

**STATE AID ACCOUNTING TASK FORCE
MINUTES
April 28, 2010**

Present: D1 – Mark Linne, Carlton; D2 – Barb O’Hara, Kittson; D3 - Duane Ruona, Crow Wing & Nila Ellis, Wright; D4 - Deidre Hubbard, Grant & Kim Kildal, Becker; DM, Francis Kerber, Carver & Gary Bruggenthies, Scott; D6 - Sheila Kirkwood, Goodhue & Gail Schmit (Paula Herring; D7- Cindy Wenkel, Nicollet; D8 - Bette Schweer, Yellow Medicine & Robin Sterzinger, Lincoln; SAF - Joan peters, Mike Kilanowski & Cindy Degener

Absent: D1- Anne Zellner; D2 - Kathy Glass; D3 David Enblom, Engineer; D7 – Dawn Timmer, Jackson: Tom Karlson, State Audit

1. THANK YOU’s & WELCOME’s
2. Review accomplishments from 2009
 - a. Accounting Manual
 - i. Advancing state aid in lieu of federal funds
 - ii. Options for unallocated inventory spreads
 - iii. Transportation Revolving Loan Fund (TRLF)
 - iv. Updated language in Annual Report Full Version and Summary (18.41) for consistency.
 - v. Hardship Transfers
 - vi. Revision of County Maintenance Apportionment
 - vii. Form for requesting 50/50 Maintenance
 - viii. Reconciling State Aid Accounts
 1. Added overpayment and advances
 - b. Housekeeping
 - i. Update Acronyms
 - ii. Changed SAAS Report titles for clarification
 - c. Accountants Reference Guide
 - i. Internal Procedures
 1. Recording of Cash Outlay & Reconciliation
 2. Receipts Processing & Reconciliation
 3. Accounts Payable
 - d. Primer for Engineers
 - e. FEMA Committee

ACTION

Added updates to Web Page

3. Tasks for 2010
 - a. Retention Schedule

- b. Add Prevailing Wage & Labor Compliance to Accountants Guide
 - i. Nila Ellis
- c. Review State Aid Funding Eligibility Sheet
 - i. Engineering
- d. Internal Procedures
 - i. What next?
- e. FEMA Guideline

ACTION

- a) Bring retention schedule (if any) currently being used by the county. Also bring documents used that are not listed on Retention Schedule from 1988.
 - b) Distributed draft. Make notes during presentation and finalize at the next meeting.
 - c) Will add more examples.
 - d) Added following items to work on:
 - a. Building Project files
 - b. Inventory
 - c. Receivables
4. Next Meeting
- a. Summer??

ACTION

July 15th
Sept 16th
Nov 18th

All in St. Cloud

Robin is going to ask if we can take district meeting pictures for the web at their business meeting.

ACTION

Pictures approved. Will take them and forward to us to put on the web.