

GASB REPORT SETUP MANUAL

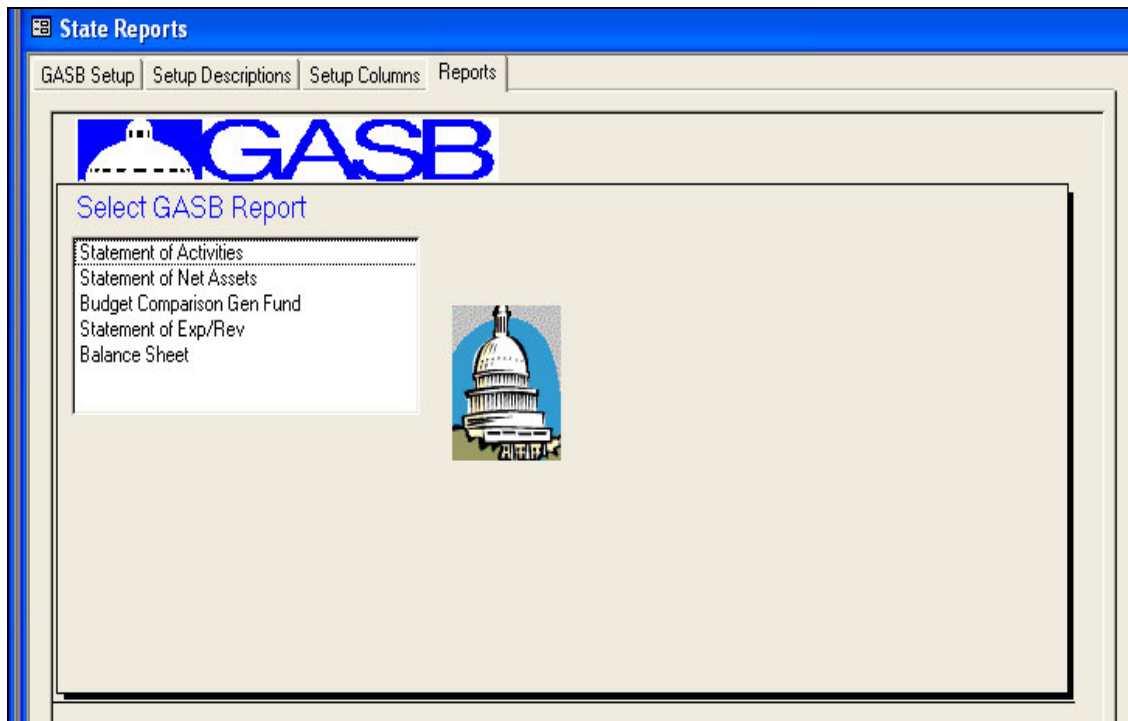
The GASB reports provide a standard way of printing reports. Please, refer to the GASB internet site at www.gasb.org where GASB manuals can be purchased.

This manual may be printed from the BDS Help (?) mark in the Windows Fund Accounting Software Program.

It is not our purpose here to explain the GASB reports, but to provide information on how to use BDS software to create the reports. GASB reports available in BDS are listed in the report tab of GASB.

