

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 11.02.001	PAGE 1 of 2
	Policy and Procedure		EFFECTIVE DATE July 1, 2000	
SUBJECT Highway Equipment Working Capital Fund (HEWCF) Management		SUPERSEDES		DATED
TITLE State Equipment Fleet	CHAPTER HEWCF Management	APPROVED BY Signature on File		

PURPOSE

The purpose of this policy is to formalize the requirement of the Statewide Equipment Fleet (SEF) to manage the Highway Equipment Working Capital Fund (HEWCF) in a fiscally responsible way.

POLICY

A. Fiscal Responsibility

It is the policy of the department to manage the HEWCF in accordance with procedures established by state statutes and regulations, the Office of Management & Budget (OMB), the Federal Office of Management and Budget Circular A-87, and in accordance with Generally Accepted Accounting Principles (GAAP).

B. Financial Reporting

Financial statements for the HEWCF shall be prepared annually, or as required, and in the format approved by OMB and the State Accountant.

Financial reports that monitor the expenses and revenues of all SEF budget components shall be prepared monthly and distributed in accordance with procedures set under this policy.

C. Setting Rental and Service Rates

It is the responsibility of SEF to establish operating, replacement, and service rates for fleet vehicles and equipment and other SEF services. It is the policy of the department that these calculated rates shall:

- Provide sufficient revenue to meet the operating, replacement, and service expenses of the fleet and SEF.
- Allocate costs fairly and reasonably between the various rate structures.

- Be billed in a uniform manner to all agencies.
- Reflect prior year surpluses and deficits when they exist.

Operating, replacement, and service rates are to be calculated annually and submitted to the Governor's Office of Management and Budget for approval prior to implementation.

AUTHORITY

AS 44.68.210; 44.68.220; 44.68.230; 44.68.240

IMPLEMENTATION RESPONSIBILITY

Director, Administrative Services; SEF Fleet Manager; SEF Accountant; Regional SEF Managers and Superintendents.