ST. LAWRENCE COUNTY COMMUNITY DEVELOPMENT PROGRAM, INC.

Cost Allocation Plan

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Policy to allocation agency-wide bills to specific programs- Policy Council Approved 10/12/2022, CDP Board Approved 10/19/2022

I. Administration-Finance Agency-wide Payroll Allocation

Administrative and finance personnel are defined as the executive director, executive assistant, the fiscal officer, senior account clerk and receptionist. These personnel typically spend a portion of their day working on tasks exclusively associated with one particular department, and on other tasks which may be associated with multiple departments, or the agency in its entirety. Administration and Finance salaries shall be allocated based on actual time dedicated to individual departments. More information related to these allocations is also referred in the Fiscal Management Policy.

The Account Clerk position's time is spent solely on employee payroll and benefits and other employee related tasks. All time is spent directly relating to employees therefore the positions time is broken out based on employee count for each department.

Sundry charges such as copier usage, telephones, supplies and services shall be allocated based on the total payroll allocation percentages for the administration or finance departments, as appropriate.

Each administrative-finance charge for the agency is recorded using a specific project code for a one-year period. This project code is identified as 01XX05 (with the XX being the fiscal year in which the cost is incurred). At the end of each month on or around the 10^{th} – 15^{th} the statement of activities for this project code is printed from the first day of the fiscal year through the end date of the month being allocated. The total expenses reported on the statement of activities are the dollar figure that will be entered into the cost allocation formula to be split between the departments. A payroll distribution report shows the hours spent exclusively on each department, and the ratio from that is used to allocate administration-finance expenses.

II. Annual Audit Allocation

On an annual basis at the completion of the independent annual audit a bill will be received by the accounting firm completing the audit. Once the bill is received the charges will need to be allocated among the departments and the grant programs that are still in operation at the receipt of the bill. The allocation is to be based on the total expenses reported on the audit for each program audited. Maximum limits set by program oversight agencies may require adjustment of this formula.

III. Copier Charges Procedures

1. At the end of each month the Fiscal Officer prints a report recording the number of copies performed for each Copier ID# on the common area copier.
2. The Fiscal Officer uses this report to charge each specific program two cents per page copied. The Fiscal Officer uses the print out as back up to the journal entry created to charge each program for their portion of the costs of the copies made. The revenue is charged to the administration-finance project code as a reduction in the consumable supplies account.

The rate charged is based on the cost of the service agreement, the cost of the paper and any other necessary costs associated with the agency copier.

The cost is associated to each program based on the access code. Once all charges have been calculated and assigned a project code they are entered in the Financial Edge accounting system (FE) using a recurring journal entry labeled Copier Charges.

IV. Liability Insurance

Liability insurance and associated coverages will be allocated according to the ratio of employees in each department vs. the entire agency. This reflects the approximate volume of activity and public contact had by each department experiences. Liability insurance is typically pre-paid and allocated monthly to even the cost out over the entire fiscal and calendar years.

V. Automobile Insurance

Automobile insurance costs are detailed in the insurance policy, and each department is charged according to the actual costs for their vehicles.

VI. Board and Officer's Liability Insurance

Board and Officer's Liability insurance is considered an agency-wide coverage that is included in administrative allocation and allocated proportionately based on the history of time administrative personnel spend on individual programs.

VII. Space Allocation Procedure

Allocation for space occupied within the main office building at 1 Commerce Lane is based upon square footage occupied as a portion of the entire building. Space costs include utilities, janitorial service, alarm systems, water & sewer, garbage collection, general maintenance costs, and other expenses that pertain to the operation and maintenance of the facility.

VIII. Telephones, line charges and internet

Charges for telephone leasing, repairs, telephone lines and internet service at the main office are determined by the number of telephones each department has. Each department is charged proportionately for all charges associated with telecommunications.

IX. Antivirus

Antivirus coverage is charged at a flat rate for each computer a department has protected. This coverage is included with our annual service contract with the technology vendor.