

# Memorandum

*Making Conservation  
a California Way of Life.*

To: RIHUI ZHANG  
Chief  
Division of Local Assistance

Date: June 6, 2019

File: P1594-0083  
P1594-0084  
P1594-0085

From: MARSUE MORRILL, CPA *Marsue*  
Chief  
Planning and Modal Office  
Independent office of Audits and Investigations

Subject: **INDIRECT COST RATE PROPOSAL AUDIT – COUNTY OF SISKIYOU, DEPARTMENT OF PUBLIC WORKS, ENGINEERING DIVISION**

At the request of the Independent Office of Audits and Investigations, the State Controller's Office (SCO) completed an audit of the County of Siskiyou, Department of Public Works, Engineering Division (County) Indirect Cost Rate Proposal (ICRP) for fiscal year (FY) 2015/16 through FY 2017/18. The purpose of the audit was to determine whether the ICRP was presented in accordance with Title 2 Code of Federal Regulations (CFR) Part 200 and Caltrans Local Assistance Procedures Manual (LAPM) Chapter 5. In addition, the audit was performed to determine whether the County has adequate accounting controls to properly manage federal- and state-funded projects. The complete audit report is attached.

The audit did not disclose any findings. No further action is required.

If you have any questions, contact Luisa Ruvalcaba, Audit Manager, at [luisa.ruvalcaba@dot.ca.gov](mailto:luisa.ruvalcaba@dot.ca.gov)

Attachment

County of Siskiyou Audit

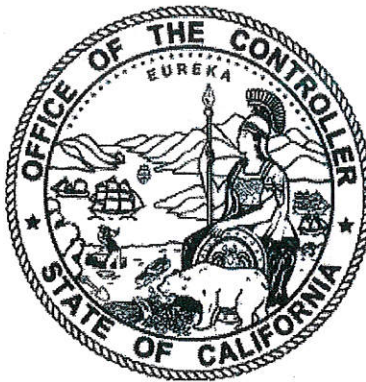
cc: Scott Waite, Director, Public Works, Engineering Division, Siskiyou County  
Rodney Whitfield, Director of Financial Services, Federal Highway Administration  
Veneshia Smith, Financial Program Manager, Federal Highway Administration  
William Lewis, Assistant Director, Independent Office of Audits and Investigations  
Dave Moore, District Director, District 2, California Department of Transportation  
Thomas Balkow, Deputy District Director, Planning and Local Assistance, District 2,  
California Department of Transportation  
Angel Pyle, Assistant Division Chief, Division of Rail and Mass Transportation, California  
Department of Transportation  
Ezequiel Castro, Chief, Capital South Branch, Division of Rail and Mass Transportation,  
California Department of Transportation  
Susie Beesley, Manager, Contract and Grant Compliance, Division of Rail and Mass  
Transportation, California Department of Transportation  
Erin Thompson, Chief, Office of Regional Planning, Division of Transportation Planning,  
California Department of Transportation  
Jacqueline Kahrs, Regional Coordination Branch Chief, Office of Regional Planning,  
Division of Transportation Planning, California Department of Transportation  
Kamal Sah, Chief, Office of Guidance and Oversight, Division of Local Assistance, Caltrans  
Paula Bersola, Audit Coordinator, Division of Local Assistance, California Department of  
Transportation  
Lisa Gore, Associate Accounting Analyst, Division of Accounting, California Department of  
Transportation  
Jacqueline Manohar, Audits Coordinator, Division of Rail and Mass Transportation,  
California Department of Transportation  
Luisa Ruvalcaba, Audit Manager, Planning and Modal Office, Independent Office of  
Audits & Investigations  
P1594-0083  
P1594-0084  
P1594-0085

**SISKIYOU COUNTY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION**

Audit Report

**INDIRECT COST RATE PROPOSAL AUDIT OF  
CALTRANS CONTRACT NO. 77A0044  
(Audit Request Nos. P1594-0083, P1594-0084, and  
P1594-0085)**

*July 1, 2015, through June 30, 2018*



**BETTY T. YEE**  
California State Controller

May 2019





**BETTY T. YEE**  
California State Controller

May 16, 2019

MarSue Morrill, Chief  
External Audits – Local Governments  
Audits and Investigations  
California Department of Transportation  
1304 O Street, Suite 200, MS 2  
Sacramento, CA 95814

Dear Ms. Morrill:

The State Controller's Office audited the indirect cost rate proposals (ICRPs) of Siskiyou County, Department of Public Works. The audit period included ICRPs for fiscal year (FY) 2015-16, FY 2016-17, and FY 2017-18. The audit was performed at the request of California Department of Transportation (Caltrans) Audits and Investigations.

