



# **A PLAN TO IMPROVE TIMELY BUILDING FEE COLLECTION**

**BAR October 24, 2019**

Wayne Doty, Capital Budget Director

Cheryl Bivens, Capital Budget Analyst

## **DISCUSSION TOPICS**

What is the problem?

What is the most likely cause?

What can we do about it?

How can you help?

## BACKGROUND

Colleges collect Building Fee as part of tuition and fees.

The Building Fee account (Fund 060) is an appropriated account held in the Treasury

The Building Fee rate was tied to the 2014 rate adjusted for inflation. Recent one-credit rates:

AY1415	\$10.58	AY1719	\$11.17
AY1516	\$10.77	AY1819	\$11.51
AY1617	\$10.93	AY1920	\$11.87

Fees collected are to be deposited by the college within 35 days of the start of each quarter per RCW 28B.50.360 and FAM 40.50.10.c

Funds from the account are appropriated in the capital and operating budget



[Retrieve](#) | [Search](#)

Fund Code:

## External

- [Fund Inquiry](#)
- [Document Entry/Inquiry](#)
- [Transaction Browse](#)
- [Warrant Inquiry](#)
- [Reports](#)

## Fund

Balance As Of:	<input type="text" value="7/26/2019"/>
Book Balance:	<input type="text" value="-562,401.57"/>
Outstanding Warrants:	<input type="text" value="0.00"/>
Cash Balance:	<input type="text" value="-562,401.57"/>

Show Balances As Of:

# THE BUILDING FEE ACCOUNT BECAME OVERDRAWN ON JULY 26, 2019

Fund Type:	CAPITAL PROJECTS FUNDS (D)
Treasury Type:	Treasury (1)
Budget Type:	Appropriated (A)
Roll-Up Fund:	HIGHER EDUCATION FACILITIES FUND (FDB)
Agency:	COMMUNITY/TECHNICAL COLLEGE SYSTEM (6990)
Statute:	28B.50.360
GAAP Fund Type:	CAPITAL PROJECTS FUNDS (D)
Active:	Active
DOT Fund:	No

