

SKAGIT COUNTY

# Central Services Cost Allocation Plan

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# The Skagit County

## *Central Services Cost Allocation Plan*

### **Introduction**

Skagit County (the county) provides a wide variety of services to the citizens of Skagit County. Skagit County is a municipal corporation incorporated November 28, 1883. The County operates under a Commission form of government, and has all powers granted by the constitution and laws of the state. The county provides the full range of services contemplated by statute or charter. The governmental activities of Skagit County include a full range of local government services provided to the public, such as law enforcement and public safety; the superior, juvenile, and district court systems; legal prosecution and indigent defense; jails and corrections; road construction and maintenance; planning and community development; parks and open space preservation; and care and welfare of the disadvantaged and mentally ill. In addition, other general government services are provided, such as elections, property assessment, tax collection, and the issuance of licenses. The business-type activities of Skagit County include a Solid Waste Utility and Drainage Utility.

The county is a local government, established as a subdivision of the State of Washington. It is funded mostly from local taxing sources, but is funded from some federal award and pass-through awards from the State of Washington.

The county administers various federal and state funded programs. While the federal portion of the county's total funding is important, it is not a major source of funding for the county.

The county is submitting this Central Services Cost Allocation Plan (CSCAP) prepared in accordance with principles and procedures of the U.S. Office of Management and Budget Circular A-87 (OMB A-87) *Cost Principles for State, Local and Indian Tribal Governments*, Attachment C. The county is not considered a "major local government", so its cost allocation plan does not need to be approved by a federal cognizant agency.

The county has substantial historical data, upon which to build the CSCAP. However, the county assigns volumes of transaction data or staff assigned to specific programs based on actual data from the preceding year and those assignments are quantified and described in this CSCAP.

### **Submission and Documentation Requirements**

The county has used the guidance for preparing this CSCAP provided by *Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government- Implementation Guide for Office of Management and Budget Circular A-87* (document ASMB C-10). Section 4.5 of this publication discusses submission and documentation requirements. The table below lists the features of the CSCAP, whether the feature is not applicable and where the information is provided in this CSCAP.

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<b>Central Services Cost Allocation Plan Feature</b>	<b>Location provided</b>
<b>1. General</b>	
<ul style="list-style-type: none"> <li>An organization chart sufficiently detailed to show operations including the central service activities of the State/local government whether or not they are shown as benefiting from central service functions.</li> </ul>	Appendix A
<ul style="list-style-type: none"> <li>A copy of the Annual Financial Report (or a copy of the Executive Budget if budgeted costs are being proposed) to support the allowable costs of each central service activity included in the plan</li> </ul>	The audited annual financial report is available
<ul style="list-style-type: none"> <li>A certification that the plan was prepared in accordance with this Circular, contains only allowable costs, and was prepared in a manner that treated similar costs consistently among the various Federal awards and between Federal and non-Federal awards/activities.</li> </ul>	Page 4
<b>2. Allocated Central Services-</b> For each allocated central service, the plan must also include the following: (If any self-insurance funds or fringe benefits costs are treated as allocated (rather than billed) central services, documentation discussed in Billed Services sections below shall also be included.)	Self Insurance funds are included in the Billed Service Category
<ul style="list-style-type: none"> <li>A brief description of the service, an identification of the unit rendering the service and the operating agencies receiving the service.</li> </ul>	Pages 5 to 9 and Appendix B
<ul style="list-style-type: none"> <li>The items of expense included in the cost of the service and the method used to distribute the cost of the service to benefitted departments.</li> </ul>	Pages 12 to 14 and Appendix B
<ul style="list-style-type: none"> <li>A summary schedule showing the allocation of each service to the specific benefitted departments.</li> </ul>	Appendix B
<b>3. Billed Services-</b> The information described below shall be provided for all billed central services, including internal service funds, self-insurance funds, and fringe benefit funds.	
➤ <b>Internal service funds.</b> For each internal service fund or similar activity with an operating budget of \$5 million or more, the plan shall include:	
<ul style="list-style-type: none"> <li>A brief description of each service.</li> </ul>	Pages 9 to 11
<ul style="list-style-type: none"> <li>A balance sheet for each fund based on individual accounts contained in the governmental unit's accounting system.</li> <li>A revenue/expenses statement, with revenues broken out by source, e.g., regular billings, interest earned, etc.</li> <li>A listing of all non-operating transfers (as defined by Generally Accepted Accounting Principles (GAAP)) into and out of the fund.</li> </ul>	Appendix C

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Central Services Cost Allocation Plan Feature	Location provided
<ul style="list-style-type: none"> <li>• A description of the procedures (methodology) used to charge the costs of each service to users, including how billing rates are determined.</li> <li>• A schedule of current rates.</li> </ul>	Page 12
<ul style="list-style-type: none"> <li>• A schedule comparing total revenues (including imputed revenues) generated by the service to the allowable costs of the service, as determined under this Circular, with an explanation of how variances will be handled.</li> <li>• Revenues shall consist of all revenues generated by the service, including unbilled and uncollected revenues. If some users were not billed for the services (or were not billed at the full rate for that class of users), a schedule showing the full imputed revenues associated with these users shall be provided. Expenses shall be broken out by object cost categories (e.g., salaries, supplies, etc.).</li> </ul>	Appendix D
<p>➤ <b>Self-insurance funds.</b> For each self-insurance fund, the plan shall include:</p>	
<ul style="list-style-type: none"> <li>• The fund balance sheet;</li> <li>• A statement of revenue and expenses including a summary of billings and claims paid by department;</li> <li>• A listing of all non-operating transfers into and out of the fund;</li> </ul>	Appendix C
<ul style="list-style-type: none"> <li>• The type(s) of risk(s) covered by the fund (e.g., automobile liability, workers' compensation, etc.);</li> <li>• An explanation of how the levels of fund contributions are determined.</li> </ul>	Pages 9 to 11
<ul style="list-style-type: none"> <li>• Include a copy of the current actuarial report (with the actuarial assumptions used) if the contributions are determined on an actuarial basis</li> </ul>	Actuarial Report is available
<ul style="list-style-type: none"> <li>• A description of the procedures used to charge or allocate fund contributions to benefitted activities</li> </ul>	Pages 9 to 11
<ul style="list-style-type: none"> <li>• Reserve levels in excess of claims (1) submitted and adjudicated but not paid, (2) submitted but not adjudicated, and (3) incurred but not submitted must be identified and explained.</li> </ul>	Appendix C
<p>➤ <b>Fringe benefits.</b> For fringe benefit costs, the plan shall include:</p>	
<p>The county participates in the State of Washington's pension systems and its employee benefits are included in the self-insurance funds, with the information provided above. <u>As such, the remainder of this requirement is not applicable.</u></p>	Page 11 and Appendix C

## Certificate of Cost Allocation Plan

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This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal as of December 31, 2010 to establish cost allocations or billings for the year ended December 31, 2012 are allowable in accordance with the requirements of OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments," and the Federal award(s) to which they apply. 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 awards 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.

I declare that the foregoing is true and correct.

Governmental Unit: Skagit County

Signature: 

Name of Official: Jeanne Youngquist

Title: Auditor

Date of Execution: 9-30-11

# Description of Central Services

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## **Introduction**

The county provides support services to operating departments in nine (9) Central Service Departments. In addition support services are provided in six (6) Internal Services funds or sub-funds that include self-insurance and fringe benefit programs.

Operating departments may charge one another for actual services provided. This is typically based on actual time charges captured in a time reporting system or a job cost system. This CSCAP does not quantify or present amounts of these interdepartmental charges as these charges are outside of the central service allocation or direct billed services plan.

The county uses the Cayenta software system for its accounting and financial reporting processes. Costs are captured at various levels of detail. In descending order, costs are captured at the fund, sub-fund, department, division, activity/project and job cost levels. Direct federal award programs and Federal awards passed through from the State of Washington are typically assigned a discrete project number or job cost number.

Certain central service departments use division or activity designations to separately account for services which are allocable to benefitting functions using a different allocation base and methodology. As a result, certain departments show more than one pool and how it is allocated to benefitting functions in the summary schedules of cost allocation in Appendix B.

## **Central Service Functions**

The following provides a description of the central services and the benefitting functions presented in Appendix B. The costs presented in Appendix B are actual costs for the year ended December 31, 2010. The costs have been summarized, for presentation purposes into six direct categories; Salaries, Benefits, Supplies, Services, Intergovernmental and Capital.

## **Commissioners**

The Board of County Commissioners serves as the county's legislative body and as chief policy makers for many important county operations and functions. The Commissioners are responsible for the adoption of a balanced budget for each calendar year, for adopting, amending and repealing ordinances and laws of the county, such as those governing traffic, zoning, and general health, safety and welfare of the public. The Commissioners are responsible for the operation of budget and administration of programs under the control of all departments without a separately elected official.

The Commissioner's Office provides overall guidance to all County functions through the budgeting and regulatory process. Costs are directly related to the amount of Commissioners' session time available. Therefore, the Commissioner's Office costs will be allocated to those funds that have standard agenda time with the Commissioners on the basis of regular agenda time scheduled for the respective

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functions as a percentage of total agenda time. For 2012, costs will be allocated to County Roads, Solid Waste, Drainage Utility and Equipment Rental and Revolving Funds.

The calculation is:

$$\begin{array}{l} \text{Commissioner's Office Expenditures} \\ \text{less Board of County Commissioners'} \\ \text{salaries and benefits} \end{array} \times \frac{\text{Applicable Fund's} \\ \text{Related Agenda Time}}{\text{Total Agenda Time}}$$

The County Board of Commissioners costs are allocated to benefitting departments based on the agenda time that is specifically designated for that purpose. Agenda matters that do not benefit a specific function are tracked separately and are not allocated to specific departments. Approximately 30% of the Commissioners agenda items relate to a specific function. As such, approximately 70% of the Commissioner's Office Expenditures (less the Board of County Commissioners' salaries and benefits) are retained in this cost pool and are not distributed to county departments.

### **Assessor's Office**

The Assessor's functions of valuation, notification of assessed value, and computation of tax are directly related to the dollar value of tax levy. Therefore, the Assessor's Office costs will be allocated to all Funds that levy taxes on the basis of the applicable fund's tax levy as a percentage of the total operating taxes levied by the Assessor. The Drainage Utility Fund will not be allocated a portion of the cost of the Assessor's Office as the assessment for the Drainage Utility Fund is formula driven not value based.

The calculation is:

$$\begin{array}{l} \text{Assessor's Expenditures less} \\ \text{Elected Official's Salary/Benefits} \end{array} \times \frac{\text{Respective Fund's Tax Levy}}{\text{Total Operating Taxes Levied}}$$

The Assessor's Office provides services to other jurisdictions for which taxes are levied and collected by the county. Approximately 76% of operating taxes relate to these other jurisdictions. As such, approximately 76% of the Assessor's Office Expenditures (less the Assessor's salaries and benefits) are retained in this cost pool and are not distributed to county departments.

