

COST ALLOCATION 101 City and County of San Francisco

#### Purpose

Increase understanding
Discuss concepts and methods
Review how to use

#### Definitions

 Cost Allocation Plan – a distribution of central service costs to receiving departments Federal or A-87 Plan Full Cost Plan • 2 CFR Part 225 or OMB A-87 or A-87 = Office of Management and Budget Circular A-87

# Definitions (continued)

 Direct costs – "can be identified specifically with a particular final cost objective." OMB A-87
 Central service costs - services performed on a centralized basis; administrative costs

# Definitions (continued)

 Indirect Costs – "incurred for a common or joint purpose benefiting more than one cost objective" and "not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved." (Source: OMB A-87) Indirect Cost Rate – Ratio of indirect costs to a direct cost base Public Resource Management Group

\* MGT of America, Inc.

#### Cost Allocation Plan Concept

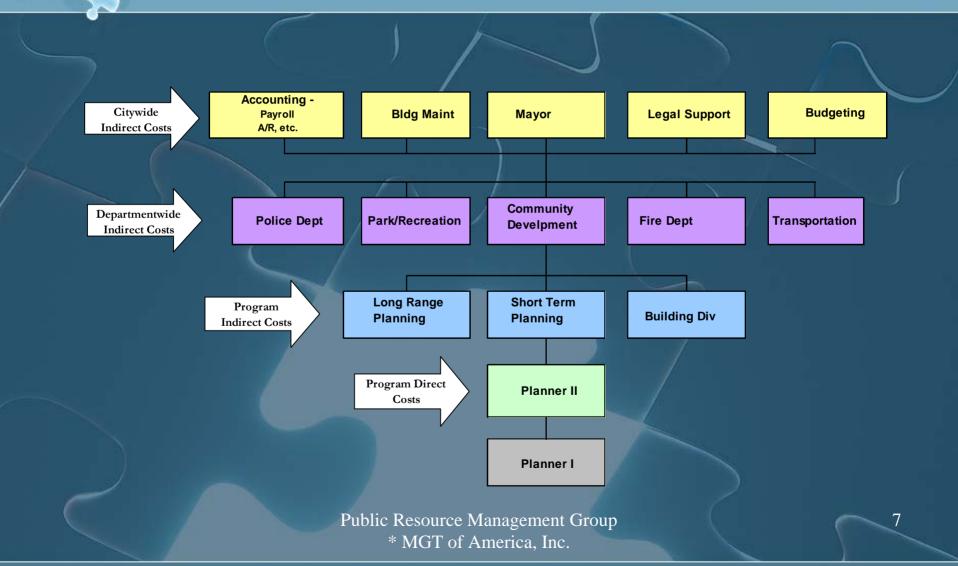
 Direct operating programs benefit from government-wide central services
 Programs should reimburse for central support

Problem

 Governmental accounting systems focus upon direct cost of service

- Full cost of service calculation not possible
- Cost of support services missing

# Flow of Costs



# Flow of Costs (continued)

 General accounting systems not designed to track ALL costs at lowest level

Direct costs can be tracked
Indirect costs cannot be tracked

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# Accounting Solution

#### Cost Allocation Plan

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- Based on measurement of benefit and use
  - Allocation bases accounting transactions, payroll transactions, square footage, headcount, equipment depreciation
  - Allocate to operating AND administrative (central service) departments

# Uses for Cost Allocation Plans

- Federal/State grant reimbursement
- Calculation of general fund support costs to non-general fund departments /services
- Total cost of providing user fee related services
- Good business
  - Sound decisions based on better info
  - Subsidy decisions
  - Funding decisions

# ANY?

# Developing a Cost Plan

 Classify departments • Direct service provider/benefiting agency Or Central service/indirect agency Interview central service departments Identify services and/or functions and allocation base • Who performs the services? • Which departments are served? Are departments are billed? of America. Inc.

# Developing a Cost Plan (cont)

 Gather accounting data Gather allocation data Input data into software • Review draft with City Revise draft Prepare final report

# Indirect Cost Rates

Cost plan versus indirect cost rates

- Cost plans allocate costs
- Indirect cost rates compare allocated costs to direct cost base, such as salaries and wages

 Departmental indirect cost rates may also include allocated departmental administrative costs

# **Developing IC Rate**

Analyze departmental personnel assignments by:
Timesheets
Assignment of duties
Percentage of time
Time study sample  Distribute supply and service costs

