



THE TEXAS A&M  
UNIVERSITY SYSTEM

# Capital Asset Best Practices Workshop

Day 2 April 26, 2024

# Day 2 - Friday, April 26<sup>th</sup>

- 8:15 am Welcome
- Construction in Progress (CIP) Overview-Halli
- CIP Overview Member Perspective-Dorothy
- Capital Asset Audits-Teresa
- Importance of Capital Assets to Facilities and Administrative (F&A) Rate-Teresa
- Closing Comments



# Construction in Progress System Office Overview

Halli Falke

Associate Director

Texas A&M System Office



# Construction in Progress (CIP) Policy

- Projects below \$4 million are considered minor and may be managed by the member
- Major projects between \$4 – 10 million may be administered by the members
- Major projects greater than \$10 million are managed by Facilities, Planning, and Construction (FP&C) team at the System Office
- A mix of debt funding and cash sources can be used for these projects



# Minor Projects & Major Projects Managed by Member

- Members must coordinate with Treasury Services and place the project on the System Capital Plan
  - Program of Requirements (POR) or Statement of Work (SOW) is required before a major project can be included on the Capital Plan
- The Board Approved Capital Plan along with quarterly updates can be found on our website below:
  - <https://www.tamus.edu/finance/treasury-services/capital-plan/>
  - The Capital Plan is approved at the May BOR meeting in non-legislative years and at the August BOR meeting in legislative years
- Members decide the funding sources for construction projects
- Treasury Services will provide an estimated debt service schedule for the upcoming project

# Projects Managed by the Member Using Debt Funds

- When appropriations are approved for minor projects or major projects managed by the member the below will occur:
  - System Office Records Due To and Transfer Out (accrual)
  - Member creates separate S/L accounts for each funding source to track all project expenses
    - Debt funds cannot be co-mingled
  - Member Records Due From and Transfer In (accrual) for debt
- On a monthly basis, the member will submit an equity transfer to SOBA for reimbursement
  - SOBA and the member will record appropriate entries
- Member determines when the project is substantially completed
  - Construction manager signs
  - CIP is converted to operational assets



# Debt Management Policy

- Guidelines related to debt management can be found at the below links:
  - <https://www.tamus.edu/legal/policy/policy-and-regulation-library/>
  - <https://policies.tamus.edu/23-02.pdf>
- Members should review PUF debt expenses to confirm that they are PUF-eligible
  - Contact Treasury Services for questions related to PUF eligibility
- PUF Equipment allocations should be made at the beginning of each fiscal year
- Treasury Services tracks all expenses funded by debt

# Major Projects Managed by System Office

- When approved by the Board or when a C-1 is issued for a major project managed by FP&C, System Office records appropriation and begins spending
- CIP is recorded on the System Office's AFR and the asset is transferred to the member when the project is substantially complete
- System Office Transfers Out CIP
- Member Transfers In CIP and converts to operational assets and begins depreciation or amortization
  - Members must use the correct date either substantial completion date or acceptance date
  - Depreciation/amortization must be analyzed to determine if it is material and would impact the prior year



# System Office Administered Projects Using Cash Sources

- The pre-construction services (10% of project cost) is usually funded with cash sources provided by the member and may fund a portion of the construction
  - SOBA creates a project S/L to track expenses and records a Due From/Transfer In at the time of appropriation
  - Member will record a Due to/Transfer Out at the time of appropriation
  - On a monthly basis, SOBA runs a report on all project expenses on the local S/L accounts and prepares an equity transfer to move the funds from the member to the System Office
    - SOBA and member will record appropriate entries

# System Office Administered Projects Using Member Funds

- Some major construction projects are funded with member funds, such as HEF, AUF, federal funds – these must reside on the members books
- Funds that are unique such as federal sources or general revenue with timing requirements have been used more frequently lately, please start the conversations with SOBA at the earliest possible time for coordination
  - Member should create a Plant account and use the same criteria SOBA uses for major construction project accounts so that they pull correctly to construction reports
    - Reference Quick Reference Guide

# Quick Reference Guide Points

- Project account set up is initiated by a fully executed C-1 or certified BOR minute order (M/O).
  - Project accounts must not be co-mingled with non-major project activity.
- Budget should only be established or reverted when the Chancellor or the BOR approves C-1s or M/Os.
  - Date for entry must be the approval date: the date the Chancellor signed or the date of the board meeting where the item was approved.
- The member will need to record the appropriation which is usually done via DBR or screen 10 in the 8000 code. SOBA will utilize all CIP codes.
- System Office of the Treasury will expect this to be completed 2-3 days after notification of C-1 or M/O.
- Special funding spend order should be communicated with SOBA as early as possible. Our normal process is to use state/federal sources first, however, some funding requires splits or construction only (not soft construction costs).

# Quick Reference Guide Points

## FAMIS

- New account attributes are as follows:
  1. Year-End Process: P
  2. Department Primary: FAPC
  3. S-Department Primary: PROJ (1, 2, 3, 4) – need to work with SOBA to determine number
    - Routing established.
  4. Department Secondary: (member department) – not required, some members prefer
  5. Long Title: Member Name, Project Name, PRXX-XXXX  
(MUST BE CONSISTENT WITH OTHER ACCOUNTS ASSOCIATED WITH PROJECT NUMBER ON SCREEN 8)
  6. Gen Exp Budget: N
  7. Restricted: Y
  8. GCP/Constr. Proj: 000XXXX 01

# C-30 Overview

- The current construction management software used by FP&C is e-Builder
- Substantial completion is tracked in e-Builder
- SOBA prepares Semi-Final C-30s at substantial completion and anytime thereafter, and the final C-30 is prepared when the project is closed out completely
  - C-30s are cumulative
- Construction reports from business objects are used to determine project funding and CIP costs
- SOBA prepares workpaper, reconciles C-30 to SO's FFX, and reconciles the general contractor's (GC) schedule of values (SOV) to the construction reports
- SOBA componentizes the building, facilities, and infrastructure based off of the GC's SOV and other project expenses

# Movable Furnishings & Equipment

- SOBA sends moveable furnishing & equipment expense list along with invoices to the member to be analyzed individually
- Member will categorize all movable furnishings and equipment expenses by capitalized, controlled, expensed or cost added to building and send back to SOBA
- SOBA will incorporate member's categorization into C-30 and complete C-30

# Completion of C-30

- C-30 packet is compiled and submitted to member's property managers for signatures with a copy to FMO capital assets group
  - This includes any CIP that may be on the members books. Members should not reclassify until SOBA has initiated C-30.
- CIP costs transferred upon receiving a signed copy from the members
- FMO will dispose of the asset(s) on SO's books and notify all parties
  - The member will need to accept the CIP transfer in FFX
- The member will reclassify the transferred CIP timely





# Allocate CIP Costs

PROJECT NAME: Agriculture Building #5  
PROJECT #: 02-3208

Object Classification of Expense and Total Project Cost:

CODE & DESCRIPTION	SF#1	SF#2	TOTAL	
<b><u>BUILDING:</u></b>				
811011 - Building Shell	18,954,774.91	809,801.89	19,764,576.80	
811023 - Roof Coverings	749,482.75	13,008.97	762,491.72	
811022 - Elevator System	383,595.38	(1,807.18)	381,988.22	
811024 - Floor Coverings	594,987.25	81,271.36	676,258.61	
811014 - Interior Finishes	4,965,508.12	389,462.74	5,354,970.86	
811020 - HVAC System	5,931,091.88	55,179.19	5,986,270.87	
811015 - Plumbing System	2,455,908.39	(10,289.58)	2,445,618.81	
811016 - Security System	-	-	-	
811017 - Bldg Interior-Network/Tel Cabling	-	-	-	
811021 - Electrical & Lighting System	4,171,737.95	339,147.61	4,510,885.56	
811018 - Fire Protection System	567,290.41	2,181.68	569,452.07	
811025 - Fixed Equip Assets	603,414.59	594.32	604,008.91	
811030 - Misc. Construction Features	240,829.69	42,257.97	283,087.66	
<b>TOTAL BUILDINGS</b>	<b>\$ 39,618,621.12</b>	<b>\$ 1,720,988.97</b>	<b>\$ 41,339,610.09</b>	v
				DIFF
<b><u>FACILITIES &amp; OTHER IMPROVEMENTS:</u></b>				
821018 - Parking Lots & Driveways	61,818.17	(259.00)	61,559.17	
821213 - Fences & Gates	-	-	-	
821417 - Landscaping	13,021.55	174,074.03	187,095.58	
821414 - Irrigation System	-	-	-	
821418 - Retaining Walls & Mow Strips	-	-	-	
821425 - Improvements-General	-	-	-	
821305 - Athletic Fields & Rec Areas	-	-	-	
<b>TOTAL FACILITIES &amp; OTHER IMPROVEMENTS</b>	<b>\$ 74,839.72</b>	<b>\$ 173,815.03</b>	<b>\$ 248,654.75</b>	v
				DIFF
<b><u>INFRASTRUCTURE &amp; INFR. IMPROVEMENTS:</u></b>				
825035 - Paved Area (non-parking)/Sidewalks	-	-	-	
825003 - Streets & Roads	42,019.25	(176.05)	41,843.20	
825021 - Electrical Distribution	38,285.97	(180.41)	38,125.56	
825024 - Fiber Optics	45,722.63	(191.57)	45,531.06	
825025 - Telephone Distribution	-	9,019.84	9,019.84	
825022 - Natural Gas Line	-	-	-	
825023 - Water Distribution	596,784.22	(2,500.53)	594,283.69	
825013 - Sanitary & Storm Sewers	9,057.61	(9,057.61)	-	
<b>TOTAL INFRASTRUCTURE &amp; INFR. IMPROVEMENTS</b>	<b>\$ 731,869.68</b>	<b>\$ (3,066.33)</b>	<b>\$ 728,803.35</b>	v
				DIFF
<b><u>OTHER:</u></b>				
Movable Furn & Equip (Capital & Controlled)	293,047.50	1,111,488.23	1,404,535.73	
Movable Furn & Equip (Expense)	274,008.97	798,846.01	1,072,854.98	
Movable Furn & Equip MGMT fee distr (Exp)	24,294.09	79,910.66	104,204.75	
Prompt Pay Interest (Expense)	-	-	-	
<b>TOTAL OTHER</b>	<b>\$ 591,350.56</b>	<b>\$ 1,990,244.90</b>	<b>\$ 2,581,595.46</b>	v
				DIFF
	<b>\$ 41,016,681.08</b>	<b>\$ 3,881,982.57</b>	<b>\$ 44,898,663.65</b>	v
				DIFF
<b><u>CAPITALIZED INTEREST:</u></b>				
811030 - Misc. Construction Features	<b>\$ 326,168.62</b>	<b>\$ -</b>	<b>\$ 326,168.62</b>	

