

Uniform Chart of Accounts

Frequently Asked Questions

- **Who is required to use the Uniform Chart of Accounts?**

All local governments (**excluding school districts and charter schools**) with revenues or expenditures over \$500,000 are required to use the Uniform Chart of Accounts when reporting financial data to the OSA and/or the Transparency website.

	Revenues <u>OR</u> Expenses between \$500,000 and 1,000,000	Revenues <u>OR</u> Expenses \$1,000,000 or more
Revenues and Expenditures	Submit income statement line items from the audited statements using the Uniform Chart of Account Number directly to the OSA.	Submit detailed revenue and expenditure transactions with the corresponding Uniform Chart of Account Number to the Transparency Website.
Balance Sheet Information	Submit balance sheet line items from the audited statements using the Uniform Chart of Account Number directly to the OSA.	Submit balance sheet line items from the audited statements using the Uniform Chart of Account Number directly to the OSA.

- **Do I have to adopt the Uniform Chart of Accounts as my operational chart of accounts?**

No, since the chart of accounts is designed to accommodate all types of local governments it would not be advisable to adopt the uniform chart of accounts as your own. Local government entities are being asked to map their own chart of accounts to the Uniform Chart of Accounts before submitting data to the OSA or to the Transparency website, as applicable.

- **Why is the Office of the State Auditor requiring the mapping to a uniform chart of accounts?**

There are a number of reasons why we have undertaken this project, some of which are listed below:

- 1) **Comparability** – In using a uniform chart of accounts, entities will be better able to compare the cost of their own operations to the operations of another similar entity to determine efficiency in operation.
- 2) **Benchmarking** – Using a uniform chart of accounts will allow local government associations to provide information regarding best practices and cost trends among their association members. For example, the Utah League of Cities and Towns has gleaned information from the UT census forms for the last 20+ years to provide benchmark information to their member cities.
- 3) **Elimination of Duplication** – Using a uniform chart of accounts will enable the Office of the Utah State Auditor to submit the required information to the US Census Bureau, thus eliminating the local government entity's need to submit a UT Census form.

- **What exactly is required of me?**

For entities with revenues OR expenditures greater than \$1,000,000:

The suggested steps for implementation are listed below:

- 1) Map your current chart of accounts to the Uniform Chart of Accounts.
- 2) Submit your quarterly downloads to the Transparency website using the Uniform Chart of Accounts.
- 3) Submit your balance sheet line items from your audit report using the uniform chart of accounts to the Transparency website within 6 months of fiscal year end.

For entities with revenues OR expenditures between \$500,000 and \$1,000,000:

The suggested steps for implementation are listed below:

- 1) Obtain your annual audit.
- 2) Map the balance sheet and income statement line items to the Uniform Chart of Accounts.
- 3) Submit your audited financial statements and a spreadsheet with your balance sheet and income statement line items mapped to the uniform chart of accounts to the OSA within 6 months of fiscal year-end.

- **When do I need to have this completed for upload to the Transparency website?**

It is expected that entities with December 31 year ends will need to upload their first quarterly submission of 2014 to the Transparency website using the uniform chart of accounts. This submission is due sometime before April 30, 2014.

For entities with June 30 fiscal year-ends, they will need to upload their first submission of 2014 to the Transparency website using the uniform chart of accounts sometime before October 31, 2013. However, they can work on the implementation up through June 30, 2014 and then resubmit their previous submissions of fiscal year 2014 using the uniform chart of accounts, if necessary.

- **What do we mean by “mapping”?**

Local governments are required to match the accounts from their accounting system to corresponding accounts in the Uniform Chart of Accounts. An implementation guide will be released in the coming weeks showing various examples.