

The slide features a green background with a pattern of overlapping hexagons. A white rectangular area on the right side contains the title and revision date. A dark grey rectangle is positioned at the top of this white area, and a thick green horizontal bar is at the bottom.

AFIR Process

revision date 11/10/2015

Users of County and Municipal Data

- Legislative Research
- League of Municipalities
- Association of County Commissioners
- Governmental Units
- UNC
- Department of Revenue
- US Census
- Anyone who accesses information on the Web

Process Overview

- The AFIR collects revenue and expenditure/expense information that corresponds with your audit report.
- The AFIR should balance to the audited “Change in Fund Balance” and “Change in Net Position” numbers from your operating statements.

Information About the Form

- Municipalities and Counties use the same template even though it refers to “City” on the U. S. Census website.
- Numbers are entered on the same accounting basis as in your audited financial statements: “modified accrual” for governmental and “accrual” for proprietary funds.
- Report the numbers on your “Revenue, Expenditure and Change in Fund Balance Statement” or your “Revenue, Expense and Change in Fund Net Position Statement.”

Information About the Form

- You will download an Excel file from the US Census website, save it to your PC, complete the worksheet and upload it back to the US Census.
- Do not delete any tabs in the template even if the requested information is not applicable to your unit as it impacts IT processing.

Password Security on AFIR

- US Census requires password protection
- Passwords must contain at least 12 and up to 20 characters, contain at least one uppercase, one lowercase, one number (integer), one special character; change every 60 days; passwords can't be reused for 4 years).
- On the screen where you change your password, you will need to enter an email address. This email address will be used to manage your password changes. A temporary password will be sent to the email address you provide.

Forgot Your Password? or Account is Expired

- On the Login screen, enter you Username
- If you forgot you password, skip the next bullet
- If you have not logged on the website in the last 45 days, when you enter your password, you will get a message that your account is expired
- Click on the **Forgot your Password** link under the Sign In button
- “Email a temporary password” window opens
- Review user name for accuracy
- Click on submit button
- A message displays the email address where the temporary password will be sent

Forgot your Password? or Account is Expired

- If the email address is not correct, call U.S. Census support staff at 1-800-242-4523 or Fiscal Management Section at 919-814-4303 for changes
- Click on “Return to Login Screen” link
- Log in by entering user name and the temporary password
- Next screen will prompt you to change your password

Forgot Your Password

North Carolina State Treasurer Annual Financial Information Report (AFIR)

Collection of 2014 Fiscal Year Data

Municipalities and Counties provide fiscal data that is used at both the Federal and State level to provide various user groups information on funding and functions of local governments in North Carolina. This information is not audited, but self-reported by local governments and should agree with their annual audit but summarized differently. U.S. Census and the North Carolina State Treasurer have collaborated to make this web-based form available for North Carolina Municipal and County Governments. Each county and municipality is assigned a discrete username. If you do not have access to your username please call (919)-814-4299.

****WARNING**WARNING**WARNING**WARNING**WARNING****

This is a Census Bureau computer system. Census Bureau computer systems are provided for the processing of official U.S. Government information only. All data contained within Census Bureau computer systems is owned by the Census Bureau and may be monitored intercepted recorded read copied or captured in any manner and disclosed in any manner by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may disclose any potential evidence of crime found on Census Bureau computer systems to appropriate authorities. USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES CONSENT TO THIS MONITORING INTERCEPTION RECORDING READING COPYING CAPTURING AND DISCLOSURE OF COMPUTER ACTIVITY. Use of this computer without authorization or for unauthorized purposes is a violation of federal law and punishable by fines or imprisonment (Public Law 99-474).

****WARNING**WARNING**WARNING**WARNING**WARNING****



Please enter your username and password in the login fields to gain access to your form. To submit a prior year's AFIR, please email rita.baker@nctreasurer.com with the request.

Login

Username

Password

Sign In

[Forgot your Password?](#)

Need Help? *If you need help logging into the system* please call the support staff at 301-763-5153 or 1-800-242-4523.

If you have any questions regarding the content of the AFIR, please call the Fiscal Management Section of the NC State Treasurer at 919-814-4299. Please note that training materials can be found on the NC Treasurer's web site at <https://www.nctreasurer.com>

Enter user name

If you forgot your password, click on the **Forgot your Password** link

Account is Expired

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Enter user name and password

If you receive a message that your account is expired, click on the **Forgot your Password** link

Step 1

- Go to the US Census website below

<https://harvester.census.gov/StateCollection/nc>

- Enter your Username and Password that you used last year. Call 919-814-4303 if you cannot locate your username
- Forgot your password? or Account is Expired message - see applicable slides

Step 2

[Log Out](#) [Home](#)

North Carolina State Treasurer

Annual Financial Information Report (AFIR)

Welcome nctester!
Friday, August 01, 2014

[Change Password/Email](#)

Manage your password and email address

NC State Treasurer AFIR File Upload

Click on the Excel Template and save to your PC

STEP 1:

Please select either the Municipal or County Form to open the Excel Template. On the Verification Tab please select your unit's Name. **IMPORTANT** - Save the file to your local hard drive, then complete the form and re-save the form again to your hard drive.

