



## INSTRUCTIONS

### **General**

This Final Building Project Report (FBPR) shall be executed and filed with the Office of Facilities Planning when an approved capital construction project is completed, when all obligations have been paid, and after the construction account has been closed. The FBPR is based on the mandated **Uniform System for School Districts** published by the Comptroller's Office. The FBPR consists of codified expenditure schedules, and a summary of approved revenue sources on page 21 and a summary of expenditures on page 22. Each separate expenditure must be properly classified and then recorded in the appropriate codified schedule. The codified schedules of expenditures are listed below.

<u>Object of Expenditure</u>	<u>Code</u>	<u>FBPR page(s)</u>
Building – purchase of	.292	11
General Construction	.293	3, 11
Heating and Ventilating	.294	4, 11
Plumbing	.295	5, 11
Electric	.296	6, 11
Utility and Service Systems	.298	7
Other Contracts	--	8, 9, 10
Furniture and Equipment	.200	17
Superintendent of Construction	.201	13
Administrative Expense	.240	14
Insurance	.243	16
Legal Services	.244	13
Architect's Fees	.245	13
Survey and Engineering	.246	13
Land – purchase of	.291	16
Site Improvements	.297	16

### **Format of the FBPR**

The initial schedules in the FBPR represent the construction costs. These are followed by schedules which make up the incidental costs. Summaries of approved sources of funds for the project and of expenditures, conclude the FBPR.

### **Separate Report**

Each separate capital construction project which is eligible for state building aid and for which the Commissioner has issued an approval requires its own separate FBPR. In those cases where more than one building is included in the construction projects, financial information must be derived for each individual building, and a separate FBPR must be submitted for each individual building.

### **Questions**

Read all of the instructions carefully and review the codified expenditure schedules before attempting to complete the FBPR. If there are any questions, or if further explanation or clarification is needed, contact Facilities Planning. It is far better to ask in advance, rather than to submit an erroneous report which cannot be accepted and which must be returned for correction.

### **Additional Copies**

This material represents one(1) copy of the FBPR. All necessary additional copies (for the district's permanent file, the superintendent and district superintendent, if applicable, etc.) must be duplicated locally. The original FBPR should be submitted to the Office of Facilities Planning.

In like manner, any necessary additional copies of various expenditure schedules must be duplicated locally.

### **Classification of Expenses**

All expenditures incurred in connection with the project must be classified into one of the codified expenditures categories and, most important, must be reported on the appropriate expenditure schedule. For each item reported, provide all of the information requested and in the same form as requested. Do not attempt to report or group items in any other form.

Where there is no expenditure for a specific expenditure schedule, that expenditure schedule may be deleted from the FBPR. However, to avoid any inadvertent omission, an expenditure schedule which has no entry may be included with appropriate notation made on the schedule to indicate that there are no associated expenses.

### **Costs of Construction by Contract**

In a typical capital construction project, there are separate prime construction contracts. In a major project, these commonly are general construction, heating and ventilating, plumbing, and electric, and there may be separate contracts for various utilities and services, such as water, electric, gas and sewer system. An expenditure schedule specific for each of these is included in the FBPR. There may be major projects where a particular work item (for example – excavation, demolition, structural steel, roofing, boiler, or lighting) may be a prime contract. This is also common in smaller reconstruction-type projects. To accommodate the reporting of these types of projects, there are undesignated expenditure schedules at pages 8-10 on which this type of contract may be designated and reported (provide additional copies as necessary). Note that each of these contracts must be properly classified into the appropriate codified expenditure category and summarized on page 22.

On an expenditure schedule, the contract and each change order modifying that contract shall be reported (provide additional sheets as necessary, and number 1 of 2, 2 of 2, etc., as the case may be). Enter at "a" the amount of the contract which was originally signed and then enter separately the amount of each change order which modified the original amount. Limit the description of the change order to 3 or 4, or so, words. Record the amount of a deduction in the left column, and the amount of an addition in the right column. Enter the net difference of deductions and additions; i.e., the change in contract, at "b". The "grand total" equals the original contract, "a", plus or minus the change in contract "b". If there are more than 13 change orders, use additional sheets, numbered 1 of 2, 2 of 2, etc. as the case may be. Total the deduction and addition columns on the first page and carry the subtotal forward to the first line on the next page.

