

Closing Projects

Effective: January 1, 2008

UDOT 02-21

Revised: December 27, 2017

Purpose

To outline the process of closing State and Federal-aid projects.

Policy

- A. The goal of the Comptroller's Office is to complete the financial closeout of Federal-aid and State projects within one year of the notice of termination of authority. Current utility contracts allow the utility to bill within one year of when the work is completed and post audits are currently more than a year out. Program Development issues the notice of termination of authority upon completion of the project construction phase.
- B. The Comptroller's Office will track and report monthly to Divisions any items pending for project financial closeout. Refer to the post audit policy for consultant and utility relocation contracts.
- C. Program Development will de-obligate excess funding at award, with adjustments being made according to the need in the Project Manager's estimate shown in ePM on the 505 Screen. A review is also made at final voucher, where the project's funding is balanced to actual costs. When Program Finance receives notice for a budget recovery on a project, when the Project Manager has determined that there is an excess of \$250,000 or more, Program Finance will perform a cursory review, and if it is shown to be available, the excess funding will be removed within 90 days.
- D. The Comptroller's Office will send out a quarterly report of state and federal inactive projects. An inactive project is one that has had no cost activity for over 360 days.

Procedures

Detailed procedures for closing projects are included in the Project Accounting continuity file.