

ATTACHMENT #5

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES, HIGHWAY EQUIPMENT WORKING CAPITAL FUND

Year-End Procedures Manual

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES, HIGHWAY EQUIPMENT WORKING CAPITAL FUND

Year-End Procedures Manual Overview

The State of Alaska, Department of Transportation & Public Facilities (DOT&PF), Highway Equipment Working Capital Fund (HEWCF, the Fund or the State Equipment Fleet) is an internal service fund of the State of Alaska (the State). Internal service funds are used to account for the operations of State agencies that provide services to other State agencies, institutions, or other governmental units on a cost-reimbursement basis.

The HEWCF fund is managed by the State Equipment Fleet, or SEF. The Fund is used to account for the maintenance of the fleet and the replacement of fleet vehicles. Funding is provided by fees paid by other State agencies.

SEF is responsible for performing the year-end close of the Fund and preparing the year-end financial statements. The financial statements are then submitted to the Department of Administration, Division of Finance (DOF) for inclusion in the State's annual Comprehensive Annual Financial Report (CAFR). Currently, the SEF contracts with an outside accountant to perform the majority of the procedures outlined in this manual.

On the following pages you will find the step-by-step procedures necessary to perform the year-end closing of the Fund and to prepare the year-end financial statements. This manual was updated using the fiscal year 2016 data, reports and trial balance. See Appendix D for the 2016 unadjusted and adjusted trial balance, including a summary of adjustments posted to each account. This manual needs to be reviewed and updated annually due to changes in operations at SEF, and changes in closing procedures at DOT&PF.

When procedures are complete you will need to forward all work-papers to DOT&PF for their review and their records.

Reports will be needed from the following State applications to complete the procedures:

- IRIS – Alaska State Accounting System – The State financial accounting system (general ledger).
- EMS – Equipment Management System – This is a sub-ledger to the general ledger that is used by SEF management to track capital assets. This system does not automatically interface with the general ledger (IRIS), therefore adjustments must be accumulated to adjust the general ledger to reflect the changes in EMS.
- ALDER – The Alaska Data Enterprise Reporting (ALDER) Data Warehouse is a statewide reporting system designed to integrate data from multiple systems into a unified environment with a single toolset for simpler and more effective reporting.

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Procedures Manual

TRIAL BALANCE

System Conversion

The State of Alaska converted to a new accounting system effective July 1, 2015. They converted from AKSAS to IRIS. Fiscal year 2016 was the first year of accounting in the new IRIS system, and due to the conversion there were some issues with beginning balances. Prior year (2015) closing adjustments had not been made in IRIS therefore, to roll forward net position, an adjustment was necessary to record the impact of the prior year unrecorded adjustments. You will need to inquire if an adjustment is necessary in future years and if it is, DOT&PF should be able to provide you this adjustment. In FY16 the adjustment was as follows:

Adjusting Journal Entries JE # 201		F-100		
CAJE 201 - Manual post closing adjustments. DO NOT POST TO IRIS				
1000-Expenditures	Distributed Regular		313,490.00	
1008-Expenditures	Leave		20,251.00	
3001-Fund Equity	Unrestricted		59,706,417.00	
4034-Expenditures	Parts and Supplies		313,926.00	
5012-Expenditures	Construction		15,174,532.00	
6019-Revenues	General Fund Transportation - Chrgs for Svcs Misc		10,166.00	
6047-Revenues	General Fund - Miscellaneous		540,970.00	
6370-Revenues	Highways Equipmnt Working Capital Fnd - Chrgs for Svcs Misc		24,221.00	
6377-Revenues	Highways Equip Working Capital - Trnsfrs In Cntrbtd Capital		5,722,129.00	
6378-Revenues	Highways Equip Working Capital - Transfers In Other Funds		4,873,560.00	
0022-Expenditures	Prior Period Adjustment - Division of Finance Use Only			23,536,709.00
1083-Expenditures	Pension Expense GASB 68			649,556.00
3014-Expenditures	Interest Expense			66,119.00
5033-Expenditures	Depreciation Expense			18,227,597.00
6371-Revenues	Highways Equipment Working Capital Fund - Miscellaneous			1,976,055.00
EQUIP-Expenditures	75000 - Capital Outlay Converted Capital Expenditures			42,243,626.00
Total			86,699,662.00	86,699,662.00

Mid-August

Request a preliminary trial balance from DOT&PF for fund 1026 (Highway Equipment Working Capital Fund). They will provide you a preliminary trial balance, which you will use to begin your procedures. There may be a few changes to the trial balance over the next month; however, the preliminary trial balance is sufficient for the procedures described in the manual.

Depending on the system you are using, you will either input the trial balance amounts on a spreadsheet, or in a trial balance software. You will adjust these amounts as a result of the procedures performed in the subsequent sections.

Mid-September

The trial balance will be finalized. It is important that the final trial balance is dated after 9/1xx. You will need to obtain a copy of the final trial balance and compare it to the preliminary trial balance. Evaluate any changes that occurred and update the working trial balance with the necessary adjustments.

CASH

Typically there is only one adjustment to post to this account; however, you will need to use your professional judgment to determine if there is an additional entry necessary for the year you are working on. Each year, as part of the closing process, DOA prepares a “cash wash” adjustment, which is booked to both cash (1000) and due from other funds (1054). You will typically receive this entry from DOT&PF mid-September and it will be one of the last adjustments you book. The adjustment is typically posted as follows:

Adjusting Journal Entries JE # 13		A-01		
<JE 013> To post cash wash adjustments provided by DOR>				
1000-Assets	Treasurer's Cash		18,697.00	
1102-Assets	Accounts Receivable		190,646.00	
1154 - Assets	Due from other funds		7,900,960.00	
2000-Expenditures	In-State Employee Airfare		10,305.00	
2001-Expenditures	In-State Employee Surface Transportation		128.00	
2002-Expenditures	In-State Employee Lodging		3,615.00	
3043-Expenditures	Freight		150.00	
3045-Expenditures	Postage		534.00	
3058-Expenditures	Equipment and Machinery - Repairs/Maintenance		90.00	
3069-Expenditures	Commission Sales		71.00	
4002-Expenditures	Business Supplies		178.00	
4034-Expenditures	Parts and Supplies		4,191.00	
1000-Assets	Treasurer's Cash			19,262.00
1000-Assets	Treasurer's Cash			190,646.00
1000-Assets	Treasurer's Cash			7,900,960.00
2019-Liabilities	Accrued Payable			18,697.00
Total			8,129,565.00	8,129,565.00

In FY16 there was an additional cash adjustment related to cash held in trust for capital asset additions. This will be further discussed in the fixed asset and depreciation section of this manual.

ACCOUNTS RECEIVABLE

Accounts receivable can consist of several different items depending on what occurred during the year. It is best to review the outstanding AR and discuss the accounts with the Fleet Manager. This will help you to gain an understanding of what the balance consists of, and see if there are any adjustments necessary, based on reconciliations prepared by the Fleet Manager. You will also need to inquire to determine if there are any accounts receivable that still need to be booked, or prior year adjustments that still need to be reversed.

The following accounts may have balances:

- 1) 1099 – Program receipts: consists of refunds paid after year-end.
- 2) 1102 – Accounts receivable: consists of miscellaneous amounts due for billings, plus an adjustment to book Federal and State fuel tax due (see further discussion below).
- 3) 1105 – Unrestricted revenue: consists of vendor credits and an adjustment to write off stale items.

Fuel Tax Receivable:

The Equipment Fleet receives payments for Federal and State fuel taxes quarterly. An accrual is necessary for any un-received payments for the fiscal year that is being worked on. The Fleet Manager will provide a spreadsheet called the Master Fuel Tax Listing, which will outline any un-received payments that need to be recorded as accounts receivable. This adjustment is typically posted as follows:

Adjusting Journal Entries JE # 14		B-02		
<JE 014> To record federal and state fuel tax receivable				
1102-Assets	Accounts Receivable		136,134.00	
6019-Revenues	General Fund Transportation - Chrgs for Srvcs Misc			136,134.00
Total			136,134.00	136,134.00

DUE FROM THE GENERAL FUND

The unadjusted balance for this account (after receipt of preliminary trial balance) should typically be zero. If the beginning balance is not zero you will need to research, with the assistance of the DOA, what the existing balance consists of. You may need to make an adjustment to this balance and should work with DOA to determine what this adjustment should be. Further work in other areas, such as fixed assets, may identify additional items that should be recorded as due from the general fund.

There are two standard entries that will be posted to this account as follows:

- 1) Cash wash adjustment (see description of entry in cash section).
- 2) Adjustment to billable services rendered – The Equipment Fleet bills other DOT&PF and non-DOT&PF agencies for work it performs on the fleet and their vehicles. Occasionally billing disputes and other issues arise with respect to billings and these will be settled by re-billing the appropriate amount. Occasionally the Fleet Manager and her staff will review for unpaid items and write these off. Often times the Fleet Manager will write off items in the subsequent fiscal year and an adjustment is necessary to move them to the current fiscal year. There was no such adjustment in fiscal year 2016.