### **Treasurer**

The County Treasurer holds a key position of public trust in the financial affairs of local government. Acting as the "bank" for the county, schools, ports, hospitals, and fire districts, along with other units of local government, the Treasurer's Office receipts, disburses, invests and accounts for the funds of each local jurisdiction. In addition, the Treasurer is charged with the collection of various taxes and assessments that are distributed on a regular basis to each of these governmental units. The Treasurer is required to conduct bond sales, which are authorized by the county or other local jurisdictions. A detailed record is kept of each bond for the allotted period of time. The Treasurer administers and collects the real estate excise tax on the sale or transfer of ownership on real property. The Treasurer's Office administers DOE Water Quality Loans; audits and recovers sales and use tax on

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businesses and erroneously coded vehicles licensing fees; implements the yearly tax foreclosure sale and conducts additional sales needed on county owned or tax title property; and administers the BUCKS program, which is a required course for all county employees handling cash. With responsibilities extending beyond the scope of county operations, the County Treasurer plays a key fiduciary role in the operation of local government.

The Treasurer's Office workload is most directly and logically related to tax levies. As a result, the Treasurer's Office costs will be allocated to all applicable Funds including the Drainage Utility Fund on the basis of the respective tax levy as a percentage of the total operating taxes levied by the Assessor. This is the same basis used to allocate Assessor's costs. As such, approximately 76% of the Treasurer's Office Expenditures (less the Treasurer's salaries and benefits) are retained in this cost pool and are not distributed to county departments.

The calculation is:

$$\frac{\text{Treasurer's Expenditures less Elected Official's Salary/Benefits}}{\text{Respective Funds Tax Levy}} \times \text{Total Operating Taxes Levied}$$

### **County Auditor**

The County Auditor independently oversees all County offices to ensure fiscal compliance with State law and County policy. The County Auditor aggressively administers a program of internal auditing to provide the County with a very high level of confidence that County assets are safeguarded to the highest reasonable degree. The County Auditor, as the official keeper of accounts for the County, designs and administers the accounting system for the County and maintains the highest standard of care to ensure the integrity of all accounting records and reports.

The main function of the Auditor's Office, which is significantly related to all County Funds' activities, is the accounting function. The accounting function costs will be allocated to all applicable funds based on the average of the percentage of full time equivalents (FTE's) and the percentage of total accounts payable transactions.

The calculation is:

$$\begin{aligned} (1) & \frac{\text{Respective Fund FTE's}}{\text{Total County FTE's}} + \frac{\text{Respective Fund AP Transactions}}{\text{Total County AP Transactions}} \\ (2) & \% \times \text{Accounting Dept Expenditures} \end{aligned}$$

### **Administrative Services**

The County Administrator oversees the Budget and Finance Director, the Director of Human Resource Management, Communications, Upriver Services, and serves as an aide to the Skagit County Board of Commissioners. The Administrator is also responsible for oversight of the day-to-day management responsibilities in the board directed departments.

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**Budget and Finance** - The Budget/Finance division manages budget and financial management matters for the County. Duties include: Coordinating the annual budget process, financial analysis, budget preparation, budget management, revenue forecasting, project management, contract management, and management of the County's financial system.

The budget and finance function costs are allocated to benefitting departments based on actual expenses as it most closely tracks the effort of the budget and finance function in providing its financial services.

Administrative Services provided include the coordination of efforts and administration of services aimed at improving employee productivity and management of County government. The specific functions presently serving all applicable Funds are: general administrative services and budget/financial management. The cost will be allocated based on a ratio of respective fund's total actual expenses divided by total County actual expenses.

The calculation is:

Administrative Services Expenditures		<u>Respective Fund Actual Expenses</u>
Less Human Resources	x	Total County Actual Expense

**Human Resources** - Human Resources ensures the best qualified personnel are recruited and employed to staff Skagit County. Staff continues to strengthen administrative rules and regulations and develop harmonious relationships among all employee groups. They are responsible for monitoring all employee benefits as well as classification and/or salary studies in order to maintain the integrity of the County. Human Resources engages in the process of recruiting, screening, departmental personnel services, benefits management, record keeping, salary and compensation assessment, union negotiations and a host of other personnel related services for all County Funds and Departments.

The human resources function costs are allocated to benefitting departments based on the count of full time equivalents (FTE) as it most closely tracks the effort of the human resources function in providing its human resources services.

The cost will be allocated based on a ratio of FTE's by Fund divided by total FTE's for the County.

The calculation is:

Human Resource Expenditures	X	<u>Respective Fund FTE</u>
		Total County FTE

**General Maintenance**

General Maintenance provides building maintenance and custodial services for County Facilities. This includes but is not limited to the following: mechanical and electrical equipment services, building maintenance and upkeep, custodial services, land maintenance, leases for additional space and establishing contract for service and supplies and payment of all utilities. Facility Management provides general repair and maintenance, custodial services, safety and health specialists/training,

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and mechanical, plumbing, electrical, telephone system and security systems services.

The general maintenance function costs are allocated to benefitting departments based on the square feet of occupied space for each department as it most closely tracks the effort of the general maintenance function in providing its facilities maintenance services. The cost will be allocated based on a ratio by fund of building square footage for County maintained buildings divided by the total square footage for County maintained buildings. Bond payments from this department will not be included.

The Calculation is:

Facilities Management: Salaries and Wages, Personnel Benefits, Supplies, Utilities & associated operational expense  $\times \frac{\text{Respective fund bldg maintenance sq ft}}{\text{Total County bldg maintenance sq ft}}$

### **Prosecuting Attorney / Civil Division**

The Prosecutor, through the Civil Division, provides legal advice to all departments of the County. Upon request of the Commissioners, this office litigates civil cases, advises all departments regarding legal matters, and enforces the Skagit County Code. The costs will be directly charged to respective funds on an actual or estimated basis.

### **Non-Departmental**

The Non-Departmental Department is used to record those expenditures that are not directly associated with any particular department within the County. These costs are allocated to benefitting departments based on Modified Total Direct Cost. Only those costs that are incurred and benefit all departments are included in the allocation.

## **Internal Service Funds**

The county accounts for services provided to operating departments in six (6) internal service funds or sub-funds. The services and methods of calculating the assessments from these internal service funds are briefly described below.

### **Insurance Services**

The Insurance Services Department recognizes and evaluates potential liability, monitors insurance coverage and trends, property liability and casualty losses, and investigates claims. Billings are based on the history of claims and operating expenses and are billed out annually at year end. The rate varies per year based on the amount of claims, property values, and actual expenses incurred. The rate for 2010 was \$789 to \$728,050 annually.

The Insurance Services Fund is also used as a holding account for employee benefits. Premiums are transferred into the Insurance Services Fund and payments are made

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to the claims processor as service provider invoices are submitted. The county is self-insured for medical, dental, and unemployment claims. Medical and Dental accrual rates are determined by an actuary on an annual basis. Those actuarial numbers are used, in conjunction with negotiated union contracts, to set accrual rates on an annual basis. The composite rate for 2010 was \$14,149 per year for a full time employee. (This includes medical, dental, life, vision and EAP.)

### **Information Services**

The Information Services (IS) Department is the County's central technology provider. This department provides the computer and business information system support required by County departments. These services include network services, systems support, application development and maintenance and general PC support.

Billings are based on the amount of expenditure per cost center divided by the metric used to allocate costs for that cost center. Differing metrics are used based on the type of expense. The rate for each cost center changes from quarter to quarter based on the expenses incurred by each cost center. The rate for 2010 was \$0 - \$101,323.10 per quarter.

### **Geographic Information Services**

The Geographic Information Services (GIS) office is a centralized service center that provides mapping and GIS services to meet the business needs of our partners, customers, and clients within Skagit County and the communities we serve. This includes providing support and maintenance in the areas of data conversion, cartography, remote sensing, computer graphics and visualization, Global Positioning Systems (GPS), database design, software development, address system maintenance, and 911-database maintenance.

Billings are based on the actual number of hours spent on a project. The current rate is \$34.27 to \$60.70 per straight time hour of work.

### **Records Management**

The Records Management Department is responsible for management of all County records, including property records, court records and any other records that pertain to the County. They also convert County records from paper files to either microfilm or optical images to reduce the bulk of records. The Records Management Department is also responsible for the purchase of all copiers and supplies for all county departments as well as interoffice and USPS mail.

Billings are based on the estimated number of time spent on records management and mail services for billed departments and the number of copiers used by a department as a percentage of total copiers. Billed amounts vary by billing period. The rate for 2010 was \$24,086 - \$304,500 semiannually.

### **Unemployment Compensation**

The Unemployment Compensation Insurance Fund receives payments from operating funds and departments. The monies received are used for payment of actual claims paid by the state. The county is self-insured for unemployment claims.

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Billings are based on the history of claims and operating expenses. The current rate is 1% of the first \$30,000 of salary.

### **Equipment Rental Fund**

The Equipment Rental and Revolving Fund (ER&R) is responsible for managing the acquisition, assignment, and disposition of fleet equipment; maintaining and repairing fleet equipment; maintaining fleet equipment records; providing short-term motor pool service; and administering a capital fleet equipment replacement plan all in support of the Sheriff's Department, General Government, and Public Works Divisions such as the Solid Waste Utility and Road Maintenance and Construction. The charges for services are designed to recover costs at or near breakeven while ensuring a positive cash balance in the Fund. Customers pay a monthly or hourly replacement fee to the Fund for each specific vehicle set at an amount designed to recover adequate funds to replace the vehicle at a future date mutually agreed upon by ER&R and the customer at the time the vehicle goes in service. ER&R also collects a fixed annual administrative overhead fee included in the lease rates for each vehicle to support wages and benefits, allocated costs, rent, and all other costs assessed to ER&R. The rate is \$107.63 - \$2,257.43 depending on the estimated amount of time a piece of equipment spends in the shop and whether or not it has a county-installed radio. Equipment is charged out at either hourly or monthly rates, depending on the type of equipment. Current rates are \$3 - \$108.50 per hour and \$68 - \$7,189 monthly. Vehicles are charged an hourly shop rate of \$65.50/hour designed to recover all of the costs of providing fleet maintenance and repair services. Parts and materials are charged at actual cost plus an 18% parts management fee. Fuel is charged actual cost plus a \$0.39/gallon fuel management fee. Rock is charged actual cost plus a 21% management fee. Pool vehicle rental fees are intended to support the cost of fuel, maintenance, replacement costs, and administration. Pool vehicle rental fees are assessed a monthly rental fee for the use of a pool vehicle. All assessments and charges are reviewed annually and updated as needed.

### **Fringe Benefit Plans and Related Costs**

Health and benefit costs are accounted for in the Insurance Services Fund described above. Unemployment compensation benefits are accounted for in the Unemployment Compensation Internal Service Fund. The county also provides pension benefits through its participation in the State of Washington's Public Employee Retirement System (PERS). Each of the PERS plans is a cost-sharing multiple-employer plan with employer and employee contribution rates established by the Washington State Legislature.

# Cost Allocation Methodology

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## Introduction

The county provides support services to operating departments in nine (9) Central Service Departments. In addition support services are provided by six (6) Internal Service funds or sub-funds that include self-insurance and fringe benefit programs.

Operating departments may charge one another for actual services provided. This is typically based on actual time charges captured in a time reporting system or a job cost system. This CSCAP does not quantify or present amounts of these interdepartmental charges as these charges are outside of the central service allocation or direct billed services plan.

The county uses the Cayenta software system for its accounting and financial reporting processes. Costs are captured at various levels of detail. In descending order, costs are captured at the fund, sub-fund, department, division, activity/project and job cost levels. Direct federal award programs and Federal awards passed through from the State of Washington are typically assigned a discrete project number or job cost number.

