



OFFICE OF THE
UTAH STATE AUDITOR

Auditor Alert – 2016-03

Subject: Changes to Balance Sheet Submission to the Utah Public Finance Website
Date: June 20, 2016

Beginning fiscal year 2016, balance sheet data submitted to the Utah Public Finance Website (UPFW) is required to match the entity's financial statements. The Office of the State Auditor (OSA) will verify that the two sets of financial data match. If they do not match, the entity's financial report will be considered incomplete.

The UPFW has been modified to display balance sheet data for fiscal year 2016 and thereafter. The file format for the display of the balance sheet data has been changed from the file format in which balance sheet data has been submitted for years prior to 2016. This change will require entities to make changes to their balance sheet submission process in one of the following ways.

Option 1. Manually enter totals from financial statements into an approved Microsoft Excel balance sheet input template (template).

- a) Download the approved template from Division of Finance found at auditor.utah.gov/local-government-2/publications/forms-for-local-governments/.
- b) Map the financial statement line items to the [Uniform Chart of Accounts \(UCA\)](#).
- c) Input UCA fund and account numbers and amounts that correspond to financial statements.
- d) Verify that input agrees with financial statements.
- e) Create an electronic file that is compatible with the requirements of the UPFW, or,

Option 2. Upload data from the entity's accounting system.

Note: System generated files MUST be approved or re-approved by the Division of Finance to insure the file layout matches the new requirements for display on the UPFW.

- a) Map all balance sheet funds and accounts to the UCA.
- b) Book all closing entries.
- c) Book all audit adjustments, including government wide and off-book entries.
- d) Verify that system totals agree with audited financial statements.
- e) Create an electronic file that is compatible with the requirements of the UPFW.

For approval of file layout, contact Darrell Swensen at (801) 538-3059 or dswensen@utah.gov. For all other questions related to financial reporting requirements to the OSA contact Alexandra Nelson (801) 538-3176 or anelson@utah.gov.