

4. REPORTING

4.1 Reporting Principles and Requirements

4.1.6 Reporting Requirements and Filing Instructions for Special Purpose Districts

4.1.6.10 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	Special Purpose Districts		
	No Financial Activity (see caution)	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	See caution	X	See caution
C-5 Fiduciary Fund Resources and Uses Arising from Cash Transactions	See caution	X	See caution
01 Revenues/Expenditures/Expenses	X	X	X
09 Liabilities	N/A	X	X
15 Expenditures of State Financial Assistance	N/A	X	X
16 Expenditures of Federal Awards	N/A	X	X
19 Labor Relations Consultant(s)	N/A	X	X
21 Risk Management	N/A	X	X
22 Assessment Questionnaire ¹	N/A	See footnote 1.	See footnote 1.

X Required to be prepared by special purpose districts and other entities and submitted to SAO.

N/A Not applicable; not required to be prepared by special purpose districts.

Caution

4.1.6.20 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 district's legislative body requires the district 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 government 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.

4.1.6.25 Local governments with ***no financial activity***, defined as having neither expenditures nor revenues other than interest income on any cash balances, have the option to submit summarized annual reports. These governments need only to submit a Schedule 01 reporting cash balances at the beginning and end of the reporting year as well as any investment income received on those balances if applicable. Note that by selecting this submission option, preparers of the annual reports are certifying that their government meets the definition of not activity as explained above.

¹ Conservation, fire, diking, drainage, cemetery, mosquito, pest, weed, transportation benefit districts, local/regional trauma care councils and industrial development corporations are required to prepare the Schedule regardless of the amount of revenue.

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

- 4.1.6.30 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 money 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.

4.1.6.40 FORMS

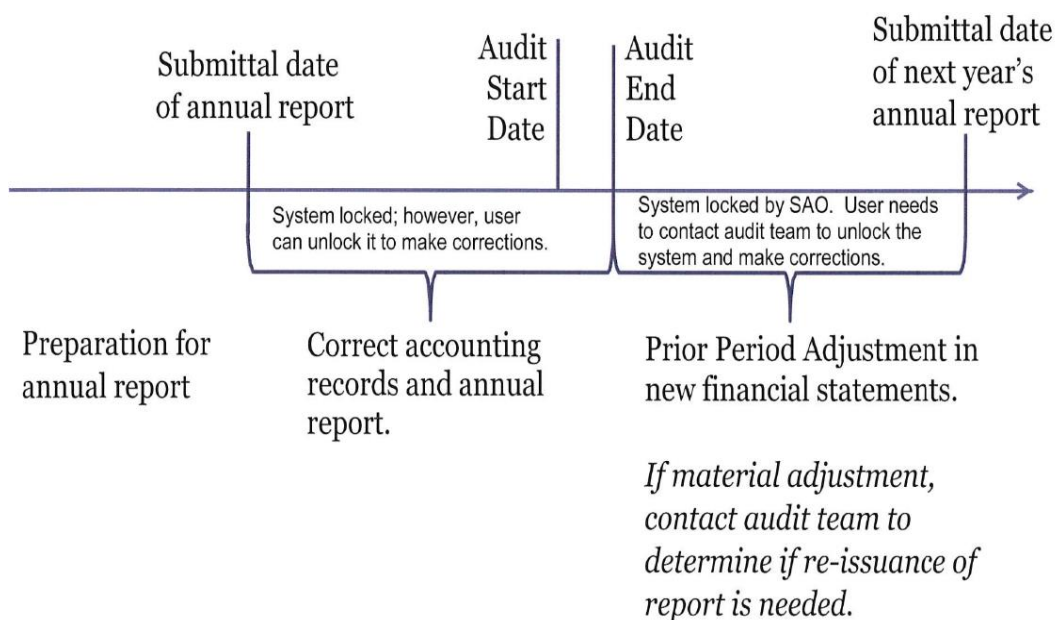
The templates for Online Filing for Schedules 01, 09, 15 and 16 are available on SAO's website page, [BARS Reporting Templates](#). When using the Online Filing option, the system will create the Schedule based on data provided by the districts on these templates.

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.

4.1.6.50 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



4.1.6.60 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 special purpose district 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

The conservation districts are also required to submit their annual report to:

Washington State Conservation Commission
PO Box 47721
Olympia, WA 98504-7721

4.1.6.70 Certification

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

4.1.6.80 The following matrix describes required statements and schedules for cash basis special purpose districts 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 entity as a whole.
01	Revenues/Expenditures/Expenses	Prepare for each fund.
09	Liabilities	Prepare one schedule for all types of short and long-term debt and liabilities. The schedule should exclude fiduciary funds activities.
15	Expenditures of State Financial Assistance	Prepare one schedule for the entity as a whole. The schedule should exclude fiduciary funds activities.
16	Expenditures of Federal Awards	Prepare one schedule for the entity as a whole. The schedule should exclude fiduciary funds activities.
19	Labor Relations Consultant(s)	Prepare one schedule for each consultant.
21	Risk Management	Prepare one schedule for the entity as a whole. The schedule should exclude fiduciary funds activities.
22	Assessment Questionnaire	Prepare one schedule for the entity as a whole if annual revenues are usually less than \$300,000. Conservation, fire, diking, drainage, cemetery, mosquito, pest, weed, transportation benefit districts, local/regional trauma care councils and industrial development corporations are required to prepare the schedule regardless of the amount of revenue.

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.

Annual Report Disclosure Form

MCAG No. _____

(District)

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

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

	Special Purpose District
Certification	
Financial Statements (including notes) ¹	
Schedule 01, Revenues/Expenditures/Expenses	
Schedule 09, Liabilities	
Schedule 15, Expenditures of State Financial Assistance	
Schedule 16, Expenditures of Federal Awards	
Schedule 19, Labor Relations Consultant(s)	
Schedule 21, Risk Management	
Schedule 22, Assessment Questionnaire	

¹ Only special purpose districts with revenue of \$2 million or more are required to prepare the financial statements. See the Caution on the previous page.