



# POWELL BILL REPORTING SYSTEM (PBRs)

## Municipal Street Fiscal Data Report Instructions

**PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY FOR EACH ITEM.**

The Powell Bill Program processes electronic submissions on-line through the Powell Bill Reporting System (PBRs), powered by **Enterprise Business Services (EBS)**. In addition to the Expenditure Report that was completed for your municipality's Powell Bill funds, the Fiscal Data Report reflects all expenditures for street purposes only during the reporting fiscal year. Estimates, within reasonable limits, may be given where actual data are not available.

### **I. Disbursements for Streets During Fiscal Year**

#### **PAYMENTS TO STATE:**

01. Include all payments to the State Department of Transportation under Powell Bill Agreement; from local funds; or due because of penalties or restitution.

**DISBURSEMENTS FOR:** (Do not include any expenditures that were included in #1. Do not report expenditures for which the municipality is reimbursed by the State Department of Transportation.)

02. **Capital Outlay: Right of Way** – Include purchase of land, improvements, and easements; right-of-way administration; legal fees; and costs of moving and relocating buildings, businesses, people, and providing relocation assistance services.
03. **Capital Outlay: Engineering** – Include pre-construction and field engineering and inspections; surveys, material testing, and borings; preparation of plans, specifications and estimates; and traffic and related studies.
04. **Capital Outlay: Construction** – Include all payments for street and bridge construction, reconstruction, and betterments, including grading, surfacing, resurfacing, storm sewers and drainage, curb and gutter, traffic signals and signs, and sidewalks. Include all administrative and equipment costs directly assignable to construction.
05. **Maintenance** – (Do not report expenditures for which the municipality is reimbursed by the State Department of Transportation.) Include all expenditures for the maintenance of municipally-maintained streets and bridges and all administrative and equipment costs directly assignable to maintenance.
06. **Snow and Ice Removal** – Include all expenditures for the removal of snow and ice from municipally-maintained streets, such as sanding, salting, purchase of special equipment, etc.



07. **Traffic Control Operations** – Include all expenditures for operation of traffic control and surveillance systems that are designed to monitor and control traffic by managing vehicle flow on streets and highways. Such systems include traffic signal control; roadway, tunnel and bridge surveillance and control; electronic message boards, etc.
08. **Other** – Include expenditures for highway air quality monitoring, highway beautification, mowing, and litter removal. **(Please specify with the drop-down box.)**
09. **General Administration & Miscellaneous** – Include general and miscellaneous expenditures not readily classified as capital outlay, maintenance, or operations. Highway planning, traffic studies, and research activities are included in this item. A pro rata share of the municipality's administrative budget may be charged to the street department and included in this item.
10. **Traffic Police Salaries & Motor Vehicles** – (Not domestic) Include all expenditures for traffic officers' salaries; the purchase, maintenance, and operation of their motor vehicles; and any other costs associated with enforcing traffic and safety laws and ordinances. If expenditures for this purpose are included in total police expenditures, then the traffic portion should be estimated.
11. **Debt Service: Bonds Interest** – Show all payments on municipal bonds and notes that were issued for street purposes only. Report all amounts paid on bond interest, including financing costs such as agent fees, fiduciary charges, printing costs, and legal opinions.
12. **Debt Service: Bonds Redemption** – Report all amounts paid on bond redemption at net value, i.e., the value after adjustments for discounts and premiums.
13. **Debt Service: Notes Interest** – Report all amounts paid on note interest, including financing costs such as agent fees, fiduciary charges, printing costs, and legal opinions.
14. **Debt Service: Notes Redemption** – Report all amounts paid on note redemption at net value, i.e., the value after adjustments for discounts and premiums.

**TOTAL DISBURSEMENTS:**

15. Total of items 01 through 14.

**BALANCES AT END OF REPORTING FISCAL YEAR:**

16. **Capital and Operating Funds: Balance FY ending June 30, 20XX** – Show reserves on hand at the end of fiscal year **specifically designated for street improvement purposes**. Such funds would be **unexpended Powell Bill funds (your June 30 Powell Bill Reserve amount)**, other street improvement grants, or general funds designated for street purposes, etc.
17. **Debt Funds Balance FY ending – June 30, 20XX** – Amounts in this column should be the unexpended portion of the bond issue(s) on hand for the reporting fiscal year's debt on obligations incurred for street purposes. This should be your June 30 balance.
18. **Total Funds Accounted For** – Total of item 15 plus items 16 & 17. In order to balance Section I with Section II, this total should equal to item 37.



## II. Receipts for Street Purposes During Fiscal Year

Report the receipt of funds during the fiscal year from whatever source dedicated, or used, for street improvement purposes.

