

CITY OF HOWARD, KANSAS

Financial Statements
and
Supplemental Information

with Independent Auditor's Report

For the Year Ended December 31, 2012

City of Howard, Kansas
Special Financial Statements
For the Fiscal Year Ended December 31, 2012

TABLE OF CONTENTS

<u>Item</u>	<u>Page Number</u>
INTRODUCTORY SECTION	
Title Page	
Table of Contents	
FINANCIAL SECTION	
Independent Auditor's Report	1-3
Summary of Cash Receipts, Expenditures and Unencumbered Cash	4
Notes to Financial Statements	5-10
ADDITIONAL INFORMATION	
Schedule 1	
Summary of Expenditures - Actual and Budget	11
Schedule 2	
Statement of Receipts and Expenditures -Individually Presented by Fund	
General Fund	12-13
Special Revenue Funds	
Emergency Equipment Fund	14
Employee Benefits Fund	15
Library Fund	16
Library Capital Improvement Fund	17
Special Highway Fund	18
Special Liability Fund	19
Proprietary Funds	
Construction/Demolition Landfill Fund	20
Gas Utility Fund	21
Howard Twilight Manor Nursing Home Fund	22
Sewer Utility Fund	23
Water Utility Fund	24
Trust and Agency Funds	
Elliott Trust Fund	25
Griffin Trust Fund	26
Boat Dock Donations Fund	27
Dump Cleanup Grant Fund	28
Fire Department Donations Fund	29
Pool Donations Fund	30
Clinic Donations Fund	31
Schedule 3	
Summary of Cash Receipts, Disbursements and Balances - Fiduciary Funds	33

INDEPENDENT AUDITORS' REPORT

Mayor and City Council
City of Howard, Kansas

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of the City of Howard, Kansas, as of and for the year ended December 31, 2012, and the related notes to the financial statement.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the Kansas Municipal Audit and Accounting Guide as described in Note 1 to meet the financial reporting requirements of the State of Kansas. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the Kansas Municipal Audit and Accounting Guide. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the Notes to Financial Statement, the financial statement is prepared by the City of Howard, Kansas, to meet the requirements of the State of Kansas on the basis of the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the City of Howard, Kansas, as of December 31, 2012, or changes in financial position and cash flows thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the City of Howard, Kansas, as of December 31, 2012, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide described in Note 1.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditures-actual and budget, individual fund schedules of regulatory basis receipts and expenditures-actual and budget, schedule of regulatory basis receipts and expenditures-agency funds (Schedules 1, 2 and 3 as listed in the table of contents) are presented for analysis and are not a required part of the basic financial statement, however are required to be presented under the provisions of the Kansas Municipal Audit and Accounting Guide. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note 1.

Prior Year Comparative Analysis

The 2011 Actual columns presented in the individual fund schedules of cash receipts and expenditures actual and budget (Schedule 2 as listed in the table of contents) is also presented for comparative analysis and is not a required part of the 2011 financial statement upon which we rendered an unqualified opinion dated October 30, 2012. The 2011 financial statements and our accompanying report are not presented herein, but are available in electronic form from the web site of the Kansas Department of Administration, Office of Management Analysis and Standards. Such 2011 comparative information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2011 financial statement. The 2011 comparative information was subjected to the auditing procedures applied in the audit of the 2011 financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2011 financial statement or to the 2011 financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2011 comparative information is fairly stated in all material respects in relation to the 2011 financial statement as a whole.

Restricted Use

This report is intended solely for the information and use of the governing body and management of the City of Howard, Kansas, and for filing with the Kansas Department of Administration, Division of Accounts and Reports, the cognizant federal agency, and other federal audit agencies. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Respectfully Submitted,

Schlottbeck and Burns, LLC

April 8, 2013

City of Howard, Kansas
Summary of Cash Receipts, Expenditures, and Unencumbered Cash
Regulatory Basis
For the Year Ended December 31, 2012

	Beginning Unencumbered Cash Balance	Cash Receipts	Expenditures	Ending Unencumbered Cash Balance	Outstanding Encumbrances and Accounts Payable	Ending Cash Balance
Governmental Type Funds:						
General	\$ 403,498	366,426	312,683	457,241	2,168	459,409
Special Purpose:						
Emergency Equipment	65,852	9,041		74,893		74,893
Employee Benefits	835	32,049	22,673	10,211		10,211
Library Board	5,307	12,608	15,335	2,580	136	2,716
Library Board Capital Improvement	7,924			7,924		7,924
Special Highway	95,382	17,588		112,970		112,970
Special Liability	18,832	1,396	1,984	18,244		18,244
Business:						
Construction/Demolition Landfill	21,172	2,305	2,372	21,105	41	21,146
Gas Utility	46,140	233,672	260,561	19,251	217	19,468
Howard Twilight Manor Nursing Home	230,236	1,909,273	2,084,472	55,037	115,620	170,657
Sewer Utility	172,731	122,420	204,165	90,986	53	91,039
Water Utility	113,279	231,154	262,275	82,158	2,764	84,922
Expendable Trusts:						
Elliott Trust	54,500			54,500		54,500
Griffin Trust	214,715	7,884	1,145	221,454		221,454
Boat Dock Donations	50			50		50
Dump Cleanup Grant	625			625		625
Fire Department Donations	1,750		744	1,006		1,006
Pool Donations	3,047			3,047		3,047
Clinic Donations	581		415	166		166
Total Primary Government (1)	<u>1,456,456</u>	<u>2,945,816</u>	<u>3,168,824</u>	<u>1,233,448</u>	<u>120,999</u>	<u>1,354,447</u>
Composition of Cash:						
Cash and Cash Items on Hand						139
Certificates of Deposit						625,500
Demand Deposits						734,329
Petty Cash Advance						600
Less: Agency Funds						(6,122)
Adjustment for Rounding						1
Total Primary Government (1)						<u>1,354,447</u>

