

Paperwork Reduction Act Notice:

The Paperwork Reduction Act of 1995 requires us to notify you that this information collection is in accordance with the clearance requirements of the Paperwork Reduction Act. We may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number. We estimate that it will take approximately 15 hours to complete this survey. This includes the time it will take for reviewing instructions. The OMB control number for this collection is 2132- and the expiration date is

FEDERAL TRANSIT ADMINISTRATION
Cover Letter - Grant Accrual Liabilities Survey

The Federal Transit Administration (FTA) is required to estimate the expenses incurred, but not yet requested (IBNR) by your agency on a monthly basis, and report these amounts on its financial statements. To properly estimate the billing cycle for FTA's major program elements, grantees must begin counting the number of days in the billing cycle from the date the cost being billed has incurred to the date the final bill is prepared. Please keep this definition in mind for the question in the survey about the billing cycle.

Please respond to **all of the questions** in the survey. Due to the time sensitive nature of this project, the survey must be completed and returned to John.Burch@dot.gov **no later than** xxxxx, 2009. Please note that after submission of this survey an FTA representative may contact you with follow-up questions regarding the survey responses. **FTA must receive the survey responses on company letterhead.**

The questions represent inquiries regarding your organization. Since these questions pertain to your organization's accrual activity and billing cycles, we ask that the person completing this questionnaire be knowledgeable of the subject matter (i.e., chief financial officer, controller, accounting manager or accountant). If you have any questions, please call John Burch at (202) 366-2916 or e-mail him at the address provided above.

Thank You.