

Office of the Utah State Auditor

Local Government Entities and Governmental Nonprofits⁺

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
		<u>Budget</u> – Original adopted budget.	<i>reporting.auditor.utah.gov</i>	<i>30 days after adoption</i>
		<u>Small Financial Survey</u> <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>
		<u>Self-Evaluation Form</u> <i>All “NO” responses require a corrective action plan.</i>	<i>reporting.auditor.utah.gov</i>	<i>180 days after year end</i>
		<u>Financial Certification</u> <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>
		Impact Fee Report <i>(only applicable for entities who assess impact fees)</i>	<i>reporting.auditor.utah.gov</i>	<i>180 days after year end</i>
		<u>Deposit and Investment Form</u> <i>Required by the Utah Money Management Council.</i>	<i>Send email with form attached to: mmcouncil@utah.gov</i>	<i>July 31 <u>and</u> January 31 of each year</i>
⁺ Governmental Nonprofits (defined) - A nonprofit corporation in which a governmental entity has the majority 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.				

Download report templates here: auditor.utah.gov/local-government-2/publications/forms-for-local-governments/

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 \(counties\)](mailto:vanchristensen@utah.gov)
[Jeremy Walker at 801-538-1040 \(cities/towns\)](mailto:jeremywalker@utah.gov)
[Ryan Roberts at 801-538-1721 \(districts and other\)](mailto:ryanroberts@utah.gov)