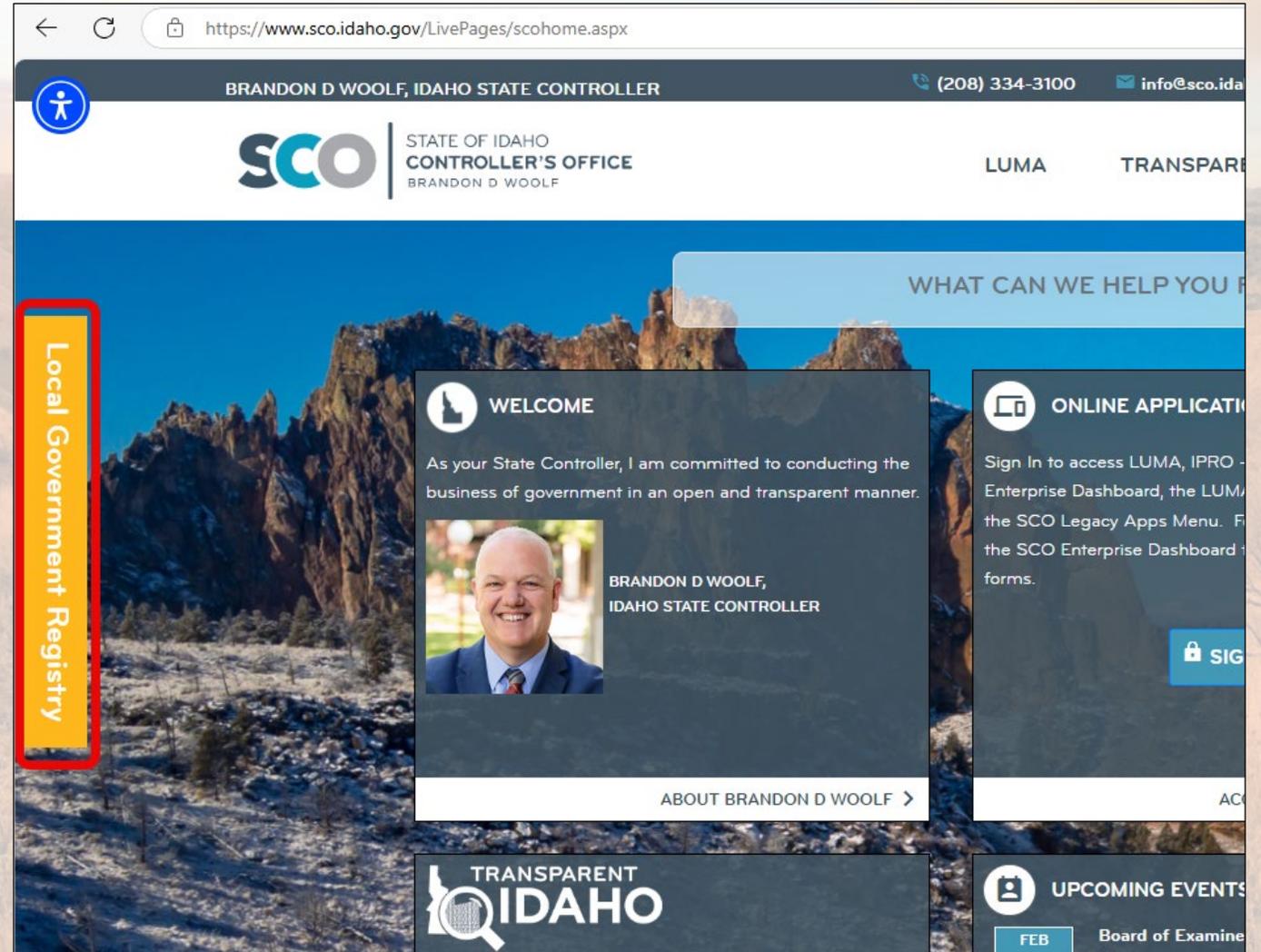


Complete a Local Government Registry Submission

*If you have started a registry submission, locate the
draft DO NOT start a new submission.*

Complete Local Government Registry

1. Navigate to the State Controller's Website (www.sco.idaho.gov).
2. Click the **Local Government Registry** bar on the left side.



