For **county governments**:

Section 125.045, Florida Statutes requires economic development agencies, organizations or entities (commonly referred to as an EDO) that have a contract with the governing body of a county (or an entity engaged in economic development on the county’s behalf) and receives county funds to submit a report to the county detailing how the county funds were spent and the results of the EDO’s efforts on behalf of the county. This report must be filed with the county who, in turn, is required to file a copy of the report with the Office of Economic and Demographic Research (EDR) by January 15th of each year and post a copy on the county’s website.

For **municipalities**:

Section 166.021, Florida Statutes requires economic development agencies or entities (EDO’s) that have a contract with the governing body of a municipality (or an entity engaged in economic development on the municipality’s behalf) and receives funds from the municipality, to submit a report to the municipality detailing how the funds were spent and the results of the EDO’s efforts on behalf of the municipality. This report must be filed with the municipality who, in turn, is required to file a copy of the report with EDR by January 15th of each year and post a copy on the municipality’s website.

EDR has reviewed the annual reports of various EDO’s to determine recurring items of interest and recommends the report include the items of interest below. These suggestions are not all inclusive nor may they be applicable to your EDO.

Items that may be included in the report:

* The name of the Economic Development Agency, Entity or Organization (EDO) and their contact information
* The name of the local government the EDO has a contract with.
* The amount of funds received from the local government.
* The amount of funds received from private investors.
* Administrative costs of the EDO.
* The number of businesses assisted by the EDO and the type of assistance provided. This includes assisting businesses with:
	+ Customized Assistance
		- site selection
		- permitting and licensing
		- job training
		- incentives education and referral (federal or state)
		- technical assistance
	+ General Assistance
		- Demographics and market research
		- Workforce assistance – recruitment, screening and placement of new employees
		- Strategic planning assistance
		- Forums and workshops
	+ Financial Assistance
		- Loan programs- the amount of loans granted and the number of businesses assisted (small and large businesses)
		- Grants and matching funds assistance – the type of funds granted and the amount of funds
* The capital investment of businesses who have been assisted by the EDO.
* The foreign investment of businesses who have been assisted by the EDO.
* The number of new direct jobs as a result of a business being moved into the area or expanding in the area due to the assistance of the EDO.
* The number of these jobs retained and the length of the job retention.
* The type of incentives and the amount of incentives that the EDO has successfully assisted businesses in receiving.
* Any additional information that would show an economic benefit to the local government as a result of the efforts of the EDO.