Project Accounting

Kimberley Rourke
Manager, Project Accounting

Correen Baker
Fiscal Manager

Lynn Chapdelaine
Accountant

Tammie Corioso
Accountant
Financial Policies and Procedures for the Capital Project Delivery Process

• Project Initiation

• Procedures for Design and Construction

• Other Accounting Procedures

• UCONN 2000 Project Audits
Project Initiation

• Authorization of Capital Budget
• Project Budget Approval
• Setting Up Capital Projects
Procedures for Design and Construction

- Prequalification
- Contract Approval
- Purchase Orders to Vendors
- Authorizing Use of Internal Vendors
- Greensheet Log
- Approval and Payment of Vendor Invoices from a Purchase Order
- Paying an Internal Vendor
- Approval and Payment of Legal Invoices
Other Accounting Procedures

- Payroll Allocation
- Project Financial Close-Out
- Project Reporting
Financial Policies and Procedures for the Capital Project Delivery Process

- Project Initiation
- Procedures for Design and Construction
- Other Accounting Procedures
- UCONN 2000 Project Audits
Authorization of the Capital Budget

- Presented annually to the University’s Board of Trustees

Includes:

1. Proposed “named projects” with amounts, descriptions, funding analysis
2. Deferred Maintenance/Code/ADA Renovation Lump Sum project list
3. Phase III Preliminary Outline by Fiscal Year (“Phasing Outline”)
## Storrs & Regional Campuses

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Phase III Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arjona &amp; Monteith (new classroom buildings)</td>
<td>$700,000</td>
</tr>
<tr>
<td>Avery Point Campus Undergraduate &amp; Library Building</td>
<td>$1,800,000</td>
</tr>
<tr>
<td>Beach Hall Renovations</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Biobehavioral Complex Replacement</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Bishop Renovation</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Deferred Maintenance/Code/ADA Renovation Lump Sum</td>
<td>$36,150,000</td>
</tr>
<tr>
<td>Engineering Building</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Equipment, Library Collections &amp; Telecommunications</td>
<td>$6,005,000</td>
</tr>
<tr>
<td>Family Studies (DRM) Renovation</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>Farm Buildings Repairs/Replacement</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Fine Arts Phase II</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Floriculture Greenhouse</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Gant Building Renovations</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>Gentry Completion</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Intramural, Recreational and Intercollegiate Facilities</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Jorgensen Renovation</td>
<td>$600,000</td>
</tr>
<tr>
<td>Koons Hall Renovation/Addition</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Mansfield Training School Improvements</td>
<td>$3,250,000</td>
</tr>
<tr>
<td>North Hillside Road Completion</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Psychology Building Renovation/Addition</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Residential Life Facilities</td>
<td>$8,000,000</td>
</tr>
<tr>
<td>Stamford Campus Improvements</td>
<td>$300,000</td>
</tr>
<tr>
<td>Support Facility (Architectural and Engineering Services)</td>
<td>$500,000</td>
</tr>
<tr>
<td>Torrington Campus Improvements</td>
<td>$500,000</td>
</tr>
<tr>
<td>Waterbury Downtown Campus</td>
<td>$250,000</td>
</tr>
<tr>
<td>West Hartford Campus Renovations/Improvements</td>
<td>$1,050,000</td>
</tr>
<tr>
<td>Young Building Renovation/Addition</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

Subtotal of Storrs & Regional Campuses $69,106,000

## Health Center

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Phase III Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAC Renovation Biosafety Level 3 Lab</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Deferred Maintenance/Code/ADA Renovation Sum — Health Center</td>
<td>$6,000,000</td>
</tr>
<tr>
<td>Dental School Renovation</td>
<td>$1,250,000</td>
</tr>
<tr>
<td>Equipment, Library Collections and Telecommunications - Health Center</td>
<td>$8,345,000</td>
</tr>
<tr>
<td>Main Building Renovation</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Research Tower</td>
<td>$24,500,000</td>
</tr>
<tr>
<td>Support Building Addition/Renovation</td>
<td>$5,800,000</td>
</tr>
</tbody>
</table>