(1) Excluding Agency Funds

City of Howard, Kansas
Notes to Financial Statements
For the Year Ended December 31, 2012

Note 1 **Summary of Significant Accounting Policies**

A. Reporting Entity

The City of Howard, Kansas is a municipal corporation governed by an elected mayor and five-member council. These financial statements present the City of Howard, Kansas as a primary government only. The City has waived the application of generally accepted accounting principles and as such, have not included any component units in these financial statements.

B. Basis of Presentation

A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

The following Regulatory Basis Fund Types comprise the financial activities of the City for the year ending December 31, 2012:

General Fund -- the chief operating fund. Used to account for all unrestricted resources except those required to be accounted for in another fund.

Special Purpose Funds -- used to account for the proceeds of specific tax levies and other revenue sources that are intended for specific purposes.

Business fund -- funds financed in whole or in part by fees charged to users of the goods or services (i.e. enterprise and internal service fund etc.)

Trust fund -- funds used to report assets held in trust for the benefit of the entity (i.e. pension funds, investment trust funds, private purpose trust funds which benefit the municipal reporting entity, scholarship funds, etc.).

Agency Funds -- funds used to report assets held by the municipal reporting entity in a purely custodial capacity.

C. Basis of Accounting

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America

The Kansas Municipal Accounting and Audit Guide regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis revenues and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The Kansas Municipal Accounting and Audit Guide regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

City of Howard, Kansas
Notes to Financial Statements
For the Year Ended December 31, 2012

The City has adopted an ordinance that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the City to use the regulatory basis of accounting.

D. Budgets

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special revenue funds (unless specifically exempted by statute), debt service funds, and enterprise funds. The statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1st.
2. Publication in local newspaper on or before August 5th of the proposed budget and notice of public hearing on the budget.
3. Public hearing on or before August 15th, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25th.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held and the governing body may amend the budget at that time. During 2012, the City had no such amendments.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison statements are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the modified accrual basis of accounting, modified further by the encumbrance method of accounting. Revenues are recognized when cash is received. Expenditures include disbursements, accounts payable, and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

A legal operating budget is not required for capital projects funds, fiduciary funds, and the following special revenue funds:

Library Capital Improvement Fund

Spending in funds which are not subject to the legal annual operating budget requirement are controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing body.

City of Howard, Kansas
Notes to Financial Statements
For the Year Ended December 31, 2012

E. Assets, Liabilities, and Fund Equity

Cash

To facilitate better management of the City's cash resources, excess cash is combined in pooled operating accounts. Each fund's portion of total cash is based on its equity in the pooled cash amount. Cash in excess of current operating needs is invested on a pooled investment basis and earnings thereon are credited to the General Fund or Business funds.

Property Taxes and Other Receivables

Collection of current year property tax by the County Treasurer is not completed, apportioned nor distributed to the various subdivisions until the succeeding year, such procedure being in conformity with governing state statutes.

It is not practicable to apportion delinquent taxes held by the County Treasurer at the end of the audit period and further, the amounts thereof are not material in relationship to the financial statements taken as a whole.

F. Revenues and Expenditures

Property Tax Revenue Recognition

Property taxes become a lien against all property November 1st. Taxpayers have the option of paying in full or in two installments. The delinquency dates are December 20th and May 10th. Delinquent taxes are assessed interest at rates established by Kansas Statutes. This interest is retained by the county.

Taxes levied to finance the budget are made available to the City after January 1st and are distributed by the county treasurer approximately every month and a half. At least 50% of the taxes levied are available in January.

Reimbursed Expenses

Reimbursed expenses are defined as repayments of amounts remitted on behalf of another party. All reimbursed expenses shown in the financial statements meet the following criteria: 1) the related disbursement was made in the current year on behalf of the payee, 2) the item paid for was directly identifiable as having been used by or provided to the payee, and 3) the amount of the reimbursed expense was directly tied to the amount of the original cash disbursement.