The purpose of the audit was to determine whether the ICRPs were presented in accordance with Title 2, *Code of Federal Regulations* (CFR), Part 200, and the Caltrans *Local Assistance Procedures Manual* (LAPM), Chapter 5. Our audit was also performed to determine whether the county has sufficient accounting controls to properly manage federal- and state-funded projects.

The county's Department of Public Works submitted ICRPs with rates of 26.10% for FY 2015-16, 22.93% for FY 2016-17, and 63.53% for FY 2017-18. Our audit found that the county's ICRPs are in compliance with the cost principles prescribed in 2 CFR 200.

If you have any questions, please contact Andrew Finlayson, Bureau Chief, by telephone at (916) 324-6310.

Sincerely,

A handwritten signature in blue ink, reading "Jim L. Spano", is written over the typed name and title.

JIM L. SPANO, CPA  
Chief, Division of Audits

JLS/hf

cc: Luisa Ruvalcaba, Audit Manager (via email)  
External Audits – Local Governments  
Audits and Investigations  
California Department of Transportation

# Contents

## Audit Report

Summary .....	1
Background .....	1
Objectives, Scope, and Methodology .....	1
Conclusion .....	3
Follow-up on Prior Audit Findings .....	4
Views of Responsible Officials .....	4
Restricted Use .....	4
Schedule 1—Summary of Proposed and Audited Rates .....	5
Schedule 2—Schedule of Direct Costs, Indirect Costs, and Carry-Forward, Department of Public Works – Crew Staff, Fiscal Year 2015-16.....	6
Schedule 3—Schedule of Direct Costs, Indirect Costs, and Carry-Forward, Department of Public Works – Administrative Staff, Fiscal Year 2015-16.....	7
Schedule 4—Schedule of Direct Costs, Indirect Costs, and Carry-Forward, Department of Public Works – Crew Staff, Fiscal Year 2016-17.....	8
Schedule 5—Schedule of Direct Costs, Indirect Costs, and Carry-Forward, Department of Public Works – Administrative Staff, Fiscal Year 2016-17.....	9
Schedule 6—Schedule of Direct Costs, Indirect Costs, and Carry-Forward, Department of Public Works – Crew Staff, Fiscal Year 2017-18.....	10
Schedule 7—Schedule of Direct Costs, Indirect Costs, and Carry-Forward, Department of Public Works – Administrative Staff, Fiscal Year 2017-18.....	11

# Audit Report

## Summary

The State Controller's Office (SCO) audited the indirect cost rate proposals (ICRPs) of Siskiyou County, Department of Public Works (DPW). The audit period included ICRPs for fiscal year (FY) 2015-16, FY 2016-17, and FY 2017-18.

The purpose of the audit was to determine whether the ICRPs were presented in accordance with Title 2, *Code of Federal Regulations* (CFR), Part 200, and the California Department of Transportation (Caltrans) Local Assistance Procedure Manual (LAPM), Chapter 5.

Our audit was also performed to determine whether the county's accounting controls properly manage federal- and state-funded projects.

The county's Department of Public Works submitted ICRPs with rates of 26.10% for FY 2015-16, 22.93% for FY 2016-17, and 63.53% for FY 2017-18. Our audit found that the county's ICRPs are in compliance with the cost principles prescribed in 2 CFR 200.

## Background

Siskiyou County DPW is responsible for the construction and maintenance of 1,361 miles of maintained roadway and 175 bridges within the unincorporated areas of Siskiyou County. DPW provides for the purchase, maintenance, and fueling of the county's fleet system. The DPW also provides engineering and surveying services for the county.

The primary function of the DPW's Road Division is the operation, maintenance and improvement of the county's 1,361 miles of roads and 175 bridges.

Activities supporting the Road Division include administration, financial, planning, engineering, surveying, inspection, and traffic operations. These support activities are performed by personnel working in the DPW's main office located in Yreka, California. Maintenance functions are provided through the Central Maintenance Shop, located in Yreka, along with six regional maintenance district locations and two regional sub-district locations.

