

INSTRUCTIONS FOR PREPARING POWELL BILL EXPENDITURES REPORT

(The Expenditure Report is statutorily due to the NC DOT on or before August 1st each year.)

YOU WILL NEED TO **FILL OUT THE FORM IN EBS** TO REPORT YOUR MUNICIPALITY'S POWELL BILL REVENUES AND EXPENDITURES AS GOVERNED BY G.S. 136-41.3-136-41.4 "RECORDS AND ANNUAL STATEMENT".

REPORT BASIS

NOTE: You must select whether reporting is done on a cash or accrual basis.

REVENUES FOR POWELL BILL STREETS:

1. **Beginning Balance on Hand July 1, 20XX:** Powell Bill Program has filled this amount in per their records; it should reflect your municipality's Powell Bill ending balance as of June 30, 20XX. If this amount differs from your records, please use the "Bookkeeping Correction" line on the report to adjust.
2. **Interest Earned on Powell Bill Funds:** Interest income earned on your Powell Bill funds must be reported on your Powell Bill Expenditures Report. Powell Bill interest should not be placed in the General Fund but should become part of the Powell Bill fund account and used for eligible Powell Bill purposes. This earned interest income should be added as a receipt.
3. **Assessments/Reimbursements/Other:** If a municipality constructs a project using Powell Bill funds and assesses the property owners for said construction, all funds received due to this assessment, including interest, should be returned to the Powell Bill fund account. Also, record any reimbursements to the Powell Bill fund account on this line. **Back-up documentation of these assessments, reimbursements, or receipts must be attached with the Powell Bill Expenditure Report.**
4. **Sale or Transfer of Equipment:** Funds received from the sale of equipment that was purchased with Powell Bill funds should be returned to the Powell Bill fund account. (If equipment is transferred to a unit that does not qualify for Powell Bill funds, the fair market value should be returned to the Powell Bill fund account.)
5. **Sales Tax Refund:** Sales tax refunds for Powell Bill expenditures should be returned to the Powell Bill fund account. If you cannot determine the amount, you can prorate the amount. If sales tax was never included in expenditure amounts, please put "0" in column.
6. **Bookkeeping Correction [+ or (-)]:** If your municipality's Powell Bill Ending Balance on Hand As of June 30, 20XX, does not match the Beginning Balance on Hand July 1, 20XX, use this space to make the correction with a brief explanation.
7. **Powell Bill Allocation Received from Department of Transportation on or before October 1, 20XX and January 1, 20XX**

8. **Penalty (Deducted from Allocation) -- To State for Past Due Account:** If a municipality owed the State for work by force account or by an Agreement, the Accounts Receivable Unit of the Fiscal Branch deducted the amount owed from the municipality's Powell Bill allocation. These are funds owed to the State.

Penalty (Deducted from Allocation) -- Balance on Hand Greater Than the Sum of Past 10 or 20 Allocations: If your balance on hand was greater than the sum of your municipality's last ten (10) or twenty (20) allocations, whichever applicable, an amount equal to the excess balance on hand was deducted from your municipality's Powell Bill allocation.

G.S. 136-41.3, Excess Accumulation of Fund states: "Any municipality having accumulated an amount greater than the sum of the past 10 or 20 allocations made, shall have an amount equal to such excess deducted from the next allocation after receipt of the report required by this section." These deducted funds will be added to the next Fiscal Year's total allocation for all municipalities.

Penalty (Deducted from Allocation) – Miscellaneous Errors: Any errors or corrections in mileages, population, or miscellaneous deductions. (The Powell Bill office will fill this in, if necessary.)

EXPENDITURES FOR POWELL BILL STREETS: (Street names must be written on invoices.)

