



BOARD POLICY 4004

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ANNUAL REPORT

Purpose

The purpose of this policy is to establish the review process and dates for the annual report submitted to the Governor.

Legal Authority

Idaho Code section 40-316 - Board to make annual report to Governor by December 1st or at such time as the Governor requires.

Idaho Code 40-505 - The Director has delegated authority to act as the technical and administrative officer.

The Director shall oversee the preparation of the “Annual Report of the Idaho Transportation Department,” as required by Idaho Statute. The report shall contain information on the condition, management, and financial position of the Department. The report shall be submitted to the Governor on or before December 1st of each year.

The Annual Report shall be approved by the Director prior to the October board meeting. The report shall then be presented to the Idaho Transportation Board for its review during the regular board meeting in October. The Board shall approve a final report before or during the regular board meeting in November.

Approved by the Board on:

Signed

Jerry Whitehead
Board Chairman

Date December 12, 2012
