

-CILB-

CONTRACTORS PREP SCHOOL.COM

"HELPING CONTRACTORS BECOME LICENSED PROFESSIONALS."

STATE BUSINESS & FINANCE HOT TOPICS



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HOT TOPICS **STATE BUSINESS FINANCE EXAM -CILB-**

CONTRACTORS MANUAL 2017

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- Page 1-12 General Partnership advantage / disadvantage
- Page 1-22 What Board oversees Engineers
- Page 2-14 Penalties for Unlicensed Activity- Penalty for Impersonating
- Page 2-14 (3x)Three times the actual damages and attorney's fees
- Page 2-21 Unlicensed Practices - \$5000
- Page 2-36 Limited Licenses
- Page 2-38 455.2175 Penalty for theft or reproduction of an exam: Felony of the third degree
- Page 2-38 455.217(4) Not Less than 2 years
- Page 2-40 455.218(a)Foreign professionals – Western Hemisphere
- Page 2-63 489.103 Exemptions. Who does not need a license?
- Page 2-68 489.105 Definition: Licensing Definition
- Page 2-76 489.111 Licensure by examination: A person shall be eligible for licensure by examination: 18yrs, good moral character and meet eligibility requirements.
- Page 2-88 Responsibilities: Primary Qualifier- Secondary Qualifier- Financially Responsible Officer. 60 days
- Page 2-89 489.121 Emergency Registration upon death of contractor: 30 days after death
- Page 2-90 489.126 Moneys Receive by contractors: more than 10% apply for permit within 30 days.
- Page 2-105 489.1425 Home recovery fund more than \$2,500 or more
- Page 2-146 Time for Compliance with final order: 30 days
- Page 2-147 61G4-12.009 Fees (8) Fee for duplicate copy of license \$25
- Page 2-149 (3) the terms "advertise" and "advertises" Shall not apply to promotional novalties.
- Page 2-157 Public Liability Insurance for every license
- Page 2-159 61G4-15.007 Notification of Change: Changes of address 30 days
- Page 3-155 (Calendar) W-2 deadline
- Page 3-156 By March 31 File Electronic Forms.
- Page 3-65 Local Sales Tax
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- Page 4-7 Builders risk policy may be extended to cover materials while in transit.
- Page 4-12 Automobile rates vary by size, distance and uses
- Page 5-14 Florida Right to work laws

- Page 5-24 Overtime Pay
- Page 5-48 Florida Clean Indoor Air Act / Penalties- Sanctions
- Page 5-53 Reporting – Record Keeping / Penalties – Sanctions Civil failure to pay
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- Page 5-50 Privacy Employee Polygraph Protection Act of 1988
- Page 5-33 David – Bacon Related Acts
- Page 5-43 Treatment of “Illegal of Drugs”
- Page 5-125 Subpart B- Executive Employees
- Page 5-288 Reemployment handbook Power of attorney
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- Page 6-5 When is Workers comp coverage needed: Construction Industry One or more
- Page 6-6 Exempt Classifications: if the subcontractor purchased workers comp coverage
- Page 6-8 Deductible Insurance: \$500, \$1000, \$1500, \$2000 and \$2,500 per compensable claim
- Page 6-71 440.02(15)(b)2 Construction Industry, no more than three officers.
- Page 7-9 Osha Record Keeping / OSHA No. 300/300A
- Page 7-15 Location of Records
- Page 7-16 Retention of OSHA Records: retained in each establishment for 5 calendar years
- Page 7-20 Distinguishing between injuries and illnesses
- Page 7-22 Deciding if work-related injuries are recordable: First aid treatment are not recordable
- Page 7-22 Administering Tetanus immunizations
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- Page 7-31 Citations: Osha Citation prominently displayed...for three days or until corrected
- Page 7-36 Components of safety program...(4) Safety rule in page 7-37
- Page 7:53 Safety Factors: hosting or supporting personnel safety factors of “10”
- Page 7-89 Inspections: How often chain slings should be thoroughly inspected once a month
- Page 8-6 Written or Oral: Capable of being performed in 1 year and less than \$500
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- Page 8-22 Statutes of limitations 2) Five years on top of page 8-23 also oral agreements 4 years
- Page 8-23: An action to recover wages or overtime is limited to two years.
- Page 9-12 Time to record notice of commencement 90 Days
- Page 9-15 Termination of Notice of commencement
- Page 9-18 What Work Is Lienable: Improvement to real property.
- Page 9-21 Notice to Owner A) Forty-five days / Privity
- Page 9-27 Claim of Lien: 90 days from last work.
- Page 9-30 Serve a copy of the claim of lien on the owner: No later than 15 days from recording
- Page 9-30 Only way to EXTEND the effective period of a claim of lien is to file suit to enforce it
- Page 9-30 Notice of Contest of Lien: 60 days. Next page 9-31 on top
- Page 9-91 Notice of termination 713.132(b)(d)(e)
- Page 10 -6 (CSI-MASTERFORMAT) 50 Specific division / 49 technical division
- Page 10-27 Equipment Estimates: Factors Affecting Production
- Page 10-28 Number 2 and Number 5: “Spread out use of trucks over projects”
- Page 10-28 Labor Estimates: 1. Preliminary manpower est. 2.Detailed manpower est.
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- Page 10-57 Network Analysis Technique: CPA, CPM, PERT Advantages / Disadvantages
- Page 10-59 Network Construction 1.“Hard” 2.“Soft”