Certain central service departments use division or activity designations to separately account for services which are allocable to benefitting functions using a different allocation base and methodology. As a result, certain departments show more than one pool and how it is allocated to benefitting functions in the summary schedules of cost allocation in Appendix B.

## Accounting, Financial Reporting and Cost Allocation Systems

The county uses the Cayenta accounting software to accumulate costs in division, activity/project or job cost numbers that are linked to each department within a fund. The accounting system is able to produce cost reports by fund and sub-fund. The sub-funds and/or division designations for each central service function are combined into individual central service cost pools as is reflected in Appendix B.

Each central service cost center grouping uses a unique method to allocate its costs to the benefitting departments. However, several central services use the same base, upon which, to allocate its costs. Other cost center groupings may use different methods for certain segments of its cost pool for allocation based on data it accumulates during the preceding year.

The accounting system provides for determining the allocation bases prior to the fiscal year to be used in the allocation of central service costs to funds/departments for budget control and management purposes.

## Specific Cost Allocation Methodologies Used in this CSCAP

As provided in the Description of Central Services Section of this CSCAP, each central service cost center grouping uses a unique base, upon which to allocate its costs. The central service functions allocated in this CSCAP are grouped by the allocation base used as follows:

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**Central services that use authorized Full Time Equivalents (FTE):**

- Administrative Services Human Resources uses FTE as the only allocation base.
- The County Auditor uses FTEs for one-half of its allocation base with the remainder using accounts payable transaction counts.

The efforts in these central services are directly related to the size of the county's staffing.

**Central services that use operating tax levies:**

- Assessor's Office
- Treasurer's Office

The efforts in these central services are directly related to the dollar value of the levies assessed and collected by the county. These central service functions provide services to other jurisdictions for which taxes are levied and collected by the county. Since approximately 76% of operating taxes relate to these other jurisdictions, approximately 76% of the cost of these central service functions are retained in this cost pool and are not distributed to county departments.

**Central services that use actual expense data:**

- Administrative Services Budget and Finance

The effort in this central service includes compiling and monitoring the annual budget as well as the overall administration of the County. The effort is most closely related to the dollar value of the expenses tracked through the financial system.

**Central services that use specific data tracking systems to provide for an indication of effort and related benefit:**

- The County Commissioners use an agenda tracking system to determine its efforts for the prior year.
- The legal-civil function provides an estimate of its actual effort by department, (e.g. direct labor hours) to provide for an allocation of its effort.
- The general maintenance function tracks the square feet of county facilities occupied by each county department.

**Cost Accounting Procedure:**

Costs are accumulated in funds, departments, divisions, activity/project and job cost numbers as previously described. The cost allocation plan is used to calculate an indirect cost rate for each operating fund/department to use in the ensuing year. At the end of each fiscal year, county accounting staff applies the allocation factors to the actual costs incurred and generates a journal entry to transfer costs out of central service cost centers (senders) and into the operating department (receivers).

Certain internal service funds also gather costs in certain cost centers using project numbers in the financial system to "bill" its users. This is used mainly for services in

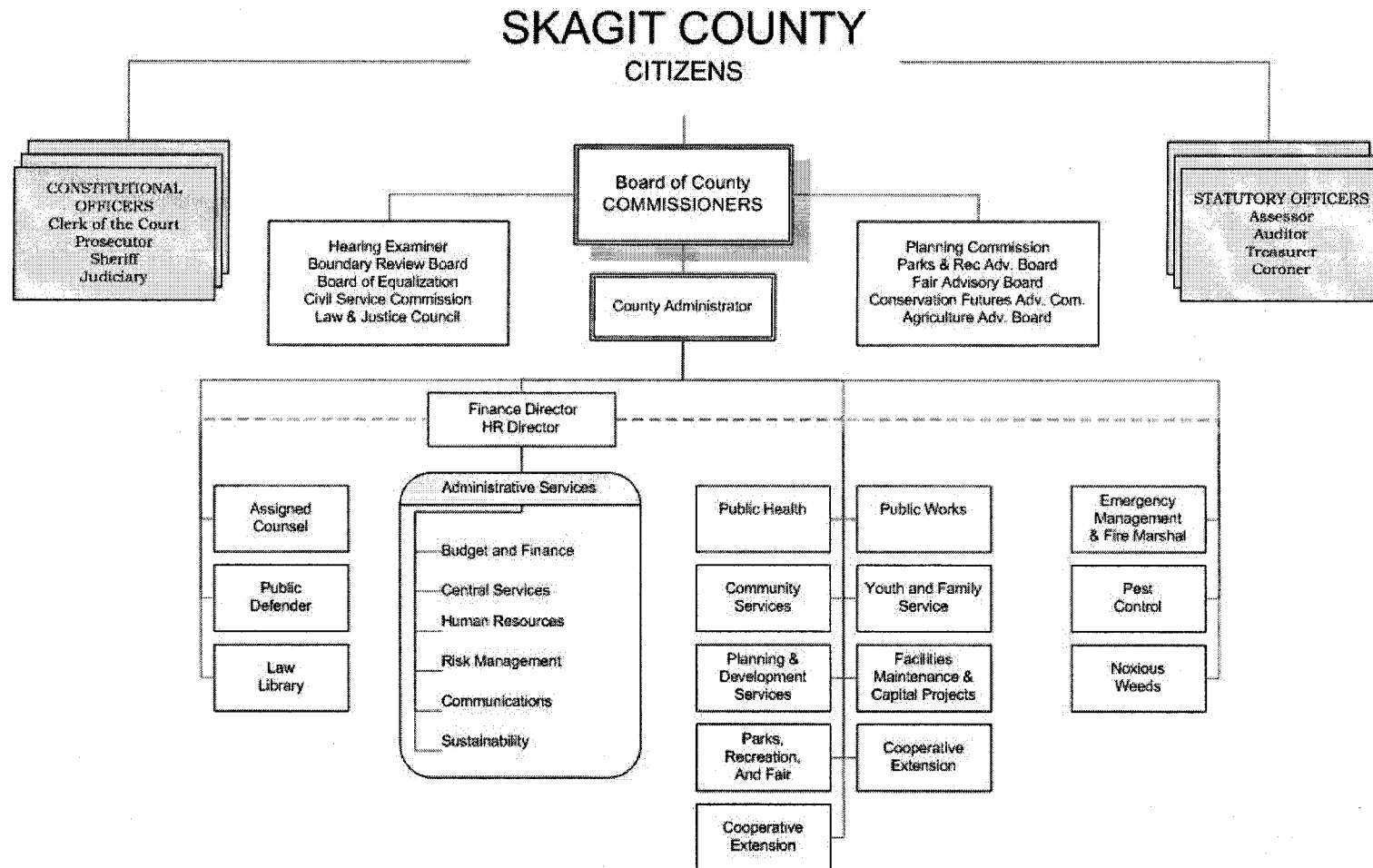
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which the underlying billing basis remains relatively constant during the year, such as the number of email accounts or direct labor hours. Other internal services use a direct charge basis whereby costs are transferred using a journal entry based on the actual transactions for the prior month. The Cayenta system is able to process internal service fund "assessments" prior to calculating the amount of the central service assessments.

Since the County uses a single-tier allocation methodology, whereby central service departments only charge operating departments and not one another, the county does not need to run two assessment proceeding steps.

## Appendix A: Organization Chart



## Appendix B: Summary and Detail Cost Allocation Plan Components

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**Skagit County**  
**Central Services Cost Allocation Plan**  
**Summary of Allocated Central Services Costs**  
**For the Year Ended December 31, 2010**

Fund No.	Fund Name	Total Allocated Costs	MTDC	General Fund Indirect Cost Rate	Internal Service Indirect Cost Rate	Total Indirect Cost Rate
<b>Operating Departments</b>						
001	General Fund	\$ 1,867,635	31,177,517	5.99%	9.29%	15.28%
101	Health Department	211,496	3,265,491	6.48%	9.29%	15.77%
102	Special Paths	2,399	293,844	0.82%	9.29%	10.11%
105	Emergency Management	25,582	562,931	4.54%	9.29%	13.84%
106	Fairgrounds	6,267	265,812	2.36%	9.29%	11.65%
107	Veterans Relief	3,632	192,949	1.88%	9.29%	11.17%
108	Law Library	14,896	157,675	9.45%	9.29%	18.74%
110	River Improvement	6,293	620,820	1.01%		1.01%
112	Centennial Document Preservation	1,192	194,635	0.61%	9.29%	9.90%
113	Elections Services	7,464	421,300	1.77%	9.29%	11.06%
114	Parks & Recreation	53,917	1,192,513	4.52%	9.29%	13.81%
115	Substance Abuse Services	20,134	1,877,929	1.07%		1.07%
116	Mental Health-Developmental Disability	97,044	3,353,503	2.89%		2.89%
117	County Roads	711,309	16,173,237	4.40%		4.40%
118	Senior Services	66,655	1,611,862	4.14%	9.29%	13.43%
119	Convention Center	2,452	326,664	0.75%		0.75%
120	Clean Water Program	24,139	2,391,053	1.01%		1.01%
122	Conservation Futures	13,033	182,493	7.14%	9.29%	16.43%
123	Medic I Services	76,320	4,144,483	1.84%		1.84%
124	Crime Victims Services	672	84,195	0.80%	9.29%	10.09%
125	Communication System	15,378	2,606,796	0.59%		0.59%
127	Water Quality	3,789	465,718	0.81%		0.81%
128	Planning and Development	164,125	2,618,798	6.27%	9.29%	15.56%
130	BRYSON RD SUB-FLOOD CNTRL ZONE	357	60,550	0.59%		0.59%
131	SEDRO WOOLLEY FLD CONTROL MAIN	530	43,819	1.21%		1.21%
132	BRITT SLOUGH FLOOD CONTROL	140	0	#DIV/0!		#DIV/0!
133	Sedro-Woolley SUB-FLOOD CNTRL ZON	-	0			
134	MT VERNON SO SFCZ MAINTENANCE	-	0			
135	DUNBAR SFCZ MAINTENANCE	-	0	#DIV/0!		#DIV/0!
137	BLANCHARD SUB FLOOD CONTROL M	233	36,450	0.64%		0.64%
139	HANSEN CREEK SUB FLOOD CONTROL	45	7,597	0.59%		0.59%
140	WARNER PRAIRIE SUB-FLOOD	72	12,156	0.59%		0.59%
141	LAKE MANAGEMENT DISTRICT NO. 1	291	38,941	0.75%		0.75%
142	LAKE MANAGEMENT DISTRICT NO. 2	57	5,234	1.09%		1.09%

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Summary of Allocated Central Services Costs**