Subtotal of Health Center $50,895,000

Grand Total FY 2009 $140,000,000
# University of Connecticut Health Center

**FY09 Deferred Maintenance/Code/ADA Renovation Lump Sum Projects**

### Deferred Maintenance - Buildings

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Removal and Window Replacement</td>
<td>$600,000</td>
</tr>
<tr>
<td>Awater Built-Up Roof Replacement</td>
<td>150,000</td>
</tr>
<tr>
<td>Awater Craw Space Piping Replacement/Electrical Conduit</td>
<td>100,000</td>
</tr>
<tr>
<td>Awater Exterior Window Replacement</td>
<td>650,000</td>
</tr>
<tr>
<td>Babidge Roof</td>
<td>275,000</td>
</tr>
<tr>
<td>Babidge Window Leaks</td>
<td>300,000</td>
</tr>
<tr>
<td>Bubbles Clean Point Seal Masonry</td>
<td>75,000</td>
</tr>
<tr>
<td>Budds Building Window Replacement</td>
<td>650,000</td>
</tr>
<tr>
<td>Budds Mechanical System Analyze and Design</td>
<td>50,000</td>
</tr>
<tr>
<td>Burton/Shenkman Ice Protection</td>
<td>50,000</td>
</tr>
<tr>
<td>Field House Built-Up Roof Replacement - Repair Standing Seem</td>
<td>150,000</td>
</tr>
<tr>
<td>Gampel Pavilion Roof Repairs</td>
<td>200,000</td>
</tr>
<tr>
<td>Galloway Hall Drainage</td>
<td>700,000</td>
</tr>
<tr>
<td>Mec Asbestos/Mold/Lead Abatement Alleviation</td>
<td>400,000</td>
</tr>
<tr>
<td>Mec Mersony, Façade and Roof Repairs</td>
<td>500,000</td>
</tr>
<tr>
<td>Parking Garage Repair and Ugrades</td>
<td>1,205,000</td>
</tr>
<tr>
<td>Roof and Gutter Replacement</td>
<td>50,000</td>
</tr>
<tr>
<td>Whetten Built-Up Roof Replacement</td>
<td>150,000</td>
</tr>
<tr>
<td>Whetten Exterior Siding Glass Units</td>
<td>130,000</td>
</tr>
</tbody>
</table>

Subtotal                                                              $7,185,000

### Deferred Maintenance - Infrastructure

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Alotment - Replace Old City Pipe</td>
<td>$300,000</td>
</tr>
<tr>
<td>Backfeed Loop - North Eagleville to Parking Garage to Storrs Road</td>
<td>700,000</td>
</tr>
<tr>
<td>utility water meter reading investigation</td>
<td>830,000</td>
</tr>
<tr>
<td>Human Development Lot Development</td>
<td>350,000</td>
</tr>
<tr>
<td>I &amp; I Sewer study</td>
<td>300,000</td>
</tr>
<tr>
<td>I &amp; I Storm Study</td>
<td>300,000</td>
</tr>
<tr>
<td>Intermittent Steam and Condensate Replacement</td>
<td>850,000</td>
</tr>
<tr>
<td>Installation of Filter Press</td>
<td>500,000</td>
</tr>
<tr>
<td>Meter Installation - Multiple Locations (Phase III)</td>
<td>600,000</td>
</tr>
<tr>
<td>New 16&quot; Water Main - Towers to Glenbrook &amp; North Eagleville</td>
<td>1,060,000</td>
</tr>
<tr>
<td>Remove and Relocate Ice Flank Eater In Middle of Parking Lot</td>
<td>300,000</td>
</tr>
<tr>
<td>Sheet Metal Lead SP3 Circuit</td>
<td>100,000</td>
</tr>
<tr>
<td>South Campus Steam and Condensate Loop</td>
<td>2,075,000</td>
</tr>
<tr>
<td>Steam Pk Replacements</td>
<td>1,900,000</td>
</tr>
<tr>
<td>Street Construction, Sidewalk Repairs and Related Improvements - Phase II</td>
<td>1,000,000</td>
</tr>
</tbody>
</table>

