



STATE OF ILLINOIS
COMPTROLLER

SUSANA A. MENDOZA

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FY 2018 Annual Financial Report

Special Purpose Long Form

CCIF Copy - 9/25/2018 12:54:34 PM

Unit Name : Sandwich Park District

County : Dekalb

Unit Code : 019/060/12

I attest that, to the best of my knowledge, this report represents a complete and accurate statement of the financial position, the Contact Information, the TIF status, the FEIN status, the Total Appropriations, and the Legal Debt Limitation of Sandwich Park District as of the end of this fiscal year.

Written signature of government official

Michael McMann, Director

Please Sign :

Date :

9-28-18

Unit Name : Sandwich Park District

Unit Code : 019/060/12

Please be sure to fill out this section accurately. The information you provide below is (1) our primary way of contacting your government, (2) the information we supply to external agencies, and (3) is the name and title we will list on our website. This section should NOT contain ANY of your Accounting Professional's information.

STEP 1: ENTER CONTACT INFORMATION

Is the following information correct and complete? _____ Yes _____ No

A. Contact Person (elected or appointed official responsible for filling out this form.)		B. Chief Executive Officer (Enter your name here ONLY if you are the elected or appointed official responsible for the EXECUTIVE ADMINISTRATION, i.e. mayor, supervisor, or chairman. Your name will be listed with this responsibility on our website.)		C. Chief Financial Officer (Enter your name here ONLY if you are the elected or appointed official responsible for MAINTAINING THE GOVERNMENT'S FINANCIAL RECORDS. Your name will be listed with this responsibility on our website.)	
Michael	McMann	Michael	McMann	Michael	McMann
Director		Director		Director	
1001 N. Latham St.		1001 N. Latham St.		1001 N. Latham St.	
Sandwich		Sandwich		Sandwich	
IL 60548		IL 60548		IL 60548	
Phone: (815) 786-8044 Ext.		Phone: (815) 786-8044 Ext.		Phone: (815) 786-8044 Ext.	
Fax:		Fax:		Fax:	
E-Mail: mjdmcman@yahoo.com		E-Mail: mjdmcman@yahoo.com		E-Mail: mjdmcman@yahoo.com	
D. Purchasing Agent (Enter the Purchasing Agent or if there is no Purchasing Agent, the name of the person responsible for oversight of all competitively bid contracts should be listed.)		E. FOIA Officer (Enter the FOIA Officer or if there is no FOIA Officer, the name of the person responsible for oversight of all FOIA requests should be listed.)			
Angela	Seville	Michael	McCann		
Purchasing Agent		Director			
1001 N Latham		1001 N Latham			
Sandwich		Sandwich			
IL 60548		IL 60548			
Phone: (815) 786-8044 Ext.		Phone: (815) 786-8044 Ext.			
Fax:		Fax:			
E-Mail: angela.seville@comcast.net		E-Mail: sue.swithin@comcast.net			

If the Chief Executive Officer and the Chief Financial Officer are the same person as the Contact Person, please check this box and skip to Step 2.

Unit Name : Sandwich Park District

Unit Code : 019/060/12

STEP 2: VERIFY FISCAL YEAR END

FY END DATE: 4/30/2018

If the fiscal year end date listed above is incorrect, follow the steps outlined in the Comptroller Connect application to provide your official documentation that confirms your fiscal year end date. Upon receipt and approval of this documentation, your fiscal year end date can be officially amended.

STEP 3: GASB 34, ACCOUNTING SYSTEM, DEBT, UTILITY, HOME RULE, TIF, AND PENSION / RETIREMENT BENEFITS

P1. Has your government commenced dissolution proceedings? ___ Yes X No Dissolution Filing Date ___

A. Has your government implemented GASB 34 in FY 2018 reporting or in previous reporting years? X Yes ___ No

B. Which type of accounting system does Sandwich Park District use?

___ Cash - with no assets (Cash Basis) X Modified Accrual/Accrual
___ Cash - with assets (Modified Cash Basis) ___ Combination (Explain) _____

C. Does the government have bonded debt this reporting fiscal year? X Yes ___ No

If "Yes", indicate the type(s) of debt and complete the Statement of Indebtedness and Debt Limitations and Future Debt pages, located on page F5 and F6.

X G.O.Bonds ___ Revenue Bonds ___ Alternative Revenue Bonds

D. Does the government have debt, other than bonded debt this reporting fiscal year? ___ Yes X No

If "Yes", indicate the type(s) of debt and complete the Statement of Indebtedness and Debt Limitations and Future Debt pages, located on page F5 and F6.

