

UPPER MISSISSIPPI RIVER RESTORATION–ENVIRONMENTAL MANAGEMENT PROGRAM
LONG TERM RESOURCE MONITORING

**Full Cost Accounting for LTRM
May 2012**

Purpose: To accurately capture the savings to LTRM when equipment, facilities, indirect costs, labor, operational cost, or other costs are leveraged with funding received from sources other than UMRR–EMP LTRM.

Definition: Full cost accounting (FCA) is a process for distributing fixed costs among all funding sources and users, and charging operational cost directly to different projects, when possible. This reduces the proportion of fixed costs allotted to each funding source resulting in savings for all funding sources, and ensures that operational costs for separate projects are identified and supported.

Charges applicable to FCA: Fixed costs covered in FCA should include facility costs (rent or leases, utilities, service contracts, insurance, office space, shop space, etc.) and indirect costs (office supplies, furniture, communications, cleaning, maintenance agreements, etc.), and use of equipment (boats, air boats, outboard motors, vehicles, trailers, laboratory equipment, maintenance costs, depreciation, replacement costs, etc.).

Operational costs for any work outside of LTRM, but conducted by, at, through, or in association with a facility funded by LTRM (UMESC, Field Stations, Corps of Engineers), should be covered directly in the budget for the associated project. These costs would include gas (vehicle, boat, small engine, etc.), expendable field or laboratory supplies, clothing (raingear, boots, etc.), salaries and benefits for staff performing the work, travel expenses directly related to the work, transport or shipping of samples, etc.

Guidelines: When budgets are developed at the beginning of each federal fiscal year, all LTRM funded facilities should include in their budget planning any funding greater than \$50,000 they know they will receive from **non-LTRM** sources. All fixed costs should be distributed proportionally across all funding sources at the beginning of the year. All operational costs for **non-LTRM** work should be covered directly by the outside funding. The Salary Savings Policy provides guidance for salary costs paid by outside funding.

After the initial budget is finalized, if additional funding is received from **non-LTRM** sources during the year, those sources should be charged fixed costs. The amount charged should be either proportional to the amount received from the source relative to total funding, or based on a standard rate set by the agency at the beginning of the fiscal year. Operational costs are expected to be charged directly.

Any cost savings or reimbursement to LTRM derived from additional non-LTRM funds received during the year will be summarized by the receiving agency at the end of each fiscal year and submitted to the UMESC fiscal officer for transmittal to the UMRR–EMP LTRM Manager. Any savings will be credited to LTRM and the use of these funds will be determined by the LTRM Management Team in coordination with those state or federal staff who generated the savings.

If additional funds from **LTRM** are received during the fiscal year, the budget for that work should include only operational costs plus any costs required by the receiving agency. Because fixed costs have already been covered for the year by the initial LTRM allocation, they should not be included in the budget for additional work funded by LTRM.

An example of FCA is shown below for developing a LTRM budget when the “Best Field Station” knows at the beginning of the fiscal year that it will receive \$23,475 of non-LTRM funding during the year. These funds combined with LTRM funding of \$305,350 results in a total of \$328,825 received by the field station this fiscal year. In this example, the non-LTRM funding is charged an 8.17% rate for facilities and 7.69% for common services. The savings realized by LTRM by using FCA is \$2350 (facilities) + \$975 (common services) = \$3,325.

Example:

