

Effective 5/13/2014

35A-1-109 Annual report -- Content -- Format.

- (1) The department shall prepare and submit to the governor and the Legislature, by October 1 of each year, an annual written report of the operations, activities, programs, and services of the department, including its divisions, offices, boards, commissions, councils, and committees, for the preceding fiscal year.
- (2) For each operation, activity, program, or service provided by the department, the annual report shall include:
 - (a) a description of the operation, activity, program, or service;
 - (b) data selected and used by the department to measure progress, performance, and scope of the operation, activity, program, or service, including summary data;
 - (c) budget data, including the amount and source of funding, expenses, and allocation of full-time employees for the operation, activity, program, or service;
 - (d) historical data from previous years for comparison with data reported under Subsections (2) (b) and (c);
 - (e) goals, challenges, and achievements related to the operation, activity, program, or service;
 - (f) relevant federal and state statutory references and requirements;
 - (g) contact information of officials knowledgeable and responsible for each operation, activity, program, or service; and
 - (h) other information determined by the department that:
 - (i) may be needed, useful, or of historical significance; or
 - (ii) promotes accountability and transparency for each operation, activity, program, or service with the public and elected officials.
- (3) The annual report shall be designed to provide clear, accurate, and accessible information to the public, the governor, and the Legislature.
- (4) The department shall:
 - (a) submit the annual report in accordance with Section 68-3-14; and
 - (b) make the annual report, and previous annual reports, accessible to the public by placing a link to the reports on the department's website.

Enacted by Chapter 371, 2014 General Session