# Cost Distribution

DESCRIPTION	TOTAL	Exterior & Interior for Building					
		101	102	103	104	105	106
		Building Shell	Roof Coverings	Elevator System	Floor Coverings	Interior Finishes	HVAC System
(A) Distribution of Construction Contract: SpawGlass Construction Corp., C#5942	35,814,332.98	14,480,108.79	558,623.75	279,855.75	495,446.85	3,923,208.35	4,385,717.22
Other Costs identified by construction category	690,736.05						
(A) Subtotal	36,505,069.03	14,480,108.79	558,623.75	279,855.75	495,446.85	3,923,208.35	4,385,717.22
		39.67%	1.53%	0.77%	1.36%	10.75%	12.01%
(B) Distribution of A/E Contract: Randall Scott Architects, Inc., C#5926	3,300,715.40	1,309,262.50	50,509.64	25,304.00	44,797.31	354,728.66	396,547.79
SpawGlass Construction Corp., C#5942	56,589.70	22,446.88	865.97	433.83	768.04	6,081.71	6,798.68
(C) Other Costs	746,587.06	296,141.39	11,424.75	5,723.50	10,132.68	80,235.89	89,694.93
(D) Moveable Furnishings & Equipment	2,477,390.71	-	-	-	-	-	-
(A+B+C+D) Subtotal	43,086,351.90	16,107,959.96	621,424.13	311,317.08	551,144.89	4,364,254.71	4,878,758.74
		37.39%	1.44%	0.72%	1.28%	10.13%	11.32%
(E) Distribution of Fees	1,812,311.75	677,538.10	26,138.54	13,094.72	23,182.43	183,570.66	205,211.89
(A+B+C+D+E) Subtotal	44,898,663.65	16,785,498.07	647,562.67	324,411.80	574,327.32	4,547,825.37	5,083,970.63
		46.71%	1.80%	0.90%	1.60%	12.65%	14.15%
(F) Distribution of Gen. Conditions/Demolition/Asbestos Abatement	(0.00)	2,979,080.26	114,929.04	57,576.41	101,931.27	807,145.36	902,300.10
(G) Prompt Payment Interest & Other Expense		-	-	-	-	-	-
<b>TOTAL PROJECT</b>	<b>44,898,663.65</b>	<b>19,764,576.80</b>	<b>762,491.72</b>	<b>381,988.22</b>	<b>676,258.61</b>	<b>5,354,970.86</b>	<b>5,986,270.87</b>

# Cost Distribution (cont'd)

DESCRIPTION	(Allocate Costs)	(Allocate Costs)	(Allocate Costs)	Expense	Expense
	001	002	003	Moveable Furnishings & Equip	Prompt Payment Interest
	General Conditions	Demolition	Asbestos Abatement		
(A) Distribution of Construction Contract: SpawGlass Construction Corp., C#5942	\$5,474,886.74	27,458.23	-		
Other Costs identified by construction category					
(A) Subtotal	5,474,886.74	27,458.23	-	-	-
	15.00%	0.08%	0.00%	0.00%	0.00%
(B) Distribution of A/E Contract: Randall Scott Architects, Inc., C#5926	495,028.32	2,482.72	-	-	-
SpawGlass Construction Corp., C#5942	8,487.10	42.57	-	-	-
(C) Other Costs	111,970.19	561.56	-	-	-
(D) Moveable Furnishings & Equipment	-	-	-	2,477,390.71	-
(A+B+C+D) Subtotal	6,090,372.50	30,545.08	-	2,477,390.71	-
	14.14%	0.07%	0.00%	5.75%	0.00%
(E) Distribution of Fees	256,175.17	1,284.80	-	104,204.75	-
(A+B+C+D+E) Subtotal	6,346,547.67	31,829.88	-	2,581,595.46	-
(F) Distribution of Gen. Conditions/Demolition/Asbestos Abatement	(6,346,547.67)	(31,829.88)	-	-	-
(G) Prompt Payment Interest & Other Expense	-	-	-	-	-
<b>TOTAL PROJECT</b>	-	-	-	<b>2,581,595.46</b>	-

# Construction Reports

PROJECT NAME: Agriculture Building #5  
PROJECT #: 02-3208

Batch Date	Transaction Desc	SubCode And Desc	Account	Ref2	Actual
20190626	Insurance Premium	5220 Insurance Premiums	826405	0001286	12,544.00
20190710	INSURANCE PREMIUM		826405	0001286	(12,544.00)
		5220 Insurance Premiums		Sum:	0.00

Batch Date	Transaction Desc	SubCode And Desc	Account	Ref2	Actual
20171206	PROMPT PAY INT - RANDALL SCOTT ARCH	6230 Penalty On Late Payment To Vendor	807133	2803568	12.75
20180228	RANDALL SCOTT ARCHITECTS INC		807133	2803568	(12.75)
		6230 Penalty On Late Payment To Vendor		Sum:	0.00

Batch Date	Transaction Desc	SubCode And Desc	Account	Ref2	Actual
20171212	SPAWGLASS CONSTRUCTION CORPORATION	8710 C.I.P. - Constr/Rehab Of Buildings	807133	2803952	666,499.48
20180103	SPAWGLASS CONSTRUCTION CORPORATION		807133	2804889	450,183.33
20180212	SPAWGLASS CONSTRUCTION CORPORATION		807133	2807527	646,980.80
20180215	TEXAS A&M UNIVERSITY		807133	2807749	29,160.00
20180330	SPAWGLASS CONSTRUCTION CORPORATION		807133	2811134	720,895.43
20180423	SPAWGLASS CONSTRUCTION CORPORATION		807133	2812531	452,363.77
20180509	SPAWGLASS CONSTRUCTION CORPORATION		807133	2813556	1,264,487.18
20180525	SPAWGLASS CONSTRUCTION CORPORATION		807133	2814901	1,684,147.20
20180622	SPAWGLASS CONSTRUCTION CORPORATION		807133	2816354	1,575,815.27
20180827	SPAWGLASS CONSTRUCTION CORPORATION		807133	2820191	2,432,508.22
20180920	SPAWGLASS CONSTRUCTION CORPORATION		807133	2900721	2,319,515.86
20181008	SPAWGLASS CONSTRUCTION CORPORATION		807133	2901879	2,048,899.93
20181106	SPAWGLASS CONSTRUCTION CORPORATION		807133	2903745	2,287,752.87
20181114	SPAWGLASS CONSTRUCTION CORPORATION		807133	2903745	(2,155,532.12)
20181114	SPAWGLASS CONSTRUCTION CORPORATION		809045	2903745	2,155,532.12
20181207	SPAWGLASS CONSTRUCTION CORPORATION		807133	2905887	2,367,991.66
20181207	SPAWGLASS CONSTRUCTION CORPORATION		820030	2905887	885,457.87
20190115	SPAWGLASS CONSTRUCTION CORPORATION		820030	2908143	2,104,815.15
20190207	SPAWGLASS CONSTRUCTION CORPORATION		820030	2909498	1,561,215.76
20190307	SPAWGLASS CONSTRUCTION CORPORATION		820030	2911766	1,876,415.92
20190401	SPAWGLASS CONSTRUCTION CORPORATION		820030	2913770	3,192,582.25
20190514	SPAWGLASS CONSTRUCTION CORPORATION		810266	2916837	966,710.62
20190514	SPAWGLASS CONSTRUCTION CORPORATION		820030	2916837	2,579,513.05
20190531	SPAWGLASS CONSTRUCTION CORPORATION		826405	2918095	2,288,380.44
20190625	SPAWGLASS CONSTRUCTION CORPORATION		826405	2919934	1,157,876.11
20190820	SPAWGLASS CONSTRUCTION CORPORATION		826405	2923569	283,324.81
		8710 C.I.P. - Constr/Rehab Of Buildings		Sum:	35,843,492.98

Batch Date	Transaction Desc	SubCode And Desc	Account	Ref2	Actual
20161201	RANDALL SCOTT ARCHITECTS INC	8714 C.I.P. - Arch/Engineering Services	807133	2703322	61,158.00
20161201	RANDALL SCOTT ARCHITECTS INC		807133	2703345	91,735.00
20170112	RANDALL SCOTT ARCHITECTS INC		807133	2704766	229,341.30
20170201	RANDALL SCOTT ARCHITECTS INC		807133	2705587	191,115.00