In every instance where the contract is for both an addition and some alteration/reconstruction work in an existing building, then the amounts allocated for the addition and for the alteration work shall be reported separately at the bottom of the page.

**NOTE: Instructions concluded on page 20)**











**COSTS OF CONTRUCTION BY CONTRACT**

Contract – **UTILITIES AND SERVICES** – Expenditure Code **.298**

		<b>New/Addition</b>	<b>Alterations</b>
<b>Water Service</b>			
a.	To whom paid _____	\$ _____	\$ _____
b.	To whom paid _____	\$ _____	\$ _____
<b>Electric Service</b>			
b.	To whom paid _____	\$ _____	\$ _____
b.	To whom paid _____	\$ _____	\$ _____
<b>Gas Service</b>			
a.	To whom paid _____	\$ _____	\$ _____
b.	To whom paid _____	\$ _____	\$ _____
<b>Sanitary Service</b>			
a.	To whom paid _____	\$ _____	\$ _____
b.	To whom paid _____	\$ _____	\$ _____
<hr/>			
a.	To whom paid _____	\$ _____	\$ _____
b.	To whom paid _____	\$ _____	\$ _____
<hr/>			
a.	To whom paid _____	\$ _____	\$ _____
b.	To whom paid _____	\$ _____	\$ _____

**Record the total of each separate expenditure code on page 22.**





## COSTS OF CONSTRUCTION BY CONTRACT

Contract – \_\_\_\_\_ -- Expenditure Code -- \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Date Contract Signed \_\_\_\_\_

### Modification(s) of Original Contract by Change Order(s)

Amount of Deduction	Change Order Number	SED Approval Date	Description of Change Order	Amount of Addition
\$				
<b>Total Deduction</b>				<b>Total Addition</b>
\$	Amount of <b>Original Contract</b>			\$

Record here the difference between the total deductions and total additions

(a) \$ \_\_\_\_\_  
 (b) \$ \_\_\_\_\_  
 Grand total – (a) plus or minus (b) \$ \_\_\_\_\_

Has contract been completed and all expenditures been Paid? [ ] yes [ ] no.  
 If no, do not submit until the contract is complete, all expenditures have been paid and the construction account has been closed.

Report expenditures separately for:  
 Additions \$ \_\_\_\_\_  
 Alterations \$ \_\_\_\_\_

Attach separate pages as necessary to complete this contract.  
 Record total of each separate expenditure code on page 22.

**NONCONTRACT COSTS OF CONSTRUCTION**  
**Expenditure Code .292, .293, .294, .295, .296, as applicable**

<b>Item Number</b>	<b>New/Addition</b>	<b>Alterations</b>	<b>Code</b>
1. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
2. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
3. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
4. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
5. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
6. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
7. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
8. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
9. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
10. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____

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**Record the total of each separate expenditure code on page 22.**

**NONCONTRACT COSTS OF CONSTRUCTION**  
**Expenditure Code .292, .293, .294, .295, .296, as applicable**  
 (continued)

<b>Item Number</b>	<b>New/Addition</b>	<b>Alterations</b>	<b>Code</b>
11. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
12. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
13. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
14. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
15. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
16. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
17. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
18. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
19. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____
20. To whom paid _____ Purpose _____	\$ _____	\$ _____	\$ _____

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**Record the total of each separate expenditure code on page 22.**

**INCIDENTAL COSTS**  
**Expenditure code .245, .246, .201, .244**

	New/Addition	Alterations	Code
<b>1. Architect's commission and expenses</b>			
a. Name _____	\$ _____	\$ _____	
b. Name _____	\$ _____	\$ _____	
<b>Total</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>.245</b>
 <b>2. Survey and Engineering Services</b>			
a. Name _____	\$ _____	\$ _____	
b. Name _____	\$ _____	\$ _____	
<b>Total</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>.246</b>
 <b>3. Superintendent of Construction/ Clerk of the Works</b>			
a. Name _____	\$ _____	\$ _____	
b. Name _____	\$ _____	\$ _____	
<b>Total</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>.201</b>
 <b>4. Legal Services</b>			
a. Name _____	\$ _____	\$ _____	
Purpose _____			
b. Name _____	\$ _____	\$ _____	
Purpose _____			
c. Name _____	\$ _____	\$ _____	
Purpose _____			
d. Name _____	\$ _____	\$ _____	
Purpose _____			
<b>Total</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>.244</b>

