

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 11.02.011	PAGE 1 of 5
	Policy and Procedure		EFFECTIVE DATE June 16, 2000	
SUBJECT SEF Monthly Financial Statements		SUPERSEDES DPDR 11.01.011	DATED January 1, 1996	
TITLE State Equipment Fleet	CHAPTER HEWCF Management	APPROVED BY Signature on File		

PURPOSE AND SCOPE

Introduction:

The accurate and frequent reporting of the status of SEF revenues and expenditures is critical information for all managerial levels. To insure the proper administration of the Highway Equipment Working Capital Fund this procedure describes the types, frequency, and distribution of these status reports.

Responsibility/Performance:	
SEF HQ Manager:	Ensures adherence to these procedures.
SEF HQ Accountant:	Prepares the reports as required.

DISTRIBUTION

All holders of the DOT&PF Procedure Manual and the SEF Procedure Manual.

PROCEDURE

The SEF HQ accountant will prepare monthly management reports that summarize the following SEF financial information at the SEF district, regional, headquarters, and statewide levels.

A. Operating Revenues

The reports shall list current fiscal year authorization and forecast, prior year actual, activity for the current period, year to date actual, receivables encumbered, the total of actual and encumbered, and the percent of budget and year complete.

B. Expenses

The reports shall list expenses by the same categories as operating revenues. Expense detail shall be provided for personal services, travel, contractual, fuel, parts, commodities, and other.

C. Total Expenditures

The reports shall total expenditures for all categories.

D. Other Adjustments

The reports shall list transactions related to charges for Statewide Administrative Services by the same categories as operating revenues. A reduction to operating expenses shall be recognized for Statewide SEF estimated replacement overhead.

E. Total Disbursements

A summary for all categories shall be provided that totals expenses in Section C with the adjustments in Section D.

F. Net Income

Net income for all categories shall be totaled.

G. Replacement Activity

Replacement and sale revenues and replacement activity shall be summarized for all categories.

H. Footnotes

To assist in the understanding of the data footnotes as necessary will be provided.

I. Modifications and Additions to Reports

As improved reporting tools become available or when management or users request it, new or modified reports will be produced.

J. Distribution

Monthly reports will be provided to the deputy commissioner, administrative and regional directors, SEF manager, and the regional and district equipment managers. Upon request to the SEF accountant the reports may be provided to others.

Attachments:

Attachment A: Monthly Management Report – Fund Summary.

Attachment B: Monthly Management Report – Program Revenue.

Attachment C: Monthly Management Report – Regional Example

Monthly Management Report-State Equipment Fleet

March 31, 1998

Fund Summary	FY98 Authorized	FY98 Forecast	Prior Year YTD Total	Activity This Period	YTD Actual	Receivable/ Encumbered	Total YTD Total	% Budget Complete	% Year Complete
Revenues:									
Operating	20,792,700	19,648,677	14,906,061	1,609,025	12,877,365	1,859,143	14,736,508	70.87%	75.00%
Billable Services	850,400	1,442,519	1,196,386	132,773	782,782	398,810	1,181,592	138.95%	75.00%
Total Revenue	21,643,100	21,091,197	16,102,447	1,741,798	13,660,147	2,257,953	15,918,100		
Expenditures:									
Personnel Services	11,809,200	11,128,108	8,076,924	856,541	7,869,303	18,504	7,887,807	66.79%	70.83%
Travel	245,300	285,040	213,454	12,209	189,342	17,734	207,076	84.42%	70.83%
Contractual	1,222,700	1,122,167	815,747	133,395	696,976	138,201	835,177	68.31%	70.83%
Rental, Facilities	1,265,100	1,265,100	1,263,798	0	477,300	787,800	1,265,100	100.00%	75.00%
Fuel	3,165,500	3,065,887	2,183,419	233,203	2,171,670	0	2,171,670	68.60%	70.83%
Parts	3,676,900	3,511,550	2,487,533	300,785	2,487,348	0	2,487,348	67.65%	70.83%
Commodities	868,700	890,412	640,995	75,222	629,977	1,033	631,010	72.64%	70.83%
Equipment	310,500	209,241	142,673	5,984	145,438	3,917	149,355	48.10%	70.83%
Other	0	0	1	0	(2)	0	(2)		
Total Expenditures	22,563,900	21,477,506	15,824,544	1,617,339	14,667,352	967,189	15,634,541		
Statewide Admin Svcs	688,300	688,300	516,225	57,358	491,775	24,450	516,225	75.00%	75.00%
Statewide SEF **	(674,000)	(756,701)	(471,623)	(328,574)	(533,673)	(12,389)	(546,062)	81.02%	75.00%
Total Disbursements	22,578,200	21,409,105	15,869,146	1,346,122	14,625,454	979,250	15,604,704		
Net Income (Loss)	(935,100)	(317,908)	233,301	395,676	(965,307)	1,278,703	313,396		
Replacement Revenue	11,849,900	10,896,191	7,944,702	896,279	7,100,831	1,071,312	8,172,143	68.96%	75.00%
Sale Revenue	750,000		7,944,702	8,006	833,387	0	833,387	111.12%	75.00%
Replacement Activity			281,040	629,168	3,122,391	5,220,607	8,342,998		
Debt Reduction		923,363	8,169,667	0	706,388	0	706,388		

