

## **Chapter 7**

# **Financial Reports**

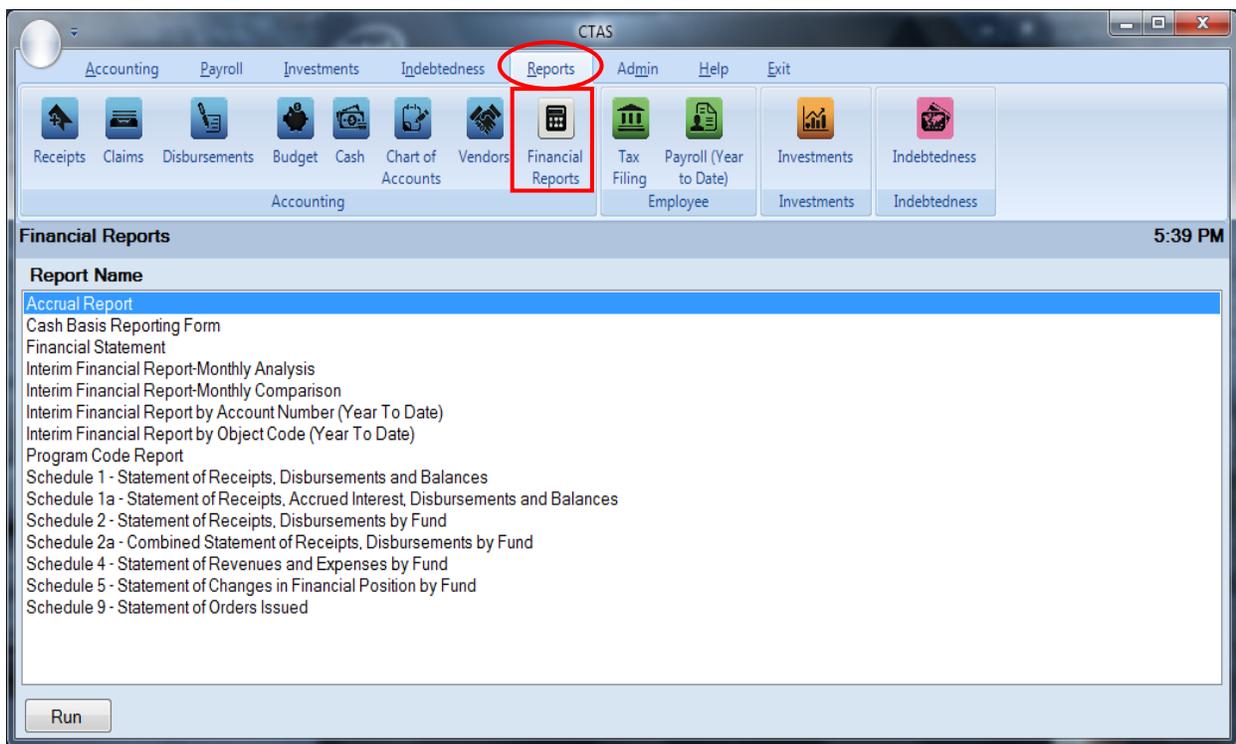
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## Financial Reports: Introduction

There are 15 reports that you can create and print from the Financial Reports section in CTAS. The following pages will define each report and provide instructions for printing. In addition, this chapter will explain the PDF button on the print preview (Report Viewer) screen and describe how to use the “Export to CSV” function.

## Accessing the Financial Reports Section

To access the Financial Reports section, select the Reports tab in the Task bar (circled), then select the Financial Reports icon (boxed). The Financial Reports screen will open, listing all the reports you can create and print.



To select the report you want to create, highlight the report name and click on the Run button at the bottom of the Financial Reports screen.

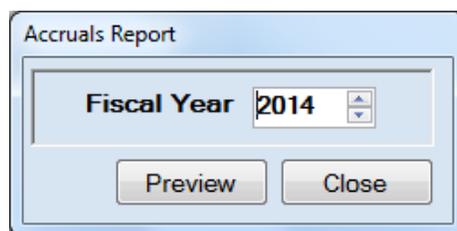
## Financial Reports: Printing an Accrual Report

The Accrual Report displays receipts and disbursements marked with an Occurrence Date where the date of the receipt/disbursement is in one calendar year and the Occurrence Date is in another calendar year. The Report groups receipts and disbursements by Accounts Payable, Accounts Receivable, Deferred Revenue, and Prepaid expenditures. Each receipt and disbursement is also grouped by fund.

This report is useful for those entities that maintain their records in CTAS, which is a Cash-Based Accounting System, but would like to convert their records to an accrual/modified accrual basis at year-end.

The Accrual Report does not capture all accruals needed to fully convert cash-based financial statements to accrual. Other records may need to be kept and other calculations may need to be made to fully convert to accrual. The Accrual Report provides a nice starting point by helping to identify accruals that can be tied to physical transactions.

To print an Accrual Report, highlight Accrual Report on the Financial Reports screen, as seen on previous page, and click the Run. The following screen will appear.



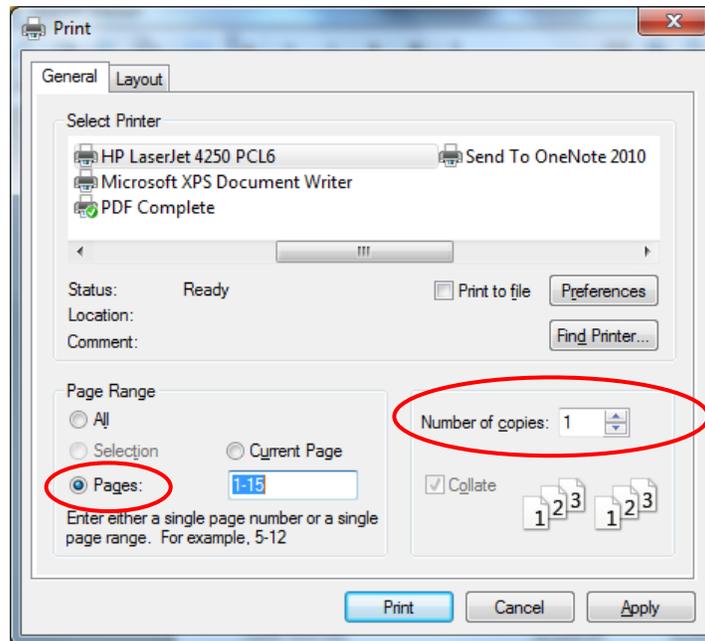
On the Accruals Report screen:

- Select the year for the report in the Fiscal Year field by typing in the box or using the up-down arrows.
- Click the Preview button. The print preview (Report Viewer screen) appears, as shown on the next page.



## Financial Reports: Printing an Accrual Report (continued)

After clicking on the Printer icon, the Print screen appears.



By clicking the Pages radio button (circled, left), you can choose to print only certain pages of the report. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the report:

- Click the red “X” icon on the Report Viewer screen (previous page).
- Click the Close button on the Accruals Report screen.

**Financial Reports: Printing an Accrual Report (continued)**

**Sample Accrual Report**

New Township								
Accrual Report								
For the Year Ended December 31, 2014								
Receipt # / Check #	Receipt Date / Check Date	Occurrence Date	Remitter / Vendor	Description	Notes	Fund	Account Number	Amount
<b>Accounts Payable</b>								
122	03/01/2015	09/15/2014	Northern Tool	Sewer Connection Parts		601	49451	\$100.00
								\$100.00
							Total 601:Water	\$100.00
							Total Accounts Payable	\$100.00
<b>Accounts Receivable</b>								
29	09/08/2015	09/01/2014	State of Minnesota	Grants and Aids		100	33401	\$10,000.00
								\$10,000.00
29	09/08/2015	09/01/2014	State of Minnesota	Grants and Aids		100	33405	\$2,000.00
								\$2,000.00
							Total 100:General Fund	\$12,000.00
							Total Accounts Receivable	\$12,000.00
<b>Deferred Revenue</b>								
30	09/08/2014	07/01/2015	The Bank	Sewer Bond		601	39310	\$500.00
								\$500.00
							Total 601:Water	\$500.00
							Total Deferred Revenue	\$500.00
<b>Prepaid</b>								
123	07/01/2014	05/01/2015	Diamond Asphalt and Plowing	General Payments		201	43121	\$3,000.00

Report Last Updated: 08/29/2014

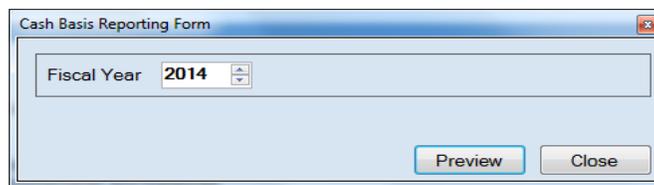
Page 1 of 2

## Financial Reports: Printing a Cash Basis Reporting Form

The Cash Basis Reporting Form is designed to provide you with a copy of the information you send to the Office of the State Auditor. This Form should be printed and reviewed for accuracy **before** the electronic file is sent. A year-end copy of the form should be retained as part of your permanent records.

**Do not send this form: it does not meet the Office of the State Auditor’s reporting requirements.** Reporting requirements can be found by going to the Office of the State Auditor’s website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us): under the Forms tab at the top of the page, click on Reporting Forms and Due Dates on the drop-down menu.

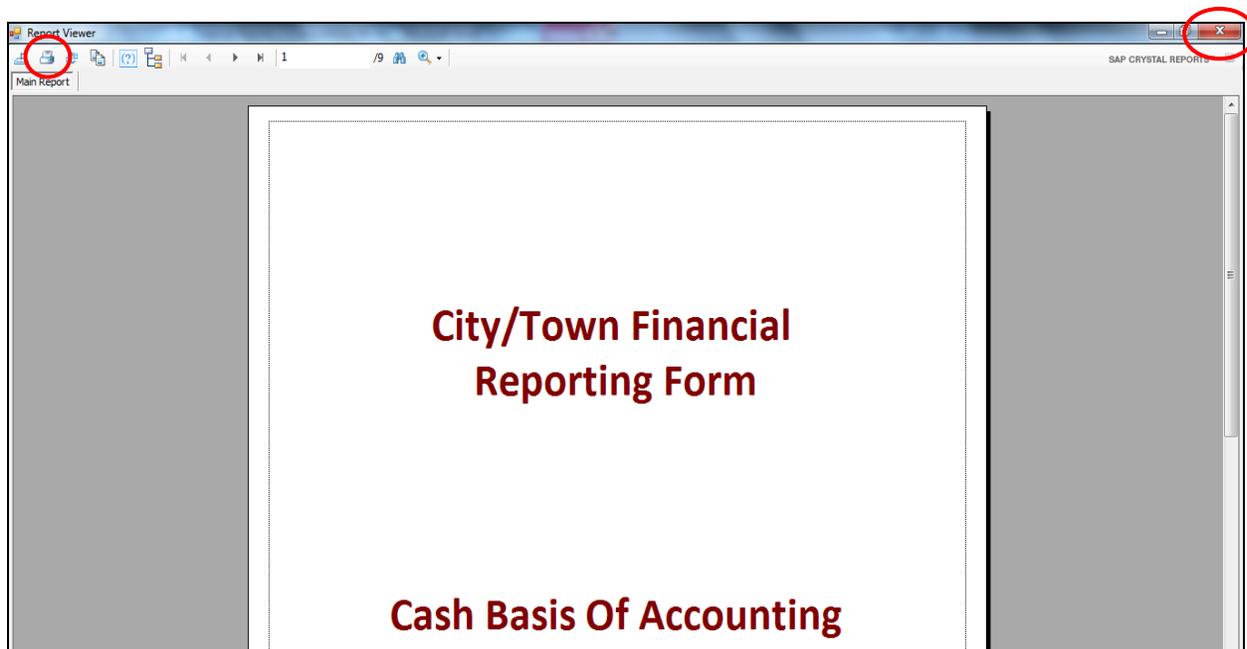
To print a Cash Basis Reporting Form, highlight the form’s name on the Financial Reports screen and click the Run button (see [page 7-1](#)). The Cash Basis Reporting Form screen will appear.



On the Cash Basis Reporting Form screen:

- Select the report’s year in the Fiscal Year field by typing in the box or using the arrows.
- Click the Preview button. The print preview (Report Viewer) screen will appear, as shown below.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)



**Financial Reports: Printing a Cash Basis Reporting Form (continued)**

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen (previous page).
- Click the Close button on the Cash Basis Reporting Form screen.

**Sample Cash Basis Reporting Form****City/Town Financial  
Reporting Form****Cash Basis Of Accounting****New Township****Year Ending 12/31/2014**

**Financial Reports: Printing a Cash Basis Reporting Form (continued)**

**Sample Cash Basis Reporting Form (continued)**

<b>New Township</b>		<b>Year Ending 12/31/2014</b>	
<b>SECTION I : REVENUES</b>			
<b>TAXES</b>			
1	Property Taxes (include Tax Forfeited Property)	1	\$111,000.00
2	Tax Increments (TIF)	2	\$1,000.00
3	Franchise Taxes - (fee from private sector only) e.g. Cable TV	3	\$3,000.00
4	Local Sales Taxes	4	\$1,000.00
5	Hotel/Motel Taxes	5	\$1,000.00
6	Gambling Tax	6	\$1,000.00
7	Gravel Tax	7	\$1,000.00
8	Special Assessments (include delinquent charges)	8	\$5,000.00
9	LICENSES AND PERMITS	9	\$150.00
<b>INTERGOVERNMENTAL REVENUES</b>			
10	FEDERAL-Community Development Block Grants (CDBG, including Entitlements CFDA #14.218 and 14.228)	10	\$2,500.00
12	-Transportation	12	\$2,500.00
14	-Emergency Management Aid	14	\$2,500.00
15	-Other Federal Grants	15	\$2,500.00
16	STATE-Local Government Aid (LGA)	16	\$1,000.00
18	-Residential Market Value Credit	18	\$0.00
19	-Agricultural Market Value Credit	19	\$0.00
20	-Manufactured Home Market Value Credit	20	\$0.00
21	-Taconite Homestead Credit	21	\$1,000.00
22	-Taconite Aids	22	\$1,000.00
23	-PERA Aid	23	\$1,000.00
24	-Transportation/Highway User Tax/Gasoline Tax/Road Allotment	24	\$5,000.00
25	-Disparity Reduction Aid (DRA)	25	\$1,000.00
26	-Police and Fire Aid	26	\$0.00

**Financial Reports: Printing a Cash Basis Reporting Form (continued)**

**Sample Cash Basis Reporting Form (continued)**

<b>New Township</b>	<b>Year Ending 12/31/2014</b>
43 Transit	43 <input type="text" value="\$1,000.00"/>
44 Cemetery (include plot sales)	44 <input type="text" value="\$7,000.00"/>
45 Other Service Charges (include SAC, rents)	45 <input type="text" value="\$1,000.00"/>
46 TOTAL CHARGES FOR SERVICES (add lines 35 through 45)	46 <input type="text" value="\$20,000.00"/>
47 FINES AND FORFEITS (35000)	47 <input type="text" value="\$1,000.00"/>
48 ADMINISTRATIVE FINES (per MS 169999 total collected, not net) (35000)	48 <input type="text" value="\$0.00"/>
<b>MISCELLANEOUS REVENUES</b>	
49 Investment Earnings (checking, savings, interest and investments)	49 <input type="text" value="\$15.00"/>
50 All Other Revenue	50 <input type="text" value="\$10,200.00"/>
51 TOTAL REVENUES (should equal total on financial statement)	51 <input type="text" value="\$176,265.00"/>
<b>OTHER FINANCING SOURCES</b>	
52 Investments Sold or matured (CDs, savings withdrawals, etc)	52 <input type="text" value="\$1,000.00"/>
53 Borrowing-Bonds Issued (net proceeds) (Include bond premiums and discounts)	53 <input type="text" value="\$10,000.00"/>
54 -Other Long-Term Debt (Include capital leases)	54 <input type="text" value="\$25,000.00"/>
55 -Short-Term Debt	55 <input type="text" value="\$500.00"/>
56 Other Financing Sources (Include Interfund Debt, Sales of Fixed Assets)	56 <input type="text" value="\$5,000.00"/>
57 Transfers from Enterprise Funds and Internal Service Funds	57 <input type="text" value="\$100.00"/>
58 Transfers from Governmental Funds	58 <input type="text" value="\$5,000.00"/>
59 TOTAL REVENUES AND OTHER FINANCING SOURCES	59 <input type="text" value="\$232,965.00"/>