- Direct assignment
- Distribute on percentage



# Example IC Rate

A Central Service Costs \$321,528

B Payroll Amount \$8

\$848,238

C Indirect Cost Rate (A/B) 37.91%

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#### Uses of IC Rate

Apply rate to grant direct base to recover indirect costs
Apply rate to direct cost base to find "full cost" of a service or program

#### PAGES FROM A SAMPLE COST ALLOCATION PLAN

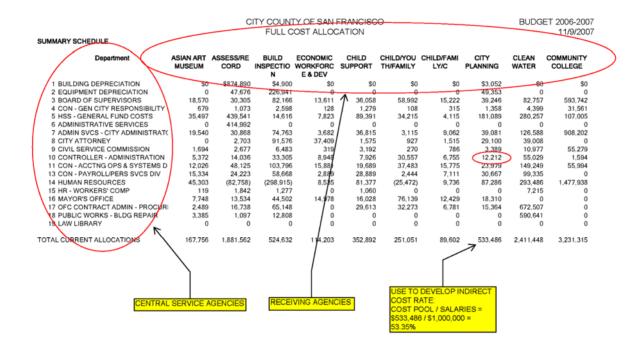


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# SUMMARY SCHEDULE A



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# DEPARTMENT EXPENDITURES

A. DEPARTMENT COSTS		CIT		TY OF SAN I		0	De	pt:10_CONTRO		T 2006-2007 11/9/2007
		Amount	General Admin	ACCOUNTIN G	BUDGET	CONTROLL ER	GARAGES	PAYROLL/P ERSONNEL	REVENUE	TRIAL COURTS
Salaries	S	\$2,398,653	\$57,393		\$397,747	\$711,533	▲ \$14,898		\$189,688	\$5,487
Salary % Split Benefits	s	616,828 3,015,481	<i>2.39%</i> 14,759 72,152		<i>16.58%</i> 102,283 500,030	<i>29.66%</i> 182,975 894,508	.62% 3,831 18,729	76,274	<i>7.91%</i> 48,779 238,467	. <i>23%</i> 1,411 6,898
SUPPLY & SERVICES COS NON-PERSONNEL SVCS MTRLS & SUPPLIES SVCS OF OTHER DEPTS CAPITAL OUTLAY EXPEND RECOVERY DEPARTMENT COST Total	T S S S D D	682,682 188,792 657,683 8,463 (133,000) 1,404,620	16,335 4,517 15,736 0 36,588	15,216 53,007 0 0	113,203 31,306 109,058 0 253,567	202,510 56,003 195,094 0 453,607	4,240 1,173 4,085 0 0 9,498	23,345 81,326 0 0	53,987 14,930 52,010 0 120,927	1,562 432 1,505 0 0 3,499
ADJUSTMENTS CAPITAL OUTLAY EXPEND RECOVERY	D D	(8,463) 133,000			0 0	0 0	0		0 0	0 0
Total		4,544,638	108,740	366,285	753,597	1,348,115	28,227	561,966	359,394	10,397
General Admin Distribution		/	(108,740)	8,979	18,473	33,047	692	13,776	8,810	255
Grand Total	DISALLOWED CO			\$375,264	\$772,070		\$28,919 FIONS OR TIES	\$575,742	\$368,204	\$10,652

