

## IMPORTANT NOTICE!!

THERE HAVE BEEN SOME IMPORTANT CHANGES THAT YOU NEED TO BE AWARE OF BEFORE COMPLETING THE CITY STREET FINANCIAL REPORT (SFR) FORMS:

1. Cover Page can also be used as a resolution page for DOT purpose. Complete this page according to the instructions. On This page it needs to provide the Mayor and City Clerks signatures and the resolution number of approval. Follow the instructions in booklet Chapter 3, page 9 for the on-line process. Do not send in your resolution paper.
2. A reminder that the Summary Statement Sheet has some expense subjects that were moved.
  - a. On the Summary Statement Sheet; Storm Sewers, Traffic Services, and Street Cleaning are included in line D.1 (Roadway Maintenance).
  - b. On the Summary Statement Sheet; Storm Sewers, Sidewalks, **Street Lighting** and Trees are included in line E.3 (Street/Bridge Construction).
  - c. On the Summary Statement Sheet; Non-Street Purpose has been totally removed from the report.(Some of the words have changed, Receipts is Revenues, Expenditures is Expenses, and Road to Street).
3. Reporting of Bonds process has changed. Any bonds, notes, loans for road/street purpose need to be reported **the year the proceeds are received**. If you have any bonds, notes, loans that had not been reported before this year they will need to be report on this years report. Showing them as new and the proceeds received on the Summary Statement Sheet on line B6. Need to also show the new bonds, notes, and loans on the Bonds, Notes, and Loans Sheet.
4. Interest money from Road Use Tax (RUT) or Transfer of Jurisdiction (TJ) funds needs to be reported on the Summary Statement Sheet, line B7, column 2.
5. Transfer of Jurisdiction fund money needs to be reported on the Summary Statement Sheet, line B2, column 1. This pertains only to cities which received jurisdiction of state roads pursuant to Senate File 451, now codified in Section 313.4(6) of the Code of Iowa. Definition in booklet Chapter 3, page 11.
6. To report payments from the county to maintain the Farm-to-Market Extensions, on the Miscellaneous Revenues and Expenses Sheet use code "117 Counties" to report the payments. Definition in booklet Chapter 3, page 11 and page 20.
7. City SFR Instructions booklet: If you attended one of the training in June, this booklet is the same as the one dated July 2008. **Information had been added since printing, pages: 25, 34 and 37.**
8. **Information provided on "Project Final Costs" and "Equipment Inventory" pages must be completed or marked. Blank pages will not be accepted without the check box marked on each page. These pages must be completed or marked in order for the city's report to be complete.**