**Financial Reports: Printing a Cash Basis Reporting Form (continued)**

**Sample Cash Basis Reporting Form (continued)**

<b>New Township</b>		<b>Year Ending 12/31/2014</b>	
<b>SECTION II: EXPENDITURES</b>			
<b>GENERAL GOVERNMENT</b>			
1	Governing Board	1	\$1,050.35
2	Administration and Finance (clerk/treasurer, deputy clerk, etc.)	2	\$2,619.66
3	Other General Government (elections, assessing, audit, legal, etc.)	3	\$957.93
4	General Government - Capital Outlay	4	\$940.00
<b>PUBLIC SAFETY</b>			
5	Police/Sheriff-Current Expenditures (include police relief, forfeiture fund)	5	\$1,000.00
6	-Capital Outlay	6	\$0.00
7	Corrections-Current Expenditures	7	\$1,000.00
8	-Capital Outlay	8	\$0.00
9	Ambulance-Current Expenditures (include rescue squad, 1st responders)	9	\$1,000.00
10	-Capital Outlay	10	\$0.00
11	Fire-Current Expenditures (include fire relief)	11	\$1,000.00
12	-Capital Outlay	12	\$0.00
13	Other Protection-Current Expenditures (include building inspection, flood control)	13	\$4,500.00
14	-Capital Outlay	14	\$1,500.00
<b>STREETS AND HIGHWAYS (Roads and Bridges)</b>			
16	Street Maintenance and Storm Sewers (include street cleaning)	16	\$17,502.21
17	Snow and Ice Removal	17	\$8,877.65
19	Street Lighting	19	\$1,000.00
20	Street Construction - Capital Outlay (include bridges, sidewalks and storm sewers)	20	\$1,000.00
21	Street - Other Capital Outlay (buildings and equipment)	21	\$1,000.00

**Financial Reports: Printing a Cash Basis Reporting Form (continued)**

**Sample Cash Basis Reporting Form (continued)**

<b>New Township</b>	<b>Year Ending 12/31/2014</b>
39 Economic Development- Current Expenditures (include business loans)	39 <input type="text" value="\$500.00"/>
40 -Capital Outlay	40 <input type="text" value="\$500.00"/>
<b>CONSERVATION OF NATURAL RESOURCES</b>	
41 Current Expenditures	41 <input type="text" value="\$1,000.00"/>
42 Capital Outlay	42 <input type="text" value="\$0.00"/>
<b>MISCELLANEOUS EXPENDITURES</b>	
43 Airports - Current Expenditures	43 <input type="text" value="\$1,000.00"/>
44 -Capital Outlay	44 <input type="text" value="\$0.00"/>
45 Transit - Current Expenditures	45 <input type="text" value="\$1,000.00"/>
46 -Capital Outlay	46 <input type="text" value="\$0.00"/>
47 Cemetery - Current Expenditures	47 <input type="text" value="\$1,000.00"/>
48 -Capital Outlay	48 <input type="text" value="\$1,000.00"/>
49 Pension Contribution (if not allocated)	49 <input type="text" value="\$1,000.00"/>
50 Insurance (if not allocated)	50 <input type="text" value="\$1,000.00"/>
51 All Other - Current Expenditures	51 <input type="text" value="\$3,000.00"/>
52 All Other - Capital Outlay (ONLY items not classified elsewhere)	52 <input type="text" value="\$2,000.00"/>
54 TOTAL CURRENT EXPENDITURES	54 <input type="text" value="\$45,207.80"/>
55 TOTAL CAPITAL OUTLAY	55 <input type="text" value="\$10,740.00"/>
<b>DEBT SERVICE</b>	
56 Principal Payments on Bonds	56 <input type="text" value="\$900.00"/>
57 Principal Payments on Other Long-term Debt and Short-term Debt	57 <input type="text" value="\$200.00"/>
58 Interest and Fiscal Charges (Bond Issuance Costs)	58 <input type="text" value="\$200.00"/>
59 TOTAL EXPENDITURES (should equal total on financial statement)	59 <input type="text" value="\$63,247.80"/>

**Note: Capital outlay includes the purchase, construction, or permanent improvements of buildings, equipment, machinery, and land.**

**Financial Reports: Printing a Cash Basis Reporting Form (continued)**

**Sample Cash Basis Reporting Form (continued)**

<b>New Township</b>	<b>Year Ending 12/31/2014</b>
<b>SECTION III: ENTERPRISE FUNDS</b>	
Include operations of all enterprise funds and related component units. Only 600 Fund Numbers	
<b>Enterprise Fund</b>	
1 Operating Revenues	\$0.00
2 Operating Expenses	\$0.00
3 OPERATING INCOME (LOSS)	\$0.00
4 Non-Operating Revenues (Interest, grants, property taxes, assessments, etc.)	\$0.00
5 Non-Operating Expenses (Interest, etc)	\$0.00
6 Net Income (Loss) - Before Transfers	\$0.00
<b>ADDITIONAL INFORMATION</b>	
7 Taxes (exclude special assessments)	\$0.00
8 Federal Grants	\$0.00
9 State Grants (include MV Credits)	\$0.00
10 County Grants/Local Grants	\$0.00
11 Operating Transfers In from Other Funds	\$0.00
12 Operating Transfers Out to Other Funds	\$0.00

**Financial Reports: Printing a Cash Basis Reporting Form (continued)**

**Sample Cash Basis Reporting Form (continued)**

<b>New Township</b>		<b>Year Ending 12/31/2014</b>		
<b>SECTION IV: DEBT STATEMENT - ALL FUNDS</b>				
TYPE OF BONDS	BEGINNING OF THE YEAR (a)	ISSUED DURING THE YEAR (b)	PAID DURING THE YEAR (c)	END OF YEAR
1 General Obligation	\$0.00	\$10,000.00	\$0.00	\$10,000.00
2 Tax Increment Bonds	\$0.00	\$0.00	\$0.00	\$0.00
3 Revenue Tax Increment				
4 Special Assessment Bonds	\$0.00	\$0.00	\$0.00	\$0.00
5 General Obligation Revenue Bonds	\$0.00	\$10,000.00	\$0.00	\$10,000.00
6 Revenue Bonds	\$0.00	\$0.00	\$0.00	\$0.00
7 Other (MSAH, etc)				
<b>8 TOTAL BONDED DEBT</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>
9 Refunding Bonds (Included in debt statements - lines 1-7)				
<b>OTHER LONG TERM DEBT</b>				
10 Installment Purchase Contracts				
11 Certificates of Indebtedness				
12 Notes (FFA)				

**Note: The Debt Statement principal amounts only. Interest should not be included.**

**Financial Reports: Printing a Cash Basis Reporting Form (continued)**

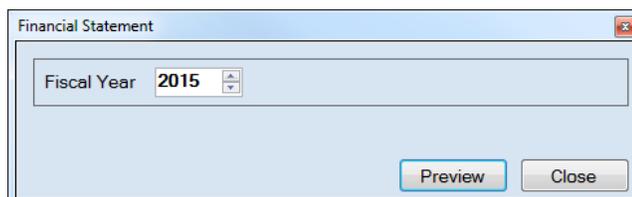
**Sample Cash Basis Reporting Form (continued)**

<b>New Township</b>	<b>Year Ending 12/31/2014</b>		
<b>SECTION V: CASH AND INVESTMENTS - ALL FUNDS</b>			
	<b>General Fund</b>	<b>Special Revenue Funds</b>	<b>Total All Funds</b>
1. Clerk's Cash Balance- End of Year (exclude investments)	\$121,692.06	\$59,920.14	\$225,215.49
3. Investments (Savings, CDs, etc.)	\$4,005.00	\$0.00	\$4,005.00
4. Total Cash and Investments	\$125,697.06	\$59,920.14	\$229,220.49

## Financial Reports: Printing a Financial Statement Report

A Financial Statement Report combines Schedules 1, 2, 4, 5, 6 (Indebtedness), 8 (Investments), and 9 (Statements of Orders Issued) into one report for a fiscal year.

To print a Financial Statement Report, highlight Financial Statement Report on the Financial Reports screen (see [page 7-1](#)) and click Run. The Financial Statement will appear.



On the Financial Statement screen:

- Select the report's year in the Fiscal Year field by typing in the box or using the arrows.
- Click the Preview button. The print preview (Report Viewer) screen will appear, as shown below.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	\$20,000.00	\$141,665.00	\$0.00	\$100.00	\$28,067.84	\$5,005.00	\$6,000.00	\$121,632.06	\$4,005.00	\$125,637.06
Road and Bridge	\$10,000.00	\$61,000.00	\$0.00	\$5,000.00	\$30,679.86	\$0.00	\$0.00	\$45,320.14	\$0.00	\$45,320.14
Fire	\$5,000.00	\$15,100.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$14,600.00	\$0.00	\$14,600.00
Water	\$35,000.00	\$14,100.00	\$0.00	\$1,000.00	\$6,396.71	\$0.00	\$100.00	\$43,603.29	\$0.00	\$43,603.29
<b>Total</b>	<b>\$70,000.00</b>	<b>\$231,865.00</b>	<b>\$0.00</b>	<b>\$6,100.00</b>	<b>\$71,644.51</b>	<b>\$5,005.00</b>	<b>\$6,100.00</b>	<b>\$225,215.49</b>	<b>\$4,005.00</b>	<b>\$229,220.49</b>

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Financial Statement screen.

**Financial Reports: Printing a Financial Statement Report (continued)**

**Sample Financial Statement**

New Township

Statement of Receipts, Disbursements and Balances (Schedule1)

2/25/2016

As on 12/31/2015

<b>Fund</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Sale of Investments</b>	<b>Transfers In</b>	<b>Disbursements</b>	<b>Purchase of Investments</b>	<b>Transfers Out</b>	<b>Ending Balance</b>	<b>Investment Balance</b>	<b>Total Balance</b>
General Fund	121,692.06	32,280.00	0.00	0.00	1,029.90	0.00	0.00	152,942.16	65,940.56	<b>218,882.72</b>
Road and Bridge	45,320.14	16,412.00	0.00	0.00	6,205.10	0.00	0.00	55,527.04	115,329.46	<b>170,856.50</b>
Fire	14,600.00	16,450.00	0.00	0.00	0.00	0.00	0.00	31,050.00	0.00	<b>31,050.00</b>
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
General Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
Municipal State Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
Streets- Construction										
Water	43,603.29	0.00	0.00	0.00	200.00	0.00	0.00	43,403.29	0.00	<b>43,403.29</b>
<b>Total :</b>	<b>225,215.49</b>	<b>65,142.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,435.00</b>	<b>0.00</b>	<b>0.00</b>	<b>282,922.49</b>	<b>181,270.02</b>	<b>464,192.51</b>

## Financial Reports: Printing a Financial Statement Report (continued)

### Sample Financial Statement (continued)

<b>New Township</b>	<b>Statements of Receipts and Disbursements</b>	<b>2/25/2016</b>
<b>SCHEDULE 2</b>		
<b>As On</b>	<b>As on 12/31/2015</b>	
<b>100</b>	<b>: General Fund</b>	
<b>Receipts:</b>		
Taxes		
Property Tax	\$12,000.00	
Total		\$12,000.00
Licenses and Permits		
Animal Licenses	\$30.00	
Total		\$30.00
Intergovernmental Revenues (IGR)		
Local Government Aid	\$5,000.00	
Taconite Production Tax	\$1,500.00	
Taconite Homestead Credit	\$200.00	
State - P.E.R.A. Aid	\$13,000.00	
Disparity Reduction Aid	\$300.00	
Total		\$20,000.00
Charges for Services		
Park Fees	\$50.00	
Total		\$50.00
Miscellaneous		
Interest Earning	\$200.00	
Total		\$200.00
	<b>Total Receipts</b>	<b>\$32,280.00</b>
<b>Other Financing Sources:</b>		
Sale of Investments	\$0.00	
Transfers from other Funds	\$0.00	
<b>Disbursements:</b>		
General Government		
Council/Town Board- Current	\$50.00	
Clerk - Training- Current	\$35.00	
Town Hall - Telephone- Current	\$50.00	
Town Hall - Electric and Gas- Current	\$100.00	
General Government Buildings and Plant- Capital Outlay	\$100.00	
Total		\$335.00
Public Works		
Waste (Refuse) Collection- Current	\$300.00	
Waste (Refuse) Collection- Capital Outlay	\$200.00	
Weed Control- Current	\$194.90	
Total		\$694.90
	<b>Total Disbursements</b>	<b>\$1,029.90</b>
<b>Other Financing Uses:</b>		
Other Financing Uses	\$0.00	
Payments to refunded Bond Escrow Agents	\$0.00	
Purchase of Investments	\$0.00	
Transfers to other Funds	\$0.00	
Special Items	\$0.00	
Extraordinary Items	\$0.00	

## Financial Reports: Printing a Financial Statement Report (continued)

### Sample Financial Statement (continued)

**201 : Road and Bridge**

**Receipts:**

Intergovernmental Revenues (IGR)		
County Grants and Aids for Highways	\$10,000.00	
Total		\$10,000.00
	<b>Total Receipts</b>	<b>\$10,000.00</b>

**Other Financing Sources:**

Sale of Investments	\$0.00	
Transfers from other Funds	\$6,412.00	

**Disbursements:**

Public Works		
Unpaved Streets- Current	\$5,000.00	
Total		\$5,000.00
Debt Service		
Bond Principal- Current	\$1,001.00	
Interest- Bonds- Current	\$204.10	
Total		\$1,205.10
	<b>Total Disbursements</b>	<b>\$6,205.10</b>

**Other Financing Uses:**

Other Financing Uses	\$0.00	
Payments to refunded Bond Escrow Agents	\$0.00	
Purchase of Investments	\$0.00	
Transfers to other Funds	\$0.00	
Special Items	\$0.00	
Extraordinary Items	\$0.00	

**225 : Fire**

**Receipts:**

Taxes		
Property Tax	\$15,000.00	
Total		\$15,000.00
Intergovernmental Revenues (IGR)		
Fire Aid	\$1,450.00	
Total		\$1,450.00
	<b>Total Receipts</b>	<b>\$16,450.00</b>

**Other Financing Sources:**

Sale of Investments	\$0.00	
Transfers from other Funds	\$0.00	

**Disbursements:**

<b>Total Disbursements</b>	<b>\$0.00</b>
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**Other Financing Uses:**

Other Financing Uses	\$0.00	
Payments to refunded Bond Escrow Agents	\$0.00	
Purchase of Investments	\$0.00	
Transfers to other Funds	\$0.00	
Special Items	\$0.00	
Extraordinary Items	\$0.00	

