



BAR CTCLINK SUBTEAM MEETING CAPITAL PROJECTS

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SBCTC Policy Manual

Chapter 6: Capital Expenditures and Real Property Transactions

[RCW 28B.50](#) authorizes the State Board, to approve:

- A. Any expenditure of designated capital funds (from either Fund 147 or a legislative appropriation).
- B. Any expenditure of other local funds for a capital purpose (i.e., to acquire, construct or improve real property).
- C. Each capital improvement project as an action affecting educational facilities.
Projects include purchases of real property, new construction, replacements, renovations, remodels, major repairs, land acquisitions and site improvements.

2021-23 Capital Budget Request Documents

- [2022 Supplemental Capital Budget Request \[PDF\]](#)
- [2021-23 Capital Budget Request one-pager \[PDF\]](#)
- [2021-23 Capital Budget Request —information by college](#)
- [2021-23 Capital Budget Request documentation \[PDF\]](#)

[2021-23 Capital Budget Request 1-pager](#)

The State Board prepares a prioritized budget request on behalf of the colleges seeking state capital appropriations. This includes:

- Preservation and repairs (Facilities, Roof, Site)
- Program (remodel, new space)
- Major project construction (over \$5 million)
- Alternative financing for capital projects (COPs)

LOCAL CAPITAL REQUESTS



Local Capital Expenditure Request Authority

College:	<u>Clover Park Technical College - 290</u>	Date:	<u>7/21/2021</u>
Contact:	<u>Wesley Prater</u>	Phone No.:	<u>253-589-5813</u>

PROJECT

Project Title: Air Quality Improvement - Multiple Buildings

Project description (short):

Replace HVAC filters across multiple buildings, upgrading filters where possible. Address aging, inefficient building systems and components. Improve economizer operation in HVAC units where possible.

Benefits project will produce:

Improve ventilation air/indoor air quality related to both pathogens such as COVID-19 and smoke particulates during fire season. Improve energy efficiency, reducing the overall energy, water and operational costs.

Local Capital Expenditure Request

Colleges can choose to spend their own local funds on capital projects. This could be the result of grant funding, student government approved capital projects, or capital projects not eligible for state funding.

Projects less than \$1 million can be approved by the State Board Executive Director. Projects greater than \$1 million are added to the consent agenda at the next available State Board meeting.



Allocation Schedule

Expenditure Monitoring Report

Project Schedule

SBCTC Home

Community and Technical Colleges Capital Budget Tracking

2021-2023

Capital Budget Tracking

----Select a Site----

Captrack is the State Board's online capital activity resource. Capital expenditures are collected daily for Peoplesoft colleges and monthly for Legacy colleges. This is your primary resource for allocations and expenditure tracking.

There are currently 686 active projects totaling \$832,931,123.

2021-2023 Capital Allocation Schedule
Big Bend Community College - 180

OFM Project	SBCTC Project	Fund	Approp	Description	Approp Reapprop	Unallotted Reserve	Allocations
30000981	M491	147	R10	PTEC second floor construction approved Resolution 16-09-40, +\$5M SB Res 20-06-25 (FM13 reapprop)	\$189,086.23	\$0.00	\$189,086.23
40000258	P034	060	A16	Big Bend Community College URF (BI1921 postponed)	\$15,760.00	\$0.00	\$15,760.00
40000169	P235	060	A13	Comp Science (180-150; UFI A06737) - Repair or replace the stucco that has developed cracks (FCS F03) (BI1921 postponed)	\$34,422.00	\$0.00	\$34,422.00
40000112	P328	057	A09	Big Bend Community College - Renovation of Science Laboratories (Multiple) (BI2123 reapprop - spent out) \$0 available this biennium; -\$190,398.20 9/15/21 moved to Bates P519	\$159,601.80	\$159,601.80	\$0.00
40000308	Q158	057	C19	Allied Health (180-170; UFI A08441) - Replace the obsolete boilers with degraded controls and tubes. (2019 FCS - Deficiency F05)	\$236,000.00	\$0.00	\$236,000.00
40000308	Q159	057	C19	Allied Health (180-170; UFI A08441) - Repair the concrete canopies to ensure that they remain structurally intact. (2019 FCS - Deficiency F06)	\$67,000.00	\$0.00	\$67,000.00



[Allocation Schedule](#)

[Expenditure Monitoring Report](#)

[Project Schedule](#)

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Community and Technical Colleges Capital Budget Tracking

2021-2023

Expenditure Monitoring

**2021-2023 Capital Expenditure Monitoring Report
Big Bend Community College - 180
As of End of Fiscal Month: August 2021**