INVENTORY

Inventory typically is recorded in accounts 1489, 1490, 1492 and 1493. Inventory is not perpetual, and not updated throughout the year. A manual count is done at year-end and an adjustment is necessary to true up the year-end balance. Review the Inventory Total Value Report (provided to you by DOT&PF) to determine the proper inventory ending balance at year-end, and propose an adjustment to true up the unadjusted balance. The adjustment is typically posted as follows:

Adjusting Journal Entries JE # 6		C-01			
<JE 006> To adjust parts inventory to actual.					
1489-Assets	Parts Inventory		22,242.00		
4034-Expenditures	Parts and Supplies			22,242.00	
Total			22,242.00	22,242.00	

FIXED ASSETS AND DEPRECIATION

Fixed assets are tracked in the DOT&PF Equipment Management System (EMS). The general ledger (IRIS) is adjusted annually based on changes made in EMS. To determine the changes and necessary adjustments, careful comparison of changes in the EMS assets between current year and prior year is required. Based on analysis explained in the following chapter, adjustments are made to record additions, deletions, transfers, account for prior year errors that were discovered in current year, add value to existing assets and record depreciation expense. Review of Appendix B and C will also assist with the work in this section. Appendix B outlines EMS information, such as acronyms used in their reports, and Appendix C outlines the EMS close out process.

General

To get started you will need to receive the EMS depreciation report and manipulate this data in several ways to get the information ready to create a final fixed asset listing and to book the various different adjustments. The following sections walk you through the steps to perform your fixed asset work. The majority of these sections are all prepared within one Excel workbook which is typically titled U-01, “fixed asset work.”

The following is a list of the different tabs in the U-01, fixed asset workbook, that will be discussed in greater detail below, and referenced throughout the remainder of this chapter:

FYCY = Current Fiscal Year

FYPY = Prior Fiscal Year

- 1. Original Depreciation FYCY
- 2. Depreciation FYCY HEWCF
- 3. Depreciation FYCY Non-HEWCF
- 4. Compare FYCY and FYPY HEWCF assets
- 4.1. Compare FYPY and FYCY HEWCF assets
- 5. Compare FYCY and FYPY Non-HEWCF assets
- 5.1. Compare FYPY and FYCY Non-HEWCF assets
- 6. FYCY Equip “D” Disposals
- 7. FYCY “X” Status Equipment
- 8. FYCY xfers to Non-HEWCF
- 9. FYCY Equipment Purchases
- 10. FYCY Equipment Additions
- 11. FYCY xfers to HEWCF
- 12. FYCY Final Equipment List
- 13. FYCY Depreciation Expense
- 14. FYCY Equipment Summary

Prior year reports also referenced:

- 2.1. Depreciation FYPY HEWCF
- 3.1. Depreciation FYPY Non-HEWCF
- 3.3. FYPY Final Asset Listing

To get you started, steps are as follows:

- 1) In one workbook maintain a copy of the original depreciation report without changes.
- 2) Make a new copy to be formatted by you and title this 1. Original Depreciation FYCY.
- 3) Sort this data by acquisition date and delete anything without an acquisition date, as these were not acquired before the end of the fiscal year.
- 4) Create totals for the following columns: Value, Pri LTD Dep, Curr LTD Dep, Total LTD Dep and Salvage Value.
- 5) Create two copies of that tab in the same workbook.
- 6) Title the first tab 2. Depreciation FYCY HEWCF.
- 7) Create filters and sort this data by “Fund.” This worksheet is used to accumulate the HEWCF only assets which are fund source HF (HEWCF) only. Delete all assets that are not of the HEWCF fund source.
- 8) Title the second tab 3. Depreciation FYCY Non-HEWCF.
- 9) Create filters and sort this data by “Fund.” This worksheet is used to accumulate the Non-HEWCF assets which are all funds sources except HF. Delete all assets that are HF assets.
- 10) Add subtotals to each column and check to ensure the totals on tabs 2 and 3 equal the cumulative total on 1.
- 11) You will need to add prior year data to this workbook to facilitate your comparisons, so add tabs, at the end of the workbook, for Depreciation FYPY HEWCF, depreciation FYPY Non-HEWCF, and for the FYPY Final Asset Listing (comes from py workbook tab “12. FYCY Final Equipment List”). The tabs should be numbered 2.1, 3.1 and 3.3, respectively. You can obtain the prior year data by taking these from the prior year workpapers, or by requesting the data from the Fleet Manager.

Tab 4, compare FYCY and FYPY HEWCF assets

You need to compare the current year and prior year HEWCF listing for the purpose of identifying changes in asset value or depreciation. The data obtained here will be used to book several adjustments (such as fixed asset additions, transfers, or corrections of prior year errors), that will be outlined later in this chapter.

- 1) To create Tab 4, make a copy of tab 2. Depreciation FYCY HEWCF.
- 2) Rename "Asset Value" column to be "FYCY AssetValue."
- 3) Insert a column after the FYCY Value column, title it FYPY asset value, and then create a second column for asset value variance.
- 4) Rename "Pri LTD Dep" column to be "FYCY Pri LTD Dep."
- 5) Insert a column after the FYCY Pri LTD Dep and title it FYPY ending depreciation, then create a second column for depreciation variances.
- 6) Create V-Lookup formulas in the added columns "FYPY asset value" and "FYPY ending depreciation." Point these formulas to the 2.1 prior year Depreciation HEWCF tab for both amounts and then create a formula to calculate the variance between the current year and prior year for the two values.
- 7) Insert a column after the "Depreciation Variance" column and name it "Variance Between the Two Years?"
- 8) In the column created in step 7, create an IF formula to indicate "YES" if there is a variance between the years for either of the two values.
- 9) No action is required for assets with no variances.

- 10) Filter your column created in steps 7 and 8 to only show assets that “YES” have a variance. You will need to perform further procedures to determine a reason for the variances.
- 11) Create a new column called “On FYPY Non-HEWCF List?” and create a V-Lookup formula to point to the prior year Non-HEWCF listing. Have the formula input the prior year fund. If the formula comes back with a N/A, it is not on the prior listing. If it comes back with a fund, it was on the prior year listing. You will need to compare the prior year and current year fund source. These are likely prior-year Non-HEWCF assets that had a fund source change to HEWCF, meaning that another department contributed the asset to the HEWCF fund (contributed capital). You will want to accumulate the transfers and review them with the Equipment Fleet Manager to ensure that she agrees that these are in fact contributed assets.
- 12) Create a new column called “Change Description (Manual Research).” You will use this column to 1) add tab reference to where asset change was addressed at, and 2) add brief reason for change. For example “9.0 – CY addition” or “10. Addition to existing asset.” This way you can both see what tab the asset was added to and for what reason, and filter by change description for ease of copying data.
- 13) Reasons for changes would typically be as follows:
- a. 9.0 – CY Addition. Assets that have 100% asset value and depreciation variance with acquisition dates during the fiscal year are current year additions. These amounts are accumulated and added to tab 9 for the fixed asset addition entry (discussed later).
 - b. 9.1 – Assets added to inventory in current year, but purchased prior to current year with Non-HEWCF funds. These items were determined based on manual research and by an accountant providing the Equipment Fleet Manager the asset numbers in question. They researched and gave us the information to determine how they are to be accounted for. Based on data given, these were to be added to the tab 9 fixed asset addition entry, but tracked separately since these were paid for with contributed capital instead of HEWCF funds. Note: Contributed capital will be discussed later in this chapter.
 - c. 10 – Addition to existing asset. These are existing assets that have an asset value variance (an increase) but not a depreciation variance. These are existing assets that had value added to them in the current fiscal year. Some of these are identified by the Fleet Manager already via their “Bump” which will be discussed in further detail later in this chapter.
 - d. 11 – Should have been HF. These were assets that were also manually researched. They were assets that were recorded to other funds in EMS in error in prior year and corrected in the current year. These need to be part of the transfer from Non-HEWCF to HEWCF entry on tab 11, which will be discussed later in this chapter.
 - e. 11 – Status changed from Non-HEWCF to HEWCF. These are fund source changes, similar to above, and are added to tab 11 – transfer entry.
- 14) You will find various other adjustments that all require manual research. You also will need to take into account prior year adjustments made when performing your research. An asset with a change in question could have already been addressed in one of the prior year accrual entries (discussed later in this chapter).

Tab 4.1, compare FYPY and FYCY HEWCF assets

This comparison is similar to the comparison in tab 4 except we are starting with the prior year listing to identify any changes not identified above. You will find far less changes in this comparison;

however, it is necessary for purposes of catching items that were included in FYPY but excluded in the FYCY listing.

- 1) To create Tab 4.1, make a copy of the tab 2.1 Depreciation FYPY HEWCF.
- 2) Create a new column, add a V-Lookup formula to point to the 4. Compare FYCY to FYPY HEWCF tab, and have the formula add the asset number. This will show you a N/A for any assets that are not on the FYCY asset listing and these are the items you will want to investigate.
- 3) The majority of the items are items you can indicate were removed from the equipment balance in prior year (these will have a status D = disposed).
- 4) The main transaction you will see here are PY HEWCF assets that were transferred to Non-HEWCF in FYCY. These will be shown at 8. FYCY Transfer to non-HEWCF. You will need to confirm these with the Fleet Manager before copying the data to Tab 8.
- 5) Any remaining differences will need to be manually researched with the Fleet Manager to determine treatment. For example, there might be an asset that was disposed of in prior years but not noted as such in EMS, therefore the general ledger still needed to be adjusted for this item and added to tab 6 – FYCY Equip “D” Disposals.

Tab 5.0, compare FYCY and FYPY Non-HEWCF assets

This section and the next section are very similar to section 4.0 and 4.1, except they are comparing Non-HEWCF assets instead of HEWCF. Many of the changes detected here will have already been detected in the preceding section; however, this comparison is necessary, as we may also detect new changes.