Subtotal                                                              $10,665,000

### Code/ADA

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Improvements</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Code Correction OSFM Reserve</td>
<td>3,900,000</td>
</tr>
<tr>
<td>Code Correction UCONN 2000 Reserve</td>
<td>2,900,000</td>
</tr>
<tr>
<td>Security Alarms and Monitoring</td>
<td>100,000</td>
</tr>
</tbody>
</table>

Subtotal                                                              $6,900,000

### Renovation and Lump Sum Projects

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allotment for New Faculty Support</td>
<td>$500,000</td>
</tr>
<tr>
<td>Crosswalk Safety - Phase II</td>
<td>125,000</td>
</tr>
<tr>
<td>Facility Condition Assessment - Phase II</td>
<td>150,000</td>
</tr>
<tr>
<td>Historic House Renovations</td>
<td>1,400,000</td>
</tr>
<tr>
<td>Landscape Master Plan Development</td>
<td>300,000</td>
</tr>
<tr>
<td>Miscellaneous Campus Planning (Including Utility Plan)</td>
<td>750,000</td>
</tr>
<tr>
<td>Miscellaneous Environmental Requirements - EU</td>
<td>100,000</td>
</tr>
<tr>
<td>Pedestrian Safety Improvements</td>
<td>200,000</td>
</tr>
<tr>
<td>Rain Water Harvesting Demonstration - Core Campus</td>
<td>60,000</td>
</tr>
<tr>
<td>Replacement Signs</td>
<td>50,000</td>
</tr>
<tr>
<td>Stadium Road Stair Replacement</td>
<td>100,000</td>
</tr>
<tr>
<td>Student Union Quad - Phase II</td>
<td>1,000,000</td>
</tr>
<tr>
<td>sustainable energy Master Nordan</td>
<td>100,000</td>
</tr>
<tr>
<td>Water Conservation Audit Implementation</td>
<td>50,000</td>
</tr>
<tr>
<td>Waterbury Campus Property Transfer (Old Campus)</td>
<td>565,000</td>
</tr>
</tbody>
</table>

Subtotal                                                              $5,450,000

**Total Project Allocations**                                          $5,450,000

**Emergency / Reserve**                                                550,000

**Total**                                                              $6,000,000

---

**BOT 6/24/08**
Authorization of the Capital Budget, cont’d.

- Once the Capital Budget is approved by the BOT, a letter is sent to the Governor requesting authorization to bond

- If not acted upon within 30 days, the authorization is deemed to be approved

- Request amendment by General Assembly of Phase III projects list as needed

- Initiate and sell Special Revenue Bonds as determined by need and approved by BOT
Projects $\geq 500,000$ require BOT Approval at various phases:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Contingency Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Planning</td>
<td>10%</td>
</tr>
<tr>
<td>2. Design</td>
<td>8%</td>
</tr>
<tr>
<td>3. Final</td>
<td>5%</td>
</tr>
</tbody>
</table>
Financial Criteria for going to BOT:

- Phase Change (i.e. Planning to Design)

- If total expenditures are anticipated to exceed 5% of the total budget, a revised budget must be presented to the BOT for prior approval

- Administration can approve changes and expenditures up to 5% of total budget but must go back to the BOT to report the new budget
Project Budget Approval, Cont’d.

Projects < $500,000

• If “named” require approval of VP/CFO (“Child Budget”)
• If Deferred Maintenance/Code/ADA/Renovation Lump Sum require approval of B&G Committee

Department funded projects ≥ $50,000

• Require approval of B&G Committee
Project Budget Approval, cont’d.

