

FROM CONCEPT TO CLOSE OUT
Managing the Numbers

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Providing Account-Ability to K-14 School Districts

DEMOGRAPHICS & ELIGIBILITY

- **Project defined by anticipated new development**
- **Project determined by overcrowding /infill**
- **Project due to age or condition of facilities**

DEMOGRAPHICS & ELIGIBILITY

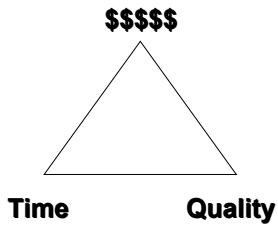
Develop a concept:

- **Site selection/cost**
- **Location to serve need**
- **New site, expansion, remodel**
- **Confirm eligibility**
- **Maximize funding thru design/project configuration**

CREATE THE CONCEPT BUDGET

- Land estimate
- 70% to construction
- Design component
- Testing & Inspection
- Furniture & Equipment
- Contingency

UNDERSTAND THE CONSTRAINTS



FUND THE PLAN

- Combine all possible funding
- Do the politics
 - In-house
 - With the public
- Sell it with wriggle room
- Maximize every opportunity

REFINE THE NUMBERS

- **Compare architect estimates with your numbers**
 - Discuss the differences
- **Modify your budget**

If the numbers don't work, don't just change the budget – change the project!

MANAGE THE CASH FLOW

- **Age each project**
 - Estimating when each component of the funding will come in
 - Estimate the amount of expenditure by category in each fiscal year
- **Analyze the resulting cash flow**

MANAGE THE CASH FLOW

If there isn't positive cash flow, there are two basic options, get cash sooner or do project later.

- **Delay project**
- **Phase the project**
- **Bridge finance – in house**
- **Bridge finance – outside funding**

WATCH THE FUND BALANCE

*Even if each project is balanced
and has positive cash flow,
the fund may not balance.*

- Multi-year projects in a SACS accounting system
- Multi-fund projects and purchase orders

REFINE THE NUMBERS

- The budget should change as you know more about the project
- Document the changes
- Keep your board and oversight committee informed (but don't make them nervous!)
- Talk to your team about the numbers

KEEP THE PROJECT RECORD

- 3 types of audit control
 - Alpha
 - Numeric
 - Project – this one is yours to manage!
- Includes the as-builts, plans & specs, submittals, correspondence, and warranty binders as well as the contracts and invoices

BE READY FOR THE AUDIT

- Plan from the beginning to finish well
- Track everything that you will need for the audit – and not a lot more
 - An object code for each audit column
- Plan your bids to enable accounting for each OPSC project
- Keep your records by project

ASK FOR HELP WHEN YOU NEED IT!

- Get to know your peers
 - CASH
 - County office meetings
- Let your consultants earn their pay
- Make sure your support team fills in the gaps

*Never assume you know
all you need to know.*

*Please feel free to call if you have
questions or concerns,
or if we may be of any assistance.*

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