- 1) To create Tab 5, make a copy of tab 3. Depreciation FYCY Non-HEWCF.
- 2) Rename the "Value" column to be "FYCY Value."
- 3) Insert a column after the FYCY value column, title it FYPY asset value, and then create a second column for asset value variance.
- 4) Rename "Pri LTD Dep" column to be "FYCY Pri LTD Dep."
- 5) Insert a column after the FYCY Pri LTD Dep column, and title it FYPY ending depreciation, then create a second column for depreciation variances.
- 6) Create V-Lookup formulas in the added columns for FYPY asset value and FYPY ending depreciation. Point these formulas to tab 3.1 prior year Depreciation Non-HEWCF for both amounts and then create a formula to calculate the variance between the current year and prior year for the two values.
- 7) Insert a column after the "Depreciation Variance" column and name it "Variance Between the Two Years?"
- 8) In the column created in step 7, create an IF formula to indicate "YES" if there is a variance between the years for either of the two values.
- 9) No action is required for assets with no variances.
- 10) Filter your column created in steps 7 and 8 to only show assets that "YES" have a variance. You will need to perform further procedures to determine a reason for the variance.
- 11) Create a new column called "On FYPY HEWCF List?" and create a V-Lookup formula to point to the prior year HEWCF listing. Have the formula input the prior year fund. If the formula comes back with a N/A, it is not on the prior listing. If it comes back with a fund, it was on the prior year listing. You will need to compare the prior year and current year fund source. These are likely prior year HEWCF assets that had a fund source change to Non-HEWCF. You will want to accumulate the transfers and review them with the Equipment

Fleet Manager to ensure that she agrees that these are in fact contributed assets. These should be the same transfers you noted at tab 4.1. Ensure you only add these once to tab 8, Transfer to Non-HEWCF.

- 12) The remaining changes likely do not impact the fund, and do not require an adjustment; however, use your professional judgment when evaluating changes, as you may have a new change description in a future year. Typically the other changes might be due to additions to existing Non-HEWCF asset, current year non-HEWCF asset, or other Non-HEWCF asset changes, which do not impact the HEWCF fund.

Tab 5.1, compare FYPY and FYCY Non-HEWCF assets

This comparison is similar to the comparison on Tab 5 except we are starting with the prior year listing to identify any changes not identified above. You will find far less changes in this comparison; however, it is necessary, for purposes of catching items that were included in FYPY but excluded in the FYCY listing.

- 1) To create Tab 5.1, make a copy of tab 3.1 Depreciation FYPY Non-HEWCF.
- 2) Create a new column, add a V-Lookup formula to point to tab 5. Compare FYCY to FYPY Non-HEWCF, and have the formula add the asset number. This will show you a N/A for any assets that are not on the FYCY asset listing and these are the items you will want to investigate.
- 3) The majority of the items are items that do not impact the fund, for example, Non-HEWCF disposals, prior year disposals or prior year erroneous omissions that do not impact the fund.
- 4) The main transaction you will see here are PY Non-HEWCF assets that were transferred to HEWCF in CY. These will be shown at tab 11. FYCY Transfers to HEWCF. You will need to confirm these with the Fleet Manager before copying the data to tab 11.
- 5) Any remaining differences will need to be manually researched with the Fleet Manager to determine treatment; however, these should be minimal.

Tab 6, FYCY Equip “D” Disposals

Disposals are indicated via status class “D” and are accumulated on this tab to create your fixed asset disposal entry.

- 1) You will use the data you accumulated in the prior comparison tabs to accumulate your disposal entry.
- 2) Filter, from tab 4, assets with status class D and copy to this tab.
- 3) Add any other assets that were determined necessary to be part of the disposal entry (there should not be many of these, as they are exceptions that you manually researched). Such assets would typically originate from tab 4.1.
- 4) Due to timing of the EMS annual close out, there may be assets with status D on this listing, that were disposed of in prior year, therefore you must do a V-Lookup formula to point to tab 3.3 FYPY final asset listing for the asset value and tab 2.1 FYPY Deprecation for prior year depreciation, and calculate variances. You will need to investigate any difference or items not listed on the prior asset list.
- 5) Usually there might be assets that were not on the prior year list. Research these assets by comparing the asset numbers to the prior year assets contained in the disposal entry. Once confirmed these were already disposed, you will need to omit these items from your disposal entry, as the general ledger (IRIS) has already reflected this action.

- 6) Another item to watch for are assets that were transferred to HEWCF in current year, but with status D (disposed). You need to make sure to either omit these assets from both the transfer and disposal entry, or include in both entries.
- 7) Request the "Sale Revenue Balance" report from the Fleet Manager. This report shows the total assets sold and the disposal price. Compare these amounts to your totals here for reasonableness. The values probably do not match exactly, due to various miscellaneous adjustments; however, they should be close. If the differences are material, investigate further, but if not, proceed with your adjustment.
- 8) During the year, when assets are sold, cash is debited and sale surplus is credited, therefore when you book your actual disposal you will credit the asset, debit accumulated depreciation, and the remaining debit will go to sale surplus, thus offsetting the amount booked directly to revenue throughout the year. EMS resets their salvage value annually, therefore it is expected that sale surplus will almost zero out, after the adjustment is made. The disposal entry would typically be as follows:

Adjusting Journal Entries JE # 20		U-01 6.		
<JE 020> To record disposals of fixed assets.				
1515-Assets	Accum Depr-Equipment		10,241,367.00	
6047-Revenues	General Fund - Miscellaneous		2,603,554.00	
1514-Assets	Equipment			12,844,921.00
Total			12,844,921.00	12,844,921.00

Tab 7, FYCY Equip "X" Status Equipment

Status class X are assets that are held for litigation. Either the asset itself or the asset records have been held due to pending or ongoing litigation. These are rare and you typically will not have new activity in the category.

- 1) Filter, from tab 4, assets with status class X and copy to this tab.
- 2) Compare the items copied over to prior year and determine if there have been any new additions to this category. If there are none, no action is required.
- 3) If there have been new additions, discuss necessary action with the Fleet Manager, which would typically be to remove status X equipment from the general ledger. The entry to remove these will be similar to the disposal entry on Tab 6.

Tab 8, FYCY xfers to Non-HEWCF

This section is to accumulate information necessary to adjust the general ledger for assets that were transferred from HEWCF to Non-HEWCF assets. Typically there are only a handful of assets transferred from HEWCF to Non-HEWCF. Through your work on tabs 4.1 and 5, you should have already confirmed with the Fleet Manager that these assets are in fact transfers.

- 1) Filter tab 4.1 by change description and copy over assets marked 8. Transfer to Non-HEWCF.
- 2) You can also see these assets on tab 5. Confirm that the transferred assets shown on tab 4.1 and 5 are the same.
- 3) Prepare a journal entry to transfer these assets, as follows. Note that the following entry does not take into account accumulated depreciation. This is simply because the accumulated depreciation in this instance was highly immaterial, however, the need to book this amount needs to be evaluated each year.

Adjusting Journal Entries JE # 22		U-01 8.		
<JE 022> To record transfers to non HEWCF assets				
0026 - Expenditure	Fund Agency Transfer		18,526.00	
1515-Assets	Accum Depr-Equipment		33,185.00	
1514-Assets	Equipment			51,711.00
Total			51,711.00	51,711.00

Tab 9, FYCY Equipment Purchases

Part 1 – Accumulate additions

This tab is to book current year additions, and it is by far the most time consuming and complicated tab and journal entry. To determine the addition entry you will need to perform a detailed analysis of the data. After your analysis, the Equipment Fleet Manager will provide you her analysis (called the “bump”), which is her reconciliation of IRIS warrants to equipment received. This bump will show you non-routine transactions such as pending purchases and it will also identify assets received via contributed capital (donated from other funds). See next section for further discussion on the “bump.”

- 1) Copy, from tab 4, all items marked as 9.0 – CY addition.
- 2) Copy, from the “bump” EMS assets and sort by asset number. Paste to a new Tab 9a which will be used for the purposes of vlook up on Tab 9
- 3) Based on research, there might be several assets identified with old acquisition dates. These were determined to be assets added to inventory in CY, but purchased prior to CY with non-HEWCF funds, originally by end user, and given to HEWCF as contributed capital. These are added to the entry as well, but tracked separately on the tab so as to book to the proper account.
- 4) Add in EMS fixes (discussed in more detail in Part 2 and 3 below).
- 5) The total asset value on this spreadsheet should be your debit to machinery and equipment (10682).

Part 2 – The “bump” (titled “81879 Report workcopy w match sheet BB”)

The Fleet Manager prepares what they refer to as the “bump.” The bump takes an ALDERreport for the fund for the 75000 accounts and provides warrant (payment) data. This will show purchases made with HEWCF funds. The Fleet Manager also runs an EMS units received report as part of this process, which shows equipment received during the fiscal year. Further, they create a new tab called Capitalization costs and RA. These are items that are initially included in the ALDERdownload but are sorted and excluded from the ALDERwarrant data, because they represent capitalization costs which are allocated to the assets and included in their depreciable basis (as shown at U-01), but not included in the unit received report (the “bump”) for purposes of this process. The match/bump is ultimately prepared by comparing the warrant data with units received and for units received with no warrant, researching why (generally the assets were contributed as capital from other funds). Before the “bump” is completed, the Fleet manager reconciles the ALDER report for the fund to contributed capital for DOT&PF projects. The purpose of this first step in the reconciliation is to identify HEWCF contributed capital and separate it from any Non-HEWCF contributed capital (determine funding source).