**Financial Reports: Printing a Financial Statement Report (continued)**

**Sample Financial Statement (continued)**

SCHEDULE 4

New Township	
Water	
STATEMENT OF REVENUES AND EXPENSES	
For the Year Ended December 31, 2015	
Operating Revenues	
Water Sales	\$5,000.00
Total Operating Revenues	\$5,000.00
Operating Expenses	
Water Utilities - Power and Pumping	\$2,500.00
Sewer Maintenance	\$200.00
Total Operating Expenses	\$2,700.00
Operating Income (Loss)	\$2,300.00
Nonoperating Revenue (Expenses)	
Total Nonoperating Revenues (Expenses)	
Net Income (Loss) Before Operating Transfers	\$2,300.00
Transfers From Other Funds	\$0.00
Transfers To Other Funds	\$0.00
Net Income	\$2,300.00

<b>New Township</b>	
<b>Water</b>	
<b>Statement of Cash Flows</b>	
<b>For the Year Ended December 31, 2015</b>	
<b>Cash Flows From Operating Activities</b>	
<b>Water Sales</b>	<b>\$5,000.00</b>
<b>Water Utilities - Power and Pumping</b>	<b>\$(2,500.00)</b>
<b>Sewer Maintenance</b>	<b>\$(200.00)</b>
<b>Net Cash Provided (Used) for Operating Activities</b>	<b>\$2,300.00</b>
<b>Cash Flows From Noncapital Financing Activities</b>	
<b>Net Cash Provided (Used) for Noncapital Financing Activities</b>	<b>\$0.00</b>
<b>Cash Flows From Capital and Related Financing Activities</b>	
<b>Sewer Maintenance</b>	<b>\$(500.00)</b>
<b>Net Cash Provided (Used) for Capital and Related Financing Activities</b>	<b>\$(500.00)</b>
<b>Cash Flows From Investing Activities</b>	
<b>Net Cash Provided (Used) for Investing Activities</b>	<b>\$0.00</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>\$1,800.00</b>
<b>Cash and Cash Equivalents, January 1</b>	<b>\$43,603.29</b>
<b>Cash and Cash Equivalents, December 31</b>	<b>\$45,403.29</b>

**Financial Reports: Printing a Financial Statement Report (continued)**

**Sample Financial Statement (continued)**

SCHEDULE 6

New Township  
STATEMENT OF INDEBTEDNESS  
For the Year Ended December 31, 2015

<u>Bonded Indebtedness</u>	<u>Interest Rate</u>	<u>Issue Date</u>	<u>Final Maturity Date</u>	<u>Outstanding</u>	<u>Issued in</u>	<u>Paid in</u>	<u>Outstanding</u>
<b>General Obligation*</b>							
Plow Truck Bond	3.40	07/21/2014	09/24/2030	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Total General Obligation*				\$10,000.00	\$0.00	\$0.00	\$10,000.00
<b>Tax Increment Bonds</b>							
Total Tax Increment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>Special Assessment Bonds</b>							
Total Special Assessment Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>General Obligation Revenue Bonds</b>							
Sewer Revenue Bond	3.50	07/21/2014	12/18/2024	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Total General Obligation Revenue Bonds				\$10,000.00	\$0.00	\$0.00	\$10,000.00
<b>Revenue Bonds</b>							
Total Revenue Bonds				\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Bonded Indebtedness</b>				<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>
<b>Other Long Term Debt</b>							
Plow Truck Loan	2.90	04/23/2014	04/23/2024	\$24,800.00	\$0.00	\$0.00	\$24,800.00
Total Other Long Term Debt				\$24,800.00	\$0.00	\$0.00	\$24,800.00
<b>Short Term Debt</b>							
Operating Loan	9.30	07/21/2014	10/23/2014	\$500.00	\$0.00	\$0.00	\$500.00
Total Short Term Debt				\$500.00	\$0.00	\$0.00	\$500.00
<b>Total City Indebtedness</b>				<b>\$45,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,300.00</b>
				[a]		[b]	[c]

**Note:**

[\*] Special Assessment Bonds and Revenue Bonds with General Obligation backing should not be classified as General Obligation Bonds.

[a] The Jan. 1 balance should agree with the Dec. 31 balance of the prior year.

[b] Amounts paid should agree with the amounts shown as principal paid on Schedule 2 and 4.

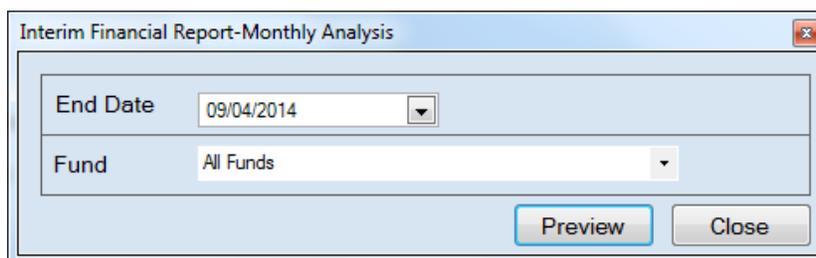
[c] Bonds maturing January 1, which are paid on or before December 31, should not be included in the balance outstanding at December 31.



## Financial Reports: Printing an Interim Financial Report - Monthly Analysis

An Interim Financial Report - Monthly Analysis displays receipts and disbursements by month and shows the year-to-date total. The report details what was received and spent each month by fund.

To print, highlight Interim Financial Report - Monthly Analysis on the Financial Reports screen (see [page 7-1](#) for instructions) and click the Run button. The Interim Financial Report-Monthly Analysis screen will appear.



The screenshot shows a software dialog box titled "Interim Financial Report-Monthly Analysis". It features two dropdown menus. The first is labeled "End Date" and is set to "09/04/2014". The second is labeled "Fund" and is set to "All Funds". Below these fields are two buttons: "Preview" and "Close".

For this report, the beginning date will always be January 1. To complete the details for your report on the Interim Financial Report-Monthly Analysis screen:

- Enter an ending date for the report in the End Date field by typing in the box or selecting one from the calendar using the down arrow.
- Choose what funds you want listed in the report. Select “All Funds” to create a report for each active fund listed in the Chart of Accounts or use the drop-down arrow to select a certain fund.
- Click the Preview button. The print preview (Report Viewer) screen appears.

## Financial Reports: Printing an Interim Financial Report - Monthly Analysis (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)

**New Township Interim Financial Report- Monthly Analysis** 09/04/2014

As on 09/04/2014

**General Funds**

Account Name	Acct No	Budget	Year to Date	Balance	% of Budget	January/ July	February/ August	March/ September	April/ October	May/ November	June/ December
<b>Receipts:</b>											
Property Taxes	31005	\$90,000.00	\$100,000.00	\$(10,000.00)	111.1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Increments	31050	\$1,125.00	\$1,000.00	\$125.00	88.9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Acct 310		\$91,125.00	\$101,000.00	\$(9,875.00)	110.8	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$91,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Locals	31301	\$1,125.00	\$1,000.00	\$125.00	88.9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Acct 313		\$1,125.00	\$1,000.00	\$125.00	88.9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hotel-Motel Tax	31410	\$1,312.50	\$1,000.00	\$312.50	76.2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Acct 314		\$1,312.50	\$1,000.00	\$312.50	76.2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Franchise Taxes	31810	\$2,625.00	\$3,000.00	\$(375.00)	114.3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gambling Tax	31820	\$1,312.50	\$1,000.00	\$312.50	76.2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Acct 318		\$3,937.50	\$4,000.00	\$(62.50)	101.6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Permits (Excludes surcharge)	32210	\$562.50	\$135.00	\$427.50	24.0	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Current Page No: 1 Total Page No: 15 Zoom Factor: 100%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Interim Financial Report-Monthly Analysis screen.

**Financial Reports: Printing an Interim Financial Report - Monthly Analysis (continued)**

**Sample Interim Financial Report - Monthly Analysis Report**

New Township		Interim Financial Report - Monthly Analysis										09/04/2014
As on 09/04/2014												
General Funds												
Account Name	Acct No	Budget	Year to Date	Balance	% of Budget	January/ July	February/ August	March/ September	April/ October	May/ November	June/ December	
<b>Receipts:</b>												
Property Taxes	31005	\$90,000.00	\$100,000.00	\$(10,000.00)	111.1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tax Increments	31050	\$1,125.00	\$1,000.00	\$125.00	88.9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Acct 310		\$91,125.00	\$101,000.00	\$(9,875.00)	110.8	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$91,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tax Locals	31301	\$1,125.00	\$1,000.00	\$125.00	88.9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Acct 313		\$1,125.00	\$1,000.00	\$125.00	88.9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hotel-Motel Tax	31410	\$1,312.50	\$1,000.00	\$312.50	76.2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Acct 314		\$1,312.50	\$1,000.00	\$312.50	76.2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Franchise Taxes	31810	\$2,625.00	\$3,000.00	\$(375.00)	114.3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Gambling Tax	31820	\$1,312.50	\$1,000.00	\$312.50	76.2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Acct 318		\$3,937.50	\$4,000.00	\$(62.50)	101.6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Building Permits (Excludes surcharge)	32210	\$562.50	\$135.00	\$427.50	24.0	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

**Financial Reports: Printing an Interim Financial Report - Monthly Analysis (continued)**

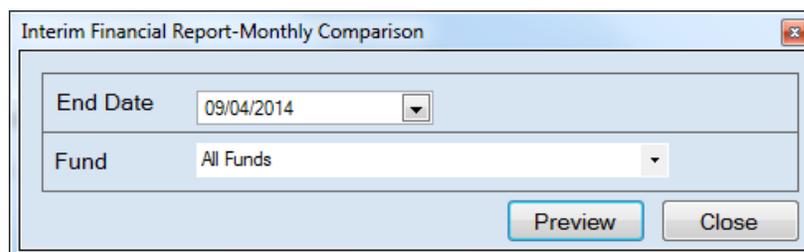
**Sample Interim Financial Report - Monthly Analysis (continued)**

New Township		Interim Financial Report - Monthly Analysis										09/04/2014
<b>As on 09/04/2014</b>												
Connection/Reconnection Fees	37250	\$262.50	\$150.00	\$112.50	57.1	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Acct372		\$862.50	\$650.00	\$212.50	75.4	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contribution From Enterprise Fund	39202	\$1,125.00	\$1,000.00	\$125.00	88.9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Acct392		\$1,125.00	\$1,000.00	\$125.00	88.9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Obligation Bond Proceeds	39310	\$3,750.00	\$10,000.00	\$(6,250.00)	266.7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Acct393		\$3,750.00	\$10,000.00	\$(6,250.00)	266.7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Receipts		\$10,425.00	\$15,100.00	\$(4,675.00)	144.8	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Disbursements:</b>												
Clerk - Admin.	41405	\$712.50	\$1,036.71	\$(324.21)	145.5	\$217.42	\$164.32	\$182.79	\$198.95	\$164.32	\$108.91	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Acct414		\$712.50	\$1,036.71	\$(324.21)	145.5	\$217.42	\$164.32	\$182.79	\$198.95	\$164.32	\$108.91	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bond Prindpal	47110	\$67.50	\$500.00	\$(432.50)	740.7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Debt Prindpal	47120	\$675.00	\$500.00	\$175.00	74.1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Acct471		\$742.50	\$1,000.00	\$(257.50)	134.7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Financial Reports: Printing an Interim Financial Report - Monthly Comparison

The Interim Financial Report - Monthly Comparison displays the actual receipts and disbursements for the month selected and compares it to the budget for that month. In addition, the year-to-date information for the budget and for the actual receipts and disbursements are shown. The report is designed to print the information by fund.

To print an Interim Financial Report - Monthly Comparison, highlight Interim Financial Report-Monthly Comparison on the Financial Reports screen (see [page 7-1](#) for instructions) and click Run. The Interim Financial Report-Monthly Comparison screen will appear.



The screenshot shows a dialog box titled "Interim Financial Report-Monthly Comparison". It features two dropdown menus. The first is labeled "End Date" and shows the date "09/04/2014". The second is labeled "Fund" and shows "All Funds". At the bottom right of the dialog, there are two buttons: "Preview" and "Close".

For this report, the beginning date will always be January 1. To complete the details for your report on the Interim Financial Report-Monthly Comparison screen:

- Enter an ending date for the report in the End Date field by typing in the box or selecting one from the calendar using the down arrow.
- Choose what funds you want listed in the report. Select “All Funds” to create a report for each active fund listed in the Chart of Accounts or use the drop-down arrow to select a certain fund.
- Click the Preview button. The print preview (Report Viewer) screen appears.

## Financial Reports: Printing an Interim Financial Report - Monthly Comparison (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)

New Township		Interim Financial Report - Monthly Comparison			09/04/2014		
As on 09/04/2014		For the Month Ended September			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
<b>General Funds</b>							
Receipts:							
Property Taxes		\$10,000.00	\$0.00	\$(10,000.00)	\$90,000.00	\$100,000.00	\$10,000.00
Tax Increments		\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)
Total Acct:310		\$10,125.00	\$0.00	\$(10,125.00)	\$91,125.00	\$101,000.00	\$9,875.00
Tax Locals		\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)
Total Acct:313		\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)
Hotel-Motel Tax		\$145.83	\$0.00	\$(145.83)	\$1,312.50	\$1,000.00	\$(312.50)
Total Acct:314		\$145.83	\$0.00	\$(145.83)	\$1,312.50	\$1,000.00	\$(312.50)
Franchise Taxes		\$291.67	\$0.00	\$(291.67)	\$2,625.00	\$3,000.00	\$375.00
Gambling Tax		\$145.83	\$0.00	\$(145.83)	\$1,312.50	\$1,000.00	\$(312.50)
Total Acct:318		\$437.50	\$0.00	\$(437.50)	\$3,937.50	\$4,000.00	\$62.50
Animal Licenses		\$6.67	\$0.00	\$(6.67)	\$60.00	\$15.00	\$(45.00)
Building Permits (Excludes surcharge)		\$62.50	\$0.00	\$(62.50)	\$562.50	\$135.00	\$(427.50)
Total Acct:322		\$69.17	\$0.00	\$(69.17)	\$622.50	\$150.00	\$(472.50)
Community Development Block Grants		\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$2,500.00	\$1,375.00
Federal Payments in Lieu of Taxes		\$291.67	\$0.00	\$(291.67)	\$2,625.00	\$2,500.00	\$(125.00)
Total Acct:33L		\$416.67	\$0.00	\$(416.67)	\$3,750.00	\$5,000.00	\$1,250.00
Disparity Reduction Aid		\$62.50	\$0.00	\$(62.50)	\$562.50	\$1,000.00	\$437.50
DNR Grant		\$108.33	\$0.00	\$(108.33)	\$975.00	\$500.00	\$(475.00)
Fire Aid		\$333.33	\$0.00	\$(333.33)	\$3,000.00	\$5,000.00	\$2,000.00
Local Government Aid		\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)
State - P.E.R.A. Aid		\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)
Taconite Homestead Credit		\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)
Taconite Production Aid		\$100.00	\$0.00	\$(100.00)	\$900.00	\$1,000.00	\$100.00
Total Acct:394		\$979.17	\$0.00	\$(979.17)	\$8,812.50	\$10,500.00	\$1,687.50
Iron Range Resource and Rehabilitation Grants (IRRRB)		\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)
Local-Other Grants and Aids		\$116.67	\$0.00	\$(116.67)	\$1,050.00	\$1,000.00	\$(50.00)
Other County Grants and Aids		\$158.33	\$0.00	\$(158.33)	\$1,425.00	\$1,000.00	\$(425.00)
Total Acct:336		\$400.00	\$0.00	\$(400.00)	\$3,600.00	\$3,000.00	\$(600.00)

Current Page No.: 1      Total Page No.: 14      Zoom Factor: 100%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Interim Financial Report-Monthly Comparison screen.

