

# Office of the Utah State Auditor

## Local Government Reporting Requirements & Deadlines

### For FY and CY 2014 Reports

Total Annual Revenue or Expenses of Less than \$100,000				
Date Submitted	Submitted by	Document Type	Submit to:	Deadline
		<b>Budget</b> – <i>Original adopted budget.</i>	<i>reporting.auditor.utah.gov</i> Option 1  <i>Amended budgets are not required but may be submitted, via email only, to: sao@utah.gov</i>	<i>30 days after adoption</i>
		<b>Online Financial Survey</b> <i>The financial survey serves as the required financial report of the entity.</i>	<i>reporting.auditor.utah.gov</i> Option 2	<i>180 days after year end.</i>
		<b>Financial Certification</b> <i>This document certifies that the online financial survey is accurate.</i>	<i>Follow instructions that appear on-screen after completing the Online Financial Survey</i>	<i>180 days after year end</i>
		<b>Impact Fee Report</b> <i>(only applicable for entities who assess impact fees)</i>	<i>reporting.auditor.utah.gov</i> Option 1	<i>180 days after year end</i>
NOTE: Reports will not post to the OSA website until they have gone through a preliminary review to determine if report components are appropriate.				

For help uploading the reports to OSA website, contact: [Kylie Cone](mailto:Kylie.Cone@utah.gov) at 801-538-1364 or [kccone@utah.gov](mailto:kccone@utah.gov)  
 For questions regarding completing the reports, contact: [Van Christensen](mailto:Van.Christensen@utah.gov) at 801-538-1394 (counties)  
[Jeremy Walker](mailto:Jeremy.Walker@utah.gov) at 801-538-1040 (cities/towns)  
[Ryan Roberts](mailto:Ryan.Roberts@utah.gov) at 801-538-1721 (districts)