

Cost Allocation Plan



OHIO KENTUCKY INDIANA REGIONAL COUNCIL OF GOVERNMENTS

COST ALLOCATION PLAN - CALCULATION OF OVERHEAD RATE

(July 1, 2006 - June 30, 2007)

| | <u>Estimated</u> <u>FY 2005</u> | <u>Actual</u> <u>FY 2005</u> | <u>Difference</u> <u>(Over Bdgt.)</u> <u>Under Bdgt.</u> | <u>ODOT</u> <u>Adjustments</u> | <u>Estimated</u> <u>FY 2007</u> |
|--|------------------------------------|---------------------------------|--|-----------------------------------|------------------------------------|
| Wages paid for time worked: | | | | | |
| Direct Labor | \$ 1,440,593 | \$ 1,315,900 | \$ 124,693 | \$ - | \$ 1,457,772 |
| Indirect Labor | \$ 448,915 | \$ 469,245 | \$ (20,330) | \$ - | \$ 503,020 |
| Total Labor - base for fringe allocation | \$ 1,889,508 | \$ 1,785,145 | \$ 104,363 | \$ - | \$ 1,960,792 |
| Fringe Benefits | | | | | |
| Holidays | \$ 78,000 | \$ 77,151 | \$ 849 | \$ - | \$ 83,581 |
| Sick Leave | \$ 85,000 | \$ 63,704 | \$ 21,296 | \$ - | \$ 63,894 |
| Vacation | \$ 97,000 | \$ 126,726 | \$ (29,726) | \$ - | \$ 121,646 |
| Administrative | \$ 16,000 | \$ 12,843 | \$ 3,157 | \$ - | \$ 11,438 |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal Fringe Benefit Wages | \$ 276,000 | \$ 280,424 | \$ (4,424) | \$ - | \$ 280,559 |
| Other Fringe Benefits | | | | | |
| Retirement | \$ 136,576 | \$ 155,463 | \$ (18,887) | \$ - | \$ 174,739 |
| Group Health (includes possible HSA contributions) | \$ 397,500 | \$ 278,327 | \$ 119,173 | \$ - | \$ 435,300 |
| FICA | \$ 144,547 | \$ 150,738 | \$ (6,191) | \$ - | \$ 166,059 |
| Workers Comp | \$ 5,000 | \$ 3,261 | \$ 1,739 | \$ - | \$ 4,700 |
| Unemployment | \$ 10,000 | \$ 270 | \$ 9,730 | \$ - | \$ 3,000 |
| Employee Incentives | \$ 3,000 | \$ 7,229 | \$ (4,229) | \$ - | \$ 7,500 |
| Vacation and Sick leave Liability Adjustments | \$ - | \$ 9,632 | \$ (9,632) | \$ - | \$ 4,700 |
| Other - Severance | \$ - | \$ 37,530 | \$ (37,530) | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - |
| <i>Prior Year Rate Adjustment (use only with fixed rate)</i> | | | | | |
| Subtotal Other Fringe Benefits | \$ 696,623 | \$ 642,450 | \$ 54,173 | \$ - | \$ 795,998 |
| TOTAL FRINGE BENEFITS | \$ 972,623 | \$ 922,874 | \$ 49,749 | \$ - | \$ 1,076,557 |
