

## **TOWNSHIP ANNUAL REPORT INSTRUCTIONS**

**LINE 1** – Prepare a separate statement for the financial transactions of each levy that your township may have. On each statement that may be prepared, circle the words General Fund, Snow Fund, Fire Fund, etc. to correspond with the data reported. Most townships will report just one statement having the General Fund circled.

**Line 2** – Add together the total cash of all types of accounts such as, checking, passbook, CD's and other investments as of the start of the fiscal year (March first). This cash balance should tie back to the ending cash balance of the previous year's annual report.

**Line 3** – This represents the 14% motor vehicle license plate receipts collected by the county and remitted to townships.

**Line 4** – This represents the remaining motor vehicle license plate receipts transmitted quarterly from the state's Local Government Highway and Bridge Fund to counties who further remit a portion of it to townships.

**Line 5** – Receipts transmitted from the state to the county to townships on a quarterly basis representing motor vehicle fees paid by semi-trucks and similarly taxed vehicles.

**Line 6** – Collected by certain counties, the wheel tax is shared with townships at the discretion of the county commission.

**Line 7** – Include all current and delinquent property taxes and related interest and penalties.

**Line 8** – The bank franchise tax is remitted from counties to townships annually around March of each year.

**Line 13** – Report on this line the total of all receipts not separately reported on the previous receipt lines.

**Line 23** – Report on this line the total of all disbursements not separately reported on the previous disbursement lines.

**Lines 25 through 29** – List the end of year balance in each type of bank account of the township (last day of February).

**Line 30** – This line will prove if your financial statement balances. The cash at the end of the year (total of all accounts) should equal the cash at the beginning of the year, plus total receipts, less total disbursements.

**Line 31** – Report the total debt outstanding balance at the end of the year, if any, that may exist in the form of equipment lease purchases, loans at the bank or in other forms.