

**INSTRUCTIONS FOR THE ANNUAL FISCAL REPORT**  
**Fiscal Year 2024-2025**



**NAC 354.561 Summary of report: Publication and contents. (NRS 354.107, 354.594, 354.6015)**

1. The summary of the fiscal report that the governing body of a local government is required to publish pursuant to NRS 354.6015 must be published before July 1 of each year in the manner required pursuant to that section.
2. The summary of the fiscal report must include:
  - (a) The following information relating to the general fund of the local government:
    - (1) The total actual revenue and the total actual expenditures for the fiscal year immediately preceding the date on which the report is published;
    - (2) The total anticipated revenue and the total expenditures for the current fiscal year; and
    - (3) The total revenue and the total expenditures budgeted for the ensuing fiscal year; and
  - (b) The following information relating to any proprietary fund of the local government:
    - (1) The operating revenue and the operating expenses for the fiscal year immediately preceding the date on which the report is published;
    - (2) The anticipated revenue, other than operating revenue, and the expenses, other than operating expenses, for the current fiscal year,
    - (3) The operating revenue and the operating expenses budgeted for the ensuing fiscal year; and
    - (4) Any revenue, other than operating revenue, and any expenses, other than operating expenses, budgeted for the ensuing fiscal year.
3. The governing body of the local government may include information relating to any other fund of the local government in the summary of the fiscal report.

(Added to NAC by Com. on Local Gov't Finance by R201-01, 4-5-2002, eff. 7-1-2002)

Sample formats for the published annual fiscal report have been developed for your consideration. Example #1 represents the minimum requirement pursuant to NAC 354.561. Examples #2 and #3 allow for the presentation of additional information which may be of interest to the general public. A glossary of terms is included to provide clarification.

**Values entered in the Actual Prior Year column must agree with the audit report for the immediately preceding fiscal year.**

**GENERAL FUND**

**Beginning Fund Balance** - Equals the prior year ending fund balance.

**Total Available Revenue** - Equals Total Available Resources *less* Beginning Fund Balance and Transfers-In.

**Total Other Sources** - Includes Operating Transfers-In.

**Total Expenditures** - Equals Total Commitments *less* Ending Fund Balance, Transfers-Out & Contingency.

**Total Other Uses** - Includes Operating Transfers-Out and Contingency.

**PROPRIETARY FUND**

**Cash and Cash Equivalents** - Represent the cash position of an enterprise fund. These numbers can be obtained from the Statement of Cash Flows in the final budget. The numbers entered in the Actual Prior Year column must agree with the audit of the relevant fiscal year.

**Example #1**

**INSTRUCTIONS FOR THE ANNUAL FISCAL REPORT  
Fiscal Year 2024-2025**

**General Fund**

ACTUAL PRIOR YEAR ENDING <b>6/30/2024</b>	ESTIMATED CURRENT YEAR ENDING <b>6/30/2025</b>	FINAL APPROVED BUDGET YEAR ENDING <b>6/30/2026</b>
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Total Available Revenues			
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Total Expenditures			
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**Proprietary fund**

ACTUAL PRIOR YEAR ENDING <b>6/30/2024</b>	ESTIMATED CURRENT YEAR ENDING <b>6/30/2025</b>	FINAL APPROVED BUDGET YEAR ENDING <b>6/30/2026</b>
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Total Operating Revenues			
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Total Operating Expenses			
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Total Non Operating Revenues			
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Total Non Operating Expenses			
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**Example #2**

**INSTRUCTIONS FOR THE ANNUAL FISCAL REPORT  
Fiscal Year 2024-2025  
General Fund**

	ACTUAL PRIOR YEAR ENDING <b>6/30/2024</b>	ESTIMATED CURRENT YEAR ENDING <b>6/30/2025</b>	FINAL APPROVED BUDGET YEAR ENDING <b>6/30/2026</b>
Fiscal Year Beginning Fund Balance			
Total Available Revenues			
Total Expenditures			
Fiscal Year Ending Fund Balance			

**Example #2a**

**General Fund**

	ACTUAL PRIOR YEAR ENDING <b>6/30/2024</b>	ESTIMATED CURRENT YEAR ENDING <b>6/30/2025</b>	FINAL APPROVED BUDGET YEAR ENDING <b>6/30/2026</b>
Total Available Revenues			
Total Other Sources			
Total Revenues and Other Sources			
Total Expenditures			
Total Other Uses			
Total Expenditures and Other Uses			
Net Change in Fund Balances			
Fiscal Year Beginning Fund Balance			
Fiscal Year Ending Fund Balance			

**Example #3**

**INSTRUCTIONS FOR THE ANNUAL FISCAL REPORT**

**Fiscal Year 2024-2025**

**Proprietary fund**

	ACTUAL PRIOR YEAR ENDING 6/30/2024	ESTIMATED CURRENT YEAR ENDING 6/30/2025	FINAL APPROVED BUDGET YEAR ENDING 6/30/2026
Total Operating Revenues			
Total Operating Expenses			
Total Non Operating Revenues			
Total Non Operating Expenses			
Fiscal Year Beginning Cash & Cash Equivalents			
Fiscal Year Ending Cash & Cash Equivalents			

**Example #3a**

**Proprietary fund**

	ACTUAL PRIOR YEAR ENDING 6/30/2024	ESTIMATED CURRENT YEAR ENDING 6/30/2025	FINAL APPROVED BUDGET YEAR ENDING 6/30/2026
Total Operating Revenues			
Total Operating Expenses			
Operating Income (Loss)			
Total Non Operating Revenues			
Total Non Operating Expenses			
Net Income (Loss) Before Transfers			
Transfers-In (Out)			
Net Income (Loss)			
Fiscal Year Beginning Cash & Cash Equivalents			
Fiscal Year Ending Cash & Cash Equivalents			