

INSTRUCTIONS FOR QUARTERLY ECONOMIC SURVEY



Pursuant to NRS 354.6015 and NAC 354.559(2)(d), local governments are required to submit a quarterly survey report, due 45 days from the end of the quarter. The Department has put together detailed instructions that may be helpful in compiling a more meaningful report. If the change(s) your entity is going through, either positive or negative, is relative to the size of the entity, you are required to report it.

If a preparer of one entity is responsible for the filing of another entity (i.e. City and Redevelopment District), one filing is sufficient if the survey questions are addressed for each entity. If you are reporting in this manner, please state that on a cover letter with each quarterly filing. The filing of one Quarterly Economic Survey, for multiple entities, is only allowed if the governing board of the entities is the same.

Please consider sharing significant information with your colleagues in other entities, as all entities may benefit in analyzing and projecting revenues and expenditures, in the future.

INSTRUCTIONS

1. Has any employer that accounts for 15% or more of the employment in the area closed or significantly reduced operations since the previous report?

For the smaller rural counties the major employer is the mining industry. Layoffs within the industry have effects on the county and the larger cities and towns. Secondary effects, due to layoffs, could be felt at school districts and other businesses with the movement of families out of the area.

For medium size counties the closure of manufacturing businesses or the shutting down of retail stores should be reported here. The closure of a business should be relative to the size of the County.

For the larger counties layoffs of smaller percentages might need to be reported because over time a cumulative loss of jobs would have an effect on certain entities. Again the closure of a business(es) should be relative to the size of the County.

2. Has your entity experienced a cumulative increase or decrease of 10% or more in population or assessed valuation in the past two years?

For the smaller counties and entities this question probably can be addressed once a year. When the Department sends out the revenue projections in

the spring of the year, the entities should make a comparison of past population numbers and assessed values and report accordingly.

For the medium and larger counties changes in population numbers and assessed value should be available more often. Large construction projects and the building of new schools are indicators in these categories.

3. Has there been any significant event(s) in the region which could affect your entity positively?

For the smaller counties and entities any new construction for commercial use or industrial use should be reported. A project that is specific to a certain area (GID) has a greater degree of importance to a small entity as opposed to a large entity. Build up of subdivisions should be reported too.

For the larger counties major construction projects and development projects should be reported. Opening of new schools and hospitals should be reported. Changes in City boundaries (annexations) of substantial size might need to be reported too.

4. Has there been any significant event(s) in the region which could affect your entity negatively?

Closure or major layoffs at commercial or industrial properties need to be reported. The loss of teacher positions and decline in student

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enrollment are significant events that should be reported.

5. Has anything significant occurred which could affect your expected level of revenues?

Large deferred taxes and delinquent taxes are sources of revenue that should be reported. Contact your assessor's office or treasurer's office to get this information. New grant money, donations and increases in service fees should also be reported.

6. Has the ending fund balance in your general (principal operating) fund had an unexplained, unbudgeted or unanticipated decline for the past two fiscal years?

The Department strongly recommends researching revenue sources to determine which are coming in under budget and analyzing expenditures to see which are coming in over budget and why, then monitoring them on a monthly basis, and making adjustments accordingly through augmentation.

7. Has the entity entered into any new debt arrangements since the previous report?

All forms of new debt should be reported here, medium-term financing, notes, bonds and any other financing tools. Please give an explanation, in detail, of the arrangements.

8. Has the entity borrowed money to pay for current operations?

If an entity has taken out a line of credit or a debenture, it needs to be reported here. Please give an explanation on the amount borrowed and the time frame in which the money will be paid back.

9. Has the entity made an inter-fund loan(s) to pay for current operations?

Any inter-fund loan needs to be reported here. A full explanation of the reason the loan was made, the amount of the loan, and the term of the loan

must be reported. If the entity approved this loan by resolution please provide a copy.

10. Has the entity failed to make timely payments to governmental agencies for the benefit of its employees (for example, PERS, Workmen's Comp or Federal taxes)?

Delinquent payment of any employee benefit is a serious matter and needs to be addressed immediately. Explanation for rectifying this problem must be reported.

11. Has the entity failed to make timely payments to debt service, to vendors or others?

Delinquent payments of any kind are serious matters. The Department might request accounts payable ageing reports with regards to this question.

12. Has the entity augmented the appropriated expenses for any proprietary fund since the previous report?

Please provide the Department with all information regarding proprietary fund augmentations. Amounts and reasons for augmentations should be explained in detail. This meets the reporting requirement under 354.598005 (4).

The amounts reported for the next three questions should represent current quarter ending and corresponding prior year quarter ending amounts.

13. Cash and cash equivalents (un-audited) as of quarter ending: include cash and short term, highly liquid investments. (Enterprise Funds Only).

These amounts should represent cash and cash equivalents of proprietary funds. If an entity has more than one proprietary fund please state whether these amounts are for one fund or a combination of funds. A large increase/decrease in the amounts provided should be explained.

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14. General Fund Ending Balance (un-audited) as of quarter ending:

These amounts should represent the General Fund only. A large increase/decrease in the amounts provided should be explained.

15. Cash and cash equivalents (un-audited) as of quarter ending: include cash and short term, highly liquid investments. (General Fund Only).

These amounts should represent cash and cash equivalents of the General Fund only. A large increase/decrease in the amounts provided should be explained.

REGARDING SIGNATURES:

There should be two signatures from the entity, one being that of the preparer of the report, and the second signature that of the person who reviews and approves the information in the report.

The Survey can be submitted to the Department of Taxation electronically via e-mail to the Budget Analyst responsible for the entity. Please submit in PDF form so as to reflect signatures. This submission will fulfill filing requirements.