3. Select **Complete your Registry Submissions** from the pop-up menu.

The screenshot shows the website for the State of Idaho Controller's Office. At the top, the name 'BRANDON D WOOLF, IDAHO STATE CONTROLLER' is displayed along with contact information: '(208) 334-3100' and 'info@sco.idaho.gov'. The main header features the 'SCO' logo and the text 'STATE OF IDAHO CONTROLLER'S OFFICE BRANDON D WOOLF'. Navigation links for 'LUMA', 'TRANSPARENCY', and 'POLICIES' are visible. A search bar asks 'WHAT CAN WE HELP YOU FIND?'. A vertical yellow bar on the left is labeled 'Local Government Registry'. A large white pop-up menu is centered, titled 'Local Government Registry/Audit' with a close button (X). The pop-up contains the text: 'Transparent Idaho's Annual Local Government Registry Portal is the gateway for all local governmental entities to register and submit their financial information as required by Idaho Code.' Below this, a red-bordered box highlights the link 'Complete your Registry Submissions'. Other links in the pop-up include 'Uniform Reporting Templates', 'Registry Compliance Latest Master Report', and 'Historical Registry Compliance Master Report'. To the right of the pop-up, there is a section for 'ONLINE APPLICATIONS' with a 'SIGN IN' button and a link to 'ACCESS SCO APPLICATIONS >'. At the bottom, there is a 'TRANSPARENT IDAHO' logo and a section for 'UPCOMING EVENTS' listing the 'Board of Examiners Subcommittee' for February 11, 2025.

4. Click the **Complete your Local Government Registry Submissions** button.

BRANDON D WOOLF, IDAHO STATE CONTROLLER (208) 334-3100 transparentidaho@sco.idaho.gov

LOCAL GOVERNMENT REGISTRY

Transparent Idaho's Annual Local Government Registry Portal is the gateway for all local governmental entities to register and submit their financial information as required by Idaho Code.

Want to learn more about the submission process and registry? Browse the resources contained on this page for guidance.

Financial Reporting for the [redacted] registry year is due no later than December 1, [redacted]

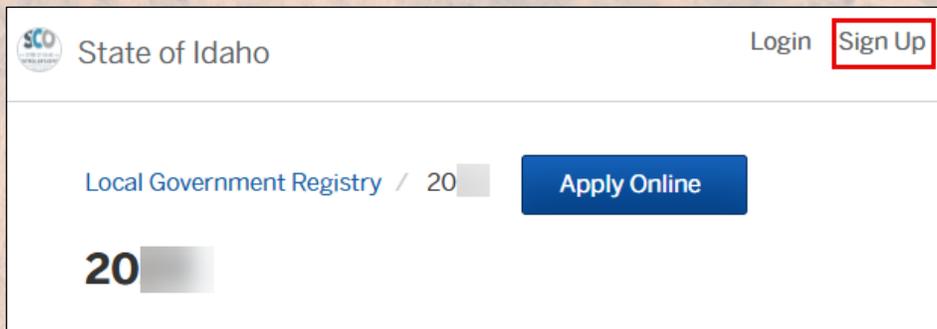
[Complete your Local Government Registry Submission](#)

Local Government Registry Quarterly Compliance Report ? Help and Guidance Idaho Code 67-1076 Uniform Reporting Templates

TIP Select **Help and Guidance** from the bar below for additional resources.

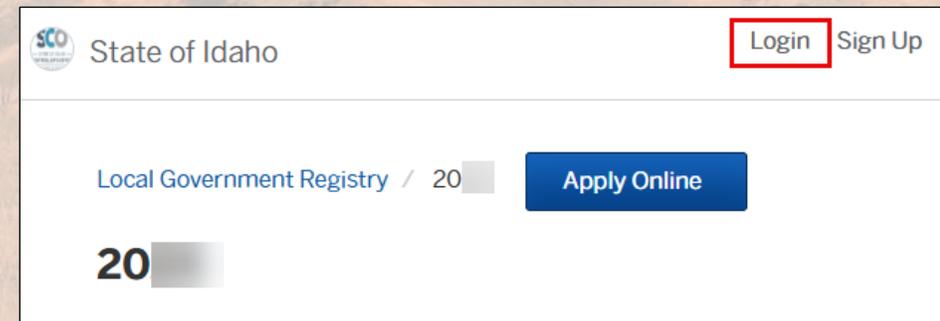
New User

5. Click the **Sign Up** button in the upper right-hand corner.



Existing User

5. Click the **Login** button in the upper right-hand corner.



New User

6. Click the **Sign Up using Secure Portal** button.

SCO State of Idaho Login

Create an OpenGov ID
Register once, login to any **OpenGov** community.

