Construction Projects Cash Request (Form 442) Procedure

I. Get necessary reports
   a. Updated Form 442 from the Florida Department of Education (DOE). Usually, we need to contact the DOE to have it faxed to us. It contains the updated current appropriation, authorized encumbrances, and disbursement at present for each outstanding project. It also states the date by when it should be submitted to DOE.
   b. Run a Grant Inception to Date Report (FRRCITD) for all the construction projects (PR0001-PR9999).

II. Update electronic version of Form 442
   a. With any change on current appropriation, authorized encumbrances, and disbursement at present columns. Make sure that the disbursement at present from the current Form 442 matches with the total encumbrance to date column in prior month's Form 442.
   b. The life to date expenditures column in Form 442 with the total direct expenditures by project/by fund showing on the Grant Inception to Date Report.

III. Reconcile the amount on the Disbursement at present for each project in Form 442 with the total revenue recognized for each project on the Inception to Date Report.

IV. Break down the expenses and revenue for all minor projects and infrastructure projects by index because most of those projects are shared by Facilities Planning and Physical Facilities and they need to know the actual expenditures for each index to determine the individual sub-projects cash needs. Some projects have near 20 active indexes. Update the expenditure portions of the spread sheets "List of construction Projects Rev Exp shared by Phy Fac Fac Plan" and "List of Construction Projects".

V. Email the Director of Physical Facilities indicating the authorized encumbrance, amount received from State, amount expended to date, and the surplus/deficit broken down by project/ by index for them to indicate what their cash needs will be for the following month. If there is any deficit and there is no other money left to be requested, work directly with the Director in moving expenditures around similar funds. Also, assist him in moving expenditures from newer funds to older funds to avoid losing appropriations over three years old.

VI. Break down the expenses and revenue for Science and Engineering Courtelis projects by project/by index since they are shared by the College of Engineering and the College of Arts and Sciences (COAS) and they need to know the actual expenditures for each index to determine the individual sub-projects cash needs.

VII. Email the College of Engineering and the Associate Dean of COAS indicating the authorized encumbrance, amount received from State, amount expended to date, and the surplus/deficit broken down by project/ by index, for them to indicate what their cash needs will be for the following month. In addition, provide the Associate Dean of COAS with the same information for the University Center Courtelis projects. If there is any deficit and there is no other money left to be requested, work directly with the Departments in moving expenditures around similar funds. Also, assist them in moving expenditures from newer funds to older funds to avoid losing appropriations over three years old.

VIII. Set a meeting with Facilities Planning to discuss their cash needs for the projects they are in charge including most of PECO projects (which include Facilities Planning portion of Infrastructure and Minor projects), Projects funded with Capital Improvement Fees, General Revenue, and some projects financed with Lottery and Courtelis funds.

IX. Once the cash needs from all the Departments are determined, the estimated expenditures next 30 days are plugged in Form 442, and the Cash Draw Request is automatically calculated and the local encumbrance to date column is re-calculated.

X. Update the spread sheet "List of Current Projects Accum Draw-Actual Draw". In addition, update the remaining revenue portions of the spread sheets "List of construction Projects Rev Exp shared by Phy Fac Fac Plan" and "List of Construction Projects".

XI. Submit the Cash Request on the Florida Department of Education OEF Accounting Information System. Not only the projects from which funds are being requested need to be updated, but also any other project with changes in life to date expenditures and/or estimated expenditures to next 30 days.

XII. Email the electronic copy to DOE

XIII. Record the cash request; crediting the revenue for each project and debiting the AR for each project.

XIV. When money is received the following month, record the cash draw; debiting the cash and crediting the AR for each project.

XV. Email the electronic copy of the Form 442 to the Treasurer and Facilities Planning.

Created by Wilson Navarro, November 19, 2007
Revised by