



OFFICE OF THE PUBLIC AUDITOR

April 17, 2007

Guidance for Complying With FY 2007 Reporting Requirements

Quarterly financial reports include non-appropriated funds and non-profit organizations receiving General Fund appropriations.

Quarterly Financial Reports

Due no later than 30 days after the quarter ends, or 45 days from when the quarter ends (grace period). For the quarterly financial reports, we suggest the Budget Digest format to be used for the 2nd quarter ended March 31, 2007 and for the 6 months ended March 31, 2007 (or year to date). Autonomous agencies should submit reports in their financial report form.

Staffing Pattern Reports

Due monthly, within 30 days after the close of the prior month.

Note: we have suggested to the Legislature a quarterly submission; however, until the law is changed, monthly submissions are required.

Other Special Reports

Due dates vary (please check the public laws for those dates).

Reporting Requirements

- (1) Submit a manual report (please provide copy of date stamped by the Speaker's Office to OPA), and
- (2) Submit an electronic format of the report (either via e-mail, diskette, or CD), and
- (3) Post the required report on the entity's website (please indicate the website address where the reports are located).

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Failure to comply by the due date for each reporting requirement may lead to an automatic five percent deappropriation of the entity's total appropriations, or a payment penalty equal to five percent of an autonomous entity's current fiscal year revenues if no appropriations are received.