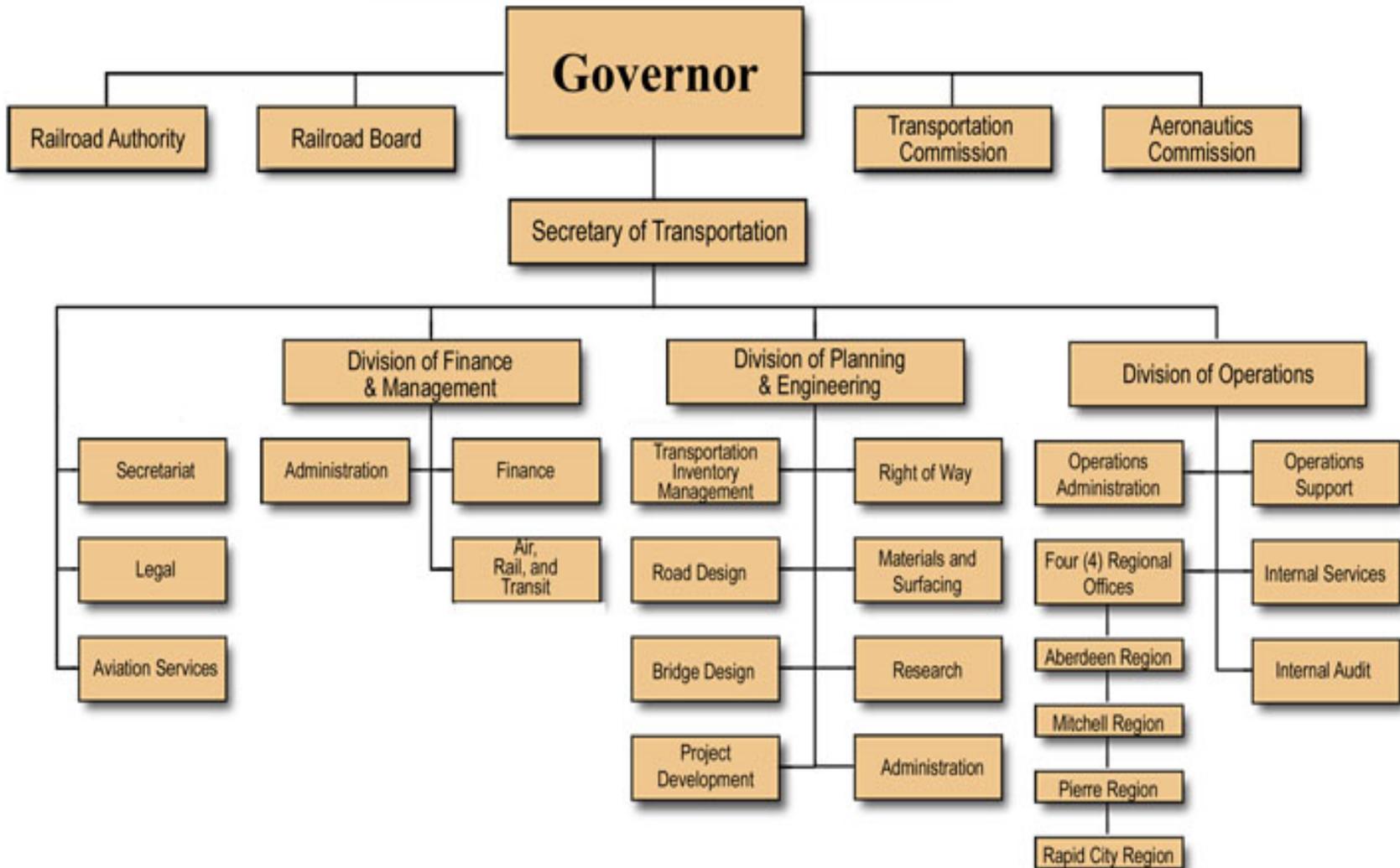




SOUTH DAKOTA
DEPARTMENT OF TRANSPORTATION

Construct ~ Maintain ~ Connect

State of South Dakota
Department of Transportation



What is my role at SDDOT

- Track, monitor and project state highway fund revenues and provide fiscal analysis
- State Infrastructure Bank (SIB) contact
- Approve financial data for contractor prequalification
- Monitor legislative session for the department
- Complete an annual construction cost index
- Collect data and do all the 500 series reporting for the department – Estimated about 15% of my time
- All of the listed duties is part of my annual review and reviewed by the Budget and Finance Director or Accounting Manager

Key Players

- SDDOT
- SD Department of Revenue
- SD Department of Public Safety
- Bureau of Finance and Management
- Department of Legislative Audit
- Local governments
- FHWA

500 Series Reports

- SDDOT Reports on a calendar year
- Reports completed
 - 531 & 532
 - 534
 - 536
 - 551M & 556
 - 562 & 566
 - 561
- SDDOT does not report forms 541 and 542
- Reports 531, 532, 551M, and 556 are directly input into FASH
- Reports 534, 536, 561, 562, & 566 are excel spreadsheets uploaded into FASH
- The SD FHWA division office monitors which reports have been completed and submitted but has no role in data collection or reporting

Data Submission

- Most 500 reports are not automated
- SDDOT however has set up databases/queries that can be updated yearly to retrieve needed data
- SDDOT begins requesting data from other agencies in February
- Information from other agencies comes in excel spreadsheets

FHWA 536

- Data Collection
 - The SDDOT receives county highway data annually from highway superintendents through the Department of Legislative Audit
 - Municipalities data comes from annual audit reports and surveys
- Challenges
 - Time Consuming – Various amounts of data entry
 - Receiving accurate and reliable data from the locals
 - Locals are not required by administrative rule to provide financial data to the SDDOT
 - SDDOT does some data estimating

FHWA 551M & 556

- Data Collection
 - Motor Fuel gallons are collected and reported to the DOT monthly from the Department of Revenue and Regulation (DRR)
 - Motor fuel revenues are queried from the states accounting system by the DOT
- Challenges
 - Still a manual process, although the DOT and DRR are looking at a more automated process
 - Timely IFTA reporting
- The SDDOT would like to revisit the formula used for off highway gasoline usage

Issues and Obstacles

- Reporting on a calendar year vs state fiscal year
- Timelines or timeliness
- Data Accuracy
- Limited Resources

Lessons Learned

- Communicate effectively with your partner agencies and develop good working relationships
- Document your processes
- Automate your processes as needed
- Ask Questions!!

Contact Information

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