

Bell, Tammi [DOT]

From: Nordholm, Gail [DOT]
Sent: Thursday, September 03, 2009 1:56 PM
To: Bell, Tammi [DOT]
Subject: FHWA Accrual Note

TO: County Engineers
tammi.bell@dot.iowa.gov

CC: District Local Systems Engineers, Service Bureau
and Office of Local Systems

FROM: Office of Local Systems

SUBJECT: FHWA Accrual Note

DATE: September 3, 2009

The following is being sent on behalf of the Office of Finance. If you have any questions, **please do not reply to this note**. Instead, you may contact one of the persons shown below.

The auditors for FHWA are requesting the State DOT to assist in estimating an accrual for work performed up through September 30, 2009 paid in federal fiscal year 2010 (after September 30, 2009). To accomplish this we are proposing we use the process we use at the state fiscal year ending June 30, 2009. Using the process outlined below will capture all construction activity performed by contractors up through September 30, 2009. Please route the following instructions to all project engineers/project managers who submit quantities for field book. Also, please pass this information to those project engineers who complete paper 309 vouchers (these apply to mostly farm to market projects). This request only applies to projects paid by the Iowa DOT Contractor Pay System.

Instructions for federal fiscal year accrual:

CONTRACTOR PAY:

FIELD MANAGER (FM) & FIELD BOOK (FB) VOUCHERS: Please pass this information on to the inspectors and Construction Technician Supervisors. This will pertain to vouchers on FM & FB contracts where item progress has been recorded. To assist in proper federal fiscal year coding, for the week of September 28 2009, submit a voucher for work performed up through and including September 30, 2009. These vouchers will represent all activity for all

projects up through September 30, 2009. This information must be submitted by NOON, October 1, 2009. Regardless of the pay cycle, a voucher is required for submission for work through September 30.

If there has not been any item progress since the last voucher and September 30, please do not prepare another voucher with zero quantities.

PROGRESS VOUCHERS (" 309 s"): The dates noted on top of the 309 voucher will determine the federal fiscal year coding. The voucher should identify the last day in which work was performed and should include all quantities for that period. If possible, report quantities up through September 30 and fax the signed 309 to the Office of Finance, Attn: Donna Banker, Fax (515)239-1874. Please mail the signed original 309 to the Office of Finance.

This is an estimation method and is appropriate per accounting standards since it is applied in a "systematic and rational" manner. This method will assist us in reporting expenditures "materially correct".

Thank you for your assistance in this procedure. Questions can be directed to Kevin Galloway 515-239-1703 or Donna Banker 515-239-1181

Some of the documents referenced above are in Adobe Acrobat's Portable Document Format (PDF). If you do not have the Adobe Acrobat Reader software, you can download it free of charge at:
<http://www.adobe.com/products/acrobat/readstep.html>.

Mailings are available at the Office of Local Systems Weekly Mailings web page at:
http://www.iowadot.gov/local_systems/mailing/main_mailing.htm