For your security, your sign up is performed on our Secure Portal

Sign up using Secure Portal

Already have an OpenGov ID?
Use your OpenGov ID to login to

For your security, your login is performed on our Secure Portal

Login using Secure Portal

Existing User

6. Click the **Login using Secure Portal** button.

SCO State of Idaho Login

Login with your OpenGov ID
Use your **OpenGov** ID to login to State of Idaho

For your security, your sign up is performed on our Secure Portal

Login using Secure Portal

New user?
Create an **OpenGov ID** to login to any OpenGov community

For your security, your sign up is performed on our Secure Portal

Sign up using Secure Portal

New User

7. Select **Sign Up**.
8. Enter your **Email** and **Password**.
9. Click the **Sign Up** button.

Permitting & Licensing
Welcome to **State of Idaho**

[Log In](#) [Sign Up](#)

[Sign Up >](#)

Existing User

7. Enter your **Email** and **Password**.
8. Click the **Log In** button.

Permitting & Licensing
Welcome to **State of Idaho**

[Log In](#) [Sign Up](#)

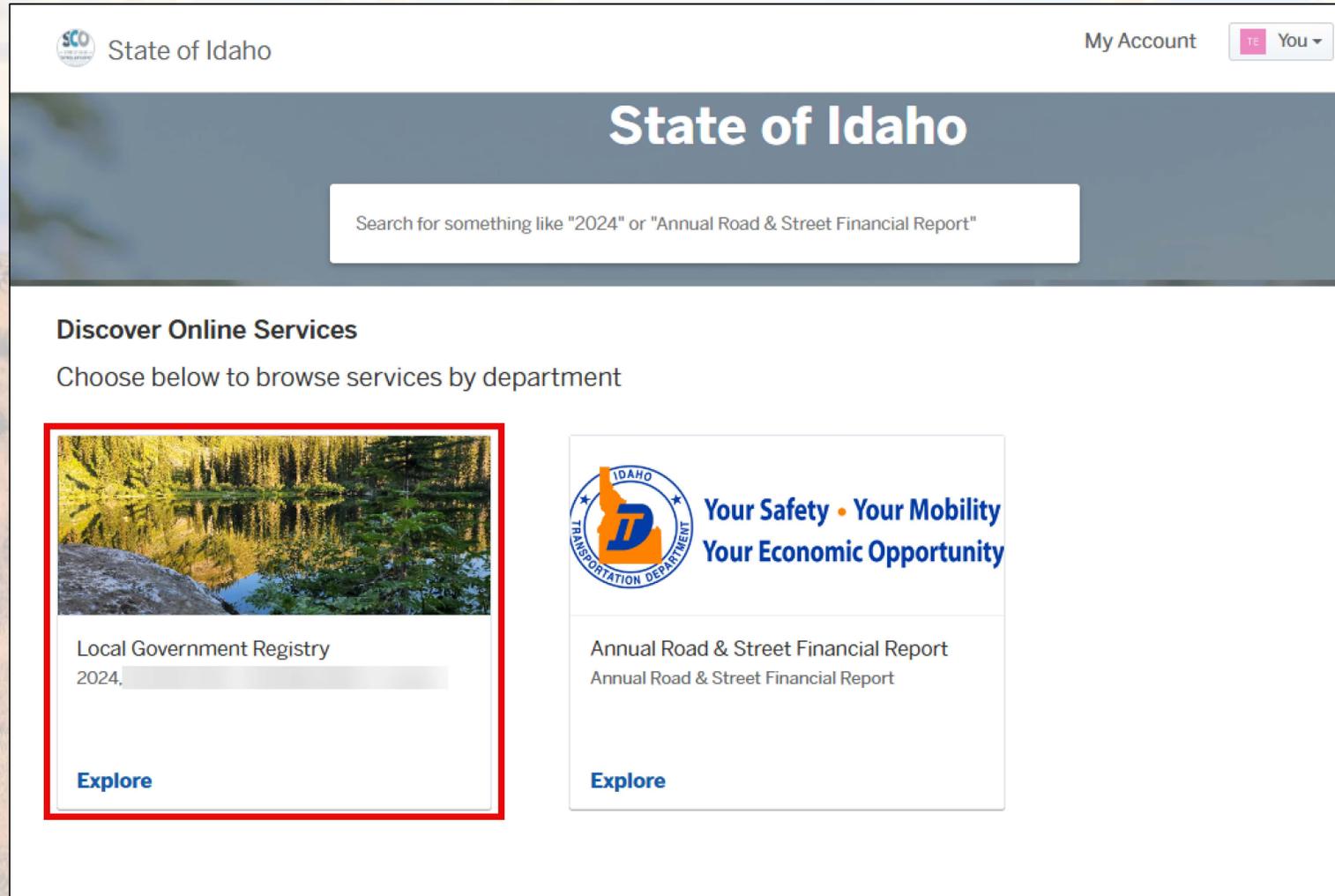
[Don't remember your password?](#)

