

The Office of Audit completes a Federally Mandated review to accept Audited Overhead Reports for use on MaineDOT contracts. In conjunction with the Federal Risk Assessment Process, please ensure your document's security profile is set to allow them to be accessed to print, annotate and organize relevant submitted information and streamline the submission process. To submit an overhead package for review or ask a general question, please contact OfficeofAudit.MaineDOT@maine.gov.

MaineDOT is the recipient of federal funds and as a result must follow Federal Acquisition Regulations 48 CFR part 31, (<https://www.acquisition.gov/content/part-31-contract-cost-principles-and-procedures>) in the administration of its contracts. The Federal Highway Administration (FHWA) requires that Consultants and Subconsultants who perform services meeting the definition of "Engineering and Design related services" in 23 CFR 172 (<https://www.govinfo.gov/content/pkg/FR-2015-05-22/pdf/2015-12024.pdf>) provide an annual Audited Overhead Report package if we've executed a contract with federal funding in excess of \$250,000.

Depending on the contract or payment terms, any Consultant or Subconsultant working with MaineDOT may also be asked to provide an **annual Audited Overhead Report**. Typically, this occurs if the payment method under the contract is cost based and a consultant's overhead rate must be supported.

If a consultant is required to submit an annual overhead package, the deadline for submission is six (6) months from the close of the consultant's fiscal year. To be considered a complete overhead package, the following items **must** be received:

- **Certificate of Final Indirect Costs** signed by an executive or financial officer of the consultant's organization; and
- An **Audit Report on the consultant's overhead** for the most current fiscal year ended, prepared by a licensed independent certified public accountant, and audited in accordance with the following:
 1. Government Auditing Standards issued by the U.S. Comptroller General, and
 2. The cost principles of Part 31 of the Federal Acquisition Regulations (48 CFR); and
 3. The most current version of the AASHTO Uniform Audit & Accounting Guide (<https://audit.transportation.org/>).
- A completed copy of the most current **AASHTO Internal Control Questionnaire (ICQ)** that corresponds to the fiscal year of the overhead report prepared, signed by an executive or financial officer of the consultants' organization; and
- All requested **AASHTO ICQ attachments** listed in the top section of Page B-1 of the AASHTO ICQ, which includes but is not limited to:
 1. Cognizant Audit Letter (if applicable) from the consultant's cognizant Government Agency,
 2. **Current Chart of Accounts**; and
 3. **Post-Closing Trial Balance** that ties to the overhead report submitted; and
 4. Supplemental documentation showing the reconciliation of the Overhead Rate Schedule beginning Column to the Profit and Loss/ Income Statement,
 5. The **consultant's issued Financial Statements**, if the company has not issued Financial Statements, then provide accounting system printouts of the consultant's Balance Sheet, Income Statement, and Statement of Cash Flows; and
 6. **Sample of a completed Timesheet** including employee and direct supervisors' signatures, date, and time; and
 7. The consultant's **Policies for Vacation and Sick Leave**; and
 8. The consultant's **Bonus Policy**; and
- The **Executive Compensation** review performed and signed by management. (*NCM if used*)
- PPP Certification Form required if SBA Loan was received and/or forgiven during the fiscal year of your submission. Additional information may be requested if PPP loans exist.