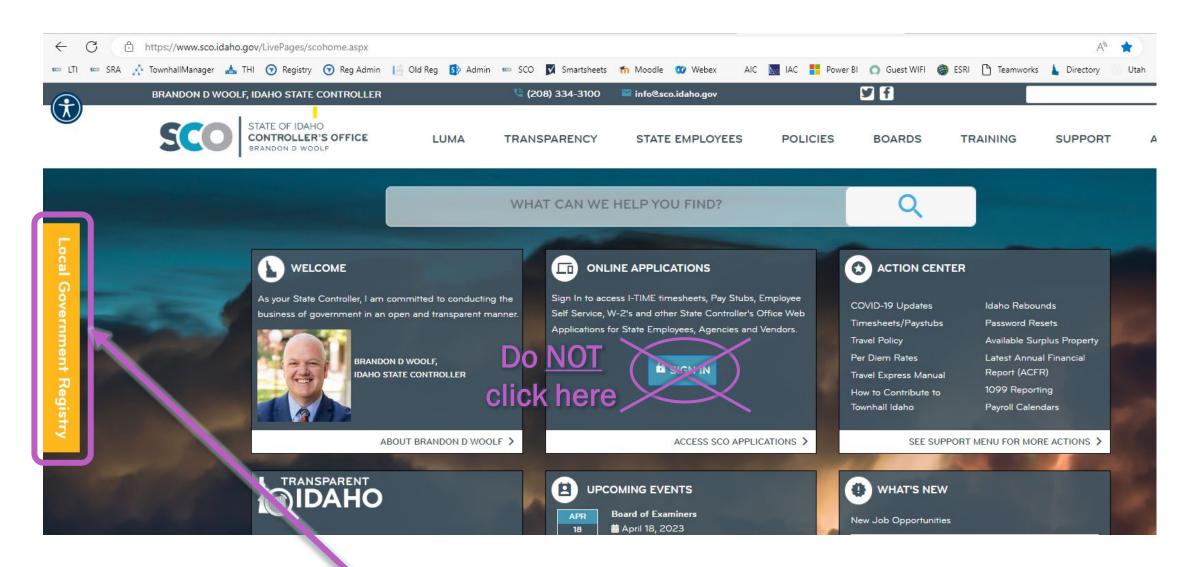
### 2023 Local Government Annual Financial Reporting



## Please use this link to get to the annual financial reporting portal

https://registry.sco.idaho.gov/







Or use the side panel to access the registry





**NIDAHO** REP

REPORTS

SHOWCASES

PUBLIC RECORDS

**HOW TO SEARCH** 

COVID RELIEF FUNDS

#### 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.

Click on the tile that says out the submission process and registry? Browse the resources contained on this page for guidance.



Local Government Registry / Local Government Registry

#### **Local Government Registry**

Click on "Apply Online"

Your Profile

Sign Up

Your Records

Resources

Apply Online

Claim a Record

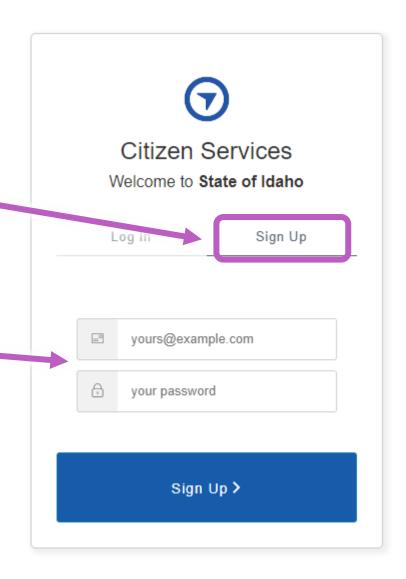
Employee Login

Portal powered by OpenGov

State of Idaho

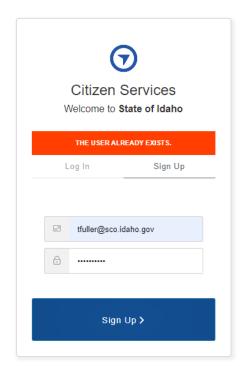
Click to "Sign Up"