___ Contractual Commitments ___ Other (Explain) _____

E. Does the government own or operate a public utility company? ___ Yes X No

If "Yes", indicate the type(s) of utilities and enter the expenditures in Code 271.

___ Water/Sewer ___ Electric/Gas/Transit ___ 911 Telephone/Telecommunications ___ Other _____

F. Does the government have a pension funds or other retirement benefits this reporting fiscal year? X Yes ___ No

If Yes, indicate the type(s) of pension funds or other retirement benefits and complete the Pension Funds/Retirement Benefits section.

X Illinois Municipal Retirement Fund (IMRF) ___ Police Pension ___ Fire Pension ___ Sheriff's Law Enforcement Personnel Plan (SLEP)
___ Other Pension _____ ___ Other Post Employment Benefits (OPEB)

Unit Name : Sandwich Park District

Unit Code : 019/060/12

STEP 4: POPULATION, EAV AND EMPLOYEES

What is the total population of Sandwich Park District?^	7,358
What is the total EAV of Sandwich Park District?	\$145,256,766
How many full time employees are paid?*	8
How many part time employees are paid?*	6
What is the total salary paid to all employees?	\$330,954

^ Or provide estimated population.

* Do not include contractual employees.

STEPS 5 AND 6: COMPONENT UNITS AND APPROPRIATIONS

Provide the appropriation for the primary government listed in the first row of the table below.

In the remaining rows, provide the names of all component units along with their appropriations. Indicate if the component units are blended or discretely presented, its fiscal year end date and if the component unit was funded with governmental fund types or enterprise fund types. If the component units are already indicated, that data is based on forms submitted last year. If you have more component units than the rows provided below, please indicate them on an attachment.

If you need assistance with the terms indicated below, refer to the *Chart of Accounts and Definitions* and the *How to Fill Out An AFR* documents.

Name of Unit/Component FUNDS SHOULD NOT BE LISTED HERE*	Appropriation^	Type of Component Unit (Blended or Discretely Presented)	Fiscal Year End	Enterprise Fund Type or Governmental Fund Type
Sandwich Park District	\$958,418		04/30	
Total Appropriations	\$958,418			

* Do not enter funds such as Joint Bridge, Permanent Road, Town Fund, Equipment, Water & Sewer, General Assistance, etc. These funds should be included in Step 8.

^ If the Primary Government or Component Unit does NOT budget or levy taxes, please enter the unit's TOTAL EXPENDITURES

Unit Name : Sandwich Park District

Unit Code : 019/060/12

STEP 7: OTHER GOVERNMENTS

Indicate any payments Sandwich Park District made to other governments for services or programs (include programs performed on a reimbursement, cost-sharing basis or federal payroll taxes).

Intergovernmental agreements - indicate how much was paid	\$0
Federal government payroll taxes	\$0
All other intergovernmental payments	\$0

STEP 8: FUND LISTING & ACCOUNT GROUPS

A. List all funds and how much was spent in FY 2018 for each fund. Also, indicate the Fund Type (Fund Types are at the top of each column beginning on page F1). If any fund names appear below, the data is based on forms submitted last year. Please make all necessary corrections. If you have more fund names than the rows provided below, please indicate them on an attachment.

Fund Name	Expenditure	Fund Type	FY End
2010 Bond Proceeds Fund	\$114,597	Capital Projects Fund	04/30
Audit	\$5,700	Special Revenue Fund	04/30
Debt Service	\$117,669	Debt Service Fund	04/30
General	\$194,016	General Fund	04/30
IMRF	\$33,818	Special Revenue Fund	04/30
Liability Insurance	\$26,864	Special Revenue Fund	04/30
Paving and Lighting	\$1,755	Special Revenue Fund	04/30
Recreation	\$357,556	Special Revenue Fund	04/30
Social Security	\$24,986	Special Revenue Fund	04/30
Special Recreation	\$27,313	Special Revenue Fund	04/30
Unemployment Insurance/ Workmen's Compensation Ins	\$18,078	Special Revenue Fund	04/30
Total Expenditures	\$922,352		

B. Does Sandwich Park District have assets or liabilities that should be recorded as a part of Account Groups? See [Chart of Accounts and Definitions](#) and the [How to Fill Out An AFR](#) documents for more information about Account Groups.

Yes No

Unit Name : Sandwich Park District

Unit Code : 019/060/12

STEP 9: GOVERNMENTAL ENTITIES

List of governmental entities that are part of or related to the primary government. Exclude component units detailed in Steps 5 & 6. Most small governments do not have governmental entities.

