

Attached are some of the spreadsheets I use to monitor or report capital, and other information related to capital.

All capital projects must be in program 9xx. Exception is when a project is funded by a proprietary fund. See the Fiscal Affairs Manual (FAM) located at the SBCTC web site for more information.

The SBCTC assigns a capital project number (ie BC9x) and I make that my org. index. If the same project has two separate project numbers, then I give them the same program number. These become your "cost centers".

All capital construction considered worthy of capitalization (see FAM) must be coded to object Jx (the small x is a wild card). Payroll object codes are alright too.

All capitalized projects get added to FAE. Corresponding GL entries are made into FMS, fund 997 or proprietary funds. (see FAM)

All allotments (capital and operating) should be put into the FMS (Trans. code 653). You will be able to see the allocations and expenditures on the GA3233.

Use program 992 (requested by SBCTC) if you have a capital allocation for Facility Maintenance and Repairs. We don't have this in fiscal year 10/11, but I hear it may be coming back. Expenditures are recorded in the Operating budget, then T-transferred into capital.

The four spreadsheets are:

Capital Project (CP) Allotments: Purpose is to list the current capital allotments by appropriation index, fund, program, project number and amount. It also contains object codes used for capital purposes. This is a good sheet to give your facilities personnel to help them code their expenditure documents; and to the person who draws capital funds from the state treasurer. The allocations must be reconcilable to the SBCTC web site monitoring reports.

Capital Project Update: I consider this one of my best capital management tools. Purpose is a status report which shows the allotment, expenses, encumbrances, balance available, and any allotment held in reserve (such as equipment for a large building project). This update reports cumulated expenditures and follows projects which overlay fiscal years.

I prepare this report with information from FMS Query on a monthly or as-needed basis. The allocations must be reconcilable to the SBCTC web site monitoring reports. However, you will find that there is always a monthly lag to the expenditures report at the web site.

Retainage: Large contracts normally will reserve 5% to be held until the project is completed and "approved". Retainage can be held locally or at a bank. This spreadsheet is a way to keep track of where it was charged and how much is owed to whom.

If it's a bank, then it's up to the contractor to set up a escrow account at the bank. The contractor will earn interest from the bank while waiting to get the money. Retainage is paid with both the bank and the contractors name on the check, and can be issued at the same time payments are made to the contractor. When the retainage check is issued, the escrow general ledgers must also be set up. T/C 012, does a GL 1140/5116, to track the retainage. The amount in escrow (GL 1140) is reported annually on disclosure form A at year-end.

If no escrow account is used, but you're concerned about running out of capital funds before having to pay the vendor at the end of the project; then you could set up a pro/org to capture the information locally. I use fund 145 as the place I hold locally retained funds. I do not post earned interest to this account. I charge the capital account for the invoiced retainage with T/C 503 (and with T/C 502) and "deposit" the money into fund 145 with T/C 023. When the project is completed and the retainage is "approved" to be released, then a check is issued to the contractor from the local account with TC 023 R or 024.

CAPITAL PROJECT ALLOTMENTS FOR FISCAL YEAR 2010 / 2011

Approp. Index	Fund	Prog.	Project / Org. Index	Title	Original Allotment	Allotment Balance	Project in Reserve
Prior Biennium Reappropriations - State: ⁽¹⁾							
I35	057	960	BC7G	Meadowdale Renovatn ⁽²⁾	9,230,500	1,131,156.15	0.00
I40	057	965	BC7H	Electrical Infrastructure	2,466,000	1,018,062.41	0.00
Sub-Total						2,149,218.56	0.00
Current Biennium Appropriations - State:							
J47	060	910	BC9X	Preservation Projects (RMI) ⁽³⁾	326,000	296,109.62	0.00
J22	057	920	BC9B	Minor Improvements-TUB	356,000	82,650.71	0.00
J23	060	920	BC9J	Minor Improvements-TUB	59,000	59,000.00	0.00
J18	057	930	BC9C	Roof Repairs ⁽³⁾	292,599	182,727.63	0.00
J20	057	940	BC9D	Facilities Repairs	794,000	620,487.85	0.00
Sub-Total						1,240,975.81	0.00
Appropriations - Local:							
R10	147	980	BC9L	Athletic Turf Project	1,700,000	1,700,000.00	0.00
R10	147	985	BC9K	Warehouse Acquisition	3,500,000	3,500,000.00	0.00
Sub-Total						5,200,000.00	0.00
Total						8,590,194.37	0.00

Object/Sub-Object	Description
JE 00	Land
JF 00	Building
JH 00	Improvements Other Than Buildings
JJ 00	Grounds Development
JK 00	Arch. & Eng. Service
JL 00	Capital Planning
JM 00	Art & History Landmarks
JN 00	Relocation Costs
JZ 00	Other Capital Expenses
JA 00	Equipment-Under \$5,000 non-capitalized
JC 00	Equipment-Over \$5,000 capitalized

Footnotes:

- (1) All state funded capital balances from 09/10 were carried forward.
- (2) The amount of 9,230,500 does not include \$25,500 taken out for Art.
- (3) The 2010 Supplemental budget increased roof repair allocation by \$30,599, AND changed RMI from 057 to 060, J33 to J47 and BC9A to BC9X.
- (4) The capital M&O was transferred back to the operating budget in 2010.

