

INSTRUCTIONS FOR COMPLETING THE CTC'S ANNUAL REPORT

A	Annual Reports are due each October 1 for the previous FY, July 1 to June 30. For example, on October 1, 2020, the annual report for July 1, 2019 to June 30, 2020 is due.
B	Please submit the annual statement as a signed PDF and completed excel file by email to Ivana Gearheart at GearheartIC@scdot.org . Her phone number is 803-737-0038.
C	Please ensure the PDF version of the annual statement is signed by the CTC chairman .
D	All blue highlighted cells as shown on the " Sample Annual Report " must be filled out.
E	Please ensure the " Funds Received Fill In Sheet " is completed and included when you submit your annual statement. This sheet should be completed first and will help with calculating amounts on page 1 of the annual statement.
F	If a state project is managed by SCDOT and SCDOT received a check from the CTC for the project budget, then the entire budgeted amount will be entered as an expense to the CTC for the FY in which the check was received by SCDOT.
G	Please check the math for all calculations in the excel spreadsheet based on the explanation for the amount in the instructions. This is especially important if you must insert lines to complete your projects list.
H	Please make sure your starting balance (number ②) matches the ending balance on the annual statement submitted to SCDOT for previous year (number ⑫).
I	If the CTC reported a \$0 ending cash balance (number ⑫) in any non-recurring fund from the previous FY and all projects with that fund type are closed, no additional reporting is necessary on that fund for the current reporting period.
J	Please list all projects that were active at some point in time during the reporting period , even if they were closed during the reporting period. Only remove projects from the statement if they were closed prior to the reporting period.

EXPLANATION OF CIRCLED NUMBERS (RECURRING FUNDS)

①	Enter County's name.
②	Beginning FY amount has to match previous year's balance of funds as of June 30 (number ⑫ on your last year annual statement submitted to SCDOT).
③	Total of funds received from SCDOT during FY, normally July-June amounts from your statement, total amount needs to equal the total for funds received in "Funds Received Fill In Sheet".
④	Total of interest received from SCDOT during FY, normally July-June from your statement, total amount needs to equal the total for interest received from "Funds Received Fill In Sheet".
⑤	Total of interest earned from the bank "C" funds are kept in, this is interest received on your "C" funds that should be shown on the "C" fund bank statement.
⑥	Total of funds received from SCDOT for Return of Uncommitted Balance, if any. These returned funds consist of budgets released from a project that underran and has been closed.
⑦	Total funds received (number ③ plus number ④ plus number ⑤ plus number ⑥).
⑧	Total of administrative expenses, county is allowed maximum of \$2,000 per FY for office supply expenses.
⑨	Amount has to match current fiscal year expenditures on local projects on page 2 (number ⑳).
⑩	Amount has to match current fiscal year expenditures on state roads from page 2 (number ㉓).
⑪	Total expenditures including administrative expenses, if any. Includes expenditures for local and state road projects (number ⑧ plus number ⑨ plus number ⑩).
⑫	Total of beginning balance (number ②) plus funds received (number ⑦) minus expenses (number ⑪).
⑬	Amount has to match the remaining budget on local projects on page 2 (number ㉔).

EXPLANATION OF CIRCLED NUMBERS (RECURRING FUNDS) continued

⑭	Amount has to match the remaining budget on state projects on page 2 (number ⑳).
⑮	Total committed funds to local and state projects available to spend (sum of number ⑬ and number ⑭).
⑯	Funds available to be committed to new projects (number ⑫) minus total committed funds (number ⑮).
⑰	Project Number is a number assigned to the project by the Responsible Agency (for SCDOT its P0.....).
⑱	Project Description is a brief description (name) of the project.
⑲	Work Type indicates what type of project it is, such as resurficing, sidewalk, turn lanes, signals, etc.
⑳	Responsible agency is the entity managing the project.
㉑	Budget is the amount of "C" funds approved on the project as of the end of the FY with all increases or decreases included.
㉒	Total Expenditures are all expenditures since the beginning of the project through the current fiscal year expenditures.
㉓	Current Fiscal Expenditures are expenditures on the project from July to June of the FY reported.
㉔	Remaining Budget is amount of funds on the project available to spend as of the end of the FY (number ㉑) minus number ㉒).
㉕	Sum of all listed local projects budgets.
㉖	Sum of all listed local projects total expenditures.
㉗	Sum of all listed local projects current fiscal year expenditures.
㉘	Sum of all listed local projects remaining budgets.
㉙	Percentage represents current fiscal year expenditures on local roads (number ㉗) divided by funds received in FY (number ③).
㉚	Encroachment permit # is a number assigned to the project permit by SCDOT.
㉛	Sum of all listed state projects budgets.
㉜	Sum of all listed state projects total expenditures.
㉝	Sum of all listed state projects current fiscal year expenditures.
㉞	Sum of all listed state projects remaining budgets.
㉟	Percentage represents current fiscal year expenditures on state roads (number ㉝) divided by funds received in FY (number ③).