**Record the totals of each separate expenditure code on page 22.**

**INCIDENTAL COSTS**  
 (continued)  
**Expenditure Code -- .240**

**5. Administrative Costs/Contractual Expenses**

	<b>New/Addition</b>	<b>Alterations</b>	<b>Exp. Code</b>
1. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
2. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
3. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
4. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
5. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
6. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
7. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
8. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
9. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
10. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
<b>TOTAL THIS PAGE</b> _____	<b>\$</b> _____	<b>\$</b> _____	<b><u>.240</u></b>

**Record the total of each separate expenditure code on page 22.**

**INCIDENTAL COSTS**  
**Expenditure Code -- .240**  
 (continued)

**5. Administrative Costs/Contractual Expenses (continued)**

	<b>New/Addition</b>	<b>Alterations</b>	<b>Exp. Code</b>
k. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
l. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
m. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
n. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
o. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
p. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
q. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
r. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
s. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
t. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
<b>TOTAL THIS PAGE</b> _____	<b>\$</b> _____	<b>\$</b> _____	<b><u>.240</u></b>

**Record the total of each separate expenditure code on page 22.**

**INCIDENTAL COSTS**  
**Expenditure Code -- .240**  
(continued)

	New/Addition	Alterations	Exp. Code
<b>6. Insurance</b>			
a. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
b. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
c. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
<b>TOTAL</b>	\$ _____	\$ _____	<b><u>.243</u></b>
<b>7. Site Purchase</b>			
a. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
b. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
<b>TOTAL</b>	\$ _____	\$ _____	<b><u>.291</u></b>
<b>8. Site Improvements/Development</b>			
a. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
b. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
c. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
d. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
e. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
f. To Whom Paid _____	\$ _____	\$ _____	
Purpose _____			
<b>TOTAL</b>	\$ _____	\$ _____	<b><u>.297</u></b>

**Record the total of each separate expenditure code on page 22.**

**INCIDENTAL COSTS**  
**Expenditure Code -- .200**  
 (continued)

**9. Furniture and Equipment (continued)**

	<b>New/Addition</b>	<b>Alterations</b>	<b>Exp. Code</b>
1. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
2. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
3. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
4. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
5. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
6. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
7. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
8. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
9. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
10. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
<b>TOTAL THIS PAGE</b> _____	<b>\$</b> _____	<b>\$</b> _____	<b><u>.200</u></b>

**Record the total of each separate expenditure code on page 22.**

**INCIDENTAL COSTS**  
**Expenditure Code -- .200**  
 (continued)

**9. Furniture and Equipment (continued)**

	<b>New/Addition</b>	<b>Alterations</b>	<b>Exp. Code</b>
11. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
12. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
13. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
14. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
15. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
16. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
17. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
18. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
19. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
20. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
<b>TOTAL THIS PAGE</b> _____	<b>\$</b> _____	<b>\$</b> _____	<b><u>.200</u></b>

**Record the total of each separate expenditure code on page 22.**

**INCIDENTAL COSTS**  
**Expenditure Code -- .200**  
 (continued)

**9. Furniture and Equipment (continued)**

	<b>New/Addition</b>	<b>Alterations</b>	<b>Exp. Code</b>
21. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
22. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
23. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
24. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
25. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
26. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
27. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
28. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
29. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
30. To Whom Paid _____ Purpose _____	\$ _____	\$ _____	
<b>TOTAL THIS PAGE</b> _____	<b>\$</b> _____	<b>\$</b> _____	<b><u>.200</u></b>

**Attach additional pages as necessary**  
**Record the total of each separate expenditure code on page 22**

**INSTRUCTIONS (concluded)**

**Noncontract Costs of Construction**

There may be instances where there were expenditures for construction-related work, even though the work was not part of the prime contracts, and was not an incidental cost. These expenditures must be reported in the expenditure schedule for Noncontract Costs of Construction, page 11. Such costs for performance of work by school personnel (force account), or for the purchase of labor or materials used in the construction, or for various services such as testing of concrete or for asbestos, or balancing heating controls should be included here. Incidental costs such as for furnishings and equipment shall not be reported here. See Incidental Costs, below.

