

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>11.02.012</b>	PAGE 1 of 2
	<b>Policy and Procedure</b>		EFFECTIVE DATE June 16, 2000	
SUBJECT <b>SEF Cash Flow Reports</b>		SUPERSEDES DPDR 11.02.012	DATED 12/15/1993	
TITLE <b>State Equipment Fleet</b>	CHAPTER <b>HEWCF Management</b>	APPROVED BY Signature on File		

## PURPOSE AND SCOPE

The purpose of the Cash Flow Report is to provide SEF management with a cash projection for equipment purchase planning. This procedure describes the information used in developing the report and provides an example of the report format.

<b>Responsibility/Performance:</b>	
SEF Manager:	Ensure adherence to these procedures.
Headquarters SEF Accountant:	Prepare report as required.

## DISTRIBUTION

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

## PROCEDURE

- A. The SEF Cash Flow Report and Monthly Cash Projection are prepared monthly, no later than the tenth working day of the month, and after the Equipment Management System (EMS) has been interfaced with the Alaska State Accounting System (AKSAS) to update the current month receivables (see Attachment A).
- B. Review AKSAS for the current cash balance, current accounts receivable, replacement encumbrances, and operating encumbrances.
- C. Review the SEF Procurement database for active Purchase Requests (PR's) and active Delivery Orders (DO's) by bid number and expected date of arrival.
- D. Enter revenue projections, including replacement revenue and operating revenue.
- E. Enter projected operating expenses.
- F. Footnote as necessary to assist management in understanding the data.
- G. Distribute Cash Flow Report to the HQ SEF Manager and the HQ Director of Administrative Services.

Attachment:

Attachment A: Cash Flow Report

*Alaska State Equipment Fleet  
Cash Flow Projection  
As of 4/20/98, 9:58 AM*

Date Projected: 10/31/98

<b>Cash Balance @</b>	<b>4/8/98</b>		<b>\$9,810,597</b>
Active Replacement Encumbrances:			
	Appropriation for 1998 (82332)	\$7,238,860	
	Appropriation for 1997 (82075)	3,646,463	
	Appropriation for 1996 (89901)	571,809	
	Appropriation for 1995 (88443)	0	
	Appropriation for 1994 (87642)	0	
	Appropriation for 1992 (87502)	0	
	Appropriation for 1989 (84039)	301,755	
	<b>Total Replacement Encumbrances</b>	<b>11,758,887</b>	<b>(11,758,887)</b>
Operating Encumbrances:			
	Appropriation for 1997	\$967,189	
	DOT&PF Administrative Fee	24,450	
	<b>Total Operating Encumbrances per Mgmt Report</b>	<b>991,639</b>	<b>(991,639)</b>
<b>Net Cash Balance</b>			<b>(2,939,929)</b>
Active Purchase Requisitions Not Encumbered:			
	Total Open HEWCF in Procurement Data Base	(\$12,624,702)	
	Total Replacement Encumbrances (above)	11,758,887	
	<b>Balance</b>	<b>(\$865,815)</b>	
<b>Net Cash After Bids in Process</b>			<b>(\$3,805,745)</b>
<b>Expected Positive Account Receivable Change (Negative)</b>			<b>(824,360)</b>
<b>Replacement &amp; Operating Projections to:</b>		<u>10/31/98</u>	
	Replacement Revenue	\$6,369,567	
	Operating Revenue	\$11,742,075	
	Operating Expenses	(12,929,880)	
	Operating Transfers Out	(426,922)	
	<b>Total Projection</b>	<b>(1,614,726)</b>	<b>4,754,841</b>
<b>Projected Available Cash at</b>		<u>10/31/98</u>	<b>\$124,737</b>
<b>Adjustment to Recognize Active Delivery Orders</b>			
<b>From HEWCF Only:</b>			
	Total Open HEWCF in Procurement Data Base	\$12,624,702	
	Caterpillar Payments due 3/1/98	0	
	Caterpillar Payments due 6/1/98	(286,504)	
	Caterpillar Payments due 9/1/98	(286,504)	
	Active Delivery Orders in Procurement Data Base	(7,888,631)	
	<b>Total Adjustment</b>	<b>4,163,065</b>	
<b>Projected Available Cash in the Short Term</b>			<b>\$4,287,801</b>