Fund	Approp	Proj.	Description	Approp Reapprop	Unallotted Reserve	Allocations	Expenses	Accrued	Expenditure Variance	Encumbered	Uncommitted Balance
057	A09	P328	Big Bend Community College - Renovation of Science	\$159,601.80	\$159,601.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
057	A09	P604		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
060	A13	P235	Comp Science (180-150; UFI A06737) - Repair or rep	\$34,422.00	\$0.00	\$34,422.00	\$0.00	\$0.00	\$34,422.00	\$0.00	\$34,422.00
060	A16	P034	Big Bend Community College URF (BI1921 postponed)	\$15,760.00	\$0.00	\$15,760.00	\$0.00	\$3,109.92	\$12,650.08	\$0.00	\$12,650.08
057	C19	Q158	Allied Health (180-170; UFI A08441) - Replace the	\$236,000.00	\$0.00	\$236,000.00	\$0.00	\$0.00	\$236,000.00	\$0.00	\$236,000.00



Local Funds and Appropriation Indexes

Fund	Appropriation	Description
145	R15	Grant funding (energy, federal, etc.)
147	R10	Local capital projects
522	R12	ASG capital projects
524	R14	Bookstore capital projects
528	R18	Parking capital projects
569	R19	Food Services capital projects
570	R17	Auxiliary capital projects
573	R13	Housing capital projects

State Funds

Fund	Description
057	State Building Construction Account
060	Community & Tech College Capital Projects Account

State funded projects are appropriated for each biennium.

The current biennium is 7/1/2021 – 6/30/2023.

Minor Works projects are **NOT** re-appropriated in the next biennium:

- C19 – Minor Repairs Facility
- C20 – Preventive Facility Maintenance and Building Repairs
- C21 – Minor Works Preservation
- C22 – Minor Repairs Roof
- C23 – Minor Repairs Roof
- C24 – Minor Repairs Site
- C26 – Minor Works – Infrastructure and Program

Major Projects are automatically re-appropriated until the project is complete.

Locally funded projects are re-appropriated until the project is complete.

Friendly Tips:

The business officers can be instrumental in keeping capital projects on time and on budget. In my observation, colleges that have regular meetings between the Facilities/Capital project staff and the business office, are much more likely to keep their capital projects moving forward throughout the biennium.

Business offices should regularly monitor [Captrack](#) for overspent budgets or coding errors and make timely corrections or budget transfers.

Check for anomalies in Captrack and research the details.

- If you see expenditure lines without a project description, that indicates either a project that no longer has funding or an incorrect chartstring combination.
- When you see “0” in the Uncommitted Balance column, it’s resolved but will stay on the report through the biennium.

[Select another college](#)

**2021-2023 Capital Expenditure Monitoring Report
Olympic College - 030
As of End of Fiscal Month: August 2021**

Fund	Approp	Proj.	Description	Approp Reapprop	Unallotted Reserve	Allocations	Expenses	Accrued	Expenditure Variance	Encumbered	Uncommitted Balance
057	A01	P368	Shop Renovation Design and Construction (BI2123 re	\$8,394,477.00	\$8,146,731.71	\$247,745.29	\$0.00	\$0.00	\$247,745.29	\$0.00	\$247,745.29
060	A06	P003		\$0.00	\$0.00	\$0.00	(\$26,645.73)	\$0.00	\$26,645.73	\$0.00	\$26,645.73
057	A08	P380	Innovation & Tech (Design) (FM13 reapprop)	\$2,544,044.00	\$2,334,044.00	\$210,000.00	\$0.00	\$0.00	\$210,000.00	\$0.00	\$210,000.00
057	A09	P540		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Questions?

Capital projects are created in the Project Costing module.

Refer to the Quick Reference Guides in the ctcLink Reference Center.

9.2 FIN - Project Costing

Capital Projects

[9.2 Create and Manage a Capital Project](#)

[9.2 Capital Projects: Project Type and User Field 5](#)

[9.2 Managing Project Costing Budgets](#)

[9.2 Modifying a Project Budget](#)

[9.2 Modifying a Project Activity](#)

[9.2 Maintaining Project Activity Status](#)

[9.2 Update Project Manager](#)

[9.2 Running a PeopleSoft Query](#)

[9.2 Managing the Project Resource Query](#)

[9.2 Linking a Document to a Project](#)

[9.2 Closing a Capital Project or Program Project](#)

[View all chapters](#)

- General Information
- Project Costing Definition
- Primavera
- Manager
- Location
- Phases
- Approval
- Justification
- User Fields >

Be sure to use CP_LC or CP_ST for project type

Project 0000002513

Add to My Projects

Project Hier

*Description Big Bend - Prof Tech Art

Program

Processing Status Active

*Integration INTGRN_TM

WA000 Template

Project Status: Open

Project Type CP_ST

Capital Projects State Funded

Percent Complete 0.00

As Of

Project Health As Of

Project Schedule

*Start Date 07/01/2017 *End Date 06/30/2023 Additional Dates

Description
Date/Time Stamp 10/25/19 9:30:29PM User ID CTC_CONVERSION
Description: 30000981 Art during Construction phase



The 4-character State Board project number must go here!

