Contingency Funds and Entering Other Commitments

Interscope + Training

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Contingency Funds

Within the context of InterscopePlus, contingency funds are the construction contingency funds that are shown as a line item in the design contract. The amount entered in the estimated cost field for contingency is automatically carried into the design contract, but can be modified before contract commitment. Some Agencies/Institutions choose to use the contingency line as a total project contingency, which is acceptable.

For projects with *SCO Full Oversight*, the amount of construction contingency must be clearly communicated to SCO at the time of design negotiations.
Contingency Funds

The financial controls look at the assigned funds and the total commitments, and will only allow commitments up to the amount of assigned funds. There is no requirement to update estimated costs to be in agreement with commitments, however the user may do so. There is no mechanism for committing or expending funds from the contingency line. The simplest way to move contingency funds is in the ‘Financial Worksheet’ > ‘Estimated vs Committed’ tab. Here the amount in the Estimated Cost can be changed by entering the new amount and . A transaction of this type is shown in the example below.

If a more detailed audit trail is desired, the entries may be made directly on the Contingency tab.
Enter the amount of change, or the new total, the reason for the change and where the funds are going. Then save.

The “History of Changes” tracks all changes in Contingency regardless of the method of change.
Entering Other Commitments

NOTE: Commissioning, Special Inspections, and similar services that are selected using the design contract procedures must be recorded as design contracts, not Other commitments.

Other Commitments are those owner expenses related to the project that do not involve design or construction contracts, typically things like advertising, surveys, permit fees, etc.

Navigate to the Project ‘Financial Worksheet’ > ‘Estimated vs Committed’ tab.
Entering Other Commitments

The Estimated Cost Other $ shows $15,000 but the amount of funds Available to Commit is only $2000, and the system will not allow committing more funds than are available. This financial constraint does not apply to Special Project Designations (Performance Contract, Foundation Project, Non-Code-Item Project).
Select the ‘Expenditures – Other’ tab

Enter the number of lines you want to add, 1 line for each PO or other commitment and click the + sign.
If the vendor is a HUB, check the box at the left. Assign a commitment #, which can be a PO number or anything you want, a purpose or description of what is being purchased, the vendor, and the commitment amount, then Save. HUB Vendors must be selected from the vendor search because their certification status is validated as part of the data entry process, but other vendors can be entered by typing the name.
Entering Other Commitments

Unlike design or construction contracts, there is no formal process for changing these commitments. If there is an increase or decrease to the commitment amount, simply enter the new correct amount in the Commitment Amt. and . Entering expenditures (payments/invoices) is optional. If there are invoices entered, the commitment amount cannot be reduced below the expenditures and the commitment cannot be deleted.
All of the information from this tab rolls up automatically to the ‘Estimated vs Committed’ tab, as shown below.

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**Worksheet Summary**

- **Assigned Funds:** $100,000.00
- **Total Estimated Cost:** $350,000.00
- **Estimated Surplus (Need):** $(250,000.00)

**Assigned Funds:** $100,000.00
- **Total Committed:** $99,500.00
- **Available to Commit:** $500.00

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**Worksheet Detail**

- **Enter Category Estimates**
- **Enter Total Estimates**

<table>
<thead>
<tr>
<th>Committed</th>
<th>Estimated Cost</th>
<th>Original Contracts</th>
<th>Revised Contracts</th>
<th>Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Fee</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
<td>$26,000.00</td>
<td>$0.00</td>
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<tr>
<td>Construction</td>
<td>$300,000.00</td>
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<td>$72,000.00</td>
<td>$0.00</td>
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<tr>
<td>Contingency</td>
<td>$10,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$15,000.00</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$350,000.00</strong></td>
<td><strong>$98,500.00</strong></td>
<td><strong>$99,500.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>
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And search under “Training Materials”
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