Enter your e-mail address and a password



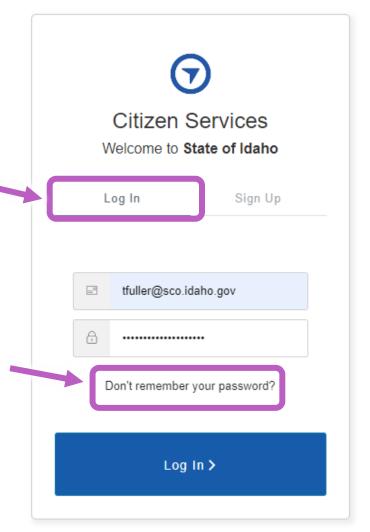


If you get this message it just means you have used the portal for another application



Then select "Don't remember your password?" and you will receive an email to reset your password

Just click on "Log In"





Have a project #?

**Local Government Registry** 

State of Idaho

1. Fill out all your contact information.

Please be sure to complete all relevant fields.



Step 1 of 11 · 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 Fuller Tina Email address **Phone Number** tfuller@sco.idaho.gov 208-332-8867 Address 1 Address 2 (Optional) 700 W State St Suite 500 State ZIP/Postal Code City Boise ID 83720

2. Click 'Next'



Revert

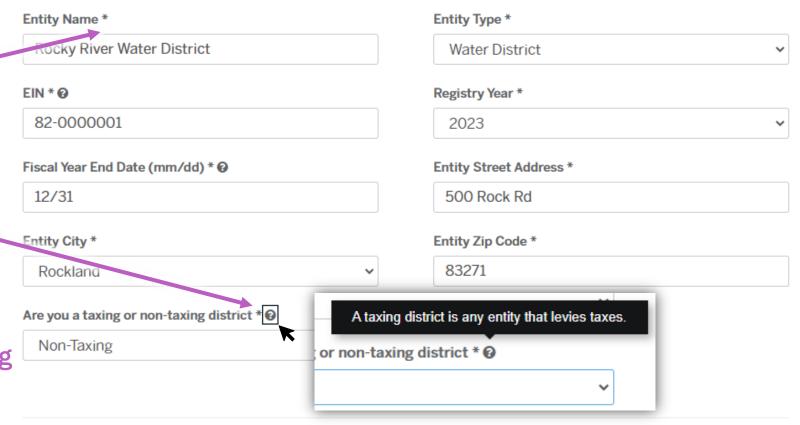


If there is a \* by the field name means it is a required field.

If there is a **?**question mark
symbol by the field
name hover over it
for a tip about filling
out the field.

Step 2 of 11 ·

#### **Entity Information**



If at any time you need to save to continue later, please just use the "Save Draft and Exit" button

\*\*\*Note\*\*\*
See slides at the end of the presentation to continue working on a draft submission.