FISCAL YEAR YYYY BUDGET FOR THE BEST FIELD STATION							
OPERATIONAL COSTS							
SALARIES AND BENEFITS		AMOUNT OF TOTAL COST CHARGEABLE TO LTRM				CHARGEABLE TO OTHER	
Permanent Positions		VEGETATION	FISH	WATER QUALITY	TOTAL		
Position and Name	FIELD STATION TOTAL COST						
Position and Name	\$ 62,500	\$ 50,000	\$ 5,000	\$ 5,000	\$ 60,000	\$	2,500
Position and Name	\$ 62,500	\$ 5,000	\$ 50,000	\$ 5,000	\$ 60,000	\$	2,500
Position and Name	\$ 62,500	\$ 5,000	\$ 5,000	\$ 50,000	\$ 60,000	\$	2,500
Sub-Total	\$ 187,500	\$ 60,000	\$ 60,000	\$ 60,000	\$ 180,000	\$	7,500
Benefit Costs (30%)	\$ 56,250	\$ 18,000	\$ 18,000	\$ 18,000	\$ 54,000	\$	2,250
Sub-Total Permanent Positions	\$ 243,750	\$ 78,000	\$ 78,000	\$ 78,000	\$ 234,000	\$	9,750
Temporary Positions/Summer Help							
Position and Name	\$ 9,500	\$ 3,000	\$ 2,500	\$ 1,000	\$ 6,500	\$	3,000
Position and Name	\$ 8,000	\$ 1,000	\$ 1,000	\$ 3,000	\$ 5,000	\$	3,000
Sub-Total	\$ 17,500	\$ 4,000	\$ 3,500	\$ 4,000	\$ 11,500	\$	6,000
Benefit Costs (10%)	\$ 1,750	\$ 400	\$ 350	\$ 400	\$ 1,150	\$	600
Sub-Total Temporary Positions	\$ 19,250	\$ 4,400	\$ 3,850	\$ 4,400	\$ 12,650	\$	6,600
Total Salaries and Benefits	\$ 263,000	\$ 82,400	\$ 81,850	\$ 82,400	\$ 246,650	\$	16,350
Operational Support Costs							
Travel In-State	\$ 3,500	\$ 500	\$ 1,000	\$ 1,500	\$ 3,000	\$	500
Travel Out-of-State	\$ 3,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000	\$	500
Vehicle Lease/Rent	\$ 2,500	\$ 250	\$ 1,000	\$ 1,000	\$ 2,250	\$	250
Vehicle Operational Costs	\$ 3,800	\$ 1,000	\$ 1,250	\$ 1,350	\$ 3,600	\$	200
Boat/Motor Operational Costs	\$ 5,250	\$ 1,000	\$ 1,750	\$ 1,750	\$ 4,500	\$	750
Field Supplies	\$ 3,000	\$ 500	\$ 500	\$ 1,000	\$ 2,000	\$	1,000
Special Clothing/Uniforms	\$ 1,250	\$ 250	\$ 250	\$ 250	\$ 750	\$	500
Field Equipment Maintenance Agreements	\$ 1,600	\$ 500	\$ 500	\$ 500	\$ 1,500	\$	100
Sub-total Operational Support	\$ 24,400	\$ 5,000	\$ 7,250	\$ 8,350	\$ 20,600	\$	3,800
TOTAL SALARY/BENEFITS/OPERATIONAL COSTS	\$ 287,400	\$ 87,400	\$ 89,100	\$ 90,750	\$ 267,250	\$	20,150
FACILITIES COSTS							
Space (office/shop/laboratory)	\$ 26,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 24,000	\$	2,000
Electric	\$ 700	\$ 200	\$ 200	\$ 200	\$ 600	\$	100
Gas	\$ 700	\$ 200	\$ 200	\$ 200	\$ 600	\$	100
Heating Fuel	\$ 650	\$ 200	\$ 200	\$ 200	\$ 600	\$	50
Water/Sewer	\$ 700	\$ 200	\$ 200	\$ 200	\$ 600	\$	100
Services (snow removal, lawn care, trash pickup, etc)	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
TOTAL FACILITIES COSTS	\$ 28,750	\$ 8,800	\$ 8,800	\$ 8,800	\$ 26,400	\$	2,350
COMMON SERVICES COSTS							
Clerical Support/Name	\$ 8,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 7,500	\$	500
Benefit Cost (20%)	\$ 1,600	\$ 500	\$ 500	\$ 500	\$ 1,500	\$	100
Total Clerical Support	\$ 9,600	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000	\$	600
Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Office/Computer Supplies	\$ 875	\$ 250	\$ 250	\$ 250	\$ 750	\$	125
Telephone - Land Line	\$ 850	\$ 250	\$ 250	\$ 250	\$ 750	\$	100
Telephone - Cellular	\$ 850	\$ 250	\$ 250	\$ 250	\$ 750	\$	100
Radio	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Postage/Courier Service	\$ 500	\$ 100	\$ 100	\$ 250	\$ 450	\$	50
Office Equipment/Computer Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Other (specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Total Chargeable Indirect Costs	\$ 12,675	\$ 3,850	\$ 3,850	\$ 4,000	\$ 11,700	\$	975
TOTAL COMMON SERVICES	\$ 12,675	\$ 3,850	\$ 3,850	\$ 4,000	\$ 11,700	\$	975
TOTAL FIELD STATION BUDGET	\$ 328,825	\$ 100,050	\$ 101,750	\$ 103,550	\$ 305,350	\$	23,475

8.17%

7.69%

7.14%