

	ORGANIZATIONAL POLICY & PROCEDURE:	Capital Budget Planning	
	Corporate Policy Ref:		
	Version Effective Date:	08/05/2022	Version:

POLICY STATEMENT: JEA Capital Budget Planning (CBP) maintains the capital delivery processes to ensure compliance across the organization. CBP reviews project requests, budget changes, and other required documentation per the capital delivery processes outlined on the CBP SharePoint page, <http://finance/acc/cbp/SitePages/Home.aspx>. The procedures are in place to ensure uniformity across the organization, in how actuals, forecasts, budget changes, and other information is reported and documented, such that the Capital portfolio and funds are monitored and controlled in a systematic manner.

ASSIGNMENT OF RESPONSIBILITY:

CBP is responsible for internal controls to ensure compliance, which includes but is not limited to:

- Verification of completed or updated documentation required per the capital delivery processes,
- Verification of justification for requests
- Ensuring budgetary requests and trends are within the City Approved Budget
- Funding selection per JEA Pricing Policy

All JEA personnel are responsible for:

- Following the capital delivery procedures
- Completing all the required information
- Providing justification for budget changes
- Charging to the correct Work Order and Project Number
- Reviewing and updating active projects Project Update Forms (PUF's) monthly
- Maintaining and updating active and planned project information in a timely manner
- Closing out projects in a timely manner

All Capital Approvers and Core Team designees are responsible for:

- Prioritization of the projects
- Confirming no conflicts with other projects in the portfolio
- Making sure the project meets the needs of our customers from cost, reliability, and efficiency standard,
- Alignment with the corporate strategy
- Ensuring reasonability of the Overall Project Budget

Review [Capital Budget Processes](#) for a complete list of roles and responsibilities when approving new projects and trends, and budget transfers.

All public communication and material of the System level capital portfolio must be authorized by the Manager, Capital Budget Planning, Director, Budgets, VP, Financial Services, CFO or CEO.

OPP:	Capital Budget Planning	Version:	3
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PROCEDURE:

Follow the capital delivery processes outlined on the CBP SP page, <http://finance/acc/cbp/SitePages/Home.aspx>. On the page you will see

[Project Control Form](#) - This file outlines the requirements for checkpoints, budget changes (aka trends), and funding requests, also serves as a tool to complete these items.

[Project Scope Statement](#)- This document contains a Project Scope Statement Template for communicating the description of the project and its scope (use Project Delivery Checklist to ensure all important Scope details are documented), along with project justification, cost estimate and cash-flow.

[Capital Budget Processes](#) - This document provides a trend overview, approval thresholds, planning process, roles and responsibilities when approving new projects and trends, and the City Budget Ordinance which authorized JEA to allocate, allot, and transfer with the CIP categories.

[Capital Project Allocation Map- CBP](#) process maps for Design-Bid-Build, Construction Management at Risk, and Progressive Design Build.

[Initial Project Update Form](#) - Complete this form to request a new project.

APPROVED BY:	Joseph Orfano (Deputy Chief Financial Officer & Treasurer) (06/08/2023)
REVIEWED NO CHANGES:	
ORIGINAL EFFECTIVE DATE:	09/12/1997
REVISION DATES:	01/13/2020, 08/05/2022
LAST REVIEW DATE:	02/10/2025
NEXT REVIEW DATE:	02/10/2026
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LINKS/ATTACHMENTS:	

OPP:	Capital Budget Planning	Version:	3
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