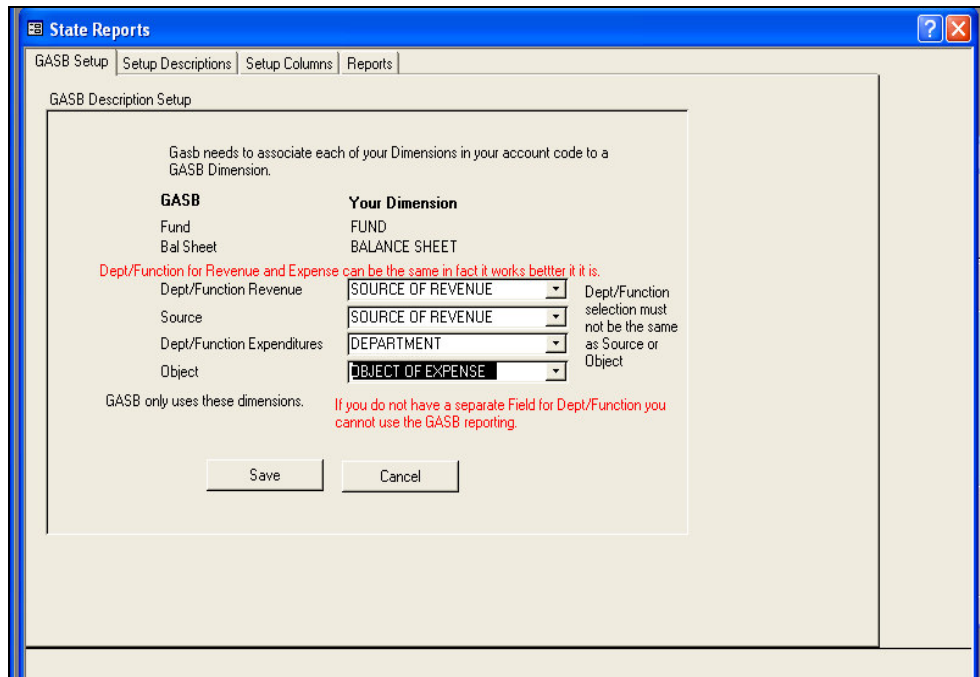
The steps to use GASB are as follows:

1. Starting GASB right click on the Fund Accounting Desktop. Select Special Reports and then GASB.

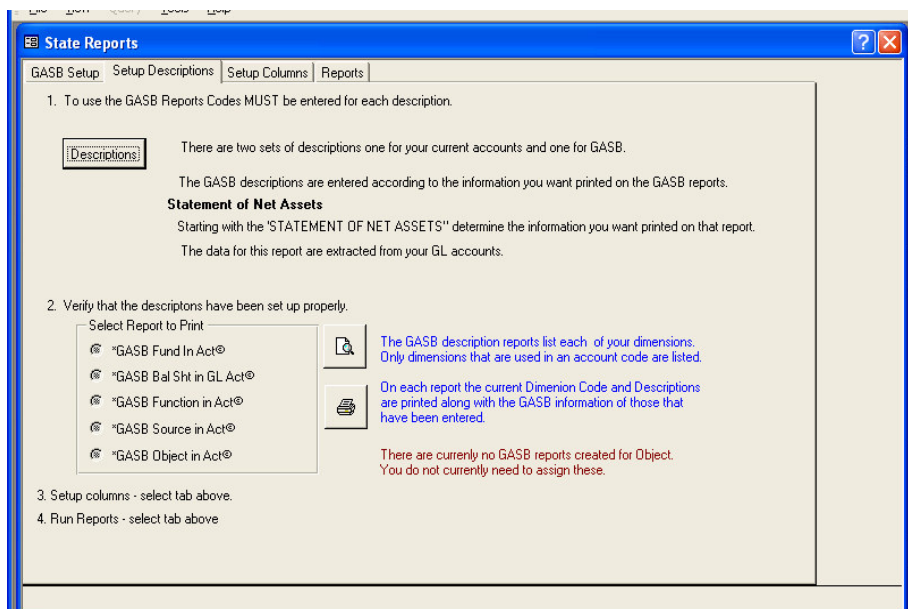


2. Select the GASB Setup Tab. Select each of the corresponding dimensions.

The first thing you will notice is that Fund and Balance Sheet have already been selected. Next select the Dimension that you have that is the function/dept for revenue. If you do not have this dimension you CANNOT use GASB. Please call BDS to assist you in adding this dimension.



3. Enter GASB Descriptions for Fund, Function, Source and optional Object of Expense.



- Using your current descriptions attach the GASB descriptions to your dimensions. These are the ones entered on the GASB Description setup screen.

Select Description Type

Fund
 Bal Sht
 Function/Dept
 Source of Rev
 Object of Exp

Setup GASB

Reset Screen

Order	Description	GASB Activity
1	General Fund	Governmental Activities
3	Sewer	Business Activities
3	Water	Business Activities
4	Nursing Home	Component Unit
*	0	Governmental Activities

Record: 1 of 4

On the reports for GASB the Description is the lowest level.
 Some reports have automatic Totaling using the Activity,Asset type (for Funds) and Gasb Type(Bal Sheet) and Programs(source of Rev).
 Additional totaling can be done using the GASB Total and GASB Sub Total .

