



<b>CORPORATE POLICY:</b>	Capital Budget		
<b>VERSION EFFECTIVE DATE:</b>	11/18/2022	<b>Version:</b>	4

**POLICY STATEMENT:**

JEA shall budget and control funds received from debt issuance, renewal and replacement fund deposits, capacity fees, and operating capital outlays, according to Ordinances and Resolutions of the City of Jacksonville and guidelines provided by the Board and the Leadership Team (LT).

**ASSIGNMENT OF RESPONSIBILITY:**

The Vice President, Financial Services is responsible for the establishment and maintenance of this policy.

**The Controller shall:**

- Review all Capital Improvement Projects to ensure they qualify as capital projects under JEA's accounting procedures before submission to the LT for approval.
- Communicate any changes to qualifications of capital projects.

**The Director, Budgets shall:**

- Review all additions and/or changes prior to submission to LT for approval.
- Submit an annual Capital Improvement Program (CIP) or amendments thereto, to the City of Jacksonville (COJ), pursuant to City Code Section 122.605.
- Approve all work orders to ensure allocations remain within COJ CIP limits.
- Provide, on a monthly basis, a capital report to capital stakeholders.
- Communicate annual budget deadlines and any fund changes or limits.

**Business Units managing Capital Projects shall:**

- Develop the proposed capital project budget for inclusion in the annual budget in conjunction with the Financial Department.
- Submit new capital projects and updates per the annual deadlines.
- Provide updates on any changes in scope in a timely manner.
- Complete all JEA capital delivery process in a timely manner.

All JEA managers are responsible for monitoring and controlling their respective capital budget projects.

<b>APPROVED BY:</b>	<b>Joseph Orfano (Deputy Chief Financial Officer &amp; Treasurer)</b> <b>(06/21/2023)</b>
<b>REVIEWED NO CHANGES:</b>	
<b>ORIGINAL EFFECTIVE DATE:</b>	<b>07/01/1974</b>
<b>REVISION DATES:</b>	<b>03/31/2003, 09/12/2022, 11/18/2022</b>
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<b>NEXT REVIEW DATE:</b>	<b>05/07/2025</b>
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<b>LINKS/ATTACHMENTS:</b>	
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