



## STANDARD OPERATING PROCEDURE (SOP) Processing Powell Bill Expenditure Report

<b>BUSINESS CATEGORY</b>	Division of Highways (DOH)	<b>APPROVAL DATE</b>	4/21/2020
<b>BUSINESS AREA</b>	Planning & Programming/Powell Bill Unit	<b>REVISION DATE</b>	3/5/2020
<b>EFFECTIVE DATE</b>	4/21/2020	<b>VERSION NO.</b>	1

<b>AUTHORITY</b>	<p><a href="#">NC General Statute § 136-41.1. Appropriations to municipalities; allocation of funds generally; allocation to Butner.</a></p> <p><a href="#">NC General Statute § 136-41.2. Eligibility for funds; municipalities incorporated since January 1, 1945.</a></p> <p><a href="#">NC General Statute § 136-41.3. Use of funds; records and annual statement; excess accumulation of funds; contracts for maintenance, etc., of streets.</a></p> <p><a href="#">NC General Statute § 136-41.4. Municipal use of allocated funds; election.</a></p>
Purpose	<p>The Expenditure Report is the second report required for the Powell Bill program –<b>due August 1<sup>st</sup> of each year</b>. This report is necessary to fulfill the requirement laid out in North Carolina General Statute (GS) §136-41.3(b). This report reflects the expenditures of the Powell Bill funds during the preceding fiscal year.</p> <p>Per GS §136-41.3(b1), if a municipality fails to file this statement by October 1<sup>st</sup> of each year, that municipality will be ineligible to receive their allocation on October 1<sup>st</sup>. Likewise, if the municipality fails to file this statement by January 1<sup>st</sup> of each year, that municipality will be ineligible to receive the allocation on January 1<sup>st</sup>.</p> <p>Staff of the Powell Bill Unit (The Unit) will verify that all documents have been received and correctly completed by the municipalities in a timely manner.</p>
<b>SCOPE</b>	The Powell Bill Business Unit as a whole and any assigned individuals.
<b>RELATED POLICY</b>	NCDOT Powell Bill Program Administration Policy F.28.0100
<b>DEFINITIONS</b>	<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, also referred to as the system.</p> <p>“Program” – shall mean the Powell Bill Program, which runs by fiscal year, July 1<sup>st</sup> to June 30<sup>th</sup></p> <p>“The Unit” – the Powell Bill Business Unit as a whole and any assigned employees</p>
<b>PROCEDURE</b>	
The Expenditure Report must be entered into the Powell Bill Reporting System (PBRS) by August 1 <sup>st</sup> of each year. The report can be accessed in the system starting July 1 <sup>st</sup> of each year.	

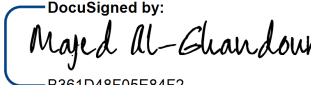
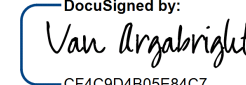
The Unit will process and review the submissions through the workflow in the PBRs and check to ensure all required fields are completed in the PBRs and any necessary attachments are present.

- Review the amounts that the system automatically populated to ensure there are no system issues. If there are problems with any amount the system provided, contact the IT programmers for assistance. Amounts to review:
  - Beginning Balance
  - Total Allocation Received
  - Penalty Fields (0300, 0400, 0500)
- Review the information entered by participant. Line items R104 and E103 require additional comments
- Ensure that the amounts are totaled correctly at the bottom (system calculated)
- Review the information at the bottom of the report in the PBRs
  - The check box with the General Statute statement must be checked
  - Authorizing name and date are filled in
- Review the attached scan of the Expenditure Report. There are two pages; both pages must be attached.
  - The amounts on the 1<sup>st</sup> first page of the scanned form must match the numbers entered into the PBRs.
  - All of the blanks on the second page should be filled in.
  - Make sure the notary's commission had not expired at the time of the signature.
  - Both the town seal and notary seal must be clearly legible.

If any component of the Expenditure 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.

<b>REFERENCE</b>	<a href="#">State Street-Aid (Powell Bill) website</a> Expenditure Report example
------------------	--

REVISION HISTORY		
REVISION DATE	REVISION NUMBER	REVISION DESCRIPTION
4/21/2020	1	Approved.

STANDARD OPERATING PROCEDURE APPROVAL		
<p><i>Signing below certifies that the standard operating procedure has been vetted by the business area representative and all other applicable parties.</i></p>		
Business Area Representative <i>(Responsible for the Unit)</i>	DocuSigned by:  <small>B361D48F05E84F2...</small> Signature	5/21/2020 Date
Executive Staff Member <i>(Responsible for the Unit)</i>	DocuSigned by:  <small>CE4C9D4B05E84C7</small> Signature	5/30/2020 Date