



Minnesota Department of Transportation – Office of Transit

Title: Revenue and Expense Management Procedures for TAD Garages Special Account

Objective: To outline steps for documenting the cash flow received from the TAD Garages

Description: Internal procedures documenting deposits and expenditures related to the TAD Garages Special Account

Forms: Copy of electronic deposit notification
Request for Funds Form
Monthly TAD Garages Report (Excel spreadsheet)

PROCEDURE A: Monthly Deposits and Expenditures

Step	Action	Timeframe	Responsibility
1.	City counts receipts from the TAD Garages and deposits into bank.	Daily	City of Minneapolis Cash Management/ Treasury
2.	City initiates an electronic transfer of funds to State Account.	Daily	
3.	City sends electronic notification of the deposit total to State.		
4.	State enters a receivable in the amount of the deposit into the MAPS system.	Immediately following Step 3	Mn/DOT Office of Transit/Office of Finance
5.	City submits a Request for Funds (RFF) form to the Office of Transit.	Before month-end of the following month ⁽¹⁾	City of Minneapolis- Public Works- Traffic and Parking Services
6.	City submits a monthly report (Excel spreadsheet) to the Office of Transit.		
7.	State reviews the RFF and authorizes payment.	Within 10 days of receipt of RFF	Mn/DOT Office of Transit
8.	State remits payment electronically to City of Minneapolis		Mn/DOT Office of Transit

NOTE:

(1) Following the end of the calendar year, RFF's must be submitted within 90 days (March 31st).

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PROCEDURE B: Major Maintenance Expenditures

1..	City submits a written major maintenance request including: <ul style="list-style-type: none"> • Description of the project • Estimated cost of the project • Estimated timeline for project 	As needed	City of Minneapolis Public Works-Traffic and Parking Services
2.	State approves expenditure and encumbers the estimated project amount	Following approval	Mn/DOT Office of Transit
3.	City submits Request for Funds (RFF) to Office of Transit with accompanying documentation. ⁽²⁾	As needed	City of Minneapolis Public Works-Traffic and Parking Services
4.	State remits payment electronically to the City	Within 10 days or receipt of RFF	Mn/DOT Office of Transit

NOTE:

(2) Payments may be made on the basis of “percentage of work completed.” Vendor invoices must accompany major maintenance requests for funds.

This procedure is effective on: _____

Approved by: _____

Signature –State of Minnesota

Date

Approved by: _____

Signature-City of Minneapolis

Date

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