# Questions





# Construction in Progress Member Process

Dorothy Dockery



# Construction in Progress (CIP)

## CIP Asset

- Non-Depreciable
- Accumulated Construction Costs

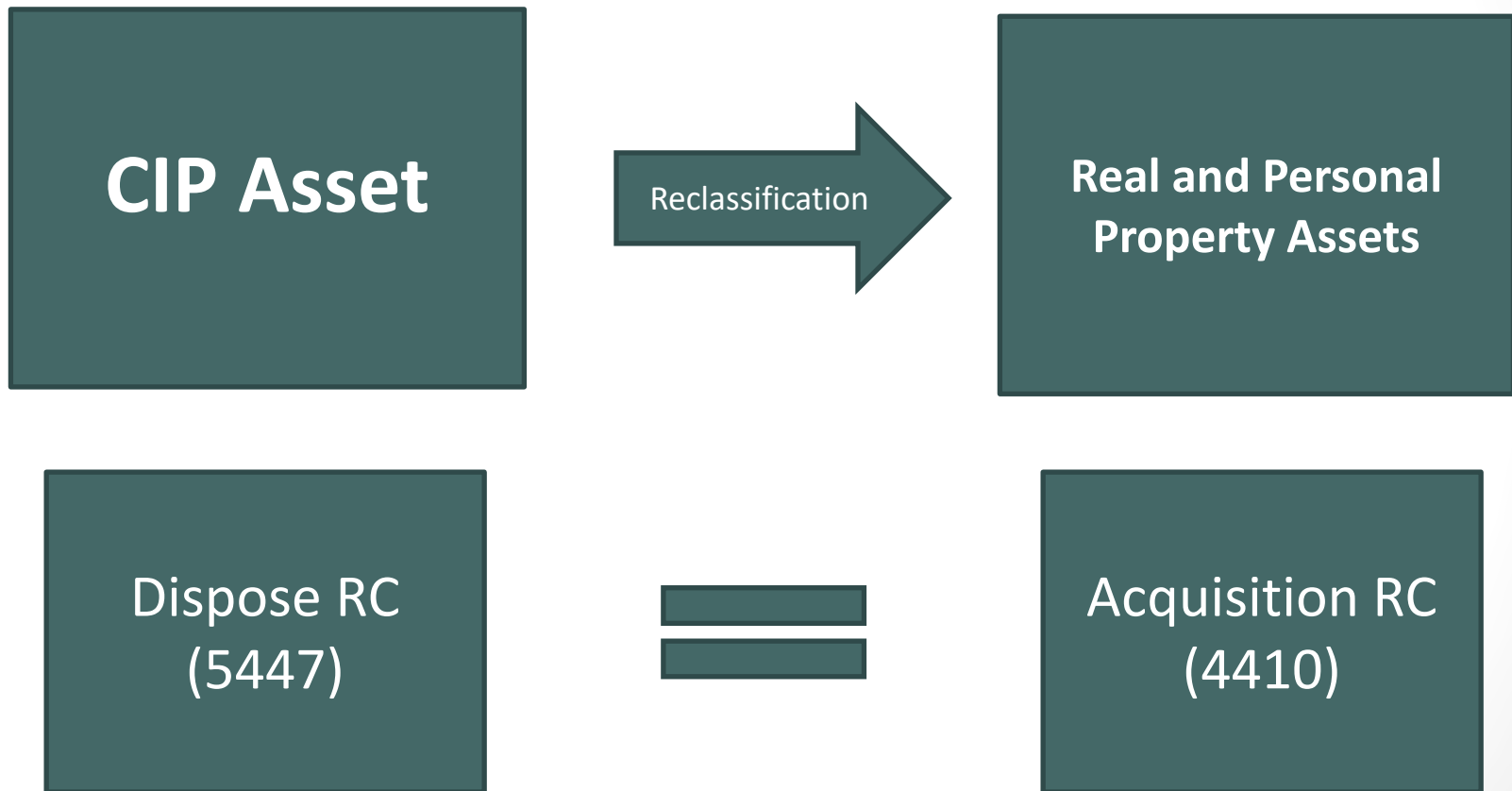
Reclassification



## Real and Personal Property Assets

- Depreciable
- Costs allocated to GLs on Note 2
- Expense asset disposed to expense cost

# Construction in Progress (CIP) – Ultimate Goal





# Construction in Progress – Member Managed CIP Asset

- Payments made by member and coded to CIP object codes (87xx)
- CIP asset setup and approved with acquisition method PO from first cost on TBAR010/TBDU065
  - Commonly setup with class code 871003 – CIP – New
  - All other payments (87xx) are added to CIP asset (FFX 515) with acquisition method PO

# Construction in Progress – FP&C Managed CIP Asset

- TAMUS creates and adds costs to CIP asset
- CIP asset is transferred to member from CC 01
- Recommendation:  
Submit signed C-30 to TAMUS when ready to accept transfer



# FP&C Managed CIP Closings

- C-30 packets received from SOBA
  - Semi-Final 1 when project is substantially complete
  - Semi-Final 2 and 3 as project nears completion (optional)
  - Final when project is fully complete
- First closing received (semi-final or final)
  - Acquisition/In-service date will be substantial completion date from closing
- Any closing received after first semi-final
  - Acquisition/In-service date will be the date approved by member

# Three Basic Fiscal Year Scenarios

1. The first closing received (semi-final or final) with a **Prior FY** substantial completion date
2. The first closing received (semi-final or final) with a **Current FY** substantial completion date
3. Any closing received after the first semi-final will be **Current FY**



# CIP Process-First Closing

## Semi-Final or Final

- In-service date is Substantial Completing Date
  - Current FY – no depr calculations needed
  - Prior FY – add depr (5650) from the Substantial Completion date
    - Only use code 5621 PY Depr if material
- Reclass to Real and Personal Property
  - Disposal method for CIP assets-**RC(5447)**
  - Acquisition Method for Real & Personal assets-**RC(4410)**

# CIP Depreciation - Material

- If the prior year, catch-up depreciation amount is **material** (material is defined as an amount that is greater than 3-5% of the net assets of the NACUBO Fund Group 'Investment in Plant'), the amount should be recorded as a Restatement on the operating statement and recorded in the 'Adjustments' column for Note 2
- Prior FY depreciation is recorded as restatement (5621)
- Adj/Restatement column of the N-2



# CIP Depreciation - Immaterial

- If the prior year, catch-up depreciation amount is **immaterial**, the expenses are reported as current year depreciation expense and recorded in the 'Additions' column for Note 2
- Prior FY depreciation is recorded as current year (default code 5650)
- Additions column of the N-2



# CIP - Any Closing After Semi-Final

- Considered current FY cost
  - Cost incurred after previous Semi-Final(s)
- Signature of acceptance date will be the date used in-service date
- The cost added will be new components - not additions to the existing components from a previous closing
- No depreciation manual entry needed
- Reclass to Real and Personal Property
  - Disposal method for CIP assets-**RC(5447)**
  - Acquisition Method for Real & Personal assets-**RC(4410)**



# TAMU CIP Closing Process

- Receive invoices for Movable Furnishings and Equipment
- Review and return updated spreadsheet to System Office
- Receive C-30 closing
- Reconcile closing
- Build pending assets & prepare transaction worksheet & depr spreadsheets if needed
- Returned signed C-30 to system office
- Receive transfer
- CIP Reclassifications-FFX entries
- Verify account control totals equal

# Movable Furnishings & Equipment

PROJECT NAME:		West Campus Dining Facility							
PROJECT #:		02-3277							
Batch Date	Transaction Desc	SubCode A	Account	Ref2	Actual	Capital	Controlled	Exp	Fixed Asset Building
20210803	LANDSCAPE FORMS INC	8724	C.I.P. - 810279	2119324	7,756.20			7,756.20	
20210915	CLAYTON FIXTURE CO		810279	2200622	4,804.88			4,804.88	
20211018	WORKPLACE RESOURCE		810279	2202397	140,372.28			61,997.20	78,375.08
20211018	WORKPLACE RESOURCE		810279	2202398	34,450.08			6,997.74	27,452.34
20211027	VELOCITY OFC PRODUCTS DBA*VELOCITY		810279	2203235	243,835.00				243,835.00
20211222	TRIMARK STRATEGIC		810279	2206336	201,345.01	104,373.85		66,996.61	29,974.55
20211206	WORKPLACE RESOURCE		810279	2205250	24,800.00			24,800.00	
20211206	WORKPLACE RESOURCE		810279	2205251	810.00				810.00
20220106	HBI OFFICE SOLUTIONS INC		810279	2206876	33,421.68			33,421.68	
20220113	CHARTER HOUSE HOLDINGS LLC		810279	2207310	1,409.82			1,409.82	
20220209	CLAYTON FIXTURE CO		810279	2208769	3,843.90			3,843.90	
20220209	TRIMARK STRATEGIC		810279	2208771	5,029.72	5,029.72			
20220215	CHARTER HOUSE HOLDINGS LLC		810279	2208910	1,664.93			1,664.93	
20220215	HONORBUILT LLC		810279	2208915	3,593.28			3,593.28	
20220216	TRIMARK STRATEGIC		810279	2209004	54,517.17			54,517.17	
20220317	TRIMARK STRATEGIC		810279	2210538	22,671.40	22,671.40			
20220317	VELOCITY OFC PRODUCTS DBA*VELOCITY		810279	2210536	2,155.98			2,155.98	
20220321	WORKPLACE RESOURCE		810279	2210665	2,437.50			2,437.50	
20220328	CLAYTON FIXTURE CO		810279	2210991	960.98			960.98	
20220328	VELOCITY OFC PRODUCTS DBA*VELOCITY		810279	2211218	45,047.99			45,047.99	
20210707	TEXAS A&M UNIVERSITY		810279	2117713	35,340.66	35,340.66			
					<b>870,268.46</b>	<b>167,415.63</b>	<b>0.00</b>	<b>322,405.86</b>	<b>380,446.97</b>
								<b>489,821.49</b>	