**For the Year Ended December 31, 2010**

143	LAKE MANAGEMENT DISTRICT NO. 3	199	27,876	0.72%		0.72%
144	LAKE MANAGEMENT DISTRICT NO. 4	159	16,519	0.96%		0.96%
150	Edison Clean Water District	638	26,620	2.40%		2.40%
160	Drug Enforcement Reserves	202	-4,300	-4.70%	9.29%	4.59%
161	Boating Safety	1,445	80,197	1.80%	9.29%	11.09%
162	Low-Income Housing	523	67,965	0.77%		0.77%
163	TITLE III PROJECTS FUND	529	71,849	0.74%		0.74%
165	Homeless Housing and Assistance	4,006	506,955	0.79%		0.79%
170	Interlocal Investigation Reserves	4,687	235,212	1.99%	9.29%	11.28%
201	Debt Service	9,455	1,590,947	0.59%		0.59%
340	FACILITY IMPROVEMENT FUND	1,380	0			
341	CAPITAL IMPROVEMENTS	4,570	774,703	0.59%	9.29%	9.88%
342	DISTRESSED COUNTY PUBLIC FACIL	10,049	1,669,441	0.60%		0.60%
352	PARK IMPROVEMENT FUND	446				
401	Solid Waste Utility	101,447	8,845,103	1.15%		1.15%
402	Drainage Utility	32,953	1,254,178	2.63%		2.63%
		3,570,236	89,550,228			

Skagit County  
Central Services Cost Allocation Plan  
Summary of Allocated Central Service Costs  
For the Year Ended December 31, 2010

Central Service Departments												
Adminstrative Services												
Fund No.	Fund Name	County Commissioners	County Assessor	Treasurer	County Auditor	Financial & General	Human Resources	Facilities Maintenance	Legal-Civil	Non Departmental	Total Allocated Costs	
Operating Departments												
001	General Fund	\$ 9,468	\$ 188,573	\$ 92,652	\$ 243,965	\$ 103,470	\$ 191,041	\$ 854,502	\$ 103,515	\$ 80,449	\$ 1,867,635	
101	Health Department	3,787	-	-	28,765	10,837	24,464	135,216	-	8,426	211,496	
102	Special Paths	-	-	-	665	975	-	-	-	758	2,399	
105	Emergency Management	-	-	-	5,076	1,868	3,573	13,612	-	1,453	25,582	
106	Fairgrounds	-	-	-	4,424	882	275	-	-	686	6,267	
107	Veterans Relief	-	1,602	787	105	640	-	-	-	498	3,632	
108	Law Library	-	-	-	1,976	523	1,100	10,890	-	407	14,896	
110	River Improvement	-	-	-	1,806	2,060	825	-	-	1,602	6,293	
112	Centennial Document Preservation	-	-	-	44	646	-	-	-	502	1,192	
113	Elections Services	-	-	-	2,780	1,398	2,199	-	-	1,087	7,464	
114	Parks & Recreation	947	-	-	29,191	3,958	4,948	11,797	-	3,077	53,917	
115	Substance Abuse Services	-	-	-	2,616	6,232	550	5,890	-	4,846	20,134	
116	Mental Health-Developmental Disability	-	2,673	1,313	14,258	11,129	6,047	52,970	-	8,653	97,044	
117	County Roads	35,979	103,109	50,660	71,745	53,675	53,876	212,353	88,180	41,733	711,309	
118	Senior Services	-	-	-	27,969	5,349	14,294	14,883	-	4,159	66,655	
119	Convention Center	-	-	-	525	1,084	-	-	-	843	2,452	
120	Clean Water Program	-	-	-	6,075	7,935	3,958	-	-	6,170	24,139	
122	Conservation Futures	-	6,529	3,208	1,395	606	825	-	-	471	13,033	
123	Medic I Services	-	34,776	17,087	9	13,754	-	-	-	10,694	76,320	
124	Crime Victims Services	-	-	-	175	279	-	-	-	217	672	
125	Communication System	-	-	-	-	8,651	-	-	-	6,726	15,378	
127	Water Quality	-	-	-	1,042	1,546	-	-	-	1,202	3,789	
128	Planning and Development	12,309	-	-	14,672	8,691	13,469	108,227	-	6,757	164,125	
130	BRYSON RD SUB-FLOOD CNTRL ZONE	-	-	-	-	201	-	-	-	156	357	
131	SEDRO WOOLLEY FLD CONTROL MAIN	-	-	-	271	145	-	-	-	113	530	
132	BRITT SLOUGH FLOOD CONTROL	-	-	-	140	-	-	-	-	-	140	
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE	-	-	-	-	-	-	-	-	-	-	
134	MT VERNON SO SFCZ MAINTENANCE	-	-	-	-	-	-	-	-	-	-	
135	DUNBAR SFCZ MAINTENANCE	-	-	-	-	-	-	-	-	-	-	
137	BLANCHARD SUB FLOOD CONTROL MT	-	-	-	18	121	-	-	-	94	233	
139	HANSEN CREEK SUB FLOOD CONTROL	-	-	-	-	25	-	-	-	20	45	
140	WARNER PRAIRIE SUB-FLOOD	-	-	-	-	40	-	-	-	31	72	
141	LAKE MANAGEMENT DISTRICT NO. 1	-	-	-	61	129	-	-	-	100	291	

Skagit County  
Central Services Cost Allocation Plan  
Summary of Allocated Central Service Costs  
For the Year Ended December 31, 2010

Central Service Departments											
Adminstrative Services											
Fund No.	Fund Name	County Commissioners	County Assessor	Treasurer	County Auditor	Financial & General	Human Resources	Facilities Maintenance	Legal-Civil	Non Departmental	Total Allocated Costs
142	LAKE MANAGEMENT DISTRICT NO. 2	-	-	-	26	17	-	-	-	14	57
143	LAKE MANAGEMENT DISTRICT NO. 3	-	-	-	35	93	-	-	-	72	199
144	LAKE MANAGEMENT DISTRICT NO. 4	-	-	-	61	55	-	-	-	43	159
150	Edison Clean Water District	-	-	-	481	88	-	-	-	69	638
160	Drug Enforcement Reserves	-	-	-	228	(14)	-	-	-	(11)	202
161	Boating Safety	-	-	-	972	266	-	-	-	207	1,445
162	Low-Income Housing	-	-	-	123	226	-	-	-	175	523
163	TITLE III PROJECTS FUND	-	-	-	105	238	-	-	-	185	529
165	Homeless Housing and Assistance	-	-	-	1,015	1,682	-	-	-	1,308	4,006
170	Interlocal Investigation Reserves	-	-	-	3,300	781	-	-	-	607	4,687
201	Debt Service	-	-	-	70	5,280	-	-	-	4,105	9,455
340	FACILITY IMPROVEMENT FUND	-	-	-	831	-	550	-	-	-	1,380
341	CAPITAL IMPROVEMENTS	-	-	-	-	2,571	-	-	-	1,999	4,570
342	DISTRESSED COUNTY PUBLIC FACIL	-	-	-	201	5,540	-	-	-	4,308	10,049
352	PARK IMPROVEMENT FUND	-	-	-	446	-	-	-	-	-	446
401	Solid Waste Utility	-	-	-	19,135	29,355	11,985	18,150	-	22,823	101,447
402	Drainage Utility	-	11,792	5,794	4,945	4,162	3,024	-	-	3,236	32,953
Total Operating Dept Base Item Count		62,490	349,054	171,501	491,741	297,193	337,001	1,438,490	191,695	231,070	3,570,236
Internal Service Funds:											
501	Equipment Rental Fund	-	-	-	29,112	18,822	4,948	-	-	14,634	67,515
503	Insurance Service	-	-	-	6,269	33,212	1,374	-	-	25,823	66,679
504	Information Services	-	-	-	19,837	11,750	9,346	11,344	-	9,136	61,413
504	GIS / Mapping Services	-	-	-	5,042	3,204	5,498	17,242	-	2,491	33,478
504	Records Management	-	-	-	9,187	2,287	2,199	18,150	-	1,779	33,602
	Fund 504 Combined	-	-	-	-	-	-	-	-	-	-
505	Unemployment Compensation	-	-	-	26	1,755	-	-	-	1,365	3,147
Add Svcs provided to External Orgs:		87,107	1,079,427	530,355	-	-	-	-	-	-	1,696,889
Total Count to use in Allocating Central Services Costs based on Items											
		\$ 149,596	\$ 1,428,481	\$ 701,855	\$ 561,214	\$ 368,225	\$ 360,366	\$ 1,485,226	\$ 191,695	\$ 286,298	\$ 5,532,957

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, County Commissioners**  
**For the Year Ended December 31, 2010**

**County Commissioners Fund-Department included in this Central Service Cost Pool- 001-0007**

Allocation Base	Agenda Hours
Salaries	\$ 370,345
Benefits	119,371
Supplies	1,083
Services	18,711
Other	-
Intergovernmental	
Capital	
Total Direct Costs	<u>509,510</u>
Adjustments:	
Less: Unallowable costs- Elected Official Salaries	(359,914)
Add: Use Allowance	-
Subtotal Adjustments	<u>(359,914)</u>
Total Allowable, Allocable Costs	<u>\$ 149,596</u>

Fund No.	Fund Name	Agenda Hours	Allocation
<b>Operating Departments</b>			
001	General Fund	2.50	\$ 9,468
101	Health Department	1.00	3,787
102	Special Paths		-
105	Emergency Management		-
106	Fairgrounds		-
107	Veterans Relief		-
108	Law Library		-
110	River Improvement		-
112	Centennial Document Preservation		-
113	Elections Services		-
114	Parks & Recreation	0.25	947
115	Substance Abuse Services		-
116	Mental Health-Developmental Disability		-
117	County Roads	9.50	35,979
118	Senior Services		-
119	Convention Center		-
120	Clean Water Program		-
122	Conservation Futures		-
123	Medic I Services		-
124	Crime Victims Services		-
125	Communication System		-
127	Water Quality		-
128	Planning and Development	3.25	12,309

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, County Commissioners**  
**For the Year Ended December 31, 2010**

<b>Fund No.</b>	<b>Fund Name</b>	<b>Agenda Hours</b>	<b>Allocation</b>
130	BRYSON RD SUB-FLOOD CNTRL ZONE		-
131	SEDRO WOOLLEY FLD CONTROL MAIN		-
132	BRITT SLOUGH FLOOD CONTROL		-
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE		-
134	MT VERNON SO SFCZ MAINTENANCE		-
135	DUNBAR SFCZ MAINTENANCE		-
137	BLANCHARD SUB FLOOD CONTROL MT		-
139	HANSEN CREEK SUB FLOOD CONTROL		-
140	WARNER PRAIRIE SUB-FLOOD		-
141	LAKE MANAGEMENT DISTRICT NO. 1		-
142	LAKE MANAGEMENT DISTRICT NO. 2	-	-
143	Total Operating Dept Base Item Count		-
144	LAKE MANAGEMENT DISTRICT NO. 4		-
150	Edison Clean Water District		-
160	Drug Enforcement Reserves		-
161	Boating Safety		-
162	Low-Income Housing		-
163	TITLE III PROJECTS FUND		-
165	Homeless Housing and Assistance		-
170	Interlocal Investigation Reserves		-
201	Debt Service		-
340	FACILITY IMPROVEMENT FUND		-
341	Add Svcs provided to External Orgs:		-
342	DISTRESSED COUNTY PUBLIC FACIL		-
352	PARK IMPROVEMENT FUND	-	-
401	Solid Waste Utility	-	-
402	Drainage Utility		-
Total Operating Department Base Item Count		16.50	62,490
<b>Internal Service Funds:</b>			
501	Equipment Rental Fund		-
503	Insurance Service		-
504	Information Services		-
504	GIS / Mapping Services		-
504	Records Management		-
	Fund 504 Combined		-
505	Unemployment Compensation		-
Add Services provided to External Organizations:		23.00	87,107
Total Count to use in Allocating Central Services			
Costs based on Items		39.50	\$ 149,596