**Plant Accounting Role/Tasks:**

- Review BOT/VP-CFO budgets for funding, adherence to policies
- Review B&G approved action items
- Assign project numbers and update FRS/FAMIS as approvals are given
Setting Up Capital Projects

Projects are set up through the following actions:

• BOT approvals of projects $\geq 500,000$

• VP-CFO approvals of “named” projects $< 500,000$

• Deferred Maintenance/Code/ADA/Renovation Lump Sum project list approved at annual BOT meeting

• Changes to the DM list by B&G (allocations from reserves)

• Department/Foundation funded projects $\geq 50,000$ approved by the B&G

• Department/Foundation/University Funded projects $< 50,000$ as requested
Setting Up Code Projects

• All requests must go through Brian Gore, Director of Project and Program Management

• Naming Convention for Code Projects:

• STIF-Interest Funded (if original building was built by UConn 2000):
  
  UCONN 2000 Code Remediation – (Building Name)

• DM Funded (OSFM/UCFM on non-UConn 2000 built buildings):

  OSFM or UCFM Code Remediation – (Building Name)
Setting Up Capital Projects, cont’d.

Plant Accounting Role/Tasks:

- Assign project numbers
- Assign FRS accounts by type of funding
- Move funding into projects in FRS
- Enter project in FAMIS including description, budget, funding.
- Encumber funding if Foundation funded
- Notify appropriate parties of project numbers, descriptions, accounts, amounts via email
Financial Policies and Procedures for the Capital Project Delivery Process

• Project Initiation

• Procedures for Design and Construction

• Other Accounting Procedures

• UCONN 2000 Project Audits
Procedures for Design and Construction, cont’d.

Prequalification

Purpose: To evaluate and select contractors who will be invited to bid on projects

*Plant Accounting Role/Tasks:*

- Assess the financial capability of vendors to complete a project
- Accept/Reject based on financial ratios and industry standards
- Provide worksheets to evaluation committee
Procedures for Design and Construction

There are two main forms used to initiate a purchase order:

1. Contract Approval Request (CAR)
   This form is used for any new contract

2. Approval of Change to Original Contract, Work Plan or Purchase Order Request” *(GREENSHEET)*
   -this form is used for all other purchase orders, changes or any other financial commitments
Procedures for Design and Construction

Contract Approval

Purpose: To ensure that all phases of engaging an architect or construction contractor are in accordance with University and State regulations.

- Contract is routed with **CAR** – Contract Approval Request
- **CAR** is signed by:
  - CPCA
  - AES/UCHC CPDC
  - Plant Accounting
  - VP-COO
Purchase Orders to Vendors

Purpose: To establish a commitment or encumbrance against an approved project.

“Approval of Change to Original Contract, Work Plan or Purchase Order Request” (GREENSHEET)

- GREENSHEET is signed by:
  - AES/UCHC Project Managers
  - Director
  - Plant Accounting
  - AVP
  - CPCA
University of Connecticut
Office of the Chief Financial Officer
APPROVAL OF CHANGE TO ORIGINAL CONTRACT, WORK PLAN
OR PURCHASE ORDER REQUEST*

Is this a New Purchase Order Request? Y or N

Note: Please attach original change order(s) signed by vendor, task/commission letter, quotes/estimates.

PART I: TO BE COMPLETED BY PROJECT MANAGER

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number/Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAMIS Work Order #/Budget Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Type and Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Change:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of Change:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Can this item be funded in the original project budget? Y or N
If "no", please include a plan to resolve the budget issue.

Signature: ___________________________ Date: _____________
Print Name: ___________________________

Signature: ___________________________ Date: _____________
Print Name: ___________________________

George Kraus, Dir. P&F AES Int OR
Alexandra Reo, Dir. of F&F Dev OR
Brian Core, Dir.of PM OR
Kathleen Comisale, Dir. Of D&E Serv OR
George Karnauov, UCHC Dir of Const Serv.