- Update the spreadsheet of cost by Ref2 (voucher) number
- Return to System Office

# Movable Furnishings & Equipment

02-3156 Commons Building Reno & Additions											Ref #	P006819
PO	Voucher	Invoice	Controlled Cost	Capital Cost	Class code	Asset #	Description	Model	Serial #	Dept	Bldg #	Rm #
318208A	2711768	04012369		\$24,346.59	842407	2200746721	Kettle Gas Tilting		46-3018471	FDSV	0440	013
318208A	2711768	04012369		\$24,346.59	842407	2200746722	Kettle Gas Tilting		46-3016845	FDSV	0440	013
318208A	2711768	04012369		\$14,524.94	842407	2200746723	Braising Pan 40 Gal Gas Manual		46-3024127	FDSV	0440	013
318208A	2711768	04012369		\$14,524.94	842407	2200746724	Braising Pan 40 Gal Gas Manual		46-3018475	FDSV	0440	013
318208A	2711768	04012369		\$12,786.23	842407	2200746725	Convection Steamer 2 compt on		46-3018499	FDSV	0440	013
318208A	2711768	04012369		\$42,586.76	842407	2200746726	Combi Oven full size		060115JU079T(top), 060115	FDSV	0440	013
318208A	2711768	04012369		\$5,032.17	842407	2200746727	Ultra-Max 72" Griddle		GT8721115A0001	FDSV	0440	013
318208A	2711768	04012369		\$5,039.40	842407	2200746728	Refrigerated Chef Base 72-3/8		8716902	FDSV	0440	013
318208A	2711768	04012369		\$5,039.40	842407	2200746729	Refrigerated Chef Base 72-3/8		8716905	FDSV	0440	013
318208A	2711768	04012369		\$9,012.35	842407	2200746730	Fryer Battery Gas 70-90 lb		G15GB036678	FDSV	0440	013
318208A	2711768	04012369		\$9,012.35	842407	2200746731	Fryer Battery Gas 70-90 lb		G15GD053999	FDSV	0440	013

- Determine Capital & Controlled Assets
- Start communication with Department(s) for serial, building, and room number

# Receive C-30 from System Office



THE TEXAS A&M UNIVERSITY SYSTEM  
 SYSTEM OFFICE OF BUDGETS AND ACCOUNTING  
 CONSTRUCTION PROJECT COMPLETION REPORT (C-30)

<b>PROJECT NAME:</b> SUP3 Expansion <b>PROJECT #:</b> 02-3316 <b>SYSTEM PART (SHORT):</b> 2 <b>INVENTORY #:</b> 0377		<b>FINAL OR SEMI-FINAL:</b> SF#1 <b>SUBSTANTIAL COMPLETION:</b> 5/12/2023 <b>FINAL CLOSE DATE:</b> <b>BUILDING #:</b> 0377		<b>AGENCY REF NO.</b> C202402																														
<b>SOBA PROJECT TRANSACTIONS:</b>  SOBA Project Appropriations: \$ 20,930,520.00 SOBA Disbursements: \$ 20,699,981.31 Less: Prompt Pay Interest  <b>TOTAL SOBA TRANSACTIONS:</b> *** \$ 20,699,981.31		<b>BREAKDOWN OF CIP C-30 &amp; ACCUMULATION:</b>  <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>TOTAL C-30</th> <th>SOBA CIP (TRANSFER AMT)</th> <th>SOBA RECLASS</th> <th>MEMBER CIP</th> </tr> </thead> <tbody> <tr> <td>Semi-Final #1</td> <td>\$ 20,699,981.31</td> <td>\$ 20,699,981.31</td> <td></td> <td>\$ -</td> </tr> <tr> <td>Semi-Final #2</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Semi-Final #3</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Final C-30</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td><b>TOTAL ALL C-30's</b></td> <td><b>\$ 20,699,981.31</b></td> <td><b>\$ 20,699,981.31 (1)</b></td> <td><b>\$ -</b></td> <td><b>\$ -</b></td> </tr> </tbody> </table> <p>(1) Capitalized Interest of \$ - will be transferred in addition to the C-30 amount.</p>				TOTAL C-30	SOBA CIP (TRANSFER AMT)	SOBA RECLASS	MEMBER CIP	Semi-Final #1	\$ 20,699,981.31	\$ 20,699,981.31		\$ -	Semi-Final #2	\$ -	\$ -	\$ -	\$ -	Semi-Final #3	\$ -	\$ -	\$ -	\$ -	Final C-30	\$ -	\$ -	\$ -	\$ -	<b>TOTAL ALL C-30's</b>	<b>\$ 20,699,981.31</b>	<b>\$ 20,699,981.31 (1)</b>	<b>\$ -</b>	<b>\$ -</b>
	TOTAL C-30	SOBA CIP (TRANSFER AMT)	SOBA RECLASS	MEMBER CIP																														
Semi-Final #1	\$ 20,699,981.31	\$ 20,699,981.31		\$ -																														
Semi-Final #2	\$ -	\$ -	\$ -	\$ -																														
Semi-Final #3	\$ -	\$ -	\$ -	\$ -																														
Final C-30	\$ -	\$ -	\$ -	\$ -																														
<b>TOTAL ALL C-30's</b>	<b>\$ 20,699,981.31</b>	<b>\$ 20,699,981.31 (1)</b>	<b>\$ -</b>	<b>\$ -</b>																														
<b>SOBA FIXED ASSET TRANSACTIONS:</b>  SOBA TBMR400 OR SCR 542: \$ 20,699,981.31 SOBA TBMR400 Reclass to Expense: SOBA Transferred in Previous C-30's: <b>Total TBMR400 &amp; Reclass Amount:</b> * \$ 20,699,981.31 Less: SOBA Capitalized Interest: ** \$ - (+/-) Timing Differences: (2) \$ - <b>TOTAL FIXED ASSET TRANSACTIONS:</b> *** \$ 20,699,981.31		<div style="border: 1px dashed black; padding: 5px;"> <p>Note: Total TBMR400 must be greater than or equal to SOBA Transfer Amount. Total TBMR400 &amp; Reclass Amount must be equal to SOBA Disbursements less SOBA Prompt Pay Interest and/or Timing Differences. *Retainage Payable will normally be subtracted from the TBMR400 if it is a semi-final close. If a final close, RP should be included. However, the transfer amount may include RP (an example is if the C-30 is asking for all the money that has been expended and it is all SOBA funds, then you may have to include the RP in order to get teh C-30 amount). **Once substantial completion on a project has been achieved, capitalized interest will be transferred. It will not be included in teh TTotal C-30 SOBA Transfer Amount. ***These amounts must equal.</p> </div>																																
(2) Explanation of timing differences and other comments: A. B. C.																																		

THE TEXAS A&M UNIVERSITY SYSTEM

Prepared By: Halli Falke  
 Digitally signed by Halli Falke  
 Date: 2024.02.02 14:25:57 -06'00'  
 Halli Falke

MEMBER

Approved By: \_\_\_\_\_  
 Property Manager or Designee

Approved By: Monica Poehl 1/2/24  
 Monica Poehl

# C-30 Attachment

PROJECT NAME: SUP 3 Expansion  
PROJECT #: 02-3316

Object Classification of Expense and Total Project Cost:

CODE & DESCRIPTION	SF#1	TOTAL	Check Figures
<b><u>BUILDING:</u></b>			
811011 - Building Shell	5,012,085.95	5,012,085.95	
811023 - Roof Coverings	78,989.73	78,989.73	
811022 - Elevator System	-	-	
811024 - Floor Coverings	841.98	841.98	
811014 - Interior Finishes	131,608.36	131,608.36	
811020 - HVAC System	10,250,500.27	10,250,500.27	
811013 - Sprinkler System	-	-	
811015 - Plumbing System	686,079.93	686,079.93	
811016 - Security System	-	-	
811017 - Bldg Interior-Network/Tel Cabling	-	-	
811021 - Electrical & Lighting System	2,870,939.25	2,870,939.25	
811018 - Fire Protection System	74,631.34	74,631.34	
811025 - Fixed Equip Assets	30,675.62	30,675.62	
811030 - Misc. Construction Features	-	-	
<b>TOTAL BUILDINGS</b>	<b>\$ 19,136,352.43</b>	<b>\$ 19,136,352.43</b>	v 19,136,352.43
			DIFF -
<b><u>FACILITIES &amp; OTHER IMPROVEMENTS:</u></b>			
821018 - Parking Lots & Driveways	61,330.39	61,330.39	
821213 - Fences & Gates	-	-	
821417 - Landscaping	93,000.45	93,000.45	
821414 - Irrigation System	30,482.37	30,482.37	
821418 - Retaining Walls & Mow Strips	9,492.26	9,492.26	
821425 - Improvements-General	-	-	
821303 - Stadiums	-	-	
821305 - Athletic Fields & Rec Areas	-	-	
<b>TOTAL FACILITIES &amp; OTHER IMPROVEMENTS</b>	<b>\$ 194,305.47</b>	<b>\$ 194,305.47</b>	v 194,305.47
			DIFF -
<b><u>INFRASTRUCTURE &amp; INFR. IMPROVEMENTS:</u></b>			
825035 - Paved Area (non-parking)/Side walks	319,721.64	319,721.64	
825003 - Streets & Roads	-	-	
825021 - Electrical Distribution	548,424.92	548,424.92	
825024 - Fiber Optics	241,494.34	241,494.34	
825025 - Telephone Distribution	-	-	
825022 - Natural Gas Line	-	-	
825023 - Water Distribution	192,377.87	192,377.87	
825013 - Sanitary & Storm Sewers	67,304.64	67,304.64	
825026 - Tunnels (Utility)	-	-	
<b>TOTAL INFRASTRUCTURE &amp; INFR. IMPROVEMENTS</b>	<b>\$ 1,369,323.41</b>	<b>\$ 1,369,323.41</b>	v 1,369,323.41
			DIFF -
<b><u>OTHER:</u></b>			
Movable Furn & Equip (Capital & Controlled)			
Movable Furn & Equip (Expense)			
Movable Furn & Equip MGMT. fee distr (Exp)			
Prompt Pay Interest (Expense)			
<b>TOTAL OTHER</b>	<b>\$ -</b>	<b>\$ -</b>	v -
			DIFF -
	<b>\$ 20,699,981.31</b>	<b>\$ 20,699,981.31</b>	v 20,699,981.31
			DIFF -
<b><u>CAPITALIZED INTEREST:</u></b>			
811030 - Misc. Construction Features	\$ -	\$ -	-

