

Skagit County

Central Services Cost Allocation Plan

Skagit County
Central Services Cost Allocation Plan

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Skagit County
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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, Drainage Utility, and the Skagit County Jail.

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 awards 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 2 CFR Part 200, *Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87 Revised)*, 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.

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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). 2 CFR Part 200, Subpart E – Cost Principles 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.

Central Services Cost Allocation Plan Feature	Location Provided
1 General	
<ul style="list-style-type: none"> a 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. 	Appendix A
<ul style="list-style-type: none"> b 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. 	The audited annual financial report is available on-line
<ul style="list-style-type: none"> c 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. 	Page 4
2 Allocated Central Services - For each allocated central service, the plan must also include the following: (If any self-insurance funds or fringe benefit costs are treated as allocated (rather than billed) central services, documentation discussed in Billed Services sections below shall also be included.)	
<ul style="list-style-type: none"> a A brief description of the service, an identification of the unit rendering the service and the operating agencies receiving the service. 	Self insurance funds are included in the Billed Service Category Page 5-9, Apdx B
<ul style="list-style-type: none"> b The items of expense included in the cost of the service and the method used to distribute the cost of the service to the specific benefitted departments. 	Pages 12 to 14, Appendix B
<ul style="list-style-type: none"> c A summary schedule showing the allocation of each service to the specific benefitted departments. 	Appendix B
3 Billed Service - the information described below shall be provided for all billed central service funds, self insurance funds, and fringe benefits funds.	
Internal Service Funds. 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"> a A brief description of each service. 	Pages 9 to 11
<ul style="list-style-type: none"> b A balance sheet for each fund based on individual accounts contained in the governmental unit's accounting system. 	Appendix C

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Internal Service Continued

- c** A revenue/expenses statement, with revenues broken out by source, e.g., regular billings, interest earned, etc. Appendix C
- d** A listing of all non-operating transfers (as defined by Generally Accepted Accounting Principles (GAAP)) into and out of the fund. Appendix C
- e** A description of the procedures (methodology) used to charge the costs of each service to users, including how billing rates are determined. Page 12
- f** 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. Appendix D
- g** 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.). Appendix D

Self-Insurance Funds. For each self-insurance fund, the plan shall include:

- a** The fund balance sheet. Appendix C
- b** A statement of revenue and expenses including a summary of billings and claims paid by department. Appendix C
- c** A listing of all non-operating transfers into and out of the fund. Appendix C
- d** The type(s) of risk(s) covered by the fund (e.g., automobile liability, workers' compensation, etc.). Pages 9 to 11
- e** An explanation of how the levels of fund contributions are determined. Pages 9 to 11
- f** Included a copy of the current actuarial report (with the actuarial assumptions used) if the contributions are determined on an actuarial basis. Actuarial Report is available
- g** A description of the procedures used to charge or allocate fund contributions to benefitted activities. Pages 9 to 11
- h** 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. Appendix C

Fringe benefits. For fringe benefit costs, the plan shall include:

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. As such, the remainder of this requirement is not applicable. Page 11 and Appendix C

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Certificate of Cost Allocation Plan

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, 2018 to establish cost allocations or billings for the year ended December 31, 2020 are allowable in accordance with the requirements of the 2 CFR Part 200, "Cost Principles for State, Local, and 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 the 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: Sandra Perkins

Name of Official: Sandra Perkins

Title: Auditor

Date of Execution: 12-6-19

Skagit County

Description of Central Services

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 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 awards 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, 2018. 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,

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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 functions as a percentage of total agenda time. For 2020, costs will be allocated to Public Health, County Road, Parks and Recreation, Medic I Services, Planning and Development, and Solid Waste Utility.

The Calculation is:

Commissioner’s Office Expenditures less Board of County Commissioners’ Salaries & Benefits	\times	<u>Applicable Fund’s Related Agenda Time</u> Total Agenda Time
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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 60% of the Commissioners agenda items relate to a specific function. As such, approximately 40% 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

The Assessor’s function 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:

Assessor’s Expenditures less Elected Official’s Salary & Benefits	\times	<u>Respective Fund’s Tax Levy</u> Total Operating Taxes Levied
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The Assessor's Office provides services to other jurisdictions for which taxes are levied and collected by the County. Approximately 78% of operating taxes relate to these other jurisdictions. As such, approximately 78% 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 that real estate excise tax on the sale or transfer of ownership of real property. The Treasurer's Office administers DOE Water Quality Loans; audits and recovers sales and use tax on 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 the Assessor's costs. As such, approximately 78% 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:

Treasurer's Expenditures less Elected Official's Salary/Benefits	X	<u>Respective Fund's Tax Levy</u> Total Operating Taxes Levied
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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

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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 employees (FTE’s) and the percentage of total accounts payable transactions.

The calculation is:

(1)	<u>Respective Fund FTE’s</u> Total County FTE’s	+	<u>Respective Fund AP Transactions</u> Total County AP Transactions
(2)	Percentage	X	Accounting Dept. Expenditures

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.

Budget and Finance – The Budget and 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 costs will be allocated based on a ratio of respective fund’s total actual expenses divided by total County actual expenses.

The calculation is:

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Administrative Services Expenditures Less Human Resources	X	<u>Respective Fund Actual Expenses</u> Total County Actual Expense
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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's) as it most closely tracks the effort of the human resources function in providing its 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
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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 contracts for services and supplies and payments of all utilities. Facility Management provides general repair and maintenance, custodial services, safety and health specialists/training, and mechanical, plumbing, electrical, 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 costs will be allocated based on a ratio by the 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:

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Facilities Management: Salaries and Wages, Personnel Benefits, Supplies, Utilities & associated operational expense	X	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; padding: 2px 5px;"><u>Respective fund bldg. maintenance sq ft</u></td> </tr> <tr> <td style="padding: 2px 5px;">Total County bldg. maintenance sq ft</td> </tr> </table>	<u>Respective fund bldg. maintenance sq ft</u>	Total County bldg. maintenance sq ft
<u>Respective fund bldg. maintenance sq ft</u>				
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 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 2018 was \$33 to \$1,026,817 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 to the claims processor as service provider invoices are submitted. The County is self-insured for medical, dental, vision, 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 2018

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was \$18,072 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 the 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 2018 was \$0 - \$542,111 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 \$35.31 to \$71.70 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 2018 was \$5,675 to \$364,272 semiannually.