PART II: TO BE COMPLETED BY PLANT ACCOUNTING

Sign below indicating availability of appropriate funding: **
FRS account and subcode:
FAMIS Preq # (if new PO):
PO Number:

Signature: ___________________________ Date: _____________
Print Name: ___________________________

Logged in Access: ___________________________
(PA Initials/Date)

PART III: TO BE COMPLETED BY AVP AES and (for UCHC projects) CPDC - UCHC

Please sign below indicating approval of change/original contract or new PO:

Signature: ___________________________ Date: _____________
Name: ___________________________

Signature: ___________________________ Date: _____________
Name: ___________________________

Logged in Access: ___________________________
(AES Initials/Date)

PART IV: TO BE COMPLETED BY CPC A ***

Please sign below indicating that change/original contract or new P.O. adheres to University procurement policy and procedures in accordance with contract terms:

Signature: ___________________________ Date: _____________
Name: ___________________________

Logged in Access: ___________________________
(CPCA Initials/Date)

Return completed form to AES Administration to complete the following (AES Initials/Date):
Copy of checklist and backup sent by CPC A after review to Purchasing for POs not issued by Team 6
Sent CO, CCD, Task Letter, PO to vendor (if applicable)
Original green checklist and backup filed in A&E project file.

**This checklist must be completed for all change orders, task letters, contract change directives, commission letters, invoices in existing POs, etc.

*** Note: If Purchaser cannot sign this approval of appropriate funding, assigned form may be forwarded to the AVP of AES, the VP/COO and the VP/RC for resolution.

*** CPC A approval not required when Facilities Ops or Academic Renovations in the vendor.
Purchase Orders to Vendors, Cont’d.

*Plant Accounting Role/Tasks:*

- Verify UCONN2000 funding has been approved and/or non-UCCONN2000 funding is in place and that the commitment falls within the contract budget
- Evaluate the request against the line item of the project budget, contingency and budget as a whole
- Work with AES/UCHC CPDC if there is a budget/funding issue
- Enter the revised budgets from PM in FAMIS if applicable
- Enter purchase requisitions or changes into FAMIS
- Enter information into **GREENSHEET** Log
Authorizing Use of Internal Vendors

Purpose: To establish an approval process for the use of internal vendors on capital projects.

*Internal Vendors include:*

- Facilities Operations
- Locksmith
- Police/Fire (Public Safety)
- Other internal departments

- Prior approval is required by routing an estimate of the cost of work attached to a *GREENSHEET* checklist

- If the actual charges exceed the original estimate, an additional *GREENSHEET* should be routed to authorize the increase
Authorizing Use of Internal Vendors, Cont’d.

*Plant Accounting Role/ Tasks:*

- Ensure that funding is in place
- Evaluate the request against the line item of the project budget, contingency and budget as a whole
- Work with AES/UCHC CPDC if there is a budget/funding issue
- Sign the **GREENSHEET**
- Enter the revised budgets from PM in FAMIS, if applicable
- Create a workorder in FAMIS and enter the estimate amount. This amount will show up in the allocated column on the budget cost summary screen in FAMIS
- Facilities Operations workorders are issued by their Workorder Department. The estimate amount is then entered on the workorder and will then show up as a commitment
- Enter information into **GREENSHEET** Log
**Log**

**Purpose:** Collaboration between AES and PA to establish method of keeping track of **GREENSHEETS**

- Resides on the public drive at AES accessible to PA, AES and CPCA

**Plant Accounting Role/Tasks:**

- Enter **GREENSHEET** into Log

- Enter date of approval into log
Approval and Payment of Vendor Invoices from a Purchase Order

- Vendors’ original invoices are received by or forwarded to PA located in AES

- Invoices are attached to “Approval for Payment” Checklist (GOLDENROD)

- Generally, Plant Accounting initiates GOLDENRODS

  - GOLDENROD is signed by:
    - PA
    - AES/UCHC CPCD Project Manager
    - their Director
    - AVP of AES
    - AVP of UCHC (if applicable)
Approval and Payment of Vendor Invoices from a Purchase Order, Cont’d.

