

### **Goals for Highway Accountants**

- The full Annual Report based on the county internal requirements is due by the time their state auditors are in their county. This report should be started March 1<sup>st</sup>.
- Annual Summary of Highway Information report due August 1<sup>st</sup> to John Fox at State Aid Finance.
  - Counties receiving 50% of their maintenance allocation in January or February and 40% of the allocation in July, will be paid the remaining 10% when the report has been received by State Aid Finance (SAF).
  - Counties receiving 50% of their maintenance allocation in January or February and the remaining 50% in July, must have the report submitted to SAF by August 1<sup>st</sup> to remain at 50%-50%.
- FHWA 536 report due to MnDOT by December 31<sup>st</sup>
  - If the deadline is not met, if the report is not received by January 31<sup>st</sup> of the following year, final State Aid maintenance payments will be held until reporting requirements are met.
- Host/Attend Fall District Joint Accountants and Engineers meetings
  - By meeting, it enhances communication
- Reconcile monthly and close out each month. Reconcile the previous month by the 15<sup>th</sup> of the next month.
- Reconcile year end. Close December as normal, then reconcile year-end accruals and spread unallocated costs. End of the year Annual report can begin March 1<sup>st</sup> and complete by March 31<sup>st</sup>.
- Follow the Minnesota State Statues, Minnesota Rules, and Federal Laws.
- Use the State Aid Accounting Manual as a reference.