When the project is for a new building or addition, enter the expenditure in Column A; and for alteration/reconstruction work in Column B. Note that each of these entries must be properly classified into the appropriate codified expenditure category and summarized on page 22. Use additional sheets as necessary, numbered 1 of 2, 2 of 2, etc. as the case may be.

**Incidental Costs**

Every remaining expenditure (i.e., any expenditure not classified in one of the expenditure schedules above) shall be classified into one of the following incidental categories and reported in the appropriate expenditure schedule. Note that these categories are essentially the same as submitted to Facilities Planning on the Application for Examination and Approval of Final Plans and Specifications, form EFP-F.

1. Architect's fees -- .245
1. Survey and engineering -- .246
2. Superintendent of Construction/Clerk of the Works -- .201  
Include costs for supervision, watchman, etc.
4. Legal services -- .244  
Include costs for school attorney, bond counsel, rights of way, litigation, etc.
5. Administrative costs/contractual expenses -- .240  
Include costs for such as the following:
  - bank fees -- water/sewer fees
  - general administration -- printing costs
  - board travel -- printing bonds
  - appraisals -- moving costs
  - realtor's fees -- special meeting (vote) costs
6. Insurance -- .243  
Include also, costs for performance and payment bonds  
Which are not already included in the construction contracts.
7. Site Purchase -- .291  
Include costs for site purchase, options, site preparation not  
Included in .297 below.
8. Site development -- .297  
Include costs for grading, landscaping, athletic fields and  
Roads, parking lots and sidewalks, etc. which are not already  
Included in the construction contracts.
9. Furniture and Equipment -- .200  
Include costs for such as the following which are not already  
Included in the construction contracts:
  - art equipment -- library furnishings
  - ark work -- manufactured casework
  - athletic & recreation -- music equipment
  - audio/visual equipment -- observatory equipment

- auditorium seating
- classroom furnishings
- darkroom equipment
- food service equipment
- furniture and accessories
- grounds equipment
- industrial & process equip.
- instruc. Computers/software
- laboratory equipment
- laundry equip.-commercial
- library collection
- office furnishings/equip.
- planetarium equipment
- residential-type equipment
- rugs and mats
- science equipment
- seating – multiple
- telescoping bleachers
- theatre & stage equipment
- vending equipment
- window treatment

**Final Revenue Sources**

The sources of all properly authorized monies which made up the capital fund for this project shall be summarized on the form on page 21. The various revenue sources listed are dictated by the Uniform System of Accounts for School Districts.

If the project is a new building or addition, enter the revenue source in Column A; and for alteration/reconstruction work enter the revenue source in Column B.

Note that the total on line “v” on page 21 must be equal or greater than the total on line “u” on page 22. If the total revenue sources are less than the expenditures, DO NOT submit this form. Expenditures which exceed revenue sources will not be approved. Appropriate adjustments must be made before sending the FBPR. See Request for Revision below.

**Summary of Expenditures**

The total of each separate codified object of expense shall be determined from the various schedules of expenditures and summarized on page 22.

If the project is a new building or addition, enter the expenditure in Column A; and for alteration/reconstruction work enter the expenditure in Column B.

Note that the total on line “u” on page 22 must be equal to or less than the total on line “v” on page 21. If the expenditures exceed the revenue sources, DO NOT submit the FBPR. Expenditures which exceed revenue sources will not be approved. Appropriate adjustments must be made before sending the FBPR. See Request for Revision below.

**Request for Revision**

A Request for Revision of Financial Information, form FP-FI (included herein at page 25 and 26), must be submitted to the Office of Facilities Planning when the financial information which was previously report to Facilities Planning must be revised to reflect a properly approved increase in the funds available for the project. Note that the amount of approved funds available must be equal to, or greater than the total expenditure for the project.

Specific instructions for completed the form are incorporated on the form. Be sure to include required documentation of all funding increases.

