

# **Instructions for Preparing Capital Project Draw Schedules**

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**Department of Planning and Budget**

**September 2018**

# CAPITAL PROJECT DRAW SCHEDULES


**DATE DUE: October 19, 2018.** Each year, agencies with capital projects need to project their need to draw down approved bond funding for their projects. The Departments of Planning and Budget and the Treasury need this information in order to schedule bond issuances in the coming year and to project the need for debt service funding in the next biennium. Accordingly, each agency should follow the instructions below in submitting the draw schedules to the Department of Planning and Budget through the PB system.

## INSTRUCTIONS

### Getting to the Module

1. Mouse over the “Capital Budget” tab in the top line.
2. From the drop down menu, mouse down to “Capital Project Review”.
3. From that resultant menu, select (click on) “Draw Schedule”.

### Completing the Document

1. Agency: Key in or select agency code.
2. Project: The list of agency projects for an agency is available by clicking on the  icon. Select a project.
3. Current Appropriation: PB will populate the document with the appropriation balances by fund detail of the project selected. Note: Not all fund details may be shown; only those fund details for which draw schedules are needed will be shown. These numbers are the “current operating amount” shown in the project’s operating plan. They are the sum of the project’s appropriation balance at the beginning of the fiscal year and any budget executions (BEX) processed since July 1 of the current fiscal year. They do not include expenditures.
4. Adjustment to Appropriation: For pool projects only. If your agency has received a funding report from the Bureau of Capital Outlay Management authorizing you to submit a CO-2 for the construction phase of a project, but no

BEX has yet been processed to transfer the bond appropriation to the project, enter the amount set out in the funding report in the “Adjustment to Appropriation” field. Click on the “Update Balances” button at the top of the form to update the “Balance to be Allocated” field.

5. **Draws:** In the “Draw Schedule” section, enter, by fiscal year and fund detail, the projected monthly expenditures for the project. (For the first three months of FY 2019, enter the actual expenditures.) By clicking on the “Update Balance” button at the top of the document, the amounts for each fund detail in the “Balance to be Allocated” fields will be updated to incorporate the monthly entries you have made. Therefore, you can easily monitor how much more of each balance needs to be spread.
6. **Submission:** After all balances have been allocated, submit for agency review and then to DPB.

If you have any questions or problems, contact your DPB analyst.