Entity Name	Relationship

STEP 10: REPORTING

Check any state or local entity where financial reports are filed.

STATE AGENCIES	
<input type="checkbox"/> - Board of Education	<input type="checkbox"/> - Board of Higher Education
<input type="checkbox"/> - DCEO	<input type="checkbox"/> - Department of Insurance
OTHER STATE OR LOCAL OFFICES	
<input checked="" type="checkbox"/> - Illinois Comptroller	<input type="checkbox"/> - Secretary of State
<input type="checkbox"/> - General Assembly - House	<input type="checkbox"/> - General Assembly - Senate
<input checked="" type="checkbox"/> - County Clerk	<input type="checkbox"/> - Circuit Clerk
<input type="checkbox"/> - Governor's Office	<input type="checkbox"/> - Other - _____

Assets

Code	Enter All Amounts in Whole Numbers	Governmental Activity	Business-Like Activity	Fiduciary	Discretely Presented Component Units
Current Assets					
101t	Cash and Cash Equivalent	\$170,729	\$0	\$0	\$0
102t	Investments	\$0	\$0	\$0	\$0
115t	Receivables	\$600,728	\$0	\$0	\$0
109t	Inventories	\$0	\$0	\$0	\$0
112t	Other Assets (Explain)	\$25,305	\$0	\$0	\$0
Non-Current Assets					
116t	Capital Assets/Net of Accumulated Depreciation	\$1,452,605	\$0	\$0	\$0
117t	Other Capital Assets (Explain)	\$635,349	\$0	\$0	\$0
120t	Total Assets	\$2,884,716	\$0	\$0	\$0
150t	Deferred Outflow of Resources	\$57,278	\$0	\$0	\$0

Liabilities

Code	Enter All Amounts in Whole Numbers	Governmental Activity	Business-Like Activity	Fiduciary	Discretely Presented Component Units
Current Liabilities					
122t	All Payables	\$24,678	\$0	\$0	\$0
132t	Deferred Revenues	\$0	\$0	\$0	\$0
128t	Other Liabilities (Explain)	\$0	\$0	\$0	\$0
Non-Current/Long Term Liabilities					
129t	Due Within One Year	\$106,250	\$0	\$0	\$0
130t	Due Beyond One Year	\$212,500	\$0	\$0	\$0
131t	Other Non-Current/Long Term Liabilities (Explain)	\$186,325	\$0	\$0	\$0
135t	Total Liabilities	\$529,753	\$0	\$0	\$0
155t	Deferred Inflow of Resources	\$680,359	\$0	\$0	\$0

Net Position

Code	Enter All Amounts in Whole Numbers	Governmental Activity	Business-Like Activity	Fiduciary	Discretely Presented Component Units
143t	Investments in Capital Assets/Net of Related Debt	\$1,865,808	\$0	\$0	\$0
148t	Net Position - Restricted	\$62,150	\$0	\$0	\$0
149t	Net Position - Unrestricted	(\$196,076)	\$0	\$0	\$0
146t	Total Net Position	\$1,731,882	\$0	\$0	\$0

Revenues and Receipts

Code	Enter All Amounts in Whole Numbers	General	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary	Discretely Presented Component Units
Local Taxes		Report In Whole Numbers							
201t	Property Tax	\$169,199	\$293,081	\$0	\$116,852	\$0	\$0	\$0	\$0
203t	Utilities Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
204t	Other Taxes (Explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Receipts & Grants									
212t	State Sales Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
213t	State Motor Fuel Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
214t	State Replacement Tax	\$11,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0
205t	State Gaming Tax(es)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
215t	Other State Sources (Explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
225t	Federal Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
226t	Other Intergovernmental Sources (Explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Local Sources									
231t	Licenses and Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
233t	Fines and Forfeitures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
234t	Charges for Services	\$0	\$183,545	\$0	\$0	\$0	\$0	\$0	\$0
235t	Interest	\$94	\$214	\$187	\$0	\$0	\$0	\$0	\$0
236t	Miscellaneous (Explain)	\$7,137	\$2,210	\$3,654	\$0	\$0	\$0	\$0	\$0
240t	Total Receipts and Revenue	\$187,613	\$479,050	\$3,841	\$116,852	\$0	\$0	\$0	\$0

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Disbursements, Expenditures and Expenses