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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. Billings are based on the history of claims and operating expenses. The rate for 2018 was 1.5% of the first \$60,000 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 into 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 \$161.17 to \$1,114.90 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 \$2.42 to \$127.39 per hour and \$52.09 to \$5,232.00 monthly. Vehicles are charged an hourly shop rate of \$79.00/hour designed to recover all of the costs of providing fleet maintenance and repair services. Parts and materials are charged at actual cost plus a management fee. Rock is charged actual cost plus a 37% 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

Introduction

The County provides support services to operating departments in nine (9) Central Services 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 service 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 service 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-fund 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 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 basis prior to the fiscal year to be used in the allocation of central service costs to funds/departments for budget control and management purposes.

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Specific Cost Allocation Methodologies Used in the 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:

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

- Administrative Services Human Resources use 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.

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 costs 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
- Non-Departmental

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.

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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).

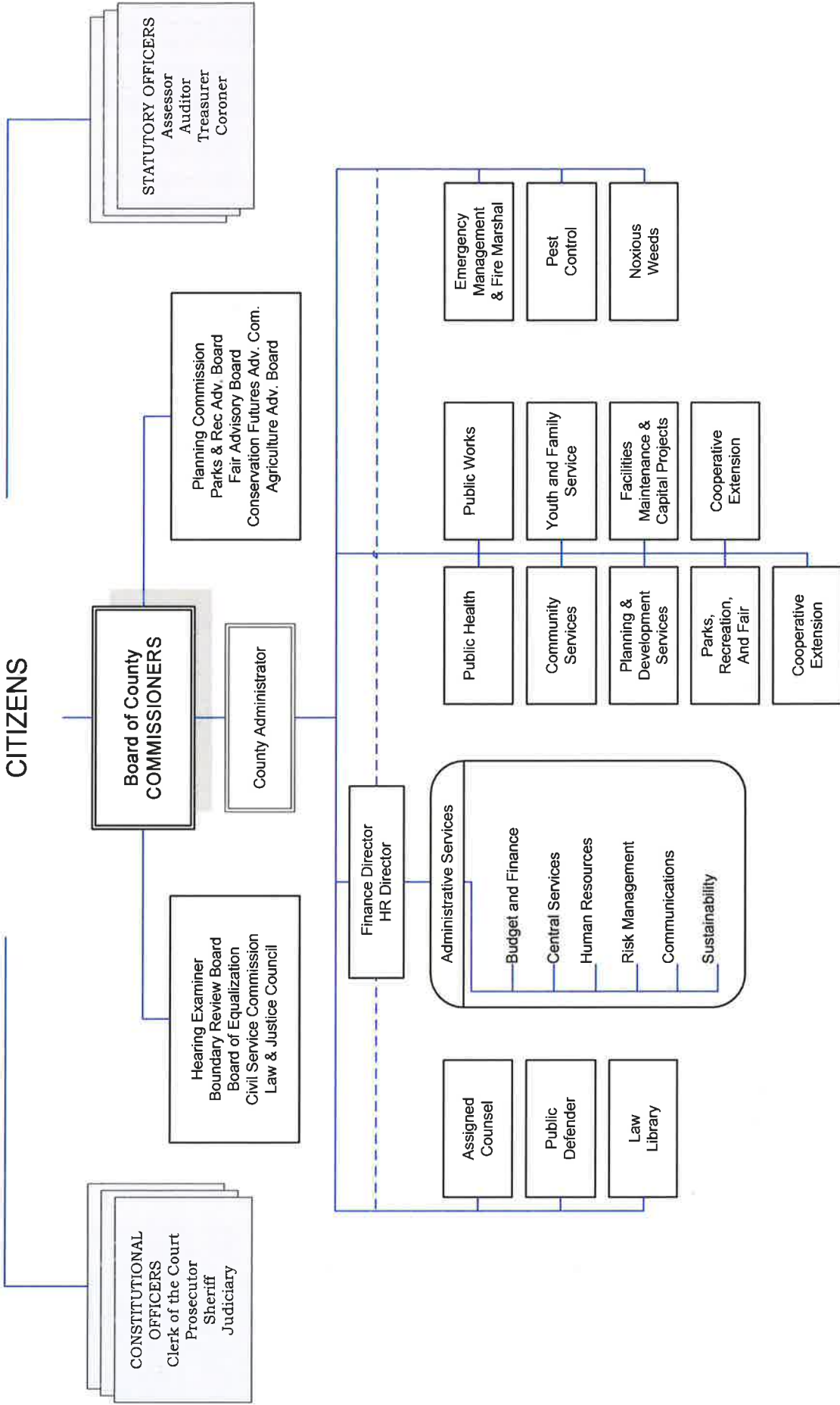
Certain internal service funds also gather costs in certain cost centers using project numbers in the financial system to “bill” its users. This is used mainly for services in which underlying billing basis remains relatively constant during the year, such as the number of email accounts or direct labor 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

