

MEMORANDUM

To: County Managers/Administrators, Financial Directors, and Clerks

From: Michele NeSmith

Re: CVIOG Local Government Financial Document Website

Date: February 28, 2011

As required by HB 122, the Carl Vinson Institute of Government (CVIOG) recently completed development of a website giving local governments the ability to post financial documents, both adopted budgets and audited financial reports, on their website. This allows for increased transparency and accountability in government by making financial information easily accessible to the public. Therefore, local governments must now upload their budgets within thirty days of adoption, as well as audited financial statements as soon as practical to the website listed below.

<https://ted.cviog.uga.edu/financial-documents/>

This link will then direct the user to the home page where he or she can create a new account on behalf of the local government. This can be done by first clicking on the "Local Government User Login" link on the left hand column, then clicking on "Create New User Account" tab. From here the user must then fill out all of the required information and then finalize the process by clicking the "Create a new account" button at the bottom of the page.

Even though there is no limit to the number of account that can be created, the CVIOG recommends that each local government establish an account only for persons they have designated to upload pertinent financial documents. Approval of all new accounts will generally be determined by the email address of the applicant, but if there is any question about the validity of an account, the administrator will contact the local government's finance director.

Upon creation of the account, the administrator will then review the information and a determination will be made on whether the account is approved, or if additional information is required; the creator of the account will be updated at each step of this process via email. If the account is approved, the user can then make any changes to the account, upload document, or view any uploaded documents as needed.

Uploading documents can be done by clicking the "Upload Document" menu where the user will then specify the fiscal year for the file and locate it from their hard drive or network. Documents uploaded to the site must be in portable document format (PDF). From here, the user will click "Upload" then select where the file is a "Budget" or a "Financial Report", and finally click "Save". The system administrator reviews all uploaded documents before they are made available on the website.

The aforementioned link can also be used to view already uploaded documents as well. Simply click "Open or Download Documents" link on the left hand column and select the local government and report type as desired. The user may then see a search results page where he/she can download and/or save any financial document available.

For detailed instructions on how to navigate the website, please click on the following link:

[CVIOG Financial Document Website Instructions](#)