The bump serves a few key purposes, but mainly helps us determine the credit to our capital asset addition that we started describing above, and identifies various cut-off issues with either IRIS or EMS. The common adjustments as a result of bump analysis are as follows:

- 1) Contributed capital: These are assets contributed by Non-HEWCF funds into the HEWCF fund. The Fleet Manager accumulates these assets in the “bump.” This accumulation is necessary to determine total capital asset additions purchased from the fund and total contributed by other funds or agencies. You will need this information to determine the addition entry, as you will book the portion of additions that were purchased by HEWCF by decreasing (crediting) the expenditure account (usually contract payments) to zero this account out, and you will credit the contributed capital revenue account for the amount of contributed capital identified by the Fleet Manager. The spreadsheet will separate current year contributed capital for current year assets, current year contributed capital for prior year assets, prior year contributed capital for current year assets and current year contributed capital for subsequent year assets. You will need to work with the Fleet Manager to determine appropriate accounting treatment for each of the different contributed capital amounts.
- 2) EMS fixes: These are errors in EMS that were not corrected in EMS during the current fiscal year. They will be fixed within EMS for purposes of the depreciation report during the close out process (which happens in the subsequent fiscal year). This value will need to be manually added (or subtracted) to the asset value (at U-01). Because it is not typically easy to estimate depreciation on the fixes and depreciation is likely not material, you will not need to book this amount if you evaluate it and it is not material in any given year.
- 3) Payments made in current year for subsequent year assets: This likely occurs due to a vendor requiring an advanced payment. The appropriate accounting treatment for this transaction is to debit prepaid and credit payment source (such as contract payments or contributed capital).
- 4) Payments made in current year for prior year assets: If accounting treatment was correct in the prior year this should have already been booked to accounts payable in prior year and the entry should have been reversed in the current fiscal year, therefore adjustment should not be necessary. You will need to confirm that this occurred in the prior year by reviewing the prior year adjustment and confirming with the Fleet Manager that the appropriate reversing entry was made.
- 5) Payments made in subsequent year for current year assets: This is basically accounts payable, therefore an entry needs to be made to credit accounts payable and debit contract payments (which will later be reduced by the same amount when the capital asset addition entry is made at tab 9 of U-01).
- 6) Assets purchased through long term lease financing agreement
- 7) Assets purchased with HEWCF funds for Non-HEWCF assets: this is not a typical transaction each year. HEWCF occasionally purchases an asset on behalf of another fund and needs to be reimbursed for the asset. The appropriate adjustment for this transaction is to debit a receivable account and credit a revenue account.
- 8) Other: The columns and adjustments necessary may vary each year therefore you will need to evaluate the transactions with the Fleet Manager to determine appropriate accounting treatment.

Part 3 – Additions adjustment

The final step for tab nine is to populate the actual adjustment to book additions and to book the non-routine transactions identified in Part 2. These maybe booked as separate adjustments.

- 1) You need to reconcile the total asset value accumulated at Part 1 to the “bump” to ensure there are no significant differences.
- 2) Take total assets per tab 9 and add the following reconciling items:

- EMS fixes identified on the “bump.” As discussed these have not been run through EMS and therefore have not been added to the depreciation report. This value needs to be manually added to properly state assets.
- Reduce by capitalization costs. These are indirect type costs incurred by the fund and allocated to the assets. The costs are not included in the original cost basis on the bump but are included in the value being depreciated and capitalized on the depreciation report (U-01).
- Reduce by any other additional reconciling items identified, such as additional contributed capital costs identified or assets not included in EMS reports but are still a CY purchase.

The sum of above will get you to your calculated value of what U-03 (“bump”) should be. Compare to determine if there is a material difference and if not, post your adjustments (accounts affected will vary somewhat from year to year depending on fixed asset activity and timing of vendor payments):

Adjusting Journal Entries JE # 23		U-01 9.			
<JE 023> To record capital asset additions					
1514-Assets	Equipment		19,786,493.00		
1021-Assets	Cash Held In Trust			7,116,665.00	
4034-Expenditures	Parts and Supplies			15,166.00	
5019-Expenditures	Automobiles/Trucks			165,140.00	
5022-Expenditures	I/A Capital Outlay Purchases			7,956,085.00	
6377-Revenues	Highways Equip Working Capital - Trnsfrs In Cntrbtd Capital			315,971.00	
6377-Revenues	Highways Equip Working Capital - Trnsfrs In Cntrbtd Capital			4,217,466.00	
Total			19,786,493.00	19,786,493.00	
Adjusting Journal Entries JE # 25		U-01 9.			
<JE 025> To reverse prior year prepaid accrual					
5022-Expenditures	I/A Capital Outlay Purchases		930,629.00		
6377-Revenues	Highways Equip Working Capital - Trnsfrs In Cntrbtd Capital		94,228.00		
1498-Assets	Prepaid Expense			1,024,857.00	
Total			1,024,857.00	1,024,857.00	
Adjusting Journal Entries JE # 26		U-01 9.			
<JE 026> To post current year prepaid accrual.					
1498-Assets	Prepaid Expense		2,479,059.00		
5022-Expenditures	I/A Capital Outlay Purchases			2,479,059.00	
Total			2,479,059.00	2,479,059.00	
Adjusting Journal Entries JE # 27		U-01 9.			
<JE 027> To reverse prior year AP accrual for JE 3 and 17..					
2018-Liabilities	Accounts Payable		397,014.00		
5022-Expenditures	I/A Capital Outlay Purchases			397,014.00	
Total			397,014.00	397,014.00	
Adjusting Journal Entries JE # 28		U-01 9.			
<JE 028> To record current year AP accrual.					
5022-Expenditures	I/A Capital Outlay Purchases		77,530.00		
2019-Liabilities	Accrued Payable			77,530.00	
Total			77,530.00	77,530.00	

The first adjustment listed is related to the actual addition entry and the other adjustments are related to the various accruals identified during procedures.

- As discussed the debit to machinery and equipment is the total per the listing at tab 9 at U-01, plus EMS fixes from the “bump.”
- Contributed capital credit is directly from U-03 (the “bump”) plus the additional contributed capital amounts identified at U-01.
- Cash held in escrow credit is directly from U-03 (the “bump”), which reflect the use of long term debt proceeds to purchase equipment

- The difference of the entry was credited to contract payments. In tab 10 we will further evaluate contract payments to ensure that it has been adjusted to the proper balance.

Tab 10, FYCY Equipment Additions

This section accumulates adjustment for additions to existing assets (increase in asset value).

- 1) Filter tab 4 by change description and copy over assets marked 10. Additions to Existing Assets.
- 2) Look up the assets to determine if a portion of these have a prior year identified error (EMS fix) identified. This amount has already been taken into account in prior year and will need to be reduced from the adjustment. You can use a V-Lookup formula by asset number to point to a sort of the listing of prior year assets with errors identified (you will need to add a tab with a summary of errors from the prior year “bump”). Decrease your addition amount by this value.
- 3) Personal services costs: These are another item that are allocated to the depreciable basis of the assets. They are allocated to both new additions and additions to existing assets. Because the entry in tab 9 did not take these into account, we are pushing the entire amount through additions to existing assets. In future years, the accountant may want to allocate to addition amounts in both tabs 9 and 10, or book the additions adjustment for both new assets and additions to existing assets together as one adjustment.
- 4) Accumulate your journal entry by performing the following:
 - a. Debit total identified asset addition.
 - b. Credit identified allocated personal services costs (from summary of capitalized labor costs).
 - c. Review remaining balance in contract payment (or other expense accounts used to purchase assets with) and reduce these to the appropriate level. In most years you will want to zero these accounts out because all costs were to purchase capital assets from this account, however, in some year there might be a reason to leave a value in contract payments due to the purchase of assets for other funds. Debit the appropriate amount to zero the account out, or reduce to the proper balance.
 - d. Review remaining difference. If it is not material, book to a revenue or contributed capital account, as specified by the Fleet Manager.
 - e. If there is a material difference, review your reconciliations on tab 9 and 10 to try to identify the difference. The Fleet Manager might need to prepare a supplementary asset by asset analysis to identify the origination of asset value variance between the two fiscal years at U-02. Based on asset variance analysis as shown at U-02, there were additional reasons for the increase in equipment value other than the ones discussed above:
 - i. Some of the assets values were entered twice in EMS causing overstatement. These entries were subsequently reversed in subsequent fiscal year. As a result, current year asset additions entry omitted these amounts. Total assets at U-01 tab 12, final equipment list, were also reduced by the amount of overstatement when reconciling between the depreciation report and GL.
 - ii. Some of the assets were items acquired through contributed capital and should have been picked up in the prior year.
 - iii. Some of the items were due to capitalized inventory parts which were added to the asset value.

The resulting adjustment would be as follows:

Adjusting Journal Entries JE # 24		U-01 10.		
<JE 024> To book additions to existing assets				
1514-Assets	Equipment		785,869.00	
1011-Expenditures	Regular Compensation			238,014.00
4034-Expenditures	Parts and Supplies			85,342.00
5022-Expenditures	I/A Capital Outlay Purchases			462,513.00
Total			785,869.00	785,869.00

Tab 11, FYCY xfers to HEWCF

This section is to accumulate information necessary to adjust the asset value for assets that transferred from non-HEWCF funds to HEWCF as follows.

- 1) Filter tab 4 by change description and copy over assets marked 11. Status changed from Non-HF to HF, or any other assets specifically identified as changing to HEWCF assets.
- 2) Accumulate adjustment by debiting total asset value, crediting accumulated depreciation (Pri LTD Dep) and crediting the remaining balance to transfer in – contributed capital.
- 3) There was no adjustment in FY16.