< Back

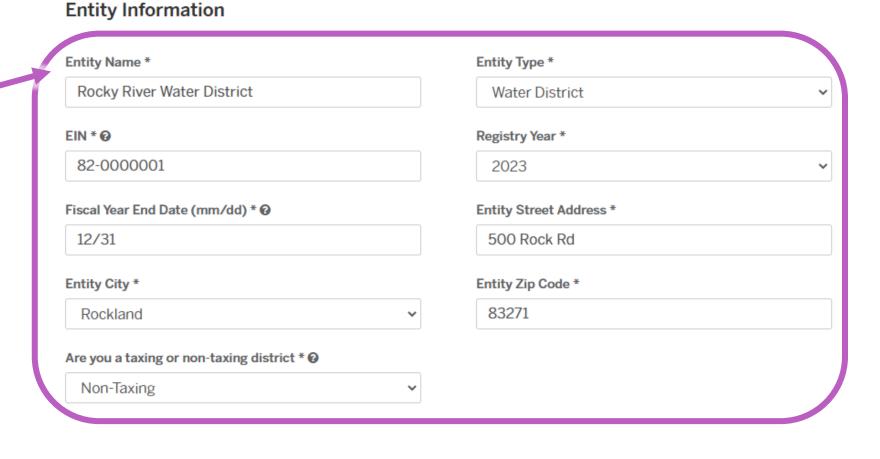


Next >

Save Draft and Exit

Step 2 of 11 · Save Draft and Exit

1. Complete each field with the information for your entity.





< Back

2. Click "Next"-



Adams

Bear Lake

1. Click the checkbox(s) for the County(ies) your entity operates in.

## Service Area County(ies) Please select all that apply.

Ada

Bannock

Benewah Bingham □

Blaine Boise

Bonner Bonneville 
✓

Boundary Butte

Camas Canyon

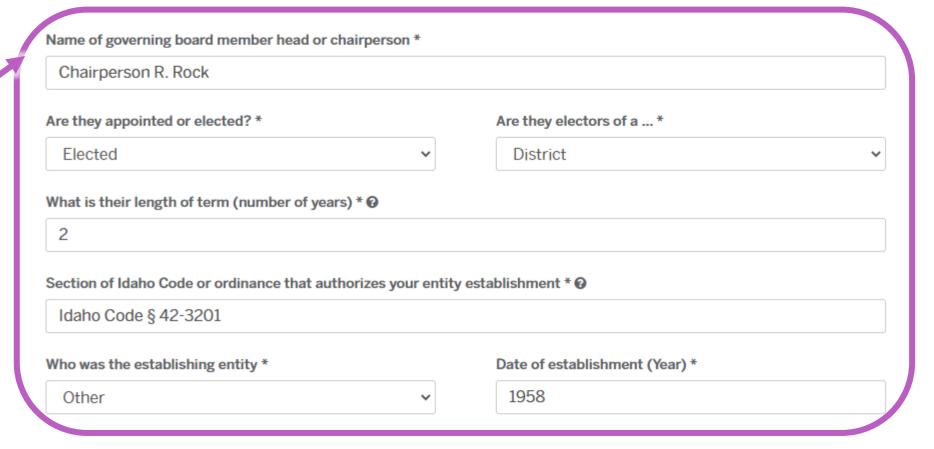
2. Click "Next" at the bottom

Next >



# 1. Fill out your you governing body and entity foundations

#### **Entity Foundations**





< Back



1. Click "Add Additional Members to add information for your entity's governing authority.

Step 5 of 11 ·

#### Additional Members \*

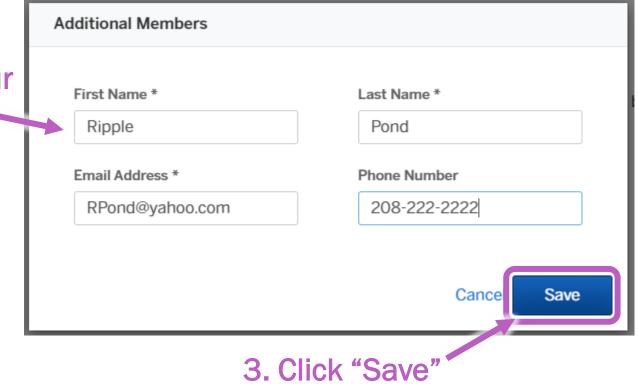
Please add contact information for any additional commissioners, councilmen, board members, etc.

Add Additional Members

2. Add contact information for your entity's leadership, board members, or commissioners.

\*\*NOTE\*\*

You must add at least 1 point of contact.



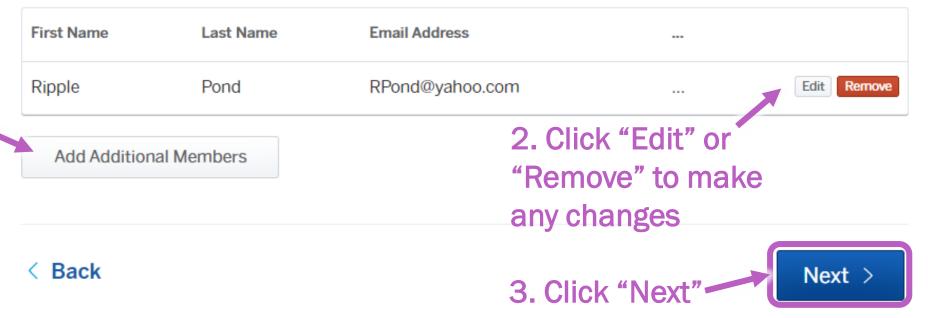


1. Click "Add Additional Members" to add any additional points of contact for your entity leadership

Step 5 of 11 · Save Draft and Exit

#### Additional Members \*

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





1. Add Contact information for anyone else in your entity who may need to receive correspondence regarding the registry

Step 6 of 11 ·

#### **Contact Information**

Please add any additional points of contact for your entity.