**Replacement Program amount incl in SEF HQ.

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Prepared by Glen M. Nicolai
SEF Headquarters

Monthly Management Report-State Equipment Fleet

March 31, 1998

Program Revenue	Central 57848	Interior 59613	Southeast 58573	Western 58192	S. Central 60095	S.E.F. Headquarters	S.E.F. Totals	Percent
Operating Revenues:								
M. & O.	3,984,534	4,266,444	933,624	433,894	1,710,760		11,329,256	76.9%
D. & C.	246,664	300,488	56,662	23,306	75,034		702,154	4.8%
Other DOT&PF.	165,564	100,971	35,420	66	51,268		353,288	2.4%
Total DOT&PF.	4,396,762	4,667,903	1,025,705	457,266	1,837,062		12,384,698	84.0%
H. & S. S.	101,479	27,297	27,254	8,176	18,175		182,381	1.2%
D.N.R.	200,231	129,058	22,925	52	21,127		373,392	2.5%
F. & G.	136,474	64,467	60,491	16,473	6,465		284,371	1.9%
Public Safety	693,117	251,718	93,559	30,479	39,002		1,107,876	7.5%
Other Agencies	224,829	60,541	66,474	36,207	15,740		403,791	2.7%
Totals	5,752,892	5,200,983	1,296,409	548,653	1,937,571		14,736,508	100.0%
Billable Services	241,889	239,939	356,291	196,904	146,569		1,181,592	
Total Revenue	5,994,781	5,440,922	1,652,700	745,557	2,084,140		15,918,100	
Operating Expenditures:								
Personnel Services	2,850,067	2,511,970	671,928	411,618	957,066	485,158	7,887,807	50.5%
Travel	65,305	108,718	9,112	7,462	10,132	6,347	207,076	1.3%
Contractual	292,761	253,197	55,605	24,126	106,832	92,656	825,177	5.3%
Rental, Facilities	463,300	484,100	99,200	86,400	118,100	14,000	1,265,100	8.1%
Fuel	863,916	791,764	139,119	100,269	276,602	0	2,171,670	13.9%
Parts	1,091,499	873,822	231,499	66,936	223,592	10,000	2,497,348	16.0%
Commodities	263,450	216,488	51,088	24,641	66,659	8,684	631,010	4.0%
Equipment	54,315	54,258	111	625	22,659	17,387	149,355	1.0%
Other	0	(2)	0	0	(1)	1	(2)	0.0%
Total Expenditures	5,944,613	5,294,315	1,257,662	722,077	1,781,641	634,233	15,634,541	100.2%
DOT Admin Fee	122,700	161,475	61,125	20,250	36,750	113,925	516,225	3.3%
Headquarters O/H	79,457	71,963	16,506	7,042	27,128	(748,158)	(546,062)	-3.5%
Total Disbursements	6,146,770	5,527,753	1,335,293	749,369	1,845,519	0	15,604,704	100.0%
Net Income (Loss)	(151,989)	(86,831)	317,407	(3,812)	238,621	0	313,396	

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Monthly Management Report-Central Region

March 31, 1998

AR 57683-Central	FY98 Authorized	FY98 Forecast	Prior Year YTD Total	Activity This Period	YTD Actual	Receivable/ Encumbered	Current YTD Total	% Budget Complete	% Year Complete
Revenues:									
Operating Rate	8,170,900	7,670,523	5,781,957	638,037	5,070,742	682,150	5,752,892	70.41%	75.00%
Billable Services	150,400	303,850	219,772	40,242	185,884	56,005	241,889	160.83%	75.00%
Total Revenue	8,321,300	7,974,373	6,001,729	678,279	5,256,626	738,155	5,994,781		
Expenditures:									
Personnel Services	4,197,500	4,016,005	2,866,970	307,080	2,831,563	18,504	2,850,067	67.90%	70.83%
Travel	58,000	92,195	59,224	4,176	65,305	0	65,305	112.59%	70.83%
Contractual	359,200	393,104	241,363	83,423	243,689	49,072	292,761	81.50%	70.83%
Rental, Facilities	463,300	463,300	463,300	0	463,300	0	463,300	100.00%	70.83%
Fuel	1,319,400	1,219,646	865,241	96,740	863,916	0	863,916	65.48%	70.83%
Parts	1,476,200	1,540,940	914,502	154,575	1,091,499	0	1,091,499	73.94%	70.83%
Commodities	355,200	371,929	242,619	30,694	263,450	0	263,450	74.17%	70.83%
Equipment	92,500	75,067	17,996	0	50,398	3,917	54,315	58.72%	70.83%
Other	0	0	(1)	0	0	0	0		
Total Expenditures	8,321,300	8,172,186	5,671,214	676,688	5,873,120	71,493	5,944,613		
Statewide Admin Svcs	163,600	163,600	122,700	13,633	116,889	5,811	122,700	75.00%	75.00%
Statewide SEF	155,500	105,942	122,271	9,269	77,774	1,682	79,457	51.10%	75.00%
Total Disbursements	8,640,400	8,441,728	5,916,185	699,590	6,067,783	78,987	6,146,770		
Net Income (Loss)	(319,100)	(467,355)	85,544	(21,311)	(811,157)	659,168	(151,989)		
Replacement Revenue	5,082,800	4,807,925	3,426,740	400,480	3,164,078	441,866	3,605,944	70.94%	75.00%

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