Code	Enter All Amounts in Whole Numbers	General	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary	Discretely Presented Component Units
Report in Whole Numbers									
251t	General Government	\$191,830	\$0	\$0	\$0	\$0	\$0	\$0	\$0
252t	Public Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
254t	Judiciary and Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
255t	Transportation and Public Works	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
256t	Social Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
257t	Culture and Recreation	\$0	\$494,722	\$0	\$0	\$0	\$0	\$0	\$0
258t	Housing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
275t	Environment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
259t	Debt	\$0	\$0	\$0	\$117,669	\$0	\$0	\$0	\$0
271t	Public Utility Company	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
272t	Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
280t	Capital Outlay	\$2,186	\$1,348	\$114,597	\$0	\$0	\$0	\$0	\$0
260t	Other Expenditures/Expenses (Explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
270t	Total Expenditures/Expense	\$194,016	\$496,070	\$114,597	\$117,669	\$0	\$0	\$0	\$0

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Fund Balances and Other Financing Sources (Uses)

Code	Enter All Amounts in Whole Numbers	General	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary	Discretely Presented Component Units
301t	Excess of receipts/revenues over (under) expenditures/expenses (240t-270t)	(\$6,403)	(\$17,020)	(\$110,756)	(\$817)	\$0	\$0	\$0	\$0
302t	Operating transfers in	\$0	\$800	\$0	\$820	\$0	\$0	\$0	\$0
303t	Operating transfers out	(\$1,620)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
304t	Bond proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
305t	Other long term debt (Explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
306t	Net increase (decrease) in fund balance (301t + 302t - 303t + 304t + 305t)	(\$8,023)	(\$16,220)	(\$110,756)	\$3	\$0	\$0	\$0	\$0
307t	Previous year fund balance	\$9,992	\$93,559	\$207,360	\$0	\$0	\$0	\$0	\$0
308t	Other (Explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
310t	Current Year Ending Fund Balance (306t + 307t + 308t)	\$1,969	\$77,339	\$96,604	\$3	\$0	\$0	\$0	\$0

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Statement of Indebtedness (Governmental & Proprietary combined)

Debt Instruments for All Funds	Code	Outstanding Beginning of Year	Code	Issued Current Fiscal Year	Code	Retired Current Fiscal Year	Code	Outstanding End of Year	Original Issue Amount	Final Maturity Date	Interest Rate Ranges-Lowest	Interest Rate Ranges-Highest
Report In Whole Numbers												
General Obligation Bonds	400	\$425,000	406	\$0	412	\$106,250	418	\$318,750	\$0		0.00%	0.00%
Revenue Bonds	401	\$0	407	\$0	413	\$0	419	\$0	\$0		0.00%	0.00%
Alternate Revenue Bonds	402	\$0	408	\$0	414	\$0	420	\$0	\$0		0.00%	0.00%
Contractual Commitments	403	\$0	409	\$0	415	\$0	421	\$0	\$0		0.00%	0.00%
Other (Explain)	404	\$0	410	\$0	416	\$0	422	\$0	\$0		0.00%	0.00%
Total Debt	405	\$425,000	411	\$0	417	\$106,250	423	\$318,750				

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Debt Limitations and Future Debt

___ I certify that Sandwich Park District does not have Legal Debt Limitation

___ Based on Statute

___ Based on Other

Total Legal Debt Limitation: \$4,176,132

Total Debt Applicable to the limit: \$0

Legal Debt Margin: \$4,176,132

Legal Debt Margin (%): 100.00%

Future Debt Service Requirements for Bonded Debt listed above

Year Ending	Principal	Interest	Total
2019	\$106,250	\$8,265	\$114,515
2020	\$106,250	\$5,410	\$111,660
2021	\$106,250	\$2,563	\$108,813
2022	\$0	\$0	\$0
2023	\$0	\$0	\$0
2024-2028	\$0	\$0	\$0
2029-2033	\$0	\$0	\$0
2034-2038	\$0	\$0	\$0
TOTAL	\$ 318,750	\$ 16,238	\$ 334,988

Please provide a summary of the authorized debt limitations, including any statutory references.

Pension Funds / Retirement Benefits

Code	Enter All Amounts in Whole Numbers	IMRF			Police Pension			Fire Pension		
		2015	2016	2017	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
500	Actuarial Valuation Date (VD)	12/31/2015	12/31/2016	12/31/2017						
500a	Reporting Date (RD)	04/30/2016	04/30/2017	04/30/2018						
500b	Measurement Date (MD)	12/31/2005	12/31/2016	12/31/2017						
501	Total Pension Liability (TPL)	\$796,376	\$859,704	\$898,150	\$0	\$0	\$0	\$0	\$0	\$0
502	Plan Fiduciary Net Position (FNP)	\$576,523	\$610,764	\$711,825	\$0	\$0	\$0	\$0	\$0	\$0
503	Net Pension Liability (NPL)	\$219,853	\$248,940	\$186,325	\$0	\$0	\$0	\$0	\$0	\$0
504	Plan Fiduciary Net Position as a Percentage of Total Pension Liability	72.39%	71.04%	79.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
505	Net Pension Obligation / Net OPEB Obligation	\$1	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$0