**Financial Reports: Printing an Interim Financial Report - Monthly Comparison (continued)**

**Sample Interim Financial Report - Monthly Comparison**

New Township	Interim Financial Report - Monthly Comparison						09/04/2014
As on 09/04/2014	For the Month Ended September			Year to Date			
General Funds	Budget	Actual	Variance	Budget	Actual	Variance	
Receipts:							
Property Taxes	\$10,000.00	\$0.00	\$(10,000.00)	\$90,000.00	\$100,000.00	\$10,000.00	
Tax Increments	\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)	
Total Acct 310	\$10,125.00	\$0.00	\$(10,125.00)	\$91,125.00	\$101,000.00	\$9,875.00	
Tax Locals	\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)	
Total Acct 313	\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)	
Hotel-Motel Tax	\$145.83	\$0.00	\$(145.83)	\$1,312.50	\$1,000.00	\$(312.50)	
Total Acct 314	\$145.83	\$0.00	\$(145.83)	\$1,312.50	\$1,000.00	\$(312.50)	
Franchise Taxes	\$291.67	\$0.00	\$(291.67)	\$2,625.00	\$3,000.00	\$375.00	
Gambling Tax	\$145.83	\$0.00	\$(145.83)	\$1,312.50	\$1,000.00	\$(312.50)	
Total Acct 318	\$437.50	\$0.00	\$(437.50)	\$3,937.50	\$4,000.00	\$62.50	
Animal Licenses	\$6.67	\$0.00	\$(6.67)	\$60.00	\$15.00	\$(45.00)	
Building Permits (Excludes surcharge)	\$62.50	\$0.00	\$(62.50)	\$62.50	\$135.00	\$(427.50)	
Total Acct 322	\$69.17	\$0.00	\$(69.17)	\$62.50	\$150.00	\$(472.50)	
Community Development Block Grants	\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$2,500.00	\$1,375.00	
Federal Payments in Lieu of Taxes	\$291.67	\$0.00	\$(291.67)	\$2,625.00	\$2,500.00	\$(125.00)	
Total Acct 331	\$416.67	\$0.00	\$(416.67)	\$3,750.00	\$5,000.00	\$1,250.00	
Disparity Reduction Aid	\$62.50	\$0.00	\$(62.50)	\$62.50	\$1,000.00	\$437.50	
DNR Grant	\$108.33	\$0.00	\$(108.33)	\$975.00	\$500.00	\$(475.00)	
Fire Aid	\$333.33	\$0.00	\$(333.33)	\$3,000.00	\$5,000.00	\$2,000.00	
Local Government Aid	\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)	
State - P.E.R.A. Aid	\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)	
Taconite Homestead Credit	\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)	
Taconite Production Aid	\$100.00	\$0.00	\$(100.00)	\$900.00	\$1,000.00	\$100.00	
Total Acct 334	\$979.17	\$0.00	\$(979.17)	\$8,812.50	\$10,500.00	\$1,687.50	
Iron Range Resource and Rehabilitation Grants (IRRRB)	\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)	
Local-Other Grants and Aids	\$116.67	\$0.00	\$(116.67)	\$1,050.00	\$1,000.00	\$(50.00)	
Other County Grants and Aids	\$158.33	\$0.00	\$(158.33)	\$1,425.00	\$1,000.00	\$(425.00)	
Total Acct 336	\$400.00	\$0.00	\$(400.00)	\$3,600.00	\$3,000.00	\$(600.00)	

**Financial Reports: Printing an Interim Financial Report - Monthly Comparison (continued)**

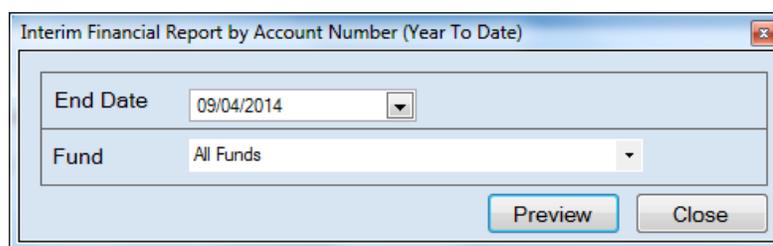
**Sample Interim Financial Report - Monthly Comparison (continued)**

New Township	Interim Financial Report- Monthly Comparison			09/04/2014		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Acct347	\$166.67	\$0.00	\$(166.67)	\$1,500.00	\$2,000.00	\$500.00
Airport Revenues	\$183.33	\$0.00	\$(183.33)	\$1,650.00	\$1,000.00	\$(650.00)
Cemetery Revenues	\$583.33	\$0.00	\$(583.33)	\$5,250.00	\$7,000.00	\$1,750.00
Misc. Service Charge	\$125.00	\$0.00	\$(125.00)	\$1,125.00	\$1,000.00	\$(125.00)
Transit Revenues	\$100.00	\$0.00	\$(100.00)	\$900.00	\$1,000.00	\$100.00
Total Acct349	\$991.67	\$0.00	\$(991.67)	\$8,925.00	\$10,000.00	\$1,075.00
Fines	\$41.67	\$0.00	\$(41.67)	\$375.00	\$500.00	\$125.00
Total Acct351	\$41.67	\$0.00	\$(41.67)	\$375.00	\$500.00	\$125.00
Forfeits	\$62.50	\$0.00	\$(62.50)	\$562.50	\$500.00	\$(62.50)
Total Acct352	\$62.50	\$0.00	\$(62.50)	\$562.50	\$500.00	\$(62.50)
Interest Eaming	\$16.67	\$0.00	\$(16.67)	\$150.00	\$15.00	\$(135.00)
Total Acct362	\$16.67	\$0.00	\$(16.67)	\$150.00	\$15.00	\$(135.00)
<b>Total Revenues</b>	<b>\$14,202.50</b>	<b>\$0.00</b>	<b>\$(14,202.50)</b>	<b>\$127,822.49</b>	<b>\$140,665.00</b>	<b>\$12,842.51</b>
Other Financing Sources:						
Sale of Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00
Contribution From Enterprise Fund	\$7.92	\$0.00	\$(7.92)	\$71.25	\$100.00	\$28.75
Disbursements:						
<b>Council (Town Board)</b>						
Wages and Salaries:	\$66.67	\$0.00	\$66.67	\$600.00	\$218.79	\$(381.21)
Wages and Salaries: Full-time	\$62.50	\$0.00	\$62.50	\$562.50	\$771.56	\$(209.06)
Employees-Regular						
Transportation/Travel Expense	\$7.92	\$0.00	\$7.92	\$71.25	\$60.00	\$11.25
Total Acct411	\$137.08	\$0.00	\$137.08	\$1,233.75	\$1,050.35	\$183.40
<b>Clerk - Admin.</b>						
Wages and Salaries: Full-time	\$125.00	\$0.00	\$125.00	\$1,125.00	\$1,036.71	\$88.29
Employees-Regular						
<b>Clerk - Training</b>						
Transportation/Travel Expense	\$8.33	\$0.00	\$8.33	\$75.00	\$25.00	\$50.00
Total Acct414	\$133.33	\$0.00	\$133.33	\$1,200.00	\$1,061.71	\$138.29
<b>Treasurer</b>						
Wages and Salaries: Full-time	\$150.00	\$0.00	\$150.00	\$1,350.00	\$1,557.95	\$(207.95)
Employees-Regular						

## Financial Reports: Printing an Interim Financial Report by Account Number

An Interim Financial Report by Account Number displays the actual receipts and disbursements on a year-to-date basis, summarized by account number. The report includes a comparison to the budget, also on a year-to-date basis. The report is designed to print the information by fund.

To print an Interim Financial Report by Account Number, highlight Interim Financial Report by Account Number (Year To Date) on the Financial Reports screen (see [page 7-1](#) for instructions) and click the Run button. The Interim Financial Report by Account Number (Year To Date) screen will appear.



The screenshot shows a window titled "Interim Financial Report by Account Number (Year To Date)". Inside the window, there are two dropdown menus. The first is labeled "End Date" and has "09/04/2014" selected. The second is labeled "Fund" and has "All Funds" selected. At the bottom right of the window, there are two buttons: "Preview" and "Close".

For this report, the beginning date will always be January 1. To complete the details for your report on the Interim Financial Report by Account Number (Year To Date) screen:

- Enter an ending date for the report in the End Date field by typing in the box or selecting one from the calendar using the down arrow.
- Choose what funds you want listed in the report. Select “All Funds” to create a report for each active fund listed in the Chart of Accounts or use the drop-down arrow to select a certain fund.
- Click the Preview button. The print preview (Report Viewer) screen appears.

## Financial Reports: Printing an Interim Financial Report by Account Number (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)

**New Township Interim Financial Report By Account Number (YTD) 09/04/2014**

As of: 09/04/2014

General Funds	Budget	Actual	Variance
<b>Receipts:</b>			
Property Taxes	\$90,000.00	\$100,000.00	\$10,000.00
Tax Increments	\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 310	\$91,125.00	\$101,000.00	\$9,875.00
Tax Locals	\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 313	\$1,125.00	\$1,000.00	\$(125.00)
Hotel-Motel Tax	\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 314	\$1,312.50	\$1,000.00	\$(312.50)
Franchise Taxes	\$2,625.00	\$3,000.00	\$375.00
Gambling Tax	\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 318	\$3,937.50	\$4,000.00	\$62.50
Building Permits (Excludes surcharge)	\$562.50	\$135.00	\$(427.50)
Animal Licenses	\$60.00	\$15.00	\$(45.00)
Total Acct 322	\$622.50	\$150.00	\$(472.50)
Community Development Block Grants	\$1,125.00	\$2,500.00	\$1,375.00
Federal Payments in Lieu of Taxes	\$2,625.00	\$2,500.00	\$(125.00)
Total Acct 331	\$3,750.00	\$5,000.00	\$1,250.00
Local Government Aid	\$1,125.00	\$1,000.00	\$(125.00)
Taconite Production Aid	\$900.00	\$1,000.00	\$100.00
Taconite Homestead Credit	\$1,125.00	\$1,000.00	\$(125.00)
State - P.E.R.A. Aid	\$1,125.00	\$1,000.00	\$(125.00)
Disparity Reduction Aid	\$562.50	\$1,000.00	\$437.50
Fire Aid	\$3,000.00	\$5,000.00	\$2,000.00
DNR Grant	\$975.00	\$500.00	\$(475.00)
Total Acct 334	\$8,812.50	\$10,500.00	\$1,687.50
Other County Grants and Aids	\$1,425.00	\$1,000.00	\$(425.00)
Iron Range Resource and Rehabilitation	\$1,125.00	\$1,000.00	\$(125.00)

Current Page No.: 1      Total Page No.: 11      Zoom Factor: 100%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Interim Financial Report by Account Number (Year To Date) screen.

**Financial Reports: Printing an Interim Financial Report by Account Number (continued)**

**Sample Interim Financial Report by Account Number**

<b>New Township</b>		<b>Interim Financial Report By Account Number (YTD)</b>		<b>09/04/2014</b>
<b>As of: 09/04/2014</b>				
<b>General Funds</b>				
		<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>
Receipts:				
Property Taxes		\$90,000.00	\$100,000.00	\$10,000.00
Tax Increments		\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 310		\$91,125.00	\$101,000.00	\$9,875.00
Tax Locals		\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 313		\$1,125.00	\$1,000.00	\$(125.00)
Hotel-Motel Tax		\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 314		\$1,312.50	\$1,000.00	\$(312.50)
Franchise Taxes		\$2,625.00	\$3,000.00	\$375.00
Gambling Tax		\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 318		\$3,937.50	\$4,000.00	\$62.50
Building Permits (Excludes surcharge)		\$562.50	\$135.00	\$(427.50)
Animal Licenses		\$60.00	\$15.00	\$(45.00)
Total Acct 322		\$622.50	\$150.00	\$(472.50)
Community Development Block Grants		\$1,125.00	\$2,500.00	\$1,375.00
Federal Payments in Lieu of Taxes		\$2,625.00	\$2,500.00	\$(125.00)
Total Acct 331		\$3,750.00	\$5,000.00	\$1,250.00
Local Government Aid		\$1,125.00	\$1,000.00	\$(125.00)
Taconite Production Aid		\$900.00	\$1,000.00	\$100.00
Taconite Homestead Credit		\$1,125.00	\$1,000.00	\$(125.00)
State - P.E.R.A. Aid		\$1,125.00	\$1,000.00	\$(125.00)
Disparity Reduction Aid		\$562.50	\$1,000.00	\$437.50
Fire Aid		\$3,000.00	\$5,000.00	\$2,000.00
DNR Grant		\$975.00	\$500.00	\$(475.00)
Total Acct 334		\$8,812.50	\$10,500.00	\$1,687.50

**Financial Reports: Printing an Interim Financial Report by Account Number (continued)**

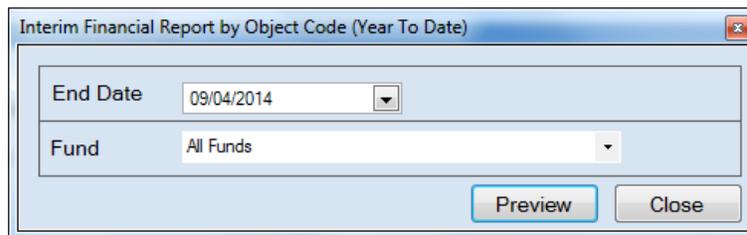
**Sample Interim Financial Report by Account Number (continued)**

<b>New Township</b>	<b>Interim Financial Report By Account Number (YTD)</b>		<b>09/04/2014</b>
<b>As of: 09/04/2014</b>			
Principal Payments-Refunded Bond (payment to escrow agent) Total Acct 477	\$1,312.50	\$1,000.00	\$312.50
	\$1,312.50	\$1,000.00	\$312.50
Cemetery Total Acct 490	\$1,125.00	\$2,000.00	\$(875.00)
	\$1,125.00	\$2,000.00	\$(875.00)
Retirement and Pension Contributions - Unallocated	\$1,087.50	\$1,000.00	\$87.50
Insurance - Unallocated	\$1,087.50	\$1,000.00	\$87.50
Misc. Exp.	\$337.50	\$3,000.00	\$(2,662.50)
Total Acct 492	\$2,512.50	\$5,000.00	\$(2,487.50)
Transit	\$562.50	\$1,000.00	\$(437.50)
Airports - Fields, Runways and Ramps	\$712.50	\$1,000.00	\$(287.50)
Total Acct 498	\$1,275.00	\$2,000.00	\$(725.00)
<b>Total Disbursements</b>	<b>\$20,306.99</b>	<b>\$28,067.94</b>	<b>\$(7,760.95)</b>
Other Financing Uses:			
<b>Beginning Cash Balance</b>		<b>\$20,000.00</b>	
<b>Cash Balance as of 09/04/2014</b>		<b>\$133,697.06</b>	

## Financial Reports: Printing an Interim Financial Report by Object Code

An Interim Financial Report by Object Code displays the actual receipts and disbursements on a year-to-date basis, detailed by Object Code for expenditures. The report includes a comparison to the budget, also on a year-to-date basis. The report is designed to print the information by fund.

To print an Interim Financial Report by Object Code, highlight Interim Financial Report by Object Code (Year To Date) on the Financial Reports screen (see [page 7-1](#) for instructions) and click the Run button. The Interim Financial Report by Object Code (Year To Date) screen will appear.



The screenshot shows a window titled "Interim Financial Report by Object Code (Year To Date)". Inside the window, there are two dropdown menus. The first is labeled "End Date" and has "09/04/2014" selected. The second is labeled "Fund" and has "All Funds" selected. At the bottom right of the window, there are two buttons: "Preview" and "Close".