| Indirect Costs | | | | | |
| Salaries - Indirect Only | \$ 448,915 | \$ 469,245 | \$ (20,330) | \$ - | \$ 503,020 |
| Fringe Benefits for Indirect Salaries | \$ 231,079 | \$ 242,588 | \$ (11,509) | \$ - | \$ 276,179 |
| Auto Allowance paid as Indirect Salary | \$ - | \$ 6,300 | \$ (6,300) | \$ - | \$ 6,300 |
| Travel and Professional Development | \$ 20,000 | \$ 16,040 | \$ 3,960 | \$ - | \$ 21,000 |
| Memberships | \$ 20,000 | \$ 16,427 | \$ 3,573 | \$ - | \$ 15,000 |
| Meetings | \$ 13,000 | \$ 313 | \$ 12,687 | \$ - | \$ 1,000 |
| Printing | \$ 11,000 | \$ 3,453 | \$ 7,547 | \$ - | \$ 7,400 |
| Repairs and Maintenance | \$ 20,000 | \$ 16,149 | \$ 3,851 | \$ - | \$ 15,130 |
| Equipment Lease | \$ 10,000 | \$ - | \$ 10,000 | \$ - | \$ 2,500 |
| Office Supplies | \$ 25,000 | \$ 52,997 | \$ (27,997) | \$ - | \$ 41,600 |
| Postage | \$ 24,000 | \$ 20,547 | \$ 3,453 | \$ - | \$ 24,000 |
| Rent | \$ 440,560 | \$ 421,803 | \$ 18,757 | \$ - | \$ 445,000 |
| Telephone - basic and Long Distance | \$ 16,000 | \$ 10,286 | \$ 5,714 | \$ - | \$ 14,500 |
| Subscriptions | \$ 3,500 | \$ 1,162 | \$ 2,338 | \$ - | \$ 1,200 |
| Legal and Audit | \$ 100,000 | \$ 61,581 | \$ 38,419 | \$ - | \$ 63,000 |
| Reproduction | \$ 10,000 | \$ 8,595 | \$ 1,405 | \$ - | \$ 12,000 |
| Insurance | \$ 20,520 | \$ 23,713 | \$ (3,193) | \$ - | \$ 27,500 |
| Professional Services | \$ 90,000 | \$ 46,177 | \$ 43,823 | \$ - | \$ 53,500 |
| Advertising | \$ 5,000 | \$ 678 | \$ 4,322 | \$ - | \$ 2,000 |
| Depreciation & Loss on Disposal of Assets | \$ 120,000 | \$ 52,448 | \$ 67,552 | \$ - | \$ 45,000 |
| Payroll processing | \$ 2,700 | \$ 3,969 | \$ (1,269) | \$ - | \$ 4,800 |
| Internet | \$ 3,500 | \$ 7,800 | \$ (4,300) | \$ - | \$ 7,200 |
| Web Site management | \$ 3,000 | \$ 450 | \$ 2,550 | \$ - | \$ 15,000 |
| Retirement Plan Admin & Education Fees | \$ 5,000 | \$ 4,825 | \$ 175 | \$ - | \$ 2,850 |
| Other | \$ 2,500 | \$ 2,516 | \$ (16) | \$ - | \$ 3,500 |
| Interest | \$ 1,500 | \$ - | \$ 1,500 | \$ - | \$ 1,000 |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - |
| <i>Prior Year Rate Adjustment (use only with fixed rate)</i> | | | | | |
| TOTAL INDIRECT COSTS | \$ 1,646,774 | \$ 1,490,062 | \$ 156,712 | \$ - | \$ 1,611,179 |

