STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

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MEMORANDUM

TO: City Controllers, City and Town Clerk-Treasurers in municipalities with a population of 15,000 or more, and County Highway Supervisors

FROM: Mr. Paul Joyce, CPA
State Examiner

RE: Annual Operational Report for the year 2019

DATE: May 5, 2020

This is a reminder to all counties, and all cities and towns with populations of 15,000 or more, that the Annual Highway Operational Report (AOR) for 2019 is due by June 1, 2020. If you have already filed your AOR through the LTAP Data Management System (DMS) website, we thank you.

The Annual Operational Report is required under IC 8-17-4.1-5. IC 8-17-4.1-7 states:

"The annual operational report must be completed and a copy filed with the State Board of Accounts, the governing body and the department **by June 1** following the operational report year. The department shall make the report available to the public."

Governing body means the Board of County Commissioners of a County, Mayor of a City, or the Town Council of a Town. Department is defined as the Indiana Department of Transportation.

IC 8-17-4.1-8 states in part:

'(a) . . . the state board of accounts shall prepare a certified list of counties and municipalities that have not complied with this chapter. . .

(c) The auditor of state shall withhold the distribution of motor vehicle highway account funds from any county or municipality appearing on the state board of accounts certified list until the state board of accounts certifies the compliance of the county or municipality with this chapter."

Please remember AOR's no longer are sent directly to the State Board of Accounts. Instead, as it was last year, the AOR (as an Excel file) is uploaded to the LTAP Data Management System (DMS) via this website: https://ltapdms.itap.purdue.edu/ltap.

LTAP has produced videos that can be viewed to assist you with establishing an account in the LTAP DMS as well as some basics on the AOR. These videos can be viewed here:

- Getting started in the DMS: https://youtu.be/-9hvR-7UVR4
- Using the DMS for your AOR submission: https://youtu.be/4In9G_zzRV8

If you have any questions about the AOR itself, please email HighwayReport@sboa.in.gov. If you have any questions about LTAP's DMS, please email LTAP-DMS@purdue.edu.