- Page 10-63 Project Schedules: updated at least once 30 days.
- Page 10-71 Job Responsibilities: Project Manager, Project Superintendent, Project Engineer, Project Accountant.
- Page 10-97 Asbestos

AIA 201 DOCUMENTS – GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

- Article 1.1.1 The Contract Documents: A Modification is (1)(2)(3)(4)
- Article 1.1.2 The Contract: The Contract Documents Shall not be construed to create a (1)-(4)
- Article 1.5.1 The Architect and the Architect's consultant shall be deemed the authors and owners of their respective instruments.
- Article 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a
- Article 2.3.1 Owner shall secure and pay for necessary approvals, easements, assessments
- Article 3.74 Concealed or Unknown Conditions: 14 Days after first observance of the conditions
- Article 3.8 Allowances: 3.8.1 The Contractor shall include in the Contract Sum all Allowances
- Article 4.2.9 Architect will conduct inspections to determine the date or dates of substantial completion and the date of final completion.
- Article 7.3 Construction Change Directives Article 7.3.3 Change Directives Provide: (1-4)

AIA 401 DOCUMENTS - AGREEMENT BETWEEN CONTRACTOR AND SUBCONTRACTOR

- Article 4.4 Safety Precautions and Procedures: The Contractor Shall notify the Contractor within 3 days.

AIA 701 DOCUMENTS - INSTRUCTIONS TO BIDDERS

- Article 3.2.3 Modifications and interpretations of the bidding documents shall be made by Addendum
- Article 6.2 Owner's Financial Capability: Consideration may request in writing, fourteen days prior
- Article 7.2.1 Time of Delivery and Form of Bonds: require bonds to the Owner not later than three days

BGA- BUILDER'S GUIDER TO ACCOUNTING

- Page 17 Balance Sheet is one of the three main financial statements. It's a listing of A,L&NW
- Page 46 An aging list indicates what percentage of total receivables (excluding retainage) is
- Page 59 it may help to offer incentive discounts, such as "2% - 10 days, net 30"
- Page 65 Bad Debt Ratio Calculation
- Page 108 The most efficient way to keep track of accounts payable on a monthly basis is to
- Page 115 And it's estimated that about 8 to 10 percent of labor costs on residential
- Page 121 Raw Materials Ratio Calculation
- Page 126 Four Ways to Keep Separate Payroll Records (1-4)
- Page 142 Variable Expenses & Fixed Expenses
- Page 163 Straight Line Depreciation Calculation and salvage value
- Page 169 Amortization: Another type reduces the value of an asset. Instead of showing gross
- Page 169 Lease or Buy? An immediate tax deduction is available for the cost of monthly leases.
- Page 170 Sales and Trades-Ins: Sold equipment – Clear gross value & accumulated depreciation
- Page 173 Cash Budgeting: Here's a list of what a good cash budget can accomplish.
- Page 178 Figuring a Break-Even Point definition
- Page 179 Compute your break-even point one of two ways. (1 & 2)
- Page 180 Cash Control: good day-today Systems for recording cash
- Page 181 Problem & Solution: Lapping
- Page 268 Current Ratio Calculation
- Page 318 Small Business Administration: On top of page 319 SBA doesn't make the loans itself.