SKAGIT COUNTY

CITIZENS



Appendix B: Summary and Detail Cost Allocation Plan Components

Fund No.	Fund Name	Total Allocated Costs	MTDC	General	Internal	Total	Cayenta actuals less BARS 594 and 595 and object 560	Allocated Costs	Pass Thru Grants	Pmts to IS Funds and Special Revenue Funds
				Fund Indirect Cost Rate	Service Indirect Cost Rate					
Operating Departments										
001	General Fund	\$ 2,472,233	34,955,832	7.07%	13.86%	20.93%	54,324,651	6,811,369	732,574	11,824,876
101	Health Department	248,621	3,005,791	8.27%	13.86%	22.13%	3,776,571		770,780	
102	Special Paths	4,238	182,490	2.32%	13.86%	16.18%	182,490		-	
105	Emergency Management	26,172	324,283	8.07%	13.86%	21.93%	457,648		133,365	
106	Fairgrounds	9,171	413,543	2.22%	13.86%	16.08%	413,543		-	
107	Veterans Relief	4,421	235,111	1.88%	13.86%	15.74%	235,111		-	
108	Law Library	18,412	138,908	13.25%	13.86%	27.12%	138,908		-	
110	River Improvement	1,164	54,943	2.12%		2.12%	282,821		227,878	
112	Centennial Document Preservation	1,918	212,976	0.90%	13.86%	14.76%	212,976		-	
113	Elections Services	28,657	783,017	3.66%	13.86%	17.52%	783,017		-	
114	Parks & Recreation	96,142	1,590,873	6.04%	13.86%	19.90%	1,590,873		-	
115	Substance Abuse Services	6,799	319,271	2.13%		2.13%	775,933		456,662	
116	Mental Health-Developmental Disability	101,416	5,716,648	1.77%		1.77%	5,838,006		121,358	
117	County Roads	814,507	15,647,419	5.21%		5.21%	21,534,814		5,887,395	
118	Community Services	140,553	1,677,557	8.38%	13.86%	22.24%	2,559,965		882,408	
119	Convention Center	1,719	213,182	0.81%		0.81%	213,182		-	
120	Clean Water Program	37,711	1,588,654	2.37%		2.37%	1,796,966		208,312	
122	Conservation Futures	12,030	119,425	10.07%	13.86%	23.93%	119,425		-	
123	Medic I Services	161,901	7,545,442	2.15%		2.15%	7,545,442		-	
124	Crime Victims Services	1,155	103,261	1.12%	13.86%	14.98%	103,261		-	
125	Communication System	25,043	5,133,665	0.49%		0.49%	5,133,665		-	
127	Water Quality	907	21,013	4.31%		4.31%	256,568		235,555	
128	Planning and Development	227,046	3,298,079	6.88%	13.86%	20.75%	3,298,079		-	
141	LAKE MANAGEMENT DISTRICT NO. 1	1,096	48,325	2.27%		2.27%	48,325		-	
142	LAKE MANAGEMENT DISTRICT NO. 2	459	20,445	2.24%		2.24%	20,445		-	
143	LAKE MANAGEMENT DISTRICT NO. 3	686	38,658	1.77%		1.77%	38,658		-	
144	LAKE MANAGEMENT DISTRICT NO. 4	490	18,625	2.63%		2.63%	18,625		-	
150	Edison Clean Water District	2,274	66,771	3.41%		3.41%	66,771		-	
160	Drug Enforcement Reserves	164	25,138	0.65%	13.86%	14.51%	25,138		-	
161	Boating Safety	781	35,173	2.22%	13.86%	16.08%	51,453		16,280	
162	Low-Income Housing	4,462	246,194	1.81%		1.81%	347,734		101,540	
163	TITLE III PROJECTS FUND	39	3,624	1.07%		1.07%	3,624		-	
165	Homeless Housing and Assistance	25,021	2,420,755	1.03%		1.03%	2,420,755		-	
170	Interlocal Investigation Reserves	3,598	162,203	2.22%	13.86%	16.08%	162,203		-	
201	Debt Service	21,067	4,304,109	0.49%		0.49%	4,304,109		-	
340	FACILITY IMPROVEMENT FUND	1,922					-		-	
341	CAPITAL IMPROVEMENTS	7,992	1,645,913	0.49%	13.86%	14.35%	1,645,913		-	
342	DISTRESSED COUNTY PUBLIC FACIL	22,485	4,572,120	0.49%		0.49%	4,572,120		-	
352	PARK IMPROVEMENT FUND	4,463	316,378	1.41%		1.41%	316,378		-	
401	Solid Waste Utility	134,788	10,841,192	1.24%		1.24%	10,841,192		-	
402	Drainage Utility	18,823	617,928	3.05%		3.05%	1,478,485		860,557	
403	Jail Fund	188,455	15,434,831	1.22%		1.22%	15,434,831		-	
		4,881,000	124,099,765				153,370,674	6,811,369	10,634,664	

INTERNAL USE ONLY

Not Used for Federal 2 CFR 225 Compliant Plan			IS	GIS	Insurance	Records	Total
501	Equipment Rental Fund	74,076	5,905,299	1.25%	1.38%	1.41%	13.03%
503	Insurance Service	85,104	15,490,717	0.55%	9.51%	1.38%	12.43%
504	Information Services	155,116	5,162,782	3.00%		1.38%	9.24%
504	GIS / Mapping Services	64,032	1,279,669	5.00%	9.51%		15.60%
504	Records Management	28,830	667,767	4.32%	9.51%	1.38%	15.45%
505	Unemployment Compensation	2,183	440,911	0.50%	9.51%	1.38%	12.34%

Central Service Departments

Administrative Services

Fund No.	Fund Name	Operating Departments										Total Allocated Costs
		County Commissioners	County Assessor	County Treasurer	County Auditor	Financial & General	Human Resources	Facilities Maintenance	Legal-Civil	Non Departmental		
001	General Fund	\$ 23,296	\$ 195,255	\$ 104,066	\$ 251,030	\$ 131,738	\$ 217,175	\$ 1,369,558	\$ 142,122	\$ 37,994	\$ 2,472,233	
101	Health Department	17,472	-	-	25,074	11,328	21,900	169,580	-	3,267	248,621	
102	Special Paths	-	-	-	2,440	688	912	-	-	198	4,238	
105	Emergency Management	-	-	-	2,197	1,222	2,316	17,498	2,585	352	26,172	
106	Fairgrounds	-	-	-	6,251	1,559	912	-	-	449	9,171	
107	Veterans Relief	-	2,029	1,082	168	886	-	-	-	256	4,421	
108	Law Library	-	-	-	1,268	524	702	15,767	-	151	18,412	
110	River Improvement	-	-	-	687	207	211	-	-	60	1,164	
112	Centennial Document Preservation	-	-	-	392	803	491	-	-	231	1,918	
113	Elections Services	-	-	-	2,100	2,951	2,106	20,649	-	851	28,657	
114	Parks & Recreation	5,824	-	-	38,223	5,996	5,966	32,875	5,530	1,729	96,142	
115	Substance Abuse Services	-	-	-	2,177	1,203	351	2,721	-	347	6,799	
116	Mental Health-Developmental Disability	-	2,779	1,481	11,711	21,544	6,598	51,089	-	6,213	101,416	
117	County Roads	32,032	118,008	62,895	83,144	58,970	64,156	251,500	126,795	17,007	814,507	
118	Senior Services	-	-	-	27,457	6,322	12,003	92,947	-	1,823	140,553	
119	Convention Center	-	-	-	684	803	-	-	-	232	1,719	
120	Clean Water Program	-	11,598	6,181	7,585	5,987	4,633	-	-	1,727	37,711	
122	Conservation Futures	-	7,066	3,766	337	450	281	-	-	130	12,030	
123	Medic I Services	14,560	47,032	25,067	6,232	28,436	1,965	23,748	6,659	8,201	161,901	
124	Crime Victims Services	-	-	-	303	389	351	-	-	112	1,155	
125	Communication System	-	-	-	116	19,347	-	-	-	5,580	25,043	
127	Water Quality	-	-	-	734	79	70	-	-	23	907	
128	Planning and Development	27,664	-	-	16,760	12,429	19,864	146,744	-	3,585	227,046	
141	LAKE MANAGEMENT DISTRICT NO. 1	-	463	247	82	182	70	-	-	53	1,096	
142	LAKE MANAGEMENT DISTRICT NO. 2	-	115	61	113	77	70	-	-	22	459	
143	LAKE MANAGEMENT DISTRICT NO. 3	-	226	120	82	146	70	-	-	42	686	
144	LAKE MANAGEMENT DISTRICT NO. 4	-	162	86	82	70	70	-	-	20	490	
150	Edison Clean Water District	-	702	374	874	252	-	-	-	73	2,274	
160	Drug Enforcement Reserves	-	-	-	42	95	-	-	-	27	164	
161	Boating Safety	-	-	-	611	133	-	-	-	38	781	
162	Low-Income Housing	-	-	-	405	928	140	2,721	-	268	4,462	
163	TITLE III PROJECTS FUND	-	-	-	21	14	-	-	-	4	39	
165	Homeless Housing and Assistance	-	-	-	2,829	9,123	1,193	9,244	-	2,631	25,021	
170	Interlocal Investigation Reserves	-	-	-	2,811	611	-	-	-	176	3,598	
201	Debt Service	-	-	-	168	16,221	-	-	-	4,678	21,067	
340	FACILITY IMPROVEMENT FUND	-	-	-	1,150	-	772	-	-	-	1,922	
341	CAPITAL IMPROVEMENTS	-	-	-	-	6,203	-	-	-	1,789	7,992	
342	DISTRESSED COUNTY PUBLIC FACIL	-	-	-	284	17,231	-	-	-	4,969	22,485	
352	PARK IMPROVEMENT FUND	-	-	-	2,927	1,192	-	-	-	344	4,463	
401	Solid Waste Utility	2,912	-	7,253	22,411	40,857	15,162	41,663	-	11,783	134,788	
402	Drainage Utility	-	-	-	5,200	2,329	3,369	-	-	672	18,823	
403	Jail Fund	-	-	-	54,442	58,169	49,977	-	9,090	16,776	188,455	

