**Construction Accounting Procedures**

**PECO Funds Draw Request:**

1. Update the “Disbursement at present” column on the current 442 report from the updated OEF 442 sheet sent from the State.
2. Update the “Life to date expenditure” for each project. These numbers come from the budget status report. FPAC usually inputs these numbers as well as the “Estimated Expenditures next 60 days”
3. Review the “Life to date expenditure” numbers for accuracy
   a. Cash on hand not to exceed $5 million
   b. Draw request not to exceed mandated monthly amount (listed on the maximum disbursement schedule from state)
4. Email Construction Supervisor for approval.
5. Input information into the Northwest system.
6. Email Don Armstrong with DOE and Natasha Ray in Cash Management.

**Construction KK/GL and Cash Reconciliation**

Since construction projects span fiscal years, Commitment Control “KK Ledgers” must be reconciled to the general ledger on a monthly basis to ensure accuracy of the KK ledgers. For the same reason, it’s also necessary to reconcile cash balances.

**KK/GL**

1. Pull the all funds query and the budget status report
2. Add all the expenses from the GL to the 6/30/11 balances to get the LTD balances
3. Compare LTD balances to the budget status report
4. If there are any differences research why.

**Cash**

1. Run the All Funds query to obtain the GL cash totals
2. Calculate cash for each project by subtracting LTD expenditures, A/P (311000), and Due-From (163000), from the current drawdown (revenue) total
3. Compare the calculated cash total to the GL cash total
4. Research any variance. (Make sure the journal has been entered to record the cash from the current month’s 442 report to avoid potential discrepancies.)