**Plant Accounting Role/Tasks:**

- Generate a checklist
- Check that valid PO is in place in the correct project, date stamp invoice, and stamp with “Goods and Services” (red) stamp, record PO #, Project # on invoice
- Sign the and attach appropriate backup (FRS screen prints)
- Enter invoice into FAMIS and log to AES (PM, Date)
- After signatures are obtained, check for completeness including authorized signature on “Goods and Services” (red) stamp
- Log date sent to Accounts Payable into FAMIS
- Forward invoice packet to AES for copying and sending (original invoice) to AP
## PART I: TO BE COMPLETED BY PLANT ACCOUNTING

<table>
<thead>
<tr>
<th>Project Name and Number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect/Contractor/Vendor Name:</td>
<td></td>
</tr>
<tr>
<td>Invoice #:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date:</td>
<td></td>
</tr>
<tr>
<td>Invoice Total:</td>
<td></td>
</tr>
<tr>
<td>PO Number:</td>
<td></td>
</tr>
<tr>
<td>FRS Account and subcode:</td>
<td></td>
</tr>
</tbody>
</table>

Sign below indicating the invoice to be paid has already been encumbered in FRS.

Signature: [Signature]

Date: [Date]

Tammie Corraso, Plant Accountant

## PART II: TO BE COMPLETED BY PROJECT MANAGERS

Please sign below indicating all goods or services invoiced have been received and you approve this invoice for payment:

<table>
<thead>
<tr>
<th>Project Manager</th>
<th>Signature</th>
<th>Approved/Rejected</th>
<th>Date</th>
<th>Reason (if rejected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mgr. Signature:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

George Kraus, Dir. P&F-AES Int OR [Signature]
Alexandria Roe, Dir. of P&P Dev OR [Signature]
Brian Goss, Dir of FM OR [Signature]
Kathleen Constand, Dir. Of D&E Serv OR [Signature]
George Karasnow, UCHC Dir of Const Serv.

## PART III: TO BE COMPLETED BY AVP AES and (for UCHC projects) CPDC - UCHC

Please review the attached invoice and sign below indicating approval for payment:

Signature: [Signature]

Date: [Date]

Name: Tom Trotter, Assoc. VP for CPDC - UCHC

Signature: [Signature]

Date: [Date]

Name: James Bradley, Assoc. VP AES

A&ES to send original stamped invoice to Accounts Payable (U-6080) and copies to file.
Paying an Internal Vendor

2 methods of tracking costs for internal vendors:

1. Internal Vendor issues a PO
   - Academic Renovations
   - Uconnect

2. Internal Vendor accumulates costs in their own accounts and “bills” projects
   - Facilities Operations
   - Locksmith
   - Police/Fire (Public Safety)
Paying an Internal Vendor, Cont’d.

Plant Accounting Role/Tasks:

For internal vendors charging projects from their own accounts (except Facilities):

- Verify encumbrance by GREENSHEET.
- Generate GOLDENROD with detailed charges from internal vendor attached
- Once GOLDENROD is routed and approved, prepare journal entry to charge project
Paying an Internal Vendor, Cont’d.

Plant Accounting Role/Tasks:

For Facilities:

• Verify encumbrance by GREENSHEET.

• Generate GOLDENROD with detailed invoice(s) attached

• Check to make sure charge is within budget or estimate originally provided

• Once GOLDENROD is approved, notify Facilities that invoice can be taken off “Accounting Hold” and billed to the project
Approval and Payment of Legal Invoices

Vendors’ original invoices are received by or forwarded to PA located in AES and are attached to an “Approval for Payment of Legal Invoice” GOLDENROD.

