



COLORADOSCHOOLOF**MINES**

Capital Projects Tracking Manual

Table of Contents

Introduction.....	2
Section One: New Project	3
New Project Form.....	4
Sample Entry in FRAGRNT	5
Fund A Project Notes.....	6
Sample Bond Funded JE	7
Sample Entry in FRABUDG	8
Section Two: Update Project.....	9
Sample Income Statement	10
Sample CIP Entries.....	11
Sample CIP Entries (continued).....	12
Sample Budget Revision	13
Section Three: Close a Project.....	14
Close a Project Form	15
Returning Funds Note	16

Introduction

This manual is designed to assist the Plant Fund Accountant in monitoring the Colorado School of Mine’s capital projects from inception to completion.

The task of monitoring the institutions capital projects can be divided in three distinct phases. The first phase is the “New Project” phase. This is followed by the “Update Project” phase. And finally, the “Close Project” phase. Each of these phases will be covered in the sections that follow.

This manual is designed to provide an overview of the process as well as pages that include both checklists and samples.

Section One: New Project

The process of tracking a capital project begins when the budget for the project is received. During the New Project phase the project is assigned an Index, setup in Banner, and funded.

New Project Form

Project Name: _____ Budget Date: _____

Fund # _____ Org # _____ Prog# _____

1. Check Budget for required signatures

2. Assign Index Number from excel file "Available 9xxxxx Index Numbers.xlsx"

3. Assign Organization Code (refer to project title)
 1. IH = 53240 – for CPC projects
 2. FM = 51886 – for Facilities Management projects

4. Assign Program code
 1. 1700 = Operation/Maintenance of Plant (Expense)
 2. 3200 = Additions to Plant Facilities (Capitalize)

5. Enter in FRAGRNT (see page 5)

6. Deliver budget to Banner setup person

7. Once project is setup, transfer funds (see page 6 and 7)

8. Save scan of budget in Project File Folder on "I:" Drive and enter on Project Income Statement

9. Email budget to Budget Department

10. Enter Budget Information in FRABUDG - Acct 5905P (see page 8)

11. Send original budget via campus mail to:

CPC- Contract Admin if IH project < OR > FM- Facilities Mngt if FM project

Sample Entry in FRAGRNT

Enter New Project
FRAGRNT

Grant: 910002 Proposal: Grant Text Exists

Main Grant Agency Location Cost Code Personnel Billing User Defined Data Effort Reporting

Chart of Accounts: Responsible Organization: 53140 Construction/Engr -Projects(9****)

Long Title: Elm Street Electrical 1H12-006C
Title: Elm Street Electrical 1H12-006C Requires Effort Certification

Agency:
Principal Investigator ID:
Project Start Date: 01-SEP-2011 Project End Date:
Termination Date: Expenditure End Date: Proposal:
Status: A Funded (Active) Pass Through Indicator
Status Date: 01-SEP-2011

Alternate Description:
Current Amount: Cumulative Amount: Maximum Amount:
Total Recipient Share:
Related Grant:
Grant Type: CC Capital Construction (Plant Fund)
Category:
Sub Category:
CFDA Number: Sponsor ID:

Fund A Project Notes

Transfer for cash funded projects

From 8972

To 8872

Intra Fund Loan

From 1397

To 2352

Enter Bond Funded Project

Seq 1 Index - 961906 is Related Bond Fund (see table below)

Seq 2 Index - project being funded

Seq 3 Fund Always 1002 Acct always 1103

Seq 4 Fund Always 1002 Acct is Related Bond Acct (see table below)

SEE Page 7

Acct	Bond Fund	Fund Title	Acct Title	Current YTD	Rptg Cat	Related Project Fund
1104	961906	2009B Bonds	Bond Proceeds at Treas- WTWR	-	WTWR	908281
1105	961928	2009D Bonds	Bond Proceeds at Treas- MRQ9	-	MRQ9	9046
1106	961906	2009B Bonds	Bond Proceeds at Treas- RHLL	-	RHLL	906332
1107	961862	2008B Bonds	Bond Proceeds at Treas- BRWN	-	BRWN	906807
1109	961906	2009B Bonds	Bond Proceeds at Treas- HLTH	-	HLTH	907921
1115	961937	2010B Bonds	Bond Proceeds at Treas- MRQW	-	MRQW	9046
1119	961972	2012B Bonds - Housing/Dining	Bond Proceeds at Treas-ELMD	3,759,157.00	ELMD	911396
1122	961993	2012B Bonds - Student Center	Bond Proceeds at Treas-SCRM	-	SCRM	913221
1123	961988	2012B Bonds - Foundation Building	Bond Proceeds at Treas-WELC	-	WELC	911317
1124	961975	2012A Bonds - Stadium	Bond Proceeds at Treas-CCAC	-	CCAC	910333

Sample Entry in FRABUDG

Sample - Budget Entry.pdf - Adobe Reader

Grant Budget FRABUDG 8.5 (PROD) 05-SEP-2012 01:58 PM

Grant: 911343 Creekside Parking IH13-014 Copy From: [icon]

Budget Code: MJR13021

Proposal: [input]
Budget Code: [input]

Budget Description: Original

Budget Begin Date: 01-AUG-2012 End Date: 05-SEP-2012

Submission Date: [input] Year: [input]

Transaction Date: 05-SEP-2012

Maximum Funded Amount: .00

Total Requested Amount: .00 Reversal

Chart of Accounts: [input]
Duration: [input]
Type: [input]

Default Accounting Component

Chart of Accounts	Index	Fund	Organization	Program	Activity	Location
O	911343	511343	53240	1700	[input]	[input]