## **POSSIBLE CAUSES**

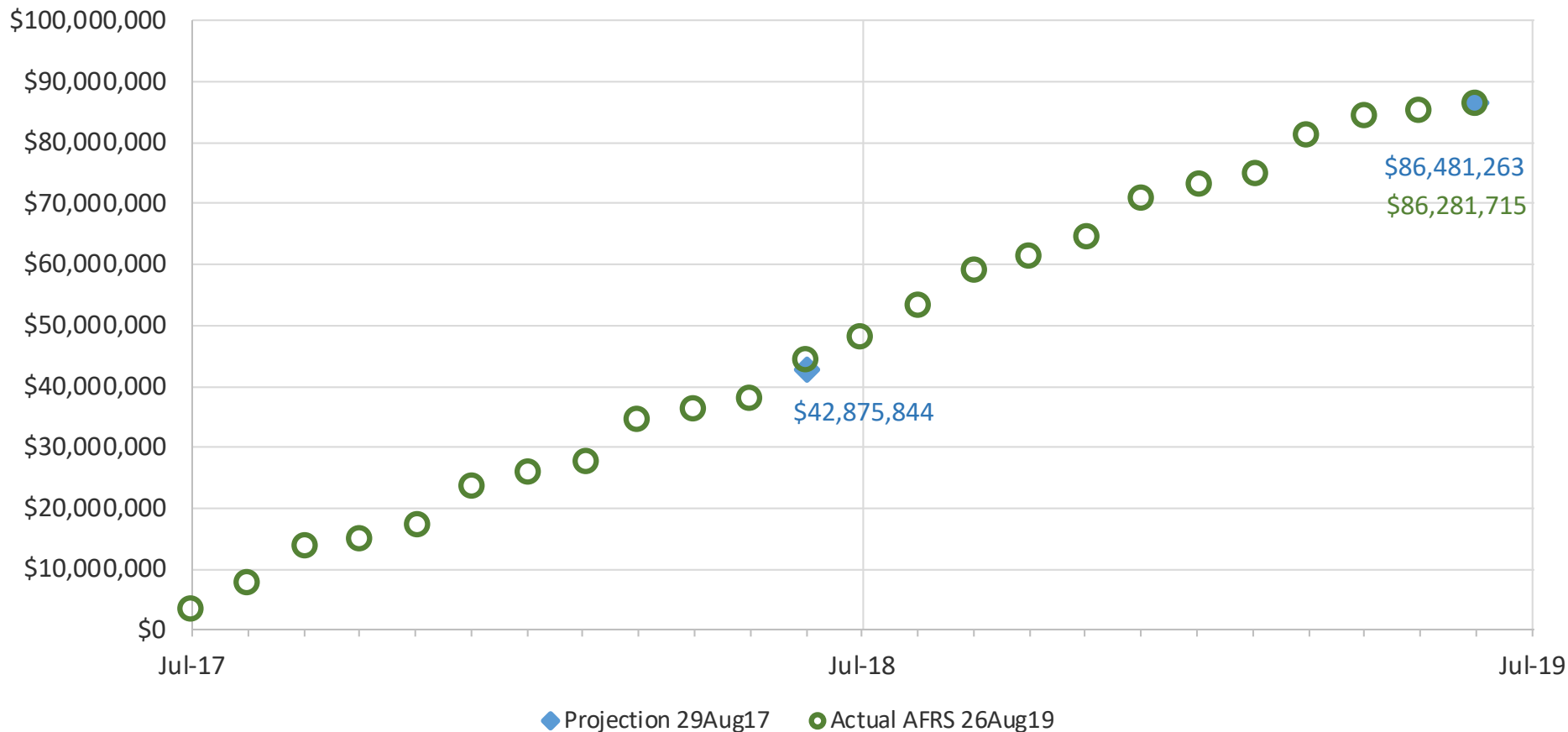
Inaccurate projection of revenue

Expenditure authorities were exceeded

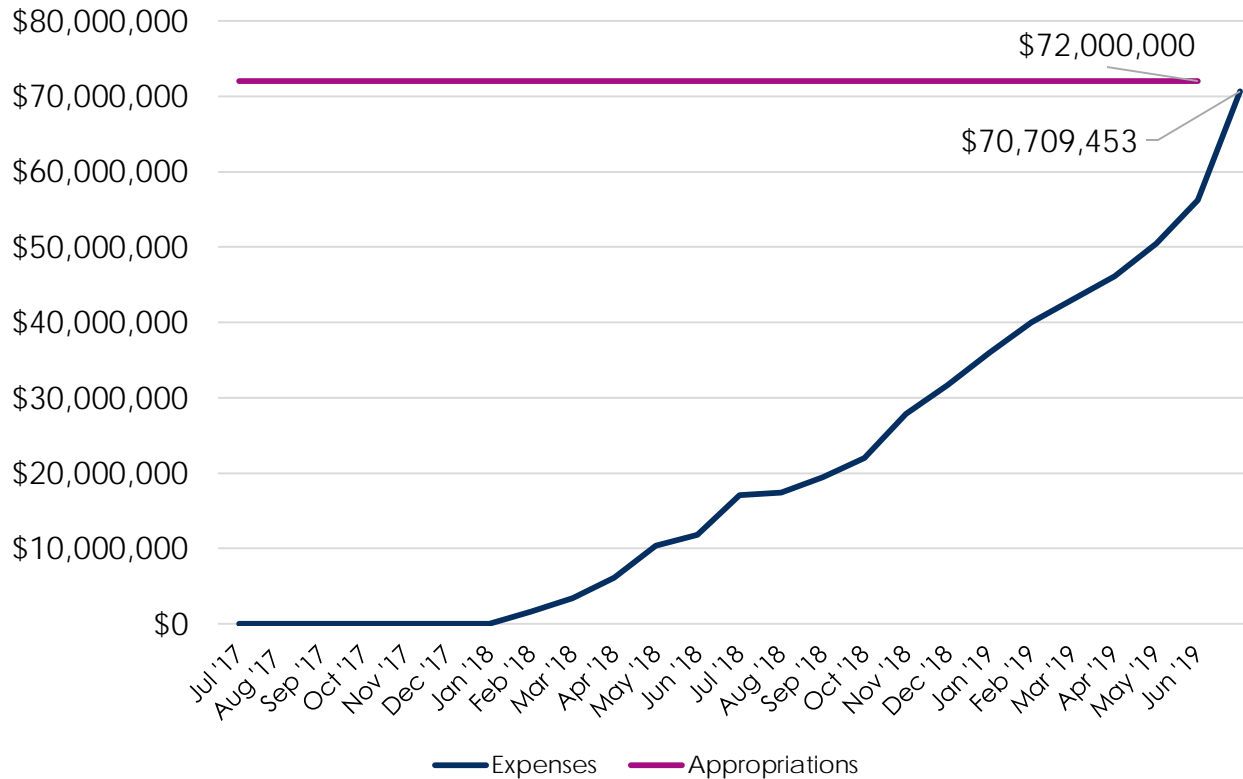
Revenue was collected but not deposited

# REVENUE RELATIVE TO PROJECTION

## 2017-19 Building Fee Revenue

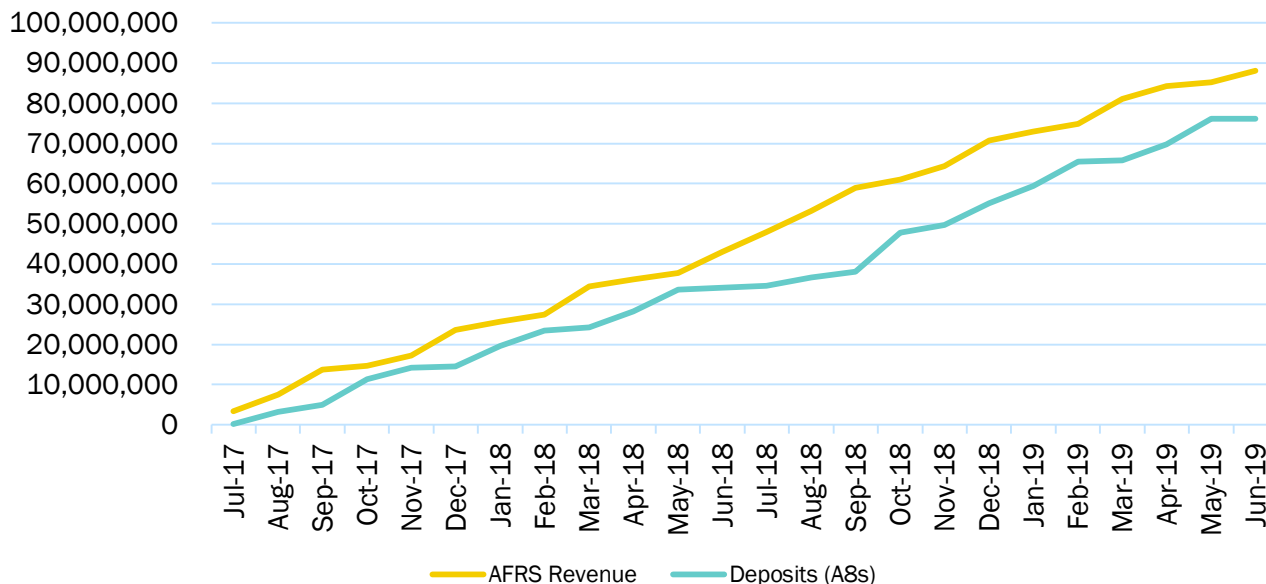


# EXPENDITURES RELATIVE TO AUTHORITIES



# DEPOSITS RELATIVE TO COLLECTIONS

This chart compares revenue reported in AFRS and TMS deposits made using the A8 form according to FAM instructions. We are aware other building fee deposits are reflected on EFT-JV forms and not readily identified during the account review process. We have also confirmed not all colleges have made required deposits.