Central Service Departments

Administrative Services

Fund No.	Fund Name	County Commissioners	County Assessor	County Treasurer	County Auditor	Financial & General	Human Resources	Facilities Maintenance	Legal-Civil	Non Departmental	Total Allocated Costs
	Total Operating Dept Base Item Count	123,759	385,435	212,680	581,604	467,694	433,858	2,248,304	292,781	134,885	4,881,000
	Internal Service Funds:										
501	Equipment Rental Fund	-	-	-	39,225	22,255	6,177	-	-	6,419	74,076
503	Insurance Service	-	-	-	6,658	58,380	3,229	-	-	16,837	85,104
504	Information Services	-	-	-	23,917	19,457	13,196	92,934	-	5,611	155,116
504	GIS / Mapping Services	-	-	-	5,752	4,823	7,721	44,345	-	1,391	64,032
504	Records Management	-	-	-	9,059	2,517	3,510	13,020	-	726	28,830
505	Unemployment Compensation	-	-	-	42	1,662	-	-	-	479	2,183
	Add Svcs provided to External Orgs:	87,359	1,388,340	732,695	-	-	-	-	-	-	2,208,394
	Total Count to use in Allocating Central Services Costs based on Items	\$ 211,118	\$ 1,773,775	\$ 945,375	\$ 666,258	\$ 576,787	\$ 467,691	\$ 2,398,602	\$ 292,781	\$ 166,348	\$ 7,498,735

County Commissioners Fund-Department included in this Central Allocation Base

Agenda Hours

Salaries	\$ 462,383
Benefits	183,957
Supplies	623
Services	23,326
Other	-
Intergovernmental	
Capital	
Total Direct Costs	<u>670,289</u>
Adjustments:	
Less: Unallowable costs- Elected Official Salaries	(459,171)
Add: Use Allowance	-
Subtotal Adjustments	<u>(459,171)</u>
Total Allowable, Allocable Costs	<u>\$ 211,118</u>

Fund No.	Fund Name	Agenda Hours	Allocation
Operating Departments			
001	General Fund	4.00	\$ 23,296
101	Health Department	3.00	17,472
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	1.00	5,824
115	Substance Abuse Services	-	-
116	Mental Health-Developmental Disability	-	-
117	County Roads	5.50	32,032
118	Senior Services	-	-
119	Convention Center	-	-
120	Clean Water Program	-	-
122	Conservation Futures	-	-
123	Medic I Services	2.50	14,560
124	Crime Victims Services	-	-
125	Communication System	-	-
127	Water Quality	-	-
128	Planning and Development	4.75	27,664
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 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 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	0.50	2,912
402 Drainage Utility	-	-
403 Jail Fund	-	-
	<hr/>	<hr/>
Total Operating Department Base Item Count	21.25	123,759
Internal Service Funds:		
501 Equipment Rental Fund	-	-
503 Insurance Service	-	-
504 Information Services	-	-
504 GIS / Mapping Services	-	-
504 Records Management	-	-
505 Unemployment Compensation	-	-
	<hr/>	<hr/>
Add Services provided to External Organizations:	15.00	87,359
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Total Count to use in Allocating Central Services Costs based on Items	36.25	\$ 211,118
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Assessor Fund-Department included in this Central Service Cost Allocation Base

	Tax Levy
Salaries	\$ 1,187,456
Benefits	664,067
Supplies	5,218
Services	53,956
Other	
Intergovernmental	-
Capital	
Total Direct Costs	<u>1,910,697</u>
Adjustments:	
Less: Unallowable costs- Elected Official Salaries	(136,922)
Add: Use Allowance	-
Subtotal Adjustments	<u>(136,922)</u>
Total Allowable, Allocable Costs	<u>\$ 1,773,775</u>

Fund No.	Fund Name	Tax Levy	Allocation
Operating Departments			
001	General Fund	\$ 24,939,800	\$ 195,255
101	Health Department	-	-
102	Special Paths	-	-
105	Emergency Management	-	-
106	Fairgrounds	-	-
107	Veterans Relief	259,210	2,029
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	354,917	2,779
117	County Roads	15,073,104	118,008
118	Senior Services	-	-
119	Convention Center	-	-
120	Clean Water Program	1,481,416	11,598
122	Conservation Futures	902,572	7,066
123	Medic I Services	6,007,437	47,032
124	Crime Victims Services	-	-
125	Communication System	-	-
127	Water Quality	-	-
128	Planning and Development	-	-
141	LAKE MANAGEMENT DISTRICT NO. 1	59,092	463