We performed the audit at the request of Caltrans (Audit Request Nos. P1594-0083, P1594-0084, and P1594-0085). The authority to conduct this audit is given by Interagency Agreement No. 77A0044, dated June 1, 2014, between the SCO and Caltrans, which authorizes the SCO to perform audits of proposed ICRPs submitted to Caltrans from local government agencies to ensure compliance with 2 CFR 200 and the Caltrans LAPM, Chapter 5.

## Objectives, Scope, and Methodology

We conducted the audit to determine whether:

- The county's ICRPs are in compliance with the cost principles prescribed in 2 CFR 200;
- The county's ICRPs are in compliance with the requirements for ICRP preparation and application identified in the Caltrans LAPM, Chapter 5; and



- The county's accounting controls properly managed federal- and state-funded projects.

The audit period is as follows:

Staff Type	Period	Proposed Rate	Rate Type
Crew Staff	July 1, 2015 to June 30, 2016	13.97%	Fixed
Administrative Staff	July 1, 2015 to June 30, 2016	12.13%	Fixed
Crew Staff	July 1, 2016 to June 30, 2017	21.44%	Fixed
Administrative Staff	July 1, 2016 to June 30, 2017	1.49%	Fixed
Crew Staff	July 1, 2017 to June 30, 2018	57.37%	Fixed
Administrative Staff	July 1, 2017 to June 30, 2018	6.16%	Fixed

To achieve our audit objectives, we:

- Reviewed the county's prior ICRP report issued by the SCO and Caltrans for FY 2012-13 for findings related to the objectives of the audit;
- Reviewed the single audit reports issued by Smith and Newell for FY 2013-14 through FY 2015-16 for findings related to the objectives of the audit;
- Interviewed employees, completed an internal control questionnaire, and performed a system walk-through to gain a limited understanding of the county's internal controls; accounting systems related to timekeeping and payroll; procurement and billing processes; accounts payable; and accounts receivable;
- Assessed the internal control system related to the ICRPs for FY 2013-14 through FY 2015-16, based on the review of written procedures and policies, internal control interviews, and walk-throughs;
- Based on our internal control assessment, designed a non-statistical sampling plan for direct and indirect costs reported in the ICRPs;
- Judgmentally selected a non-statistical sample of direct and indirect costs reported in the ICRPs, and performed a limited test of controls to confirm and validate that documented processes and procedures were functioning as designed. Tested the cost accounting system to ensure that the system can identify projects, activities related to projects, direct costs, and indirect costs, as indicated by internal control interviews. We also tested the same sampled costs to determine whether the amounts claimed were adequately supported and in compliance with 2 CFR 200:
  - Salaries and Fringe Benefits
    - Sample: 40 transactions, totaling \$190,073 for FY 2015-16
    - Population: 2,184 transactions, totaling \$6,138,547 for FY 2015-16
    - Sample: 34 transactions, totaling \$186,308 for FY 2016-17
    - Population: 1,872 transactions, totaling \$6,018,470 for FY 2016-17
    - Sample: 38 transactions, totaling \$193,529 for FY 2017-18

- Population: 2,054 transactions, totaling \$6,169,840 for FY 2017-18
- Non-Salary-Related Indirect Costs
  - Sample: 34 transactions, totaling \$132,367 for FY 2013-14
  - Population: 2,270 transactions, totaling \$848,198 for FY 2013-14
  - Sample: 58 transactions, totaling \$123,546 for FY 2014-15
  - Population: 1,975 transactions, totaling \$650,932 for FY 2014-15
  - Sample: 23 transactions, totaling \$193,529 for FY 2015-16
  - Population: 1,977 transactions, totaling \$6,169,840 for FY 2015-16

Errors found in the selected samples were not projected to the intended population<sup>1</sup>;

- Determined whether payments to contractors were made in a timely manner and were billed to Caltrans subsequent to payment;
- Verified whether the actual indirect costs recovered by the county were at the Caltrans-approved indirect cost rate; and
- Verified whether the county's invoices to Caltrans for approved projects were in compliance with the Caltrans LAPM, Chapter 5.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We did not audit the county's financial statements. The scope of the audit was limited to select financial and compliance activities. In addition, our review of internal controls was limited to gaining understanding of the transaction flow and accounting controls to determine the county's ability to accumulate and segregate reasonable, allowable, and allocable indirect and direct costs.

