

LSO reporting

Guidelines & Information

The Idaho legislature determined and passed a law that all Districts within an Idaho county must report a yearly budget and report showing what Districts spent in a one-year span versus what they budgeted. The easiest is QuickBooks generated yearly budgets and budget vs. actual reports.

This includes but is not limited to Conservation Districts, Cemetery Districts, Canal Districts, Library Districts, etc. The legislature felt that the state did not have visibility on Districts so that is why the legislation was passed in to law. County Clerks are responsible for the oversight of the Districts in their county and if a District does not report, the County can withhold County funding & levy a fine as well.

A few guidelines and rules to follow are:

- ✓ Every District is required by state law to operate on an approved fiscal year budget.
- ✓ Districts report on a one-year fiscal year basis. Though you can either use a calendar fiscal year, it is easiest to use the July 1 through June 30 fiscal year.
- ✓ Districts can begin reporting on around December 1 of each year for the new fiscal year reporting. All the previous fiscal years reporting must be done by December 1.
- ✓ Just remember that when reporting on the July 1 through June 30 fiscal year, you are reporting the budget the District should have approved starting July 1 and you are reporting the budget vs. actual from the previous fiscal year. **For example, in December 2018, you report the approved budget for FY-2019 (July 1, 2018 through June 30, 2019) and the budget vs. actual for FY-2018 (July 1, 2017 through June 30, 2018).**
- ✓ Remember, if a District has a AUDIT completed you are also required to report the audit.
- ✓ If a District has a FINANCIAL REVIEW, **you are not required** to report the financial review. In fact, the LSO does not want you to report the financial review because it is not state law.
- ✓ After your successful upload & submission of the required reports on the LSO website, you should receive a successful upload or submission e-mail reply from the LSO. It is a good idea to forward that e-mail to your County Clerk.
- ✓ The website address for the LSO Portal reporting is;
<https://registry.legislature.idaho.gov/>



Welcome to the Idaho State Local Governing Entities Central Registry

The registry was established in accordance with [Idaho Code Section 67-450E](#) and serves as a unified location for the reporting of and access to financial information of local governing entities in Idaho.

REGISTERED ENTITIES

User Name

Password

LOGIN

[Forgot your user name or password?](#)

REQUIRED BY DECEMBER 1

(All three steps *must* be completed)

Step 1: Entity Information: Enter once, verify as annually

Step 2: Financial Information: Enter data, including:

Current fiscal year budgeted revenues/expenditures

Prior fiscal year budgeted and actual expenditures

Step 3: Upload Documents (Excel or PDF format only):

1. **Current** fiscal year budget,
2. **Prior** fiscal year budgeted to actual expenditures comparison, *and*
3. **Prior** fiscal year complete financial audit report
(required when actual expenditures exceed \$100,000)

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