142 LAKE MANAGEMENT DISTRICT NO. 2	14,670	115
143 LAKE MANAGEMENT DISTRICT NO. 3	28,860	226
144 LAKE MANAGEMENT DISTRICT NO. 4	20,670	162
150 Edison Clean Water District	89,678	702
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	-	-
403 Jail Fund	-	-

Total Operating Department Base Item Count	49,231,426	385,435
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Internal Service Funds:

501 Equipment Rental Fund	-	-
503 Insurance Service	-	-
504 Information Services	-	-
504 GIS / Mapping Services	-	-
504 Records Management	-	-
505 Unemployment Compensation	-	-

Add Services provided to External Organizations:	177,332,021	1,388,340
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Total Count to use in Allocating Central Services Costs based on Items	<u>\$ 226,563,447</u>	<u>\$ 1,773,775</u>
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Treasurer Fund-Department included in this Central Service Cost Allocation Base

	Tax Levy
Salaries	\$ 630,560
Benefits	310,283
Supplies	7,070
Services	123,784
Other - Treasurer O&M	10,600
Intergovernmental	-
Capital	-
Total Direct Costs	<u>1,082,297</u>
Adjustments:	
Less: Unallowable costs- Elected Official Salaries	(136,922)
Add: Use Allowance	-
Subtotal Adjustments	<u>(136,922)</u>
Total Allowable, Allocable Costs	<u>\$ 945,375</u>

Fund No.	Fund Name	Tax Levy	Allocation
Operating Departments			
001	General Fund	\$ 24,939,800	\$ 104,066
101	Health Department	-	-
102	Special Paths	-	-
105	Emergency Management	-	-
106	Fairgrounds	-	-
107	Veterans Relief	259,210	1,082
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	354,917	1,481
117	County Roads	15,073,104	62,895
118	Senior Services	-	-
119	Convention Center	-	-
120	Clean Water Program	1,481,416	6,181
122	Conservation Futures	902,572	3,766
123	Medic I Services	6,007,437	25,067
124	Crime Victims Services	-	-
125	Communication System	-	-
127	Water Quality	-	-
128	Planning and Development	-	-
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	59,092	247
142 LAKE MANAGEMENT DISTRICT NO. 2	14,670	61
143 LAKE MANAGEMENT DISTRICT NO. 3	28,860	120
144 LAKE MANAGEMENT DISTRICT NO. 4	20,670	86
150 Edison Clean Water District	89,678	374
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	1,738,310	7,253
403 Jail Fund	-	-
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Total Operating Department Base Item Count	50,969,736	212,680
 Internal Service Funds:		
501 Equipment Rental Fund	-	-
503 Insurance Service	-	-
504 Information Services	-	-
504 GIS / Mapping Services	-	-
504 Records Management	-	-
505 Unemployment Compensation	-	-
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Add Services provided to External Organizations:	175,593,711	732,695
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Total Count to use in Allocating Central Services		
Costs based on Items	<u>\$ 226,563,447</u>	<u>\$ 945,375</u>

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

Average FTE & Accounts Payable

Salaries	\$ 432,764
Benefits	223,150
Supplies	4,336
Services	6,008
Other	-
Intergovernmental	-
Capital	-
Total Direct Costs	<u>666,258</u>

Adjustments:

Less: Direct Service Costs for Administration of Licensing and Recording Divisions	-
Subtotal Adjustments	<u>-</u>

Total Allowable, Allocable Costs	<u>\$ 666,258</u>
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Fund No.	Fund Name	FTEs	FTE %	Accounts Payable Count	Accounts Payable %	Average	Allocation
Operating Departments							
001	General Fund	309.40	46.4355%	9,151	28.9195%	37.6775%	\$ 251,030
101	Health Department	31.20	4.6826%	900	2.8442%	3.7634%	25,074
102	Special Paths	1.30	0.1951%	170	0.5372%	0.3662%	2,440
105	Emergency Management	3.30	0.4953%	52	0.1643%	0.3298%	2,197
106	Fairgrounds	1.30	0.1951%	532	1.6813%	0.9382%	6,251
107	Veterans Relief	-	0.0000%	16	0.0506%	0.0253%	168
108	Law Library	1.00	0.1501%	73	0.2307%	0.1904%	1,268
110	River Improvement	0.30	0.0450%	51	0.1612%	0.1031%	687
112	Centennial Document Preservation	0.70	0.1051%	4	0.0126%	0.0588%	392
113	Elections Services	3.00	0.4502%	57	0.1801%	0.3152%	2,100
114	Parks & Recreation	8.50	1.2757%	3,227	10.1981%	5.7369%	38,223
115	Substance Abuse Services	0.50	0.0750%	183	0.5783%	0.3267%	2,177
116	Mental Health-Developmental Disability	9.40	1.4108%	666	2.1047%	1.7578%	11,711
117	County Roads	91.40	13.7175%	3,557	11.2410%	12.4793%	83,144
118	Senior Services	17.10	2.5664%	1,796	5.6758%	4.1211%	27,457
119	Convention Center	-	0.0000%	65	0.2054%	0.1027%	684
120	Clean Water Program	6.60	0.9905%	407	1.2862%	1.1384%	7,585
122	Conservation Futures	0.40	0.0600%	13	0.0411%	0.0506%	337
123	Medic I Services	2.80	0.4202%	459	1.4506%	0.9354%	6,232
124	Crime Victims Services	0.50	0.0750%	5	0.0158%	0.0454%	303
125	Communication System	-	0.0000%	11	0.0348%	0.0174%	116
127	Water Quality	0.10	0.0150%	65	0.2054%	0.1102%	734
128	Planning and Development	28.30	4.2473%	248	0.7837%	2.5155%	16,760
141	LAKE MANAGEMENT DISTRICT NO. 1	0.10	0.0150%	3	0.0095%	0.0122%	82
142	LAKE MANAGEMENT DISTRICT NO. 2	0.10	0.0150%	6	0.0190%	0.0170%	113
143	LAKE MANAGEMENT DISTRICT NO. 3	0.10	0.0150%	3	0.0095%	0.0122%	82
144	LAKE MANAGEMENT DISTRICT NO. 4	0.10	0.0150%	3	0.0095%	0.0122%	82
150	Edison Clean Water District	-	0.0000%	83	0.2623%	0.1312%	874
160	Drug Enforcement Reserves	-	0.0000%	4	0.0126%	0.0063%	42
161	Boating Safety	-	0.0000%	58	0.1833%	0.0916%	611
162	Low-Income Housing	0.20	0.0300%	29	0.0916%	0.0608%	405
163	TITLE III PROJECTS FUND	-	0.0000%	2	0.0063%	0.0032%	21
165	Homeless Housing and Assistance	1.70	0.2551%	188	0.5941%	0.4246%	2,829
170	Interlocal Investigation Reserves	-	0.0000%	267	0.8438%	0.4219%	2,811
201	Debt Service	-	0.0000%	16	0.0506%	0.0253%	168
340	FACILITY IMPROVEMENT FUND	1.10	0.1651%	57	0.1801%	0.1726%	1,150
341	REET Fund	-	0.0000%	-	0.0000%	0.0000%	-
342	DISTRESSED COUNTY PUBLIC FACIL	-	0.0000%	27	0.0853%	0.0427%	284
352	PARK IMPROVEMENT FUND	-	0.0000%	278	0.8786%	0.4393%	2,927