For this report, the beginning date will always be January 1. To complete the details for your report on the Interim Financial Report by Object Code (Year To Date) screen:

- Enter an ending date for the report in the End Date field by typing in the box or selecting one from the calendar using the down arrow.
- Choose what funds you want listed in the report. Select “All Funds” to create a report for each active fund listed in the Chart of Accounts or use the drop-down arrow to select a certain fund.
- Click the Preview button. The print preview (Report Viewer) screen appears.

## Financial Reports: Printing an Interim Financial Report by Object Code (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)

**New Township Interim Financial Report By Object Code(YTD) 09/04/2014**

As on 09/04/2014

**General Funds**

	Budget	Actual	Variance
<b>Receipts:</b>			
Property Taxes	\$90,000.00	\$100,000.00	\$10,000.00
Tax Increments	\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 310	\$91,125.00	\$101,000.00	\$9,875.00
Tax Locals	\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 313	\$1,125.00	\$1,000.00	\$(125.00)
Hotel-Motel Tax	\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 314	\$1,312.50	\$1,000.00	\$(312.50)
Franchise Taxes	\$2,625.00	\$3,000.00	\$375.00
Gambling Tax	\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 318	\$3,937.50	\$4,000.00	\$62.50
Building Permits (Excludes surcharge)	\$562.50	\$135.00	\$(427.50)
Animal Licenses	\$60.00	\$15.00	\$(45.00)
Total Acct 322	\$622.50	\$150.00	\$(472.50)
Community Development Block Grants	\$1,125.00	\$2,500.00	\$1,375.00
Federal Payments in Lieu of Taxes	\$2,625.00	\$2,500.00	\$(125.00)
Total Acct 331	\$3,750.00	\$5,000.00	\$1,250.00
Local Government Aid	\$1,125.00	\$1,000.00	\$(125.00)
Taconite Production Aid	\$900.00	\$1,000.00	\$100.00
Taconite Homestead Credit	\$1,125.00	\$1,000.00	\$(125.00)
State - P.E.R.A. Aid	\$1,125.00	\$1,000.00	\$(125.00)
Disparity Reduction Aid	\$562.50	\$1,000.00	\$437.50
Fire Aid	\$3,000.00	\$5,000.00	\$2,000.00

Current Page No.: 1      Total Page No.: 14      Zoom Factor: 100%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Interim Financial Report by Object Code (Year To Date) screen.

**Financial Reports: Printing an Interim Financial Report by Object Code (continued)**

**Sample Interim Financial Report by Object Code**

<b>New Township</b>		<b>Interim Financial Report By Object Code(YTD)</b>		<b>09/04/2014</b>
<b>As on 09/04/2014</b>				
<b>General Funds</b>				
		<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>
Receipts:				
Property Taxes		\$90,000.00	\$100,000.00	\$10,000.00
Tax Increments		\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 310		\$91,125.00	\$101,000.00	\$9,875.00
Tax Locals		\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 313		\$1,125.00	\$1,000.00	\$(125.00)
Hotel-Motel Tax		\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 314		\$1,312.50	\$1,000.00	\$(312.50)
Franchise Taxes		\$2,625.00	\$3,000.00	\$375.00
Gambling Tax		\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 318		\$3,937.50	\$4,000.00	\$62.50
Building Permits (Excludes surcharge)		\$562.50	\$135.00	\$(427.50)
Animal Licenses		\$60.00	\$15.00	\$(45.00)
Total Acct 322		\$622.50	\$150.00	\$(472.50)
Community Development Block Grants		\$1,125.00	\$2,500.00	\$1,375.00
Federal Payments in Lieu of Taxes		\$2,625.00	\$2,500.00	\$(125.00)
Total Acct 331		\$3,750.00	\$5,000.00	\$1,250.00
Local Government Aid		\$1,125.00	\$1,000.00	\$(125.00)
Taconite Production Aid		\$900.00	\$1,000.00	\$100.00
Taconite Homestead Credit		\$1,125.00	\$1,000.00	\$(125.00)
State - P.E.R.A. Aid		\$1,125.00	\$1,000.00	\$(125.00)

**Financial Reports: Printing an Interim Financial Report by Object Code (continued)**

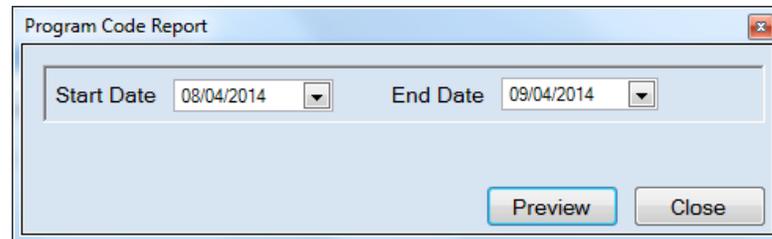
**Sample Interim Financial Report by Object Code (continued)**

<b>New Township</b>		<b>Interim Financial Report By Object Code(YTD)</b>		<b>09/04/2014</b>
<b>As on 09/04/2014</b>				
<b>Internal Service Fund</b>				
		<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>Variance</b></u>
Receipts:				
	<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Sources:				
	Sale of Investments	\$0.00	\$0.00	\$0.00
Disbursements:				
	<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:				
	<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
	<b>Cash Balance as of 09/04/2014</b>		<b>\$0.00</b>	

## Financial Reports: Printing a Program Code Report

A Program Code Report displays receipts and disbursements by Program Code. The Report is designed to print information for all assigned Program Codes over a selected period. An explanation of Program Codes can be found in [Chapter 8](#) of this manual.

To print a Program Code Report, highlight Program Code Report on the Financial Reports screen (see [page 7-1](#) for instructions) and click the Run button. The following screen will appear.

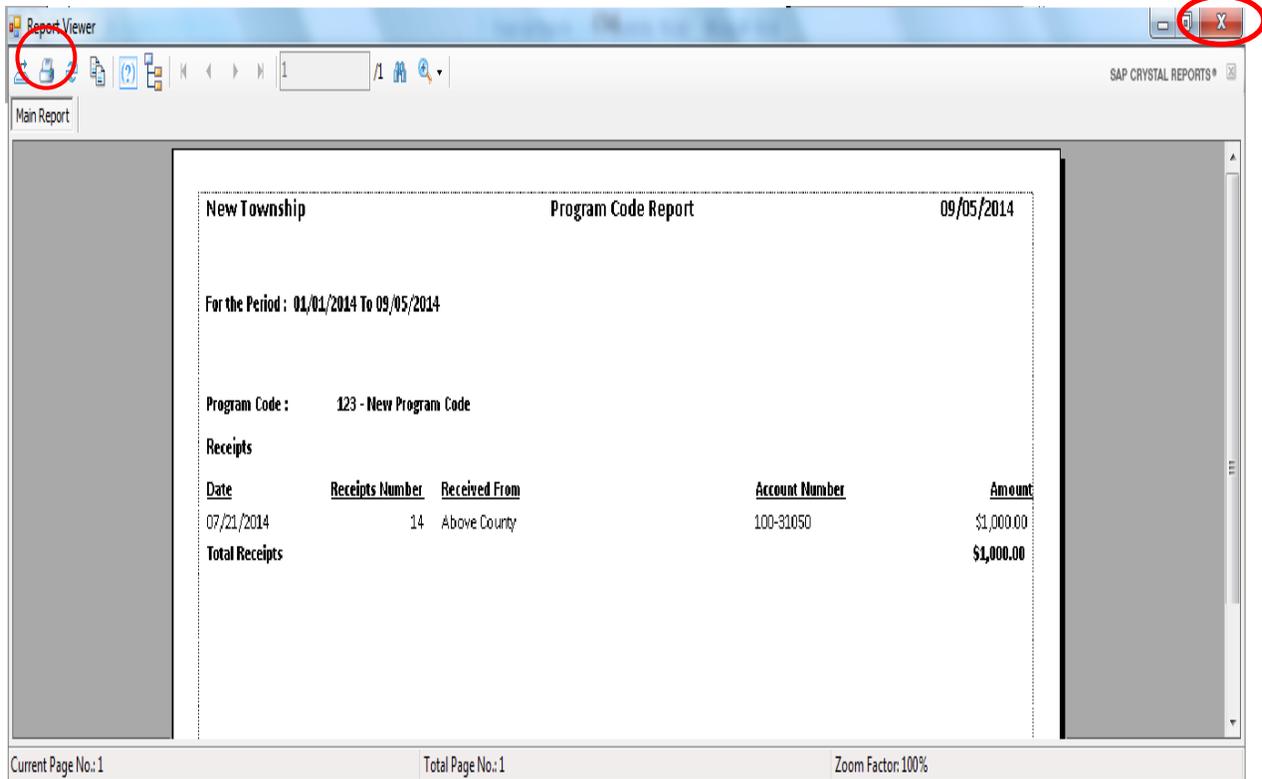


On the Program Code Report screen:

- Enter a starting and ending date for the report in the Start Date and End Date fields by typing in the box or selecting from the calendar using the down arrow.
- Click the Preview button. The print preview (Report Viewer) screen appears.

## Financial Reports: Printing a Program Code Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Program Code Report screen.

**Financial Reports: Printing a Program Code Report (continued)**

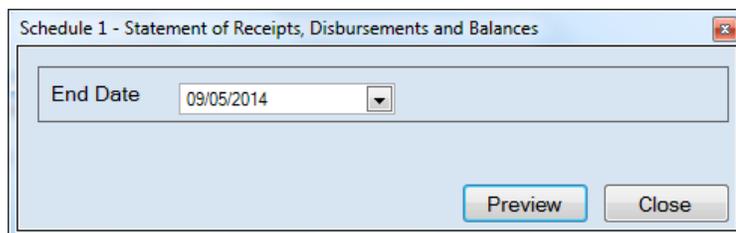
**Sample Program Code Report**

<b>New Township</b>		<b>Program Code Report</b>		<b>09/05/2014</b>
For the Period : 01/01/2014 To 09/05/2014				
Program Code : 123 - New Program Code				
<b>Receipts</b>				
<u>Date</u>	<u>Receipts Number</u>	<u>Received From</u>	<u>Account Number</u>	<u>Amount</u>
07/21/2014	14	Above County	100-31050	\$1,000.00
<b>Total Receipts</b>				<b>\$1,000.00</b>
<b>Disbursements</b>				
<u>Date</u>	<u>Check Number</u>	<u>Vendor</u>	<u>Account Number</u>	<u>Amount</u>
01/30/2014	101	WE Energies	100-41915-383	\$200.00
<b>Total Disbursements</b>				<b>\$200.00</b>

## Financial Reports: Printing a Schedule 1 - Statement of Receipts, Disbursements and Balances

Schedule 1 is a summary statement of receipts, disbursements, transfers, and balances, including investments, summarized by fund. This contains all of the funds, both governmental and proprietary.

To print a Schedule 1, highlight Schedule 1 - Statement of Receipts, Disbursements and Balances on the Financial Reports screen (see [page 7-1](#) for instructions) and click the Run button. The following screen will appear.



On the Schedule 1 - Statement of Receipts, Disbursements and Balances screen:

- Enter the ending date for the report in the End Date field or select one from the calendar using the down arrow.
- Click the Preview button. The print preview (Report Viewer screen) appears.

**Financial Reports: Printing a Schedule 1 - Statement of Receipts, Disbursements and Balances (continued)**

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)

**New Township** Statement of Receipts, Disbursements and balances (Schedule 1) **09/05/2014**

As on 09/05/2014

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Funds	\$20,000.00	\$140,665.00	\$1,000.00	\$100.00	\$29,067.94	\$5,005.00	\$6,000.00	\$121,692.06	\$4,005.00	\$125,697.06
Special Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Road and Bridge	\$10,000.00	\$61,000.00	\$0.00	\$5,000.00	\$30,679.86	\$0.00	\$0.00	\$45,320.14	\$0.00	\$45,320.14
Community Development	\$5,000.00	\$15,100.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$14,600.00	\$0.00	\$14,600.00
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Permanent Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$35,000.00	\$14,100.00	\$0.00	\$1,000.00	\$6,396.71	\$0.00	\$1.00	\$43,603.29	\$0.00	\$43,603.29
Internal Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$70,000.00</b>	<b>\$230,865.00</b>	<b>\$1,000.00</b>	<b>\$6,100.00</b>	<b>\$71,644.51</b>	<b>\$5,005.00</b>	<b>\$6,100.00</b>	<b>\$225,215.49</b>	<b>\$4,005.00</b>	<b>\$229,220.49</b>

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Schedule 1 - Statement of Receipts, Disbursements and Balances screen.

**Financial Reports: Printing a Schedule 1 - Statement of Receipts, Disbursements and Balances (continued)**

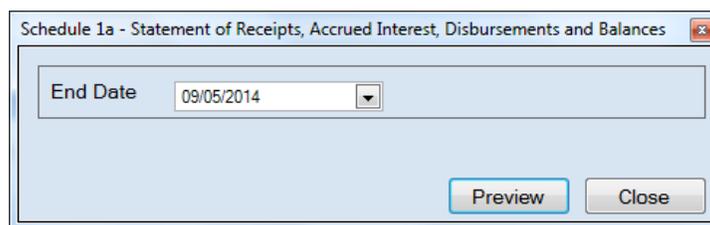
**Sample Schedule 1 - Statement of Receipts, Disbursements and Balances**

New Township		Statement of Receipts, Disbursements and Balances (Schedule1)							5/18/2016	
As on 5/18/2016										
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	152,942.16	3,400.00	0.00	0.00	3,379.83	0.00	0.00	152,962.33	65,940.56	<b>218,902.89</b>
Road and Bridge	55,527.04	0.00	0.00	0.00	11,506.44	0.00	0.00	44,020.60	115,329.46	<b>159,350.06</b>
Fire	31,050.00	5,720.00	0.00	0.00	0.00	0.00	0.00	36,770.00	0.00	<b>36,770.00</b>
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
General Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
Municipal State Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
Streets- Construction Water	43,403.29	0.00	0.00	0.00	3,068.40	0.00	0.00	40,334.89	0.00	<b>40,334.89</b>
<b>Total :</b>	<b>282,922.49</b>	<b>9,120.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,954.67</b>	<b>0.00</b>	<b>0.00</b>	<b>274,087.82</b>	<b>181,270.02</b>	<b>455,357.84</b>

## Financial Reports: Printing a Schedule 1a - Statement of Receipts, Accrued Interest, Disbursements and Balances

Schedule 1a is a summary statement of receipts, accrued interest, disbursements, transfers, and balances, including investments, summarized by fund. This summary contains all of the funds, both governmental and proprietary.

To print a Schedule 1a, highlight Schedule 1a - Statement of Receipts, Accrued Interest, Disbursements and Balances on the Financial Reports screen (see [page 7-1](#) for instructions) and click the Run button. The following screen will appear.



For this report, the beginning date will always be January 1. To complete the details for your report on the Schedule 1a - Statement of Receipts, Accrued Interest, Disbursements and Balances screen:

- Enter an ending date for the report in the End Date field by typing in the box or selecting one from the calendar using the down arrow.
- Click the Preview button. The print preview (Report Viewer) screen appears.