Gasb Total Name	
Gasb Sub Total Name	
Description	\$999,999.00
Total Gasb Sub Total Name	\$999,999.00
Total Gasb Total Name	\$999,999.00

- Run Reports

GASB is made up of Fund, Function, Source of revenue and Object of expense. The object of expense is NOT a GASB dimension. It is put in by BDS for reporting. The GASB descriptions are entered in a separate table. Then from your normal descriptions you connect each one to a GASB description.

SETTING UP AND EDITING THE DESCRIPTIONS

(SAMPLE: Statement of Net Assets(GASB Report))

1. By looking at the Statement of Net Assets determine which items you want to appear on your report. You are not restricted to the example. Items can be added or taken away to suit your needs.
2. Enter the Balance Sheet information in the GASB Bal Sht.

GASB Description
?
✕

Select Description Type

- Fund
- Bal Sht
- Function/Dept
- Source of Rev
- Object of Exp

Setup GASB

Reset Screen

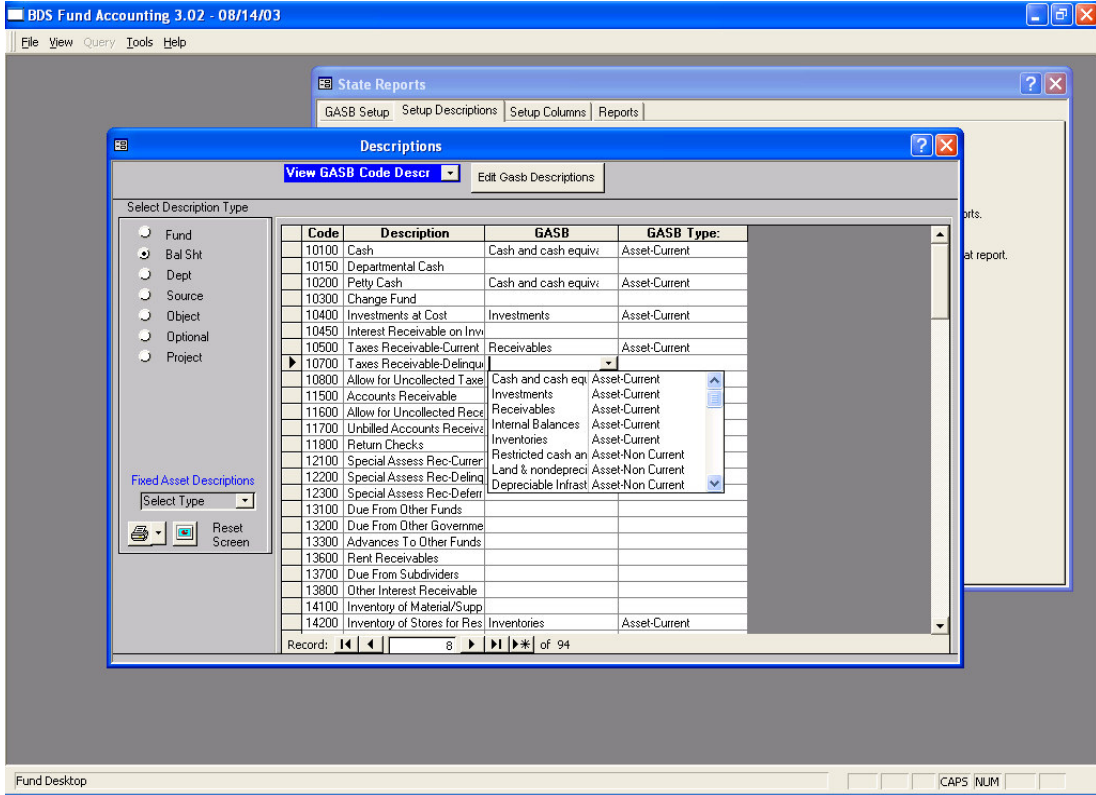
Order	Description	GASB Bal Sht Type	GASB Total	G/
1	Cash and cash equivalents	Asset-Current		
2	Investments	Asset-Current		
3	Receivables	Asset-Current		
4	Internal Balances	Asset-Current		
5	Inventories	Asset-Current		
6	Restricted cash and cash	Asset-Non Current		
7	Land & nondepreciable int	Liability-Current		
8	Depreciable buildings, pro	Liability-Non Current		
9	Depreciable Infrastructure	Net/FundBal-Restricted		
10	Depreciable Build, prop, e	Net/FundBal-unRestricted		
11	Accounts Payable	Liability-Current		
12	Deferred Revenue	Liability-Current		
13	Current portion of Long-ter	Liability-Current		
14	Non Current portion of lon	Liability-Non Current		
15	Invested in capital assets			
16	Capital Projects	Net/FundBal-Restricted		
17	Debt service	Net/FundBal-Restricted		
18	Community Development I	Net/FundBal-Restricted		