Tab 12, FYCY Final Equipment List

This is your final equipment list that you will use to reconcile to ending asset value and to book your depreciation expense.

- 1) Copy tab 2 Depr FYCY HEWCF.
- 2) Delete equipment with status D or X that should no longer be on the asset list to determine your adjusted equipment value.
- 3) Add back in EMS error identified at U-03.
- 4) Reduce by EMS duplicate values as identified at U-02.
- 5) The total from above is your final HEWCF asset value.

Tab 13, FYCY Depreciation Expense

You will use your final equipment list to calculate current year depreciation expense.

- 1) Create a reconciliation that links to total depreciation on tab 12.
- 2) Add current year depreciation for disposed assets to come up with your total.
- 3) Before you book the adjustment, perform an analysis to determine that depreciation is reasonable. You can do this by performing analytical procedures, or recalculating depreciation expense based on useful life and salvage value.
- 4) After the above analysis is done, prepare your depreciation entry. The adjustment would be as follows:

Adjusting Journal Entries JE # 29		U-01 13.		
<JE 029> To record current year depreciation expense.				
5033-Expenditures	Depreciation Expense		17,755,041.00	
1515-Assets	Accum Depr-Equipment			17,755,041.00
Total			17,755,041.00	17,755,041.00

Tab 14, Equipment Summary

This tab is your final summary of equipment where you walk-forward the prior year balance to the current year balance, taking into account all adjustments made.

- 1) Walk-forward assets by documenting the following:
 - a. FYPY ending balance
 - b. Add purchases (tab 9)

- c. Add additions to existing assets (tab 10)
 - d. Subtract disposals (tab 6)
 - e. Subtract assets disposed of during the year but kept for legal reasons (tab 7)
 - f. Subtract transfers to Non-HEWCF fund (tab 8)
 - g. Add transfers to HEWCF fund (tab 11)
 - h. Calculate FYCY ending balance
 - i. Compare amount to trial balance adjusted value and research difference if material
- 2) Walk-forward accumulated depreciation as follows:
- a. FYPY ending balance
 - b. Add depreciation expense for the year (tab 13)
 - c. Subtract YTD depreciation of assets disposed (tabs 6 and 7)
 - d. Add amount from entry to transfer from Non-HEWCF status (tab 11)
 - e. Calculate FYCY ending balance
 - f. Compare amount to trial balance and research difference if material

ACCOUNTS PAYABLE & WARRANTS OUTSTANDING

Accounts payable and warrants outstanding are kept current throughout the year and are subject to general State of Alaska accounts payable procedures and controls. Generally, there is not a specific entry the accountant is expected to post here, unless there is an additional accrual identified as part of the fixed asset work (see fixed asset section for adjustment).

To verify further adjustments are not necessary, inquiry should be made to the Fleet Manager.

ACCRUED VACATION AND CLAIMS AND JUDGMENTS, NET PENSION LIABILITY AND DEFERRED INFLOWS AND OUTFLOWS

The accountant will need to make an adjustment to the short-term compensated absence value (accrued vacation) and the long-term compensated balances (judgments and claims), unless DOT&PF finance has already made a provision for this prior to transmitting the final TB. You will be able to see the adjustments on the final TB posted to month 21 and it will generally be communicated by DOT&PF. The Department of Administration will provide reports that show what the current year balance should be and an adjustment will need to be booked to true up the balance as follows:

Adjusting Journal Entries JE # 11		CC-01			
<JE 011> To adjust current and non current portions of compensated absences					
1012-Expenditures	Additional Regular		162,873.00		
2536-Liabilities	Accrued Vacation Leave		21,405.00		
2659-Liabilities	Pollution Remediation		457,855.00		
2658-Liabilities	Claims & Judgments			36,287.00	
2660 - Liability	LT Compensated Absences			605,846.00	
Total			642,133.00		642,133.00

Beginning in fiscal year 2015, GASB 68 requires that the fund record its portion of the net pension liability. Department of Admin will provide amounts and direction for how to record this journal entry. Below is how the entry was recorded in 2016, which recorded the changes in net pension liability, deferred inflows and deferred outflows with the difference recorded as pension cost.

Adjusting Journal Entries JE # 12		CC-20.01			
<JE 012> To record change in net pension liability.					
1083-Expenditures	Pension Expense GASB 68		1,343,945.00		
2699-Liabilities	Int on Pen Inv		1,957,706.00		
1519-Assets	Net Pension Obligation Deferred Contribution			3,110,481.00	
2688-Liabilities	Net Pension Liability-Long Term			191,170.00	
Total			3,301,651.00		3,301,651.00

NOTES PAYABLE

The Bump will typically identify if any of the assets were financed during the year. The accountant will need to inquire with HEWCF/DOT about any new financing arrangements entered into during the year. During FY14 HEWCF entered into a master leasing agreement as discussed at NN-01/NN-02. Long term debt proceeds are considered to be held in escrow until a draw is made to purchase equipment. As under the Fixed Asset section, an entry would be made to reflect the use of the cash held in escrow for the current year financed equipment additions. Further, and adjustment is necessary to record current portion of long term debt, and to record pre-payments (and reverse prior year pre-payments). Examples of adjustments recorded are as follows:

Adjusting Journal Entries JE # 2		NN Lead			
<JE 002> To reverse prior year pre payment on financing agreements.					
2633-Liabilities	Loans Payable		343,933.00		x
2657-Liabilities	Capital Leases Misc		160,998.00		x
5015-Expenditures	Capital Lease Intrst		64,399.00		x
1498-Assets	Prepaid Expense			569,330.00	x
Total			569,330.00	569,330.00	
Adjusting Journal Entries JE # 3		NN Lead			
<JE 003> To adjust current portion of long term debt.					
2657-Liabilities	Capital Leases Misc		661,278.00		x
2500-Liabilities	Principal Payable			55,010.00	x
2633-Liabilities	Loans Payable			606,268.00	x
Total			661,278.00	661,278.00	
Adjusting Journal Entries JE # 4		NN Lead			
<JE 004> To record current year prepayment on financing activities.					
1498-Assets	Prepaid Expense		567,875.00		x
5014-Expenditures	Capital Lease Princ			527,212.00	x
5015-Expenditures	Capital Lease Intrst			40,663.00	x
Total			567,875.00	567,875.00	
Adjusting Journal Entries JE # 5		NN Lead			
<JE 005> To reduce debt by current year payments.					
2633-Liabilities	Loans Payable		1,077,700.00		x
2657-Liabilities	Capital Leases Misc		502,983.00		x
5014-Expenditures	Capital Lease Princ			1,580,683.00	x
Total			1,580,683.00	1,580,683.00	

FUND BALANCE

Fund balance has various different accounts as follows:

- 1) Contributed capital
- 2) Reserve for encumbrances
- 3) Retained earnings
- 4) Undesignated fund balance
- 5) Pre-closing (income) loss

All fund balance accounts roll up to the same place in the CAFR, therefore detailed reconciliation of the above accounts or procedures on the above accounts are not performed, with the exception of an adjustment to reserve for encumbrances. In future years, the Fleet Manager or DOT&PF may request the accountant perform additional analysis on these accounts.

You will also need to compare ending fund balance to prior year net assets per the CAFR to ensure they properly roll-forward. As discussed in the trial balance section, an adjustment may be required to roll forward net position.

REVENUE AND EXPENDITURE ACCOUNTS

SECTION 1 – DESCRIPTION OF REVENUE AND EXPENSE ACCOUNTS

Below is a brief summary of some of the significant revenue and expense accounts commonly used by HEWCF, and their purpose. Please note the accounts listed are from AKSAS not IRIS. The IRIS accounts and purpose are similar, however, there is not a detailed listing of purpose for each account at this point. This detailed listing should be developed with assistance from the Fleet Manager, in future years.

59000 Interagency Receipts:

Reimbursable Service Agreements (RSA) to recognize transfers of funding between agencies (expenses incurred by the State Equipment Fleet (SEF) for work directed by and paid for by another agency). The account also includes expenses of the last fuel bill, paid for with SEF funds but non-SEF budget authority. This last statement basically means that when SEF runs out of fuel money, State OMB has given them authorization to spend out of the RSA account under an unbudgeted RSA. This was started in FY10 and was needed due to the volatility of fuel prices.

64420 Sale Gas/Diesel/Oil:

Revenue account for fuel charged to end users.

64740 Sale Surplus:

Revenue account for sale of HEWCF assets. This account is adjusted in fixed asset closing procedures for asset net book value.

64750 Billable Services Rendered:

Revenue account for directly billed maintenance services. HEWCF bills State agencies under its statutory authority. No RSA's are required for these services.

65420 Operating Revenue:

Revenue account for operating rates paid by end users to SEF for maintenance. Acct 64750 is for direct billing of actual costs, 65420 is for billing of set monthly rates for each asset. Both operating and replacement revenue (following account) are billed based on the HEWCF annual rate structure. FY14 actuals are the base for the FY16 proposal. The rate structure includes components for recovering SEF's operations as well as replacing vehicles which are billed in the replacement revenue account.

65430 Replacement Revenue:

Revenue account for funds collected from users for the replacement of assets.

70252 Fund Transfer-Agency:

Expense account for recording the costs paid to DOT&PF for providing Administrative Services Support.

71000 Personal Services:

Expense account for employee costs, payroll and benefits.