[Log In >](#)

TIP Click **Don't remember your password?** to receive an email to reset your password.



10. Select the **Local Government Registry** tile.



The screenshot shows the State of Idaho website interface. At the top left is the SCO logo and "State of Idaho". At the top right is "My Account" and a user profile icon labeled "TE You". Below this is a dark blue header with "State of Idaho" in white. A search bar contains the text "Search for something like '2024' or 'Annual Road & Street Financial Report'". Underneath is a section titled "Discover Online Services" with the instruction "Choose below to browse services by department". Two service tiles are displayed. The first tile, on the left, is titled "Local Government Registry 2024" and features a red border. The second tile, on the right, is titled "Annual Road & Street Financial Report" and features the Idaho Transportation Department logo and the slogan "Your Safety • Your Mobility Your Economic Opportunity". Both tiles have an "Explore" button at the bottom.

Note: If you already started a submission and need to locate your draft submission, refer to the Locate and Submit a Draft Submission resource guide.

11. Click the **Select** button to select the appropriate submission year from the Apply Online section.

SCO State of Idaho My Account

Local Government Registry

Please select the reporting year you intend to complete for the registry.

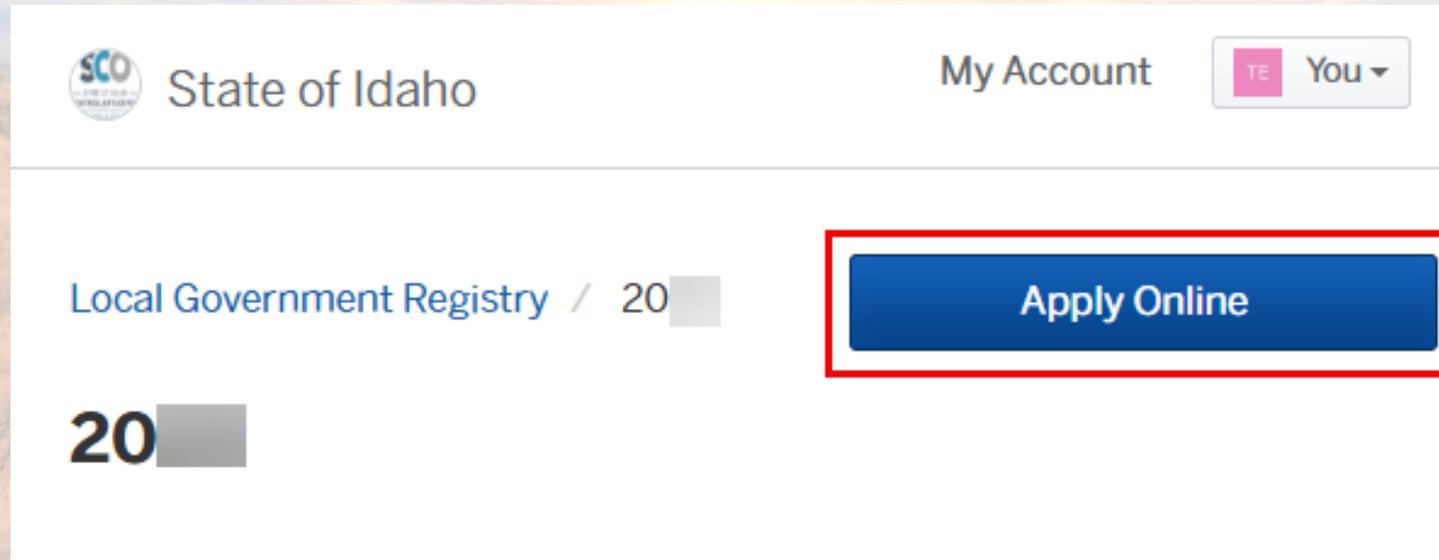
The 2024 Reporting Year is currently open and accepting registry submissions.