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Assessor**  
**For the Year Ended December 31, 2010**

**Assessor Fund-Department included in this Central Service Cost**

**Pool-001-0001**

<b>Allocation Base</b>	<b>Tax Levy</b>
Salaries	1,041,646
Benefits	432,551
Supplies	15,694
Services	20,198
Other	
Intergovernmental	15,065
Capital	
Total Direct Costs	<u>1,525,154</u>
Adjustments:	
Less: Unallowable costs- Elected Official Salaries	(96,673)
Add: Use Allowance	-
Subtotal Adjustments	<u>(96,673)</u>
Total Allowable, Allocable Costs	<u><u>\$ 1,428,481</u></u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>Tax Levy</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	21,306,723	\$ 188,573
101	Health Department		-
102	Special Paths		-
105	Emergency Management		-
106	Fairgrounds		-
107	Veterans Relief	181,000	1,602
108	Law Library		-
110	River Improvement		-
112	Centennial Document Preservation		-
113	Elections Services		-
114	Parks & Recreation		-
115	Substance Abuse Services		-
116	Mental Health-Developmental Disability	302,000	2,673
117	County Roads	11,650,152	103,109
118	Senior Services		-
119	Convention Center		-
120	Clean Water Program		-
122	Conservation Futures	737,735	6,529
123	Medic I Services	3,929,323	34,776
124	Crime Victims Services		-
125	Communication System		-
127	Water Quality		-
128	Planning and Development		-
130	BRYSON RD SUB-FLOOD CNTRL ZONE		-

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Assessor**  
**For the Year Ended December 31, 2010**

<b>Fund No.</b>	<b>Fund Name</b>	<b>Tax Levy</b>	<b>Allocation</b>
131	SEDRO WOOLLEY FLD CONTROL MAIN		-
132	BRITT SLOUGH FLOOD CONTROL		-
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE		-
134	MT VERNON SO SFCZ MAINTENANCE		-
135	DUNBAR SFCZ MAINTENANCE		-
137	BLANCHARD SUB FLOOD CONTROL MT		-
139	HANSEN CREEK SUB FLOOD CONTROL		-
140	WARNER PRAIRIE SUB-FLOOD		-
141	LAKE MANAGEMENT DISTRICT NO. 1		-
142	LAKE MANAGEMENT DISTRICT NO. 2		-
143	Total Operating Dept Base Item Count		-
144	LAKE MANAGEMENT DISTRICT NO. 4		-
150	Edison Clean Water District		-
160	Drug Enforcement Reserves		-
161	Boating Safety		-
162	Low-Income Housing		-
163	TITLE III PROJECTS FUND		-
165	Homeless Housing and Assistance		-
170	Interlocal Investigation Reserves		-
201	Debt Service		-
340	FACILITY IMPROVEMENT FUND		-
341	Add Svcs provided to External Orgs:		-
342	DISTRESSED COUNTY PUBLIC FACIL		-
352	PARK IMPROVEMENT FUND		-
401	Solid Waste Utility		-
402	Drainage Utility	1,332,336	11,792
Total Operating Department Base Item Count		39,439,269	349,054
<b>Internal Service Funds:</b>			
501	Equipment Rental Fund		
503	Insurance Service		
504	Information Services		
504	GIS / Mapping Services		
504	Records Management		
	Fund 504 Combined		
505	Unemployment Compensation		
Add Services provided to External Organizations:		121,963,401	1,079,427
Total Count to use in Allocating Central Services			
Costs based on Items		\$ 161,402,670	\$ 1,428,481

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Treasurer**  
**For the Year Ended December 31, 2010**

**Treasurer Fund-Department included in this Central Service Cost**  
**Pools-001-0023**

Allocation Base	Tax Levy
Salaries	488,819
Benefits	190,284
Supplies	5,590
Services	107,575
Other - Treasurer O&M	6,266
Intergovernmental	
Capital	
Total Direct Costs	798,534
Adjustments:	
Less: Unallowable costs- Elected Official Salaries	(96,679)
Add: Use Allowance	-
Subtotal Adjustments	(96,679)
Total Allowable, Allocable Costs	<u>\$ 701,855</u>

Fund No.	Fund Name	Tax Levy	Allocation
<b>Operating Departments</b>			
001	General Fund	21,306,723	\$ 92,652
101	Health Department	-	-
102	Special Paths	-	-
105	Emergency Management	-	-
106	Fairgrounds	-	-
107	Veterans Relief	181,000	787
108	Law Library	-	-
110	River Improvement	-	-
112	Centennial Document Preservation	-	-
113	Elections Services	-	-
114	Parks & Recreation	-	-
115	Substance Abuse Services	-	-
116	Mental Health-Developmental Disability	302,000	1,313
117	County Roads	11,650,152	50,660
118	Senior Services	-	-
119	Convention Center	-	-
120	Clean Water Program	-	-
122	Conservation Futures	737,735	3,208
123	Medic I Services	3,929,323	17,087
124	Crime Victims Services	-	-
125	Communication System	-	-
127	Water Quality	-	-
128	Planning and Development	-	-

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Treasurer**  
**For the Year Ended December 31, 2010**

<b>Fund No.</b>	<b>Fund Name</b>	<b>Tax Levy</b>	<b>Allocation</b>
130	BRYSON RD SUB-FLOOD CNTRL ZONE	-	-
131	SEDRO WOOLLEY FLD CONTROL MAIN	-	-
132	BRITT SLOUGH FLOOD CONTROL	-	-
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE	-	-
134	MT VERNON SO SFCZ MAINTENANCE	-	-
135	DUNBAR SFCZ MAINTENANCE	-	-
137	BLANCHARD SUB FLOOD CONTROL MT	-	-
139	HANSEN CREEK SUB FLOOD CONTROL	-	-
140	WARNER PRAIRIE SUB-FLOOD	-	-
141	LAKE MANAGEMENT DISTRICT NO. 1	-	-
142	LAKE MANAGEMENT DISTRICT NO. 2	-	-
143	Total Operating Dept Base Item Count	-	-
144	LAKE MANAGEMENT DISTRICT NO. 4	-	-
150	Edison Clean Water District	-	-
160	Drug Enforcement Reserves	-	-
161	Boating Safety	-	-
162	Low-Income Housing	-	-
163	TITLE III PROJECTS FUND	-	-
165	Homeless Housing and Assistance	-	-
170	Interlocal Investigation Reserves	-	-
201	Debt Service	-	-
340	FACILITY IMPROVEMENT FUND	-	-
341	Add Svcs provided to External Orgs:	-	-
342	DISTRESSED COUNTY PUBLIC FACIL	-	-
352	PARK IMPROVEMENT FUND	-	-
401	Solid Waste Utility	-	-
402	Drainage Utility	1,332,336	5,794
Total Operating Department Base Item Count		39,439,269	171,501
<b>Internal Service Funds:</b>			
501	Equipment Rental Fund		
503	Insurance Service		
504	Information Services		
504	GIS / Mapping Services		
504	Records Management		
	Fund 504 Combined		
505	Unemployment Compensation		
Add Services provided to External Organizations:		121,963,401	530,355
Total Count to use in Allocating Central Services			
Costs based on Items		<u>\$ 161,402,670</u>	<u>\$ 701,855</u>

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, County Auditor**  
**For the Year Ended December 31, 2010**

**County Auditor Fund-Department-Division included in this**

**Central Service Cost Pool- 001-0002-003**

**Allocation Base**

**Average FTE & Accounts Payable**

Salaries	667,444
Benefits	278,502
Supplies	10,117
Services	57,360
Other	-
Intergovernmental	
Capital	
Total Direct Costs	<u>1,013,423</u>

Adjustments:

Less: Direct Service Costs for Administration, Licensing and Recording Divisions	(452,209)
Add: Use Allowance	-
Subtotal Adjustments	<u>(452,209)</u>

Total Allowable, Allocable Costs \$ 561,214

Fund No.	Fund Name	FTEs	FTE %	Accounts Payable Count	Accounts Payable %	Average	Allocation
<b>Operating Departments</b>							
001	General Fund	347.50	53.0130%	10,878	33.9291%	43.4710%	\$ 243,965
101	Health Department	44.50	6.7887%	1,110	3.4622%	5.1254%	28,765
102	Special Paths	-	0.0000%	76	0.2370%	0.1185%	665
105	Emergency Management	6.50	0.9916%	262	0.8172%	0.9044%	5,076
106	Fairgrounds	0.50	0.0763%	481	1.5003%	0.7883%	4,424
107	Veterans Relief	-	0.0000%	12	0.0374%	0.0187%	105
108	Law Library	2.00	0.3051%	128	0.3992%	0.3522%	1,976
110	River Improvement	1.50	0.2288%	133	0.4148%	0.3218%	1,806
112	Centennial Document Preservation	-	0.0000%	5	0.0156%	0.0078%	44
113	Elections Services	4.00	0.6102%	122	0.3805%	0.4954%	2,780
114	Parks & Recreation	9.00	1.3730%	2,895	9.0297%	5.2013%	29,191
115	Substance Abuse Services	1.00	0.1526%	250	0.7798%	0.4662%	2,616
116	Mental Health-Developmental Disability	11.00	1.6781%	1,091	3.4029%	2.5405%	14,258
117	County Roads	98.00	14.9504%	3,404	10.6173%	12.7838%	71,745
118	Senior Services	26.00	3.9664%	1,924	6.0011%	4.9837%	27,969
119	Convention Center	-	0.0000%	60	0.1871%	0.0936%	525
120	Clean Water Program	7.20	1.0984%	342	1.0667%	1.0826%	6,075
122	Conservation Futures	1.50	0.2288%	86	0.2682%	0.2485%	1,395
123	Medic I Services	-	0.0000%	1	0.0031%	0.0016%	9
124	Crime Victims Services	-	0.0000%	20	0.0624%	0.0312%	175
125	Communication System	-	0.0000%		0.0000%	0.0000%	-
127	Water Quality	-	0.0000%	119	0.3712%	0.1856%	1,042
128	Planning and Development	24.50	3.7376%	478	1.4909%	2.6143%	14,672
130	BRYSON RD SUB-FLOOD CNTRL ZONE	-	0.0000%	-	0.0000%	0.0000%	-
131	SEDRO WOOLLEY FLD CONTROL MAIN	-	0.0000%	31	0.0967%	0.0483%	271
132	BRITT SLOUGH FLOOD CONTROL	-	0.0000%	16	0.0499%	0.0250%	140
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE	-	0.0000%	-	0.0000%	0.0000%	-

Skagit County  
Central Services Cost Allocation Plan  
Allocation of Costs, County Auditor  
For the Year Ended December 31, 2010

