

## INSTRUCTIONS FOR COMPLETING THE Opioid Fund Annual Financial Report

**Reporting Purpose:** Idaho's Allocation Agreement with the subdivisions and health districts requires them to file an annual financial report with the Attorney General's Office if the subdivision received or held opioid settlement money during the prior fiscal year (July 1-June 30).

**Report Availability:** The report form is available to complete and submit online at [ag.idaho.gov/opioid-settlement-fund-report](https://ag.idaho.gov/opioid-settlement-fund-report).

**Submission Deadline:** The deadline for submitting the report to the Attorney General's Office is 90 days after the end of the fiscal year.

**For Questions:** Please email Lynn Mize at [opioidsettlement@ag.idaho.gov](mailto:opioidsettlement@ag.idaho.gov) if you have questions about completing the report form.

### STEP 1:

The screenshot shows the top section of the report form. The title 'Opioid Fund Annual Financial Report' is at the top. Below it are two input fields: 'Fiscal Year Ending' and 'Name of Subdivision'. Red arrows point from explanatory text boxes to these fields. The first box explains that the fiscal year ends on June 30th and provides the example 'June 30, 2025'. The second box asks for the name of the subdivision, providing the example 'Ada County'.

**Opioid Fund Annual Financial Report**

The end of the fiscal year is June 30<sup>th</sup>. Enter that date with the year.  
(Example: June 30, 2025)

Fiscal Year Ending

Name of Subdivision

Enter the name of subdivision for which you are submitting this report.  
(Example: Ada County)

### STEP 2:

The screenshot shows the 'Information About the Person Submitting this Report' section. A blue oval highlights the instruction: '(The person completing this report must have authority to provide financial information on behalf of the subdivision.)'. A red arrow points from a text box to this instruction. Another red arrow points from a text box to the 'First Name' and 'Last Name' fields. A third red arrow points from a text box to the 'Title', 'Mailing Address', 'City', 'State', 'ZIP Code', 'Phone Number', 'Email', and 'Confirm Email' fields. The text boxes provide additional instructions: one states that the person must have authority to submit the report, and another asks for the person's name, title, business address, and other contact information.

**Information About the Person Submitting this Report**

(The person completing this report must have authority to provide financial information on behalf of the subdivision.)

-- Select One --

First Name

Last Name

Title

Mailing Address

City

State

ZIP Code

Phone Number

Email

Confirm Email

You must have your subdivision's authorization to submit this report.

Enter your name, title, business address, and other contact information so the Attorney General's Office knows who to contact if it has questions.

### STEP 3:

#### Required Financial Information

(Paragraph D.4. of the Idaho Opioid Settlement Intrastate Allocation Agreement requires all subdivisions that hold opioid settlement funds to provide the following information every fiscal year)

What was the subdivision's opioid settlement fund balance at the end of the prior fiscal year?

Enter dollar amount

Refer to the subdivision's financial report submitted **last year** for this dollar amount.

How much in total opioid settlement funds did the subdivision receive during the fiscal year?

Enter dollar amount

Enter the dollar amount of new opioid settlement funds the subdivision received **this year** between July 1<sup>st</sup> and June 30<sup>th</sup>.

What was the subdivision's opioid settlement fund balance at the end of the fiscal year?

Enter dollar amount

Enter the **current balance** of the subdivision's opioid settlement funds.

### STEP 4:

#### Itemization of Fiscal Year Disbursements

(If the subdivision spent any opioid settlement funds during the fiscal year, it must provide an itemization of amounts spent and identify the approved purposes from Exhibit A.)

How many disbursements of opioid settlement funds did the subdivision make during the current fiscal year?

0

Enter the total number of opioid settlement fund disbursements the subdivision made during the fiscal year.

**That number of disbursement fields will then open.**

Disbursement (1)

Enter dollar amount

Disbursement (1) - Exhibit A Section

Enter a Letter Value

Disbursement (1) - Exhibit A Paragraph

Enter a Number Value

Enter the dollar amount of the first disbursement and identify the approved purpose for the disbursement from **Exhibit A** (section letter and paragraph number). Do the same for each additional disbursement.

### STEP 5:

## Public Records Act Notice

The information the subdivision submits to the Attorney General's Office is a public record and is made publicly available on the Attorney General's website at [ag.idaho.gov](https://ag.idaho.gov).

This is a reminder that the Attorney General's Office posts all financial reports on its website.

### STEP 6:

## Acknowledgements

By typing my name in the box below and submitting this form, I **certify the information in this form is true and correct to the best of my knowledge**, and I am authorized to sign on behalf of the subdivision.

Signature

Type full name here

Date

mm/dd/yyyy



Type your name in the Signature field.

Enter the date.

### STEP 7:



I'm not a robot



reCAPTCHA  
Privacy - Terms

SUBMIT

Once you have completed the form, check the reCAPTCHA box and click SUBMIT.

**You will receive a copy of your completed report at the email address you identified in STEP 2.**