



STANDARD OPERATING PROCEDURE (SOP) Processing Powell Bill Fiscal Data Report

BUSINESS CATEGORY	Division of Highways (DOH)	APPROVAL DATE	4/21/2020
BUSINESS AREA	Planning & Programming/Powell Bill Unit	REVISION DATE	4/28/2022
EFFECTIVE DATE	4/21/2020	VERSION NO.	2

AUTHORITY	USDOT – FHWA: Highway Finance Data Collection, Chapter 11 https://www.fhwa.dot.gov/policyinformation/hss/guide/ch11.cfm
PURPOSE	<p>The Fiscal Data Report is the third report required for the Powell Bill Program – due December 1st of each year. This report is necessary to provide information required by the Federal Highway Administration (FHWA) for the FHWA 536 report (Highway Finance Data Collection). This report reflects all of the funds received and spent, for street purposes, during the preceding fiscal year.</p> <p>Staff of the Powell Bill Unit will verify that all documents have been received and correctly completed by the municipalities in a timely manner. Once verified, the Powell Bill Unit will submit the FHWA 536 report to the NCDOT Compliance Reporting Manager.</p>
SCOPE	The Powell Bill Business Unit as a whole and any assigned individuals.
RELATED POLICY	NCDOT Powell Bill Program Administration Policy F.28.0100
DEFINITIONS	<p>“FHWA” – shall mean the Federal Highway Administration</p> <p>“Participant(s)” – shall mean municipalities that are qualified to participate in, and receive funds from, the Powell Bill program</p> <p>“PBRS” – shall mean the Powell Bill Reporting System</p> <p>“Program” – shall mean the Powell Bill Program, which runs by fiscal year, July 1st to June 30th</p> <p>“The Unit” – shall mean the Powell Bill Business Unit as a whole and any assigned employees</p>

PROCEDURE

The Fiscal Data Report information must be entered into the Powell Bill Reporting System (PBRS) by December 1st each year. The report can be accessed in the PBRS starting July 1st.

The Unit will process and review the submissions through the workflow in the PBRS and check to ensure all required fields are completed in the PBRS and compare the entries with the Expenditure Report submitted for the same fiscal year. The Fiscal Data Report includes all funds received or spent for street purposes, not just Powell Bill funds, therefore some line items will be the same or greater than the amounts reported on the Expenditure Report.

- Line 16 of the Fiscal Data Report should be the same or higher as the Balance on Hand which is the last line of the Expenditure Report
- Line 24 of the Fiscal Data Report should be the same or higher as Line R100 of the Expenditure Report
- Line 30 of the Fiscal Data Report should reflect the October and January allocations received from the Powell Bill Program

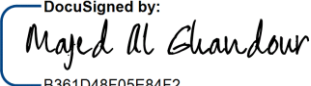
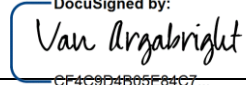
- Line 35 of the Fiscal Data Report should be the same or higher as the Beginning Balance on Hand which is the first line at the top of the Expenditure Report.
- Lines 18 and 37 must match; the system will not allow the report to be saved or submitted unless they match
- Lines 08 and 23 can be used for “Audit Adjustments” to fix rounding errors

Make a note in the PBRs if there are any deviations from the Expenditure Report information. For example, if the municipality reports there is an error in the Expenditure Report submitted in August, request a statement in writing from the municipality through email, and make a note in the PBRs.

If any component of the Fiscal Data Report is incomplete or inaccurate, the Unit will return it to the Participant, through the PBRs, for updates/corrections. The Participant will then have to make the necessary changes and resubmit it through the PBRs. Once resubmitted, the report will go back into the Unit’s workflow and will be processed as timely as possible.

REFERENCE	Powell Bill Expenditure Reports State Street-Aid (Powell Bill) website Fiscal Data Report example
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REVISION HISTORY		
REVISION DATE	REVISION NUMBER	REVISION DESCRIPTION
4/21/2020	1	Approved
4/28/2022	2	Added a few word updates and had some formatting changes.

STANDARD OPERATING PROCEDURE APPROVAL		
<i>Signing below certifies that the standard operating procedure has been vetted by the business area representative and all other applicable parties.</i>		
Business Area Representative <i>(Responsible for the Unit)</i>	DocuSigned by:  <small>B361D48F05E84F2...</small>	04/29/2022 <hr style="border: 0; border-top: 1px solid black;"/> <i>Date</i>
Executive Staff Member <i>(Responsible for the Unit)</i>	DocuSigned by:  <small>CF4C9D4B65E84C7...</small>	05/02/2022 <hr style="border: 0; border-top: 1px solid black;"/> <i>Date</i>