Sample - Budget Entry.pdf - Adobe Reader

Worksheet FRABUDG 8.5 (PROD) 05-SEP-2012 01:57 PM

Grant: 911343 Grant Budget: MJR13021 Maximum Funded Amount: [input]
 Proposal: [input] Proposal Budget: [input] Total Requested Amount: [input]

Proposal or Grant Budget Line Items

Sequence Number	Account	Budget	Cost Share	Proj
0	[input]	[input]	[input]	[input]

Grant Budget Line Items

Account	Budget	+	Cost Share	=	Project Value
Indirect Cost	.00		.00		
Cost Share Maximum Amount	.00		.00		
5905P Capital Outlay Budget Pool	20,000.00		.00		20,000.00
Totals:	20,000.00		.00		20,000.00

*****THIS ENTRY POSTS OVERNIGHT IN BANNER*****

Section Two: Update Project

The process of updating capital projects involves duties that are performed every month and duties that occur occasionally.

- I. The duties that should be performed on a monthly basis include:
 - a. Updating the Income Statement spreadsheet for the project (see page 10)
 - b. Making CIP journal entries for projects that will be capitalized (see page 11)

- II. The duties that will occur occasionally include:
 - a. Making journal entries for transfers in and out of a projects (see page 6)
 - b. Making journal entries for budget revisions and corrections (see page 13)

***** NOTE*****

CP&C is currently coding its transaction to a variety of accounts that include accounts such as 5303 and 5129. The prior practice was to code all transaction to account 5957.

Sample Income Statement

sample IS.pdf - Adobe Reader

File Edit View Window Help

1 / 1 129%

Tools Sign Comment

Fiber Optic Connection
Fund: 905291

	Beginning Balance		
FY08	Transfer	1,000,000.00	6026-50850 2001 Trustee Endowment (Pet. Inst.)
FY08	Transfer	(85,000.00)	906161-53240 6th Ave to CTLM Fiber IH08-017
FY08	Transfer	(1,600.00)	906161-65240 6th Ave to CTLM Fiber IH08-017
FY09	Transfer	(15,000.00)	906161-53240 6th Ave to CTLM Fiber IH08-017
FY11	Transfer	(257,368.10)	6026-50850 2001 Trustee Endowment (Pet. Inst.)
FY12	Transfer	15,000.00	906161-53240 6th Ave to CTLM Fiber IH08-017
		<u>656,031.90</u>	
FY08	Expenses	(600,000.00)	
FY09	Expenses	(13,811.53)	
FY10	Expenses	(56,333.70)	
FY11	Amortized IRU	33,333.33	
FY11	Expenses	(4,220.00)	
FY12	Expenses	(15,426.88)	
FY13	Expenses	(4,625.00)	
		<u>(661,083.78)</u>	
	Remaining funds	<u>(5,051.88)</u>	
	FY13 Encumbrances	-	
	Beginning Cash		
	Less Expense to date	(661,083.78)	
	Transfer	656,031.90	
	Current Fund Balance	<u><u>(5,051.88)</u></u>	

Sample CIP Entries

See Pg12 Monthly CIP entries:

A	Dr	905291 ¹		1802 ²		500000	
	Cr	905291 ¹	53240	5495	3200		500000
B	Dr	909006	50850	5495	3200	All Projects	
	Cr	909006		1806			All Projects
C	Dr	9601		1802 ²		All Projects	
	Cr	9601	53240	5495	3200		All Projects

For each
CIP
project

When CIP is capitalized:

Dr	905291 ¹	53240	5957	3200	500000	
Cr	905291 ¹		1802 ²			500000
Dr	909006 ³		1806		500000	
Cr	909006 ³	50850	5957	3200		500000
Dr	9601 ⁴		1822 ⁵		500000	
Cr	9601 ⁴		1802 ²			500000

¹905291 Project Number

²1802,1803,1804, or 1805

³909006 Contra Fund

⁴9601 Plant Fund

⁵= Non-CIP actual asset account

(ie. "1823 Buildings Improv" for "1805 CIP-Building Improv")

CIP Building 1802

CIP Equipment 1803

CIP Land Improv 1804

CIP Building Improv 1805

Section Three: Close a Project

Closing a project is initiated by the receipt of an email from the Capital Planning & Construction department or the Facilities Management department asking for the project to be closed. The primary steps in closing a project include:

1. Making sure there are no open purchase orders for the project
2. Making the monthly CIP and Closing CIP entries (if applicable)
3. Make sure project has a \$0 Fund Balance
4. Changing project to “Inactive” Status in the Grant Module
5. Update “Income Statement” spreadsheet

Close a Project Form

Project Name: _____

Fund # _____

1. Save Email authorizing Closing of Project

2. Query FTMFUND (use fund field) to see if Fund is Active

3. Check for Open Purchase Orders FPIOPOF

If Open - Ask Purchasing Dept. to close

4. Make sure monthly CIP entries have been made (if needed)

5. Make Closing CIP Entries (if needed)

CIP only needed for 3200 program codes > \$50k

CIP not needed for a Project with Title that includes "M#####" or 1700 program code

6. Transfer Remaining Funds (see Returning Funds Note on next page)

7. Email Banner Setup Person asking to close project

8. Once closed - Flag project "Inactive" in FRAGRNT if project # is = to or > 908935

9. Mark "I" & Highlight green-on Income Statement Workbook

Returning Funds Note

Per Controller, this is how the funds should be spent on multi-source projects:

1. Foundation (gift) accounts
2. Auxiliary
3. General Fund

In other words, funds would be returned in the reverse order (but check with Controller if it is a gift fund).

***If org 50050 or 50320 Transfer to 920201(Renew & Replace Fund)



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