## MONITORING PLAN

Check college deposits in Treasury relative to revenue in FMS/ctcLink quarterly

For AY1920

<b>Quarter</b>	<b>Pull data</b>	<b>For period</b>
Summer	Friday, September 13, 2019	6/1 through 8/31
Fall	Wednesday, November 13, 2019	9/1 through 10/31
Winter	Friday, March 13, 2020	11/1 through 2/29
Spring	Monday, June 15, 2020	3/1 through 5/31

Contact college if deposit does not match revenue

## SUMMER QUARTER FOLLOW-UP OBSERVATIONS

- ✓ The majority of the colleges had made timely deposits.
- ✓ Follow-up conversations revealed:
  - Treasury deposits had been netted against capital expenditure reimbursements and are not visible without studying the detail of each transaction.
  - Intended to pay in the future and were not aware of the 35-day from 1<sup>st</sup> of the quarter rule.



# SAMPLE TMS REPORTS AND COLLEGE DOCUMENTS

State of Washington

Date: 10/21/2019

Time: 2:29 pm

## Document Listing by Fund

02/14/2019 to 02/14/2019

Deposits

Pending & Posted & Validated & Authorized & Complete

Treasury Management System

ReportID: DocListFund

Page 1 of 1

Fund	Credited Agency	Posted Agency	Effective Date	Doc Num	Doc Type	Tran Code	Status	Amount	Fund Total
060	6990	6990	02/14/2019	637CR190	A8	770	Posted	9,303.00	
			02/14/2019	6521907	A8	770	Posted	118,170.50	
			02/14/2019	674 B893	A8	770	Posted	381,365.70	
									508,839.20
							<b>Report Total:</b>		508,839.20



# SAMPLE TMS REPORTS AND COLLEGE DOCUMENTS

FORM <b>AB-A</b> (TSS)		STATE OF WASHINGTON <b>AFRS CASH RECEIPTS JOURNAL SUMMARY</b>		ORIGINATING AGENCY <b>Skagit Valley College</b> <small>AGENCY TO BE CREDITED (if other than above)</small>					AGENCY NUMBER <b>6990</b>	DOCUMENT DATE <b>10/26/2018</b>					
								AGENCY NUMBER	CURRENT DOCUMENT NUMBER <small>(first 2 digits - college agency number)</small> <b>674 / B893</b>						
TRANS CODE	KEY	FUND	MASTER INDEX APPN INDEX	PROG INDEX	SUB OBJ	SUB OBJ	ORG INDEX	WORK CLASS	COUNTY	CITY	DE	GENERAL LEDGER ACCOUNT	SUBSIDIARY ACCOUNT DR	SUBSIDIARY ACCOUNT CR	AMOUNT
		<b>060</b>													<b>381,365.70</b>

ATTN: TRINA PIEPGAS  
STATE TREASURER  
FAX 360-704-5107  
TUITION TO 060  
10/2018 - 1/2019

Sum of CURR_AM						
Row Labels	04	05	06	07	08	
04	\$ (47,141.02)	\$ (80,925.38)	\$ (33,787.61)	\$ (219,511.69)	\$ (42,198.03)	
3205	\$ (47,141.02)	\$ 317,334.59	\$ (33,787.61)	\$ (219,511.69)	\$ 339,167.67	
3210		\$ (398,259.97)			\$ (381,365.70)	



