

# Office of the Utah State Auditor

## Local Government and Governmental Nonprofits<sup>+</sup>

### Reporting Requirements & Deadlines

### For FY and CY 2016 Reports

Total Annual Revenue or Expenses of Less than \$350,000				
Date Submitted	Submitted by	Document Type	Submit to:	Deadline
		<b>Budget</b> – <i>Original adopted budget.</i>	<i>reporting.auditor.utah.gov</i>	<i>30 days after adoption</i>
		<b>Small Financial Survey</b> <i>The financial survey serves as the required financial report of the entity.</i>	<i>reporting.auditor.utah.gov</i>	<i>180 days after year end</i>
		<b>Self-Evaluation Form</b> <i>All “NO” responses require a correction action plan.</i>	<i>reporting.auditor.utah.gov</i>	<i>180 days after year end</i>
		<b>Financial Certification</b> <i>This document certifies that the small financial survey is accurate.</i>	<i>Follow instructions that appear on-screen after uploading the Small 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>	<i>180 days after year end</i>
		<b>Deposit and Investment Form</b> <i>Required by the Utah Money Management Council</i>	<i>Attach form to email sent to: mmcouncil@utah.gov</i>	<i>July 31 and January 31 of each year</i>
<small>*Governmental Nonprofits (defined) - A nonprofit corporation in which one or more governmental entities have a controlling interest. NOTE: Reports will not post to the OSA website until they have gone through a preliminary review to determine if report components are appropriate.</small>				

For help uploading the reports to OSA website, contact: **Kylie Cone at 801-538-1364 or [kccone@utah.gov](mailto:kccone@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 and other)**