401 Solid Waste Utility	21.60	3.2418%	1,103	3.4858%	3.3638%	22,411
402 Drainage Utility	4.80	0.7204%	266	0.8406%	0.7805%	5,200
403 Jail Fund	71.20	10.6859%	1,790	5.6569%	8.1714%	54,442
						-
Total Operating Department Base Item Count	618.10	92.7660%	25,891	81.8222%	87.2941%	581,604
						-
Internal Service Funds:						
501 Equipment Rental Fund	8.80	0.0132	3,308	10.4541%	5.8874%	39,225
503 Insurance Service	4.60	0.0069	414	1.3083%	0.9994%	6,658
504 Information Services	18.80	0.0282	1379	4.3580%	3.5898%	23,917
504 GIS / Mapping Services	11.00	0.0165	24	0.0758%	0.8634%	5,752
504 Records Management	5.00	0.0075	623	1.9688%	1.3596%	9,059
505 Unemployment Compensation	-	-	4	0.0126%	0.0063%	42
						-
Add Services provided to External Organizations:	-	-				
Total Count to use in Allocating Central Services Costs based on Items	666.30	100.0000%	31,643	100.0000%	100.0000%	\$ 666,258

**Financial-General Administrative Services Fund-Department-Division
Allocation Base**

	<u>MTDC</u>
Salaries	\$ 386,710
Benefits	144,119
Supplies	1,520
Services	44,438
Other	-
Intergovernmental	-
Capital	-
Total Direct Costs	<u>576,787</u>
Adjustments:	
Less: Unallowable costs	-
Add: Use Allowance	-
Subtotal Adjustments	<u>-</u>
Total Allowable, Allocable Costs	<u>\$ 576,787</u>

Fund No.	Fund Name	MTDC	Allocation
Operating Departments			
001	General Fund	\$ 34,955,832	\$ 131,738
101	Health Department	3,005,791	11,328
102	Special Paths	182,490	688
105	Emergency Management	324,283	1,222
106	Fairgrounds	413,543	1,559
107	Veterans Relief	235,111	886
108	Law Library	138,908	524
110	River Improvement	54,943	207
112	Centennial Document Preservation	212,976	803
113	Elections Services	783,017	2,951
114	Parks & Recreation	1,590,873	5,996
115	Substance Abuse Services	319,271	1,203
116	Mental Health-Developmental Disability	5,716,648	21,544
117	County Roads	15,647,419	58,970
118	Senior Services	1,677,557	6,322
119	Convention Center	213,182	803
120	Clean Water Program	1,588,654	5,987
122	Conservation Futures	119,425	450
123	Medic I Services	7,545,442	28,436
124	Crime Victims Services	103,261	389
125	Communication System	5,133,665	19,347
127	Water Quality	21,013	79
128	Planning and Development	3,298,079	12,429
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	48,325	182
142 LAKE MANAGEMENT DISTRICT NO. 2	20,445	77
143 LAKE MANAGEMENT DISTRICT NO. 3	38,658	146
144 LAKE MANAGEMENT DISTRICT NO. 4	18,625	70
150 Edison Clean Water District	66,771	252
160 Drug Enforcement Reserves	25,138	95
161 Boating Safety	35,173	133
162 Low-Income Housing	246,194	928
163 TITLE III PROJECTS FUND	3,624	14
165 Homeless Housing and Assistance	2,420,755	9,123
170 Interlocal Investigation Reserves	162,203	611
201 Debt Service	4,304,109	16,221
340 FACILITY IMPROVEMENT FUND	-	-
341 Add Svcs provided to External Orgs:	1,645,913	6,203
342 DISTRESSED COUNTY PUBLIC FACIL	4,572,120	17,231
352 PARK IMPROVEMENT FUND	316,378	1,192
401 Solid Waste Utility	10,841,192	40,857
402 Drainage Utility	617,928	2,329
403 Jail Fund	15,434,831	58,169
	<hr/>	<hr/>
Total Operating Department Base Item Count	124,099,765	467,694
Internal Service Funds:		
501 Equipment Rental Fund	5,905,299	22,255
503 Insurance Service	15,490,717	58,380
504 Information Services	5,162,782	19,457
504 GIS / Mapping Services	1,279,669	4,823
504 Records Management	667,767	2,517
505 Unemployment Compensation	440,911	1,662
Add Services provided to External Organizations:	<hr/>	<hr/>
	-	-
Total Count to use in Allocating Central Services Costs based on Items	<hr/>	<hr/>
	\$ 153,046,910	\$ 576,787

Human Resources Fund-Department-Division included in this Allocation Base

	FTE
Salaries	\$ 266,583
Benefits	133,511
Supplies	4,499
Services	63,531
Other	-
Intergovernmental	-
Capital	-
Total Direct Costs	<u>468,124</u>
Adjustments:	
Less: Recovered costs	(433)
Add: Use Allowance	-
Subtotal Adjustments	<u>(433)</u>
Total Allowable, Allocable Costs	<u>\$ 467,691</u>