## Conclusion

Our audit found that:

- The county's ICRPs are in compliance with the cost principles prescribed in 2 CFR 200;
- The county's ICRPs were prepared in compliance with the Caltrans LAPM, Chapter 5; and
- The county's accounting controls properly manage federal- and state-funded projects.

---

<sup>1</sup>As these samples were not statistical, we made no assumption that errors would also be found in the transactions not sampled.



**Follow-up on  
Prior Audit  
Findings**


The last ICRP audit for FY 2012-13 included an audit finding. Based on the work performed in the current audit, we noted that the county has taken appropriate corrective actions in response to the audit finding.

**Views of  
Responsible  
Officials**

We discussed our audit results with the county's representative during an exit conference conducted by telephone on January 29, 2019. Rachel York, Administrative Services Manager, agreed with the audit results. Ms. York declined a draft audit report.

**Restricted Use**

This report is solely for the information and use of Siskiyou County; Caltrans; and the SCO. It is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this audit report, which is a matter of public record.



JIM L. SPANO, CPA  
Chief, Division of Audits

May 16, 2019

**Schedule 1—  
Summary of Proposed and Audited Rates  
July 1, 2015, through June 30, 2018**

---

<u>Staff Type</u>	<u>Fiscal Year</u>	<u>Proposed Rate</u>	<u>Audited Rate</u>	<u>Schedule</u>
Crew Staff	2015-16	13.97%	13.97%	2
Administrative Staff	2015-16	12.13%	12.13%	3
Crew Staff	2016-17	21.44%	21.44%	4
Administrative Staff	2016-17	1.49%	1.49%	5
Crew Staff	2017-18	57.37%	57.37%	6
Administrative Staff	2017-18	6.16%	6.16%	7

**Schedule 2—  
Schedule of Direct Costs, Indirect Costs, and  
Carry-Forward, Department of Public Works – Crew Staff,  
Fiscal Year 2015-16**

	Proposed Amount	Audited Amount
Direct costs:		
Direct salaries	\$ 4,261,874	\$ 4,261,874
Direct fringe benefits	-	-
Total direct costs	<u>\$ 4,261,874</u>	<u>\$ 4,261,874</u>
Indirect costs:		
Indirect salaries	\$ 784,882	\$ 784,882
Indirect fringe benefits	-	-
711000 Clothing & personal	549	549
712000 Communications	21,313	21,313
714000 Household	29,629	29,629
715100 Self-Insurance	42,223	42,223
717000 Maintenance of equipment	-	-
717100 Maintenance of office equipment	-	-
717200 Maintenance of equipment – radios	46,637	46,637
717500 Maintenance of equipment auto – service	-	-
718000 Maintenance of buildings	11,619	11,619
719000 Medical, dental & lab supplies	8	8
720000 Memberships	-	-
722000 Office supplies	20,530	20,530
723000 Professional & special services	24,620	24,620
723010 Professional & special services-substance abuse	245	245
723100 Administration	-	-
723200 Data processing	444	444
723210 ACS contract	30,917	30,917
724000 Publication & legal notices	859	859
725000 Rent & leases – equipment	1,965	1,965
726000 Rent & leases – building & improvement	6,712	6,712
727100 Small tools – district shop	9,555	9,555
727110 Small tools – survey & drafting	-	-
728129 Special dept expense – asphalt & rock spec proj	-	-
728130 Special dept expense – asphalt & rock	-	-
728131 Special dept expense – traffic supply	1,983	1,983
728140 Special dept expense – other	4,265	4,265
729000 Travel	-	-
729100 Fuel	-	-
729200 Training	4,952	4,952
729700 Towing	-	-
729800 Road inspection	-	-
730000 Utilities	150,247	150,247
751000 Cost allocation plan	292,051	292,051
Subtotal: indirect costs before carry-forward adjustment	<u>\$ 1,486,206</u>	<u>\$ 1,486,206</u>
Carry-forward from FY 2013-14	(890,649)	(890,649)
Total indirect costs after carry-forward adjustment	<u>\$ 595,557</u>	<u>\$ 595,557</u>
Total indirect costs	\$ 595,557	\$ 595,557
Total direct costs	\$ 4,261,874	\$ 4,261,874
Indirect cost rate	<u>13.97%</u>	<u>13.97%</u>



