



Section	11	PROJECT COSTING	Effective Date	7/1/2015
Sub-section	08	Closing Capital Projects	Revision Date	3/31/2015
SAM Ref	n/a			

BACKGROUND

When project field representatives and DFD project managers deem a project is completed it can be closed in the accounting system. Before closure in STAR, the capital accounting section will make certain that any remaining project encumbrances are liquidated, final revenue transfers into the projects to cover project costs are processed, applicable agency refunds are made and excess spending authority is reverted to its original funding source. Only after these tasks are completed is the project closed in the accounting system.

POLICIES

1. DFD must declare a project completed before the capital accounting section can process the closing in the accounting system.
2. In accordance with State Building Commission policy section V, when closing a project partially or wholly funded by general obligation bonds, after building trust funds for planning have been reimbursed, the remaining budget will be pro-rated back to the original funding sources approved by the commission.
3. Deviation from policy #2 that increases the bond funded expenditures to a higher than pro-rated portion may be allowed but requires approval from the State Building Commission’s Secretary (DFD Division Administrator)
4. Deviation from policy #2 that seeks to substitute agency cash for bonding authority may be allowed but requires approval from the Secretary or a DFD designee.
5. Closed projects in STAR will not be purged, but may be archived.

PROCEDURES

Additional procedures pending.