Fund No.	Fund Name	FTEs	FTE %	Accounts Payable Count	Accounts Payable %	Average	Allocation
134	MT VERNON SO SFCZ MAINTENANCE	-	0.0000%	-	0.0000%	0.0000%	-
135	DUNBAR SFCZ MAINTENANCE	-	0.0000%	-	0.0000%	0.0000%	-
137	BLANCHARD SUB FLOOD CONTROL MT	-	0.0000%	2	0.0062%	0.0031%	18
139	HANSEN CREEK SUB FLOOD CONTROL	-	0.0000%	-	0.0000%	0.0000%	-
140	WARNER PRAIRIE SUB-FLOOD	-	0.0000%	-	0.0000%	0.0000%	-
141	LAKE MANAGEMENT DISTRICT NO. 1	-	0.0000%	7	0.0218%	0.0109%	61
142	LAKE MANAGEMENT DISTRICT NO. 2	-	0.0000%	3	0.0094%	0.0047%	26
143	Total Operating Dept Base Item Count	-	0.0000%	4	0.0125%	0.0062%	35
144	LAKE MANAGEMENT DISTRICT NO. 4	-	0.0000%	7	0.0218%	0.0109%	61
150	Edison Clean Water District	-	0.0000%	55	0.1715%	0.0858%	481
160	Drug Enforcement Reserves	-	0.0000%	26	0.0811%	0.0405%	228
161	Boating Safety	-	0.0000%	111	0.3462%	0.1731%	972
162	Low-Income Housing	-	0.0000%	14	0.0437%	0.0218%	123
163	TITLE III PROJECTS FUND	-	0.0000%	12	0.0374%	0.0187%	105
165	Homeless Housing and Assistance	-	0.0000%	116	0.3618%	0.1809%	1,015
170	Interlocal Investigation Reserves	-	0.0000%	377	1.1759%	0.5879%	3,300
201	Debt Service	-	0.0000%	8	0.0250%	0.0125%	70
340	FACILITY IMPROVEMENT FUND	1.00	0.1526%	46	0.1435%	0.1480%	831
341	REET Fund	-	0.0000%	-	0.0000%	0.0000%	-
342	DISTRESSED COUNTY PUBLIC FACIL	-	0.0000%	23	0.0717%	0.0359%	201
352	PARK IMPROVEMENT FUND	-	0.0000%	51	0.1591%	0.0795%	446
401	Solid Waste Utility	21.80	3.3257%	1,120	3.4933%	3.4095%	19,135
402	Drainage Utility	5.50	0.8391%	296	0.9232%	0.8811%	4,945
Total Operating Department Base Item Count		613.00	93.5164%	26,202	81.7255%	87.6209%	491,741
<b>Internal Service Funds:</b>							
501	Equipment Rental Fund	9.00	0.0137	2,886	9.0016%	5.1873%	29,112
503	Insurance Service	2.50	0.0038	594	1.8527%	1.1171%	6,269
504	Information Services	17.00	0.0259	1435	4.4758%	3.5346%	19,837
504	GIS / Mapping Services	10.00	0.0153	87	0.2714%	0.8985%	5,042
504	Records Management	4.00	0.0061	854	2.6637%	1.6369%	9,187
Fund 504 Combined							
505	Unemployment Compensation	-	-	3	0.0094%	0.0047%	26
Add Services provided to External Organizations:							
Total Count to use in Allocating Central Services							
Costs based on Items		655.50	100.0000%	32,061	100.0000%	100.0000%	561,214

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Financial and General Administrative Services**  
**For the Year Ended December 31, 2010**

**Financial-General Administrative Services Fund-Department-**  
**Division included in this Central Service Cost Pool-001-0010-001**  
**Allocation Base**

	<b>MTDC</b>
Salaries	274,566
Benefits	86,334
Supplies	1,118
Services	6,207
Other	-
Intergovernmental	
Capital	
Total Direct Costs	<u>368,225</u>
Adjustments:	
Less: Unallowable costs	
Add: Use Allowance	-
Subtotal Adjustments	<u>-</u>
Total Allowable, Allocable Costs	<u><u>\$ 368,225</u></u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>MTDC</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	31,177,517	\$ 103,470
101	Health Department	3,265,491	10,837
102	Special Paths	293,844	975
105	Emergency Management	562,931	1,868
106	Fairgrounds	265,812	882
107	Veterans Relief	192,949	640
108	Law Library	157,675	523
110	River Improvement	620,820	2,060
112	Centennial Document Preservation	194,635	646
113	Elections Services	421,300	1,398
114	Parks & Recreation	1,192,513	3,958
115	Substance Abuse Services	1,877,929	6,232
116	Mental Health-Developmental Disability	3,353,503	11,129
117	County Roads	16,173,237	53,675
118	Senior Services	1,611,862	5,349
119	Convention Center	326,664	1,084
120	Clean Water Program	2,391,053	7,935
122	Conservation Futures	182,493	606
123	Medic I Services	4,144,483	13,754
124	Crime Victims Services	84,195	279
125	Communication System	2,606,796	8,651
127	Water Quality	465,718	1,546

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Financial and General Administrative Services**  
**For the Year Ended December 31, 2010**

<b>Fund No.</b>	<b>Fund Name</b>	<b>MTDC</b>	<b>Allocation</b>
128	Planning and Development	2,618,798	8,691
130	BRYSON RD SUB-FLOOD CNTRL ZONE	60,550	201
131	SEDRO WOOLLEY FLD CONTROL MAIN	43,819	145
132	BRITT SLOUGH FLOOD CONTROL	0	-
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE	0	-
134	MT VERNON SO SFCZ MAINTENANCE	0	-
135	DUNBAR SFCZ MAINTENANCE	0	-
137	BLANCHARD SUB FLOOD CONTROL MT	36,450	121
139	HANSEN CREEK SUB FLOOD CONTROL	7,597	25
140	WARNER PRAIRIE SUB-FLOOD	12,156	40
141	LAKE MANAGEMENT DISTRICT NO. 1	38,941	129
142	LAKE MANAGEMENT DISTRICT NO. 2	5,234	17
143	Total Operating Dept Base Item Count	27,876	93
144	LAKE MANAGEMENT DISTRICT NO. 4	16,519	55
150	Edison Clean Water District	26,620	88
160	Drug Enforcement Reserves	-4,300	(14)
161	Boating Safety	80,197	266
162	Low-Income Housing	67,965	226
163	TITLE III PROJECTS FUND	71,849	238
165	Homeless Housing and Assistance	506,955	1,682
170	Interlocal Investigation Reserves	235,212	781
201	Debt Service	1,590,947	5,280
340	FACILITY IMPROVEMENT FUND	0	-
341	Add Svcs provided to External Orgs:	774,703	2,571
342	DISTRESSED COUNTY PUBLIC FACIL	1,669,441	5,540
352	PARK IMPROVEMENT FUND	0	-
401	Solid Waste Utility	8,845,103	29,355
402	Drainage Utility	1,254,178	4,162
Total Operating Department Base Item Count		89,550,228	297,193
<b>Internal Service Funds:</b>			
501	Equipment Rental Fund	5,671,336	18,822
503	Insurance Service	10,007,527	33,212
504	Information Services	3,540,574	11,750
504	GIS / Mapping Services	965,537	3,204
504	Records Management	689,267	2,287
	Fund 504 Combined	0	-
505	Unemployment Compensation	528,949	1,755
Add Services provided to External Organizations: _____			
Total Count to use in Allocating Central Services			
Costs based on Items		<u>\$ 110,953,418</u>	<u>\$ 368,225</u>

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Human Resources**  
**For the Year Ended December 31, 2010**

**Human Resources Fund-Department-Division included in this  
Central Service Cost Pool-001-0010-005**

<b>Allocation Base</b>	<b>FTE</b>
Salaries	165,776
Benefits	66,807
Supplies	4,499
Services	123,934
Other	-
Intergovernmental	
Capital	
Total Direct Costs	<u>361,016</u>
Adjustments:	
Less: Recovered costs	(650)
Add: Use Allowance	-
Subtotal Adjustments	<u>(650)</u>
Total Allowable, Allocable Costs	<u><u>\$ 360,366</u></u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>FTEs</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	347.50	\$ 191,041
101	Health Department	44.50	24,464
102	Special Paths	-	-
105	Emergency Management	6.50	3,573
106	Fairgrounds	0.50	275
107	Veterans Relief	-	-
108	Law Library	2.00	1,100
110	River Improvement	1.50	825
112	Centennial Document Preservation	-	-
113	Elections Services	4.00	2,199
114	Parks & Recreation	9.00	4,948
115	Substance Abuse Services	1.00	550
116	Mental Health-Developmental Disability	11.00	6,047
117	County Roads	98.00	53,876
118	Senior Services	26.00	14,294
119	Convention Center	-	-
120	Clean Water Program	7.20	3,958
122	Conservation Futures	1.50	825
123	Medic I Services	-	-
124	Crime Victims Services	-	-
125	Communication System	-	-
127	Water Quality	-	-

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Human Resources**  
**For the Year Ended December 31, 2010**

<b>Fund No.</b>	<b>Fund Name</b>	<b>FTEs</b>	<b>Allocation</b>
128	Planning and Development	24.50	13,469
130	BRYSON RD SUB-FLOOD CNTRL ZONE	-	-
131	SEDRO WOOLLEY FLD CONTROL MAIN	-	-
132	BRITT SLOUGH FLOOD CONTROL	-	-
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE	-	-
134	MT VERNON SO SFCZ MAINTENANCE	-	-
135	DUNBAR SFCZ MAINTENANCE	-	-
137	BLANCHARD SUB FLOOD CONTROL MT	-	-
139	HANSEN CREEK SUB FLOOD CONTROL	-	-
140	WARNER PRAIRIE SUB-FLOOD	-	-
141	LAKE MANAGEMENT DISTRICT NO. 1	-	-
142	LAKE MANAGEMENT DISTRICT NO. 2	-	-
143	Total Operating Dept Base Item Count	-	-
144	LAKE MANAGEMENT DISTRICT NO. 4	-	-
150	Edison Clean Water District	-	-
160	Drug Enforcement Reserves	-	-
161	Boating Safety	-	-
162	Low-Income Housing	-	-
163	TITLE III PROJECTS FUND	-	-
165	Homeless Housing and Assistance	-	-
170	Interlocal Investigation Reserves	-	-
201	Debt Service	-	-
340	FACILITY IMPROVEMENT FUND	1.00	550
341	Add Svcs provided to External Orgs:	-	-
342	DISTRESSED COUNTY PUBLIC FACIL	-	-
352	PARK IMPROVEMENT FUND	-	-
401	Solid Waste Utility	21.80	11,985
402	Drainage Utility	5.50	3,024
Total Operating Department Base Item Count		613.00	337,001
<b>Internal Service Funds:</b>			
501	Equipment Rental Fund	9.00	4,948
503	Insurance Service	2.50	1,374
504	Information Services	17.00	9,346
504	GIS / Mapping Services	10.00	5,498
504	Records Management	4.00	2,199
	Fund 504 Combined		-
505	Unemployment Compensation		-
Add Services provided to External Organizations: _____			
Total Count to use in Allocating Central Services			
Costs based on Items		655.50	\$ 360,366

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, General Maintenance**  
**For the Year Ended December 31, 2010**

**General Maintenance Fund-Department included in this  
Central Service Cost Pool-001-0014**

Allocation Base	Square Footage
Salaries	434,030
Benefits	227,013
Supplies	79,114
Services	813,601
Other	128,582
Intergovernmental	-
Capital	-
Total Direct Costs	1,682,340
Adjustments:	
Less: Unallowable costs	
Capital	-
Cost Recovery from External Organizations	(196,308)
Interest	(806)
Add: Use Allowance	-
Subtotal Adjustments	<u>(197,114)</u>
Total Allowable, Allocable Costs	<u><u>\$ 1,485,226</u></u>