EXPLANATION OF CIRCLED NUMBERS (H.4230 FUNDS)

①	Enter County's name.
②	Beginning FY amount has to match previous year's balance of H.4230 funds as of June 30 (number ⑫ on your last year annual statement submitted to SCDOT).
③	This amount will be \$0, no new funding received for reported fiscal year.
④	Total of interest received from SCDOT during FY, normally July-June from your statement.
⑤	Total of interest earned from the bank H.4230 one-time funds are kept in, this is interest received on your H.4230 one-time funds that should be shown on the H.4230 one-time funds bank statement.
⑥	Total of funds received from SCDOT for Return of Uncommitted Balance on H.4230 one-time funds, if any. These returned funds consist of budgets released from a project that underran and has been closed.
⑦	Total H.4230 funds received (number ③ plus number ④ plus number ⑤ plus number ⑥).
⑩	Amount has to match current fiscal year expenditures on state roads using H.4230 funds (equals number ⑳ on page 4).
⑪	Total expenditures for state road projects using H.4230 funds (equals number ⑩).
⑫	Total of beginning balance (number ②) plus income (number ⑦) minus total expenses (number ⑪).
⑭	Amount has to match the remaining budget on state projects using H.4230 funds (equals number ㉔ on page 4).
⑮	Total committed H.4230 funds to state projects available to spend (equals number ⑭).
⑯	H.4230 funds available to be committed to new projects (number ⑫) minus total committed funds (number ⑮).
⑰	Project Number is a number assigned to the project by the Responsible Agency (for SCDOT its P0.....).
⑱	Project Description is a brief description (name) of the project.
⑲	Work Type indicates what type of project it is, such as resurficing, sidewalk, turn lanes, signals, etc.
㉀	Responsible agency is the entity managing the project.
㉁	Budget is the amount of H.4230 funds approved on the project as of the end of the FY with all increases or decreases included.
㉂	Total Expenditures are all expenditures since the beginning of the project through the current fiscal year expenditures.
㉃	Current Fiscal Expenditures are expenditures on the project from July to June of the FY reported.
㉄	Remaining Budget is amount of H.4230 funds on the project available to spend as of the end of the FY (number ㉁) minus number ㉂).
㉅	Sum of all listed state projects budgets for H.4230.
㉆	Sum of all listed state projects total expenditures.
㉇	Sum of all listed state projects current fiscal year expenditures.
㉈	Sum of all listed projects remaining budgets.

EXPLANATION OF CIRCLED NUMBERS (P.117.135 FUNDS)