Record: 4 of 21

On the reports for GASB the Description is the lowest level.
 Some reports have automatic Totaling using the Activity,Asset type (for Funds) and Gasb Type(Bal Sheet) and Programs(source of Rev).
 Additional totaling can be done using the GASB Total and GASB Sub Total .

Gasb Total Name	
Gasb Sub Total Name	
Description	\$999,999.00
Total Gasb Sub Total Name	\$999,999.00
Total Gasb Total Name	\$999,999.00

- Each description when assigned to your description will be printed on the GASB report. In the GASB column select the Gasb Bal Sht to use. All items that have the same GASB description will be combined on the GASB report.



4. Next run the *GASB Bal Sht in GL acts. This report provides a list of all Balance Sheet codes that have been used in an account. To the left of the description are the GASB items selected in step 3. Blank items need to be entered in step 3.

5. In the Statement of Net Assets there are columns for General Government, Business Activity and Component unit. In order to tell the report the column to use the GASB Fund descriptions need to be entered.

GASB Description
? X

Select Description Type

- Fund
- Bal Sht
- Function/Dept
- Source of Rev
- Object of Exp

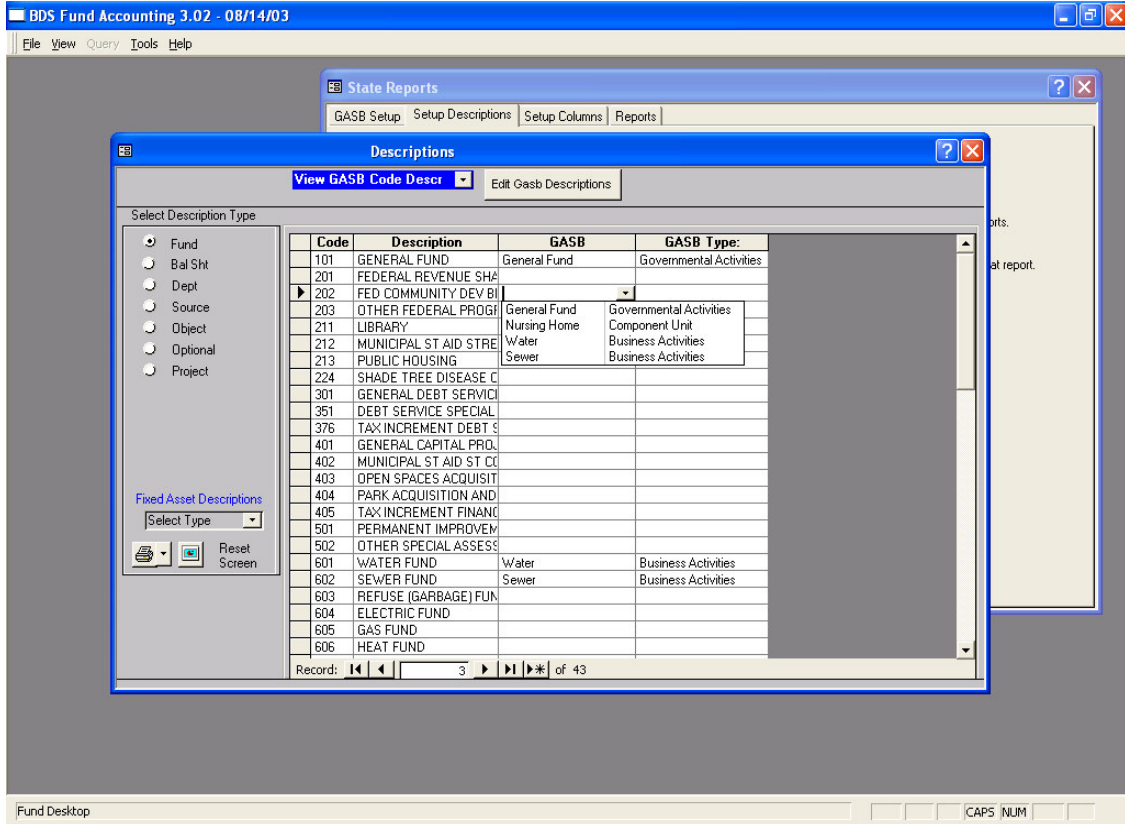
Order	Description	GASB Activity
1	General Fund	Governmental Activities
3	Sewer	Business Activities
3	Water	Business Activities
▶ 4	Nursing Home	Component Unit
* 0		Governmental Activities

