



**Title: Project Accounting Procedures for Local Options
Sales Tax I and II**

Effective Date: 4/18/2005 Supersedes Date:

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- I. Purpose As per the Budget Managers email and project accounting procedures dated 2/25/05: By March 31, 2005 everyone with projects in funds 350 or 351 will submit a project list to OMB for new projects (ones that have no encumbrances or expenses against them) remaining in FY 04/05 and all projects for FY 05/06. The project list should include the dollar amount for the project. The total project should equal the total remaining budget available in the department's cost centers including personnel.
- II. Scope Tracking and budgeting funds by project in funds 350 and 351 and once a project number is assigned, moving funds between projects (even if in the same cost center) will require a budget amendment.
- III. Responsibility
- A. At a minimum the project list should include the following:
1. Title
 2. Brief Description
 3. Commission District (if applicable)
 4. Total Project Amount
 5. Cash Flow of Project (how much will be spent on the project in each fiscal year)
 6. Amount in each account (personnel included)
- B. The projects must be specific. There can be no bulk projects like "land acquisition". Projects must include cradle to grave costs (i.e. from preliminary studies to finalized construction)
- C. By April 10, 2005 OMB will assign project numbers to the current year's projects and submit a project accounting budget amendment to set up the projects.
- D. After April 10, 2005 **all** requisitions in funds 350 or 351 must include the project number. All requests for payment for projects submitted (i.e. project numbers) must include a project number. It is the client department's responsibility to include the project number. The Purchasing Agent assigned the requisition will check for the project number. If the project number is not included, the requisition will be returned to the department.
- E. Starting April 10, 2005 **all** requisitions in funds 350 and 351 must include a project number. This will include all projects rebudgeted from the previous fiscal year.
- F. Any projects (i.e. moving funds from one project to another) will require a budget amendment.