# Build C-30 Closing Template

**PROJECT NAME:** SUP3 Expansion  
**PROJECT #:** 02-3316

**Object Classification of Expense and Total Project Cost:**

CODE & DESCRIPTION	SF#1	TOTAL
<b><u>BUILDING:</u></b>		
811011 - Building Shell	5,012,085.95	5,012,085.95
811023 - Roof Coverings	78,989.73	78,989.73
811022 - Elevator System	-	-
811024 - Floor Coverings	841.98	841.98
811014 - Interior Finishes	131,608.36	131,608.36
811020 - HVAC System	10,250,500.27	10,250,500.27



FFX SCREEN 511		Approve reclassified assets							
Screen	ASSET #	COMP #		COMP COST		Acq Mthd	Trans Desc	REF #	
3	511	9220000377	17	811011	5,012,085.95	shell	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
4	511	9220000377	18	811023	78,989.73	roof	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
5	511	9220000377	19	811024	841.98	floor	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
6	511	9220000377	20	811014	131,608.36	interior	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
7	511	9220000377	21	811020	10,250,500.27	HVAC	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						

# Build C-30 Closing Template

## C-30 Current or Prior FY In-Service Date With Transferred CIP Assets

Updated 11/11/2020

### CIP Transfer Transaction

FFX SCREEN 511		Approve transferred CIP assets							
Screen	ASSET #	COMP #		COMP COST		Acq Mthd	Trans Desc	REF #	
1	511	0000023316	01		\$ 20,699,981.31		01(4701)	P006918	
					\$ 20,699,981.31				

### CIP Closing Transactions

FFX SCREEN 513		Delete CIP assets							
Screen	ASSET #	COMP #	STAT	COMP COST	DISP DATE	Disp Mthd	Trans Desc	REF #	
2	513	0000023316	01	A	\$ 20,699,981.31		RC(5447)	Reclass CIP	P006918
					20,699,981.31	0.00	difference in RC-5447 and RC-4410		

FFX SCREEN 511		Approve reclassified assets							
Screen	ASSET #	COMP #		COMP COST		Acq Mthd	Trans Desc	REF #	
3	511	9220000377	17	811011	5,012,085.95	shell	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
4	511	9220000377	18	811023	78,989.73	roof	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
5	511	9220000377	19	811024	841.98	floor	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
6	511	9220000377	20	811014	131,608.36	interior	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
7	511	9220000377	21	811020	10,250,500.27	HVAC	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
8	511	9220000377	22	811015	686,079.93	plumbing	D A/RC(4410)	P006918	
		Screen 541	Bldg Seg=Y						
9	511	9220000377	23	811021	2,870,939.25	elec. & light	D A/RC(4410)	P006918	

# Process Transfer of CIP Cost

Before returning signed report to authorize CIP transfer

- Any issues are resolved
- All pending assets and components are built in FFX and total verified to project total
- Department to be responsible for any equipment assets is notified and has provided serial numbers and locations (if possible)
- Transaction spreadsheet is completed and balanced to project total





# Return Signed C-30



THE TEXAS A&M UNIVERSITY SYSTEM  
SYSTEM OFFICE OF BUDGETS AND ACCOUNTING  
CONSTRUCTION PROJECT COMPLETION REPORT (C-30)

<b>PROJECT NAME:</b>	SUP3 Expansion	<b>FINAL OR SEMI-FINAL:</b>	SF#1	<b>AGENCY REF NO.</b>	C202402
<b>PROJECT #:</b>	02-3316	<b>SUBSTANTIAL COMPLETION:</b>	5/12/2023		
<b>SYSTEM PART (SHORT):</b>	2	<b>FINAL CLOSE DATE:</b>			
<b>INVENTORY #:</b>	0377	<b>BUILDING #:</b>	0377		

<b>SOBA PROJECT TRANSACTIONS:</b>	<b>BREAKDOWN OF CIP C-30 &amp; ACCUMULATION:</b>
SOBA Project Appropriations: \$ 20,930,520.00	<b>TOTAL C-30</b> \$ 20,699,981.31
SOBA Disbursements: \$ 20,699,981.31	<b>SOBA CIP (TRANSFER AMT)</b> \$ 20,699,981.31
Less: Prompt Pay Interest	<b>SOBA RECLASS</b> \$ -
<b>TOTAL SOBA TRANSACTIONS:</b> *** \$ 20,699,981.31	<b>MEMBER CIP</b> \$ -
	Semi-Final #1 \$ -
	Semi-Final #2 \$ -
	Semi-Final #3 \$ -
	Final C-30 \$ -
	<b>TOTAL ALL C-30's</b> \$ 20,699,981.31
	(1) Capitalized Interest of \$ - will be transferred in addition to the C-30 amount.

<b>SOBA FIXED ASSET TRANSACTIONS:</b>	
SOBA TBMR400 OR SCR 542: \$ 20,699,981.31	
SOBA TBMR400 Reclass to Expense:	
SOBA Transferred in Previous C-30's:	
<b>Total TBMR400 &amp; Reclass Amount:</b> * \$ -	\$ 20,699,981.31
Less: SOBA Capitalized Interest	
(+/-) Timing Differences: (2) \$ -	
<b>TOTAL FIXED ASSET TRANSACTIONS:</b> *** \$ -	\$ 20,699,981.31

Note: Total TBMR400 must be greater than or equal to SOBA Transfer Amount. Total TBMR400 & Reclass Amount must be equal to SOBA Disbursements less SOBA Prompt Pay Interest and/or Timing Differences. \*Retainage Payable will normally be subtracted from the TBMR400 if it is a semi-final close. If a final close, RP should be included. However, the transfer amount may include RP (an example is if the C-30 is asking for all the money that has been expended and it is all SOBA funds, then you may have to include the RP in order to get teh C-30 amount). \*\*Once substantial completion on a project has been achieved, capitalized interest will be transferred. It will not be included in teh Total C-30 SOBA Transfer Amount. \*\*\*These amounts must equal.

(2) Explanation of timing differences and other comments:  
A.  
B.  
C.

THE TEXAS A&M UNIVERSITY SYSTEM

Prepared By: Halli Falke  
 Digitally signed by Halli Falke  
 Date: 2024.02.02 14:25:57 -06'00'  
 Halli Falke

Approved By: Monica Poehl 1/2/24  
 Monica Poehl

MEMBER

Approved By: *Deborah Foxey* 01/12/24  
 Property Manager or Designee

# C-30 Closing – FFX Entries

- Process FFX entries in same PJE batch – including transfer approval
- Download batch transactions from Canopy (FFX > Batch > Batch Transactions) and verify all RC acquisition/disposal methods equal \$0.00
  - Except for controlled assets
- Next business day:
  - Verify business objects N-2 balance equals \$0.00
  - FRS screen 80 subcode 4410 = 5447



