

CITY OF BATAVIA

MEMO TO: Mayor & City Council
FROM: Peggy Colby, Finance Director
DATE: September 5, 2019
SUBJECT: 2015 through 2018 Motor Fuel Tax Compliance Review

As you are all aware, the City of Batavia receives a portion of the motor fuel taxes (MFT) collected by the State of Illinois. This tax is subject to spending restrictions that are administered through the Illinois Department of Transportation (IDOT). These funds are subject to an annual compliance review conducted by the Local Bureau of Roads. IDOT has conducted a compliance review of the years 2015 through 2018. The review included an audit of all motor fuel tax spending authorizations and MFT contract closeouts. The review is done on a cash basis and will not tie out to our Audited Financial Statements. The compliance review is to ensure that the City is reporting all Motor Fuel Tax Revenues and is reporting all Motor Fuel Tax spending as it flows through our bank accounts (cash basis). There were no findings in the review, and everything balanced to the bank.

It should be noted that this year, the City also underwent an audit by the Department of Investigation and Compliance, a separate division of IDOT. The audit was for the years 2015 – 2017. The City was chosen for a random audit by this division as they do not audit every City every year. The City has not received that report yet.

This Compliance Review will be on the September 16, 2019 City Council Meeting agenda to accept and place on file. Thank you.

Attachment
C: Laura Newman
Gary Holm
Rahat Bari
File



Illinois Department of Transportation

Office of Highways Project Implementation / Region 1 / District 1
201 West Center Court / Schaumburg, Illinois 60196-1096

LOCAL ROADS AND STREETS
Motor Fuel Tax – Documentation Review
City of Batavia
Kane County

August 21, 2019

VIA CERTIFIED MAIL

Ms. Ellen Posledni
City Clerk
City of Batavia
100 North Island Avenue
Batavia, IL 60510

Dear Ms. Ellen Posledni:

Enclosed is a copy of Documentation Review No. 69 covering the receipt and disbursement of Motor Fuel Tax (MFT) Funds by the City for the period beginning January 1, 2015 and ending December 31, 2018.

This report should be presented to the Mayor and City Council at the first regular meeting after receipt of this letter and filed as a permanent record.

If you have any questions or need additional information, please contact Marilyn D. Solomon, Field Engineer, at (847) 705-4643 or via email at Marilyn.Solomon@illinois.gov.

Very truly yours,

Anthony J. Quigley, P.E.
Region One Engineer

By: 
Stephen M. Travia, P.E.
Engineer of Project Implementation

Enclosure

cc: Peggy Colby, Finance Director w/encl. **EMAIL**



Agency: CITY OF BATAVIA	
Documentation Review for: <input checked="" type="checkbox"/> Motor Fuel Tax <input type="checkbox"/> Township Bridge <input type="checkbox"/> Special Assessment <input type="checkbox"/> G.O. Bond Issue <input type="checkbox"/> MFT Fund Bond Issue	Documentation Review Year(s): 2015 - 2018
	Documentation Review Number: 69
	Date: August 21, 2019

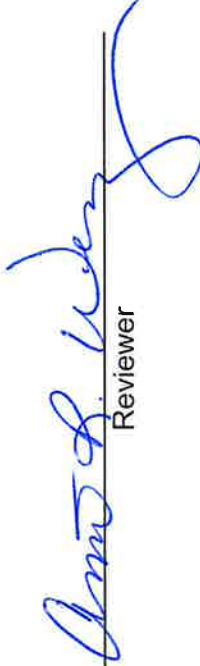


Documentation Reviewer's Certificate

CITY OF BATAVIA

Documentation Review No. 69

We hereby certify that we have reviewed the books and records in so far as they pertain to the receipt and disbursement of the Motor Fuel Tax Fund of the City of BATAVIA for the period beginning Jan. 1, 2015 and ending Dec. 31, 2018, and that entries for receipts in these books and records are true and correct and are in agreement with the records maintained by the Department of Transportation and that entries for disbursements are supported by cancelled warrants or checks with exceptions noted in the documentation review findings.