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#### INCOMING COSTS

CITY COUNTY OF SAN FRANCISCO

		C		Y OF SAN OST ALLO		0			BODGE	11/9/2007
B. INCOMING COSTS - (Default Spread Salar	ry%)		FULL C	JST ALLO	CATION		Dep	t:10 CONTRO	LLER - ADMI	
Department	First Incoming	Second Incoming	ACCOUNTIN G	BUDGET	CONTROLL ER	GARAGES	PAYROLL/P ERSONNEL	REVENUE	TRIAL COURTS	GENERAL SERVICES
1 CITY HALL Subtotal - BUILDING DEPRECIATION	\$739,438 739,438	\$0 0		\$125,620 125,620		\$4,705 4,705	\$93,676 93,676	\$59,909 59,909	\$1,733 1,733	\$168,014 168,014
3 BD OF SUPERVISORS 3 BUDGET & LEG ANALYSTS Subtotal - BOARD OF SUPERVISOR:	9,958 4,704 14,662	0 0 0	388	1,692 799 2,491		63 30 93	1,262 596 1,857	807 381 1,188	23 11 34	2,263 1,069 3,331
4 SUPPORT SERVICES Subtotal - CON - GEN CITY RESPON	202 202	0		34 34		1	26 26	16 16	0	46 46
5 RETIRED EMPLOYEES 5 CITY PLAN 5 OTHER PLANS Subtotal - HSS - GENERAL FUND CC	621,562 1,794 8,252 631,608	0 0 0 0	148 681	105,595 305 1,402 107,301	545	3,955 11 53 4,019	78,743 227 1,045 80,016	50,359 145 669 51,173	1,457 4 19 1,480	141,230 408 1,875 143,513
7 CITY ADMINISTRATOR PROGRAMS Subtotal - ADMIN SVCS - CITY ADMI	15,560 15,560	0		2,643 2,643		99 99	1,971 1,971	1,261 1,261	36 36	3,536 3,536
9 CIVIL SERVICE Subtotal - CIVIL SERVICE COMMISS	1,369 1,369	0		233 233		9 9	173 173	111 111	3 3	311 311
10 ACCOUNTING 10 BUDGET 10 REVENUE 10 GENERAL SERVICES Subtotal - CONTROLLER - ADMINIST		2,404 697 6,796 2,394 12,291	58 561 198	408 118 1,155 407 2,088	212 2,065 728	15 4 43 15 78	305 88 861 303 1,557	195 56 551 194 996	6 2 16 6 29	546 158 1,544 544 2,793
11 ACCOUNTING/FINANCIAL SYSTEM 11 LABOR DISTRIBUTION SYSTEM Subtotal - CON - ACCTNG OPS & SY	0 0 0	52,166 477 52,643	39	8,862 81 8,943	145	332 3 335	60	4,226 39 4,265	122 1 123	11,853 108 11,961
13 PAYROLL SERVICES Subtotal - CON - PAYROLL/PERS SV	0	12,147 12,147		2,064 2,064		77 77	1,539 1,539	984 984	28 28	2,760 2,760
14 CITY PERSONNEL	0	35,825	2,958	6,086	10,888	228	4,539	2,903	84	8,140
ALLOC	ATED COST	s								

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BUDGET 2006-2007

# ALLOCATION OF COSTS

									BUDGET 2006-2007 11/9/2007 10 CONTROLLER - ADMINISTRATION
/	A ALLOCATION BASE		Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total	
ſ	3 BOARD OF SUPERVISORS	3.430	0.18%	\$873	\$0	\$873	\$0	\$873	