Record: 4 of 4

On the reports for GASB the Description is the lowest level.
Some reports have automatic Totaling using the Activity,Asset type (for Funds) and Gasb Type(Bal Sheet) and Programs(source of Rev).
Additional totaling can be done using the GASB Total and GASB Sub Total .

Gasb Total Name	
Gasb Sub Total Name	
Description	\$999,999.00
Total Gasb Sub Total Name	\$999,999.00
Total Gasb Total Name	\$999,999.00

- Assign each of your funds one of the GASB Funds.



- The Statement of Net Assets report can then be run.

If the report contains a line like below: one or more of your descriptions is missing a GASB description. Run the report again checking the detail option to see each account. Those listed by the Error-Missing Gasb Descr are missing a GASB description.

Error-Missing Gasb Descr \$258,482.18 ___ \$258,482.18 ___

Fund – each Fund is assigned to General Government, Business Type Activity or Component Unit.
Bal Sht- the statement of net assets provides a sample of the GASB Bal Sht.
Function – look at the Statement of Activity in the GASB manual to determine which functions are to be printed. The functions are grouped by the General Government, Business Type Activity and Component unit, these are assigned using the Fund.
Source of Revenue – see the Statement of Activity in the GASB manual to determine the Sources to be printed. This is also where the GASB program is entered. Choose the program for each source.

Object of Expense – this is optional and is used for printing reports.

The indirect expense is a GASB requirement and can be entered on the Description dimension for your Object.

Governments provide a note that includes the beginning & ending balances of major classes of capital assets & their related accumulated depr, & that shows how they changed from the previous year

Figure 1. Illustrative Government-wide Statement of Net Assets

The statement of net assets reports what the government owns & owes at a given point in time, usually the end of the fiscal year

Assets are presented in order of how readily they can be converted to cash; cash is the most liquid, capital assets least

Most capital assets are shown at their original purchase cost less annual depr charges accumulated over time, except for land & infrastructure reported with the modified approach, which are not depreciated. Local's roads and

ASSETS

Current assets:	
Cash and cash equivalents	
Investments	
Receivables (net)	
Internal balances	
Inventories	
Total current assets	
Noncurrent assets:	
Restricted cash and cash equivalents	
Capital assets:	
Land and nondepreciable infrastructure	
Depreciable infrastructure, net	
Depreciable buildings, property, and equipment, net	
Total noncurrent assets	
Total assets	

**Local City
Statement of Net Assets
As of December 31, 2002**

	Primary Government		Total	Component Units
	Governmental Activities	Business-type Activities		
Cash and cash equivalents	\$ 13,597,899	\$ 85,821	\$ 22,383,720	\$ 303,935
Investments	27,365,221	—	27,365,221	7,428,952
Receivables (net)	12,833,132	609,615	16,442,747	4,042,290
Internal balances	54,215	(100)	54,115	—
Inventories	74	—	74	83,697
Total current assets	54,215	509,515	22,383,720	11,858,874
Noncurrent assets:				
Restricted cash and cash equivalents	—	3,322	3,322	—
Capital assets:				
Land and nondepreciable infrastructure	8,119	8,119	16,238	—
Depreciable infrastructure, net	30,367,241	30,952,214	61,319,455	751,239
Depreciable buildings, property, and equipment, net	51,402,399	116,600,418	168,002,817	36,993,547
Total noncurrent assets	170,022,760	152,882,073	322,904,833	37,744,786
Total assets	224,316,161	165,229,183	389,545,344	49,603,660