Interfund Transactions

Quasi-external transactions are accounted for as revenue, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Non-recurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

City of Howard, Kansas
Notes to Financial Statements
For the Year Ended December 31, 2012

Note 2 **Deposits and Investments**

K.S.A. 9-1401 establishes the depositories which may be used by the City. The statute requires banks eligible to hold the City's funds have a main or branch bank in the county in which the City is located and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage.

K.S.A. 12-1675 allows the City to deposit idle funds in time deposits-open accounts, and certificates of deposit with allowable financial institutions; and to invest idle funds in U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool.

The City held no investments at December 31, 2012 and held no investments throughout the year.

Concentration of credit risk. State statutes place no limit on the amount the City may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405.

Custodial credit risk – deposits. Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. State statutes require the City's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. The City has not designated any peak periods.

Custodial credit risk – investments. For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments to be adequately secured.

At December 31, 2012, the carrying amount of the City's deposits was \$1,359,829 and the bank balance was \$1,417,358. Of the bank balance, \$898,423 was covered by federal depository insurance and \$518,935 was collateralized with securities held by the pledging financial institutions' agents in the City's name.

Note 3 **Long-term Debt**

General Obligation Bonds

Kansas cities are limited to aggregate debt not to exceed 30% of assessed valuation of tangible taxable property in the City. The City's assessed valuation at November 1, 2012 was \$1,912,408. At December 31, 2012, the City had no outstanding bonded indebtedness. The resulting legal debt margin for the City is \$573,722.

The outstanding debt of the City as of December 31, 2012 consists of a State of Kansas KWPCRF loan with an outstanding principal balance of \$493,614. The proceeds of this loan were used in a Sewer Construction Project and the loan is being retired from the revenues of the Sewer Utility Fund through the year 2023.

City of Howard, Kansas
Notes to Financial Statements
For the Year Ended December 31, 2012

Changes in Long-Term Debt

Changes in long-term debt, for the year ended December 31, 2012, were as follows:

<u>Issue</u>	<u>Interest Rate</u>	<u>Date of Issue</u>	<u>Amount of Issue</u>	<u>Date of Final Maturity</u>	<u>Balance Beginning of Year</u>	<u>Additions</u>	<u>Reductions/Payments</u>	<u>Balance End of Year</u>	<u>Interest Paid</u>
<u>State Revolving Loans:</u>									
KWPCRF Loan (Sewer)	3.580%	10/11/02	819,760	03/01/23	531,730		38,116	493,614	18,698
Total Contractual Indebtedness					531,730	0	38,116	493,614	18,698

Current maturities of long-term debt and interest for the next five years and in five year increments through maturity are as follows:

<u>Fiscal Year</u>	<u>State Revolving Loans</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	\$ 39,492	17,321	56,813
2014	40,919	15,895	56,814
2015	42,397	14,417	56,814
2016	43,928	12,885	56,813
2017	45,515	11,298	56,813
2018-2022	253,456	30,612	284,068
2023	27,907	500	28,407
Total	493,614	102,928	596,542

Note 4 Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City carries commercial insurance to cover its risk of loss, including workers' compensation and employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Note 5 Interfund Transfers

<u>From</u>	<u>To</u>	<u>Amount</u>
Gas Utility Fund	General Fund	\$ 60,000
Sewer Utility Fund	General Fund	112,500
Water Utility Fund	General Fund	20,000

Note 6 Other Long-Term Obligations from Operations

Compensated Absences.

The City's sick leave policy allows crediting each employee with ten days sick leave per year to a maximum of 30 days. Employees hired after September 1, 1993 at the Nursing Home are only allowed to accumulate 10 days. Days over this amount for Nursing Home employees are paid to the employee at the end of the year.

City of Howard, Kansas
Notes to Financial Statements
For the Year Ended December 31, 2012

The City's vacation policy allows crediting each employee with ten days vacation beginning with the 2nd year of employment to a maximum of 20 days. After ten years service, the employees earn 15 days per year. Nursing home employees hired after September 1, 1993 earn between 5 and 12 days per year based on length of service. Unused days are not carried over for these employees, but are paid to the employee at the end of the year.

Defined Benefit Pension Plan

Plan Description. The City participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 75-4901, et seq. KPERS provides retirement benefits, life insurance, disability income benefits, and death benefits. Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to KPERS (611 S. Kansas, Suite 100; Topeka, KS 66603) or by calling 1-888-275-5737.

Funding Policy. K.S.A. 74-419 and K.S.A. 74-49,210 establishes the KPERS member-employee contribution rates. Effective July 1, 2009 KPERS has two benefit structures and funding depends on whether the employee is a Tier 1 or Tier 2 member. Tier 1 members are active and contributing members hired before July 1, 2009. Tier 2 members were first employed in a covered position on or after July 1, 2009. Kansas law establishes the KPERS member-employee contribution rate at 4% of covered salary for Tier 1 members and at 6% of covered salary for Tier 2 members. The employer collects and remits member-employee contributions according to the provisions of Section 414(h) of the Internal Revenue Code. Kansas law provides that employer contribution rates be determined annually based on the results of an annual actuarial valuation. KPERS is funded on an actuarial reserve basis. Kansas law sets a limitation on annual increases in the employer contribution rates.