If you have any questions about which year you should be submitting for, please contact our team at registry@sco.idaho.gov or (208) 334-3100 option 0. Thank you!

Apply Online

2024 Due by December 1, 2024.	Select
2023 Due by December 1, 2023.	Select

12. Click the **Apply Online** button to begin your submission.



The screenshot shows the top navigation bar of the State of Idaho website. On the left is the SCO logo and the text "State of Idaho". On the right is "My Account" and a user profile dropdown menu with a pink "TE" icon and the text "You". Below the navigation bar, the breadcrumb "Local Government Registry / 20" is visible. A blue button labeled "Apply Online" is highlighted with a red rectangular border. Below the breadcrumb, the number "20" is displayed next to a grey square.

13. Complete **Step 1: Confirm your contact information.**
14. Enter any information that is missing or inaccurate.
15. Click the **Next** button.

Step 1 of 12 · [Save Draft and Exit](#)

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Email address	Phone Number	
<input type="text" value="test312@gmail.com"/>	<input type="text"/>	
Address 1	Address 2 (Optional)	
<input type="text"/>	<input type="text"/>	
City	State	ZIP/Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Next >](#)

TIP Click **Save Draft and Exit** to receive an email to reset your password.

16. Review **Step 2:**
Welcome to the 2025
Registry Reporting
Year! for detailed
information on the
requirements.

17. Click the **Next** button.

Step 2 of 12 ·

[Save Draft and Exit](#)

Welcome to the 2025 Registry Reporting Year!

We appreciate all of your efforts in increasing financial transparency. To ensure these efforts continue, please confirm that you have the following documents ready in order to successfully complete your submission:

Adopted Budget (fiscal year 2025)

----*Must include entity name and fiscal year*

Audit or Actuals (fiscal year 2024)

----*Must include entity name, fiscal year, and revenues and expenditures*

If applicable, Final Amended Budget (fiscal year 2024)

----*Must include entity name and fiscal year*

Annual Financial Transparency Report

----*Please complete the tabs following the same fiscal years as reported in the current registry*

----*Please complete the report in the Excel template provided*

Budget Fiscal Year 2025 Examples:

*** *January 1, 2025 - December 31, 2025*

*** *October 1, 2024 - September 30, 2025*

Audit/Actuals Fiscal Year 2024 Examples:

*** *January 1, 2024 - December 31, 2024*

*** *October 1, 2023 - September 30, 2024*

The Local Government Central Registry submission is due on or before December 1st.

[< Back](#)

[Next >](#)

18. Complete each field for **Step 3: Entity Information.**

19. Click the **Next** button.

Note: Any field with an asterisk (*) is required to move to the next step.

Step 3 of 12 · [Save Draft and Exit](#)

Entity Information

Entity Name *

Entity Type *

EIN ⓘ

Registry Year *

Fiscal Year End Date (mm/dd) - Example: 09/30 * ⓘ

Entity Street Address *

Entity City *

Entity Zip Code *

Are you a taxing or non-taxing district? * ⓘ

Select if mailing address is different than physical address.