Fund No.	Fund Name	FTEs	Allocation
Operating Departments			
001	General Fund	309.40	\$ 217,175
101	Health Department	31.20	21,900
102	Special Paths	1.30	912
105	Emergency Management	3.30	2,316
106	Fairgrounds	1.30	912
107	Veterans Relief	-	-
108	Law Library	1.00	702
110	River Improvement	0.30	211
112	Centennial Document Preservation	0.70	491
113	Elections Services	3.00	2,106
114	Parks & Recreation	8.50	5,966
115	Substance Abuse Services	0.50	351
116	Mental Health-Developmental Disability	9.40	6,598
117	County Roads	91.40	64,156
118	Senior Services	17.10	12,003
119	Convention Center	-	-
120	Clean Water Program	6.60	4,633
122	Conservation Futures	0.40	281
123	Medic I Services	2.80	1,965
124	Crime Victims Services	0.50	351
125	Communication System	-	-
127	Water Quality	0.10	70
128	Planning and Development	28.30	19,864
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	0.10	70
142 LAKE MANAGEMENT DISTRICT NO. 2	0.10	70
143 LAKE MANAGEMENT DISTRICT NO. 3	0.10	70
144 LAKE MANAGEMENT DISTRICT NO. 4	0.10	70
150 Edison Clean Water District	-	-
160 Drug Enforcement Reserves	-	-
161 Boating Safety	-	-
162 Low-Income Housing	0.20	140
163 TITLE III PROJECTS FUND	-	-
165 Homeless Housing and Assistance	1.70	1,193
170 Interlocal Investigation Reserves	-	-
201 Debt Service	-	-
340 FACILITY IMPROVEMENT FUND	1.10	772
341 Add Svcs provided to External Orgs:	-	-
342 DISTRESSED COUNTY PUBLIC FACIL	-	-
352 PARK IMPROVEMENT FUND	-	-
401 Solid Waste Utility	21.60	15,162
402 Drainage Utility	4.80	3,369
403 Jail Fund	71.20	49,977
	<hr/>	<hr/>
Total Operating Department Base Item Count	618.10	433,858
 Internal Service Funds:		
501 Equipment Rental Fund	8.80	6,177
503 Insurance Service	4.60	3,229
504 Information Services	18.80	13,196
504 GIS / Mapping Services	11.00	7,721
504 Records Management	5.00	3,510
505 Unemployment Compensation	-	-
	<hr/>	<hr/>
Add Services provided to External Organizations:	-	-
	<hr/>	<hr/>
Total Count to use in Allocating Central Services Costs based on Items	666.30	\$ 467,691
	<hr/>	<hr/>

General Maintenance Fund-Department included in this Central Service

Allocation Base	Square Footage
Salaries	\$ 762,168
Benefits	452,349
Supplies	167,391
Services	1,084,910
Other	-
Intergovernmental	-
Capital	5,578
Total Direct Costs	<u>2,472,396</u>
Adjustments:	
Less: Unallowable costs	-
Capital	-
Cost Recovery from External Organizations	(73,794)
Interest	-
Add: Use Allowance	-
Subtotal Adjustments	<u>(73,794)</u>
Total Allowable, Allocable Costs	<u>\$ 2,398,602</u>

Fund No.	Fund Name	Square Footage	Allocation
Operating Departments			
001	General Fund	105,192	\$ 1,369,558
101	Health Department	13,025	169,580
102	Special Paths	-	-
105	Emergency Management	1,344	17,498
106	Fairgrounds	-	-
107	Veterans Relief	-	-
108	Law Library	1,211	15,767
110	River Improvement	-	-
112	Centennial Document Preservation	-	-
113	Elections Services	1,586	20,649
114	Parks & Recreation	2,525	32,875
115	Substance Abuse Services	209	2,721
116	Mental Health-Developmental Disability	3,924	51,089
117	County Roads	19,317	251,500
118	Senior Services	7,139	92,947
119	Convention Center	-	-
120	Clean Water Program	-	-
122	Conservation Futures	-	-
123	Medic I Services	1,824	23,748

124 Crime Victims Services	-	-
125 Communication System	-	-
127 Water Quality	-	-
128 Planning and Development	11,271	146,744
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	209	2,721
163 TITLE III PROJECTS FUND	-	-
165 Homeless Housing and Assistance	710	9,244
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	3,200	41,663
402 Drainage Utility	-	-
	<hr/>	<hr/>
Total Operating Department Base Item Count	172,686	2,248,304
Internal Service Funds:		
501 Equipment Rental Fund	-	-
503 Insurance Service	-	-
504 Information Services	7,138	92,934
504 GIS / Mapping Services	3,406	44,345
504 Records Management	1,000	13,020
505 Unemployment Compensation	-	-
	<hr/>	<hr/>
Add Services provided to External Organizations:	-	-
	<hr/>	<hr/>
Total Count to use in Allocating Central Services Costs based on Items	184,230	\$ 2,398,602
	<hr/>	<hr/>

Legal Fund-Department included in this Central Service Cost Pool-

Allocation Base	Direct Charge
Salaries	\$ 211,491
Benefits	81,290
Supplies	-
Services	-
Other	-
Intergovernmental	-
Capital	-
Total Direct Costs	<u>292,781</u>
 Adjustments:	
Less: Unallowable costs	-
Add: Use Allowance	-
Subtotal Adjustments	<u>-</u>
 Total Allowable, Allocable Costs	<u><u>\$ 292,781</u></u>

Fund No.	Fund Name	Direct Charge	Allocation
Operating Departments			
001	General Fund	48.542%	\$ 142,122
101	Health Department		-
102	Special Paths		-
105	Emergency Management	0.88%	2,585
106	Fairgrounds		-
107	Veterans Relief		-
108	Law Library		-
110	River Improvement		-
112	Centennial Document Preservation		-
113	Elections Services		-
114	Parks & Recreation	1.889%	5,530
115	Substance Abuse Services		-
116	Mental Health-Developmental Disability		-
117	County Roads	43.31%	126,795
118	Senior Services		-
119	Convention Center		-
120	Clean Water Program		-
122	Conservation Futures		-
123	Medic I Services	2.27%	6,659
124	Crime Victims Services		-
125	Communication System		-
127	Water Quality		-
128	Planning and Development		-

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 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 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	-	
403 Jail Fund	3.105%	9,090
Total Operating Department Base Item Count	<u>100%</u>	<u>292,781</u>
Internal Service Funds:		
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:	<u>-</u>	
Total Count to use in Allocating Central Services Costs based on Items	<u>100% \$</u>	<u>292,781</u>

Non-Departmental Fund-Department-Division included in this Central Allocation Base