	4 CON - GEN CITY RESPONSIBILITY	11,400	0.59%	2,900	0	2,900	0	2.900	
	5 HSS - GENERAL FUND COSTS	14,520	0.75%	3,694	õ	3,694	õ	3.694	
FUNCTION	6 ADMINISTRATIVE SERVICES	9,691	0.50%	2.465	0	2,465	õ	2,465	
OR	8 CITY ATTORNEY	7,928	0.41%	2,017	0	2,017	0	2,017	
ACTIVITY	9 CIVIL SERVICE COMMISSION	861	0.04%	219	0	219	0	219	
NAME	10 CONTROLLER - ADMINISTRATION	9,449	0.49%	2,404	0	2,404	0	2,404	
NAME	11 CON - ACCTNG OPS & SYSTEMS D	1,067	0.06%	271	0	271	3	275	
	12 CON - AUDITS	2,763	0.14%	703	0	703	8	711	
	13 CON - PAYROLL/PERS SVCS DIV	711	0.04%	181	0	181	2	183	
	14 HUMAN RESOURCES	10,700	0.55%	2,722	0	2,722	31	2,753	
	17 OFC CONTRACT ADMIN - PROCURI	18	0.00%	5	0	5	0	5	
	18 PUBLIC WORKS - BLDG REPAIR	61,920	3.21%	15,751	0	15,751	181	15,933	
	19 LAW LIBRARY	372	0.02%	95	0	95	1	96	
	20 TREASURER/TAX COLLECTOR	29,005	1.50%	7,378	0	7,378	85	7,463	
	21 ACADEMY OF SCIENCES	509	0.03%	129	0	129	1	131	
	22 ADM - REAL ESTATE	4	0.00%	1	0	1	0	1	
	23 ADM - CENTRAL SHOPS	20,843	1.08%	5,302	0	5,302	61	5,363	
	25 ADULT PROBATION	5,364	0.28%	1,365	0	1,365	16	1,380	
	26 AIRPORT	105,306	5.45%	26,788	0	26,788	309	27,097	
	27 ANIMAL CARE/CONTROL	3,733	0.19%	950	0	950	11	961	
	28 ARTS COMMISSION	9,298	0.48%	2,365	0	2,365	27	2,392	
	29 ASIAN ART MUSEUM	2,057	0.11%	523	0	523	6	529	
	30 ASSESS/RECORD	8,494	0.44%	2,161	0	2,161	25	2,186	
	31 BUILD INSPECTION	19,547	1.01%	4,972	0	4,972	57	5,030	
	32 ECONOMIC WORKFORCE & DEV	2,702	0.14%	687	0	687	8	695	
	33 CHILD SUPPORT	3,268	0.17%	831	0	831	10	841	
	34 CHILD/YOUTH/FAMILY	5,607	0.29%	1,426	0	1,426	16	1,443	
	35 CHILD/FAMILY/C	2,074	0.11%	528	0	528	6	534	
	36 CITY PLANNING	4,101	0.21%	1,043	0	1,043	12	1.055	<
	37 CLEAN WATER 38 COMMUNITY COLLEGE	22,587 776	1.17% 0.04%	5,746 197	0	5,746 197	66 2	5,812 200	
	39 CONVENTION FACILITY	827	0.04%	210	0	210	2	200	
	41 COUNTY EDUCATION	733	0.04%	186	0	186	2	189	
	42 DPH - HEALTH HOME	2.861	0.04%	728	0	728	2	736	ALLOCATED TO
	43 DPH - JAIL HEALTH	4,272	0.13%	1.087	0	1.087	13	1.099	CITY PLANNING
	44 DPH - LAGUNA HONDA	44.125	2.29%	11.225	0	11.225	129	11,354	OTT PEAKING
	45 DPH - MENTAL HEALTH	23,544	1.22%	5,989	0	5,989	69	6,058	
	46 DPH - PRIMARY CARE	28,070	1.45%	7,140	0	7,140	82	7,223	
	47 DPH - PUBLIC HEALTH	96,853	5.02%	24.638	0	24,638	284	24,921	
	48 DPH - SF GEN HOSP	158,529	8.21%	40.327	0	40,327	465	40,791	
	49 DPH - SUBSTANCE	5,981	0.31%	1,521	0	1,521	18	1,539	

