

Instructions for completing the Quarterly Cash Flow Projections:

**USE CORRECT PROJECT NUMBER, FOR EXAMPLE:
CC-01-MC99/02/03-999 OR CC-01-999**

- 1 Ensure that the column titled "ACTUAL" is correct. This column is where the actual cash flow is recorded.
- 2 Remember that each of the columns titled "PROJECTED" is a future quarter and not a past quarter.
- 3 Record cash flow in columns E, G, I and K. These numbers should be on the same row as the project number.
- 4 Record the Phase of the project for which funds are expended in columns F,H,J and L. Use the following abbreviations:

Acquisition=A; Design=P; Construction=C; Furn. & Equip=E
- 5 Note that the columns and rows automatically calculate totals for both the quarterly and project-specific areas.
- 6 List all projects on this sheet. As you add the projects to the sheet ensure that the columns and rows are totalling correctly.
- 7 Column "M" will indicate totals for Project-Specific cash flow. Columns E,G,I AND K will indicate each quarter's totals.

REMINDER: FOR ACTIVE PROJECTS, THESE QUARTERLY REPORTS ARE ALSO DUE.

**CASH FLOW PROJECTION
MARYLAND COMMUNITY COLLEGES**

(COLLEGE NAME HERE-CLICK CELL A5 TO INSERT COLLEGE NAME)

SECOND QUARTER FY 2006

Date: _____

Signature of Representative: _____

NOTE: The following information should be provided to the Maryland Higher Education Commission immediately upon contract award approval by the Board of Public Works and on a quarterly basis thereafter.

Projects	PROJECTED		ACTUAL		PROJECTED		PROJECTED		TOTAL
	First Qtr. Jul-Sep 2006	Phase A,P,C,E	Second Qtr. Oct-Dec 2005	Phase A,P,C,E	Third Qtr. Jan-Mar 2006	Phase A,P,C,E	Fourth Qtr. Apr-Jun 2006	Phase A,P,C,E	
Example:									
Library Addition-Project #888 CC-31-MC98/99-888 Date of Initial Request for Pmt: 3-Jan-01	\$ 150,000	PC					\$ 1,100,000	C	\$ 1,250,000
New Student Ctr.-Project #907 CC-31-MC99-907 Date of Initial Request for Pmt: 1-Jun-01	\$ 80,000	P	\$ 1,100,000	C	\$ 800,000	CE			\$ 1,980,000
Total	\$ 230,000		\$ 1,100,000		\$ 800,000		\$ 1,100,000		\$ 3,230,000

MARYLAND HIGHER EDUCATION COMMISSION
 PROJECT DESIGN STATUS OF NEW CONSTRUCTION
 AT MARYLAND COMMUNITY COLLEGES
 AS OF DECEMBER 31, 2005

Community College & Project Number	Description	Design Cost	State Allocation	Design Schedule Start	Design Schedule Completion	Remarks
EXAMPLE: ABC College CC-19-MC01-998	<i>Addition to Academic Bldg #60</i>	<i>\$440,000</i>	<i>\$220,000</i>	<i>1/1/2004</i>	<i>8/1/2004</i>	<i>Construction Projected 11/04/04</i>

MARYLAND HIGHER EDUCATION COMMISSION
 PROJECT STATUS OF NEW CONSTRUCTION
 AT MARYLAND COMMUNITY COLLEGES
 AS OF DECEMBER 31, 2005

Community College & Project Number	Description	Construction Cost	State Share \$	Actual Start	Estimated Completion	% Physical Remarks	% of Contract Period Elapsed	Closeout Date	Remarks
EXAMPLE: ABC College CC-19-MC01-998	Gymnasium & Pool, PE Bldg	\$1,000,000	\$500,000	11/01/03	11/01/04	100%	33%	NA	On schedule