# SAMPLE TMS REPORTS AND COLLEGE DOCUMENTS

State of Washington  
Date: 08/07/2019  
Time: 3:33 pm

**Document Listing by Fund**  
07/07/2017 to 08/07/2019  
Deposits & Withdrawals & JVs & Cancellations & Issues  
Posted

Treasury Management System  
ReportID: DocListFund  
Page 4 of 19

Fund	Credited Agency	Posted Agency	Effective Date	Doc Num	Doc Type	Tran Code	Status	Amount	Fund Total
060	6990	6990	07/17/2018	629BBC01	A8	770	Posted	79.54	
			08/29/2017	629BBC02	A8	770	Posted	43,766.15	
			08/28/2018	629BBC02	A8	770	Posted	42,697.06	
			09/27/2017	629BBC03	A8	770	Posted	123,595.11	
			09/26/2018	629BBC03	A8	770	Posted	79,652.10	
			10/27/2017	629BBC04	A8	770	Posted	28,322.19	
			10/29/2018	629BBC04	A8	770	Posted	61,065.68	
			11/28/2017	629BBC05	A8	770	Posted	4,842.94	

18		\$ (42,697.06)	\$ (79,652.10)	\$ (61,065.68)	\$ (5,651.21)	\$ (41,872.50)	\$ (128,139.05)
3205		\$ (42,617.52)	\$ (36,955.04)	\$ 18,586.42	\$ 55,414.47	\$ (36,221.29)	\$ (86,266.55)
3210		\$ (79.54)	\$ (42,697.06)	\$ (79,652.10)	\$ (61,065.68)	\$ (5,651.21)	\$ (41,872.50)

# SAMPLE A-8 AND FMS DATA

A8-A   AFRS CASH RECEIPTS												BIG BEND COMMUNITY COLLEGE					AGENCY # 6990	DOCUMENT DATE 9/27/2017		
JOURNAL SUMMARY																		DOCUMENT NUMBER 629BBC03		
TRANS CODE	RE	FUND	APPN INDEX	PROGRAM INDEX	SUB OBJ	SUB OBJ	ORG INDEX	WORK CLASS	COUNTY	CITY	PROJECT	SUB PROJ	PROJ PHAS	MAJ GRP	MAJ SRCE	SUB SOURCE	GENERAL LEDGER ACCOUNT	SUBSID ACCT DR	SUBSID ACCOUNT CR	AMOUNT
		060																		123,595.11
		561																		28,316.37
PREPARED BY										TELEPHONE NUMBER (509) 793-2020			DATE OF DEPOSIT 09/27/17		STATE TREASURER VALIDATION				TOTAL DEPOSIT 151,911.48	
APPROVED BY C. RIOS										OST USE ONLY							BATCH TOTAL			

Row Labels	01	02	03
18	\$ (43,766.15)	\$ (123,595.11)	\$ (28,322.19)
3205	\$ (43,082.02)	\$ (79,828.96)	\$ 95,272.92
3210	\$ (684.13)	\$ (43,766.15)	\$ (123,595.11)



# SAMPLE TMS REPORTS AND COLLEGE DOCUMENTS

We can't identify the college making the deposit nor the period of time in this sample.

State of Washington

Date: 08/07/2019

Time: 3:33 pm

## Document Listing by Fund

07/07/2017 to 08/07/2019

Deposits & Withdrawals & JVs & Cancellations & Issues  
Posted

Treasury Management System

ReportID: DocListFund  
Page 1 of 19

Fund	Credited Agency	Posted Agency	Effective Date	Doc Num	Doc Type	Tran Code	Status	Amount	Fund Total
060	6990	6990	09/19/2018	020AUG20	EFT JV	764	Posted	(200,513.94)	
			08/17/2018	020JULY2	EFT JV	764	Posted	(17,817.31)	
			09/21/2018	020JUN20	EFT JV	764	Posted	(3,153.36)	
			09/24/2018	020JUN20	A8	770	Posted	(5,469.03)	
			06/29/2018	020JV011	JV	783	Posted	3,679.68	
			12/20/2018	020NOV20	EFT JV	764	Posted	(33,913.22)	
			12/10/2018	020OCT20	EFT JV	764	Posted	(232,129.41)	
			10/31/2018	020SEP20	EFT JV	764	Posted	(33,369.87)	
			12/21/2018	14395898	EFT JV	764	Posted	(72,665.35)	
			01/03/2019	14395898	EFT JV	764	Posted	72,665.35	
			10/15/2018	2017REMI	A8	770	Posted	1,804,809.07	
			11/20/2018	210CFY1	EFT JV	764	Posted	(217,501.87)	