# Verify Reclass Balance

Asset Nbr	Component	Description	Trans Ref	Trans Code	DR/C R	Acq/Disc	Method	CPU Date	CPU Time	Feed Batch Date	Trans Amt
0000023316	01	RECLASS CIP	P006918	DIS		D	RC	4/19/2024	10:09 AM		(\$20,699,981.31)
9220000377	17	02-3316 BUILDING SHELL SF#1	P006918	APP	Y	D	RC	4/19/2024	10:10 AM		\$5,012,085.95
9220000377	18	02-3316 ROOF COVERINGS SF#1	P006918	APP	Y	D	RC	4/19/2024	10:14 AM		\$78,989.73
9220000377	19	02-3316 FLOOR COVERINGS SF#1	P006918	APP	Y	D	RC	4/19/2024	10:14 AM		\$841.98
9220000377	20	02-3316 INTERIOR FINISHES SF#1	P006918	APP	Y	D	RC	4/19/2024	10:14 AM		\$131,608.36
9220000377	21	02-3316 HVAC SYSTEM SF#1	P006918	APP	Y	D	RC	4/19/2024	10:14 AM		\$10,250,500.27
9220000377	22	02-3316 PLUMBING SYSTEM SF#1	P006918	APP	Y	D	RC	4/19/2024	10:14 AM		\$686,079.93
9220000377	23	02-3316 ELECTRICAL & LIGHTING SYSTE	P006918	APP	Y	D	RC	4/19/2024	10:14 AM		\$2,870,939.25
9220000377	24	02-3316 FIRE PROTECTION SYSTEM SF#1	P006918	APP	Y	D	RC	4/19/2024	10:14 AM		\$74,631.34
9220000377	25	02-3316 FIXED EQUIP ASSETS SF#1	P006918	APP	Y	D	RC	4/19/2024	10:14 AM		\$30,675.62
2430008200	06	02-3316 PARKING LOTS & DRIVEWAYS	P006918	APP	Y	D	RC	4/19/2024	10:14 AM		\$61,330.39
2430008200	07	02-3316 LANDSCAPING SF#1	P006918	APP	Y	D	RC	4/19/2024	10:15 AM		\$93,000.45
2430008200	08	02-3316 IRRIGATION SYSTEM SF#1	P006918	APP	Y	D	RC	4/19/2024	10:15 AM		\$30,482.37
2430008200	09	02-3316 RETAINING WALLS SF#1	P006918	APP	Y	D	RC	4/19/2024	10:15 AM		\$9,492.26
2430008250	15	02-3316 PAVED AREAS/SIDEWALKS FINAL	P006918	APP	Y	D	RC	4/19/2024	10:15 AM		\$319,721.64
2430008250	16	02-3316 ELECTRICAL DISTRIBUTION SF1	P006918	APP	Y	D	RC	4/19/2024	10:15 AM		\$548,424.92
2430008250	17	02-3316 FIBER OPTICS SF#1	P006918	APP	Y	D	RC	4/19/2024	10:15 AM		\$241,494.34
2430008250	18	02-3316 WATER DISTRIBUTION SF#1	P006918	APP	Y	D	RC	4/19/2024	10:15 AM		\$192,377.87
2430008250	19	02-3316 SANITARY&STORM SEWERS SF#1	P006918	APP	Y	D	RC	4/19/2024	10:15 AM		\$67,304.64
											\$0.00

# Controlled Assets in Closing

- All controlled asset costs will be doubled in CIP reclass because controlled class codes do not feed to FRS – AFR or N-2
  - Approve individual controlled assets with RC(4410) acquisition method and controlled class code
  - Approve a **Capital** “expense” asset for the total of the controlled assets with RC(4410) acquisition method and a capital class code with the Depr Indicator set to N
- Dispose of capital asset with RD(5410)

# Recap – Three Options

1. The first closing received (semi-final or final) with a **Prior FY** substantial completion date – requires manual addition of depreciation
2. The first closing received (semi-final or final) with a **Current FY** substantial completion date – no depreciation calculation needed
3. Any closing received after the first semi-final – **Current FY** date because the in-service date will be the date of Property Managers signature

# Credits???

PROJECT NAME: Agriculture Building #5  
PROJECT #: 02-3208

Object Classification of Expense and Total Project Cost:

	CODE & DESCRIPTION	SF#1	SF#2	TOTAL	Check Figures
<b>BUILDING: 192.0001515</b>					
12	811011 - Building Shell	18,954,774.91	809,801.89	19,764,576.80	
13	811023 - Roof Coverings	749,482.75	13,008.87	762,491.62	
13	811022 - Elevator System	383,595.38	(1,607.16)	381,988.22	
14	811024 - Floor Coverings	594,987.25	67,271.30	662,258.55	
15	811014 - Interior Finishes	4,965,508.12	389,462.74	5,354,970.86	
16	811020 - HVAC System	5,931,091.68	55,179.19	5,986,270.87	
17	811015 - Plumbing System	2,455,908.39	(10,289.58)	2,445,618.81	
	811016 - Security System	-	-	-	
	811017 - Bldg Interior-Network/Tel Cabling	-	-	-	
17	811021 - Electrical & Lighting System	4,171,737.95	339,147.61	4,510,885.56	
18	811018 - Fire Protection System	587,290.41	2,161.66	589,452.07	
19	811025 - Fixed Equip Assets	603,414.59	594.32	604,008.91	
20	811030 - Misc. Construction Features	240,829.69	42,257.97	283,087.66	
<b>TOTAL BUILDINGS</b>		<b>\$ 39,618,621.12</b>	<b>\$ 1,720,988.97</b>	<b>\$ 41,339,610.09</b>	<b>41,339,610.09</b>
					DIFF
<b>FACILITIES &amp; OTHER IMPROVEMENTS:</b>					
193000200	821018 - Parking Lots & Driveways	61,818.17	(259.00)	61,559.17	
	821213 - Fences & Gates	-	-	-	
	821417 - Landscaping	13,021.55	174,074.03	187,095.58	
203000200	821414 - Irrigation System	-	-	-	
	821418 - Retaining Walls & Mow Strips	-	-	-	
	821425 - Improvements-General	-	-	-	
	821305 - Athletic Fields & Rec Areas	-	-	-	
<b>TOTAL FACILITIES &amp; OTHER IMPROVEMENTS</b>		<b>\$ 74,839.72</b>	<b>\$ 173,815.03</b>	<b>\$ 248,654.75</b>	<b>248,654.75</b>
					DIFF
<b>INFRASTRUCTURE &amp; INFR. IMPROVEMENTS:</b>					
	825035 - Paved Area (non-parking)/Sidewalks	-	-	-	
193000250	825003 - Streets & Roads	42,019.25	(176.05)	41,843.20	
	825021 - Electrical Distribution	38,285.97	(160.41)	38,125.56	
	825024 - Fiber Optics	45,722.63	(104.53)	45,618.10	
203000250	825025 - Telephone Distribution	-	9,019.84	9,019.84	
	825022 - Natural Gas Line	-	-	-	
	825023 - Water Distribution	596,784.22	(2,500.53)	594,283.69	
	825013 - Sanitary & Storm Sewers	9,057.61	(9,057.61)	-	
<b>TOTAL INFRASTRUCTURE &amp; INFR. IMPROVEMENTS</b>		<b>\$ 731,868.68</b>	<b>\$ (3,066.33)</b>	<b>\$ 728,802.35</b>	<b>728,802.35</b>
					DIFF
<b>OTHER:</b>					
	Movable Furn & Equip (Capital & Controlled)	293,047.50	1,111,488.23	1,404,535.73	
	Movable Furn & Equip (Expense)	274,008.97	798,846.01	1,072,854.98	
	Movable Furn & Equip MGMT fee distr (Exp)	24,294.09	79,910.66	104,204.75	
	Prompt Pay Interest (Expense)	-	-	-	
<b>TOTAL OTHER</b>		<b>\$ 591,350.56</b>	<b>\$ 1,990,244.90</b>	<b>\$ 2,581,595.46</b>	<b>2,581,595.46</b>
					DIFF
		<b>\$ 41,016,881.08</b>	<b>\$ 3,881,982.57</b>	<b>\$ 44,898,863.65</b>	<b>44,898,863.65</b>
					DIFF
<b>CAPITALIZED INTEREST:</b>					
	811030 - Misc. Construction Features	\$ 326,168.62	\$ -	\$ 326,168.62	\$ 45,224,832.27
					\$ 0.00
					\$ 0.00

# Credits???

## C-30 Current or Prior FY In-Service Date With Transferred CIP Assets

Updated 7/7/16

CIP Transfer Transaction									
FFX SCREEN 511									
Screen	ASSET #	COMP #		COMP COST		Acq Mthd	Trans Desc	REF #	
1	511	0000B23208	01	\$ 3,881,982.57		01(4701)		P006572	
				\$ 3,881,982.57					
CIP Closing Transactions									
FFX SCREEN 513 Delete CIP assets									
Screen	ASSET #	COMP #	STAT	COMP COST	DISP DATE	Disp Mthd	Trans Desc	REF #	
2	513	0000B23208	01	A	\$ 3,881,982.57		RC(5447)	Reclass CIP	P006572
				\$ 3,881,982.57	0.00	difference in RC-5447 and RC-4410			
FFX SCREEN 511 Approve reclassified assets									
ASSET #	COMP #			COMP COST		Acq Mthd	Trans Desc	REF #	
3	1920001515	12	811011	809,801.89		D A/RC(4410)		P006572	
Screen 541 Bldg Seg=Y									
4	1920001515	13	811023	13,008.97		D A/RC(4410)		P006572	
Screen 541 Bldg Seg=Y									
5	1920001515	03	811022	-1,607.16		C A/RC(4410)	Rev for SF#2	P006572	
Screen 541 Bldg Seg=Y									
6	1920001515	14	811024	81,271.36		D A/RC(4410)		P006572	
Screen 541 Bldg Seg=Y									
7	1920001515	15	811014	389,462.74		D A/RC(4410)		P006572	
Screen 541 Bldg Seg=Y									
8	1920001515	16	811020	55,179.19		D A/RC(4410)		P006572	
Screen 541 Bldg Seg=Y									
9	1920001515	07	811015	-10,289.58		C A/RC(4410)	Rev for SF#2	P006572	
Screen 541 Bldg Seg=Y									
10	1920001515	17	811021	339,147.61		D A/RC(4410)		P006572	
Screen 541 Bldg Seg=Y									
11	1920001515	18	811018	2,161.66		D A/RC(4410)		P006572	
Screen 541 Bldg Seg=Y									
12	1920001515	19	811025	594.32		D A/RC(4410)		P006572	
Screen 541 Bldg Seg=Y									
13	1920001515	20	811030	42,257.97		D A/RC(4410)		P006572	
Screen 541 Bldg Seg=Y									