**Schedule 3—  
Schedule of Direct Costs, Indirect Costs, and  
Carry-Forward, Department of Public Works –  
Administrative Staff, Fiscal Year 2015-16**

	Proposed Amount	Audited Amount
Direct costs:		
Direct salaries	\$ 4,847,583	\$ 4,847,583
Direct fringe benefits	-	-
Total direct costs	<u>\$ 4,847,583</u>	<u>\$ 4,847,583</u>
Indirect costs:		
Indirect salaries	\$ 506,082	\$ 506,082
Indirect fringe benefits	-	-
711000 Clothing & personal	-	-
712000 Communications	7,052	7,052
714000 Household	482	482
715100 Self-Insurance	9,571	9,571
717000 Maintenance of equipment	-	-
717100 Maintenance of office equipment	920	920
717200 Maintenance of equipment – radios	-	-
717500 Maintenance of equipment – auto service	8,389	8,389
718000 Maintenance of buildings	-	-
719000 Medical, dental & lab supplies	-	-
720000 Memberships	1,353	1,353
722000 Office supplies	10,514	10,514
723000 Professional & special services	16,643	16,643
723010 Professional & special services – substance abuse	-	-
723100 Administration	-	-
723200 Data processing	101	101
723210 ACS contract	7,008	7,008
724000 Publication & legal notices	-	-
725000 Rent & leases – equipment	1,256	1,256
726000 Rent & leases – building & improvement	-	-
727100 Small tools – district shop	15	15
727110 Small tools – survey & drafting	2,503	2,503
728129 Special dept expense – asphalt & rock spec proj	-	-
728130 Special dept expense – asphalt & rock	-	-
728131 Special dept expense – traffic supply	-	-
728140 Special dept expense – other	70	70
729000 Travel	572	572
729100 Fuel	10,782	10,782
729200 Training	2,440	2,440
729700 Towing	-	-
729800 Road inspection	1,000	1,000
730000 Utilities	-	-
751000 Cost allocation plan	66,204	66,204
Subtotal: indirect costs before carry-forward adjustment	\$ 652,956	\$ 652,956
Carry-forward from FY 2013-14	(64,900)	(64,900)
Total indirect costs after carry-forward adjustment	<u>\$ 588,056</u>	<u>\$ 588,056</u>
Total indirect costs	\$ 588,056	\$ 588,056
Total direct costs	\$ 4,847,583	\$ 4,847,583
Indirect cost rate	<u>12.13%</u>	<u>12.13%</u>

**Schedule 4—  
Schedule of Direct Costs, Indirect Costs, and  
Carry-Forward, Department of Public Works – Crew Staff,  
Fiscal Year 2016-17**

	Proposed Amount	Audited Amount
Direct costs:		
Direct salaries	\$ 4,122,466	\$ 4,122,466
Direct fringe benefits	-	-
Total direct costs	<u>\$ 4,122,466</u>	<u>\$ 4,122,466</u>
Indirect costs:		
Indirect salaries	\$ 870,151	\$ 870,151
Indirect fringe benefits	-	-
711000 Clothing & personal	1,643	1,643
712000 Communications	22,753	22,753
714000 Household	30,225	30,225
715100 Self-Insurance	32,897	32,897
717000 Maintenance of equipment	-	-
717100 Maintenance of office equipment	-	-
717200 Maintenance of equipment – radios	46,535	46,535
717500 Maintenance of equipment – auto service	-	-
718000 Maintenance of buildings	9,911	9,911
719000 Medical, dental & lab supplies	35	35
720000 Memberships	-	-
722000 Office supplies	7,876	7,876
723000 Professional & special services	17,246	17,246
723010 Professional & special services – substance abuse	280	280
723100 Administration	-	-
723200 Data processing	14,815	14,815
723210 ACS contract	32,005	32,005
724000 Publication & legal notices	-	-
725000 Rent & leases – equipment	2,511	2,511
726000 Rent & leases – building & improvement	7,357	7,357
727100 Small tools – district shop	13,119	13,119
727110 Small tools – survey & drafting	-	-
728129 Special dept expense – asphalt & rock spec proj	-	-
728130 Special dept expense – asphalt & rock	-	-
728131 Special dept expense – traffic supply	21	21
728140 Special dept expense – other	1,675	1,675
729000 Travel	-	-
729100 Fuel	-	-
729200 Training	2,851	2,851
729700 Towing	-	-
729800 Road inspection	-	-
730000 Utilities	109,875	109,875
751000 Cost allocation plan	192,237	192,237
Subtotal: indirect costs before carry-forward adjustment	<u>\$ 1,416,017</u>	<u>\$ 1,416,017</u>
Carry forward from FY 2014-15	(532,213)	(532,213)
Total indirect costs after carry-forward adjustment	<u>\$ 883,804</u>	<u>\$ 883,804</u>
Total indirect costs	\$ 883,804	\$ 883,804
Total direct costs	\$ 4,122,466	\$ 4,122,466
Indirect cost rate	<u>21.44%</u>	<u>21.44%</u>