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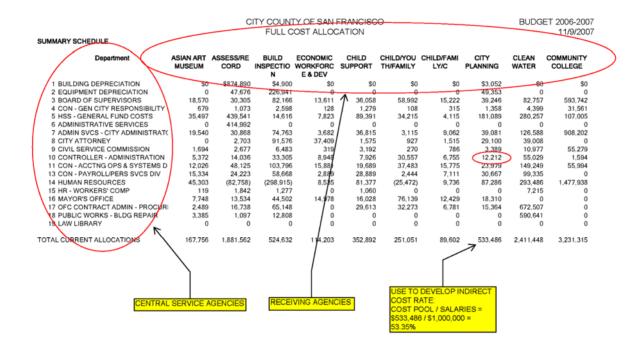
# ALLOCATED COSTS SUMMARY

			C		Y OF SAN OST ALLO	FRANCISC CATION	0			BUDGE	T 2006-2007 11/9/2007
ALL	OCATION SUMMARY							De	pt:10 CONTRO	LLER - ADMIN	ISTRATION
7	Department	ACCOUNTIN G	BUDGET	CONTROLL ER	GARAGES	PAYROLL/P ERSONNEL	REVENUE	TRIAL COURTS	GENERAL	Total	
	0 DIRECT BILLED	133,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$133,000	
UMMARY	BOARD OF SUPERVISORS	873	1,007	0	0	0	345	0	3,770	5,994	
FALL	4 CON - GEN CITY RESPONSIBILITY	2,900	3,206	0	0	0	5,796	0	79,402	91,305	
	5 HSS - GENERAL FUND COSTS	3,694	1,072	0	0	0	12,950	0	0	17,715	
LLOCATIONS	5 ADMINISTRATIVE SERVICES	2,465	2,148	0	0	0	4,898	0	42,593	52,104	
SCHEDULE	B CITY ATTORNEY	2,017	1,429	0	0	0	33	0	2,777	6,256	
	9 CIVIL SERVICE COMMISSION	219	142	0	0	0	14	0	221	596	
	10 CONTROLLER - ADMINISTRATION	2,404	697	0	0	0	6,796	0	2,394	12,290	
	11 CON - ACCTNG OPS & SYSTEMS D	275	461	689,398	0	287,378	0	0	3,157	980,668	
	12 CON - AUDITS	711	653	753,528	0	314,110	0	0	897	1,069,900	
	13 CON - PAYROLL/PERS SVCS DIV	183	248	384,780	0	160,397	3	0	2,236	547,847	
	14 HUMAN RESOURCES	2,753	2,107	0	0	0	467	0	5,188	10,515	
	15 HR - WORKERS' COMP	0	540	0	0	0	0	0	0	540	
	17 OFC CONTRACT ADMIN - PROCUR	5	13	0	0	0	21	0	0	39	
	18 PUBLIC WORKS - BLDG REPAIR	15,933	19.826	0	0	0	31	0	1,946	37,735	
	19 LAW LIBRARY	96	65	0	0	0	0	0	164	325	
	20 TREASURER/TAX COLLECTOR	7,463	2,581	0	0	0	12,653	0	8,952	31,650	
	21 ACADEMY OF SCIENCES	131	91	0	0	0	22	0	692	937	
	22 ADM - REAL ESTATE	1	74	0	0	0	6	0	0	81	
	23 ADM - CENTRAL SHOPS	5,363	6,424	0	ō	Ő	Ő	0	ō	11,788	
	25 ADULT PROBATION	1.380	1,937	0	0	0	3.376	0	4.042	10.735	
	26 AIRPORT	27,097	61,580	0	0	0	51,442	0	0	140,119	
	27 ANIMAL CARE/CONTROL	961	305	0	0	0	2,999	0	0	4,264	
	28 ARTS COMMISSION	2.392	7,452	0	0	0	599	0	2,727	13,170	
	29 ASIAN ART MUSEUM	529	548	0	0	0	1,375	0	2,920	5.372	
	30 ASSESS/RECORD	2,186	1,815	0	0	0	4,934	0	5,101	14,036	
	31 BUILD INSPECTION	5,030	1,571	0	0	0	9,933	0	16,771	33,305	
	32 ECONOMIC WORKFORCE & DEV	695	1,959	0	0	0	649	0	5.645	8,948	
	33 CHILD SUPPORT	841	670	0	0	0	374	0	6,040	7,926	
	34 CHILD/YOUTH/FAMILY	1,443	0	0	0	0	421	0	28,694	30,557	
	35 CHILD/FAMILY/C	534	1,354	0	0	0	184	0	4,684	6,755	
	36 CITY PLANNING	1.055	2.929	0	0	0	1,327	0	6,900	12,212	-
	37 CLEAN WATER	5,812	39,178	0	0	0	10,040	0	0	55,029	
	38 COMMUNITY COLLEGE	200	353	0	0	0	1,042	0	0	1,594	
	39 CONVENTION FACILITY	213	548	0	0	0	262	0	0	1,024	1
	41 COUNTY EDUCATION	189	279	0	0	0	924	0	29	1,420	
	42 DPH - HEALTH HOME	736	¥18	0	0	0	133	0	2,999	4,287	TOTAL ALLOCATE
	43 DPH - JAIL HEALTH	1,099	482	0	0	0	130	0	506	2,158	TO PLANNING
	44 DPH - LAGUNA HONDA	11,354	10.720	, õ	0	0	3,077	0	65,351	90,503	
	45 DPH - MENTAL HEALTH	6.058	6,255	ō	ő	ō	1,153	ō	68,029	81,494	FROM
	46 DPH - PRIMARY CARE	7,223	6,102	ō	0	0	4.023	0		33,897	CONTROLLER-
		71220			-			-	101010	_ 01007	ADMINISTRATION

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# SUMMARY SCHEDULE A



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# ANY?

# Departmental COWCAP Allocations

		•		nousands)				
	F	Y 05-06		FY 06-07		FY 07-08	F	FY 08-09
Dept	AA	O Budget	A	AO Budget	A	AAO Budget		reliminary
WTR	\$	2,237	\$	1,133	\$	1,585	\$	2,569
CWP		1,870		1,658		1,894		2,258
ННР		812		537		451		902
PUC		1,168	, y	/in bureaus	-	in bureaus		in bureaus
Subtotal PUC		6,086	/	3,329		3,931		5,729
REC		2,002	(	1,304		1,315	1	1,302
TIS		935		859		198		808
PRT		1,013		1,278		335		758
ECD		328		500		226		566
DBI		450		1,083		466		551
MTA-PTC		950		805		615		498
CPC		484		262		314		380
WAR		unbilled		unbilled		167		307
DPW		215		95		10		238
RNT		108		179		167		67
FIR		112		112		57		61
TXC		16		35		104		6
LIB		5		8		3		2
ASR		484		262		197		0
MTA-MUNI		in basline		in baseline		in baseline		in baseline
Total Allocated*	\$	13,189	\$	10,110	\$	8,104	\$	11,273
Citywide Costs	\$	134,532	\$	172,222	\$	142,954	\$	153,361
% Allocated		9.8%	-	5.9%	Ŧ	5.7%		7.4%
70 Anocated		0.070		0.070		0.1 /0		11/0

\* excludes Superior Courts