Note 7 Stewardship, Compliance, and Accountability

Compliance with Kansas Cash Basis Law

No violations.

Compliance with Kansas Depository Security Law

No violations.

Compliance with Kansas Budget Law

No violations.

Note 8 Federally Assisted Programs – Compliance Audits

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

City of Howard, Kansas
 Summary of Expenditures - Actual and Budget
 Regulatory Basis
 For the Year Ended December 31, 2012

	Certified Budget	Expenditures Chargeable to Current Year	Variance Favorable (Unfavorable)
Governmental Type Funds:			
General	\$ 615,209	312,683	302,526
Special Revenue:			
Emergency Equipment	75,000		75,000
Employee Benefits	29,250	22,673	6,577
Library Board	15,500	15,335	165
Special Highway	74,817		74,817
Special Liability	20,000	1,984	18,016
Enterprise:			
Construction/Demolition Landfill	25,625	2,372	23,253
Gas Utility	828,238	260,561	567,677
Howard Twilight Manor Nursing Home	2,700,000	2,084,472	615,528
Sewer Utility	290,676	204,165	86,511
Water Utility	346,210	262,275	83,935
Totals	<u>5,020,525</u>	<u>3,166,520</u>	<u>1,854,005</u>

City of Howard, Kansas
General Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Cash Receipts				
Taxes				
Ad Valorem Tax	\$ 81,635	62,078	62,234	(156)
Motor Vehicle Tax	18,282	18,279	19,635	(1,356)
Recreational Vehicle Tax	251	219	386	(167)
Delinquent Tax	2,756	1,689	1,231	458
16/20 M Truck Tax	333	707	183	524
In Lieu of Tax	1,118	859	1,129	(270)
Total Taxes	<u>104,375</u>	<u>83,831</u>	<u>84,798</u>	<u>(967)</u>
Intergovernmental				
Local Retailers Sales Tax	38,348	33,206	31,000	2,206
State Grant	3,487			
Total Intergovernmental	<u>41,835</u>	<u>33,206</u>	<u>31,000</u>	<u>2,206</u>
Licenses, Fees, and Permits				
Franchise Fee	23,350	23,284	19,000	4,284
Dog Licenses	800	750		750
Licenses and Permits	245	365	1,600	(1,235)
Total Licenses, Fees, and Permits	<u>24,395</u>	<u>24,399</u>	<u>20,600</u>	<u>3,799</u>
Use of Money and Property				
Interest on Investments	2,144	1,913	5,000	(3,087)
Rent	12,425	12,380	12,000	380
Equipment Rental	180			
Total Use of Money and Property	<u>14,749</u>	<u>14,293</u>	<u>17,000</u>	<u>(2,707)</u>
Charges for Services				
Pool Admissions	5,910	6,735	6,100	635
Pool Concessions	1,955	1,929	2,000	(71)
Total Charges for Services	<u>7,865</u>	<u>8,664</u>	<u>8,100</u>	<u>564</u>
Fines, Forfeitures and Penalties				
Fines	2,689	933	2,000	(1,067)
Transfers				
Operating Transfers In	175,000	192,500	197,500	(5,000)
Miscellaneous				
Donations	4,025	4,808		4,808
Insurance Refund	24,357			
Other	9,228	3,792		3,792
Total Miscellaneous	<u>37,610</u>	<u>8,600</u>		<u>8,600</u>
Total Cash Receipts	<u>408,518</u>	<u>366,426</u>	<u>360,998</u>	<u>5,428</u>
Expenditures and Transfers				
General Government				
General Government				
Personal Services	57,448	57,074	76,760	19,686
Contractual Services	28,340	21,407	21,000	(407)
Commodities	23,067	11,313	35,500	24,187
Capital Outlay		473	10,000	9,527
Total General Government	<u>108,855</u>	<u>90,267</u>	<u>143,260</u>	<u>52,993</u>
Public Works				
Street Department				
Personal Services	27,586	28,689	32,225	3,536
Contractual Services	14,368	11,001	10,000	(1,001)
Commodities	33,994	36,264	20,000	(16,264)
Capital Outlay	4,650		69,250	69,250
Total Street Department	<u>80,598</u>	<u>75,954</u>	<u>131,475</u>	<u>55,521</u>
Street Lighting				
Contractual Services	14,178	13,557	14,000	443
Total Public Works	<u>94,776</u>	<u>89,511</u>	<u>145,475</u>	<u>55,964</u>

