

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 – <i>Original adopted budget.</i>	reporting.auditor.utah.gov 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>
		Online Financial Survey <i>The financial survey serves as the required financial report of the entity.</i>	reporting.auditor.utah.gov Option 2	<i>180 days after year end</i>
		Self-Assessment Checklist <i>Completed by the entity as a self-audit. The following must be included if deficiencies are noted:</i> - <i>Summary of deficiencies</i> - <i>Management’s corrective action plan for deficiencies</i>	reporting.auditor.utah.gov Option 1	<i>180 days after year end</i>
		Financial Certification <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>
		Impact Fee Report <i>(only applicable for entities who assess impact fees)</i>	reporting.auditor.utah.gov 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
 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)