Fund No.	Fund Name	Square Footage	Allocation
<b>Operating Departments</b>			
001	General Fund	94,161	\$ 854,502
101	Health Department	14,900	135,216
102	Special Paths		-
105	Emergency Management	1,500	13,612
106	Fairgrounds		-
107	Veterans Relief		-
108	Law Library	1,200	10,890
110	River Improvement		-
112	Centennial Document Preservation		-
113	Elections Services		-
114	Parks & Recreation	1,300	11,797
115	Substance Abuse Services	649	5,890
116	Mental Health-Developmental Disability	5,837	52,970
117	County Roads	23,400	212,353
118	Senior Services	1,640	14,883
119	Convention Center		-
120	Clean Water Program		-
122	Conservation Futures		-
123	Medic I Services		-
124	Crime Victims Services		-

Skagit County  
Central Services Cost Allocation Plan  
Allocation of Costs, General Maintenance  
For the Year Ended December 31, 2010

Fund No.	Fund Name	Square Footage	Allocation
125	Communication System		-
127	Water Quality		-
128	Planning and Development	11,926	108,227
130	BRYSON RD SUB-FLOOD CNTRL ZONE		-
131	SEDRO WOOLLEY FLD CONTROL MAIN		-
132	BRITT SLOUGH FLOOD CONTROL		-
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE		-
134	MT VERNON SO SFCZ MAINTENANCE		-
135	DUNBAR SFCZ MAINTENANCE		-
137	BLANCHARD SUB FLOOD CONTROL MT		-
139	HANSEN CREEK SUB FLOOD CONTROL		-
140	Total Operating Dept Base Item Count		-
141	LAKE MANAGEMENT DISTRICT NO. 1		-
142	LAKE MANAGEMENT DISTRICT NO. 2		-
143	LAKE MANAGEMENT DISTRICT NO. 3		-
144	LAKE MANAGEMENT DISTRICT NO. 4		-
150	Edison Clean Water District		-
160	Drug Enforcement Reserves		-
161	Boating Safety		-
162	Low-Income Housing		-
163	TITLE III PROJECTS FUND		-
165	Homeless Housing and Assistance		-
170	Add Svcs provided to External Orgs:		-
201	Debt Service		-
340	FACILITY IMPROVEMENT FUND		-
341	CAPITAL IMPROVEMENTS		-
342	DISTRESSED COUNTY PUBLIC FACIL		-
352	PARK IMPROVEMENT FUND		-
401	Solid Waste Utility	2,000	18,150
402	Drainage Utility		-
Total Operating Department Base Item Count		158,513	1,438,490
<b>Internal Service Funds:</b>			
501	Equipment Rental Fund		-
503	Insurance Service		-
504	Information Services	1,250	11,344
504	GIS / Mapping Services	1,900	17,242
504	Records Management	2,000	18,150
	Fund 504 Combined		-
505	Unemployment Compensation		-
Add Services provided to External Organizations: _____			
Total Count to use in Allocating Central Services			
Costs based on Items		163,663	\$ 1,485,226

Skagit County  
Central Services Cost Allocation Plan  
Allocation of Costs, Legal  
For the Year Ended December 31, 2010

**Legal Fund-Department included in this Central Service Cost Pool-  
001-0020-003**

Allocation Base	Direct Charge
Salaries	146,649
Benefits	45,046
Supplies	
Services	
Other	
Intergovernmental	
Capital	
Total Direct Costs	191,695
Adjustments:	
Less: Unallowable costs	-
Add: Use Allowance	-
Subtotal Adjustments	-
Total Allowable, Allocable Costs	\$ 191,695

Fund No.	Fund Name	Direct Charge	Allocation
<b>Operating Departments</b>			
001	General Fund	54% \$	103,515
101	Health Department		-
102	Special Paths		-
105	Emergency Management		-
106	Fairgrounds		-
107	Veterans Relief		-
108	Law Library		-
110	River Improvement		-
112	Centennial Document Preservation		-
113	Elections Services		-
114	Parks & Recreation		-
115	Substance Abuse Services		-
116	Mental Health-Developmental Disability		-
117	County Roads	46%	88,180
118	Senior Services		-
119	Convention Center		-
120	Clean Water Program		-
122	Conservation Futures		-
123	Medic I Services		-
124	Crime Victims Services		-
125	Communication System		-
127	Water Quality		-
128	Planning and Development		-

Skagit County  
Central Services Cost Allocation Plan  
Allocation of Costs, Legal  
For the Year Ended December 31, 2010

Fund No.	Fund Name	Direct Charge	Allocation
130	BRYSON RD SUB-FLOOD CNTRL ZONE		-
131	SEDRO WOOLLEY FLD CONTROL MAIN		-
132	BRITT SLOUGH FLOOD CONTROL		-
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE		-
134	MT VERNON SO SFCZ MAINTENANCE		-
135	DUNBAR SFCZ MAINTENANCE		-
137	BLANCHARD SUB FLOOD CONTROL MT		-
139	HANSEN CREEK SUB FLOOD CONTROL		-
140	WARNER PRAIRIE SUB-FLOOD		-
141	LAKE MANAGEMENT DISTRICT NO. 1		-
142	LAKE MANAGEMENT DISTRICT NO. 2		-
143	Total Operating Dept Base Item Count		-
144	LAKE MANAGEMENT DISTRICT NO. 4		-
150	Edison Clean Water District		-
160	Drug Enforcement Reserves		-
161	Boating Safety		-
162	Low-Income Housing		-
163	TITLE III PROJECTS FUND		-
165	Homeless Housing and Assistance		-
170	Interlocal Investigation Reserves		-
201	Debt Service		-
340	FACILITY IMPROVEMENT FUND		-
341	Add Svcs provided to External Orgs:		-
342	DISTRESSED COUNTY PUBLIC FACIL		-
352	PARK IMPROVEMENT FUND		-
401	Solid Waste Utility		-
402	Drainage Utility		-
Total Operating Department Base Item Count		100%	191,695
<b>Internal Service Funds:</b>			
501	Equipment Rental Fund		-
503	Insurance Service		-
504	Information Services		-
504	GIS / Mapping Services		-
504	Records Management		-
	Fund 504 Combined		-
505	Unemployment Compensation		-
Add Services provided to External Organizations:			-
Total Count to use in Allocating Central Services			
Costs based on Items		1 \$	191,695

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Non-Departmental**  
**For the Year Ended December 31, 2010**

**Non-Departmental Fund-Department-Division included in this**  
**Central Service Cost Pool-001-0025**  
**Allocation Base**

	<u>MTDC</u>
Salaries	-
Benefits	142,438
Supplies	1,129
Services	715,468
Other	-
Intergovernmental	1,433,013
Capital	
Debt Service: Principal	56,667
Interfund Payments for Service	4,144,399
Total Direct Costs	<u>6,493,114</u>
Adjustments:	
Less: Unallowable costs	
Project 93 - Pass Thru EPA Grant	
Leoff 1 Medical Reimbursement	(137,356)
Ruckelshaus - Ryan Walters	
Lobbying - Weidner	
Farm Power Rexville Grant - Pass Thru	
River Oaks - Franchise Fee	
Food Dist Ctr - Paul Schissler	(700)
USDA - Starling Control	(13,918)
SCCAA - Pass Thru & Direct Service	(475,602)
Lourdes Young - Interpretation/Jail	
Advertis, Dependency Hrngs, Farmworker housing, etc	
Miscellaneous Direct Service	
Transfers	(1,200,000)
Year End Adjustments	-
NW Regional Council, NW Learn	(60,963)
SCOG Local Matching Funds	(9,340)
Cities Contracts - Library Services	(48,000)
Intergov/Interfund Taxes	(114,710)
Debt Service Principal Pmts	(56,667)
Central Services Billings, Insur Cost Allocation	(4,089,560)
Add: Use Allowance	-
Subtotal Adjustments	<u>(6,206,816)</u>
Total Allowable, Allocable Costs	<u><u>\$ 286,298</u></u>

<u>Fund No.</u>	<u>Fund Name</u>	<u>MTDC</u>	<u>Allocation</u>
	<b>Operating Departments</b>		
001	General Fund	31,177,517	\$ 80,449

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Non-Departmental**  
**For the Year Ended December 31, 2010**

<b>Fund No.</b>	<b>Fund Name</b>	<b>MTDC</b>	<b>Allocation</b>
101	Health Department	3,265,491	8,426
102	Special Paths	293,844	758
105	Emergency Management	562,931	1,453
106	Fairgrounds	265,812	686
107	Veterans Relief	192,949	498
108	Law Library	157,675	407
110	River Improvement	620,820	1,602
112	Centennial Document Preservation	194,635	502
113	Elections Services	421,300	1,087
114	Parks & Recreation	1,192,513	3,077
115	Substance Abuse Services	1,877,929	4,846
116	Total Operating Dept Base Item Count	3,353,503	8,653
117	County Roads	16,173,237	41,733
118	Senior Services	1,611,862	4,159
119	Convention Center	326,664	843
120	Clean Water Program	2,391,053	6,170
122	Conservation Futures	182,493	471
123	Medic I Services	4,144,483	10,694
124	Crime Victims Services	84,195	217
125	Communication System	2,606,796	6,726
127	Water Quality	465,718	1,202
128	Planning and Development	2,618,798	6,757
130	Add Svcs provided to External Orgs:	60,550	156
131	SEDRO WOOLLEY FLD CONTROL MAIN	43,819	113
132	BRITT SLOUGH FLOOD CONTROL	0	-
133	Sedro-Woolley SUB-FLOOD CNTRL ZONE	0	-
134	MT VERNON SO SFCZ MAINTENANCE	0	-
135	DUNBAR SFCZ MAINTENANCE	0	-
137	BLANCHARD SUB FLOOD CONTROL MT	36,450	94
139	HANSEN CREEK SUB FLOOD CONTROL	7,597	20
140	WARNER PRAIRIE SUB-FLOOD	12,156	31
141	LAKE MANAGEMENT DISTRICT NO. 1	38,941	100
142	LAKE MANAGEMENT DISTRICT NO. 2	5,234	14
143	LAKE MANAGEMENT DISTRICT NO. 3	27,876	72
144	LAKE MANAGEMENT DISTRICT NO. 4	16,519	43
150	Edison Clean Water District	26,620	69
160	Drug Enforcement Reserves	-4,300	(11)
161	Boating Safety	80,197	207
162	Low-Income Housing	67,965	175
163	TITLE III PROJECTS FUND	71,849	185
165	Homeless Housing and Assistance	506,955	1,308
170	Interlocal Investigation Reserves	235,212	607
201	Debt Service	1,590,947	4,105
340	FACILITY IMPROVEMENT FUND	0	-
341	CAPITAL IMPROVEMENTS	774,703	1,999

**Skagit County**  
**Central Services Cost Allocation Plan**  
**Allocation of Costs, Non-Departmental**  
**For the Year Ended December 31, 2010**

<b>Fund No.</b>	<b>Fund Name</b>	<b>MTDC</b>	<b>Allocation</b>
342	DISTRESSED COUNTY PUBLIC FACIL	1,669,441	4,308
352	PARK IMPROVEMENT FUND	0	-
401	Solid Waste Utility	8,845,103	22,823
402	Drainage Utility	1,254,178	3,236
Total Operating Department Base Item Count		89,550,228	231,070
<b>Internal Service Funds:</b>			
501	Equipment Rental Fund	5,671,336	14,634
503	Insurance Service	10,007,527	25,823
504	Information Services	3,540,574	9,136
504	GIS / Mapping Services	965,537	2,491
504	Records Management	689,267	1,779
	Fund 504 Combined	0	-
505	Unemployment Compensation	528,949	1,365
Add Services provided to External Organizations: _____			
Total Count to use in Allocating Central Services			
Costs based on Items			
		<u>\$ 110,953,418</u>	<u>\$ 286,298</u>