City of Howard, Kansas
General Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Public Safety				
Fire Department				
Personal Services	\$ 4,830	5,370	6,875	1,505
Contractual Services	3,421	2,204	3,800	1,596
Commodities	4,636	1,061	7,000	5,939
Capital Outlay			6,000	6,000
Total Fire Department	<u>12,887</u>	<u>8,635</u>	<u>23,675</u>	<u>15,040</u>
Police Department				
Personal Services	54,393	58,568	49,450	(9,118)
Contractual Services	4,768	6,343	6,500	157
Commodities	4,273	3,907	6,000	2,093
Capital Outlay			10,000	10,000
Total Police Department	<u>63,434</u>	<u>68,818</u>	<u>71,950</u>	<u>3,132</u>
Total Public Safety	<u>76,321</u>	<u>77,453</u>	<u>95,625</u>	<u>18,172</u>
Culture and Recreation				
Park Department				
Personal Services	3,989	3,211	10,300	7,089
Contractual Services	786	1,028	920	(108)
Commodities	4,026	799	3,000	2,201
Capital Outlay		211	15,000	14,789
Total Park Department	<u>8,801</u>	<u>5,249</u>	<u>29,220</u>	<u>23,971</u>
Swimming Pool				
Personal Services	20,277	20,892	22,420	1,528
Contractual Services	8,383	5,870	6,000	130
Commodities	9,254	8,941	8,000	(941)
Capital Outlay	376		10,000	10,000
Total Swimming Pool	<u>38,290</u>	<u>35,703</u>	<u>46,420</u>	<u>10,717</u>
Building Maintenance				
Personal Services	1,584	1,637	5,275	3,638
Contractual Services	377	221		(221)
Commodities	308	11	1,000	989
Capital Outlay	3,165			
Total Building Maintenance	<u>5,434</u>	<u>1,869</u>	<u>6,275</u>	<u>4,406</u>
Cox Building				
Contractual Services	7,423	7,402	10,000	2,598
Commodities	7,699	1,821	4,000	2,179
Capital Outlay	1,939	1,139	4,000	2,861
Total Cox Building	<u>17,061</u>	<u>10,362</u>	<u>18,000</u>	<u>7,638</u>
Total Culture and Recreation	<u>69,586</u>	<u>53,183</u>	<u>99,915</u>	<u>46,732</u>
Social Services for Aged and Poor				
Contractual Services	934	934	934	
Capital Expenditures				
Reconstruction and Remodeling				
Demolition of Unsafe Structures	3,000		70,000	70,000
Equipment				
Capital Outlay		1,335	60,000	58,665
Total Capital Expenditures	<u>3,000</u>	<u>1,335</u>	<u>130,000</u>	<u>128,665</u>
Total Expenditures and Transfers	<u>353,472</u>	<u>312,683</u>	<u>615,209</u>	<u>302,526</u>
Receipts Over (Under)				
Expenditures and Transfers	55,046	53,743		
Unencumbered Cash, Beginning	<u>348,452</u>	<u>403,498</u>		
Unencumbered Cash, Ending	<u>403,498</u>	<u>457,241</u>		

City of Howard, Kansas
Emergency Equipment Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Cash Receipts				
Taxes				
Ad Valorem Tax	\$ 6,841	7,104	7,121	(17)
Motor Vehicle Tax	1,725	1,615	1,645	(30)
Recreational Vehicle Tax	24	19	32	(13)
Delinquent Tax	253	144	103	41
16/20 M Truck Tax	31	61	15	46
In Lieu of Tax	93	98	95	3
Total Cash Receipts	<u>8,967</u>	<u>9,041</u>	<u>9,011</u>	<u>30</u>
Expenditures and Transfers				
Public Safety				
Fire Department				
Capital Outlay			75,000	75,000
Total Expenditures and Transfers			<u>75,000</u>	<u>75,000</u>
Receipts Over (Under)				
Expenditures and Transfers	8,967	9,041		
Unencumbered Cash, Beginning	<u>56,885</u>	<u>65,852</u>		
Unencumbered Cash, Ending	<u>65,852</u>	<u>74,893</u>		

City of Howard, Kansas
Employee Benefits Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis

For the Year Ended December 31, 2012

(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Cash Receipts				
Taxes				
Ad Valorem Tax	\$ 8,108	26,941	27,009	(68)
Motor Vehicle Tax	4,083	4,280	1,951	2,329
Recreational Vehicle Tax	56	51	38	13
Delinquent Tax	641	236	122	114
16/20 M Truck Tax	74	168	18	150
In Lieu of Tax	111	373	112	261
Total Cash Receipts	<u>13,073</u>	<u>32,049</u>	<u>29,250</u>	<u>2,799</u>
Expenditures and Transfers				
General Government				
Personal Services	<u>21,530</u>	<u>22,673</u>	<u>29,250</u>	<u>6,577</u>
Total Expenditures and Transfers	<u>21,530</u>	<u>22,673</u>	<u>29,250</u>	<u>6,577</u>
Receipts Over (Under)				
Expenditures and Transfers	(8,457)	9,376		
Unencumbered Cash, Beginning	<u>9,292</u>	<u>835</u>		
Unencumbered Cash, Ending	<u>835</u>	<u>10,211</u>		

City of Howard, Kansas
Library Board Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