[< Back](#) [Next >](#)

TIP Hover your cursor over the ? for a tip about this field.

A taxing district is any entity that levies taxes.

or non-taxing district * ⓘ

20. Select the checkbox for *each* county your entity services for **Step 4: Service Area County(ies)**.

21. Click the **Next** button.

Step 4 of 12 ·

[Save Draft and Exit](#)

Service Area County(ies)

Please select all that apply.

Ada

Adams

Bannock

Bear Lake

Benewah

Bingham

Blaine

Boise

Bonner

Bonneville

Boundary

Butte

22. Complete each field for **Step 5: Entity Foundations.**

23. Click the **Next** button.

TIP The answer to certain questions may cause additional fields to appear.

Step 5 of 12 · [Save Draft and Exit](#)

Entity Foundations

Name of governing board member head or chairperson. *

Are they appointed or elected? * What is their length of term in years? *

Select your option ▼

Section of Idaho Code or ordinance that authorizes your entity establishment. * ⓘ

Who was the establishing entity? * Year of establishment. *

Select your option ▼

[< Back](#) [Next >](#)

24. Click the Add Additional Member button on **Step 6: Additional Members** to add all other members.

25. Enter the additional members information in the pop-up window.

26. Click the **Save** button.

27. Repeat steps 24-26 until all members have been added.

28. Click the **Next** button.

Step 6 of 12 · [Save Draft and Exit](#)

Additional Members *

Please add contact information for any additional commissioners, councilmen, board members, etc.

[Add Additional Members](#)

[< Back](#) [Next >](#)

Additional Members

First and Last Name *	Email Address
<input type="text"/>	<input type="text"/>
Phone Number	
<input type="text"/>	

[Cancel](#) [Save](#)

29. Complete each field for **Step 7: Additional Contact Information.**

Note: The Secondary Contact must be different than the primary.

30. Click the **Next** button.

Step 7 of 12 - [Save Draft and Exit](#)

Additional Contact Information

Please add any additional points of contact for your entity.

Secondary Contact Information *(must be different than primary contact)*

Secondary Contact (First and Last Name) *	Secondary Contact Email Address *
<input type="text"/>	<input type="text"/>

Secondary Contact Phone Number

Additional Contact Information

Additional Contact (First and Last Name)	Additional Contact Email Address
<input type="text"/>	<input type="text"/>

Additional Contact Phone Number

[< Back](#) [Next >](#)

31. Complete each field for **Step 8: Financial Information – Adopted Budget.**

32. Click the **Next** button.

Step 8 of 12 · [Save Draft and Exit](#)

Financial Information - Adopted Budget

Enter your adopted budget information for **fiscal year ending in 2025 (budget in effect as of January 1, 2025).**

Total adopted revenues (Example - 13250) * ⓘ

Total adopted expenditures (Example - 13250) *

By submitting this information, I certify that the budget provided is the adopted budget and not a proposed or altered budget. I further attest that this information can be verified through official documentation such as a resolution, ordinance, or meeting minutes. These supporting documents can be made available upon request and serve as proof of the approval process. *

[< Back](#) [Next >](#)

33. Complete each field for **Step 9: Financial Information – Prior Year Actuals/Audit.**

34. Click the **Next** button.

Note: Selecting *Audit Pending Completion* will cause additional fields to appear.

Step 9 of 12 · [Save Draft and Exit](#)

Financial Information - Prior Year Actuals/Audit

Enter your actuals information or audited information (if completed) for **fiscal year ending in 2024 (in effect as of January 1, 2024).**

Total actual revenues (Example - 725428) *

Total actual expenditures (Example - 634458) *

Was an audit completed for the fiscal year? *

Select your option ▼

Type of audit * ⓘ

Select your option ▼

Do you have debt or bond obligations outstanding? *

Select your option ▼

[< Back](#) [Next >](#)

Applicable if you have Bonds or Debts *ONLY*

35. Click the **Add Bonds or Debts** button.

36. Complete the fields in the **Bonds or Debts** pop-up.

37. Click the **Save** button.

38. Click the **Next** button.

Step 10 of 13 · [Save Draft and Exit](#)

Bonds or Debts *
Please list all bonds or debts.