## Financial Reports: Printing a Schedule 1a - Statement of Receipts, Accrued Interest, Disbursements and Balances (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)

New Township											
Statement of Receipts, Accrued Interest, Disbursements and Balances (Schedule 1a)											
09/05/2014											
As on 09/05/2014											
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Accrued Interest	Total Balance
General Funds	\$20,000.00	\$140,665.00	\$1,000.00	\$100.00	\$29,067.94	\$5,005.00	\$6,000.00	\$121,692.06	\$4,005.00	\$0.00	\$125,697.06
Special Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Road and Bridge	\$10,000.00	\$61,000.00	\$0.00	\$5,000.00	\$30,679.86	\$0.00	\$0.00	\$45,320.14	\$0.00	\$0.00	\$45,320.14
Community Development	\$5,000.00	\$15,100.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$14,600.00	\$0.00	\$0.00	\$14,600.00
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Permanent Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$35,000.00	\$14,100.00	\$0.00	\$1,000.00	\$6,396.71	\$0.00	\$100.00	\$49,603.29	\$0.00	\$0.00	\$49,603.29
Internal Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$70,000.00</b>	<b>\$230,865.00</b>	<b>\$1,000.00</b>	<b>\$6,100.00</b>	<b>\$71,644.51</b>	<b>\$5,005.00</b>	<b>\$6,100.00</b>	<b>\$225,215.49</b>	<b>\$4,005.00</b>	<b>\$0.00</b>	

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Schedule 1a - Statement of Receipts, Accrued Interest, Disbursements and Balances screen.

**Financial Reports: Printing a Schedule 1a - Statement of Receipts, Accrued Interest, Disbursements and Balances (continued)**

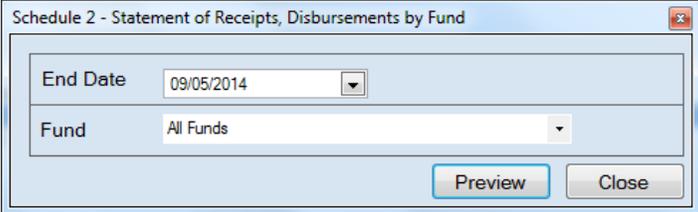
**Sample Schedule 1 - Statement of Receipts, Accrued Interest, Disbursements and Balances**

New Township		Statement of Receipts, Accrued Interest, Disbursements and Balances(Schedule1a)									5/18/2016	
As on 5/18/2016												
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Accrued Interest	Total Balance	
General Fund	152,942.16	3,400.00	0.00	0.00	3,379.83	0.00	0.00	152,962.33	65,940.56	0.00	<b>218,902.89</b>	
Road and Bridge	55,527.04	0.00	0.00	0.00	11,506.44	0.00	0.00	44,020.60	115,329.46	0.00	<b>159,350.06</b>	
Fire	31,050.00	5,720.00	0.00	0.00	0.00	0.00	0.00	36,770.00	0.00	0.00	<b>36,770.00</b>	
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	
General Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	
Municipal State Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	
Streets- Construction												
Water	43,403.29	0.00	0.00	0.00	3,068.40	0.00	0.00	40,334.89	0.00	0.00	<b>40,334.89</b>	
<b>Total :</b>	<b>282,922.49</b>	<b>9,120.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,954.67</b>	<b>0.00</b>	<b>0.00</b>	<b>274,087.82</b>	<b>181,270.02</b>	<b>0.00</b>	<b>455,357.84</b>	

## Financial Reports: Printing a Schedule 2 - Statement of Receipts and Disbursements by Fund

Schedule 2 is a statement of receipts, disbursements, transfers, and fund balances printed by fund. Receipts are classified by source; disbursements are classified by function. Year-end financial statements should include a Schedule 2 for the general fund, all special revenue funds, all capital projects funds, all debt service funds, and all permanent funds.

To print a Schedule 2, highlight Schedule 2 - Statement of Receipts, Disbursements by Fund on the Financial Reports screen (see [page 7-1](#) for instructions) and click the Run button. The following screen will appear.

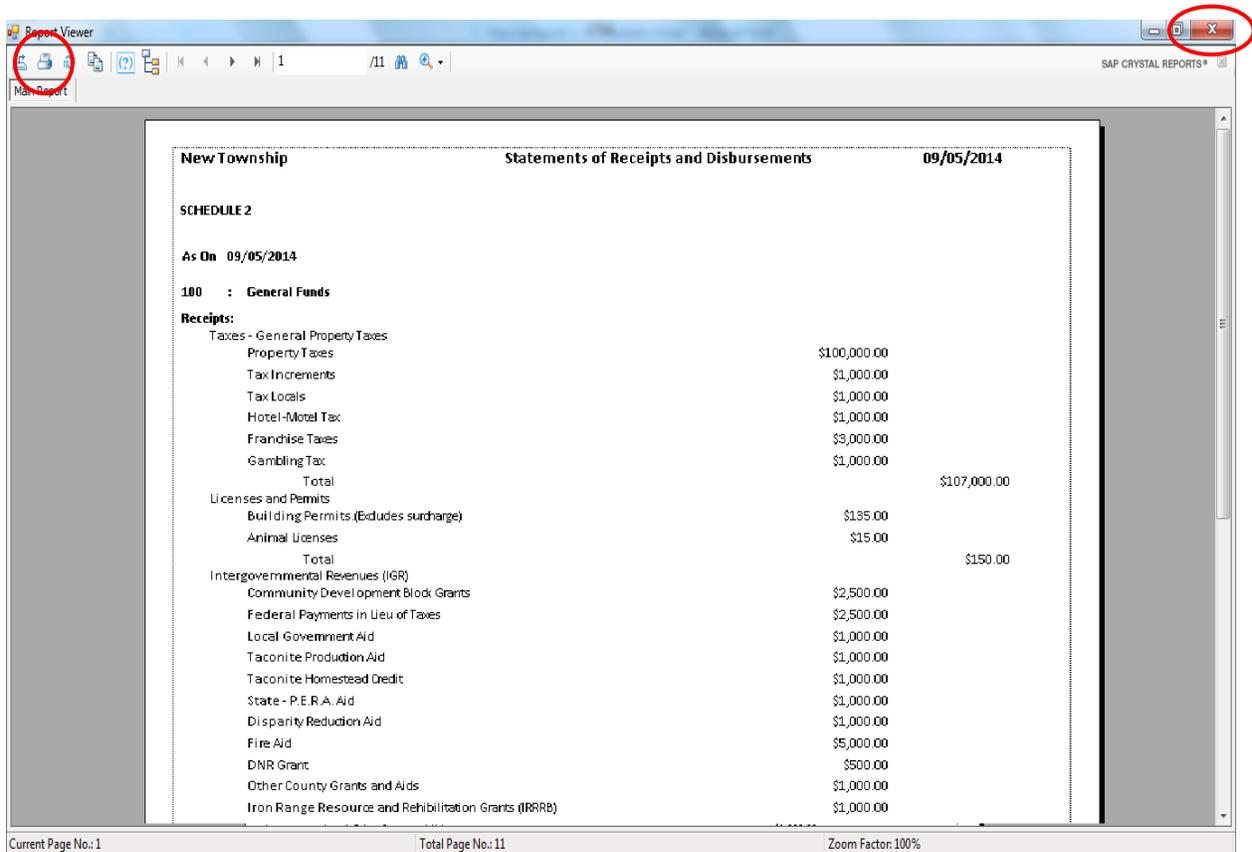


For this report, the beginning date will always be January 1. To complete the details for your report on the Schedule 2 - Statement of Receipts, Disbursements by Fund screen:

- Enter an ending date for the report in the End Date field by typing in the box or selecting one from the calendar using the down arrow.
- Choose what funds you want listed in the report. Select “All Funds” to create a report for each active fund listed in the Chart of Accounts or use the drop-down arrow to select a certain fund.
- Click the Preview button. The print preview (Report Viewer) screen appears.

## Financial Reports: Printing a Schedule 2 - Statement of Receipts and Disbursements by Fund (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Schedule 2 - Statement of Receipts, Disbursements by Fund screen.

**Financial Reports: Printing a Schedule 2 - Statement of Receipts and Disbursements by Fund (continued)**

**Sample Schedule 2 - Statement of Receipts and Disbursements by Fund**

New Township	Statements of Receipts and Disbursements	09/05/2014
<b>SCHEDULE 2</b>		
<b>As On 09/05/2014</b>		
<b>100 : General Funds</b>		
<b>Receipts:</b>		
Taxes - General Property Taxes		
Property Taxes	\$100,000.00	
Tax Increments	\$1,000.00	
Tax Locals	\$1,000.00	
Hotel-Motel Tax	\$1,000.00	
Franchise Taxes	\$3,000.00	
Gambling Tax	\$1,000.00	
Total		\$107,000.00
Licenses and Permits		
Building Permits (Excludes surcharge)	\$135.00	
Animal Licenses	\$15.00	
Total		\$150.00
Intergovernmental Revenues (IGR)		
Community Development Block Grants	\$2,500.00	
Federal Payments in Lieu of Taxes	\$2,500.00	
Local Government Aid	\$1,000.00	
Taconite Production Aid	\$1,000.00	
Taconite Homestead Credit	\$1,000.00	
State - P.E.R.A. Aid	\$1,000.00	
Disparity Reduction Aid	\$1,000.00	
Fire Aid	\$5,000.00	
DNR Grant	\$500.00	
Other County Grants and Aids	\$1,000.00	
Iron Range Resource and Rehabilitation Grants (IRRRB)	\$1,000.00	

**Financial Reports: Printing a Schedule 2 - Statement of Receipts and Disbursements by Fund (continued)**

**Sample Schedule 2 - Statement of Receipts and Disbursements by Fund  
(continued)**

<b>New Township</b>	<b>Statements of Receipts and Disbursements</b>	<b>09/05/2014</b>
<b>SCHEDULE 2</b>		
<b>As On 09/05/2014</b>		
<b>700 : Internal Service Fund</b>		
<b>Receipts:</b>		
	<b>Total Receipts</b>	<b>\$0.00</b>
<b>Other Financing Sources:</b>		
Sale of Investments		\$0.00
Transfers from other Funds		\$0.00
<b>Disbursements:</b>		
	<b>Total Disbursements</b>	<b>\$0.00</b>
<b>Other Financing Uses:</b>		
Other Financing Uses		\$0.00
Payments to refunded Bond Escrow Agents		\$0.00
Purchase of Investments		\$0.00
Transfers to other Funds		\$0.00
Special Items		\$0.00
Extraordinary Items		\$0.00

**Financial Reports: Exporting a Schedule 2a - Combined Statement of Receipts and Disbursements by Fund**

Schedule 2a is a combined statement of receipts, disbursements, transfers, and fund balances printed by fund. Receipts are classified by source; disbursements are classified by function. Year-end financial statements should include a Schedule 2a for the general fund, all special revenue funds, all capital projects funds, all debt funds and all permanent funds.

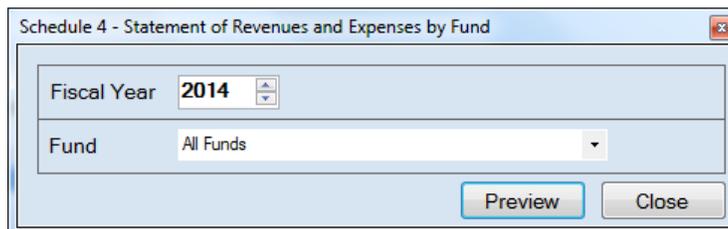
The only option, currently, for running a Schedule 2a report is to export to CSV (Comma Separated Values) file. Instructions for exporting can be found on [page 7-64](#).

## Financial Reports: Printing a Schedule 4 - Statement of Revenues and Expenses by Fund

Schedule 4 is the operating statement of the public service enterprise funds. Enterprise funds are established to account for operations financed and operated in a manner similar to private business. Examples of enterprise funds are water utilities, sewer utilities, refuse disposal, electric utilities, gas utilities, heat utilities, municipal hospitals, nursing homes, and liquor stores.

A Schedule 4 is printed only for enterprise funds. In the Chart of Accounts, the 600 series fund numbers are assigned to the enterprise funds. Therefore, only funds with a 600 number are available when printing a Schedule 4.

To print a Schedule 4, highlight Schedule 4 - Statement of Revenues and Expenses by Fund on the Financial Reports screen (see [page 7-1](#) for instructions) and click Run. The following screen will appear.



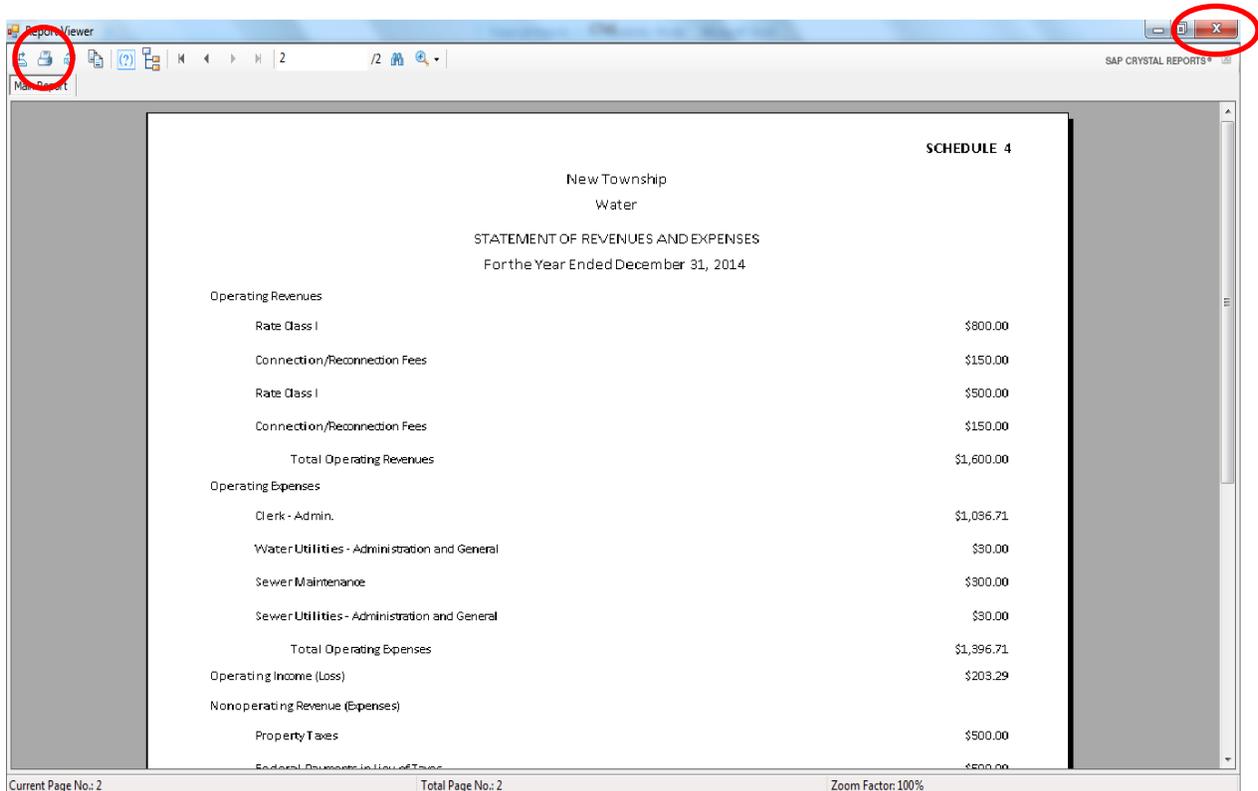
The screenshot shows a dialog box titled "Schedule 4 - Statement of Revenues and Expenses by Fund". It contains two main input fields: "Fiscal Year" with a dropdown menu showing "2014" and "Fund" with a dropdown menu showing "All Funds". At the bottom right, there are two buttons: "Preview" and "Close".

On the Schedule 4 - Statement of Revenues and Expenses by Fund screen:

- Select the fiscal year for the report by using the up and down arrows.
- Choose what funds you want listed in the report. Select “All Funds” to create a report for each active 600 series fund listed in the Chart of Accounts or use the drop-down arrow to select a certain fund.
- Click the Preview button. The print preview (Report Viewer) screen appears.