72000 Travel:

Expense account for travel costs, including per diem payments to travelers.

73000 Contractual Services:

Expense account for costs of services received by SEF. Includes utilities, repair services and freight charges.

74000 Other Operating Supply:

Expense account for costs of tangible goods.

74754 Parts & Supplies Inventory:

Expense account for parts and supplies used directly in the maintenance of fleet assets.

74768 Fuel Supply:

Expense account for fuel charges.

74820 Other Capital Purchase:

This account code is used for purchases of small tools and equipment (cost under \$5k).

75440 Contract payments:

Expense account for purchases of vehicles and equipment. This is also adjusted in fixed asset closing procedures.

SECTION 2 – NECESSARY ADJUSTMENTS

The majority of adjustments to the revenue or expenditure accounts are the offset to balance sheet adjustments already discussed previously; however, there are a few adjustments that only impact the revenue and expenditure accounts, which are described below. These adjustments may not be all inclusive, as the needed adjustments may change from year to year.

Employer relief:

Each year, the accountant must book the HEWCF portion of the pension and health relief, unless DOT finance has already made a provision for this prior to transmitting the final trial balance. The amounts to be booked will be provided via a schedule from DOA, and will be booked as follows:

Adjusting Journal Entries JE # 9		CC-20.01			
<JE 009> To record health relief payment					
1029-Expenditures	Public Employee's Retirement System Defined Benefits		173,160.00		x
6050 - Revenues	Transfers in from other funds			173,160.00	x
Total			173,160.00	173,160.00	
Adjusting Journal Entries JE # 10		CC-20.01			
<JE 010> To record pension relief payment.					
1029-Expenditures	Public Employee's Retirement System Defined Benefits		404,367.00		x
6050 - Revenues	Transfers in from other funds			404,367.00	x
Total			404,367.00	404,367.00	

FINANCIAL STATEMENT PREPARATION

The accountant is expected to prepare and provide the CAFR statements for inclusion in the annual CAFR for the State of Alaska. DOT&PF will provide you CAFR sheets to be completed for inclusion in the CAFR. Request that the Fleet Manager forward these excel documents to you as soon as the Department of Administration sends them to him/her.

If you have an electronic trial balance system, this process will be easier as you can automatically link your adjusted trial balance amounts into the statements and round to the thousands. If you do not have an electronic trial balance system you will need to build the statements by hand from your adjusted trial balance spreadsheet.

The statements to be prepared are as follows:

- 1) Combining Statement of Net Assets – Internal Service Funds.
- 2) Combining Statement of Revenues, Expenses, and Changes in Fund Net Assets – Internal Service Funds.
- 3) Combining Statement of Cash Flows – Internal Service Funds. A cash flow worksheet will also be provided. Use this worksheet, or your own method, to help you populate the cash flow statement.
- 4) Statement of Activities.
- 5) Note 6a (for HEWCF this is used to summarize compensated absences).
- 6) Note 5 – Capital Assets.

Prepare the above statements and notes in accordance with Generally Accepted Accounting Principles. Ensure that the statements foot, tie to the trial balance, and tie out internally to each other.

When completed submit to the Fleet Manager for his/her review. She will forward to the appropriate parties in DOT&PF.

APPENDIX A – REPORTS

The following section is a summary of the reports you will typically need to request.

- 1) Trial balance for fund
- 2) Master Fuel Tax Listing
- 3) Cash wash adjustment (from DOA)
- 4) AR Open Item Cross Reference Report
- 5) Inventory total value report
- 6) Depreciation report
- 7) Summary of capitalized labor costs
- 8) Sale Revenue Balance report
- 9) The “bump” (81879 Report workcopy w match sheet), including ALDER download and units received EMS listing
- 10) Estimate of compensated absences due within one year
- 11) CA Internal Services (shows current and long-term portions)
- 12) Employer relief summary
- 13) Encumbrance open item report
- 14) Reconciliation spreadsheets for various accounts receivable balances to be requested as necessary after the trial balance is received.

APPENDIX B – EMS INFORMATION

The following section outlines acronyms used in various EMS reports and their definitions.

Index of Asset Code:

A= Active. Asset is currently part of the working fleet.

C= Awaiting Disposal/Reassignment. Asset is not in active fleet but has not yet been disposed of.

D= Disposed. Asset no longer belongs to the State.

P= Pending. Asset has not been received yet.

X= Held for litigation. Either the asset itself or the asset records are being held due to pending or ongoing litigation.

Asset Class:

Class designates the type of asset. All plow trucks are class 217. Graders, depending on size, are class 353 through 360. State trooper vehicles are class 115. It is a way for the SEF to group like assets together for identification, pooling costs, cost comparison, etc.

SEF Billing Status:

The billing status of an asset determines what charges an asset is assigned. Billing status is composed of two parts: the type (Wet, Dry, Leased, and Non), and the life.

Billing Type:

(W) Wet assets: A HEWCF asset that SEF is responsible for all of the maintenance of. Exception is WN assets, see below for explanation.

(D) Dry assets: A HEWCF asset that the user is responsible for maintenance of.

(L) Leased assets: A HEWCF asset that was not funded by the end user originally. Asset was purchased by HEWCF and is being 'leased' to the end user. Differs from Wet/Dry assets in that the user paid nothing into the original purchase and is repaying HEWCF for the purchase during the life of the lease. Wet/Dry assets are paid for by contributed capital or recurring replacement rates paid by user on a previous asset to accumulate funds for purchase.

(N) Non-Rental assets: Assets that are not purchased with HEWCF funds. Maintenance on non-rental assets is the user/owners responsibility; any service performed by SEF is directly charged to the user.

Billing Life:

The expected life, in years, of an asset. Light duty assets are typically given a life of 7 years, but can be more or less based on a user's needs. Heavy equipment life varies from 10-20 years based on the class of equipment and the user's needs. This is the length of time that an asset is depreciated and also used to calculate a replacement rate.

Alpha characters as the asset life designate special conditions, usually near or after the end of an asset's originally expected life.

Z Life assets: When an asset reaches the end of its amortization period it enters Z status. Should be fully depreciated or close (within a year).

X Life assets: Assets that have been kept after being replaced. An X status asset has reached the end of its originally planned useful life, and been replaced, but kept by the user as an additional asset. Should be fully depreciated but there are some exceptions.

N Life assets: Assets identified as not having a replacement schedule. Expected life for these assets defaults to life defined for the class of the asset.

WN assets: A special billing status for assets that SEF maintains (wet) that are not being replaced by the HEWCF. These assets are charged an operating rate but not a replacement rate. Example: A loader or grader at a rural airport; SEF maintains these assets but they were purchased by Federal airport funding and will not be replaced by the HEWCF.

Examples:

W07- HEWCF asset, 7 year life, pays an operating rate for maintenance and a replacement rate to accumulate funds for purchase of replacement at the end of its life.

DZ- HEWCF asset, at or near the end of its original life span. Pays no operating rate for maintenance, and any maintenance is direct billed. Should have accumulated approximate funds to replace the asset.

L05- Asset purchased by HEWCF and leased to user for 5 years. Pays no operating rate (maintenance billable), but pays monthly lease fee to reimburse HEWCF for the purchase of the asset.

WX- HEWCF asset that has been replaced but kept as a spare or additional unit.

WN- Asset that pays an operating rate for maintenance but has no set replacement schedule.

Fund Sources:

AI	FSAIA	Anchorage International Airport Fund
AP	AIP Funds	FAA
DO	Donations	Assets donated to the State
FF	Funds	Purchased by the Federal Government
FI	FIA	Fairbanks International Airport Fund
GF		General Funds
HF	HEWCF	The Fleet
LE	Leased	Commercially Leased Asset

APPENDIX C – EMS AUDIT PROCESS AND YEAR-END CLOSE PROCESS

Year-End Close Process:

SEF closes out the fiscal year around the middle of July, usually on a Friday. This requires all work orders to be closed for work ending June 30 and all parts to be posted for those work orders.

After the re-appropriation period, ending August 30, the SEF runs the following reports:

1. Trial Balance as of September 1. This report comes from the DOT&PF fiscal office.
2. Detailed Transactions by Project. This report comes from ALDER and is run by SEF HQ.
3. Detailed Transactions by Fund. This report comes from ALDER and is run by SEF HQ. This should match the Trial Balance Statement.
4. Depreciation Report from the Equipment Management System (EMS) for all assets.
5. Expenditures in all categories by district, HQ and parts.
6. Indirect/Direct Labor Hours Report from the Equipment Management System (EMS) for the fiscal year, all employees. This report is used for rate creation.

Copies of reports 1-4 are forwarded to the accountant. Reports 5 and 6 are only used at SEF HQ for rate setting.

SEF HQ Processes:

1. The expenditures by project and fund reports (#1 and #2 above) must be reconciled and differences researched. All projects not related to HEWCF must be removed from the project report in order to balance. The results of this process are forwarded to the accountant.
2. The expenditures by project report is then balanced with the depreciation report for assets received in the FYCY. This is typically called the “match” or “bump.” This reconciles the capital expenditures, finds contributed capital into the HEWCF during the FYCY and proofs the data entry into the EMS. The results of this process are forwarded to the accountant.
3. Expenditures by SEF are put into a trial balance sheet for use in rate setting.

