

# ANNUAL ROAD AND STREET FINANCIAL REPORT

Idaho Law 40-708 establishes how the Highway Distribution Funds (HDA) may be spent and accounted for by local jurisdictions. This money is primarily made up of gas tax and registration fees. House Bill 312 (HB312) increased revenues and reporting requirements on the Road and Street Financial Report (R&S Report).

## Highlights

### Yearly due dates

A jurisdiction's R&S report, with HB312 information, must be submitted to the State Controller's office by December 31st. This can be done online or through paper submittal.

A jurisdiction's R&S report must be published once as a legal notice between January 1st—15th.

### Disbursements

October, January, April and July

- If you operate on cash basis you will report the quarters listed.
- If you operate on accrual basis you will report on January, April, July and October of the following year.

### HB312 Reporting

HB312 Reporting is on page 3 of the R&S report.

The amounts reported should match what you received ONLY for HB312.

If you haven't spent the money, please list how you will be spending it, including if the money is for a large project.

Don't forget to list what you have in deferred maintenance for the last 5 years. This includes how much in projects, supplies, maintenance have you delayed over the last 5 years due to lack of funds.

## Frequently Asked Questions

### *Where can I find the instructions or the forms?*

LHTAC's website:

<http://lhtac.org/resources/annual-road-and-street-financial-report/>

ITD's website:

<http://itd.idaho.gov/funding/?target=local-roads>

These links also provide the breakout of your quarterly payments by HDA and HB312 funds.

### *How do I complete my form if I pay my funds to another local jurisdiction and they do the work?*

You will report your revenue on page 1 in the lines you received the money. On page 2 of the report you will list the total of your receipts, line 24, on line 57, payments to other local government. It is the responsibility of the jurisdiction you pay to report on the work they have performed.

### *Do I have to submit a paper copy if I file online?*

No. We recommend you complete a paper copy, have it signed by your mayor/commissioners, and keep it attached to your confirmation of electronic submission. Do not mail the paper form if you file online.

### *There isn't enough room on page 3 to list all of my projects or the descriptions of how the HB312 funds were used. What should I do?*

Send the completed list to LHTAC via fax, 208-344-0789 or email [LHTAC@LHTAC.org](mailto:LHTAC@LHTAC.org) and reference Annual Road and Street.

Contact our office if you have questions.

Office: 208-344-0565

Email: [LHTAC@LHTAC.org](mailto:LHTAC@LHTAC.org)



[WWW.LHTAC.ORG](http://WWW.LHTAC.ORG)