			Current Year	
	Prior Year Actual	Current Year Actual	Budget	Variance Favorable (Unfavorable)
Cash Receipts				
Taxes				
Ad Valorem Tax	\$ 10,184	10,330	10,356	(26)
Motor Vehicle Tax	1,891	1,843	2,450	(607)
Recreational Vehicle Tax	26	22	48	(26)
Delinquent Tax	275	199	154	45
16/20 M Truck Tax	34	71	23	48
In Lieu of Tax	140	143	141	2
Total Cash Receipts	12,550	12,608	13,172	(564)
Expenditures and Transfers				
Culture and Recreation				
Contractual Services	10,747	15,335	15,500	165
Total Expenditures and Transfers	10,747	15,335	15,500	165
Receipts Over (Under)				
Expenditures and Transfers	1,803	(2,727)		
Unencumbered Cash, Beginning	3,504	5,307		
Unencumbered Cash, Ending	5,307	2,580		

City of Howard, Kansas
Library Board Capital Improvement Fund
Summary of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year Actual
Cash Receipts		
None	\$ _____	_____
Expenditures and Transfers		
None	_____	_____
Receipts Over (Under)		
Expenditures and Transfers		
Unencumbered Cash, Beginning	7,924	7,924
Unencumbered Cash, Ending	7,924	7,924

City of Howard, Kansas
Special Highway Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year Actual	Current Year Budget	Variance Favorable (Unfavorable)
Cash Receipts				
Intergovernmental				
Special City & County Highway	\$ 18,696	17,588	20,520	(2,932)
Total Cash Receipts	<u>18,696</u>	<u>17,588</u>	<u>20,520</u>	<u>(2,932)</u>
Expenditures and Transfers				
Public Works				
Commodities	37,521		74,817	74,817
Total Expenditures and Transfers	<u>37,521</u>		<u>74,817</u>	<u>74,817</u>
Receipts Over (Under)				
Expenditures and Transfers	(18,825)	17,588		
Unencumbered Cash, Beginning	<u>114,207</u>	<u>95,382</u>		
Unencumbered Cash, Ending	<u>95,382</u>	<u>112,970</u>		

City of Howard, Kansas
Special Liability Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis

For the Year Ended December 31, 2012

(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Cash Receipts				
Taxes				
Ad Valorem Tax	\$ 1,688	1,251	1,253	(2)
Motor Vehicle Tax	476	99	406	(307)
Recreational Vehicle Tax	7	1	8	(7)
Delinquent Tax	46	28	25	3
16/20 M Truck Tax	9		4	(4)
In Lieu of Tax	23	17	23	(6)
Total Cash Receipts	<u>2,249</u>	<u>1,396</u>	<u>1,719</u>	<u>(323)</u>
Expenditures and Transfers				
General Government				
Contractual Services	<u>1,640</u>	<u>1,984</u>	<u>20,000</u>	<u>18,016</u>
Total Expenditures and Transfers	<u>1,640</u>	<u>1,984</u>	<u>20,000</u>	<u>18,016</u>
Receipts Over (Under)				
Expenditures and Transfers	609	(588)		
Unencumbered Cash, Beginning	<u>18,223</u>	<u>18,832</u>		
Unencumbered Cash, Ending	<u>18,832</u>	<u>18,244</u>		

City of Howard, Kansas
Construction/Demolition Landfill Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Cash Receipts				
Charges for Services				
Customer Charges	\$ 7,638	2,305	5,000	(2,695)
Total Cash Receipts	<u>7,638</u>	<u>2,305</u>	<u>5,000</u>	<u>(2,695)</u>
Expenditures and Transfers				
Landfill				
Contractual Services	1,476	1,998	2,000	2
Commodities	614	374	500	126
Capital Outlay			<u>23,125</u>	<u>23,125</u>
Total Expenditures and Transfers	<u>2,090</u>	<u>2,372</u>	<u>25,625</u>	<u>23,253</u>
Receipts Over (Under)				
Expenditures and Transfers	5,548	(67)		
Unencumbered Cash, Beginning	<u>15,624</u>	<u>21,172</u>		
Unencumbered Cash, Ending	<u>21,172</u>	<u>21,105</u>		

City of Howard, Kansas
Gas Utility Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis

