

CSU Capital Training Program 2005

FINANCES OF NONSTATE PROJECTS



Thursday, May 12, 2005

9:00 a.m. to 4:00 p.m.

CSU Chancellor's Office

Hosted By

CSU Facilities Management
Institute
CSU Office of the Chancellor

NANCY GARCIA

The California State University
Capital Planning, Design & Construction
401 Golden Shore, Suite 237
Long Beach, CA 90802-4210



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This training will present the key milestones and requirements that a campus will work towards from the inception of a project idea through the funding and accounting. The discussion will highlight how processes between departments are coordinated and work towards a mutual goal. A summary of recent changes affecting auxiliary organization-sponsored projects and how these changes affect campus staff will also be discussed.

The day will be structured around five general topics:

PROPERTY AND PROGRAMMING ISSUES: Property Acquisition / CEQA / Deeds / Covenants / Due Diligence / Appraisals / Land Use / Master Planning / Project Approval / Scheduling and Coordination with COBCP & BOT Deadlines / Program Plan / CSU Cost Guidelines

FUNDING AND FINANCIAL PLAN DEVELOPMENT: Defining Funding Sources / Financial Plan Development / Cash Flow Projections / Estimated Debt Service Schedules / Bond Sale and Commercial Paper Planning / Financial Plan Benchmarks / Milestones and Timelines / Auxiliary Organization Requirement Changes

BUDGET AND ACCOUNTING: Allocation Orders / Bond Anticipation Notes / Transaction Recording / Claim Schedules / FIRMS Reporting / Capitalization

CONTRACT MANAGEMENT IN DESIGN AND CONSTRUCTION: A&E Agreements / Trustee Approvals at Schematic / Plan Check / CPDC Validations and Fees / Construction Contract / Prevailing Wages / Nonstate Quasi State versus Pure Nonstate / Inspection and Testing / Closeout

AUDIT: Construction Audits / How to Prepare / How to Succeed / How to Survive

This training is similar to "Finances of Nonstate Bond Funded Capital Projects" presented in September 2003, at the urging of the Financial Officers Association.

PRESENTED BY

- Capital Planning, Design & Construction
- Contract Services and Procurement
- Financial Services Accounting
- Financing and Treasury
- University Audit

Register online at:
www.calstate.edu/CPDC/Trg2005.shtml

A block of rooms will be available for the night of May 11, 2005 at a designated hotel. Reservation information will be available via RegOnline.

Registration deadline is Friday, April 29, 2005. The registration fee for this program is \$85.00. If you are unable to attend, please cancel your registration one week prior to the program to avoid a \$10.00 cancellation fee. If paying by check, please make checks payable to the **CSU FACILITIES MANAGEMENT INSTITUTE** and mail to:

California State University
Office of the Chancellor
Financial Services, 5th Floor
401 Golden Shore
Long Beach, CA 90802

Pastries, coffee and lunch will be provided.

Parking is available at the Catalina Landing Parking Structure. The fee is \$12.00 per day reimbursable through your travel claim.

Please contact Ms. Nancy Garcia at (562) 951-4130 or e-mail ngarcia@calstate.edu if you have any questions.

The CSU Facilities Management Institute (FMI) is the CSU's administrative framework for its planning, design and construction training program. The Office of Capital Planning, Design and Construction manages the program. The CSU FMI is only available to CSU personnel and related auxiliary staff as its training programs deal with business practices that are pertinent to the CSU.