①	Enter County's name.
②	Beginning FY amount has to match previous year's balance of P117.135 funds as of June 30 (number ⑫ on your last year annual statement submitted to SCDOT).
③	This amount will be \$0, no new funding received for reported fiscal year.
④	Total of interest received from SCDOT during FY, normally July-June from your statement.
⑤	Total of interest earned from the bank P117.135 one-time funds are kept in, this is interest received on your P117.135 one-time funds that should be shown on the P117.135 one-time funds fund bank statement.
⑥	Total of funds received from SCDOT for Return of Uncommitted Balance on P117.135 one-time funds, if any. These returned funds consist of budgets released from a project that underran and has been closed.
⑦	Total P117.135 funds received (number ③ plus number ④ plus number ⑤ plus number ⑥).
⑩	Amount has to match current fiscal year expenditures on state roads (equals number ⑳ on page 6).
⑪	Total expenditures for state road projects using P117.135 funds (equals number ⑩).
⑫	Total of beginning balance (number ②) plus income (number ⑦) minus total expenses (number ⑪).
⑭	Amount has to match the remaining budget on state projects (equals number ㉘ on page 6).
⑮	Total committed P117.135 funds to state projects available to spend (equals number ⑭).
⑯	P117.135 funds available to be committed to new projects (number ⑫) minus total committed funds (number ⑮).
⑰	Project Number is a number assigned to the project by the Responsible Agency (for SCDOT its P0.....).
⑱	Project Description is a brief description (name) of the project.
⑲	Work Type indicates what type of project it is, such as resurficing, sidewalk, turn lanes, signals, etc.
㉀	Responsible agency is the entity managing the project.
㉁	Budget is the amount of P117.135 funds approved on the project as of the end of the FY with all increases or decreases included.
㉂	Total Expenditures are all expenditures since the beginning of the project through the current fiscal year expenditures.
㉃	Current Fiscal Expenditures are expenditures on the project from July to June of the FY reported.
㉄	Remaining Budget is amount of P117.135 funds on the project available to spend as of the end of the FY (number ㉁) minus number ㉂).
㉅	Sum of all listed state projects budgets for P117.135.
㉆	Sum of all listed state projects total expenditures.
㉇	Sum of all listed state projects current fiscal year expenditures.
㉘	Sum of all listed projects remaining budgets.

① ALLENDALE CTC ANNUAL C FUND REPORT
 JULY 1, 2019 - JUNE 30, 2020
 RECURRING FUNDS

INCOME AND EXPENSES

Balance of Funds as of July 1, 2019		② \$ 1,000,000
Income:		
Funds Received (Gas Tax) for Period July 1, 2019 through June 30, 2020	③	\$ 1,200,000
Interest Earned (from SCDOT) for Period July 1, 2019 through June 30, 2020	④	\$ 1,600
Interest Earned (from a bank) for Period July 1, 2019 through June 30, 2020	⑤	\$ 5,400
Funds Received for Return of Uncommitted Balance	⑥	\$ 55,000
Total Income	⑦	<u>\$ 1,262,000</u>
Expenses:		
Administrative Expenses	⑧	\$ 2,000
Local Paving Project Expenditures	⑨	\$ 610,000
State Road Project Expenditures	⑩	\$ 800,000
Total Expenditures	⑪	<u>\$ 1,412,000</u>
Balance of Funds as of June 30, 2020		⑫ \$ 850,000
<u>FUNDING COMMITMENTS</u>		
Local Paving Projects	⑬	\$ 120,000
State Road Projects	⑭	\$ 500,000
Total Committed Funds	⑮	<u>\$ 620,000</u>
Total Uncommitted Funds Available for New Projects		⑯ \$ 230,000

LOCAL PAVING PROJECTS

(17) Project Number	(18) PROJECT DESCRIPTION	(19) WORK TYPE	(20) RESPONSIBLE AGENCY	(21) BUDGET	(22) TOTAL EXPENDITURES	(23) CURRENT FISCAL YEAR EXPENDITURES	(24) REMAINING BUDGET
2014	Welsly Rd, Wateree Dr, & Marsh Ct	Resurface	Town of Latta	\$ 40,000	\$ 30,000	\$ 20,000	\$ 10,000
2015	Ashley Hall Rd between Main and Taylor	Sidewalk Repair	County	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
2016	Hopkins Rd South of SC 519	Reconstruction	County	\$ 200,000	\$ 190,000	\$ 150,000	\$ 10,000
2016	Sidewalk on Summit Ridge Dr	Sidewalk	County	\$ 100,000	\$ 70,000	\$ 30,000	\$ 30,000
2017	Resurface- Lakeside Subdivision	Resurface	County	\$ 400,000	\$ 350,000	\$ 200,000	\$ 50,000
2018	Resurface the intersection at Miles Road and Three Bears Road	Resurface	City	\$ 100,000	\$ 100,000	\$ 30,000	\$ -
2019	Resurface sections of Riverwalk Way and Stockland Road	Resurface	County	\$ 200,000	\$ 180,000	\$ 150,000	\$ 20,000
TOTALS				\$ 1,070,000	\$ 950,000	\$ 610,000	\$ 120,000

