

Appendix 6: HRTA Maintenance Agreement
Maintenance Excel Sheet Reporting Practice
January 2013

1. Make sure that your revenues are in (brackets) then the program will subtract your expenditures.
2. Make sure you keep copies of all the invoices that you are applying to the excel sheet in your records.
3. For all outside contract services(6310) make sure that you put the following information in the NOTES section at the bottom of the page:
 - The contractor(s) name (s)
 - The date of the invoice
 - The number of the invoice
 - The amount of the invoice
4. Shared use trails that allow ATV use will be eligible for 50% HRM maintenance funding of their trails. 50% funding is required from another source or sources, but supporting documentation is not required as in previous years.
5. Line 6001 Salaries is not an eligible HRTA Maintenance Expense