## Financial Reports: Printing a Schedule 4 - Statement of Revenues and Expenses by Fund (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)



**SCHEDULE 4**

New Township  
Water

STATEMENT OF REVENUES AND EXPENSES  
For the Year Ended December 31, 2014

Operating Revenues	
Rate Class I	\$800.00
Connection/Reconnection Fees	\$150.00
Rate Class I	\$500.00
Connection/Reconnection Fees	\$150.00
Total Operating Revenues	\$1,600.00
Operating Expenses	
Clerk - Admin.	\$1,036.71
Water Utilities - Administration and General	\$30.00
Sewer Maintenance	\$300.00
Sewer Utilities - Administration and General	\$30.00
Total Operating Expenses	\$1,396.71
Operating Income (Loss)	\$203.29
Nonoperating Revenue (Expenses)	
Property Taxes	\$500.00
Federal, State and Local Taxes	\$500.00

Current Page No: 2      Total Page No: 2      Zoom Factor: 100%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Schedule 4 - Statement of Revenues and Expenses by Fund screen.

**Financial Reports: Printing a Schedule 4 - Statement of Revenues and Expenses by Fund (continued)**

**Sample Schedule 4 - Statement of Revenues and Expenses by Fund**

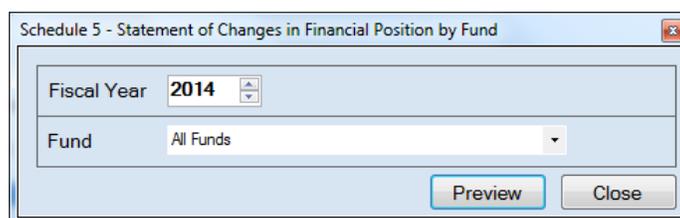
SCHEDULE 4	
New Township	
Water	
STATEMENT OF REVENUES AND EXPENSES	
For the Year Ended December 31, 2014	
Operating Revenues	
Rate Class I	\$800.00
Connection/Reconnection Fees	\$150.00
Rate Class I	\$500.00
Connection/Reconnection Fees	\$150.00
Total Operating Revenues	\$1,600.00
Operating Expenses	
Clerk - Admin.	\$1,036.71
Water Utilities - Administration and General	\$30.00
Sewer Maintenance	\$300.00
Sewer Utilities - Administration and General	\$30.00
Total Operating Expenses	\$1,396.71
Operating Income (Loss)	\$203.29
Nonoperating Revenue (Expenses)	
Property Taxes	\$500.00
Federal Payments in Lieu of Taxes	\$500.00

**Financial Reports: Printing a Schedule 5 - Statement of Changes in Financial Position by Fund**

Schedule 5 is the statement of changes in working capital for public service enterprise funds. This statement shows the change in the working capital for enterprise funds. A Schedule 2 for each enterprise fund can be printed as an alternate to Schedule 5.

A Schedule 5 is printed only for enterprise funds. In the Chart of Accounts, the 600 series fund numbers are assigned to the enterprise funds. Therefore, only funds with a 600 number are available when printing a Schedule 5.

To print a Schedule 5, highlight Schedule 5 - Statement of Changes in Financial Position by Fund on the Financial Reports screen (see [page 7-1](#) for instructions) and click Run. The following screen will appear.



On the Schedule 5 - Statement of Changes in Financial Position by Fund screen:

- Select the fiscal year for the report by using the up and down arrows.
- Choose what funds you want listed in the report. Select “All Funds” to create a report for each active 600 series fund listed in the Chart of Accounts or use the drop-down arrow to select a certain fund.
- Click the Preview button. The print preview (Report Viewer) screen appears.

## Financial Reports: Printing a Schedule 5 - Statement of Changes in Financial Position by Fund (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)

**New Township**  
**Water**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2014**

<b>Cash Flows From Operating Activities</b>	
Rate Class I	\$800.00
Connection/Reconnection Fees	\$150.00
Rate Class I	\$500.00
Connection/Reconnection Fees	\$150.00
Clerk - Admin.	\$(1,036.71)
Water Utilities - Administration and General	\$(30.00)
Sewer Maintenance	\$(300.00)
Sewer Utilities - Administration and General	\$(30.00)
Net Cash Provided (Used) for Operating Activities	\$203.29
<b>Cash Flows From Noncapital Financing Activities</b>	
Property Taxes	\$500.00
Federal Payments in Lieu of Taxes	\$500.00
DNR Grant	\$500.00

Current Page No.:1      Total Page No.:2      Zoom Factor:100%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Schedule 5 - Statement of Changes in Financial Position by Fund screen.

**Financial Reports: Printing a Schedule 5 - Statement of Changes in Financial Position by Fund (continued)**

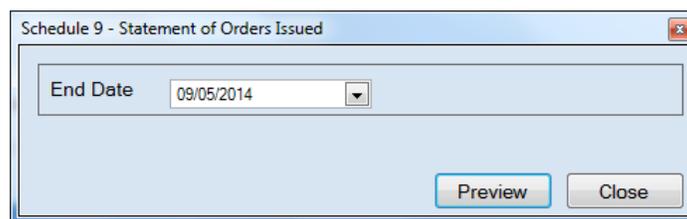
**Sample Schedule 5 - Statement of Changes in Financial Position by Fund**

New Township	
Water	
Statement of Cash Flows	
For the Year Ended December 31, 2014	
<b>Cash Flows From Operating Activities</b>	
Rate Class I	\$800.00
Connection/Reconnection Fees	\$150.00
Rate Class I	\$500.00
Connection/Reconnection Fees	\$150.00
Clerk - Admin.	\$(1,036.71)
Water Utilities - Administration and General	\$(30.00)
Sewer Maintenance	\$(300.00)
Sewer Utilities - Administration and General	\$(30.00)
<b>Net Cash Provided (Used) for Operating Activities</b>	<b>\$203.29</b>

## **Financial Reports: Printing a Schedule 9 - Statement of Orders Issued**

Schedule 9 is a statement of orders issued by object classification, indicating the total amount paid during the year to each employee or vendor. Disbursements from all funds, including liquor stores, utilities, and other public service enterprises, are combined in this statement. If a person is paid salary or wages from more than one fund, only the total paid from all funds is shown. When materials are purchased from a single vendor but payment is made from two or more funds, only the total paid to that vendor during the year is shown.

To print a Schedule 9, highlight Schedule 9 - Statement of Orders Issued on the Financial Reports screen (see [page 7-1](#) for instructions) and click Run. The following screen will appear.



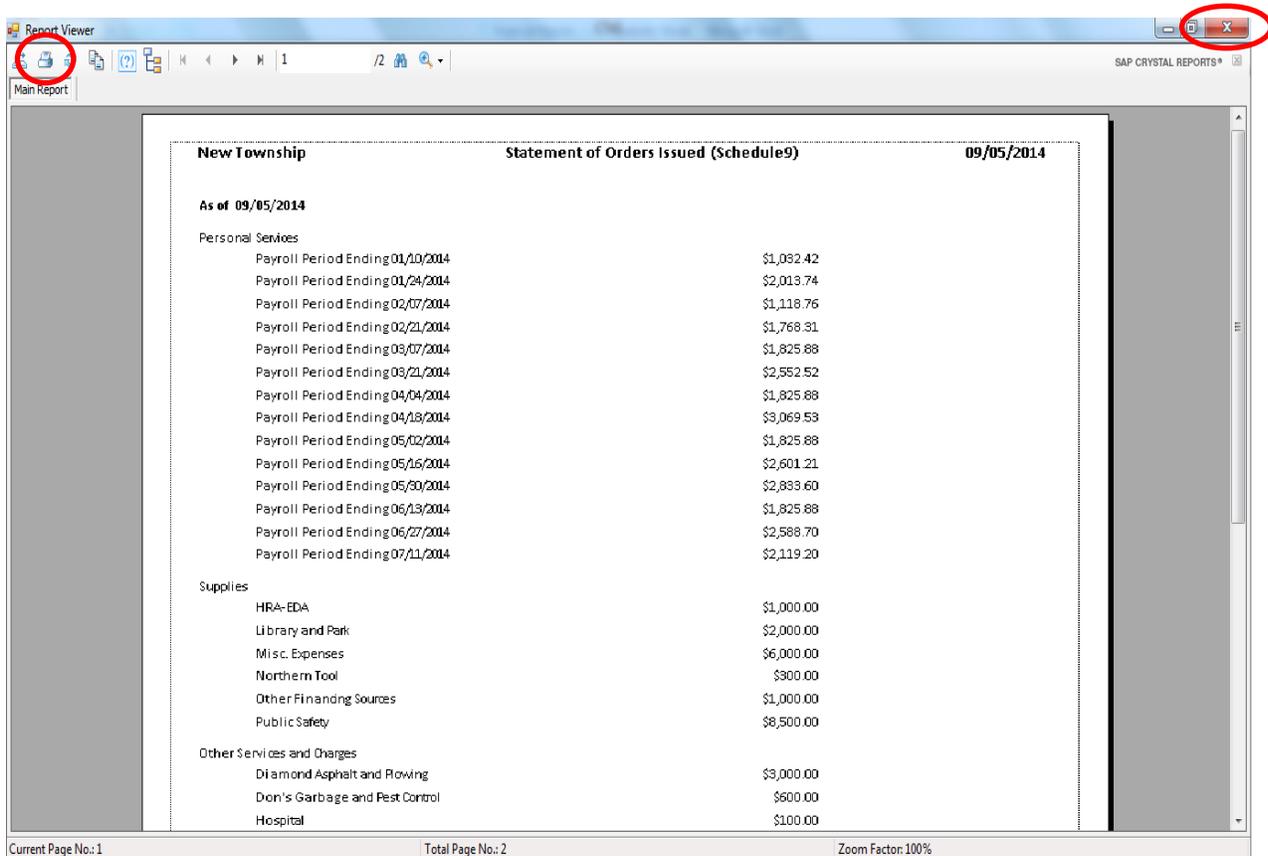
The screenshot shows a window titled "Schedule 9 - Statement of Orders Issued". Inside the window, there is a label "End Date" followed by a text box containing "09/05/2014" and a small downward-pointing arrow. Below this, there are two buttons: "Preview" and "Close".

On the Schedule 9 - Statement of Orders Issued screen:

- Enter an ending date for the report in the End Date field by typing in the box or selecting one from the calendar using the down arrow.
- Click the Preview button. The print preview (Report Viewer screen) appears.

## Financial Reports: Printing a Schedule 9 - Statement of Orders Issued (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 7-4](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Schedule 9 - Statement of Orders Issued screen.

**Financial Reports: Printing a Schedule 9 - Statement of Orders Issued (continued)**

**Sample Schedule 9 - Statement of Orders Issued**

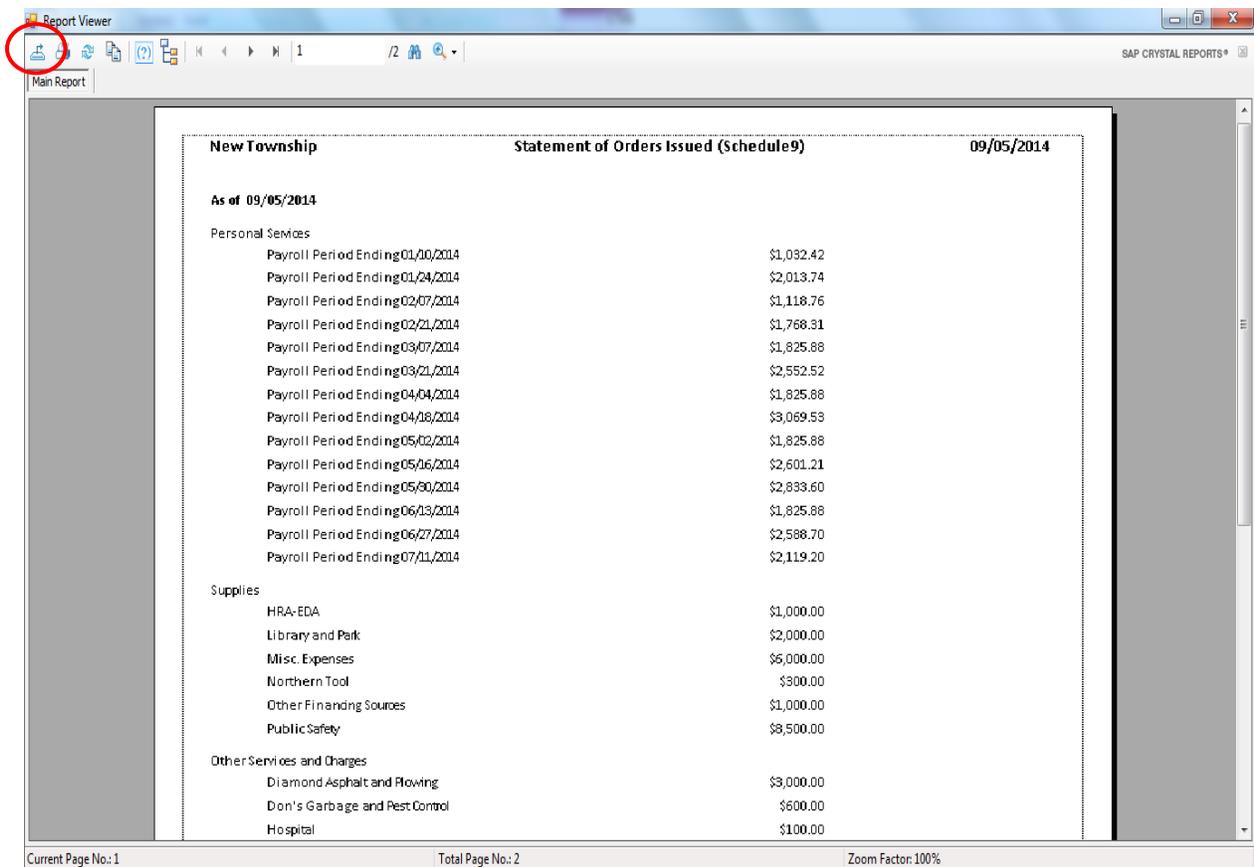
New Township	Statement of Orders Issued (Schedule9)	09/05/2014
<b>As of 09/05/2014</b>		
Personal Services		
Payroll Period Ending 01/10/2014	\$1,032.42	
Payroll Period Ending 01/24/2014	\$2,013.74	
Payroll Period Ending 02/07/2014	\$1,118.76	
Payroll Period Ending 02/21/2014	\$1,768.31	
Payroll Period Ending 03/07/2014	\$1,825.88	
Payroll Period Ending 03/21/2014	\$2,552.52	
Payroll Period Ending 04/04/2014	\$1,825.88	
Payroll Period Ending 04/18/2014	\$3,069.53	
Payroll Period Ending 05/02/2014	\$1,825.88	
Payroll Period Ending 05/16/2014	\$2,601.21	
Payroll Period Ending 05/30/2014	\$2,833.60	
Payroll Period Ending 06/13/2014	\$1,825.88	
Payroll Period Ending 06/27/2014	\$2,588.70	
Payroll Period Ending 07/11/2014	\$2,119.20	
Supplies		
HRA-EDA	\$1,000.00	
Library and Park	\$2,000.00	
Misc. Expenses	\$6,000.00	
Northern Tool	\$300.00	
Other Financing Sources	\$1,000.00	
Public Safety	\$8,500.00	

## Financial Reports: Creating a PDF Version of a Report

This section will explain how to create a PDF version of a report and describe how to view the report it creates.