EXPENDITURES FOR LOCAL PAVING PROJECTS AS PERCENT OF TOTAL INCOME =

50.83%

STATE ROAD PROJECTS

(30) Project Number	(30) PROJECT DESCRIPTION	(30) WORK TYPE	(30) Encroachment Permit #	(30) RESPONSIBLE AGENCY	(30) BUDGET	(30) TOTAL EXPENDITURES	(30) CURRENT FISCAL YEAR EXPENDITURES	(30) REMAINING BUDGET
P030000	Reed St (S-182), Walter Rd (S-548), Brown Ave (S-25), Green Rd (S-100) and Sister Ave (S-101)	Resurface		SCDOT	\$ 100,000	\$ 100,000	100,000	\$ -
P036001	Reimbursement for Turn Lanes at Meadowfield School	Turn Lanes		School District	\$ 200,000	\$ 200,000	200,000	\$ -
P370100	See attachment A	Resurface		SCDOT	\$ 1,000,000	\$ 500,000	500,000	\$ 500,000
TOTALS					\$ 1,300,000	\$ 800,000	800,000	\$ 500,000

EXPENDITURES FOR STATE ROAD PROJECTS AS PERCENT OF TOTAL INCOME =

66.67%

① (INSERT COUNTY) CTC ANNUAL C FUND REPORT
 JULY 1, 2019 - JUNE 30, 2020
 SFY 15-16 NON-RECURRING FUNDS (H.4230)

INCOME AND EXPENSES

Balance of Funds as of July 1, 2019 ② \$ 750,000

Income:

Funds Received (Gas Tax) for Period July 1, 2019 through June 30, 2020	③ \$ -
Interest Earned (from SCDOT) for Period July 1, 2019 through June 30, 2020	④ \$ 15,000
Interest Earned (from a bank) for Period July 1, 2019 through June 30, 2020	⑤ \$ -
Funds Received for Return of Uncommitted Balance	⑥ \$ 3,200
Total Income	⑦ \$ 18,200

Expenses:

State Road Project Expenditures	⑩ \$ 600,000
Total Expenditures	⑪ \$ 600,000

Balance of Funds as of June 30, 2020 ⑫ \$ 168,200

FUNDING COMMITMENTS

State Road Projects	⑭ \$ 100,000
Total Commitments	⑮ \$ 100,000

Total Uncommitted Funds Available for New Projects ⑯ \$ 68,200

STATE ROAD PROJECTS

⑰ Project Number	⑱ PROJECT DESCRIPTION	⑲ WORK TYPE	⑳ Encroachment Permit #	㉑ RESPONSIBLE AGENCY	㉒ BUDGET	㉓ TOTAL EXPENDITURES	㉔ CURRENT FISCAL YEAR EXPENDITURES	㉕ REMAINING BUDGET
P030002	Resurfacing S-32, S-35, S-37, S-102 and S-1145	Resurface		SCDOT	\$ 2,000,000	\$ 1,900,000	600,000	\$ 100,000
TOTALS					\$ 2,000,000	\$ 1,900,000	600,000	\$ 100,000
					㉖	㉗	㉘	㉙

① (INSERT COUNTY) CTC ANNUAL C FUND REPORT
 JULY 1, 2019 - JUNE 30, 2020
 SFY 16-17 NON-RECURRING FUNDS (P117.135)

INCOME AND EXPENSES

Balance of Funds as of July 1, 2019		② \$ 750,000
Income:		
Funds Received (Gas Tax) for Period July 1, 2019 through June 30, 2020	③	\$ -
Interest Earned (from SCDOT) for Period July 1, 2019 through June 30, 2020	④	\$ 15,000
Interest Earned (from a bank) for Period July 1, 2019 through June 30, 2020	⑤	\$ -
Funds Received for Return of Uncommitted Balance	⑥	\$ 3,200
Total Income	⑦	<u>\$ 18,200</u>
Expenses:		
State Road Project Expenditures	⑩	\$ 600,000
Total Expenditures	⑪	<u>\$ 600,000</u>
Balance of Funds as of June 30, 2020	⑫	\$ 168,200
<u>FUNDING COMMITMENTS</u>		
State Road Projects	⑭	\$ 100,000
Total Commitments	⑮	<u>\$ 100,000</u>
Total Uncommitted Funds Available for New Projects	⑯	\$ 68,200

