

## SUPPLEMENTAL ANNUAL REPORT

The information requested on the Supplemental Annual Report form is required to be reported to the State Examiner as part of the Annual Report for your governmental unit. Pursuant to IC 5-11-1-4, the State Examiner requires governmental units to prepare, verify, and file with the State Board of Accounts the Annual Report. IC 5-11-1-4 requires this report to be filed with the State Examiner within 60 days after the close of each fiscal year. Because the information requested on this Supplemental Annual Report form is necessary for your governmental unit to provide a complete Annual Report to the State, you will have from January 1 through January 20<sup>th</sup> after calendar year end to complete this form and submit it to the official of your governmental unit. This form is to be completed on the cash basis of accounting. Therefore, only receipts and disbursements actually received and disbursed on dates during the calendar year should be reported.

### Part I – Contact Information

Please complete the required lines including: County Name, Contact Person, Office, and the Telephone number for the person who can answer questions regarding this completed form. If the person can be contacted by e-mail please include that address as well. This form should be completed for a specific calendar year, which should also be entered in this section of the form.

### Part II – Fund Name

Identify the fund name for which the office is responsible. The fund name should be the name the governmental unit uses to identify the information in their accounting records.

### Part III – Beginning Investment Balance

This part of the form should report the investment balance at the beginning of the calendar year (January 1). The balance should be reported on the cash basis.

### Part IV – Ending Investment Balance

This part of the form should report the investment balance at the end of the calendar year (December 31). The balance should be reported on the cash basis.

### Part V – Beginning Cash Balance

This part of the form should report the cash at the beginning of the calendar year (January 1). The balance should be reported on the cash basis.

### Part VI – Receipts

This part of the form should report the cash receipts received by this fund. Examples of some cash receipts are fees for services, federal grant monies received, etc. The cash receipts should be reported on the cash basis.

### Part VII – Disbursements

This part of the form should report the cash disbursements made by this fund. The cash disbursements should be reported on the cash basis.

### Part VIII – Ending Balance

This part of the form should report the cash balance at the end of the calendar year (December 31). The balance should be reported on the cash basis. This balance should agree to your cash book or ledger balance on December 31<sup>st</sup>. It should also be the result of adding the beginning balance reported on the form and the receipts reported after subtracting the disbursements entered on the form. (Beg. Balance + Receipts – Disbursements = End. Balance)

### Part IX – New Fund

If the office for which this form is being completed opened a new account or has gained the responsibility for a new fund for the calendar year being reported please indicate by putting a check mark in the new fund column of the table.

### Part X – Certification

Please sign and print your name on the appropriate lines indicating that the information contained on the form is complete and accurate to the best of your knowledge. Include your Title and the date completed.

**RETURN THE COMPLETED FORM TO THE OFFICIAL OF YOUR GOVERNMENTAL UNIT BY JANUARY 20<sup>TH</sup>.**