One way to judge a local government's ability to continue financing services in the future is to compare the primary government's cash and other current assets (in this case, everything but capital assets) with its current liabilities: $\$66,640,511 / \$22,632,625 = 2.94$. In other words this locality has liquid assets equal to nearly three times the liabilities

LIABILITIES

Current liabilities:	
Accounts payable	
Deferred revenue	
Current portion of long-term obligations	
Total current liabilities	
Noncurrent liabilities:	
Noncurrent portion of long-term obligations	
Total liabilities	

Accounts payable	6,783,310	751,430	7,534,740	1,803,332
Deferred revenue	1,435,599	—	1,435,599	38,911
Current portion of long-term obligations	9,236,000	4,426,286	13,662,286	1,426,639
Total current liabilities	17,454,909	5,177,716	22,632,625	3,268,882
Noncurrent liabilities:				
Noncurrent portion of long-term obligations	83,302,378	74,482,273	157,784,651	27,106,151
Total liabilities	100,757,287	79,659,989	180,417,276	30,375,033

NET ASSETS

Invested in capital assets, net of related debt	
Restricted for:	
Capital projects	
Debt service	
Community development projects	
Other purposes	
Unrestricted (deficit)	
Total net assets	

Invested in capital assets, net of related debt	103,711,386	73,088,574	176,799,960	15,906,392
Restricted for:				
Capital projects	11,705,864	—	11,705,864	492,445
Debt service	3,020,708	1,451,996	4,472,704	—
Community development projects	4,811,043	—	4,811,043	—
Other purposes	3,214,302	—	3,214,302	—
Unrestricted (deficit)	(2,904,429)	11,028,624	8,124,195	2,829,790
Total net assets	\$ 123,558,874	\$ 85,569,194	\$ 209,128,068	\$ 19,228,627

Governmental activities have no available unrestricted net assets because they owe more than they own. This fact is discernible because governments separate governmental from business type activities in this statement

Total assets- total liabilities= total net assets
 $\$224,316,161 - \$100,757,287 = \$ 123,558,874$

Liabilities are shown in order of maturity or when cash is expected to be used to pay them.

Deferred revenue represents resources received that have not yet met the criteria for being recorded as revenues.

Governments provide a note that includes the beginning & ending balances of major types of long term liabilities, and that shows how they changed from the previous

Figure 2. Illustrative Government-wide Statement of Activities

**Local City
Statement of Activities
For the Year Ending December 31, 2002**

Functions/Programs	Program Revenues			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary government:				
Governmental activities:				
General government	\$ 9,571,410	\$ 3,146,915	\$ 843,617	—
Public safety	34,844,749	1,198,855	1,307,693	\$ 62,300
Public works	10,128,538	50,000	—	2,252,615
Engineering services	1,299,645	104,793	—	—
Health and sanitation	1,576,613	5,167	—	—
Cemetery	—	—	—	—
Culture and recreation	1,500,000	—	—	—
Community development	—	—	—	2,580,000
Education (payment to school district)	—	—	—	—
Interest on long-term debt	—	—	—	—
Total governmental activities	105,807,013	15,720,525	1,176,310	4,894,915
Business-type activities:				
Water	3,595,733	4,159,350	—	1,159,909
Sewer	4,912,853	7,170,533	—	486,010
Parking facilities	2,796,283	1,344,087	—	—
Total business-type activities	11,304,869	12,673,970	—	1,645,919
Total primary government	\$ 117,111,882	\$ 28,394,495	\$ 5,176,310	\$ 6,540,834
Component units:				
Landfill	\$ 3,382,157	\$ 3,857,858	\$ —	\$ 11,397
Public school system	31,186,498	705,765	3,937,083	—
Total component units	\$ 34,568,655	\$ 4,563,623	\$ 3,937,083	\$ 11,397

