SUMMARY INFORMATION SHEET

Name of Company: _____
Contact Person: _____
Company Address: _____
_____
_____
_____

Phone Number: _____
Fax Number: _____

Company's Fiscal Year End: _____
Annual Gross Revenues (most recent completed fiscal year: _____
Annual Gross Expenditures (most recent completed fiscal year: _____
Company's Home State: _____
Number of Full Time (FTE) employees: _____
Number of regional or satellite offices: _____

Overhead Rate Information: (please check one)

_____ Overhead rate is audited by state DOT or federal agency (please provide latest audit)

_____ Overhead rate is audited by CPA and home state has issued a cognizant letter (please provide overhead rate audit and cognizant letter)

_____ Overhead rate is not audited but detailed overhead rate schedule has been developed. (Please provide overhead rate schedule, income statement, balance sheet, general ledger account balances, tax returns and any other pertinent financial information that supports the overhead schedule)

Executive Compensation (please check one)

_____ Compensation Analysis submitted and on file with home state

_____ Compensation Analysis completed, not filed with home state, but provided to CPA firm completing overhead audit (see below)

_____ Compensation Analysis completed but not provided to either the home state or a CPA firm (see below)

_____ Compensation Analysis not completed (see below)

If a company has not submitted its compensation analysis to its home state for approval, but has provided it to the CPA firm performing its overhead audit, the company must provide an acknowledgement from its CPA firm that the compensation analysis was provided and the CPA firm has reviewed it for compliance with the requirements contained in the AASHTO Uniform Audit and Accounting Guide. If a company has completed a compensation analysis but not filed it with its home state and does not have an overhead rate audited by a CPA firm, the company must provide the compensation analysis to MoDOT. If a company has not completed a compensation analysis, it will be required to submit salary and wage information on its executives including, but not limited to, the top five highest paid executives of the firm. Companies that have not completed this analysis will be contacted by MoDOT's audit section which will provide instructions on how to submit the information. More details on the information that must be submitted can be found in the Instructions for Compensation Analysis.