## Appendix C: Financial Information for Internal Service Funds

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**Skagit County**  
**Central Service Cost Allocation Plan -Appendix C**  
**For the Year Ended December 31, 2010**

SKAGIT COUNTY, WASHINGTON  
Statement of Net Assets  
Internal Service Funds  
December 31, 2010

	Business-Type Activities-Enterprise Funds				Governmental Activities
	501 Equip Rent & Revolve	503 Insurance Services	504 Central Services	505 Unemploy Comp	Internal Services
<b>ASSETS</b>					
<u>Current Assets</u>					
Cash and Cash Equivalents	\$3,012,268	\$6,969,072	\$2,039,223	\$38,081	\$12,058,644
Investments	-	-	-	-	-
Accounts Receivable	5,641	-	2,308	-	7,949
Due from Other Funds	153	-	84,216	2,374	86,743
Due from Other Governments	-	-	51,487	-	51,487
Inventories and Prepayments	5,160,407	-	-	-	5,160,407
Total Current Assets	\$8,178,469	\$6,969,072	\$2,177,234	\$40,455	\$17,365,230
<u>Non-Current Assets</u>					
Capital Assets					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	180,888	-	-	-	180,888
Improvements	-	-	-	-	-
Machinery and Equipment	15,165,985	-	1,592,972	-	16,758,957
Less Accumulated Depreciation	(7,588,869)	-	(1,063,544)	-	(8,652,413)
Construction in Progress	-	-	-	-	-
Unamortized Issuance Costs	-	-	-	-	-
Total Non-Current Assets	\$7,758,004	\$0	\$529,428	\$0	\$8,287,432
Total Assets	\$15,936,473	\$6,969,072	\$2,706,662	\$40,455	\$25,652,662
<b>LIABILITIES AND FUND EQUITY</b>					
<u>Current Liabilities</u>					
Accounts/Vouchers Payable	\$138,144	\$3,527,767	\$39,506	\$67,736	\$3,773,153
Due to Other Funds	154,317	-	-	-	154,317
Interest Payable	-	-	-	-	-
Interfund Loans Payable	-	-	-	9,527	9,527
Accrued Wages Payable	24,909	9,460	89,925	-	124,294
Accrued Employee Benefits	4,170	960	12,775	-	17,905
Accrued Taxes Payable	-	-	-	-	-
Other Accrued Liabilities	2,500	-	-	-	2,500
Bonds Payable	-	-	-	-	-
Total Current Liabilities	\$324,040	\$3,538,187	\$142,206	\$77,263	\$4,081,696
<u>Non-Current Liabilities</u>					
Compensated Absences	57,180	14,914	188,721	-	260,815
Post Landfill Closure Costs	-	-	-	-	-
Environmental Liability	203,706	-	-	-	203,706
Bonds Payable	-	-	-	-	-
Total Non-Current Liabilities	\$260,886	\$14,914	\$188,721	\$0	\$464,521
Total Liabilities	\$584,926	\$3,553,101	\$330,927	\$77,263	\$4,546,217
<u>Net Assets</u>					
Invested in Capital Assets, Net of Related Debt	\$7,758,004	\$0	\$529,428	\$0	\$8,287,432
Restricted for Debt Service	-	-	-	-	-
Unrestricted	7,593,543	3,415,971	1,846,307	(36,808)	12,819,013
Total Net Assets	\$15,351,547	\$3,415,971	\$2,375,735	(\$36,808)	\$21,106,445
Total Liabilities + Total Net Assets	15,936,473	6,969,072.00	2,706,662.00	40,455.00	25,652,662
Statement in balance	-	-	-	-	-

**Skagit County**  
**Central Service Cost Allocation Plan -Appendix C**  
**For the Year Ended December 31, 2008**

SKAGIT COUNTY, WASHINGTON  
Statement of Revenue, Expenses and Changes in Fund Net Assets  
Internal Service Funds  
For the Year Ended December 31, 2010

	Business-Type Activities-Enterprise Funds				Governmental Activities
	501 Equip Rent & Revolving	503 Insurance Services	504 Central Services	505 Unemploy Comp	Internal Services
<u>Operating Revenues</u>					
Charges for Service	\$5,375,639	\$1,247,118	\$5,358,315	\$400,000	\$12,381,072
Other Operating Revenue	55,936	9,502,961	-	208,377	9,767,274
Total Operating Revenue	<u>\$5,431,575</u>	<u>\$10,750,079</u>	<u>\$5,358,315</u>	<u>\$608,377</u>	<u>\$22,148,346</u>
<u>Operating Expenditures</u>					
Personal Services	\$761,313	\$376,606	\$2,789,654	\$528,949	\$4,456,522
Contractual Services	-	1,765,113	-	-	1,765,113
Supplies and Expenses	4,003,893	49,983	2,179,436	-	6,233,312
Depreciation	906,130	-	226,243	-	1,132,373
Payment to Claimants	-	7,805,670	-	-	7,805,670
Total Operating Expenditures	<u>\$5,671,336</u>	<u>\$9,997,372</u>	<u>\$5,195,333</u>	<u>\$528,949</u>	<u>\$21,392,990</u>
Operating Income (Loss)	<u>(\$239,761)</u>	<u>\$752,707</u>	<u>\$162,982</u>	<u>\$79,428</u>	<u>\$755,356</u>
<u>Non-Operating Revenue (Expenses)</u>					
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Interest Revenue	6,033	4,544	1,497	-	12,074
Miscellaneous Revenue	-	66,395	689	-	67,084
Gain (Loss) on Disposition of Capital Assets	14,837	-	-	-	14,837
Interest Expense	-	-	-	-	-
Miscellaneous Expense	3,651	(10,155)	-	-	(6,504)
Total Non-Operating Revenue (Expense)	<u>\$24,521</u>	<u>\$60,784</u>	<u>\$2,186</u>	<u>\$0</u>	<u>\$87,491</u>
Income (Loss) before Contributions and Transfers	<u>(\$215,240)</u>	<u>\$813,491</u>	<u>\$165,168</u>	<u>\$79,428</u>	<u>\$842,847</u>
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Change in Net Assets	<u>(\$215,240)</u>	<u>\$813,491</u>	<u>\$165,168</u>	<u>\$79,428</u>	<u>\$842,847</u>
Net Assets, January 1	\$15,566,787	\$2,602,480	\$2,210,567	(\$116,236)	\$20,263,598
Prior Period Adjustment	-	-	-	-	-
Net Assets, January 1 - restated	<u>15,566,787</u>	<u>2,602,480</u>	<u>2,210,567</u>	<u>(116,236)</u>	<u>20,263,598</u>
Net Assets, December 31	<u><u>\$15,351,547</u></u>	<u><u>\$3,415,971</u></u>	<u><u>\$2,375,735</u></u>	<u><u>(\$36,808)</u></u>	<u><u>\$21,106,445</u></u>

## Appendix D: Reconciliation of Internal Service Funds' Net Assets

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**Skagit County**  
**Central Service Cost Allocation Plan -Appendix D**  
**For the Year Ended December 31, 2010**

All Internal Service Funds	Equipment Rental Fund (501)	Insurance Services Fund (503)	Central Services Fund (504)	Unemployment Compensation Fund (505)	Total Internal Service Funds
RECONCILIATION OF RETAINED EARNINGS BALANCE TO FEDERAL GUIDELINES FOR YEAR ENDING December 31, 2010					
<b>PART I A-87 R.E. BALANCE</b>					
NET ASSET BALANCE JANUARY 1, 2010	15,566,787	2,602,480	2,210,567	(116,236)	20,263,598
Prior Period Adjustments	-	-	-	-	-
Beginning Balance as restated	15,566,787	2,602,480	2,210,567	(116,236)	20,263,598
Less Invested in Capital Assets, net of related debt	7,758,004	-	529,428	-	8,287,432
Less contributions for replacement of Capital Assets	<b>NOTE</b>	-	-	-	-
A-87 R.E. BALANCE JANUARY 1, 2010		2,602,480	1,681,139	(116,236)	11,976,166
FY 2010 RETAINED EARNINGS INCREASE (DECREASE) Per Annual Financial Report (AFR)					
TOTAL OPERATING REVENUES	5,431,575	10,750,079	5,358,315	608,377	22,148,346
Interest revenue	6,033	4,544	1,497	-	12,074
Other	18,488	56,240	689	-	75,417
Total Revenues	5,456,096	10,810,863	5,360,501	608,377	22,235,837
TOTAL OPERATING EXPENSES	5,671,336	9,997,372	5,195,333	528,949	21,392,990
Loss on disposition of capital asset	-	-	-	-	-
Interest expense and fiscal charges	-	-	-	-	-
Total Expenses	5,671,336	9,997,372	5,195,333	528,949	21,392,990
Less A-87 Unallowable Costs (None)					
Plus A-87 Allowable Costs (None)					
OMB A-87 Allowable Expenditures	5,671,336	9,997,372	5,195,333	528,949	21,392,990
A-87 R.E. BALANCE December 31, 2010 (A)	7,593,543	3,415,971	1,846,307	(36,808)	12,819,013
Allowable Reserve (B)	945,223	1,666,229	865,889	88,158	3,565,498
Excess Balance (A)-(B)	<b>NOTE</b>	1,749,742	980,418	(124,966)	9,253,515
<b>PART II A-87 CONTRIBUTED CAPITAL BALANCE</b>					
A-87 CONTRIBUTED CAPITAL BALANCE JANUARY 1, 2010	7,758,004	-	529,428	-	8,287,432
Plus: Transfers in (e.g., Contrib. Capital)	-	-	-	-	-
Less: Transfers Out (e.g., Payback of Contrib. Capital, Other Users of Fund R.E.)	-	-	-	-	-
Net Transfers	-	-	-	-	-
A-87 CONTRIBUTED CAPITAL BALANCE DECEMBER 31, 2010 ©	7,758,004	-	529,428	-	8,287,432
<b>PART III A-87 ADJUSTMENTS BALANCE</b>					
A-87 ADJUSTMENTS BALANCE JANUARY 1, 2010	\$ -	\$ -	\$ -	\$ -	\$ -
Less: A-87 Unallowable Costs (None)					
Plus: A-87 Allowable Costs (None)					
A-87 ADJUSTMENTS BALANCE DECEMBER 31, 2010 (D)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PART IV RECONCILIATION OF A-87 R.E., CONTRIBUTED CAPITAL AND ADJUSTMENTS BALANCES TO AFR BALANCE</b>					
RECONCILIATION OF A-87 R.E., CONTR. CAPITAL & ADJUST. BALANCES TO AFR(A)+(C)+(D)	15,351,547	3,415,971	2,375,735	(36,808)	21,106,445

**NOTE:** A significant portion of the Equipment Rental and Revolving Fund Unrestricted Net Assets relates to charges for the replacement of equipment. The amount of accumulated collections for future equipment replacement is not currently available.