



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N758  
Indianapolis, Indiana 46204

PHONE: (317) 234-5142  
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**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

## MEMO

TO: All Local Public Agencies

FROM: Kathy Eaton-McKalip, Director Local Programs, INDOT

RE: Annual Operational Report for Local Roads and Streets

DATE: May 9, 2017

In accordance with Indiana Code 8-17-4.1, all counties, cities and towns with a population greater than 20,000 are required by state law to file this report with the Indiana Department of Transportation, State Board of Accounts, and Indiana LTAP. All counties are required to file with the same agencies regardless of the county's size or population.

The Annual Operational Report for Local Roads and Streets summarizes receipts and expenditures related to all roads and street operations of local entities. This includes all receipts from taxes to reimbursements, all expenditures from construction to administration, and all debts incurred in the interest of road operations.

The information provided is used by INDOT to comply with the Federal Highway Administration's reporting requirements, known as the Federal 500 Series. The Federal 500 Series is intended to reflect full-statewide sources of revenue, spending and incursion, and retirement of debt for roads and bridges. The Federal 500 Series also reports information as a reflection of population strata. Those strata are populations of greater than 300,000, between 125,000 and 300,000, between 40,000 and 125,000, and less than 40,000. Failure to comply with federal filing requirements could jeopardize future federal funding of Indiana's transportation infrastructure.

Every year, local governments must file this report by June 1, as a reflection of the previous calendar year. INDOT encourages all local entities to file the appropriate information annually, as the Federal 500 Series must be a reflection of full-statewide receipts and expenditures. Filings should be mailed or emailed to:

Financial Management Unit  
Indiana Department of Transportation  
100 N. Senate Avenue, Room N749  
Indianapolis, IN 46204  
[financialmanagementunit@indot.in.gov](mailto:financialmanagementunit@indot.in.gov)

LTAP  
Bob McCullouch  
bgm@purdue.edu  
MUST BE IN EXCEL FORMAT



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**Michael R. Pence, Governor**  
**Brandye L. Hendrickson,**  
**Commissioner**