EMS Audit Process:

1. When a transaction is completed, the file, purchase order, and any other documentation, go into audit pending status.
2. The Contracting Officer or the Fleet Manager does the audit, and then the financial analysis actually makes the fixes in the EMS system that the audit process identifies.
3. Additions to existing assets also goes through an audit process. If there is an asset that they know is waiting on a second component (such as a bed for a truck) they will not audit the asset until the asset is complete.
4. The EMS audit process is on-going and completed as time permits.
5. The “bump” which is explained in the fixed asset section, reviews each asset and identifies differences and necessary fixes for assets that have not gone through the audit process.

6. As discussed previously, because these assets have not been audited, the fixes have not been added to EMS, therefore manual adjustment for financial reporting is necessary.
7. The Fleet Manager will correct EMS for the fixes identified as part of the bump after the financial audit process and generally this is done in the January or February time frame.

APPENDIX D – SAMPLE TRIAL BALANCE

Client: ALA14.00 - Highway and Equipment Working Capital Fund					
Engagement: ALA14 - FY16 HEWCF					
Period Ending: 6/30/2016					
Trial Balance: F-00 - Trial Balance					
Account	Description	UNADJ 6/30/2016	JE Ref #	AJE	ADJ 6/30/2016
0022-Expenditures	Prior Period Adjustment - Division of Finance Use Only	23,536,709.00		(23,536,709.00)	0.00
0026 - Expenditure	Fund Agency Transfer	0.00		18,526.00	18,526.00
1000-Assets	Treasurer's Cash	8,092,170.00		(8,092,171.00)	(1.00)
1000-Expenditures	Distributed Regular	126,558.00		313,490.00	440,048.00
1008-Expenditures	Leave	(20,251.00)		20,251.00	0.00
1011-Expenditures	Regular Compensation	8,131,575.00		(232,584.00)	7,898,991.00
1012-Expenditures	Additional Regular	17,903.00		162,873.00	180,776.00
1014-Expenditures	Overtime	504,452.00			504,452.00
1015-Expenditures	Shift Differential	51.00			51.00
1016-Expenditures	Other Premium Pay	54,233.00			54,233.00
1021-Assets	Cash Held In Trust	7,585,962.00		(7,116,665.00)	469,297.00
1021-Expenditures	Allowances to Employees	87,821.00			87,821.00
1023-Expenditures	Leave Taken	1,313,950.00			1,313,950.00
1028-Expenditures	Alaska Supplemental Benefit	621,698.00			621,698.00
1029-Expenditures	Public Employee's Retirement System Defined Benefits	1,235,186.00		577,527.00	1,812,713.00
1030-Expenditures	Public Employee's Retirement System Defined Contribution	237,036.00			237,036.00
1031-Assets	Contribution To Pool	79,540,679.00			79,540,679.00
1034-Expenditures	Public Employee's Retirement System Defined Cont Health Reim	151,240.00			151,240.00
1035-Expenditures	Public Employee's Retirement Sys Defined Cont Retiree Medical	74,611.00			74,611.00
1037-Expenditures	Public Employee's Retirement Sys Defined Benefit Unfrnd Liab	512,008.00			512,008.00
1039-Expenditures	Unemployment Insurance	27,277.00			27,277.00
1040-Expenditures	Group Health Insurance	2,500,697.00			2,500,697.00
1041-Expenditures	Basic Life and Travel	3,356.00			3,356.00
1042-Expenditures	Worker's Compensation Insurance	388,226.00			388,226.00
1047-Expenditures	Leave Cash In Employer Charge	226,282.00			226,282.00
1048-Expenditures	Terminal Leave Employer Charge	108,507.00			108,507.00
1053-Expenditures	Medicare Tax	135,309.00			135,309.00
1058-Expenditures	LTC Business Leave Bank Usage	3,159.00			3,159.00
1062-Expenditures	GGU Business Leave Bank Contributions	62.00			62.00
1069-Expenditures	SU Business Leave Bank Contributions	1,726.00			1,726.00
1077-Expenditures	ASEA Legal Trust	927.00			927.00
1078-Expenditures	CEA Legal Trust	24.00			24.00
1079-Expenditures	ASEA Injury Leave Usage	72.00			72.00
1080-Expenditures	SU Legal Trst	1,501.00			1,501.00
1083-Expenditures	Pension Expense GASB 68	649,556.00		694,389.00	1,343,945.00
1099-Assets	Program Receipts	24,221.00		(24,221.00)	0.00
1102-Assets	Accounts Receivable	686,685.00		(115,950.00)	570,735.00
1105-Assets	AFR Unrestr Revenue	129,036.00			129,036.00
1154 - Assets	Due from other funds	0.00		8,446,789.00	8,446,789.00
1489-Assets	Parts Inventory	3,922,773.00		22,242.00	3,945,015.00
1490-Assets	Gas	(330,918.00)			(330,918.00)
1492-Assets	Diesel	243,850.00			243,850.00
1493-Assets	Gasoline Excise Tax	87,068.00			87,068.00
1498-Assets	Prepaid Expense	1,597,796.00		1,452,747.00	3,050,543.00
1514-Assets	Equipment	303,852,712.00		7,592,218.00	311,444,930.00
1515-Assets	Accum Depr-Equipment	(167,837,053.00)		(7,610,976.00)	(175,448,029.00)
1519-Assets	Net Pension Obligation Deferred Contribution	6,280,391.00		(3,110,481.00)	3,169,910.00
1521-Assets	Memo Fixed Asset	446,479,368.00			446,479,368.00
1522-Assets	Contra Memo Fixed Asset	(446,479,368.00)			(446,479,368.00)
1523-Assets	Pending Fixed Asset	4,475.00		(4,475.00)	0.00
1970-Expenditures	Personal Services Transfer	2,709.00			2,709.00
1979-Expenditures	Personal Services Management Allocations	(63,198.00)			(63,198.00)
2000-Expenditures	In-State Employee Airfare	410,991.00		10,305.00	421,296.00
2001-Expenditures	In-State Employee Surface Transportation	15,099.00		128.00	15,227.00
2002-Expenditures	In-State Employee Lodging	100,570.00		3,615.00	104,185.00
2003-Expenditures	In-State Employee Meals and Incidentals	79,129.00			79,129.00
2005-Expenditures	In-State Non-Employee Airfare	1.00			1.00
2006-Expenditures	In-State Non-Employee Surface Transportation	1,260.00			1,260.00
2012-Expenditures	Out-State Employee Airfare	2,147.00			2,147.00
2013-Expenditures	Out-State Employee Surface Transportation	327.00			327.00
2014-Expenditures	Out-State Employee Lodging	690.00			690.00
2015-Expenditures	Out-State Employee Meals and Incidentals	311.00			311.00
2018-Liabilities	Accounts Payable	(675,763.00)		397,014.00	(278,749.00)
2019-Liabilities	Accrued Payable	(450,138.00)		(96,227.00)	(546,365.00)
2028-Expenditures	Move Household Goods	645.00			645.00
2029-Expenditures	Move Travel/Lodging	285.00			285.00
2170 - Liability	Due to general fund	0.00		(250,135.00)	(250,135.00)
2500-Liabilities	Principal Payable	(2,070,302.00)		(55,010.00)	(2,125,312.00)
2536-Liabilities	Accrued Vacation Leave	(1,391,300.00)		21,405.00	(1,369,895.00)
2633-Liabilities	Loans Payable	(5,399,700.00)		815,365.00	(4,584,335.00)
2657-Liabilities	Capital Leases Misc	(2,671,319.00)		1,325,259.00	(1,346,060.00)
2658-Liabilities	Claims & Judgments	36,287.00		(36,287.00)	0.00
2659-Liabilities	Pollution Remediation	(457,855.00)		457,855.00	0.00
2660 - Liability	LT Compensated Absences	0.00		(605,846.00)	(605,846.00)
2666-Liabilities	Inventory Due To	(92,031.00)			(92,031.00)
2669-Liabilities	Due To GFP/Procurement SPEC	(500.00)			(500.00)
2671-Liabilities	Disbursements Payable	(3,730,521.00)			(3,730,521.00)
2672-Liabilities	Cancelled Disbursements Payable	(201.00)			(201.00)
2688-Liabilities	Net Pension Liability-Long Term	(22,822,406.00)		(191,170.00)	(23,013,576.00)
2699-Liabilities	Int on Pen Invnt	(2,770,690.00)		1,957,706.00	(812,984.00)
3000-Expenditures	Training/Conferences	8,468.00			8,468.00
3001-Expenditures	Test Monitor/Proctor	195.00			195.00
3001-Fund Equity	Unrestricted	(92,799,289.00)		59,706,417.00	(33,092,872.00)
3003-Expenditures	Employee Tuition	204.00			204.00
3005-Expenditures	Management/Consulting	147,898.00			147,898.00
3010-Expenditures	Insurance/Bonds	940.00			940.00
3013-Expenditures	Penalties And Fines	2.00			2.00

