

## Documentation – Plant Project Review (Web)

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On a monthly basis, four reports are reviewed to monitor the status of plant fund indexes. These reports are important in that they facilitate resolution of deficit fund balances and capitalization review for plant fund projects that are to be closed.

The following reports are run:

**1. Report: Plant Projects – Project end date**

This report lists any open plant funds for which the project end date has been reached. The Financial Analyst, Property Management runs and distributes these reports to the associated financial manager requesting them to advise within one week as to the action to be taken: extend the project end date because it is not completed or to close the project. If the project is to be extended, the Financial Analyst, Property Management updates the banner **FRAGRNT** form with the new project end date. For plant funds that are to be closed, surpluses/deficits are resolved by processing funding transfers, budgets are adjusted so that the available balance is adjusted to zero, and the project is reviewed for capitalization by the Financial Analyst, Property Management.

**2. Report: Plant Deficit Report**

This report generates a list of plant fund projects that have a deficit fund balance. The Financial Analyst, Property Management reviews the report to determine if the deficit will be resolved after loan amortizations, insurance proceeds, etc. The remaining plant fund projects for which funding has not been identified will appear on a report that is distributed to the appropriate financial manager for resolution.

**3. Report: Summary of Plant Funds over Budget Needing Additional Approval**

The report lists the plant fund projects that are over budget and the level of approval needed. The Financial Analyst, Property Management reviews the report prior to sending it to the financial manager to obtain the appropriate approvals. After the Financial Analyst, Property Management receives the appropriate approval, the budget can be adjusted and any additional funding entries prepared. The Assistant Budget Director will make the appropriate budget entries related to 771xxx or 772xxx indexes.

**4. Report: Fund Balance by Fund-Plant Fund with Fund Raising Activity**

This report provides a listing of all plant fund indexes that are open. It displays the fund balance detail (beginning balance, current fiscal year activity and the current fund balance) and the pledge balance detail (open pledges earmarked for the fund). This is a comprehensive report which is reviewed by the Financial Analyst, Property Management, Assistant Budget Director, Assistant Controller and the Controller to monitor that deficit balances are being resolved, plant funds are being closed on a timely basis and outstanding pledges are collectible.