**Revised on
2/17/11**

CAPITAL PROJECT ALLOTMENT vs EXPENDITURE STATUS REPORT
For Expenditures Reported Through April 5, 2011

DESCRIPTION	Biennium Allotment	Prior Fiscal Year(s) Expenditures	Current Year (10/11) Expenditures	Current Year (10/11) Encumbrances	Total Expenditures & Encumb.	Balance Of Allotment	Allotment Held in Reserve	Withheld For Art
Reappropriations 07/09								
Meadowdale Renovation 057 I35 960 BC7G	0.56 (9,230,500.00)	8,099,343.29	470,106.47	46,622.00	8,616,071.76	(614,427.68)	0	25,500
Electrical Infrastructure 057 I40 965 BC7H	0.64 (2,466,000.00)	1,447,936.95	491,679.10	24,454.00	1,964,070.05	(501,929.31)	0	0
Biennial Appropriations								
R.M.I. (09-11)								
060 J47 910 BC9X	(326,000.00)	29,890.38	51,382.71	0.00	81,273.09	(244,726.91)	0	0
Minor Improvements								
057 J22 920 BC9B	(356,000.00)	273,349.29	54,096.87	5,371.00	332,817.16	(23,182.84)	0	0
060 J23 920 BC9J	(59,000.00)	0.00	26,721.28	0.00	26,721.28	(32,278.72)	0	0
Roof Repairs								
057 J18 930 BC9C	(292,599.00)	109,871.37	182,727.63	0.00	292,599.00	0.00	0	0
Facility Repairs								
057 J20 940 BC9D	(794,000.00)	173,512.15	330,911.03	548.00	504,971.18	(289,028.82)	0	0
Athletic Turf Project								
147 R10 980 BC9L	(1,700,000.00)	0.00	126,801.23	0.00	126,801.23	(1,573,198.77)	0	0
Warehouse Acquisition								
147 R10 985 BC9K	(3,500,000.00)	0.00	0.00	0.00	0.00	(3,500,000.00)	0	0
Facility Maintenance & Repairs Not This Year	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	0.00	0.00	0.00	0.00	0.00	0.00	0	0
GRAND TOTAL	(18,724,097.80)	10,133,903.43	1,734,426.32	76,995.00	11,945,324.75	(6,778,773.05)		

Footnotes:

All state funded capital balances from 09/10 were carried forward, **AND NOT rounded down to the nearest dollar**, per Gary M. Gary rounds down after the end of a biennium, not at the end of the first fiscal year. The rounded down amounts from July, 2009 are shown in column C with the original allocation.

RETAINAGE STATUS For Fiscal Year 10/11

Company Bank	Berschauer Phillips Const			Gobi Const.	Interst Sheet Metal	Merlino Brothers	Yi & Assoc.	Locally Held Retainage Total	Ebenal General Inc. & Horizon Bank		Monthly Total
	Locally retained - 1	Locally retained - 3	Locally retained - 2	Locally retained	Locally retained	Locally retained	Locally retained		MDL Renov		
Project	Landscaping & Fencing	Electrical Loop Stage 4	CWU Distance Ed Upgrade	Misc Upgrades	Conf Cntr Roof	Primary Loop	TUB Remodel		(057-960-BC7G)	(057-960-BC7G)	
Month	(145-100-4ZRT)	(145-100-4ZRT)	(145-100-4ZRT)	(145-100-4ZRT)	(145-100-4ZRT)	(145-100-4ZRT)	(145-100-4ZRT)				
Beg. Bal.	0.00	0.00	0.00	1,675.00	0.00	0.00	7,741.30	9,416.30	287,724.72	0.00	297,141.02
July	0.00	0.00	0.00	750.00	0.00	3,425.80	0.00	4,175.80	0.00	0.00	4,175.80
August	0.00	0.00	0.00	0.00	0.00	2,301.28	399.43	2,700.71	2,419.45	0.00	5,120.16
September	5,077.86	0.00	0.00	0.00	0.00	2,909.31	0.00	7,987.17	0.00	0.00	7,987.17
October	0.00	0.00	4,442.34	3,233.00	0.00	0.00	(8,140.73)	(465.39)	0.00	0.00	(465.39)
November	0.00	0.00	181.46	0.00	0.00	649.74	0.00	831.20	1,250.17	0.00	2,081.37
December	(5,077.86)	0.00	0.00	892.00	5,496.25	0.00	0.00	1,310.39	0.00	0.00	1,310.39
January	0.00	5,023.10	0.00	0.00	0.00	0.00	0.00	5,023.10	0.00	0.00	5,023.10
February	0.00	0.00	0.00	0.00	1,760.58	368.51	0.00	2,129.09	0.00	16.00	2,145.09
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00
April	0.00	0.00	(4,623.80)	0.00	0.00	0.00	0.00	(4,623.80)	0.00	0.00	(4,623.80)
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00
99th Mo.									0.00	0.00	0.00
TOTALS	0.00	5,023.10	0.00	6,550.00	7,256.83	9,654.64	0.00	28,484.57	291,394.34	16.00	319,894.91
	√	√	√	√	√	√	√		Combined	291,410.34	√

Totals By Fund:

145	28,484.57
147	0.00
057	291,410.34
060	0.00
	319,894.91

Footnotes:

√ This amount agrees with the last invoice seen and by fund.

Escrow accounts at banks have not been set up for the following companies:

Yi & Associates	Gobi Construction LLC	Interstate Sheet Metal
Merlino Brothers	Berschauer Phillips Construction Co.	