### RECEIPTS FROM LOCAL GOVERNMENT SOURCES:

19. **General Fund** – Enter receipts from the General Fund designated specifically for street purposes. (In order to make the total in 37 agree with the total in 18, it is suggested this line be skipped over and the remaining lines 20 through 37 be completed first; then come back to this Item.) The total in 37 (copied directly from 18) **LESS** the amounts in lines 20 through 36 should give the receipts from the General Fund.
20. **Motor Vehicle License Fees (City Tags or Stickers)** – Report the total collections from the sale of city tags or stickers (local registration fees) at net value--total receipts less refunds and collection costs.
21. **Other Local Sources: Real Property Taxes & Special Assessments** – Report revenues generated from real property taxes and special assessments specifically levied for construction and maintenance of streets.
22. **Other Local Sources: Sales Taxes** – Report revenues from local government sales taxes.
23. **Other Local Sources: Other** – Report revenues generated from other assessments, including personal property taxes levied on motor vehicles, impact fees, and any other local taxes and fees that were used for street purposes. **(Please specify with the drop-down box.)**
24. **Miscellaneous Local Receipts: Interest on Investments** – Report investment income, including interest on deposits, and net profit or loss from investment transactions, specifically designated for street improvement purposes. **Interest on Powell Bill funds should also be shown here.**
25. **Miscellaneous Local Receipts: Traffic Fines/Penalties** – Report income from fines/penalties specifically designated for street improvement purposes.
26. **Miscellaneous Local Receipts: Other** – Surplus funds applied to local street activities (surplus parking or garage fees transferred for street purposes), and other miscellaneous local receipts not included above. **(Please specify with the drop-down box.)**
27. & 28. **Proceeds of Sale of Bonds and Notes** – Report the net proceeds of bonds and notes issued for streets; net proceeds represent the remaining value after par value is adjusted for premiums, discounts, and accrued interest. When general improvement bonds and notes are issued for street and non-street purposes, **only the street portion should be reported.**



29. **Private Contributions** – Report any donations, such as cash or the transfer of real property, the construction of facilities, and the performance of support services (surveys or preliminary and construction engineering) received from the private sector specifically designated for street purposes.
30. **Powell Bill Funds Received /Allowed: October 1, 20XX & January 1, 20XX** – Show the total allocation of Powell Bill funds received in the reporting fiscal year (October 20XX and January 20XX).
31. **Other State Funds Received** – If other State funds are received. **(Please specify using the drop-down box.)**

**RECEIPTS FROM FEDERAL GOVERNMENT:**

Report all funds received from all Federal agencies and used for street improvement purposes. This would include FHWA and funds from other Federal agencies paid either directly to the municipality or indirectly to the municipality through the State.

32. **Federal Highway Administration** – Report all funds received from the FHWA (i.e., Federal Bridge Replacement, Section 104 Planning).
33. **Other** – Report all funds received from other Federal agencies either directly or indirectly (i.e., Urban Mass Transportation [UMTA]; HUD-Community Development Block Grant; FTA Planning; Highway Safety; FEMA; Selective Traffic Enforcement). **(Please specify with the drop-down box.) Please identify each fund separately.**

**TOTAL RECEIPTS:**

34. Total of items 19 through Item 33.

**BALANCE AT BEGINNING OF REPORTING FISCAL YEAR:**

35. **Capital & Operating Funds: Balance - Fiscal YR Beginning July 1, 20XX** – Show reserves on hand at the beginning of the fiscal year specifically designated for street improvement purposes. Such funds would be **unexpended Powell Bill funds (your June 30 Powell Bill Reserve amount)**, other street improvement grants, or general funds designated for street purposes, etc.
36. **Debt Fund: Balance - Fiscal YR Beginning July 1, 20XX** – This balance should be **last** fiscal year's ending debt fund, if any, on obligations incurred for street purposes.
37. **Total Funds Available** – Line 34 plus Lines 35 & 36. See Line 19 above for instructions for balancing Sections I. and II. *(This item should be the same as Item 18 above.)*



### III. Debt Service

Show in this Section any changes in local street debt during the reporting fiscal year. When general improvement bonds and notes are issued for street and non-street improvement purposes, **only the funds that will be used for the street portion should be reported.** Show all entries at par, i.e., the face amount or value.

- 38. & 42. **Amount Outstanding Beginning of Year** – Report bonds and notes outstanding at the beginning of the fiscal year.
- 39. & 43. **Issued During Fiscal Year** – Report bonds and notes issued for street improvement purposes during the fiscal year.
- 40. & 44. **Redemptions During Fiscal Year** – Report bonds and notes redeemed during fiscal year.
- 41. & 45. **Amount Outstanding June 30, 20XX** – Report bonds and notes outstanding at the end of the fiscal year.

***Type your Name, Title, Select Date, and Submit. (This form does not need to be scanned and attached.)***

**Please feel free to contact the Powell Bill Unit at  
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