Secondary Contact Information (Must be different than primary contact)

Secondary Contact Last Name *
S'Throw
Secondary Contact Phone Number *
208-222-3333
Additional Contact Last Name
Additional Contact Last Name  Canoe







1. Enter your total approved revenues and expenditures for your FY2023 budget \*\*\*NOTE\*\*\*

Please do not use any special characters like commas or decimal points

Step 7 of 11 · Save Draft and Exit

#### Financial Information - Budget

Enter your approved budget information that was in effect as of January 1, 2023.

Total approved revenues (Example - 130000) \* 24681000

Total approved expenditures (Example - 130000) \* 24580000

Back

2. Click "Next" Next >



1. Enter your total actual revenues and expenditures for your FY2022 budget \*\*\*NOTE\*\*\*

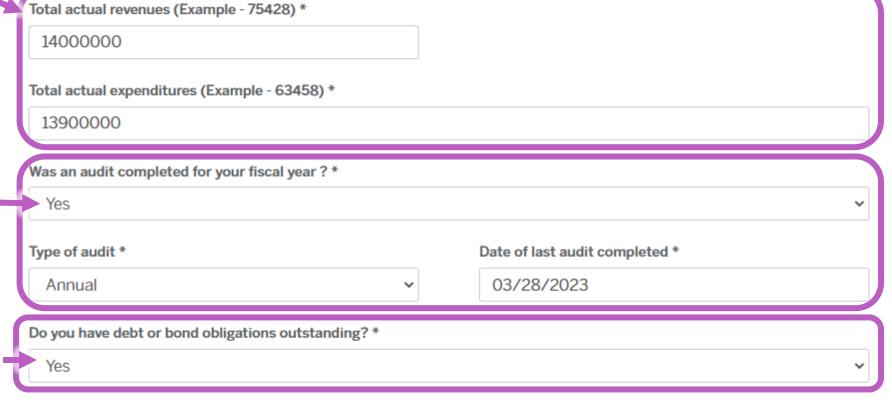
Please do not use any special characters like commas or decimal points

- 2. Select if your entity had an audit completed, if so, select which type and enter the date of audit completion
- 3. Select Yes or No if your entity has any outstand bond or debts



#### Financial Information - Prior Year Actuals/Audit

Enter your actuals information or audited information (if completed) that was in effect as of January 1, 2022.







1. Click "Add Bonds or

Debts"

\*\*\*NOTE\*\*\*

If you selected "No"
you do not have bond
or debt information
you will not see this
step

Step 9 of 12 · Save Draft and Exit

Bonds or Debts \*

Please list out all bonds or debts

Add Bonds or Debts

2. Enter your bond or debt information



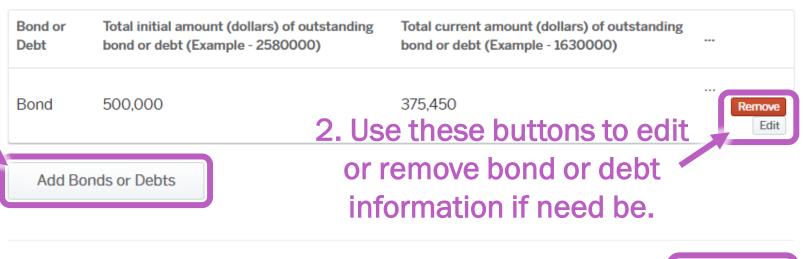


1. To add additional bond or debt information click "Add Bonds or Debts"

Step 9 of 12 · Save Draft and Exit

#### Bonds or Debts \*

Please list out all bonds or debts



< Back

3. Click "Next" Next >



1. Select 'Yes' or 'No" to indicate if you had a budget amendment for FY2022

2. If you answer "Yes" the field to fill out the final amended revenue and expenditure will appear. Enter that information in those fields