3013-Expenditures	Penalties And Fines	2.00		2.00
3014-Expenditures	Interest Expense	66,119.00	(66,119.00)	0.00
3016-Fund Equity	Unreserved	(60,174,516.00)		(60,174,516.00)
3017-Fund Equity	Encumbrances	1,278,986.00		1,278,986.00
3019-Expenditures	Uncleared ICard Transactions	(1,993.00)		(1,993.00)
3030-Expenditures	Information Technology Consulting	80.00		80.00
3032-Expenditures	Software Licensing	51,972.00		51,972.00
3033-Expenditures	Software Maintenance	7,391.00		7,391.00
3034-Expenditures	Television	2,041.00		2,041.00
3034-Fund Equity	Prepaid Expense Reserve Account	(4,475.00)	4,475.00	0.00
3035-Expenditures	Long Distance	9,927.00		9,927.00
3035-Fund Equity	Unallotted Fund Balance	(692,439.00)	244,705.00	(447,734.00)
3036-Expenditures	Local Equipment Charges	72,938.00		72,938.00
3037-Expenditures	Data/Network	107,263.00		107,263.00
3038-Expenditures	Cellular Phones	18,859.00		18,859.00
3039-Expenditures	Other Wireless Charges	4,960.00		4,960.00
3041-Expenditures	Medical	18,959.00		18,959.00
3043-Expenditures	Freight	217,728.00	150.00	217,878.00
3044-Expenditures	Courier	543.00		543.00
3045-Expenditures	Postage	5,110.00	534.00	5,644.00
3046-Expenditures	Advertising	60.00		60.00
3047-Expenditures	Promotions	385.00		385.00
3048-Expenditures	Electricity	4,460.00		4,460.00
3050-Expenditures	Disposal	5,027.00		5,027.00
3055-Expenditures	Inspections/Testing	28,375.00		28,375.00
3057-Expenditures	Structure, Infrastructure and Land - Rentals/Leases	221.00		221.00
3058-Expenditures	Equipment and Machinery - Repairs/Maintenance	748,810.00	90.00	748,900.00
3059-Expenditures	Equipment and Machinery - Rentals/Leases	36,437.00		36,437.00
3065-Expenditures	Safety Services	603.00		603.00
3066-Expenditures	Print/Copy/Graphics	76.00		76.00
3068-Expenditures	Laundry	93,489.00		93,489.00
3069-Expenditures	Commission Sales	1,732.00	71.00	1,803.00
3073-Expenditures	Transport Services	2,533.00		2,533.00
3076-Expenditures	Inter-Agency Federal Indirect Rate Allocation	250,135.00	(250,135.00)	0.00
3081-Expenditures	Inter-Agency Information Technology Non-Telecommunications	31,852.00		31,852.00
3082-Expenditures	Inter-Agency Information Technology Telecommunications	59,425.00		59,425.00
3085-Expenditures	Inter-Agency Mail	3,345.00		3,345.00
3086-Expenditures	Inter-Agency Human Resources	92,700.00		92,700.00
3087-Expenditures	Inter-Agency Building Leases	3,326.00		3,326.00
3088-Expenditures	Inter-Agency Legal	31,547.00		31,547.00
3092-Expenditures	Inter-Agency Americans with Disabilities Act Compliance	12,052.00		12,052.00
3093-Expenditures	Inter-Agency Education/Training	500.00		500.00
3101-Expenditures	State Equipment Fleet Fixed Costs A87 Unallowed	123,332.00		123,332.00
3103-Expenditures	State Equipment Fleet Summary A87 Allowed	333,451.00		333,451.00
3104-Fund Equity	Reserve For Encumbrance	(1,699,351.00)		(1,699,351.00)
3105-Fund Equity	Expenditure Appropriation Reserve	(722,381,442.00)		(722,381,442.00)
3106-Fund Equity	RIJ Estimate Reserve	959,693,700.00		959,693,700.00
3107-Fund Equity	PRJ Estimate Reserve	27,858,448.00		27,858,448.00
3109-Fund Equity	General Surplus	(61,763,585.00)		(61,763,585.00)
3110-Expenditures	Trust Disbursements	17.00		17.00
3110-Fund Equity	Contributed Capital	(43,216,370.00)		(43,216,370.00)
3125-Fund Equity	Reserved	9,641,715.00		9,641,715.00
3128-Fund Equity	Budgetary Reserves	(264,392,523.00)		(264,392,523.00)
4000-Expenditures	Books and Educational Supplies	9,431.00		9,431.00
4001-Expenditures	Equipment/Furniture/Tools/Vehicles	5,059.00		5,059.00
4002-Expenditures	Business Supplies	41,453.00	178.00	41,631.00
4003-Expenditures	Information Technology Equipment	108,770.00		108,770.00
4004-Expenditures	Items For Resale	5,650.00		5,650.00
4005-Expenditures	Subscriptions	4,039.00		4,039.00
4009-Expenditures	Food Supplies	2,645.00		2,645.00
4010-Expenditures	Clothing & Uniforms	17,263.00		17,263.00
4022-Expenditures	Other Safety	17,709.00		17,709.00
4024-Expenditures	Building Materials	915.00		915.00
4025-Expenditures	Signs and Markers	62.00		62.00
4030-Expenditures	Electrical	855.00		855.00
4031-Expenditures	Plumbing	351.00		351.00
4032-Expenditures	Lube Oil/Grease/Solvents	47,751.00		47,751.00
4033-Expenditures	Bottled Gas	17,012.00		17,012.00
4034-Expenditures	Parts and Supplies	5,087,269.00	195,367.00	5,282,636.00
4035-Expenditures	Paint and Preservative	49,932.00		49,932.00
4038-Expenditures	Small Tools/Minor Equipment	147,807.00		147,807.00
4041-Expenditures	Vehicle	3,967,982.00		3,967,982.00
4042-Expenditures	Other Equipment Fuel	1,101.00		1,101.00
5002-Expenditures	Easements	8,783.00		8,783.00
5007-Expenditures	Architect/Engineer	1,450.00		1,450.00
5010-Expenditures	Inspection Testing	2,748.00		2,748.00
5012-Expenditures	Construction	(15,174,532.00)	15,174,532.00	0.00
5014-Expenditures	Capital Lease Princ	2,107,895.00	(2,107,895.00)	0.00
5015-Expenditures	Capital Lease Intrst	184,863.00	23,736.00	208,599.00
5019-Expenditures	Automobiles/Trucks	165,140.00	(165,140.00)	0.00
5021-Expenditures	Off Highway Vehicles	8,960.00		8,960.00
5022-Expenditures	I/A Capital Outlay Purchases	10,772,794.00	(10,582,206.00)	190,588.00
5024-Expenditures	Electronic	350.00		350.00
5027-Expenditures	Shop/Plant/Industrial	96,588.00		96,588.00
5028-Expenditures	Safety	378.00		378.00
5033-Expenditures	Depreciation Expense	18,227,597.00	(472,556.00)	17,755,041.00
6019-Revenues	General Fund Transportation - Chrgs for Srvc Misc	(10,166.00)	(125,968.00)	(136,134.00)
6047-Revenues	General Fund - Miscellaneous	(3,116,794.00)	3,587,254.00	470,460.00

6050 - Revenues	Transfers in from other funds	0.00	(577,527.00)	(577,527.00)
6370-Revenues	Highways Equipmnt Working Capital Fnd - Chrgs for Svcs Misc	(3,740,455.00)	48,442.00	(3,692,013.00)
6371-Revenues	Highways Equipment Working Capital Fund - Miscellaneous	1,931,109.00	(1,976,055.00)	(44,946.00)
6372-Revenues	Highways Equip Wking Capital-Chrgs for Svcs Svc Rndrd Rcpts	(3,850,018.00)		(3,850,018.00)
6373-Revenues	Highways Equipment Working Capital Fund - Rents/Royalties	(47,233,970.00)		(47,233,970.00)
6376-Revenues	Highways Equip Working Capital Fund- PY Reimbrsmnt Recovery	(123,025.00)		(123,025.00)
6377-Revenues	Highways Equip Working Capital - Trnsfrs In Cntrbld Capital	(5,722,129.00)	1,496,919.00	(4,225,210.00)
6378-Revenues	Highways Equip Working Capital - Transfers In Other Funds	(4,873,560.00)	4,873,560.00	0.00
CACP-Liabilities	Conversion - Accounts Payable	470,140.00		470,140.00
CARC-Assets	Converted Accounts Receivable Clearing CR2	(128,968.00)		(128,968.00)
CARD-Assets	Converted Accounts Receivable Offset	68.00		68.00
CVAR-Assets	Converted Accounts Receivable	(68.00)		(68.00)
EN - 3005-Encumbrances	Management/Consulting	5,890.00		5,890.00
EN - 3029-Encumbrances	Information Technology Training	10,177.00		10,177.00
EN - 3032-Encumbrances	Software Licensing	8.00		8.00
EN - 3037-Encumbrances	Data/Network	753.00		753.00
EN - 3048-Encumbrances	Electricity	27.00		27.00
EN - 3058-Encumbrances	Equipment and Machinery - Repairs/Maintenance	313.00		313.00
EN - 3059-Encumbrances	Equipment and Machinery - Rentals/Leases	240.00		240.00
EN - 3068-Encumbrances	Laundry	335.00		335.00
EN - 3087-Encumbrances	Inter-Agency Building Leases	574.00		574.00
EN - 3099-Encumbrances	Inter-Agency Other Equipment/Machinery	8,100.00		8,100.00
EN - 4001-Encumbrances	Equipment/Furniture/Tools/Vehicles	996.00		996.00
EN - 4002-Encumbrances	Business Supplies	3,015.00		3,015.00
EN - 4003-Encumbrances	Information Technology Equipment	11,730.00		11,730.00
EN - 4033-Encumbrances	Bottled Gas	457.00		457.00
EN - 4034-Encumbrances	Parts and Supplies	535.00		535.00
EN - 5006-Encumbrances	Materials and Supplies	5,808.00		5,808.00
EN - 5022-Encumbrances	IA Capital Outlay Purchases	1,650,394.00		1,650,394.00
EQUIP-Expenditures	75000 - Capital Outlay Converted Capital Expenditures	42,243,626.00	(42,243,626.00)	0.00