1,720,612.25

# Credits???

55	1900741623			15,581.60	D A/RC(4410)		P006572	
56	1900741624			62,466.70	D A/RC(4410)		P006572	
57	1900741625			12,512.42	D A/RC(4410)		P006572	
58	1900741626			12,512.42	D A/RC(4410)		P006572	
59	1900741627			13,704.14	D A/RC(4410)		P006572	
60	1900741628			27,523.81	D A/RC(4410)		P006572	
61	1900741629			17,909.56	D A/RC(4410)		P006572	
62	1900741630			11,920.00	D A/RC(4410)		P006572	
63	1900741631			11,920.00	D A/RC(4410)		P006572	
64	1900741632			11,920.00	D A/RC(4410)		P006572	
65	1900741633			11,920.00	D A/RC(4410)		P006572	
66	1900741634			11,920.00	D A/RC(4410)		P006572	1,111,488.23
67	2000023208	01		798,846.01	D A/RC(4410)	Exp Equip	P006572	
FFX SCREEN 515		Add cost						
68	200023208	01		79,910.66	D A/RC(4410)	Fee	P006572	878,756.67

Verification of reclassified asset total to C-30 total 3,881,982.57 Total from C-30 Objection Classification of Expense & Total Project Cost 0.00 Diff

SCREEN 512		Reversing Depr for SF# 2							
ASSET #	COMP #	Acct Control	ACCUM DEPR	REV? Y/N	DEPR THRU	Trans Desc	REF #		
69	1920001515	03	50.88	Y		Rev depr	P006572		
70	1920001515	07	325.84	Y		Rev depr	P006572		
71	1930008200	20	8.64	Y		Rev depr	P006572		
72	1930008250	22	5.84	Y		Rev depr	P006572		
73	1930008250	23	5.36	Y		Rev depr	P006572		
74	1930008250	24	6.40	Y		Rev depr	P006572		
75	1930008250	25	66.72	Y		Rev depr	P006572		
76	1930008250	26	301.92	Y		Rev depr	P006572		
			3,881.98						

SCREEN 513		Delete Expensed Cost assets							
ASSET #	COMP #	STAT	COMP COST	DISP DATE	Disp Mthd	Trans Desc	REF #		
77	513	200023208	01	A	878,756.67	D	RD(5410)	Disp Exp Cost	P006572
78	513	1930008250	26	A	0.00		RD(5410)	Rev for SF#2	P006572
			878,756.67						

Transactions 78  
Amount \$ 12,573,958.92



# Infrastructure and Facilities & Other Improvements Assets – Method for Capitalizing

(CC02 method) Each FY will have one asset for all Infrastructure and one asset for all F&OI. Each asset will be comprised of multiple components that will be Project/in-service/class code specific.

- FY24 assets would be
  - 2430008200-F&OI (last 4 digits of 8200 because all F&OI begins with 82XX)
  - 2430008250-Infra (last 4 digits of 8250 because all Infra begins with 8250)

# Infrastructure and Facilities & Other Improvements Assets – Method for Capitalizing

## Example

Asset Number	Co	Description	Class Code	In-Serv Date	Cost
1830008250	01	UTIL U1610107759 ELECT DISTR	825021	09/27/2017	430,725.03
1830008250	02	FP&C 02-3045 SIDEWALKS/WA	825035	12/08/2017	111,903.03
1830008250	03	FP&C 02-3045 STREETS/ROADS	825003	12/08/2017	24,009.62
1830008250	04	FP&C 02-3045 ELECTRICAL DIST	825021	12/08/2017	26,092.28
1830008250	05	FP&C 02-3045 TELEPHONE DIST	825025	12/08/2017	977.01
1830008250	06	FP&C 02-3045 FIBER OPTIC	825024	12/08/2017	1,909.76
1830008250	07	FP&C 02-3045 NATURAL GAS	825022	12/08/2017	125.47
1830008250	08	FP&C 02-3045 SANITARY & STOR	825013	12/08/2017	68,747.78
1830008250	09	SSC 2017-01009 SIDEWALKS/WA	825035	09/12/2017	4,500.00

# Depreciation Spreadsheet

## Buildings-Current Fiscal Year Depreciation-Spreadsheet

Ref # **P006918**

3/12/2014

Enter values in blocked cells

CIP proj **02-3316**

<b>9220000377</b>	<b>19</b>	<b>Asset Number/Component</b>
\$841.98		Cost
180		Class code useful life
5/12/2023		Acquisition/In Service Date
4/17/2024		Current Date
11		Number of months depreciated

Monthly Depr Amt	4.44	When transactions are complete verify <b>Monthly Depr Amt</b> on screen 512 or 531
	48.88	Current FY year Depreciation(5650)-Screen 512
	180	Useful Life-Screen 502, correct on screen 516
	169	Adjusted Remaining Life-Screen 502, correct on screen 516

Mar-24 Depr thru date

### Screen 512 (after approving asset)

48.88	Accum. Depreciation	Sequence Cost:	\$841.98
N	Reverse (Y/N)	Salvage Value:	\$42.10
Last Mo end	Depr Thru	Accumulated Depr:	48.88 <i>(populates after hitting enter key)</i>
		Monthly Depr Amt:	4.44 <i>(populates after hitting enter key)</i>

Defaults to depr GL of asset class code

089805	5650	code
089805	1780	
CURRENT FY DEPR		Transaction Description
P006918		Transaction Reference

# Depreciation Spreadsheet

If asset has a prior fy in-serv date-add to Prior Period Date Adj List to change the dates when allowed in FAMIS

When prior FY acquisition date corrections allowed in FAMIS(FFX screen 598-Flag Y)

				Ref #	P006918
Screen 502 to enter correct acq date				CIP proj	02-3316
Acq Dt:	5/12/2023	In Serv Dt:	5/12/2023	9220000377	Asset Number
				19	Component Number
		Depr Thru:	Mar-24 *	*valid only in the same month asset is approved-will change as month end depr accrues	
Use Life(month):	180	*Rem Life(months):	169		

Screen 516 to enter correct In-Service Date			
Useful Life (Memo):	180		
Remaining Life:	169	*	
Depr Thru:	Mar-24	*	
In Service Date:	5/12/2023		
Transaction	PRIOR FY DATE		
Transaction	P006918		



# Other CIP Projects – Not FP&C

- Maybe Department Managed or Outsourced Construction Management
- Challenges
  - Identifying projects to be Capitalized
  - Setting up PO for project to capture all CIP cost
  - Obtaining closing when complete or the in-service date
  - Department could have purchased equipment/fixtures for the project which are outside the PO/project cost
    - Examples
      - fixed seating purchased for teaching auditorium upgrade
      - Surgery specialty lighting and equipment
    - Option-set up second component of CIP asset to capture cost
    - Cost will not be in closing but need to be included in the reclassification

# Other Closing Form

## SSC Construction Project Completion Form

Final \_\_\_\_\_ or Semifinal \_\_\_\_\_

Revised 2/20/18

### PROJECT INFORMATION

PROJECT NO: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT SCOPE: \_\_\_\_\_

Improvements demolished during construction to be removed from inventory:  
 Description: \_\_\_\_\_ Amount: \_\_\_\_\_

### COMPONENTIZATION

Property NO. \_\_\_\_\_ Property Name \_\_\_\_\_

#### BUILDING COMPONENTS

CODE	VALUE (\$)
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
Building Shell - Exterior wall structure and exterior finishes	0.00
Sprinkler System - Fire Safety-Building Interior	0.00
Interior Finishes - Interior wall/ceiling, paint, doors, baseboards, etc.	0.00
Plumbing Systems - Building interior	0.00
Security - Interior security devices and wiring/cabling	0.00
Network/Telephone Cabling - Building interior	0.00
Fire Protection System/Smoke Monitor-Building Interior	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
	\$0.00

#### FACILITIES & OTHER IMPRV

CODE	VALUE (\$)
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
	\$0.00

#### INFRASTRUCTURE & INFRA IMPRV

CODE	VALUE (\$)
Infr & Infr Impv	825001 0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
SELECT COMPONENT	0.00
	\$0.00

### SIGNATURES

Project Manager \_\_\_\_\_ Date \_\_\_\_\_

Approved FMO Property Manager \_\_\_\_\_ Date \_\_\_\_\_

Recorded FMO Property Management \_\_\_\_\_ Date \_\_\_\_\_

**Project Total:** \$0.00

# Helpful Links



- ▶ [SPA Process User's Guide](#)
- ▶ [TAMUS Asset Management Manual](#)
- ▶ [System Regulation 21.01.09](#)
- ▶ [FAMIS Fixed Asset Manuals](#)
- ▶ [Trade-In Worksheet](#)
- ▶ [Texas Comptroller's Form 73-286: Notice of Agency Head and Designation of Property Manager Form](#)
- ▶ **IRS Forms**
  - [8282 – Donee Information Return](#)
  - [8283 – Noncash Charitable Contributions](#)
- ▶ [TAMUS Records Retention](#)

# Questions







# Capital Asset Audits

Teresa

# Overview

- Comptroller's Office Post Payment Audit
- State Auditor's Office-SEFA Audits
- ACFR Review of Capital Assets, net
- Lessons Learned
- Missing or Stolen assets
- Drones

# Audit Expectations

- SAO ACFR Audit
  - Each year SAO asks the System Office to estimate how much our net capital assets will increase, total balance for FY 2023 was \$7.6 billion
    - Helps them determine if they will audit us for the FY
    - **2024 TAMUS** is on the SAO's Audit Plan
- Comptroller's Office
  - Post Payment Audit will focus on capital assets purchased and want to view the assets
  - Values and Location are critical
- State Auditor's Office
  - Schedule of Expenditures of Federal Awards (SEFA)



# Comptroller's Office Post Payment Audit Findings

- Assets are tested, sample ranges vary 10-60
  - Are they in their intended locations and
  - Properly reported in the accounting system?
- Follow through the purchase document and then locate the asset
- TAMUS members **clean audits** along with many others



# Comptroller's Office Post Payment Audit Findings, cont.

- Findings
  - DPS disposed of 44 assets with a purchase price of \$132k and net book value of \$13k; twelve items were listed as stolen
  - Dept. of Aging-auditors identified 19 missing assets which were disposed of without the Form 74-194-Missing, Damaged or Stolen Property Report
  - Sam Houston State Univ.-301 assets purchase price of \$495k and net book value of zero reported-295 missing and 6 stolen..police reports were filed



# Who is being audited now?

- Who is being audited by the Comptroller's Office now?
- Or SAO for the 2024 SEFA?
- Share any experiences...what are they looking for or asking about?