GOLDENROD is signed by:

- PA
- AES/UCHC CPCD Project Manager
- their Director
- AVP of AES
- AVP of UCHC (if applicable)
- CFO
Approval and Payment of Legal Invoices, Cont’d.

Plant Accounting Role/Tasks:

• Generate a GOLDENROD checklist

• Check that valid PO is in place in the correct project, date stamp invoice, and stamp with “Goods and Services” (red) stamp, record PO #, Project # on invoice

• Log invoice in FAMIS as sent to AES (PM, date)

• Once approvals are received, checklist returned to PA to verify signatures and stamp is signed by authorized person

• Log invoice as sent to AP with date

• Invoice is given to AES to send to AP
University of Connecticut
Office of the Chief Financial Officer
APPROVAL FOR PAYMENT OF LEGAL INVOICES

PART I: TO BE COMPLETED BY PLANT ACCOUNTING

<table>
<thead>
<tr>
<th>Project Name and Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect/Contractor/Vendor Name:</td>
</tr>
<tr>
<td>Invoice #:</td>
</tr>
<tr>
<td>Invoice Date:</td>
</tr>
<tr>
<td>Invoice Total:</td>
</tr>
<tr>
<td>PO Number:</td>
</tr>
<tr>
<td>FRS Account and subcode:</td>
</tr>
</tbody>
</table>

Sign below indicating the invoice to be paid has already been encumbered in FRS.

Signature: [Signature]
Date: [Date]

Tamme Ceon, Plant Accountant

PART II: TO BE COMPLETED BY PROJECT MANAGERS

Please sign below indicating all goods or services invoiced have been received and you approve this invoice for payment:

Project Manager: [Signature]
Date: [Date]

Mgr. Signature: [Signature]
Date: [Date]

George Kraus, Dir. P&F AES Int. OR
Alexandria Reel, Dir. of P&F Dev. OR
Brian G. Ture, Dir. of PM OR
Kathleen Cominski, Dir. Of D&E Serv OR
George Kasnow, UCHC Dir of Const Serv.

PART III: TO BE COMPLETED BY AVP AES and (for UCHC projects) CPDC - UCHC

Please review the attached invoice and sign below indicating approval for payment:

Signature: [Signature]
Date: [Date]

Tom Truxter, Assoc. VP for CPDC - UCHC

Signature: [Signature]
Date: [Date]

James Bullock, Assoc. VP AES

PART IV: TO BE COMPLETED BY CHIEF FINANCIAL OFFICER

Please review the attached invoice and sign below indicating approval for payment:

Signature: [Signature]
Date: [Date]

Paul McDowell, CFO

A&ES to send original stamped invoice to Accounts Payable (U-6080) and copies to file.
Financial Policies and Procedures for the Capital Project Delivery Process

• Project Initiation

• Procedures for Design and Construction

• Other Accounting Procedures

• UCONN 2000 Project Audits
Payroll Allocation

Purpose: To charge salaries and fringes to projects for designated employees in AES, CPCA and the Office of the CFO

Method: Allocate 1% of the total costs for that project for each fiscal quarter

Plant Accounting Role/Tasks:

• Calculate amount of payroll to allocate to projects quarterly based on project expenses
• Generate a journal entry to move payroll expenses into projects
• Record payroll expense allocated for the quarter in FAMIS as miscellaneous costs
Project Financial Close-Out

• Performed when a project is near substantial completion

• Return unspent funding as follows:

  1. Non-Bond funds to the originating source accounts
  2. Deferred Maintenance is returned via the B&G Committee
  3. “Named” project funding is reallocated and the indenture change approved by BOT
Project Financial Close-Out, Cont’d

*Plant Accounting Role/Tasks:*

- Identify projects ready for financial close-out
- Reconcile FRS to FAMIS
- Review payroll allocation amount – 1% of Expenses
- Close all PO’s/Contracts (using **GREENSHEET** process)
- Return unspent funding
- Change project status in FAMIS to “Financial Closeout”
- Change status of FRS accounts to “Frozen”
Project Reporting