# DON'T NET DEPOSIT WITH EXPENDITURES

State of Washington

Date: 08/20/2019

Time: 1:24 pm

## Document Listing by Fund

04/13/2018 to 04/13/2018

Deposits & Withdrawals & JVs

Pending & Posted & Validated & Authorized & Complete

Treasury Management System

ReportID: DocListFund

Page 1 of 1

Fund	Credited Agency	Posted Agency	Effective Date	Doc Num	Doc Type	Tran Code	Status	Amount	Fund Total
060	6990	6990	04/13/2018	394VPR03	EFT JV	764	Posted	(124,128.00)	
			04/13/2018	637JV180	EFT JV	764	Posted	(3,855.16)	
			04/13/2018	639CR142	A8	770	Posted	355,862.49	
			04/13/2018	66200094	EFT JV	764	Posted	401,064.08	
			04/13/2018	675-9	EFT JV	764	Posted	(86,485.00)	
			04/13/2018	69618041	A8	770	Posted	207,213.65	
			04/13/2018	696JV03A	EFT JV	764	Posted	(260,688.86)	
									<b>488,983.20</b>

Effect Date	Doc Num	Fund	Orig Agy	Pst Agy	Type	Amount	Tran Cd	Status
04/13/2018	66200094	001	6990	6990	E	(3,804,607.29)	764	T
04/13/2018	66200094	057	6990	6990	E	831,555.80	764	T
04/13/2018	66200094	060	6990	6990	E	83,283.50	764	T
04/13/2018	66200094	08A	6990	6990	E	2,388,716.00	764	T
04/13/2018	66200094	489	6990	6990	E	1,311,915.00	764	T
04/13/2018	66200094	561	6990	6990	E	(71,971.95)	764	T
04/13/2018	66200094	060	6990	6990	E	(484,347.58)	764	T



## RCW 28B.50.360

Construction, reconstruction, equipping, and demolition of community and technical college facilities and acquisition of property – Community and technical college capital projects account – Disposal of building fees.

Within thirty-five days from the date of start of each quarter all collected building fees of each such community and technical college shall be paid into the state treasury...

## **FAM MANUAL 40.50.10.C**

### **Tuition and Fee Distribution Table**

The Tuition and Fee Distribution Table (GA2001) contains the percentages distributed to each fund for the various fee codes.

...fund 060 ... must be remitted to the State Treasurer within 35 days from the start of each quarter and for fund 561 monthly.

## **FAM MANUAL 40.50.10.C.1**

### **How is a State Treasurer payment recorded?**

When payment is made to the State Treasurer for the building fee portion and the innovation portion, the cash is reduced in fund 840; the receivables and payables are cleared; and accrued revenue is changed to cash revenue in fund 060 and fund 561...

Additionally, the amounts must be wire transferred to the State Treasurer with prior notification to inform them of the amount being wired and when it will be sent. Additionally, an **A-8, Cash Receipts Voucher** is prepared and faxed to the State Treasurer providing the **college name** and **agency number**, the amount being deposited, the fund receiving the deposit and the date the monies will be transferred.

## ONE OF THE CHALLENGES

TRE document numbers are limited to 8 characters

## PROPOSED SOLUTION

Use ctcLink college code, AYQ for revenue, and month\* in document number

And, put agency number in A8

\* Month is not needed if making quarterly deposits

## ctcLink 2 DIGIT CODES

<b>College</b>	<b>Code</b>
Bates	BA
Bellevue	BV
Bellingham	BH
Big Bend	BB
Cascadia	CC
Centralia	CN
Clark	CL
Clover Park	CP
Columbia Basin	CB
Edmonds	ED
Everett	EV
Grays Harbor	GH
Green River	GR
Highline	HI
Lake Washington	IW
Lower Columbia	IC
North Seattle	NS