Reviewer

REVIEWED AND APPROVED BY



District Local Roads and Streets Engineer

Date: 8-26-15



Fund Balance and Bank Reconciliation

CITY OF BATAVIA

Documentation Review Report No. 69

Documentation Review Period Jan. 1, 2015 - Dec. 31, 2018

Date: August 21, 2019

Fund Balance	Unobligated	Obligated	Total	Outstanding Warrants
Balance Previous Documentation Review	(737,381.97)	1,413,050.78	675,668.81	
Allotments	2,726,686.41	0.00	2,726,686.41	
Total MFT Funds	1,989,304.44	1,413,050.78	3,402,355.22	
Approved Authorizations	(124,173.00)	124,173.00	0.00	
Other Receipts		37,516.81	37,516.81	
Total	1,865,131.44	1,574,740.59	3,439,872.03	
Disbursements		633,384.11	633,384.11	
Surplus (Credits)	1,214,779.63	(1,214,779.63)	0.00	
Unexpended Balance	3,079,911.07	(273,423.15)	2,806,487.92	
Bank Reconciliation				
Balance in Fund per Bank Certificate Dec. 31, 2018			533,487.96	
Deduct Outstanding Warrants				
Add Outstanding investments			2,272,999.96	
Additions				
Subtraction's				
Net Balance in Account Dec. 31, 2018			2,806,487.92	

Certified Correct

Ann S. W...
Reviewer



Reviewer's Comments

CITY OF BATAVIA

Documentation Review Report No. 69

Documentation Review Period: Jan. 1, 2015 to Dec. 31, 2018

Purpose of Documentation Review: To determine the status of Motor Fuel Tax Funds as of Dec. 31, 2018

The other receipts to the Motor Fuel Tax Fund were \$37,516.81 received as follows:

Interest Bank 2015 - 2018	14,516.85
Interest CD 2017	22,999.96

Total received: \$37,516.81

SIGNED

Reviewer



**Summary of Motor Fuel Tax Fund Transactions
By Sections and Categories**

CITY OF BATAVIA

Documentation Review Period: January 1, 2015 - December 31, 2018

Documentation Review Report No. 69

Section	Balance	Prev. Review	Total Amount Authorized	Adjustments	Other Receipts	Total Funds Available	Total Disbursements	Surplus to Unobligated Balance (Credits)	Unexpended Balance	Prev. Accumulated Disbursements	Total Accumulated Disbursements
CONSTRUCTION PROJECTS											
09-00075-00-RS											
CONSTRUCTION	63,818.92			(63,818.92)		0.00			0.00	395,908.80	459,727.72
ENGINEERING	0.00					0.00			0.00	0.00	0.00
16-00086-00-FP											
CONSTRUCTION	0.00					0.00			0.00	0.00	0.00
ENGINEERING	0.00					0.00	30,937.15		(30,937.15)	0.00	30,937.15
MAINTENANCE PROGRAMS											
12-00000-00-GM											
MAINTENANCE	53,374.09					53,374.09		53,374.09	0.00	906,612.46	906,612.46
MAINT. ENG	0.00					0.00			0.00	0.00	0.00
13-00000-00-GM											
MAINTENANCE	134,401.34			(134,401.34)		0.00			0.00	988,837.94	1,123,239.28
MAINT. ENG	0.00					0.00			0.00	0.00	0.00
14-00000-00-GM											
MAINTENANCE	941,182.01					941,182.01		941,182.01	0.00	0.00	0.00
MAINT. ENG						0.00			0.00	0.00	0.00
17-00000-00-GM											
MAINTENANCE	0.00		124,173.00			124,173.00	120,419.44		3,753.56	0.00	120,419.44
MAINT. ENG	0.00					0.00			0.00	0.00	0.00
18-00000-00-GM											
MAINTENANCE	0.00					0.00	482,027.52		(482,027.52)	0.00	482,027.52
MAINT. ENG	0.00					0.00			0.00	0.00	0.00
TOTALS	1,192,776.36		124,173.00	(198,220.26)	0.00	1,118,729.10	633,384.11	994,556.10	(509,211.11)	2,291,359.20	3,122,963.57