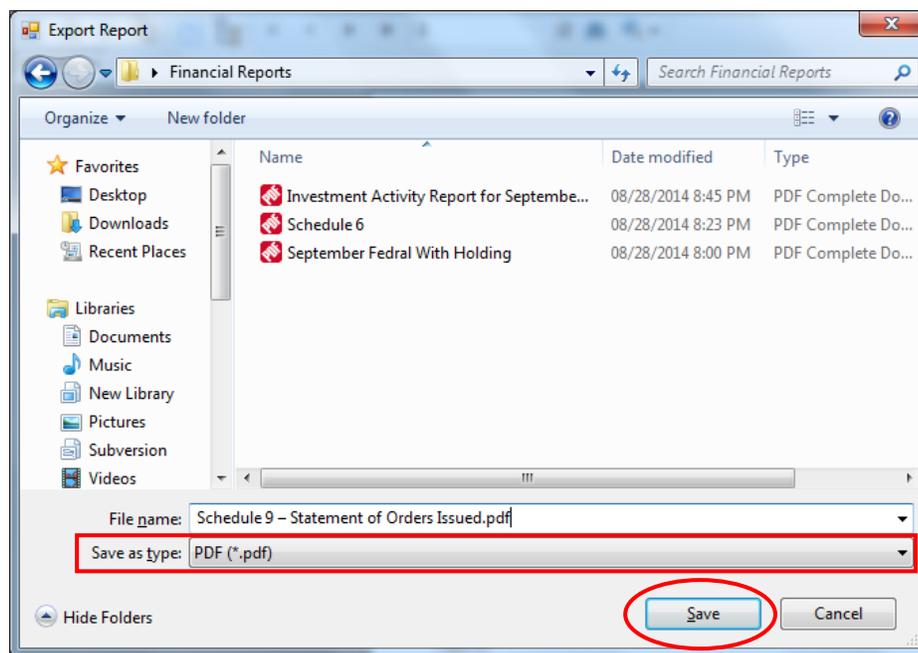
The Export Report icon (circled) is located on the far left of the top bar of the print preview (Report Viewer) screen. By using the Export Report icon, you can print a report to a Portable Document Format (PDF), which can be viewed in free Acrobat Reader software, or to another format. A PDF file can be attached to an e-mail, and anyone with a PDF reader can open the file.

To convert a report to a PDF file, follow the instructions for printing the report. When the print preview (Report Viewer) screen opens, click the Export Report icon. For our example, we will use the Schedule 9 - Statement of Orders Issued.



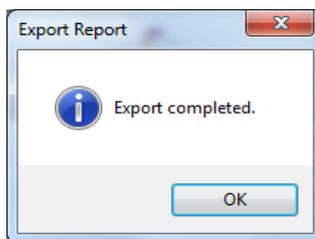
## Financial Reports: Creating a PDF Version of a Report (continued)

After clicking on the Export Report icon, the Export Report screen appears.



To export the file to your computer:

- Select where on your computer you would like to save the PDF; change the file name if desired.
- Click the down arrow (boxed) at the end of the “Save as type” field and select PDF (\*.pdf).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.

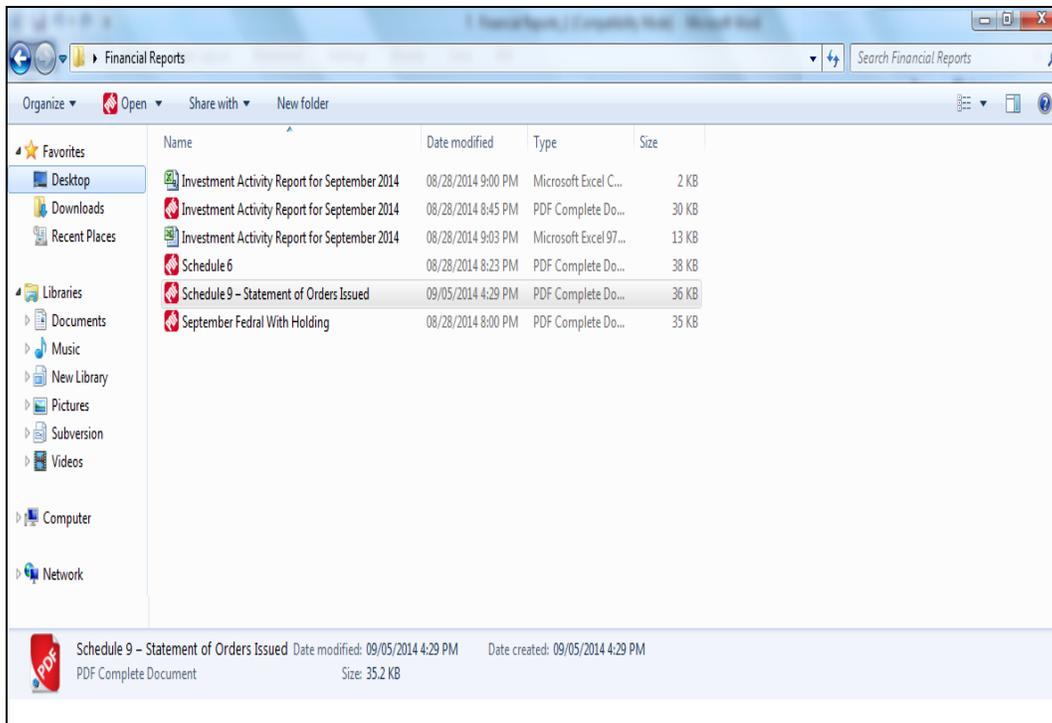


Click OK to return to Report Viewer screen. Click the red “X” icon on the Report Viewer screen to close.

## Financial Reports: Creating a PDF Version of a Report (continued)

To view the file:

- Browse to the location where the file was previously saved.
- Once you've found the saved file, double-click on the file.
- The file will open as a PDF document.



## Financial Reports: Exporting a Report to a CSV File

CTAS allows you to export your data to a CSV file. The CSV ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Many CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

Most of the reports you can print in CTAS can also be exported to a CSV file. For our example, the Interim Financial Report by Object Code will be used.

To export the Interim Financial Report by Object Code to a CSV file, follow the instructions for printing the report. When the print preview (Report Viewer) screen opens, click the Export Report icon (circled).

Report Viewer

SAP CRYSTAL REPORTS

New Township Interim Financial Report By Object Code(YTD) 09/05/2014

As on 09/05/2014

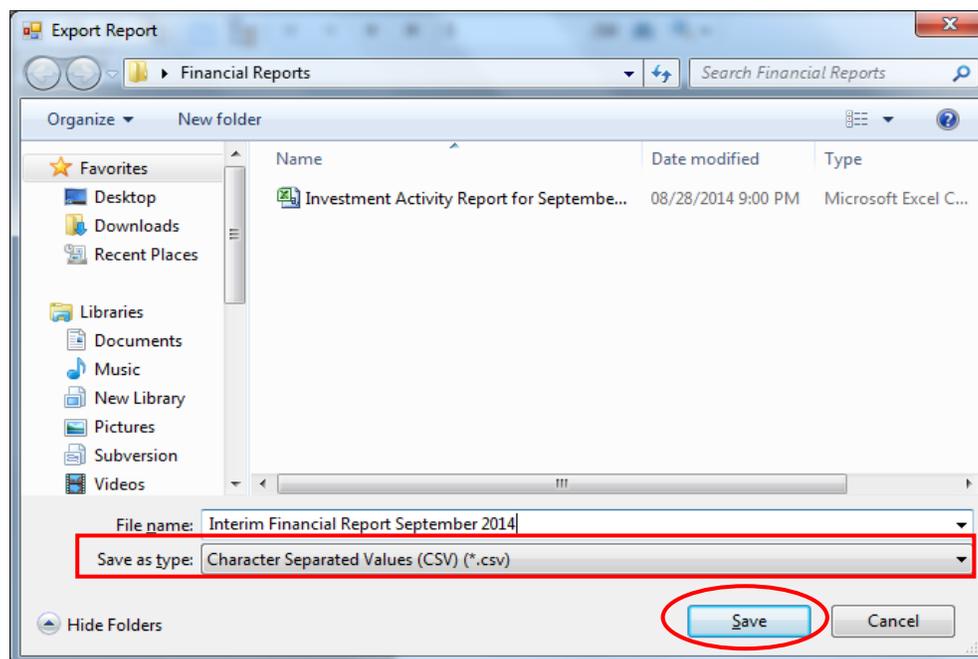
General Funds

	Budget	Actual	Variance
Receipts:			
Property Taxes	\$90,000.00	\$100,000.00	\$10,000.00
Tax Increments	\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 310	\$91,125.00	\$101,000.00	\$9,875.00
Tax Locals	\$1,125.00	\$1,000.00	\$(125.00)
Total Acct 313	\$1,125.00	\$1,000.00	\$(125.00)
Hotel-Motel Tax	\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 314	\$1,312.50	\$1,000.00	\$(312.50)
Franchise Taxes	\$2,625.00	\$3,000.00	\$375.00
Gambling Tax	\$1,312.50	\$1,000.00	\$(312.50)
Total Acct 318	\$3,937.50	\$4,000.00	\$62.50
Building Permits (Excludes surcharge)	\$562.50	\$135.00	\$(427.50)
Animal Licenses	\$60.00	\$15.00	\$(45.00)
Total Acct 322	\$622.50	\$150.00	\$(472.50)
Community Development Block Grants	\$1,125.00	\$2,500.00	\$1,375.00
Federal Payments in Lieu of Taxes	\$2,625.00	\$2,500.00	\$(125.00)
Total Acct 331	\$3,750.00	\$5,000.00	\$1,250.00
Local Government Aid	\$1,125.00	\$1,000.00	\$(125.00)
Taconite Production Aid	\$900.00	\$1,000.00	\$100.00
Taconite Homestead Credit	\$1,125.00	\$1,000.00	\$(125.00)
State - P.E.R.A. Aid	\$1,125.00	\$1,000.00	\$(125.00)
Disparity Reduction Aid	\$562.50	\$1,000.00	\$437.50
Fire Aid	\$3,000.00	\$5,000.00	\$2,000.00

Current Page No.: 1 Total Page No.: 14 Zoom Factor: 100%

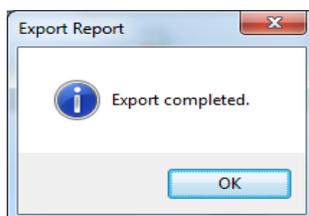
## Financial Reports: Exporting a Report to a CSV File (continued)

The Export Report screen will appear.



To export the file to your computer:

- Select where on your computer you would like to save the Excel file; change the file name if desired.
- Click the down arrow (boxed) at the end of the “Save as type” field and select CSV (\*.csv).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.

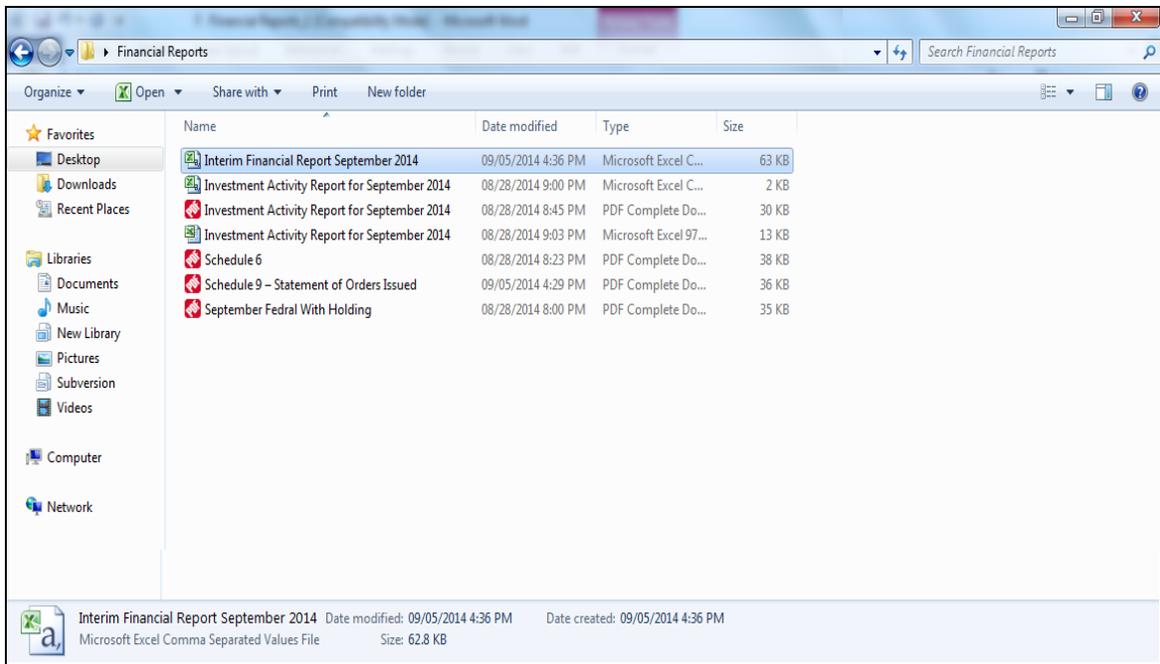


Click the OK button to return to Report Viewer screen. Click the red “X” icon on the Report Viewer screen to close.

## Financial Reports: Exporting a Report to a CSV File (continued)

To access the file:

- Browse to the location where the file was previously saved.
- Once you've found the saved file, double-click on the file.
- The file will open in your spreadsheet program.



## Financial Reports: Exporting a Report to a CSV File (continued)

This is an example of the report after it has been opened with a spreadsheet program, before any formatting was done. The “#### ###” indicates the column is currently not wide enough to display the contents of the cell. To display the contents of the cell, you must increase the cell width. You can now customize the report.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:									
2	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Property Taxes	#####	#####	#####					
3	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Tax Increments	#####	#####	#####	(\$125.00)				
4	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Tax Locals	#####	#####	#####	(\$125.00)				
5	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Hotel-Motel Tax	#####	#####	#####	(\$312.50)				
6	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Franchise Taxes	#####	#####	#####	\$375.00				
7	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Gambling Tax	#####	#####	#####	(\$312.50)				
8	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Building Permits,(Excludes su	\$562.50	\$135.00	#####	(\$427.50)				
9	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Animal Licenses	\$60.00	\$15.00	#####	(\$45.00)				
10	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Community Development Bl	#####	#####	#####					
11	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Federal Payments in Lieu of 1	#####	#####	#####	(\$125.00)				
12	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Local Government Aid	#####	#####	#####	(\$125.00)				
13	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Taconite Production Aid	\$900.00	#####	#####	\$100.00				
14	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Taconite Homestead Credit	#####	#####	#####	(\$125.00)				
15	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	State - P.E.R.A. Aid	#####	#####	#####	(\$125.00)				
16	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Disparity Reduction Aid	\$562.50	#####	#####	\$437.50				
17	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Fire Aid	#####	#####	#####					
18	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	DNR Grant	\$975.00	\$500.00	#####	(\$475.00)				
19	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Other County Grants and Aid	#####	#####	#####	(\$425.00)				
20	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Iron Range Resource and Reh	#####	#####	#####	(\$125.00)				
21	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Local-Other Grants and Aids	#####	#####	#####	(\$50.00)				
22	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Sale of Maps and Publication	\$900.00	#####	#####	\$100.00				
23	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Weed Cleaning and Removal	#####	#####	#####	(\$125.00)				
24	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Library Use Fees (Not Fines)	#####	#####	#####	(\$125.00)				
25	New Tow	Interim Fi	09/05/2014	As on 09/05/2014	General Funds	Budget	Actual	Variance	Receipts:	Park Fees	\$375.00	#####	#####	\$625.00				