→ Select Survey: [2014 City Template](#)

Municipality and County use same template

The Form can be down-loaded multiple times

STEP 2:

Use the **Browse...** button to select the file from your local hard disk. When you press the **Upload File** button, your browser will transmit the file to our web server.

Enter Filename:

Step 3 - Verification Worksheet – Select Unit Name

Annual Financial Information Report (AFIR)
Transmittal and Verification Document

Print

To select your unit name, select the yellow highlighted cells, then select the drop down arrow box

	▼
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#N/A

Select the unit's name from the drop down box. The cursor must be on the yellow cell.

If you could not find your units name in the drop down above please call LGC Fiscal Management at 919-807-2381

For Fiscal Year Ending June 30, 2012

If your unit's name is not in the drop down box please call 919-814-4303

Change in Net Assets Balance Reconciliation

The amount in each Difference box should be zero before you submit your AFIR. If the amount is not zero, review the total column on line #15600 and line #25630 for each fund to determine which fund is out-of-balance. You will see an error message in cells G17 and G19 if the difference is greater than \$100. This means that you must review the worksheet to determine your error. Amounts that are under \$100 will be accepted as this difference is considered immaterial.

	Difference
Reconciliation Total of Government - From the Gov. Exp. Spreadsheet, AFIR line #15600	-
Reconciliation Total of Proprietary - From the Proprietary Exp. Spreadsheet, AFIR line #25630	-

AFIR Worksheets to Complete

- Verification
- Governmental Fund Revenue
- Governmental Fund Expenditures
- Proprietary Fund Revenue
- Proprietary Fund Expenditures
- Miscellaneous
- Water and Sewer (if applicable)
- White Goods (County only)
- School Capital Outlay (County only)

Complete Main Tabs

- The net of Governmental Revenue and Expenditure Tab should agree with your “Change in Fund Balance” for governmental funds in your audited financial statements.
- The net of Proprietary Revenue and Expense Tab should agree with your audited “Change in Net Position” for all proprietary funds, excluding Internal Service Funds.

	Gov. Revenue	Gov. Exp.	Proprietary Rev.	Proprietary Exp.
1017 Economical and Physical development - Housing and Community Development, JTPA, Etc.	34	35	56	57
1018 Water Supply System				
1019 Sewerage				

Navigation tabs: Line Item Instructions-Gov, Gov. Revenue, Gov. Exp., Line-Item Instructions-Prop, Proprietary Rev., Proprietary Exp, Mi

Windows taskbar icons: Internet Explorer, File Explorer, Media Center, Outlook, PowerPoint, Word, Excel, Task Scheduler, Internet Explorer, Windows Media Center, Network

Reconcile to Financial Statements

- The New AFIR balances each fund or group of funds to your audited financial statements' "Change in Fund Balance" or "Change in Net Position".
- Governmental fund reconciliation is found on the Gov. Exp. tab on rows 79 to 85
- Proprietary fund reconciliation is found on the Proprietary Exp. tab on rows 77 to 83.
- Row 83 for Gov. Funds on the Gov. Exp. tab or 81 for Proprietary on the Proprietary Exp. tab should be zero if your funds agree to your financial statements.

Reconcile to Financial Statements

- The Verification Tab has four edits that will prevent a unit from uploading its file.
 - If either the Governmental funds or Proprietary funds are out of balance by more than \$100.
 - If the Salary information requested on the miscellaneous tab row 22 is not completed.
 - Amounts spent on School Capital Outlay (excluding debt service) do not agree between the “Gov. Exp.” tab, line # 15382 and the “School Capital Outlay” tab.

Reconcile to Financial Statements

The difference between the calculated change in fund balance on the form and the change in fund balance on the governmental funds Revenue and Expenditure statement is zero, so an error message in cell G17 does not appear to the right of the difference amount.

The difference between the calculated change in net position on the form and the change in net position on the proprietary funds income statement is greater than \$100, so an error message in cell G19 appears to the right of the difference amount.

	Difference
Reconciliation Total of Government - From the Gov. Exp. Spreadsheet, AFIR line #15600	-
Reconciliation Total of Proprietary - From the Proprietary Exp. Spreadsheet, AFIR line #25630	(1,460)
Unit Salaries - From Miscellaneous tab, AFIR line #30130	

This Error Message means that the Change in Net Position on your audited financial statements does not agree with the numbers you entered on the Proprietary Tabs

Cannot submit form unless completed

This error message means that the Miscellaneous Tab Line #30130 [unit salaries] must be completed.