[Add Bonds or Debts](#)

[< Back](#) [Next >](#)

Bonds or Debts

Bond or Debt *

Total initial amount (dollars) of outstanding bond or debt (Example - 2580000) *

Total current amount (dollars) of outstanding bond or debt (Example - 1630000) *

Original term length (Years) * Remaining term length (Years) *

Interest Rate (Example - 2.24) *

[Cancel](#) [Save](#)

39. Complete **Step 10: Financial Information – Amended Budget.**

Note: If you select *Yes*, additional fields will appear that need to be completed.

40. Click the **Next** button.

Step 10 of 12 · [Save Draft and Exit](#)

Financial Information - Amended Budget

Did you have any amendments to your fiscal year ending in 2024 (in effect as of January 1, 2024) adopted budget? *

Select your option ▼

[< Back](#) [Next >](#)

41. Review **Step 11: Certification.**

42. Select the checkbox for Signature.

43. Type your name in the **Full Legal Name** field of the Digital Signature pop-up.

44. Click the **Sign** button.

45. Click the **Next** button.

Step 11 of 12 · [Save Draft and Exit](#)

Certification

- I understand and it is my intent to conduct and process this application by electronic means, and providing my signature by electronic means below satisfies all legal effect and enforceability as required by applicable law.
- I understand that misrepresenting information to the State Controller of Idaho is a Felony, and I could be personally prosecuted for misrepresenting information on this form.
- I therefore, certify that all information submitted in this request is true and accurate.

Signature *

[< Back](#) [Next >](#)

Digital Signature ✕

Full Legal Name

[Cancel](#) [Sign](#)



46. Click the **Upload** button for each required attachment type to complete **Step 12: Attachments**. Required documents are dependent on questions answered throughout the submission.

47. Click the **Next** button.

Note: You can only upload one document per document type (Budget, Audit, etc.). Click the Add attachment link if you need to add additional documents.

Step 12 of 12 · [Save Draft and Exit](#)

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File
Adopted Budget Required <i>Please upload your 2025 fiscal year adopted budget here. Excel, PDF's and Word Documents are accepted.</i> <i>Attachment must include the following:</i> -Entity name -Fiscal year date -Total revenues AND expenditures	No file uploaded Upload
Audit <i>If completed, please upload your fiscal year ending in 2024 audit here. Excel, PDF's and Word Documents are accepted.</i>	No file uploaded Upload
Actuals Required <i>Please upload your fiscal year ending in 2024 actual revenues and expenditures documentation here. Excel, PDF's and Word Documents are accepted.</i> <i>Attachment must include the following:</i> -Entity name -Fiscal year date -Total revenues AND expenditures	No file uploaded Upload
Ambulance and Hospital Annual Financial Transparency Report Required <i>Please use the Ambulance and Hospital Annual Financial Transparency Report excel template for this upload.</i> <i>Annual Financial Transparency Reports</i>	No file uploaded Upload
Add attachment	

[Back](#) [Next >](#)

Important: After step 12, you will need to review the information entered, scroll to the bottom of the page, and click the **Confirm and Submit** button.

SCO State of Idaho My Account Paige

Please be sure the attachment includes the following:

- Entity name
- Fiscal year date
- Total revenues **AND** expenditures

Pest Control and Abatement Annual Financial Transparency Report

Required

Please use the Pest Control and Abatement Annual Financial Transparency Report excel template for this upload.

[\(UTC\)Completed-Approvals_stateofida...](#)
Uploaded on Jan 27, 2025 at 5:10 pm

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#) **Confirm and Submit** >

You have successfully submitted your Local Government Central Registry submission!

Optional: Type a message for State Controller's Office Reviewer. Click the **Send Message** button.

TIP The LGR number is your unique submission number. Reference this number when seeking help.

State of Idaho My Account

2024
LGR-25-33

[Your Submission](#)
[Attachments](#)
[Guests \(0\)](#)

SCO Review

In progress. This step is in progress.

Your 2024 registry submission has been sent to SCO for review. The team will reach back out shortly with an update of your compliance status or if there are updates needed.

Message the reviewer

Thank you!

Send Message