	\$5,900.00	\$8,000.00	\$66,900.00

Governmental Activities - Accumulated Depreciation

Government or Enterprise	Beginning Balance as of July 1, 2020	Additions	Reductions	Ending Balance as of June 30, 2021
Infrastructure	\$8.88	\$0.00	\$0.00	\$8.88
Buildings	\$0.00	\$0.00	\$0.00	\$0.00
Improvements Other Than Buildings	\$0.00	\$0.00	\$0.00	\$0.00
Machinery, Equipment, and Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
Books and Other	\$0.00	\$0.00	\$0.00	\$0.00

19

CAPITAL ASSET POLICIES

- Capitalization Threshold
 - Board policy stating the threshold at which an item is considered a capital asset for financial reporting purposes.
 - Only items that exceed the threshold are placed on the capital asset ledger.
- Estimated Useful Lives of Assets
 - Board policy establishing the number of years over which the cost of an asset will be allocated.
- Depreciation Method
 - The allocation of the cost of an asset over the estimated useful life of the asset.

20

CAPITAL ASSET LEDGER

- Record of Purchases and Disposals of Capital Assets
- Historical Cost
- Estimating Historical Cost
 - Consumer Price Index Tables
 - Bulletin June 2020
 - Reasonable Estimate
- Categorized by Type of Asset

21

CAPITAL ASSET LEDGER

- Record of Purchases and Disposals of Capital Assets
- Historical Cost
- Estimating Historical Cost
 - Consumer Price Index Tables
 - Special Districts Bulletin June 2020
 - Reasonable Estimate
- Categorized by Type of Asset

22

SPECIAL DISTRICTS BULLETIN, JUNE 2020

ESTABLISHING THE ESTIMATED COST OF CAPITAL ASSETS

When it is not possible to determine the historical cost of capital assets owned by a governmental unit, the following procedure should be followed. Develop an inventory of all capital assets which are significant for which records of the historical costs are not available. Obtain an estimate of the replacement costs of these assets. Through inquiry determine the year or approximate year of acquisition. Then multiply the estimated replacement cost by the factor for the year of acquisition from the Table of Cost Indexes. The resulting amount will be the estimated cost of the asset. In some cases estimated replacement cost can be obtained from insurance policies; however, if estimated replacement costs are not available from insurance policies, you should obtain or make an estimate of the replacement costs

23

SPECIAL DISTRICTS BULLETIN, JUNE 2020

As an example, if the replacement cost is estimated to be \$76,000.00 and the asset was constructed about 1946, then the estimated cost of the asset should be reported as \$6,080.00 (\$76,000.00 X .08 = \$6,080.00).

1950	0.09
1949	0.09
1948	0.09
1947	0.09
1946	0.08
1945	0.07
1944	0.07
1943	0.07

24

CAPITAL ASSETS LEDGER

General Form No. 369 (Rev. 2019)

FUND _____

DEPARTMENT OR BUILDING _____

Date of Purchase	Description of Asset	Serial Number	Location of Asset	Original Cost of Asset	Estimated Life of Asset	Date of Disposal of Capital Asset	Amount Received on Disposal or Trade In	Types of Capital Assets						Total Capital Assets	
								Land	Infrastructure	Buildings	Improvements Other Than Buildings	Machinery Equipment & Vehicles	Construction in Progress		Books and Other
1															
2															
3															
4															
5															
6															
7															

25

Capital Asset Ledger

Date of Purchase	Description of Asset	Serial No.	Location of Asset	Original Cost of Asset	Estimated Life of Asset	Date of Disposal of Asset	Amount Received on Disposal or Trade In	Types of Capital Assets						Total Fixed Assets	
								Land	Infra-structure	Buildings	Other Than Buildings	Machinery Equipment & Vehicles	Construction in Progress		Books and Other
7/1/1964	Land		Road 600 East	20,000			20,000								20,000
7/1/1985	Pole Barn		Road 600 East	50,000	50					50,000					50,000
1/1/2019	Truck		Road 600 East	50,000	5							50,000			50,000
Total															120,000

26

NON-DEPRECIABLE ASSETS

- Land
- Construction in Progress
- Other

27

DEPRECIABLE ASSETS

- Infrastructure
- Buildings
- Improvements Other than Buildings
- Machinery, Equipment & Vehicles
- Books and Other

28

CAPITAL ASSETS - DEPRECIATION

Straight Line Depreciation

$$\text{Annual Depreciation} = \text{Historical Cost} / \text{Estimated Useful Life}$$

$$\text{Accumulated Depreciation} = \text{Annual Depreciation} \times \text{Years in Service}$$

Do not calculate annual depreciation once asset is fully depreciated

Remove accumulated depreciation for asset upon disposal

Calculation of Beginning Balance for Accumulated Depreciation as of December 31, 2020

Date of Purchase	Description of Asset	Original Cost of Asset	Estimated Life of Asset	Date of Disposal of Asset	Yearly Depreciation(a)	Years in service(b)	Land	Buildings	Improvements Other Than Buildings	Machinery & Vehicles	Construction in Progress	Books and Other	Accumulated Depreciation	12/31/2020 Total
7/1/1964	Land	20,000												-
7/1/1985	Pole Barn	50,000	50		1,000	37		37,000						37,000
1/1/2019	Truck	50,000	5		10,000	3		3,000						3,000
Total Accumulated Depreciation													40,000	

GATEWAY CAPITAL ASSET SCHEDULE

- Confirm AFR beginning balance agrees to Capital Asset Ledger
- Post additions and reductions from Capital Asset Ledger for 2021
- Confirm AFR ending balance agrees to Capital Asset ledger
- Calculate Accumulated Depreciation as of January 1, 2020
- Calculate annual depreciation for 2021

31

CONTACT INFORMATION

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32