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December 2, 2003

MEMORANDUM

TO: Fish and Wildlife Committee Members

FROM: Patty O'Toole

SUBJECT: Bonneville Power Administration - Fish and Wildlife finance update.

Purpose: This is an informational update and no action is requested.

Scott Hampton, the Manager of Finance, Budget and Information Technology for Bonneville (Environment, Fish and Wildlife) will report on the accounting and project management changes being implemented for the Fish and Wildlife Program.

w:\po\ww\2003\2003 budget\cover memo dec council meeting hampton presentation.doc

Bonneville Power Administration

Fish and Wildlife Contract and Finance Improvement Plan

Program Management in FY2004



2003 Issues

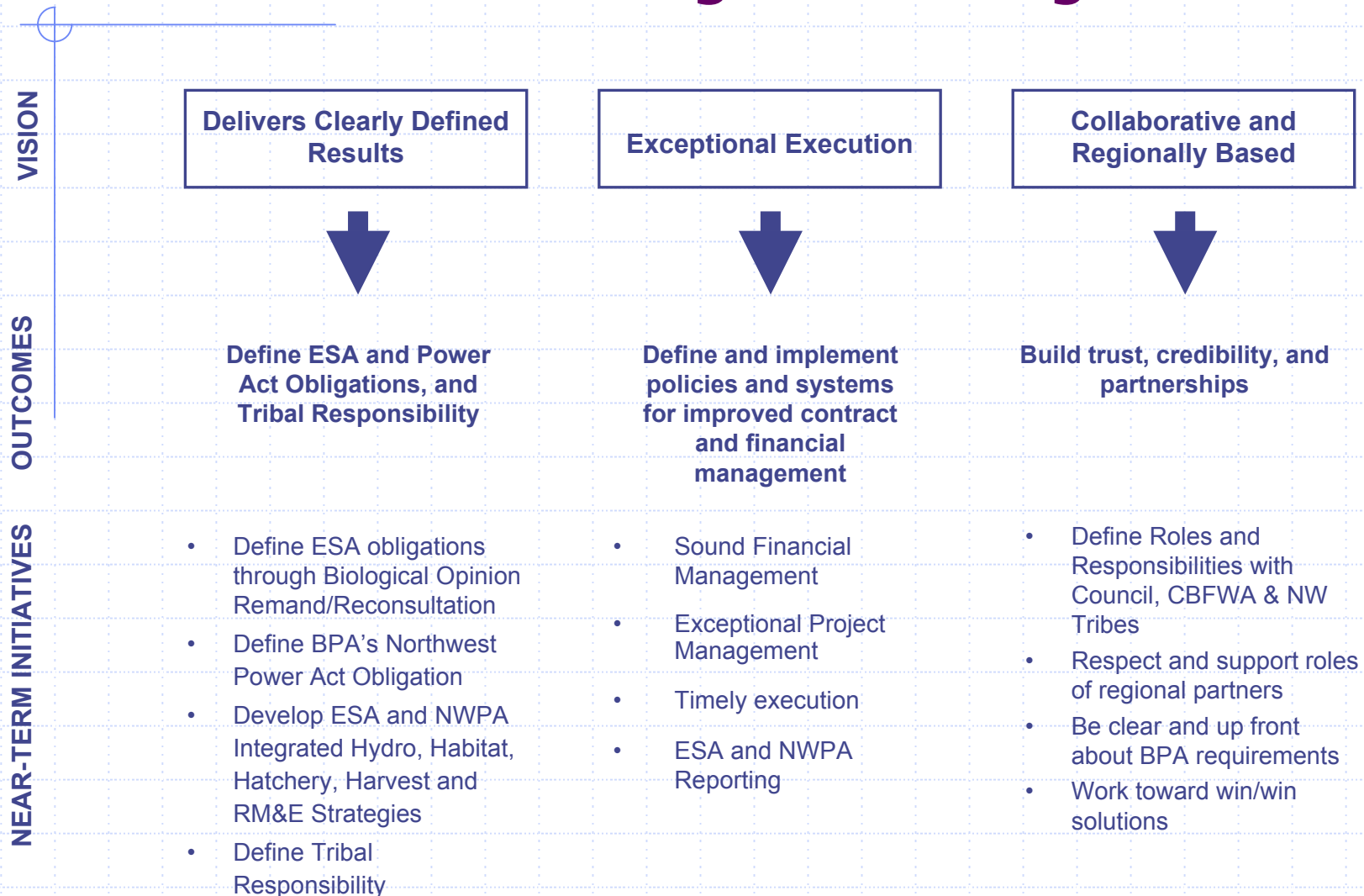
1. Lack of a consistent project budget and actuals data
2. 2002 costs accrued in 2003
3. Small percent of spending caps in place
4. Lack of active Project Management



2004 Approach

1. BPA has developed and will maintain single budget and actuals documents standardized in the BES System
2.
 - Full booking of 2003 EOY accruals
 - Tracking of 2003 invoices relative to accruals
 - 90 day invoicing policy
3. Spending Caps in place on all contracts by May 2004
4.
 - Reorganization
 - Budget to Actuals Report
 - Weekly COTR meetings
 - Project Management effort
 - Templates
 - Non Compliance Notification (Dunning) Letters
 - Project Milestone Check-in
 - Measuring Project Goals vs. Council Proposed Goals

F&W is Considered Best Practice for Fish and Wildlife Program Management



F&W Contract and Finance Improvement Plan

Excellence in Program and Project Management

1. Sound Financial Management
2. Exceptional Project Management
3. Timely Execution
4. ESA and NWPA Reporting

