

4. REPORTING

4.1 Reporting Principles and Requirements

4.1.5 Reporting Requirements and Filing Instructions for Cities and Counties

4.1.5.10 Pursuant to RCW [43.09.230](#), Annual Reports are to be certified and filed with the State Auditor's Office (SAO) within **150 days** after the close of each fiscal year.

Statements and Schedules	Cities and Counties	
	With annual revenue of \$2 million or more	With annual revenue of less than \$2 million
C-4 Fund Resources and Uses Arising from Cash Transactions	X	See caution
C-5 Fiduciary Fund Resources and Uses Arising from Cash Transactions	X	See caution
01 Revenues/Expenditures/Expenses	X	X
06 Summary of Bank Reconciliation ¹	X	X
07 Disbursement Activity ¹	X	X
09 Liabilities	X	X
11 Cash Activity ¹	X	X
15 Expenditures of State Financial Assistance	X	X
16 Expenditures of Federal Awards	X	X
17 Public Works	X	X
19 Labor Relations Consultant(s)	X	X
20 Sale and use Tax for Public Facilities – Rural Counties	X	X
21 Risk Management	X	X
22 Assessment Questionnaire ²		See footnote 2

X Required to be prepared by cities and counties and submitted to the SAO.

4.1.5.20 The matrix on the following pages provides additional details regarding reporting requirements for governmental, proprietary and fiduciary funds.

¹ Cities and counties may choose to prepare the Schedule 06 in lieu of Schedules 07 and 11. This is an option for the reporting year 2017 and Schedule 06 will be required for the subsequent reporting periods.

² Cities with total revenues usually less than \$300,000 are **also** required to submit an Assessment Questionnaire.

Caution

4.1.5.30 Local governments with total revenues of \$2 million or less are not required to prepare C-4 or C-5 statements unless debt covenants, a contract, a grantor or the city/county's legislative body requires the city/county to prepare the financial statements or to receive a financial statements audit. If this request is made, C-4 and C-5 statements and notes should be prepared. The \$2 million threshold calculation excludes any proceeds from issuance of long-term debt and resources held by the city/county in its fiduciary capacity. Local governments which choose not to prepare C-4 and C-5 statements must have their budgeted information available for the audit.

4.1.5.40 If more than \$750,000 in federal funding was expended by the entity during the year and a federal single audit is required, the entity must prepare financial statements if it has expenditures of federal moneys from more than one program or cluster. However, an entity that normally does not prepare financial statements may not need to prepare them for the single audit if it has expenditures from only one program or cluster. Entities should consult with their local SAO team or the SAO HelpDesk if they have questions about this requirement.

4.1.5.50 FORMS

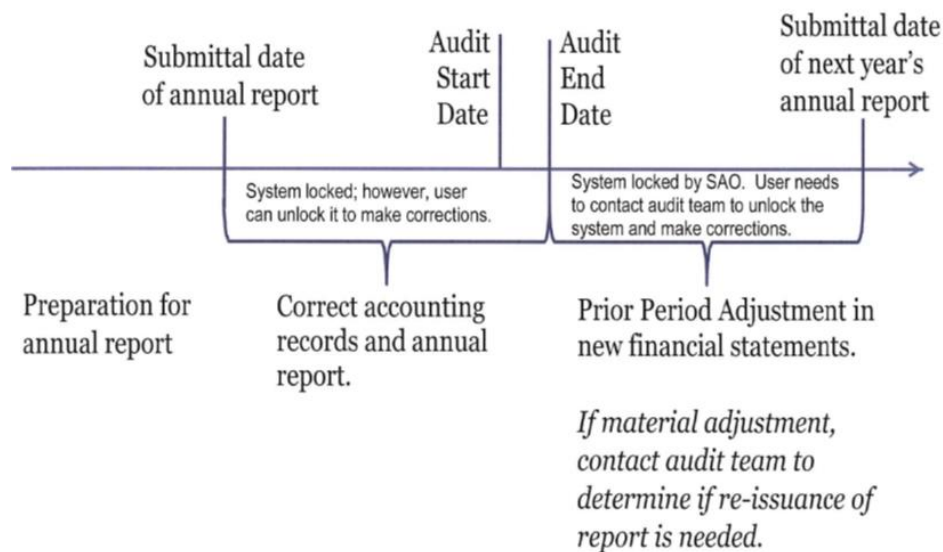
The templates for Online Filing for Schedules 01, 06, 09, 15 and 16 are available on the SAO [Annual Financial Reports](#) website. When using the Online Filing option, the system will create the Schedule based on data provided by the city/county on these templates.

Blank forms for other schedules are provided in this Manual. The use of these particular forms is not required; however, information requested by the form is prescribed. Specific instructions accompanying each statement and schedule identify which, if any, details are optional.

4.1.5.60 SUBSEQUENT CORRECTIONS

All subsequent discoveries of errors and omissions in the annual report – from the date of original submission up through the end of the audit applicable to that period – are **required** to be corrected by resubmitting the annual report. For any misstatements discovered during the audit, governments should ensure open communication with the audit team about the correction. Any misstatements discovered after the audit is completed that affect Schedule 01 should be recorded as a prior period adjustment. If misstatements discovered after completion of the audit are material, governments should immediately alert their audit team.