For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Cash Receipts				
Use of Money and Property				
Interest on Investments	\$ 1,271	538	7,500	(6,962)
Charges for Services				
Customer Charges	277,633	226,488	560,000	(333,512)
Penalties	4,543	4,626	5,000	(374)
Total Charges for Services	282,176	231,114	565,000	(333,886)
Miscellaneous				
Other	1,781	2,020	1,000	1,020
Total Cash Receipts	285,228	233,672	573,500	(339,828)
Expenditures and Transfers				
Public Utilities				
Production				
Commodities		34		(34)
Gas Purchases	166,314	99,558	300,000	200,442
Total Production	166,314	99,592	300,000	200,408
Transmission and Distribution				
Personal Services	65,133	73,352	57,330	(16,022)
Contractual Services	11,677	12,174	29,500	17,326
Commodities	9,299	10,967	29,500	18,533
Capital Outlay			286,908	286,908
Total Transmission and Distribution	86,109	96,493	403,238	306,745
Commercial and General				
Personal Services	211	699		(699)
Contractual Services	4,523	3,777		(3,777)
Operating Transfers Out	125,000	60,000	125,000	65,000
Total Commercial and General	129,734	64,476	125,000	60,524
Total Expenditures and Transfers	382,157	260,561	828,238	567,677
Receipts Over (Under)				
Expenditures and Transfers	(96,929)	(26,889)		
Unencumbered Cash, Beginning	143,069	46,140		
Unencumbered Cash, Ending	46,140	19,251		

City of Howard, Kansas
Howard Twilight Manor Nursing Home Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis

For the Year Ended December 31, 2012

(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Cash Receipts				
Use of Money and Property				
Interest on Investments	\$ 618	513	3,000	(2,487)
Charges for Services				
Resident Charges	1,922,050	1,908,760	2,500,000	(591,240)
Total Cash Receipts	<u>1,922,668</u>	<u>1,909,273</u>	<u>2,503,000</u>	<u>(593,727)</u>
Expenditures and Transfers				
Social Services for Aged and Poor Nursing Home				
Personal Services	1,197,854	1,230,017	1,625,000	394,983
Contractual Services	379,216	516,023	450,000	(66,023)
Commodities	292,413	306,671	375,000	68,329
Capital Outlay	80,449	38,977	250,000	211,023
Reimbursed Expense	(12,534)	(7,216)		7,216
Total Expenditures and Transfers	<u>1,937,398</u>	<u>2,084,472</u>	<u>2,700,000</u>	<u>615,528</u>
Receipts Over (Under) Expenditures and Transfers	(14,730)	(175,199)		
Unencumbered Cash, Beginning	<u>244,966</u>	<u>230,236</u>		
Unencumbered Cash, Ending	<u>230,236</u>	<u>55,037</u>		

City of Howard, Kansas
Sewer Utility Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis

For the Year Ended December 31, 2012

(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Cash Receipts				
Use of Money and Property				
Interest on Investments	\$ 993	820	3,500	(2,680)
Charges for Services				
Customer Charges	121,886	120,031	140,000	(19,969)
Miscellaneous				
Other	1,734	1,569	2,500	(931)
Total Cash Receipts	<u>124,613</u>	<u>122,420</u>	<u>146,000</u>	<u>(23,580)</u>
Expenditures and Transfers				
Public Utilities				
Production				
Personal Services	17,555	19,764	30,000	10,236
Contractual Services	9,488	8,979	30,000	21,021
Commodities	3,516	6,109	11,000	4,891
Capital Outlay			110,362	110,362
Operating Transfers Out	30,000	112,500	52,500	(60,000)
Total Production	<u>60,559</u>	<u>147,352</u>	<u>233,862</u>	<u>86,510</u>
KWPCRF Loan				
Principal	36,787	39,421	38,116	(1,305)
Interest	20,027	17,392	18,698	1,306
Total KWPCRF Loan	<u>56,814</u>	<u>56,813</u>	<u>56,814</u>	<u>1</u>
Total Expenditures and Transfers	<u>117,373</u>	<u>204,165</u>	<u>290,676</u>	<u>86,511</u>
Receipts Over (Under)				
Expenditures and Transfers	7,240	(81,745)		
Unencumbered Cash, Beginning	<u>165,491</u>	<u>172,731</u>		
Unencumbered Cash, Ending	<u>172,731</u>	<u>90,986</u>		

City of Howard, Kansas
Water Utility Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis

For the Year Ended December 31, 2012

(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year		Variance Favorable (Unfavorable)
		Current Year Actual	Budget	
Cash Receipts				
Intergovernmental				
Federal Financial Assistance	\$ 10,445			
Use of Money and Property				
Interest on Investments	673	570	1,500	(930)
Charges for Services				
Customer Charges	214,916	219,774	225,000	(5,226)
Bulk Water Sales	2,990	2,122	4,000	(1,878)
Total Charges for Services	217,906	221,896	229,000	(7,104)
Miscellaneous				
Other	15,054	8,688	7,500	1,188
Total Cash Receipts	244,078	231,154	238,000	(6,846)
Expenditures and Transfers				
Public Utilities				
Production				
Personal Services	57,556	58,217	58,875	658
Contractual Services	39,422	38,274	45,000	6,726
Commodities	109,359	93,019	100,000	6,981
Capital Outlay	3,881	51,001	102,335	51,334
Total Production	210,218	240,511	306,210	65,699
Commercial and General				
Personal Services	209	124	20,000	19,876
Contractual Services	1,656	1,640		(1,640)
Operating Transfers Out	20,000	20,000	20,000	
Total Commercial and General	21,865	21,764	40,000	18,236
Total Expenditures and Transfers	232,083	262,275	346,210	83,935
Receipts Over (Under)				
Expenditures and Transfers	11,995	(31,121)		
Unencumbered Cash, Beginning	101,284	113,279		
Unencumbered Cash, Ending	113,279	82,158		

