Office of the Utah State Auditor

Local Government Reporting Requirements & Deadlines

For FY and CY 2015 Reports

Total Annual Revenue or Expenses of Less than $350,000				
Date Submitted	**Submitted by**	**Document Type**	**Submit to:**	**Deadline**
		Budget – *Original adopted budget.*	*reporting.auditor.utah.gov* *Option 1* *Amended budgets are not required but may be submitted, via email only, to: sao@utah.gov*	*30 days after adoption*
		Online Financial Survey *The financial survey serves as the required financial report of the entity.*	*reporting.auditor.utah.gov* *Option 2*	*180 days after year end*
		Self-Evaluation Form *Completed by a member of the governing board. All "NO" responses require a correction action plan.*	*reporting.auditor.utah.gov* *Option 1*	*180 days after year end*
		Financial Certification *This document certifies that the online financial survey is accurate.*	*Follow instructions that appear on-screen after completing the Online Financial Survey*	*180 days after year end*
		Impact Fee Report **(only applicable for entities who assess impact fees)**	*reporting.auditor.utah.gov* *Option 1*	*180 days after year end*
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 at 801-538-1364 or kcone@utah.gov
For questions regarding completing the reports, contact: Van Christensen at 801-538-1394 (counties)
Jeremy Walker at 801-538-1040 (cities/towns)
Ryan Roberts at 801-538-1721 (districts)

Revision date: 4/13/2015