**FINAL BUILDING PROJECT REPORT**  
Source of Funds

Commissioner's  
 Approval Date : \_\_\_\_\_

Date General  
 Contract Signed: \_\_\_\_\_

<b>FINAL REVENUES SOURCES</b>	<b>Column A</b> New Building or Addition(s)	<b>Column B</b> Alteration/Reconstruction
-------------------------------	--	--

**Obligations**

a. H 5710 Serial Bonds	\$ _____	\$ _____
b. H 5720 Statutory Bonds	\$ _____	\$ _____
c. H 5730 Bond Anticipation Notes	\$ _____	\$ _____
d. H 5740 Capital Notes	\$ _____	\$ _____
<b>e. TOTAL OBLIGATIONS</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Interfund Transfer**

f. H 5731 General Fund to Capital Fund	\$ _____	\$ _____
g. HR 5731 Capital Reserve Fund to Capital Fund	\$ _____	\$ _____
<b>h. TOTAL INTERFUND TRANSFERS</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Categorical State Aid**

i. H 3295 ETV	\$ _____	\$ _____
j. Other (specify) _____	\$ _____	\$ _____
<b>k. TOTAL CATEGORICAL STATE AID</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Federal Sources**

l. H 4287 Vocational Education	\$ _____	\$ _____
m. H 4291 Federally Affected Areas	\$ _____	\$ _____
n. Other (specify) _____	\$ _____	\$ _____
<b>o. TOTAL FEDERAL SOURCES</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Insurance Recoveries**

<b>p. H 2680 TOTAL INSURANCE RECOVERIES</b>	<b>\$ _____</b>	<b>\$ _____</b>
---	-----------------	-----------------

**Other Sources**

q. H 2675 Gifts and Donations	\$ _____	\$ _____
r. H 2770 Miscellaneous	\$ _____	\$ _____
s. Other (specify) _____	\$ _____	\$ _____
<b>t. TOTAL ALL SOURCES</b>	<b>\$ _____</b>	<b>\$ _____</b>

<b>u. TOTAL ALL REVENUES</b>	<b>\$ _____</b>	<b>\$ _____</b>
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<b>v. GRAND TOTAL COLUMNS (A) AND (B)</b>	<b>\$ _____</b>
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**FINAL BUILDING PROJECT**  
**Summary of Expenditures**

OBJECTS OF EXPENSE	Actual Expenditures	
	Column A New Building or Addition(s)	Column B Alteration/Reconstruction
<b><u>Construction Costs</u></b>		
a. .292 Buildings (purchase of)	\$ _____	\$ _____
b. .293 General Construction	\$ _____	\$ _____
c. .294 Heating and Ventilating	\$ _____	\$ _____
d. .295 Plumbing	\$ _____	\$ _____
e. .296 Electric	\$ _____	\$ _____
f. .298 Utility and Service Systems	\$ _____	\$ _____
g. <b>TOTAL BUILDING AND CONSTRUCTION APPROPRIATION</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b><u>Incidental Costs</u></b>		
h. .200 Furniture and Equipment	\$ _____	\$ _____
i. .201 Superintendent of Construction	\$ _____	\$ _____
j. .240 Contractual Expense	\$ _____	\$ _____
k. .243 Insurance	\$ _____	\$ _____
l. .244 Legal Services	\$ _____	\$ _____
m. .245 Architect's Fees	\$ _____	\$ _____
n. .246 Survey and Engineering	\$ _____	\$ _____
o. .291 Land (purchase of)	\$ _____	\$ _____
p. .297 Site Improvements	\$ _____	\$ _____
q. <b>TOTAL INCIDENTAL COSTS APPROPRIATION</b>	<b>\$ _____</b>	<b>\$ _____</b>
r. <b>TOTAL CONSTRUCTION AND INCIDENTAL APPROPRIATION (g) + (q)</b>	<b>\$ _____</b>	<b>\$ _____</b>
s. <b>GRAND TOTAL COLUMNS (A) AND (B)</b>	<b>\$ _____</b>	

**FOR SED USE ONLY**

	New Building or Addition(s)	Alteration/Reconstruction
Grades Housed	\$ _____	\$ _____
Capacity	\$ _____	\$ _____
Approved Building Costs	\$ _____	\$ _____
Approved Incidental Costs	\$ _____	\$ _____
<b>TOTAL COSTS</b>	<b>\$ _____</b>	<b>\$ _____</b>

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



**Assurances by Architect or Engineer**

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Architect

Engineer

.....