General revenues:

- Taxes:
 - Property taxes, levied for general purposes
 - Property taxes, levied for debt service
 - Franchise taxes
 - Public service taxes
- Payment from Sample City
- Grants and contributions not restricted to specific programs
- Investment earnings
- Miscellaneous
- Special item*—gain on sale of park land
- Transfers
 - Total general revenues, special items, and transfers
- Change in net assets
- Net assets—beginning
- Net assets—ending

Figure 2. Illustrative Government-wide Statement of Activities

**Local City
Statement of Activities
For the Year Ending December 31, 2002**

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary government:				
Governmental activities:				
General government	\$ 9,571,410	\$ 3,146,915	\$ 843,617	—
Public safety	34,844,749	1,198,855	1,307,693	\$ 62,300
Public works	10,128,538	850,000	—	2,252,615
Engineering services	1,299,645	704,793	—	—
Health and sanitation	6,738,672	5,612,267	575,000	—
Cemetery	735,866	212,496	—	—
Culture and recreation	11,532,350	3,995,199	2,450,000	—
Community development	2,994,389	—	—	2,580,000
Education (payment to school district)	21,893,273	—	—	—
Interest on long-term debt	6,068,121	—	—	—
Total governmental activities	105,807,013	15,720,525	5,176,310	4,894,915
Business-type activities:				
Water	3,595,733	4,159,350	—	1,159,909
Sewer	4,912,853	7,170,533	—	486,010
Parking facilities	2,796,283	1,344,087	—	—
Total business-type activities	11,304,869	12,673,970	—	1,645,919
Total primary government	\$ 117,111,882	\$ 28,394,495	\$ 5,176,310	\$ 6,540,834
Component units:				
Landfill	\$ 3,382,157	\$ 3,857,858	\$ —	\$ 11,397
Public school system	31,186,498	705,765	3,937,083	—
Total component units	\$ 34,568,655	\$ 4,563,623	\$ 3,937,083	\$ 11,397

General revenues:

Taxes:			
Property taxes, levied for general purposes			
Property taxes, levied for debt service			
Franchise taxes			
Public service taxes			
Payment from Sample City	51,693,573	—	51,693,573
Grants and contributions not restricted to specific programs	4,726,244	—	4,726,244
Investment earnings	4,055,505	—	4,055,505
Miscellaneous	8,969,887	—	8,969,887
Special item—gain on sale of park land	—	—	—
Transfers	1,457,820	—	1,457,820
Total general revenues, special items, and transfers	1,958,144	601,349	2,559,493
Change in net assets	884,907	104,925	989,832
Net assets—beginning	2,653,488	—	2,653,488
Net assets—ending	501,409	(501,409)	—

**Net (Expense) Revenue and
Changes in Net Assets**

Primary Government			Component Units
Governmental Activities	Business-type Activities	Total	
\$ (5,507,151)	\$ (5,087,151)	\$ (10,594,302)	—
(7,023,233)	(414,389)	(7,437,622)	—
(21,893,273)	—	(21,893,273)	—
(6,068,121)	—	(6,068,121)	—
(80,015,263)	—	(80,015,263)	—
—	\$ 1,723,526	1,723,526	—
—	2,743,690	2,743,690	—
—	(1,452,196)	(1,452,196)	—
—	\$ 3,015,020	3,015,020	—
(80,015,263)	3,015,020	(77,000,243)	—
—	—	—	\$ 487,098
—	—	—	(26,543,650)
—	—	—	(26,056,552)
51,693,573	—	51,693,573	—
4,726,244	—	4,726,244	—
4,055,505	—	4,055,505	—
8,969,887	—	8,969,887	—
—	—	—	21,893,273
1,457,820	—	1,457,820	6,461,708
1,958,144	601,349	2,559,493	881,763
884,907	104,925	989,832	22,464
2,653,488	—	2,653,488	—
501,409	(501,409)	—	—
76,900,977	204,865	77,105,842	29,259,208
(3,114,286) #	3,219,885	105,599	3,202,656
126,673,160	82,349,309	209,022,469	16,025,971
\$ 123,558,874	\$ 85,569,194	\$ 209,128,068	\$ 19,228,627

sample report