**Schedule 5—  
Schedule of Direct Costs, Indirect Costs, and  
Carry-Forward, Department of Public Works –  
Administrative Staff, Fiscal Year 2016-17**

	Proposed Amount	Audited Amount
Direct costs:		
Direct salaries	\$ 4,798,824	\$ 4,798,824
Direct fringe benefits	-	-
Total direct costs	<u>\$ 4,798,824</u>	<u>\$ 4,798,824</u>
Indirect costs:		
Indirect salaries	\$ 349,495	\$ 349,495
Indirect fringe benefits	-	-
711000 Clothing & personal	-	-
712000 Communications	6,554	6,554
714000 Household	468	468
715100 Self-Insurance	6,982	6,982
717000 Maintenance of equipment	-	-
717100 Maintenance of office equipment	2,088	2,088
717200 Maintenance of equipment – radios	-	-
717500 Maintenance of equipment – auto service	-	-
718000 Maintenance of buildings	-	-
719000 Medical, dental & lab supplies	-	-
720000 Memberships	1,174	1,174
722000 Office supplies	8,932	8,932
723000 Professional & special services	16,148	16,148
723010 Professional & special services – substance abuse	-	-
723100 Administration	-	-
723200 Data processing	3,144	3,144
723210 ACS contract	6,793	6,793
724000 Publication & legal notices	-	-
725000 Rent & leases – equipment	1,202	1,202
726000 Rent & leases – building & improvement	-	-
727100 Small tools – district shop	-	-
727110 Small tools – survey & drafting	436	436
728129 Special dept expense – asphalt & rock spec proj	-	-
728130 Special dept expense – asphalt & rock	-	-
728131 Special dept expense – traffic supply	-	-
728140 Special dept expense – other	496	496
729000 Travel	1,285	1,285
729100 Fuel	6,607	6,607
729200 Training	1,285	1,285
729700 Towing	-	-
729800 Road inspection	1,200	1,200
730000 Utilities	-	-
751000 Cost allocation plan	40,802	40,802
Subtotal: indirect costs before carry-forward adjustment	\$ 455,091	\$ 455,091
Carry-forward from FY 2014-15	(383,542)	(383,542)
Total indirect costs after carry-forward adjustment	<u>\$ 71,549</u>	<u>\$ 71,549</u>
Total indirect costs	\$ 71,549	\$ 71,549
Total direct costs	\$ 4,798,824	\$ 4,798,824
Indirect cost rate	<u>1.49%</u>	<u>1.49%</u>



**Schedule 6—  
Schedule of Direct Costs, Indirect Costs, and  
Carry-Forward, Department of Public Works – Crew Staff,  
Fiscal Year 2017-18**

