

Office of the Utah State Auditor

Nonprofit Organizations Reporting Requirements & Deadlines

For FY and CY 2014 Reports

Total Annual Revenue or Expenses between \$100,000 and \$500,000				
<i>If 50% or more of the nonprofit's annual revenues comes from Federal, State, or Local government grants or loans, the nonprofit is required to submit the following:</i>				
Date Submitted	Submitted by	Document Type	Submit to:	Deadline
		<p>Online Financial Survey</p> <p><i>The financial survey serves as the required financial report of the entity when an Agreed-Upon Procedures Engagement is performed.</i></p>	<p><i>reporting.auditor.utah.gov</i> Option 2</p>	<p><i>180 days after year end</i></p>
		<p>Agreed-Upon Procedures Report *</p> <p><i>Completed by an independent CPA firm. The report should include:</i></p> <ul style="list-style-type: none"> <i>- written findings and recommendations</i> <i>- management's response</i> <p><small>* An entity may choose to have a financial audit performed in place of an Agreed-Upon Procedures Engagement. In this case, see requirements noted in the Financial Audit Reporting Package for entities with revenue and expenses greater than \$500,000.</small></p>	<p><i>reporting.auditor.utah.gov</i> Option 1</p>	<p><i>180 days after year end</i></p>

For help uploading the reports, contact Kylie Cone at 801-538-1364 or kccone@utah.gov.

For questions regarding completing the reports, contact Ryan Roberts at 801-538-1721 or ryanroberts@utah.gov