

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 06.01.001	PAGE 1 of 2
	EFFECTIVE DATE September 15, 2014	
SUBJECT Expenditure and Revenue Activity Occurring After a Federal Funded Project Is Closed	SUPERSEDES 06.01.001	DATED July 3, 2006
CHAPTER Finance	SECTION Expenditures	APPROVED BY Signature on file

PURPOSE

This formalizes the policy and procedure of the department on recording expenditures and revenues belonging to closed federal projects (i.e., projects on which the final billing has already been made).

POLICY

A participating¹ expenditure or one time revenue belonging to a closed federal project will be posted back to the original federal project. An exception can be made for on-going revenue receipts.

PROCEDURE

- A. Unanticipated expenditure or revenue activity related to a closed federal project periodically occurs. Examples are a delayed payment claim from a third party, questionable expenditure identified in an audit, refund from a third party for overcharging, and one time revenue.

When such an expenditure or revenue arises, the affected project control office, fiscal office, project manager, Headquarters (HQ) Program Development, and HQ Grants and Projects must be notified. The closed project needs to be re-opened in the FHWA accounting system per Title 49 CFR 18.51. This will require a written request to be sent to FHWA (originating from the regional project control office and sent to HQ Program Development) to re-open the project, including an explanation of why this action is needed.

After the federal project has been re-opened, the expenditure or one time revenue should be posted in the State Accounting System by the regional fiscal office or Project Control Section. A credit or debit will be processed through the billing system by the HQ Grants and Projects Section by way of FHWA Add-On billing.

¹ *Participating* refers to expenditures that are eligible for federal reimbursement. These expenditures are posted to a ledger code ending in "2".

Upon completion of this task, the project should be closed/final vouchered again unless similar activity is expected in the near future. Internal department closure procedures may not be needed if the project was only re-opened in the FHWA accounting system. If this is the case, the HQ Grants and Projects Section need to only produce a revised final modification/voucher. If the project was re-opened in the State Accounting System, then standard project closure procedures need to be performed starting with regional project control.

- B. Anticipated revenue activity from right-of-way rentals and leases may continue for many years after a project is physically complete and closed. When ongoing revenue activity is anticipated but a project is otherwise ready for closure, the project should be closed.
- C. Ongoing participating revenue belonging to a closed federal project will be retained in a regional Receive and Expend Account for future use on a FHWA eligible project.

AUTHORITY

AS 44.17.030
49 CFR 18.50-51

IMPLEMENTATION RESPONSIBILITY

Appropriate finance staff, HQ CIP management staff, project control staff, and project managers

DISTRIBUTION

All department employees via the DOT&PF website