	Proposed Amount	Audited Amount
Direct costs:		
Direct salaries	\$ 3,797,368	\$ 3,797,368
Direct fringe benefits	-	-
Total direct costs	<u>\$ 3,797,368</u>	<u>\$ 3,797,368</u>
Indirect costs:		
Indirect salaries	\$ 1,366,287	\$ 1,366,287
Indirect fringe benefits	-	-
711000 Clothing & personal	1,321	1,321
712000 Communications	18,218	18,218
714000 Household	28,302	28,302
715100 Self-Insurance	27,267	27,267
717000 Maintenance of equipment	-	-
717100 Maintenance of office equipment	-	-
717200 Maintenance of equipment – radios	46,337	46,337
717500 Maintenance of equipment – auto service	-	-
718000 Maintenance of buildings	38,016	38,016
719000 Medical, dental & lab supplies	16	16
720000 Memberships	-	-
722000 Office supplies	8,598	8,598
723000 Professional & special services	96,132	96,132
723010 Professional & special services – substance abuse	690	690
723100 Administration	-	-
723200 Data processing	13,842	13,842
723210 ACS contract	8,056	8,056
724000 Publication & legal notices	886	886
725000 Rent & leases – equipment	5,251	5,251
726000 Rent & leases – building & improvement	22,626	22,626
727100 Small tools – district shop	8,543	8,543
727110 Small tools – survey & drafting	-	-
728129 Special dept expense – asphalt & rock spec proj	-	-
728130 Special dept expense – asphalt & rock	-	-
728131 Special dept expense – traffic supply	966	966
728140 Special dept expense – other	6,073	6,073
729000 Travel	-	-
729100 Fuel	2,175	2,175
729200 Training	1,144	1,144
729700 Towing	580	580
729800 Road inspection	-	-
730000 Utilities	109,735	109,735
751000 Cost allocation plan	(11,182)	(11,182)
Subtotal: indirect costs before carry-forward adjustment	\$ 1,799,877	\$ 1,799,877
Carry-forward from FY 2015-16	378,736	378,736
Total indirect costs after carry-forward adjustment	<u>\$ 2,178,613</u>	<u>\$ 2,178,613</u>
Total indirect costs	\$ 2,178,613	\$ 2,178,613
Total direct costs	\$ 3,797,368	3,797,368
Indirect cost rate	<u>57.37%</u>	<u>57.37%</u>

**Schedule 7—  
Schedule of Direct Costs, Indirect Costs, and  
Carry-Forward, Department of Public Works –  
Administrative Staff, Fiscal Year 2017-18**

	Proposed Amount	Audited Amount
Direct costs:		
Direct salaries	\$ 4,428,789	\$ 4,428,789
Direct fringe benefits	-	-
Total direct costs	<u>\$ 4,428,789</u>	<u>\$ 4,428,789</u>
Indirect costs:		
Indirect salaries	\$ 374,764	\$ 374,764
Indirect fringe benefits	-	-
711000 Clothing & Personal	-	-
712000 Communications	11,188	11,188
714000 Household	1,238	1,238
715100 Self-Insurance	5,564	5,564
717000 Maintenance of equipment	-	-
717100 Maintenance of office equipment	581	581
717200 Maintenance of equipment – radios	-	-
717500 Maintenance of equipment – auto service	-	-
718000 Maintenance of buildings	-	-
719000 Medical, dental & lab supplies	-	-
720000 Memberships	1,074	1,074
721000 Misc expense	152	152
722000 Office supplies	15,190	15,190
723000 Professional & special services	8,161	8,161
723010 Professional & special services-substance abuse	-	-
723100 Administration	-	-
723200 Data processing	2,824	2,824
723210 ACS contract	1,644	1,644
724000 Publication & legal notices	108	108
725000 Rent & leases – equipment	950	950
726000 Rent & leases – building & improvement	-	-
727100 Small tools – district shop	-	-
727110 Small tools – survey & drafting	188	188
728129 Special dept expense – asphalt & rock spec proj	-	-
728130 Special dept expense – asphalt & rock	-	-
728131 Special dept expense – traffic supply	-	-
728140 Special dept expense – other	25	25
729000 Travel	162	162
729100 Fuel	-	-
729200 Training	14,833	14,833
729700 Towing	-	-
729800 Road inspection	1,175	1,175
730000 Utilities	-	-
751000 Cost allocation plan	(2,282)	(2,282)
Subtotal indirect costs before carry-forward adjustment	\$ 437,540	\$ 437,540
Carry forward from FY 2015-16	(164,572)	(164,572)
Total indirect costs after carry-forward adjustment	<u>\$ 272,968</u>	<u>\$ 272,968</u>
Total indirect costs	\$ 272,968	\$ 272,968
Total direct costs	\$ 4,428,789	\$ 4,428,789
Indirect cost rate	<u>6.16%</u>	<u>6.16%</u>