STATE ROAD PROJECTS

⑰ Project Number	⑱ PROJECT DESCRIPTION	⑲ WORK TYPE	⑳ Encroachment Permit #	㉑ RESPONSIBLE AGENCY	㉒ BUDGET	㉓ TOTAL EXPENDITURES	㉔ CURRENT FISCAL YEAR EXPENDITURES	㉕ REMAINING BUDGET
P030002	Resurfacing S-32, S-35, S-37, S-102 and S-1145	Resurface		SCDOT	\$ 2,000,000	\$ 1,900,000	600,000	\$ 100,000
TOTALS					\$ 2,000,000	\$ 1,900,000	600,000	\$ 100,000
					㉖	㉗	㉘	㉙

CTC Chairman: _____
(Signature)

Date: _____

PLEASE DISPLAY EACH PROJECT AS IT WAS AWARDED. (I.E. IF SMITH BROTHERS WAS AWARDED A CONTRACT FOR THE RESURFACING OF 15 DIFFERENT ROADS, THE PROJECT WOULD BE LISTED ONE TIME, NOT FOR EACH INDIVIDUAL ROAD)

Funds Received Fill In Sheet

CTC:	Allendale
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Option 1: Accrual Basis Reporting

Option 2: Cash Basis Reporting

Allendale CTC uses Accrual

Corresponding Monthly Statement	Gas Tax Funds received from SCDOT	Interest received from SCDOT	Total Check received from SCDOT
June of the previous year			
July	100,000.00	150.00	100,150.00
August	100,000.00	150.00	100,150.00
September	100,000.00	150.00	100,150.00
October	100,000.00	150.00	100,150.00
November	100,000.00	100.00	100,100.00
December	100,000.00	100.00	100,100.00
January	100,000.00	100.00	100,100.00
February	100,000.00	100.00	100,100.00
March	100,000.00	150.00	100,150.00
April	100,000.00	150.00	100,150.00
May	100,000.00	150.00	100,150.00
June	100,000.00	150.00	100,150.00
Total for FY	1,200,000.00	1,600.00	1,201,600.00

③

④

Instructions and Explanations for Funds Received Fill In Sheet

Enter County's Name.

Option 1: The Accrual Basis reporting method directly corresponds with what is shown on the monthly statements from SCDOT and reflects when funds are accrued.

Option 2: The Cash Basis reporting method reflects when funds are actually received and withdrawn from the CTC.

Choose either Cash Basis or Accrual Basis. This is dependant on how the CTC reported "C" funds for the previous fiscal year.

Typically, monthly financial statements are provided by SCDOT for a given month by the end of the following month (i.e. January's statement can be expected from SCDOT by the end of February.). The amount of funds received in a given month as listed on your statement are typically received near the beginning of the following month (i.e. Funds received as listed on January's statement are typically received in the beginning of February, just before receiving the January monthly statement toward the end of February.).

Please fill out this table with values as shown **on the monthly statements** provided from SCDOT. The *Total Check Received (column D)* amount should equal the sum of the *Gas Tax Funds Received (column B)* and the *Interest Received (column C)*. If Accrual Basis reporting is used, fill in the chart below from July to June and sum. If Cash Basis reporting is used, fill in the chart below from June of the previous year to May and sum.

This row is only needed if the CTC reports on a Cash Basis. For those reporting on a Cash Basis, your 12 reporting months should be from June of the previous year to May of the reporting FY because the check is typically received in the month after what is reported on the statement from SCDOT. If you fill out this row, then the last line for June in this table should be left blank.

Please enter these amounts as shown **on your monthly statements** and confirm it matches the check received near the beginning of the next month.

This total line should sum only 12 months. Either it will total the FY 12 months from July to June (amounts on your July to June statements), or, if you report on a cash basis, it should sum June of the previous year to May (amounts from your June of the previous year to May statements). Please fill in only the amounts you are including in your 12 months received figure. SCDOT encourages Counties to report on an accrual basis, if possible.

At any time in the year, if a discrepancy is noted between the statement amount and the check received, please contact the "C" Program Administration Office at 803-737-0038 for correction or clarification.

The *Total for FY* amounts will be used on your annual statement as number ③ and ④.