1. **Right of Way:** Any expenditure for right of way on streets or public thoroughfares within the corporate limits.
2. **Engineering:** All costs of engineering associated with qualifying Powell Bill streets, such as consultant type work. This would also include preparation of Powell Bill maps and related surveying.
3. **Paving & Resurfacing:** All costs of any new paving on existing unsurfaced streets and the resurfacing of existing surfaced streets, **attach list of streets to report or type them in block provided.** Not patching or maintenance-type work associated with utilities, i.e., water, sewer, electrical (Not eligible).
4. **Maintenance as part of a Repaving Project:** All maintenance costs as part of a repaving project on existing unsurfaced or surfaced streets.
5. **Maintenance (This covers routine maintenance as outlined in Powell Bill Expenditure Guidance):** Please report labor and supervision for employees performing only eligible Powell Bill work. If your municipality has employees that also do other type work for your municipality, please prorate time they work on eligible streets (need to maintain timesheets to support this). Any engineering used exclusively for street maintenance can also be charged. Maintenance and supplies for vehicles used for Powell Bill purposes may also be reported in this line item.
6. **Snow & Ice Removal:** Any costs associated with the removal of snow and ice includes sanding and salting, **EXCEPT** from any municipally-owned area outside the corporate limits.
7. **Drainage & Storm Sewer:** As outlined in Powell Bill Expenditure Guidance.

8. **Curb & Gutter**: As outlined in Powell Bill Expenditure Guidance.
9. **Bridge Construction & Repair**: As outlined in Powell Bill Expenditure Guidance.
10. **Traffic Control**: As outlined in Powell Bill Expenditure Guidance. Street name signs and parking meters **are not** allowable charges.
11. **New Equipment**: Any new equipment purchased for the purpose of maintenance and construction on Powell Bill streets. If equipment is used for purposes other than Powell Bill, you may prorate. (Suggest that you seek advice from your auditor on what documentation to maintain.) **Not for the purchase of any type of garbage or refuse collection.**
12. **New Construction**: Any construction of new streets, bridges, culverts, major widening projects, curb and gutter, storm drainage, grade crossing eliminations. Please remember if Powell Bill funds are used for the total construction of a Federal-Aid Bridge Project, when payment is received, make sure that portion paid by the Federal Government is returned to the Powell Bill fund account for whatever percentage as outlined in the Agreement from the Department of Transportation; these funds have to be returned to the Powell Bill fund.
13. **Bikeways**: For the planning, construction, and maintenance of bikeways located within the municipal limits or within the area of any metropolitan planning organization or rural planning organization.
14. **Debt Service Payment (Street/Sidewalk Portion ONLY of Municipal Bonds & Notes)**: Principal and/or interest payments made exclusively for the street/sidewalk portion of municipal bonds and notes. If your bonds and notes are issued for purposes other than stated above, please use the percentage as outlined in your contract to prorate the amount eligible for payment from Powell Bill funds for the street/sidewalk portion. **Not for installment purchase contracts or loan payments.**
15. **Sidewalks**: For the planning, construction, and maintenance of sidewalks located within the municipal limits or within the area of any metropolitan planning organization or rural planning organization.
16. **Transportation Improvement Project (TIP)**: Project currently on the approved project list. Funds used must be an amount equal to that amount necessary to complete one full phase of the project.
17. **Greenways**: For the planning, construction, and maintenance of greenways located within the municipal limits or within the area of any metropolitan planning organization or rural planning organization.

After completing the Powell Bill Expenditures Report, please print, obtain the necessary signatures and seals, scan both pages, and then attach the document in EBS and submit. You will receive an email confirming your submittal, if you do not, the Expenditure Report has not been submitted to NCDOT for approval.

If you have any questions about allowable Powell Bill expenditures, please refer to the Powell Bill Expenditure Guidance or seek legal interpretation of the General Statutes (136-41.1 through 136-41.4) governing Powell Bill from your municipality's attorney; the North Carolina League of Municipalities' attorneys; your municipality's auditor; or you may also contact the Powell Bill Program Manager at PowellBillHelp@ncdot.gov or call (919) 707-4586, for assistance.