Reconcile to Financial Statements

For Counties Only

An error message will display if the School Capital expenditures reported on line # 15382 of the Gov. Exp tab. does not agree with the amount reported on the School Capital Outlay. See excel row 53 on the School Capital Outlay tab for more information. A out of balance of \$100 or less will not result in an error message.

If the difference is \$100 or greater than \$100, you will not be able to submit the AFIR on the website.

Amounts spent on School Capital Outlay (excluding debt service) agree between the "Gov. Exp." tab, line # 15382 and the "School Capital Outlay" tab. See Row 53 on the School Capital Outlay tab for more information	-			
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Reconcile to Financial Statements

The difference between the calculated change in fund balance on the form and the change in fund balance on the governmental funds Revenue and Expenditure statement is zero, so an error message in cell G17 does not appear to the right of the difference amount.

The difference between the calculated change in net position on the form and the change in net position on the proprietary funds income statement is greater than \$100, so an error message in cell G19 appears to the right of the difference amount.

	Difference
Reconciliation Total of Government - From the Gov. Exp. Spreadsheet, AFIR line #15600	-
Reconciliation Total of Proprietary - From the Proprietary Exp. Spreadsheet, AFIR line #25630	(1,460)
Unit Salaries - From Miscellaneous tab, AFIR line #30130	

This Error Message means that the Change in Net Position on your audited financial statements does not agree with the numbers you entered on the Proprietary Tabs

Cannot submit form unless completed

This error message means that the Miscellaneous Tab Line #30130 [unit salaries] must be completed.

Reconcile to Financial Statements

The difference between the calculated change in fund balance on the form and the change in fund balance on the governmental funds Revenue and Expenditure statement is zero, so an error message in cell G17 does not appear to the right of the difference amount.

The difference between the calculated change in net position on the form and the change in net position on the proprietary funds income statement is greater than \$100, so an error message in cell G19 appears to the right of the difference amount.

	Difference
Reconciliation Total of Government - From the Gov. Exp. Spreadsheet, AFIR line #15600	-
Reconciliation Total of Proprietary - From the Proprietary Exp. Spreadsheet, AFIR line #25630	(1,460)
Unit Salaries - From Miscellaneous tab, AFIR line #30130	

This Error Message means that the Change in Net Position on your audited financial statements does not agree with the numbers you entered on the Proprietary Tabs

Cannot submit form unless completed

This error message means that the Miscellaneous Tab Line #30130 [unit salaries] must be completed.

Reconcile to Financial Statements

The difference between the calculated change in fund balance on the form and the change in fund balance on the governmental funds Revenue and Expenditure statement is zero, so an error message in cell G17 does not appear to the right of the difference amount.

The difference between the calculated change in net position on the form and the change in net position on the proprietary funds income statement is greater than \$100, so an error message in cell G19 appears to the right of the difference amount.

	Difference
Reconciliation Total of Government - From the Gov. Exp. Spreadsheet, AFIR line #15600	-
Reconciliation Total of Proprietary - From the Proprietary Exp. Spreadsheet, AFIR line #25630	(1,460)
Unit Salaries - From Miscellaneous tab, AFIR line #30130	

This Error Message means that the Change in Net Position on your audited financial statements does not agree with the numbers you entered on the Proprietary Tabs

Cannot submit form unless completed

This error message means that the Miscellaneous Tab Line #30130 [unit salaries] must be completed.

Complete Verification Tab

After all the data has been entered and balanced back to the unit's audit report:

- Ensure that there are no error messages in cells G17, G19 or G21 on the Verification tab.
- Complete the Mandatory section on the Verification tab in rows 30 through 37. A unit is prevented from uploading its file if this requested data is missing.

Step 3

Uploading the File to US Census

- Save a copy of the completed AFIR excel file on your PC in the 97-2003 (.xls extension) version as this is a requirement for uploading to the U.S. Census website.
- Make sure you have entered your new Username and Password on the top of the instruction page.
- Go to the website below

<https://harvester.census.gov/StateCollection/LoginPage.aspx?state=nc>

Uploading the File to US Census

- Enter your new Username and Password that you used for the 2015 AFIR download process.
- Click on the browse button in STEP 2

Friday, July 27, 2012

NC State Treasurer AFIR File Upload

STEP 1:

Please select either the Municipal or County Form to open the Excel Template. On the Verification Tab please select your unit's Name. **IMPORTANT** - Save the file to your local hard drive, then complete the form and re-save the form again to your hard drive.

Select Survey: [2012 County Template](#)

STEP 2:

Use the **Browse...** button to select the file from your local hard disk. When you press the "Upload File" button, your browser will transmit the file to our web server.

Enter Filename:

... ..

Uploading the File to US Census

- The file should appear in the field to the left of the browse button.
- Click on the upload button.
- If for any reason you need to correct a file you have already submitted or you need to submit an AFIR from a previous year, please call the Fiscal Management Section at 919-814-4303.
- On our web site, below the file for this PowerPoint is a form so that units can provide feedback on the new process. Please give us your feedback!