**Assurances of Superintendent of Schools**

The undersigned superintendent of schools makes the following assurances:

- 1) In the case of the project having a Clerk of the Works, the Clerk of the Works (Name) \_\_\_\_\_, has properly monitored the project pursuant to contract with the school district for services.
- 2) In the case of the project having a Construction Manager, the Construction Manager (Name) \_\_\_\_\_, has properly monitored the project pursuant to contract with the school district for services.
- 3) In the case of a new building or addition, the need of a Certificate of Occupancy prior to occupancy or used is acknowledged.
- 4) If none of the above are applicable, check here:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

THE UNIVERSITY OF THE STATE OF NEW YORK  
 New York State Education Department  
 Office of Facilities Planning  
 Room 1060 – Education Building Annex  
 Albany, NY 12234

**REQUEST FOR REVISION OF FINANCIAL INFORMATION (Use This Form to Revise SA-4)**

- ◆ Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the Application for Examination and Approval of Final Plans and Specifications (Form FP-F), such as immediately after construction contracts are signed or when the Final Building Expenditure Report for the project is filed.
- ◆ Each request that increases the total amount allocated to a particular project must be accompanied by proof of authorization of funding for that project.
- ◆ Please read the instructions on the back of this form before completing it.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 Name of District (Please Print) County of District (Please Print)

3. \_\_\_\_\_  
 Name of Type of Building (Print)

4. Project Control Number:

District BEDS Code					Facility Code					Project. No.					Review Number					Approval Date				

Amounts of larger bond issue or line item:	Bonds	Budget Appropriation	Date of Voter Authorization
	Capital Reserve	Other	

METHOD OF FINANCING	COLUMN A	COLUMN B	COLUMN C
1. Bonds/BANS/Capital Notes			
2. Budgetary Appropriation			
3. Capital Reserve Fund			
4. Other (specify) _____			
<b>TOTAL FINANCING (Total of Items 1-4)</b>			

PROJECT COSTS	COLUMN A	COLUMN B	COLUMN C
5. Construction (Alteration/Reconstruction)			
6. Construction (New Building/Addition)			
7. Incidental (Alteration/Reconstruction)			
8. Incidental (New Building/Addition)			
9. Total (Alteration/Reconstruction)			
10. Total (New Building/Additional)			
<b>TOTAL PROJECT (Total of Items 5-10)</b>			

5. \_\_\_\_\_ ( ) \_\_\_\_\_  
 Contact person for Question Regarding this Form (PLEASE PRINT) Phone Number

6. \_\_\_\_\_  
**PRINT:** President, Board of Education Signature of Board President Date

7. \_\_\_\_\_  
**PRINT:** Superintendent of Schools Signature of Superintendent Date

**FOR EDUCATION DEPARTMENT USE ONLY:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions

### A. General

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

### B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:

- 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
  - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
  - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4.
- 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

### C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.

- 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
  - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "t" of page 22), and/or
  - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
- 2) Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district; or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

### D. Instructions for Completing Items #1 through #6 and Column A, B, and C: (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

- |            |    |   |
|------------|----|---|
| #1, #2, #3 | -- | Record the district's popular name, county of location, and name of building being reported.  |
| #4         | -- | Enter the 27-digit number which appears as item #4 on forms SA-4.   |
| Column A   | -- | Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.  |
| Column B   | -- | Items #1 - 5: Report new and/or additional methods of financing by entering the appropriate dollar amounts which are being <u>added</u> . |
|            | -- | Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which are being <u>added</u> .                         |
| Column C   | -- | Items #1 - 12: Enter the new totals obtained by adding the figures in Column A and Column B.  |
| #5         | -- | Enter the name and telephone number of the person in the district that should be contacted concerning questions about this project.       |
| #6         | -- | The President of the Board of Education and Superintendent of Schools must sign and date this form  |