

**INSTRUCTIONS FOR
MOTOR VEHICLE HIGHWAY (MVH) FUND FORMS**

MVH COST DISTRIBUTION LEDGER – ALLOCATED COSTS

**County Highway Form No. 28A
City and Town Form No. 221A**

Purpose: To track the costs paid from the MVH fund that were directly related to the construction, reconstruction, and maintenance of highways. This form should be used to show that at least 50% of the MVH funds expended during the year were for construction, reconstruction, and maintenance of highways in accordance with IC 8-14-1.

Directions: Costs directly related to construction, reconstruction, and maintenance activities should be included on this form. This form should be used in conjunction with the other MVH forms which are used to allocate employee work time, equipment use, depreciation (if applicable), and inventoried materials and supplies to applicable projects and maintenance activities. If the entity purchases materials and supplies as needed and does not maintain inventories, the costs should be added to this form as purchases are made.

MVH COST DISTRIBUTION LEDGER – UNALLOCATED COSTS

**County Highway Form No. 28B
City and Town Form No. 221B**

Purpose: To track costs paid from the Motor Vehicle Highway fund that are not directly related to or have not been allocated to the construction, reconstruction, and maintenance of highways.

Directions: Costs that cannot be directly allocated to construction, reconstruction, and maintenance activities at the time of the purchase should be included on this form. This form should be used in conjunction with the other MVH forms which are used to allocate employee work time, equipment use, depreciation (if applicable), and inventoried materials and supplies to applicable projects and maintenance activities. If the entity maintains inventories, the costs should be added to this form as purchases are made and then reallocated to construction, reconstruction, and maintenance activities using the Report of Materials and Supplies Issued form as the inventories are issued. Payroll should be added to this form as it is paid and then reallocated to construction, reconstruction, and maintenance activities using the Employee's Time Allocation form. Equipment and vehicle expenses should be added to this form as they are purchased (unless directly related to a specific project) and then reallocated to construction,

reconstruction, and maintenance activities using the MVH Cost Distribution Ledger – Equipment Operating Expenses form. Costs that have been reallocated to construction, reconstruction, and maintenance activities should be deducted from this form and added to the MVH Cost Distribution Ledger – Allocated Costs form.

MVH COST DISTRIBUTION LEDGER – EQUIPMENT OPERATING EXPENSES

County Highway Form No. 28C

City and Town Form No. 221C

Purpose: To track the cost of operating equipment and allocate the use to construction, reconstruction, and maintenance activities if applicable.

Directions: A separate form should be used for each piece of equipment (including vehicles). The costs for operating each equipment item should be tracked as well as the projects or activities the equipment is used for. This form should be used to calculate costs that should be allocated to construction, reconstruction, and maintenance activities. The allocated equipment costs should be included on the MVH Cost Distribution Ledger – Allocated Costs form.

MVH EMPLOYEE’S TIME ALLOCATION RECORD

County Highway Form No. 29

City and Town Form No. 222

Purpose: To track payroll costs and activities for MVH employee’s and calculate costs that should be allocated to construction, reconstruction, and maintenance activities.

Directions: A separate form should be used for each MVH employee. Each employee’s time should be allocated to the various projects and activities listed on the form for the pay period. The form should be used to calculate costs that should be allocated to construction, reconstruction, and maintenance activities. The allocated payroll costs should be included on the MVH Cost Distribution Ledger – Allocated Costs form.

MVH EQUIPMENT DEPRECIATION LEDGER

County Highway Form No. 30

City and Town Form No. 223

Purpose: To prorate depreciation of equipment that is used for construction, reconstruction, and maintenance activities. This form should **only** be used if the entity maintains the financial accounting records on an accrual basis.

Directions: This form should be completed for equipment used for construction, reconstruction and maintenance activities. The allocated depreciation should be included on the MVH Cost Distribution Ledger – Allocated Costs form.

MVH PERPETUAL INVENTORY RECORD

County Highway Form No. 31A
City and Town Form No. 224A

Purpose: To track inventory purchases, inventory used, and inventory balance. To be used **only** if the entity stockpiles materials and supplies for use in MVH related projects. If you do not keep an inventory of materials and supplies, you will not need any of the inventory forms.

Directions: This form should be used in conjunction with the Receiving Report form and the Report of Materials and Supplies Issued form. This form summarizes the activity for the other two forms just mentioned and tracks the inventory balance on hand. The quantity reported in the balance column should be maintained up to date and should agree with the inventory on hand at any given point of time. The inventory balance should be periodically verified by inspection of the actual inventory items.

MVH RECEIVING REPORT

County Highway Form No. 31B
City and Town Form No. 224B

Purpose: To report inventory items received.

Directions: This form should be used to report inventory items received. The amounts from this form should also be reported on the Perpetual Inventory Record form.

MVH REPORT OF MATERIALS AND SUPPLIES ISSUED

County Highway Form No. 31C
City and Town Form No. 224C

Purpose: To track materials and supplies removed from inventory and to properly allocate those costs to the projects and activities they were used for.

Directions: This form should be used to account for materials and supplies removed from inventory. The amounts from this form should also be reported on the Perpetual Inventory Record form and any materials and supplies that were allocated to construction, reconstruction, and maintenance activities should be deducted from the MVH Cost Distribution Ledger – Unallocated Costs form and added to the MVH Cost Distribution Ledger – Allocated Costs form.