Making corrections



4.1.5.70 FILING INSTRUCTIONS

Electronic reporting is encouraged when filing annual reports. Annual reports should be submitted via the Online Filing option on the State Auditor's website at: www.sao.wa.gov. Acceptable file should adhere to the prescribed record layout and should be an Excel file. It should include column headings. All columns must be formatted as text except the *Actual Amount* column which is numeric. More details are provided on the website.

For questions and/or support e-mail the SAO [HelpDesk](#) through our Online Services.

If the city or county cannot provide the annual report in the electronic format it should mail it to:

Annual Report
State Auditor's Office
Local Government Support Team
P.O. Box 40031
Olympia, WA 98504-0031

4.1.5.80 CERTIFICATION

Prepare the [certification](#), sign and date the certification before submitting your report.

4.1.5.90

The following matrix describes required statements and schedules for cash basis cities and counties and the scope of each schedule.

REPORTING REQUIREMENTS		
Governmental Fund Types (000, 100, 200, 300 and 700) and Proprietary Funds (400 and 500)		
Fiduciary Funds (600-699): Trust and Agency Funds		
Statement/Schedule No.	Statements/Schedules Title	
C-4	Fund Resources and Uses Arising from Cash Transactions	Prepare for general ¹ and all other governmental and proprietary funds.
C-5	Fiduciary Fund Resources and Uses Arising from Cash Transactions	Prepare for all trust and agency funds. Exclude claims and payroll clearing funds.
	Notes to Financial Statements	Prepare one set for the government as a whole.
01	Revenues/Expenditures/Expenses	Prepare for each fund.
06	Summary of Bank Reconciliation	Prepare one set for the government as a whole.
07	Disbursement Activity	Prepare one schedule for the government as a whole. List <u>all</u> funds. Where applicable, include special purpose districts. Cities and counties may choose to prepare the Schedule 06 in lieu of Schedules 07 and 11. This is an option for the reporting year 2017 and Schedule 06 will be required for the subsequent reporting periods.
09	Liabilities	Prepare one schedule for all types of short and long-term debt and liabilities. The schedule should exclude fiduciary funds activities.
11	Cash Activity	Prepare one schedule for the government as a whole. List <u>all</u> funds. Where applicable, include special purpose districts. Cities and counties may choose to prepare the Schedule 06 in lieu of Schedules 07 and 11. This is an option for the reporting year 2017 and Schedule 06 will be required for the subsequent reporting periods.
15	Expenditures of State Financial Assistance	Prepare one schedule for the government as a whole. The schedule should exclude fiduciary funds activities.
16	Expenditures of Federal Awards	Prepare one schedule for the government as a whole. The schedule should exclude fiduciary funds activities.
17	Public Works	Prepare one schedule for the government as a whole. The schedule should exclude fiduciary funds activities.
19	Labor Relations Consultant(s)	Prepare one schedule for each consultant.
20	Sales and Use Tax for Public Facilities – Rural Counties (Counties Only)	Prepare one schedule for the county as a whole. The schedule should exclude fiduciary funds activities.
21	Risk Management	Prepare one schedule for the government as a

¹ There should be only **one** general fund. Also, if the local government accounts for the debt and capital projects related to proprietary activities in funds other than proprietary, these activities should be incorporated in the appropriate proprietary fund. All interfund transactions between funds which are combined for reporting purposes should be eliminated to avoid double counting.

		whole. The schedule should exclude fiduciary funds activities.
22	Assessment Questionnaire	Prepare one schedule for the government as a whole if annual revenues are usually less than \$300,000.

Annual Report Disclosure Form

MCAG No. _____

(City/County)

(This form is NOT required if you are submitting the annual report electronically.)

Please check if the statements/schedules are attached. Use the column which is appropriate for your government type. If financial statements and/or Schedules 17 and 22 are not applicable mark the spot NA (*not applicable*). An unmarked spot in your government type column will indicate that a schedule is not attached due to lack of activities described in this schedule in reported year.

	City	County
Certification		
Financial Statements (including notes) ¹		
Schedule 01, Revenues/Expenditures/Expenses		
Schedule 06, Summary of Bank Reconciliation		
Schedule 07, Disbursement Activity		
Schedule 09, Liabilities		
Schedule 11, Cash Activity		
Schedule 15, Expenditures of State Financial Assistance		
Schedule 16, Expenditures of Federal Awards		
Schedule 17, Public Work ²		
Schedule 19, Labor Relations Consultant(s)		
Schedule 20, Sales and Use Tax for Public Facilities		
Schedule 21, Risk Management		
Schedule 22, Assessment Questionnaire ³		

¹ Only cities and counties with revenue of \$2 million or more are required to prepare the financial statements. See Caution on a previous page.

² See BARS Manual for detailed instructions indicating which cities are required to prepare this schedule.

³ Only cities with revenue usually less than \$300,000 are required to prepare this schedule.