< Project Costing Definition Primavera Manager Location Phases Approval Justification **User Fields** Rates >

Project 0000002513

Description Big Bend - Prof Tech Art

User Fields

Field 1	<input type="text"/>	User Currency	<input type="text"/>
Field 2	<input type="text"/>	Amount 1	<input type="text"/>
Field 3	<input type="text"/>	Amount 2	<input type="text"/>
Field 4	<input type="text"/>	Amount 3	<input type="text"/>
Field 5	<input type="text" value="N492"/>	Date 1	<input type="text"/>
		Date 2	<input type="text"/>

30000981	N492	057	U84	Big Bend - Prof Tech Art (BI1921 reapprop 1/2020)	\$112,343.67
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Related

Budget Detail

Project

Plan ID 1

Currency Code USD

Calendar ID PC

Analysis Type BUD

✓ Budget eligible for finalization

⚠ Budget not eligible for finalization

Description Big Bend - Prof Tech Art

Description Big Bend - Prof Tech Art

Charging Level Detail

Number of Periods 1

Create your budget and include all your chartstring values.

Distribute Budget

Distributed Budget

Expand

Filter Budget Item

Project Budget Details

Project Budget Details									
Budget Periods									
Project Detail									
General Ledger Detail									
Commitment Control Detail									
Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Unc Adj
✓		[-] Big Bend - Prof Tech Art		Select Spread		0.00	164,271.00	164,271.00	
	1	[-] WA ARTS COMMISSION 3000981		Select Spread		0.00	164,271.00	164,271.00	
✓		Equipment				0.00	112,344.00	112,344.00	
✓		Equipment				0.00	18,527.00	18,527.00	
✓		Equipment				0.00	33,400.00	33,400.00	

Create your budget and include all your chartstring values.

GL Business Unit	Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Appropriation Index	Subsidiary	State Purpose
WA000	5030004	7002	057	23400		901	U84		N
WA000	5030004	7002	057	23400		901	U84	387000	N
WA000	5030004	7002	057	23400		901	U84	387000	N

As you process invoices, be sure to include the Peoplesoft project number in your chartstring coding.

Note: Funds 057 and 060 will not let you complete an expenditure entry without a Peoplesoft project number.

STATE OF WASHINGTON

WASHINGTON STATE ARTS COMMISSION

711 Capitol Way S, Suite 600, PO Box 42675 Olympia, WA 98504-2675
(360) 753-3860 • FAX (360) 586-5351

DATE: April 12, 2021
TO: Cheryl Bivens, Capital Budget Analyst
State Board of Community and Technical Colleges
FROM: Diann Lewallen, Senior Financial Consultant
SUBJECT: Art in Public Places
387-2021-018 November and December 2020, FY21

This invoice is for the reimbursement to the Washington State Arts Commission (WSAC) for public artwork acquisition costs, program administration costs, and/or conservation fees for the following listed community college building projects:

30000981
U84
PS 2513

Big Bend College	Artwork	Administration	Conservation	Total Allocation
Professional-Technical Edu Cntr.				
Total Allocation	\$105,678.33	\$19,630.65	\$5,562.02	\$130,871.00
Previous Invoices	\$67,196.99	\$9,815.32	\$5,562.02	\$82,574.33
Amount Due This Invoice	\$14,149.25	\$0.00	\$0.00	\$14,149.25
Balance	\$24,332.09	\$9,815.33	\$0.00	\$34,147.42
ArtsWA (WSAC) Fiscal: DR 1354 699000 CR:	3BBC03995J	5195/ADMIN0	5195/8MNT00	

If your purchase requisition or purchase order fails budget check, there are exception reports or queries you can use to isolate the problem. Frequent causes can be:

- Date ranges of project or activity
- Not enough budget assigned to the correct parent category (Salary, Fringe, Travel, Equipment)
- Not enough eligible budget remaining.

Reviewing Project Commitment Control Errors

Navigation: NavBar > Navigator > Project Costing > Budgeting > Review Commitment Control

1. The **Review Commitment Control** page displays.
2. Enter the **Business Unit**.
3. Select **Search** to review the results.
4. Select the **Project** number to review errors.

Note: If zero results, no projects are in error.

Work with your accounting support staff for current reports and queries

RESOURCES

[Chapter 6 State Board Policy Manual](#)

[Capital budget Request](#)

[Captrack](#)

[ctcLink Reference Center – 9.2 Project Costing - Capital Projects](#)

[Local Capital Expenditure Request](#)

[SAAM Fund Account Codes by code number](#)

[Capital projects QRGs](#)

[Cheryl Bivens](#) 360.704.4386



Questions?