Step 10 of 12 · Save Draft and Exit

#### Financial Information - Amended Budget

1







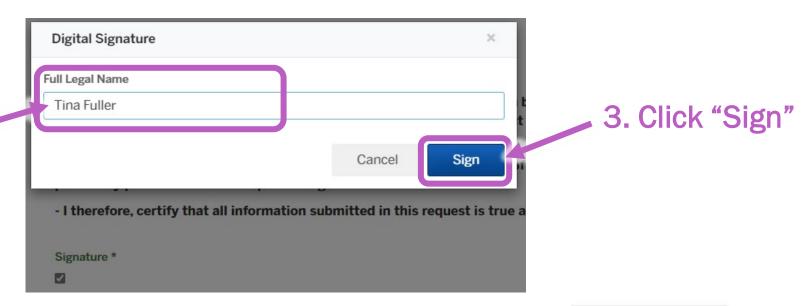
Signature \*

1. Click the signature box to indicate you certify the information as submitted is correct to the best of your knowledge

#### Certification

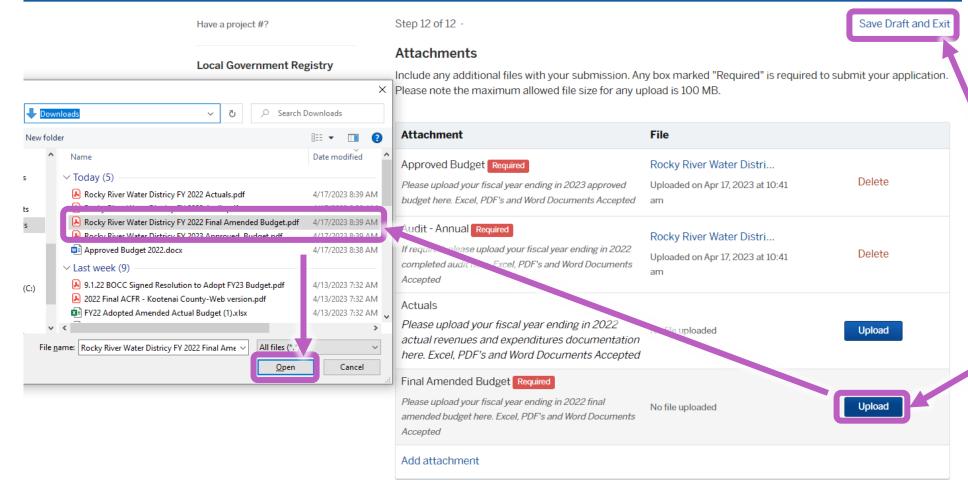
- I understand and it is my intent to conduct and process this application by electronic means, and providing my signature by electronic means below satisfies all legal effect and enforceability as required by applicable law.
- I understand that misrepresenting information to the State Controller of 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.

2. Type your name for a digital signature









Upload all required attachments – if you don't have one of the attachments just click "Save Daft and Exit" and you can complete the submission later

1. To upload a document click "upload" and navigate to the file location.

< Back

2. After you have uploaded all required documents click "Next"



Save Draft and Exit

1. Scroll through the information as entered to confirm you submission.

2. If you do need to make a change, simply use the "Edit" button to edit that section.



#### Confirm your submission

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

**Contact Information** Tina Fuller Email address Phone Number Edit ... 208-332-8867 tfuller@sco.idaho.gov Mailing Address 700 W State St Suite 500, Boise, ID 83720 Entity Type \* Entity Name \* **Entity Information** Water District Rocky River Water District EIN \* @ Registry Year \* 82-0000001 2023 Fiscal Year End Date (mm/dd) \* @ **Entity Street Address \*** 12/31 500 Rock Rd Entity City 9 Entity Zip Code \* Rockland 83271 Are you a taxing or non-taxing district \* Non-Taxing Final Amended Budget Required

3. After you have reviewed all information click "Confirm and Submit"

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

Please upload your fiscal year ending in 2022 final amended budget here. Excel, PDF's and

Word Documents Accepted



Confirm and Submit

Rocky River Water Districy FY 2022 Final ..

Uploaded on Apr 17, 2023 at 10:53 am

You will be given the opportunity to add a message if there is anything you would like your reviewer to know.

1. Add a message or leave the field blank.

2. Click "Send Message"-

#### **SCO Review**

In progress. This step is in progress.

#### Message the reviewer

Please let us know if you need any further information!

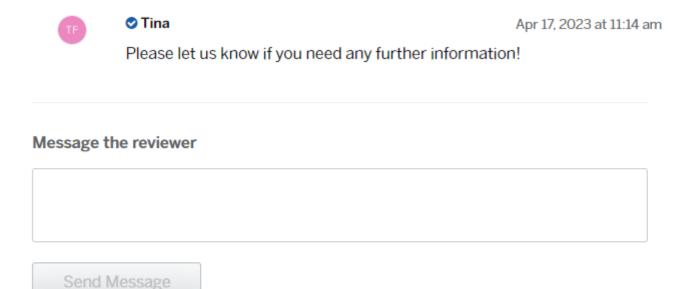
Send Message



A confirmation will come up letting you know your submission review is in progress.