# SEFA Audits



- State Auditors Office – Federal Portion of Statewide Single Audit (SEFA)
  - Assets purchased on federal money
  - Physically locate all assets on random sample
  - Verify serial number in FAMIS
  - Missing label
- The specific awards impacted are often listed

# SEFA Audits

- 2023 State of Texas Federal Portion of the Statewide Single Audit Report for the Year Ended August 31, 2023
  - University of Texas 6 of 64 assets not labeled properly
  - UTSA 8 of 62 inaccurate location, serial number or both
  - UTSA 2 of 58 not found
  - UTSA 5 of 8 not disposed according to policy, missing forms



# SEFA Audits, cont.

- UT MD Anderson Cancer Center 22 of 61 equipment had location, no longer in service, no serial numbers or wrong serial numbers

# Lessons Learned

- Review your processes at least annually
  - Keep them updated
  - If forms are required, ensure they are attached
- Sampling of the total assets will be made
- Missing or Stolen property will be analyzed and reviewed
- Inventory by our departments and our fiscal offices are **critical**
- Tagging of the assets-federal requirements pretty strict
  - How will this change as we have changes in our processes or software solutions?



# Missing and Stolen Property

- Reporting missing, destroyed, damaged or stolen property to the appropriate authority
- Property Manager- Reporting missing, destroyed, damaged or stolen property to the Agency Head
- Alt APO-Reporting missing, destroyed, damaged, stolen, or found property to the Property Manager



# Drones



- Federal Aviation Administration (FAA) has instructions on Unmanned Aircraft (UA)
- Unmanned Aircraft – aircraft operated without the possibility of direct human intervention from within or on the aircraft

# Drones



- This was a big conversation when these first came out
- Take photos, gather data, deliver products
- Inventory challenges?
- Are we made aware when these are purchased?
- How are members doing on this topic?
- Any concerns?

# Registration Required

- We are NOT exempt
- Must register each UAS individually
- To register UAS, you must submit an Aircraft Registration Application, AC Form 8050-1, and evidence of ownership to the Aircraft Registration Branch (AFS-750). Registration costs \$5.00. Complete details for registering UAS and reserving an N-number are provided online at [www.faa.gov](http://www.faa.gov).

# Registration Required

- FAA link
  - [http://www.faa.gov/licenses\\_certificates/aircraft\\_certification/aircraft\\_registry/](http://www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/)
- Link to Advisory Circular
  - [https://www.faa.gov/documentLibrary/media/AdvisoryCircular/AC\\_00-1\\_1A.pdf](https://www.faa.gov/documentLibrary/media/AdvisoryCircular/AC_00-1_1A.pdf)
- Link to Form AC 8050-1
  - <http://www.faa.gov/forms/index.cfm/go/document.information/documentID/185220>



# Importance of Capital Assets to F&A Cost Rate

Teresa Edwards



# Facilities and Administrative Cost Rate

- Purpose/Definition
- Submit the Calculation to: DHHS Cognizant Agency
- Frequency: F&A Calculation occurs every 3-4 years
- Types of Calculations: Short Form Schools vs. Long Form Schools
- Note Disclosure Requirements: DS-2-Defines accounting rules
- Base Year 2024 Calculations: TAMUCT
- Base Year 2025 Calculations: College Station based members

# Short Form School Rates

Member	On-Campus	Off-Campus
TSU	35%	8.5%
TAMIU	43%	13%
TAMUK	38%	13%
WTAMU	41%	11%
TAMUC	36%	11%
TAMUT	44%	22%
TAMUCT	47%	11%
TAMUSA	51%	22%

# Long-Form Schools-Over \$10 Million-Base Year 2025

## College Station Based

- TAMUS
- TAMU
- AGRSH
- AGEXT
- TEEEX
- TAMUG
- TFS
- TTI
- TVMDL
- TAMHSC
- TSSC
- TEES
- TAMRF
- TDEM

## Regional Campuses

- PVAMU
- TAMUCC



I AM A VICTIM OF  
MY OWN ADMINISTRATION

[CarboneChurch.com](http://CarboneChurch.com)



# Current College-Station Based Rates

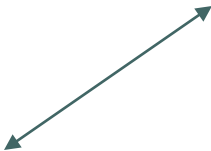
<u>EFFECTIVE PERIOD</u>			<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>			
PRED.	09/01/2022	08/31/2023	51.50	On Campus	Organized Research & Instruction
PRED.	09/01/2023	08/31/2025	52.50	On Campus	Organized Research & Instruction
PRED.	09/01/2025	08/31/2026	54.00	On Campus	Organized Research & Instruction
PRED.	09/01/2022	08/31/2026	32.00	On Campus	Other Sponsored Activities
PRED.	09/01/2022	08/31/2026	10.50	Off Campus	IPA Programs
PRED.	09/01/2022	08/31/2026	26.00	Off Campus	All Programs

**THE TEXAS A&M UNIVERSITY SYSTEM**  
**FYE AUGUST 31, 2021**  
**Rate Schedule By Direct Group, Indirect Group Report**

**Direct Cost Group: 55 - ORGANIZED RES**

Indirect Cost Group	Base Indicator	Base	Allocated Amount	Rate	Capped Rate
<b>Administrative</b>					
25 - GENERAL ADMIN	All	418,476,385	79,519,514	19.00	
30 - DEPARTMENT ADMIN	All	418,476,385	66,881,124	15.98	
35 - SPON PROJECTS ADM	Sponsor	344,519,888	27,575,983	8.00	
<b>Subtotal For Administrative</b>			173,976,621	42.98	26.00
<b>Facilities</b>					
05 - BUILDING DEPR	On Campus	385,605,031	31,504,728	8.17	
10 - EQUIPMENT DEPR	On Campus	385,605,031	20,997,669	5.45	
15 - BLDG INTEREST	On Campus	385,605,031	12,773,702	3.31	
20 - OPER & MAINT PLANT	On Campus	385,605,031	49,157,583	12.75	
45 - LIBRARY	On Campus	385,605,031	5,697,759	1.48	
<b>Subtotal For Facilities</b>			120,131,441	31.16	31.16
<b>On Campus Rate:</b>				74.14	57.16
<b>Off Campus Rate:</b>				42.98	26.00

Facilities portion  
not capped



# Purpose

- When A&M members apply for grants there are direct costs and indirect costs
- Direct-cost of providing the grant, i.e. PI's salaries, cost needed to complete the testing..beakers, test strips, etc.
- Indirect-utility cost in the lab space, depreciation on equipment, administration team costs to pay bills, receive deposits...and sponsored research team needed to ensure we are in compliance with the grant requirements
- The federal government acknowledges indirect costs are important and allows each institution to calculate an indirect cost rate which will be used to recover for facilities and administration costs

# Importance to Facilities and Administrative Cost Rate

- US Department of Health and Human Services (DHHS) is our cognizant agency and approves the F&A rate calculation and sets the rate to be applied to future sponsored agreements that are awarded to each Member
- Assets are a **major factor** in the rate calculation
- Assets are pulled from FFX and balanced to FRS



# Importance to Facilities and Administrative Cost Rate

- Asset location is very important
- Funding is also important, assets purchased with Federal funds are excluded
  - Cannot charge the Federal Gov't for the purchase of an asset on a grant/project then turn around and charge depreciation which is included in the F&A Rates
  - Ensure not double-charging





# Calculation

- Numerator: Facilities Costs Plus Administration Costs (allocated to federal programs using a defined methodology)
  - Total facility costs and allowed administration costs multiplied percentages of square footage, FTE, and/or lab space (space survey completed)
- Denominator: All MTDC Costs(defined on the accounts)
  - Derived from the NACUBO function or the effort code
    - For Research use Direct Organized Research and Cost Share Organized Research
    - or Instruction use Direct Instruction, Cost Share Instruction, Direct Departmental Research
    - For Other Sponsored Activities use Direct Other Sponsored Activities, Cost Share Other Sponsored Activities

Questions

?

?

Answers

?

# Additional Capital Asset Training Needs

- How can we help?
- Additional Training Needed?
- Additional Resources
  - Setup Meetings more often
- Follow-up training needed?
- Fleet Training Needed?
  - Fuel and Maintenance Costs enter into State's System
  - Ensure training for employees
  - Title registration
  - Reconcile logs with state fuel card



# Closing Comments

- Importance of Capital Asset Reporting
- Construction in Progress Requires Coordination
- You are **not alone**
- Appreciate all the Property Managers and Fiscal Offices coordination
- Questions?