City of Howard, Kansas
Elliott Trust Fund
Summary of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	<u>Prior Year Actual</u>	<u>Current Year Actual</u>
Cash Receipts		
None	\$ _____	_____
Expenditures and Transfers		
None	_____	_____
Receipts Over (Under) Expenditures and Transfers		
Unencumbered Cash, Beginning	<u>54,500</u>	<u>54,500</u>
Unencumbered Cash, Ending	<u>54,500</u>	<u>54,500</u>

City of Howard, Kansas
Griffin Trust Fund
Summary of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	<u>Prior Year Actual</u>	<u>Current Year Actual</u>
Cash Receipts		
Use of Money and Property		
Interest on Investments	\$ 1,208	981
Oil and Gas Royalties	<u>9,002</u>	<u>6,903</u>
Total Cash Receipts	<u>10,210</u>	<u>7,884</u>
 Expenditures and Transfers		
General Government		
Contractual Services	<u>2,438</u>	<u>1,145</u>
Total Expenditures and Transfers	<u>2,438</u>	<u>1,145</u>
 Receipts Over (Under)		
Expenditures and Transfers	7,772	6,739
 Unencumbered Cash, Beginning	<u>206,943</u>	<u>214,715</u>
Unencumbered Cash, Ending	<u><u>214,715</u></u>	<u><u>221,454</u></u>

City of Howard, Kansas
Boat Dock Donations Fund
Summary of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year Actual
Cash Receipts		
None	\$ _____	_____
Expenditures and Transfers		
None	_____	_____
Receipts Over (Under)		
Expenditures and Transfers		
Unencumbered Cash, Beginning	50	50
Unencumbered Cash, Ending	50	50

City of Howard, Kansas
Dump Cleanup Grant Fund
Summary of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year Actual
Cash Receipts		
None	\$ _____	_____
Expenditures and Transfers		
None	_____	_____
Receipts Over (Under)		
Expenditures and Transfers		
Unencumbered Cash, Beginning	_____ 625	_____ 625
Unencumbered Cash, Ending	<u>_____ 625</u>	<u>_____ 625</u>

City of Howard, Kansas
Fire Department Donations Fund
Summary of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	<u>Prior Year Actual</u>	<u>Current Year Actual</u>
Cash Receipts		
Miscellaneous		
Donations	\$ <u>1,750</u>	<u> </u>
Total Cash Receipts	<u>1,750</u>	<u> </u>
Expenditures and Transfers		
Public Safety		
Fire Department		
Commodities	<u> </u>	<u>744</u>
Total Expenditures and Transfers	<u> </u>	<u>744</u>
Receipts Over (Under)		
Expenditures and Transfers	1,750	(744)
Unencumbered Cash, Beginning	<u> </u>	<u>1,750</u>
Unencumbered Cash, Ending	<u>1,750</u>	<u>1,006</u>

City of Howard, Kansas
Pool Donations Fund
Summary of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	Prior Year Actual	Current Year Actual
Cash Receipts		
None	\$ _____	_____
Expenditures and Transfers		
None	_____	_____
Receipts Over (Under) Expenditures and Transfers		
Unencumbered Cash, Beginning	3,047	3,047
Unencumbered Cash, Ending	3,047	3,047

City of Howard, Kansas
Clinic Donations Fund
Summary of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2012
(With Comparative Actual Totals for the Prior Year Ended December 31, 2011)

	<u>Prior Year Actual</u>	<u>Current Year Actual</u>
Cash Receipts		
None	\$ _____	_____
Expenditures and Transfers		
Economic Development		
Contractual Services		250
Commodities	_____	<u>165</u>
Total Expenditures and Transfers	_____	<u>415</u>
Receipts Over (Under)		
Expenditures and Transfers		(415)
Unencumbered Cash, Beginning	<u>581</u>	<u>581</u>
Unencumbered Cash, Ending	<u><u>581</u></u>	<u><u>166</u></u>

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City of Howard, Kansas
 Fiduciary Funds
 Summary of Cash Receipts, Disbursements and Balances
For the Year Ended December 31, 2012

<u>Fund</u>	Beginning <u>Cash Balance</u>	Cash <u>Receipts</u>	Cash <u>Disbursements</u>	Ending <u>Cash Balance</u>
Utility Overpayment Holding	\$ (2,807)	12,482	12,611	(2,936)
Sales Tax	443	465	483	425
Trash Collections	4,943	56,303	56,673	4,573
Gas Meter Deposits	1,920	2,240	1,840	2,320
Water Meter Deposits	1,580	3,640	3,480	1,740
Payroll Clearing	-	341,729	341,729	-
	<u>6,079</u>	<u>416,859</u>	<u>416,816</u>	<u>6,122</u>