

## **Township Annual Report**

### **Excel Spreadsheet Instructions**

I have labeled the file as Annual Report fillable locker

After you have brought up the file I would suggest that you save the file under a different name (example: 2022 Annual Report). This way you will always have a blank copy to start the next year. The new file will be the one you do your work in.

You will note that there are three worksheets tabs listed on the bottom of the screen in addition to this instructions tab. One is for your receipts, one is for your disbursements and the third is the annual report page. The expenditures and receipts will automatically pull into the annual report page.

**List all of your receipts for the year.** (This can be done as you do them, or all at once at the end of the year.) Column "N" will total automatically and also add up at the bottom of the page.

**List all of your disbursements for the year.** (totals the same as receipts)

#### **Annual Report Worksheet**

Any "Blue" field may be edited. Add your township name and the fiscal year of your tonwship on each page. **You will need to enter your beginning balance for the year (D6).** Just remember that you need to use the *same fiscal year all the time*. The County uses January through December.

You will notice that each of the reporting areas will have a total which is pulled in from the expenditure and revenue worksheets which you have completed. Formulas have been put into the worksheet to automatically give you your ending balance.

You will need to **put in your checking account balance, IMMA account balance and any CD's on lines 25 through 29.** ***These totals will pull into Line 47. Line 47 "Total Cash at the End of the Year" should match Line 48 "total of your beginning balance plus your revenues minus your expenses".*** Be sure to indicate any outstanding loan balance.

The forms can then be printed (8 1/2" x 11" for the disbursements and revenues) and signed prior to sending into the Finance Office.

If you have any questions, please give me a call 244-5624.

## **TOWNSHIP**

## RECEIPT JOURNAL

**FOR THE YEAR ENDED**

**TOWNSHIP  
DISBURSEMENT JOURNAL  
FOR THE YEAR ENDED**

## ANNUAL STATEMENT OF

COUNTY PERKINS

FOR THE YEAR \_\_\_\_\_

1. SELECT APPLICABLE: GENERAL FUND, SECONDARY ROAD CAPITAL IMPROVEMENT FUND, SNOW FUND,  
FIRE FUND, or \_\_\_\_\_ FUND

2. CASH BALANCE AT THE BEGINNING OF THE YEAR \_\_\_\_\_

**RECEIPTS:**

3. Motor Vehicle Fees	0.00
4. Distributions from the Local Government Hwy and Bridge Fund	0.00
5. Prorate License Fees	0.00
6. Wheel Tax	0.00
7. Property Taxes ( <i>include Opt Out</i> )	0.00
8. Bank Franchise Tax	0.00
9. U. S. Fish and Wildlife Payments	0.00
10. State Highway Fund (former 10% game)	0.00
11. FEMA Grants	0.00
12. Interest Earned from Bank Accounts and CD's	0.00
13. Motor Fuel Tax	0.00
14. Renewable Facility Tax	0.00
15. Other Receipts	0.00
<b>16. Total Receipts (add lines 3 through 15)</b>	<b>0.00</b>

**DISBURSEMENTS:**

17. Road Maintenance (graveling, grading, etc.)	0.00
18. Snow Removal	0.00
19. Weed mowing/spraying	0.00
20. Road Construction (culverts, bridges, regrading, reconstruction)	0.00
21. Equipment Purchase/Lease	0.00
22. Salaries/Fees/Mileage of Township Officials	0.00
23. Fire Protection	0.00
24. Ambulance Service	0.00
25. Other (Utilities, insurance, loan repayment, postage, supplies, etc.)	0.00
<b>26. Total Disbursements (add lines 17 through 25)</b>	<b>0.00</b>

<b>27. End of Year Balances -</b>	<b>Checking</b>	<b>Passbook</b>
28.	CD#	_____
29.	CD#	_____
30.	Other	_____
31.		

32. **Total Cash at the End of the Year (Add lines 27 through 31)** 0.00

Total cash verification (Lines 2 + 16 - 26 = line 32) 0.00

33. **Loan Balance Outstanding** \_\_\_\_\_

I hereby certify to the best of my knowledge that this statement is a true and correct account of all money received, paid out and on hand with the township treasury.

CHAIRMAN \_\_\_\_\_

PHONE \_\_\_\_\_

TREASURER \_\_\_\_\_

PHONE \_\_\_\_\_

CLERK \_\_\_\_\_

PHONE \_\_\_\_\_