OHIO KENTUCKY INDIANA REGIONAL COUNCIL OF GOVERNMENTS

COST ALLOCATION PLAN - CALCULATION OF OVERHEAD RATE

(July 1, 2006 - June 30, 2007)

| | Estimated FY 2005 | Actual FY 2005 | Difference (Over Bdgt.) Under Bdgt. | ODOT Adjustments | Estimated FY 2007 |
|--|----------------------|---------------------|---|---------------------|----------------------|
| Direct Labor Costs by Department: | | | | | |
| FWWA/PL/FTA | \$ 867,049 | \$ 795,783 | \$ 71,266 | \$ - | \$ 993,121 |
| FTA - Trac | \$ - | \$ - | \$ - | \$ - | \$ - |
| CMAQ/STP | \$ 431,781 | \$ 425,374 | \$ 6,407 | \$ - | \$ 309,317 |
| Ohio EPA | \$ 28,632 | \$ 30,528 | \$ (1,896) | \$ - | \$ 30,606 |
| Regional Planning | \$ 85,595 | \$ 51,218 | \$ 34,377 | \$ - | \$ 60,082 |
| Water Quality | \$ 12,812 | \$ 3,466 | \$ 9,346 | \$ - | \$ 13,433 |
| Other Local Programs | \$ 14,724 | \$ 9,531 | \$ 5,193 | \$ - | \$ 51,213 |
| Other Local Programs | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL DIRECT LABOR COSTS | \$ 1,440,593 | \$ 1,315,900 | \$ 124,693 | \$ - | \$ 1,457,772 |
| Fringe Benefit Cost Rate Computation | | | | | |
| TOTAL Fringe Benefit Costs / | \$ 972,623 | \$ 922,874 | | | \$ 1,076,557 |
| TOTAL Labor Costs (Direct & Indirect) | \$ 1,889,508 | \$ 1,785,145 | | | \$ 1,960,792 |
| = Fringe Benefit Cost Rate | 51.47% | 51.70% | | | 54.90% |
| FY 2005 | | | | | |
| Fringe Benefit Cost Recovery Comparison (Direct Labor Portion Only) | | | | | |
| Should have recovered in fiscal year (Actual Direct Labor * Actual Fringe Benefit Cost Rate) | | \$ 680,286 | | 51.70% | of Direct Labor |
| Amount actually recovered in fiscal year (Actual Direct Labor x ESTIMATED Fringe Benefit Cost Rate) | | \$ 677,359 | | 51.47% | of Direct Labor |
| (Over)/Under Recovery of Fringe Benefits | | <u>\$ 2,928</u> | | | A (over)/under |
| Indirect Cost Rate Computation | | | | | |
| TOTAL Indirect Costs / | \$ 1,646,774 | \$ 1,490,062 | | | \$ 1,611,179 |
| only DIRECT Labor Costs | \$ 1,440,593 | \$ 1,315,900 | | | \$ 1,457,772 |
| = Indirect Cost Rate | 114.31% | 113.24% | | | 110.52% |
| FY 2005 | | | | | |
| Indirect Cost Recovery Comparison (All Indirect Costs, Indirect Labor & Indirect Labor Fringe Benefits) | | | | | |
| Should have recovered in fiscal year (Actual Direct Labor * Actual Indirect Cost Rate) | | \$ 1,490,062 | | 113.24% | of Direct Labor |
| Amount actually recovered in fiscal year (Actual Direct Labor x ESTIMATED Indirect Cost Rate) | | \$ 1,504,234 | | 114.31% | of Direct Labor |
| (Over)/Under Recovery of Indirect Costs | | <u>\$ (14,173)</u> | | | B (over)/under |
| FY 2005 | | | | | |
| Fringe Benefit Cost (Over)/Under Recovery | | \$ 2,928 | | | A (over)/under |
| Indirect Cost (Over)/Under Recovery | | \$ (14,173) | | | B (over)/under |
| Net (Over)/Under Recovery | | <u>\$ (11,245)</u> | | | |
| Summary | | | | | |
| Fringe Benefit Rate | 51.47% | 51.70% | | | 54.90% |
| Indirect Cost Rate | 114.31% | 113.24% | | | 110.52% |
| Total Overhead Cost Rate | 165.79% | 164.93% | | | 165.43% |

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal March 1, 2006 to establish billing or final indirect costs rates for July 1, 2006 through June 30, 2007 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Ohio-Kentucky-Indiana Regional Council of Governments

Signature: 

Name of Official: Mark R. Policinski

Title: Executive Director

Date of Execution: March 1, 2006

I hereby certify that an Audit of Fiscal Year 2007 cost will be contracted for the work performed. The Audit will be in conformity with the provision of the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (U.S. Comptroller General); Guidelines for Financial and Compliance Audits of Federally Assisted Programs (U.S. General Accounting Office); Major Compliance Features of Programs Administered by State and Local Governments (Office of Management and Budget); and the provisions of OMB's Circular A-133, Audits of State and Local Government.



Signature

Mark R. Policinski
Executive Director

Ohio-Kentucky-Indiana Regional
Council of Governments

March 1, 2006