#### **SCO Review**

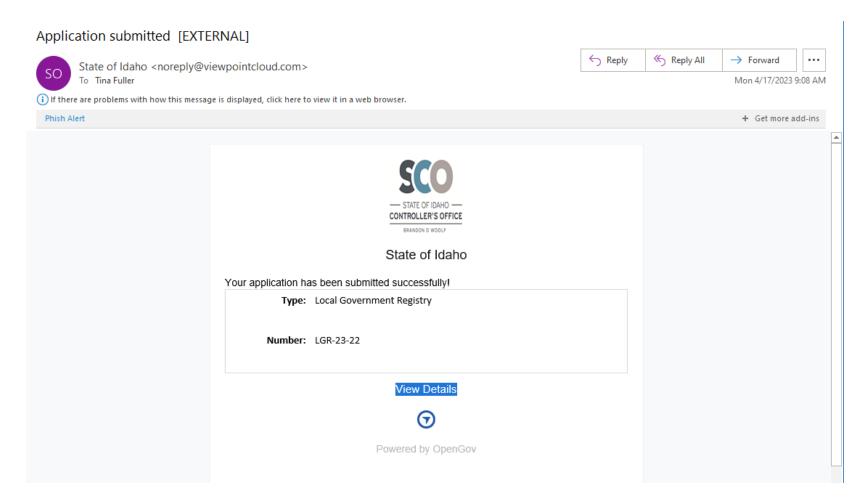
▶ In progress. This step is in progress.





You will also receive an email confirming that your submission has been received

Once the team has reviewed your submission you will get notification that you are in compliance, or we will be in touch requesting additional information





## Please use this link to get to the annual financial reporting portal

https://registry.sco.idaho.gov/



## How to access and complete a draft registry submission



Once logged in. Select "My Account" in the top panel.



#### **Discover Online Services**

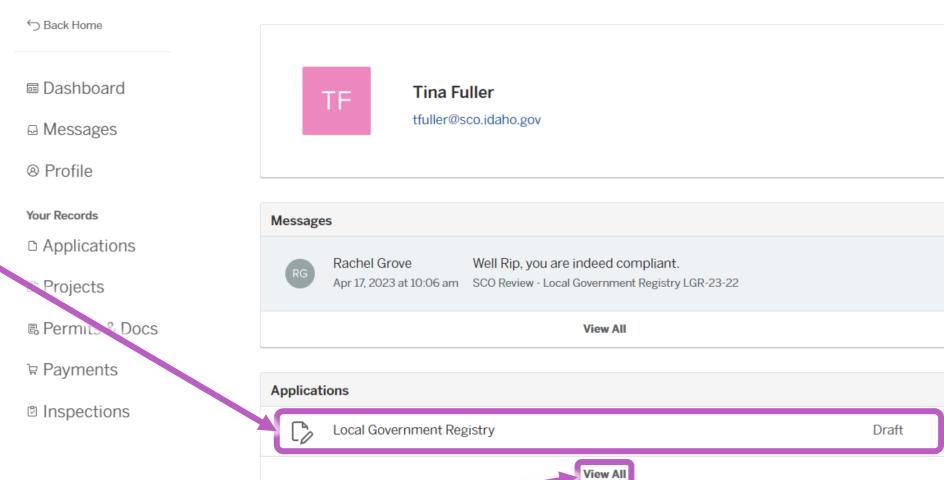
Choose below to browse services by department







Under the Applications section, click on the item that shows as "Draft".





If you don't see the draft you think you should click "View All".



Save Draft and Exit

Have a project #?

**Local Government Registry** 

State of Idaho

You are now back in your application. You can resume working on your submission.

Step 1 of 11 ·

#### 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

Tina

**Email address** 

tfuller@sco.idaho.gov

Address 1

700 W State St

City

Boise

Last Name

Fuller

**Phone Number** 

208-332-8867

Address 2 (Optional)

Suite 500

State

ZIP/Postal Code

ID

83720



