



OFFICE OF THE
STATE AUDITOR

CHECKLIST

Revised May 2020

Adopting an Annual Budget

LOCAL AND SPECIAL SERVICE DISTRICTS

Legal requirements are found in Utah Code 17b-1-6.

- ☐ Budget Officer requests and gathers budget proposals from departments.
- ☐ Budget Officer determines preliminary budget for all non-departmental line items.
- ☐ Budget Officer estimates capital projects for the budget year and three succeeding years.
- ☐ Budget Officer drafts a tentative budget.
- ☐ Budget Officer submits the tentative budget to the governing body.
- ☐ Governing body adopts the tentative budget in a regular meeting on or before its last meeting in May/November.
- ☐ Governing body members review tentative budget.
- ☐ Governing body considers holding a budget work meeting.
- ☐ Governing body may revise or amend the tentative budget prior to public hearing.
- ☐ Governing body set date for a public hearing concerning adoption of the budget.
- ☐ Public hearing notice is published at least 7 days prior to the date of the hearing:
 - On Utah Public Notice Website.
 - In local newspaper.
 - Or, if no newspaper, posting in three public places.
 - If annual budget <\$250,000, district may choose to instead satisfy public hearing notice requirement by:
 - Mailing notice to each district voter.
 - Posting notice in three public places.
- ☐ The proposed budget is made available to the public at least 7 days prior to hearing.
- ☐ All governmental funds in the proposed budget must balance in one of the following ways:
 - Total revenues equal total expenditures.
 - Total revenues plus contribution from fund balance equal total expenditures.
 - Total revenues equal total expenditures plus contribution to fund balance.
- ☐ All transfers to or from other funds must net to zero.
- ☐ Transfers with other funds must indicate which fund the transfer is going to or coming from or provide a separate schedule of transfers that provides the same clarity.

- ☐ If there is a deficit fund balance in a fund at the close of the last completed fiscal year, appropriate amounts in the current budget equal to:
 - At least 5% of the total revenue of the fund in the last completed fiscal year; or
 - If the deficit is equal to less than 5% of the total revenue of the fund in the last completed fiscal year, the entire amount of the deficit.
- ☐ The public hearing is held on the appointed date.
- ☐ Governing body considers making final adjustments.
- ☐ Governing body sets the tax rate and certifies it to the county auditor before June 22.
 - Unless adopting a tax rate greater than the certified tax rate, then before September 1.
- ☐ Governing body adopts the budget before June 30.
 - Unless adopting a tax rate greater than the certified tax rate, then before September 1.
- ☐ Make adopted budget available to the public.
- ☐ Adopted budget submitted to Office of the State Auditor within 30 days of adoption.
- ☐ Adopted property tax rate submitted to county auditor.
- ☐ Contact State Tax Commission if adopted tax rate exceeds the certified rate to begin Truth in Taxation process.