Enter All Amounts in Whole Numbers

Code		SLEP			Other Pension			OPEB (Net)		
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
500	Actuarial Valuation Date (VD)									
500a	Reporting Date (RD)									
500b	Measurement Date (MD)									
501	Total Pension Liability (TPL)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
502	Plan Fiduciary Net Position (FNP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
503	Net Pension Liability (NPL)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
504	Plan Fiduciary Net Position as a Percentage of Total Pension Liability	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
505	Net Pension Obligation / Net OPEB Obligation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Capital Outlay*

Code	Function	These are not funds	
		Construction	Land, Structures, and Equipment
601t	General Government	\$0	\$0
602t	Law Enforcement	\$0	\$0
603t	Corrections	\$0	\$0
604t	Fire	\$0	\$0
605t	Sewerage	\$0	\$0
606t	Sanitation and Wastewater	\$0	\$0
607t	Parks and Recreation	\$0	\$93,623
608t	Housing and Community Development	\$0	\$0
609t	Highways, Roads and Bridges	\$0	\$0
610t	Parking Facilities	\$0	\$0
611t	Welfare	\$0	\$0
612t	Hospital	\$0	\$0
613t	Water	\$0	\$0
614t	Nursing Homes	\$0	\$0
615t	Conservation and Natural Resources	\$0	\$0
616t	Libraries	\$0	\$0
617t	Other	\$0	\$0

*This page should only be filled out if you have spent funds for capital projects or development.

*The Capital Outlay page is requested by the U.S. Census Bureau and is considered optional by the State Comptroller.

*If you complete this page you WILL NOT have to complete the Survey of Government Finances from the U.S. Census Bureau.

*If you do NOT complete this page the U.S. Census Bureau will contact you for further information.

Explanation or Comments

<u>Type</u>	<u>Explanation</u>
112t	Other assets include prepaid expenses
117t	Other Capital Assets is Land
131t	Other Long Term liabilities is the Net Pension Obligation
236t	Miscellaneous revenues are grants, contributions are other small revenue amounts
Gen	
GENdebt	400e & 412e - General Obligation Bond balances and activity

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CPA Information

According to the Governmental Account Audit Act [50 ILCS 310], an Annual Audit submitted to the IL Office of the Comptroller shall be performed by a licensed public accountant, with a valid certificate as a public accountant under the Illinois Public Accounting Act [225 ILCS 450]. Please access the website of the Illinois General Assembly (www.ilga.gov/legislation/ilcs/ilcs.asp) to view these Acts. **If your government is required to submit an Annual Audit, please complete the following:**

Is the Licensed Certified Public Accountant performing your audit working as an individual licensed in Illinois, or are they working in association with a Public Accounting Firm or a Professional Service Corporation licensed in Illinois, or are they licensed in another state? Please use a checkmark to select one choice:

- Individual Licensed Certified Public Accountant Public Accounting Firm (IL License) Professional Service Corporation (IL License)
- Out-of-State (Individual / Public Accounting Firm / Professional Service Corporation)

If you selected Out of State / Individual Licensed Certified Public Accountant / Public Accounting Firm / Professional Service Corp, please complete the licensee information below. Please provide the following information for the entity performing the Annual Audit for your government.

Enter the complete active Licensee #: _____ State License is Issued: _____
License Status: _____
License Type (Please select one. If 'Other', enter type information)
 Individual Licensed Certified Public Accountant Public Accounting Firm Professional Service Corporation
 Out-of-State (Individual / Public Accounting Firm / Professional Service Corporation) Other _____

Provide information for the business entity performing the audit for your government.

Business Name: _____
Address: _____ Address 2: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Ext. _____ Fax: _____ E-Mail: _____
Last Name: _____ First Name: _____ Title: _____
Phone: _____ Ext. _____ E-Mail: _____

Provide information for the Licensed Certified Public Accountant performing the audit for your government.

Enter the active 9-digit License#: _____ License Status: _____
Last Name: _____ First Name: _____ Title: _____
Address: _____ Address 2: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Ext. _____ Fax: _____ E-Mail: _____

Non-Critical

Reminder: Option #1 Selected for FY 2016 – No Audit Due for FY 2017 - 2019

Record Explanation for OTHER amounts