<b>College</b>	<b>Code</b>
Olympic	NS
Peninsula	OI
Pierce Fort Steilacoom	PF
Pierce Puyallup	PY
Renton	RE
Seattle Central	SC
Shoreline	SL
Skagit	VI
South Puget Sound	SL
South Seattle	SS
Spokane	SK
Spokane Falls	SF
Tacoma	TC
Walla Walla	WW
Wenatchee	WN
Whatcom	WH
Yakima	YK

## YEAR/QUARTER CODES

<b>Academic Year</b>	<b>Summer Quarter</b>	<b>Fall Quarter</b>	<b>Winter Quarter</b>	<b>Spring Quarter</b>
2019 - 2020	B901	B902	B903	B904
2020 - 2021	C011	C012	C013	C014
2021 - 2022	C121	C122	C123	C124
2022 - 2023	C231	C232	C233	C234
2023 - 2024	C341	C342	C343	C344
2024 - 2025	C451	C452	C453	C454
2025 - 2026	C561	C562	C563	C564
2026 - 2027	C671	C672	C673	C674
2027 - 2028	C781	C782	C783	C784
2028 - 2029	C891	C892	C893	C894
2029 - 2030	C901	C902	C903	C904

# FISCAL MONTH

<b>Month</b>	<b>Number</b>
July	01
August	02
September	03
October	04
November	05
December	06
January	07
February	08
March	09
April	10
May	11
June	12



## TRE DOCUMENT NUMBER FOR DEPOSITS

For monthly deposit:

**BA****B902****04**

BA = Bates

**B902** = Fall Quarter

**04** = October

For quarterly deposit:

**BA****B902**

BA = Bates

**B902** = Fall Quarter



## AGENCY CODES

<b>College</b>	<b>Number</b>
Bates	695
Bellevue	627
Bellingham	694
Big Bend	629
Cascadia	634
Centralia	632
Clark	635
Clover Park	696
Columbia Basin	639
Edmonds	610
Everett	605
Grays Harbor	648
Green River	649
Highline	652
Lake Washington	692

<b>College</b>	<b>Number</b>
Lower Columbia	657
Olympic	662
Peninsula	665
Pierce	637
Renton	693
Seattle District	670
Shoreline	672
Skagit	674
South Puget Sound	675
Spokane District	676
Tacoma	678
Walla Walla	683
Wenatchee	686
Whatcom	621
Yakima	691



# A8 WITH PROPOSED CODING

FORM		STATE OF WASHINGTON										AGENCY NO		DOCUMENT DATE					
<b>A8-A</b>		<b>AFRS CASH RECEIPTS</b>										<b>695</b>		<b>10/24/2019</b>					
(7/2005)		<b>JOURNAL SUMMARY</b>										<b>ORIGINATING AGENCY:</b> <b>Bates Technical College</b>							
<b>AGENCY TO BE CREDITED (IF OTHER THAN ABOVE)</b> <b>Community and Technical College System</b>										<b>AGENCY NO</b> <b>699</b>		<b>CURRENT DOCUMENT NUMBER</b> <b>BAB90204</b>							
TRANS CODE	R E V	FUND	MASTER INDEX		SUB OBJ	SUB OBJECT	ORG INDEX	WORK CLASS	PROJECT	SUB PROJ	PROJ PHAS	MAJ GRP	MAJ SRCE	SUB SOURCE	GENERAL LEDGER ACCOUNT	SUBSIDIARY ACCOUNT DR	SUBSIDIARY ACCOUNT CR	AMOUNT	
			APPN INDEX	PROGRAM INDEX															
		<b>060</b>																<b>100,000.00</b>	
PREPARED BY								PHONE NUMBER			DATE OF DEPOSIT			STATE TREASURER VALIDATION			TOTAL DEPOSIT		
											<b>10/24/2019</b>						<b>100,000.00</b>		
APPROVED BY											OST USE ONLY			BATCH TOTAL					
<b>A. BARmember</b>														<b>100,000.00</b>					



# THANK YOU!

## Your thoughts and questions?