

Interlaken Town - Utah State Financial Reporting Requirements

Reviewing Entity	Report Type	Due Date	Prepared by:	Notes	Reporting Site
State Auditor	Annual Fiscal Year Financial Report	12/31 after FY end	Stockman (CPA)	Covers financial activity of town for fiscal year ending 6/30. Prepared in Excel format provided by State.	https://reporting.auditor.utah.gov/
State Auditor	Annual Fiscal Year Financial Certification Report	12/31 after FY end	Clerk, Mayor (CFO)	State supplied form requires CAO (Clerk) and CFO (Mayor) signatures, certifying the annual financial report.	https://reporting.auditor.utah.gov/
State Auditor	Annual Town Budget/Tax Rate	TC adoption by 6/22 if no tax rate increase. Tentative budget adoption if tax increase. If tax increase, final TC adoption by 8/17. Submission to state soon after. Enter certified tax rate info on taxrates.utah.gov after certification.	Clerk, Mayor (CFO)	Town supplied Excel file that follows State required format.	https://reporting.auditor.utah.gov/
Utah State Tax Commission, Property Tax Division	Certification of Tax Rate	6/22 or 8/17 (if tax increases)	Clerk	Data is entered onto website. Notify Wasatch County Auditor when tax rate has been approved.	http://taxrates.utah.gov
County Auditor	Notice of Tax Rate Hearing	no later than 7/22/2019, Notice must appear 7 days prior to hearing	Clerk	Clerk supplies hearing date, time, place info to the County Auditor.	Deliver to County Auditor
State Auditor	Self-Evaluation Form	12/31 after FY end	Clerk, Council	State supplied form evaluates procedures, training, other aspects of town's financial management. Only required if requested by the State.	https://reporting.auditor.utah.gov/
State Finance	Quarterly Transparency Report	1 month after quarter end	Town Clerk, Deputy Clerk	Uses quarterly Quickbooks report data combined with State supplied Excel template to report revenue and expenses.	https://secure.utah.gov/transparency-admin
State Finance	Annual Fiscal Year W2 Comp Report	12/31 after FY end	Town Clerk, Deputy Clerk	State Supplied Excel file for reporting Annual payroll.	https://secure.utah.gov/transparency-admin
Utah Money Management Council	Semi-Annual Fiscal Year Money Management Deposit and Investment Report	1 month after semi-annual end	Town Clerk	Uses a state supplied form to report bank balances, deposits, investments.	https://reporting.auditor.utah.gov/