

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 1st.
- Annual Summary of Highway Information report due August 1st 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 1st to remain at 50%-50%.
- FHWA 536 report due to MnDOT by August 31st
 - If the deadline is not met, if the report is not received by September 30th 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 15th 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 1st and complete by March 31st.
- Follow the Minnesota State Statues, Minnesota Rules, and Federal Laws.
- Use the State Aid Accounting Manual as a reference.