Reports Presented to the BOT:

- UConn 2000 Phase III Preliminary Outline by FY (Phasing Outline).
- Annual Capital Budget
- Annual Deferred Maintenance/Code/ADA/Renovation Lump Sum Project list
- Deferred Maintenance Total Expenditure Report (Annual)
- Equipment Total Expenditure Report (Annual)
- Construction Status Report (all meetings)
- Supplemental Indentures Authorizing General Obligation Bonds (as needed)
- Project Budgets (as needed)
UCONN 2000

The University of Connecticut is renewing, rebuilding, and enhancing its campuses through a $3.3 billion, 20-year State investment in the University’s infrastructure. The program, known as UCONN 2000, is also enhancing our academic and research activities on all of our campuses, including the UConn Health Center in Farmington.

Capital Projects Delivery Procedures Manual (as of 9/4/08)

Progress Reports

Construction Status Report (as of 4/21/09)

Project Budget List (as of 4/21/09)

<table>
<thead>
<tr>
<th>Stores &amp; Regional Campuses:</th>
<th>Approved</th>
<th>Budget</th>
<th>Primary &amp; Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Exterior Window Replacement</td>
<td>902903</td>
<td>$560,000</td>
<td></td>
</tr>
<tr>
<td>Avery Point Campus Undergraduate &amp; Library Building - Phase I</td>
<td>904403</td>
<td>$8,360,000</td>
<td>UCONN 2000</td>
</tr>
<tr>
<td>Bachrach North-East Eagleville to Parking Garage to Storrs Road</td>
<td>902303</td>
<td>$760,000</td>
<td></td>
</tr>
<tr>
<td>Biobehavioral Complex Replacement (Renovation)</td>
<td>902403</td>
<td>$2,080,000</td>
<td>UCONN 2000</td>
</tr>
<tr>
<td>Bishop Renovation</td>
<td>902303</td>
<td>$6,060,000</td>
<td></td>
</tr>
<tr>
<td>Budds Building Window Replacement</td>
<td>902403</td>
<td>$560,000</td>
<td></td>
</tr>
<tr>
<td>Castleman Building Drainage Repair</td>
<td>905407</td>
<td>$560,000</td>
<td></td>
</tr>
<tr>
<td>Engineering Building - Planning and Design</td>
<td>902403</td>
<td>$3,080,000</td>
<td>UCONN 2000</td>
</tr>
</tbody>
</table>
Project Reporting, Cont’d.

Reports presented to the B&G:

- UConn 2000 Deferred Maintenance/Code/ADA Renovation Lump Sum Project List by Fiscal Year
- Non-UConn 2000 Projects Approved by B&G
Project Reporting, Cont’d.

Reports presented to the UConn 2000 Workgroup Meeting:

• Monthly UConn 2000 Cash Flow
• Selected Project Estimated Cost to Complete Reports
• Special reporting as needed
Financial Policies and Procedures for the Capital Project Delivery Process

- Project Initiation
- Procedures for Design and Construction
- Other Accounting Procedures
- UCONN 2000 Project Audits
UCONN 2000 Project Audits

There are currently 3 separate groups auditing UCONN 2000 projects:

- Independent accounting firm is engaged to do an audit of projects substantially complete during previous fiscal year
- State of Connecticut Auditors of Public Accounts
- Office of Audit, Compliance and Ethics (Internal Audit)
Independent accounting firm audits the following:

- All “named” projects and/or DM/Code/ADA ≥ $500,000

- Agreed Upon Procedures – audit of the current year’s Uconn 2000 expenses
Plant Accounting Role/Tasks:

• Develop list of projects to be audited each FY
• Provide detailed expense analysis for projects selected
• Provide direction on finding source documentation
• Attend audit status meetings
• Resolve issues
• Provide special reporting
QUESTIONS?

http://www.cfo.uconn.edu/UCONN2000.html