	<u>MTDC</u>
Salaries	\$ -
Benefits	65,563
Supplies	-
Services	614,033
Other	-
Intergovernmental	155,978
Capital	-
Debt Service: Principal	-
Interfund Payments for Service	6,823,164
Total Direct Costs	<u>7,658,738</u>
Adjustments:	
Less: Unallowable costs	-
Project 93 - Pass Thru EPA Grant	-
Leoff 1 Medical	(63,627)
Ruckelshaus - Ryan Walters	-
Multiple Contractors	(80,145)
CVAA Director	-
River Oaks - Franchise Fee	-
Food Dist Ctr - Paul Schissler	-
USDA - Starling Control	(15,391)
SCCAA - Pass Thru & Direct Service	(247,085)
Lourdes Young - Interpretation/Jail	-
Advertis, Dependency Hrngs, Farmworker housing, etc	-
Miscellaneous Direct Service	-
Transfers	(107,000)
Year End Adjustments	-
NW Regional Council, NW Learn	(56,949)
NWCAA NW Clean Air Agency	-
SCOG Local Matching Funds	(13,188)
NW Clean Air Agency	(17,451)
Intergov/Interfund Taxes	(38,499)
Dike and Drain	(29,891)
Central Services Billings, Insur Cost Allocation	(6,823,164)
Add: Use Allowance	-
Subtotal Adjustments	<u>(7,492,390)</u>
Total Allowable, Allocable Costs	<u>\$ 166,348</u>

Fund No.	Fund Name	MTDC	Allocation
Operating Departments			
001	General Fund	\$ 34,955,832	\$ 37,994
101	Health Department	3,005,791	3,267
102	Special Paths	182,490	198
105	Emergency Management	324,283	352
106	Fairgrounds	413,543	449
107	Veterans Relief	235,111	256
108	Law Library	138,908	151
110	River Improvement	54,943	60
112	Centennial Document Preservation	212,976	231
113	Elections Services	783,017	851
114	Parks & Recreation	1,590,873	1,729
115	Substance Abuse Services	319,271	347
116	Total Operating Dept Base Item Count	5,716,648	6,213
117	County Roads	15,647,419	17,007
118	Senior Services	1,677,557	1,823
119	Convention Center	213,182	232
120	Clean Water Program	1,588,654	1,727
122	Conservation Futures	119,425	130
123	Medic I Services	7,545,442	8,201
124	Crime Victims Services	103,261	112
125	Communication System	5,133,665	5,580
127	Water Quality	21,013	23
128	Planning and Development	3,298,079	3,585
130	Add Svcs provided to External Orgs:	-	-
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	48,325	53
142	LAKE MANAGEMENT DISTRICT NO. 2	20,445	22
143	LAKE MANAGEMENT DISTRICT NO. 3	38,658	42
144	LAKE MANAGEMENT DISTRICT NO. 4	18,625	20
150	Edison Clean Water District	66,771	73
160	Drug Enforcement Reserves	25,138	27
161	Boating Safety	35,173	38
162	Low-Income Housing	246,194	268
163	TITLE III PROJECTS FUND	3,624	4
165	Homeless Housing and Assistance	2,420,755	2,631
170	Interlocal Investigation Reserves	162,203	176
201	Debt Service	4,304,109	4,678

340 FACILITY IMPROVEMENT FUND	-	-
341 CAPITAL IMPROVEMENTS	1,645,913	1,789
342 DISTRESSED COUNTY PUBLIC FACIL	4,572,120	4,969
352 PARK IMPROVEMENT FUND	316,378	344
401 Solid Waste Utility	10,841,192	11,783
402 Drainage Utility	617,928	672
403 Jail Fund	15,434,831	16,776
	<hr/>	<hr/>
Total Operating Department Base Item Count	124,099,765	134,885
 Internal Service Funds:		
501 Equipment Rental Fund	5,905,299	6,419
503 Insurance Service	15,490,717	16,837
504 Information Services	5,162,782	5,611
504 GIS / Mapping Services	1,279,669	1,391
504 Records Management	667,767	726
505 Unemployment Compensation	440,911	479
	<hr/>	<hr/>
Add Services provided to External Organizations:	-	-
	<hr/>	<hr/>
Total Count to use in Allocating Central Services Costs based on Items	<u>\$ 153,046,910</u>	<u>\$ 166,348</u>

Appendix C: Financial Information for Internal Service Funds

SKAGIT COUNTY, WASHINGTON
Statement of Net Position
Internal Service Funds
December 31, 2018

	Business-Type Activities-Enterprise Funds				Governmental Activities
	501 Equip Rent & Revolve	503 Insurance Services	504 Central Services	505 Unemploy Comp	Internal Services
ASSETS					
<u>Current Assets</u>					
Cash and Cash Equivalents	\$ 5,816,732	\$ 6,419,037	\$ 2,893,166	\$ 850,727	\$ 15,979,662
Restricted cash	-	3,612,473	-	-	3,612,473
Accounts Receivable	7,619	-	59,945	-	67,564
Due from Other Funds	-	1,934,282	1,513,135	-	3,447,417
Due from Other Governments	-	-	600	-	600
Inventories and Prepayments	5,191,572	-	-	-	5,191,572
Total Current Assets	<u>11,015,923</u>	<u>11,965,792</u>	<u>4,466,846</u>	<u>850,727</u>	<u>28,299,288</u>
<u>Non-Current Assets</u>					
Capital Assets					
Land	-	-	-	-	-
Buildings	180,888	-	-	-	180,888
Improvements	-	-	-	-	-
Machinery and Equipment	20,271,949	-	2,046,087	-	22,318,036
Less Accumulated Depreciation	(10,144,434)	-	(1,372,405)	-	(11,516,839)
Construction in Progress	-	-	-	-	-
Unamortized Issuance Costs	-	-	-	-	-
Total Non-Current Assets	<u>10,308,403</u>	<u>-</u>	<u>673,682</u>	<u>-</u>	<u>10,982,085</u>
Total Assets	<u>21,324,326</u>	<u>11,965,792</u>	<u>5,140,528</u>	<u>850,727</u>	<u>39,281,373</u>
Deferred Outflows of Resources	<u>8,358</u>	<u>18,143</u>	<u>100,195</u>	<u>-</u>	<u>126,696</u>
LIABILITIES AND FUND EQUITY					
<u>Current Liabilities</u>					
Accounts/Vouchers Payable	94,634	2,293,612	57,615	15,033	2,460,894
Due to Other Funds	73,762	60,986	-	-	134,748
Interest Payable	-	-	-	-	-
Interfund Loans Payable	-	-	-	-	-
Accrued Wages Payable	19,208	14,140	116,860	100,094	250,302
Accrued Employee Benefits	5,198	2,614	25,707	-	33,519
Accrued Taxes Payable	-	-	-	-	-
Other Accrued Liabilities	-	-	27	-	27
Bonds Payable	-	-	-	-	-
Total Current Liabilities	<u>192,802</u>	<u>2,371,352</u>	<u>200,209</u>	<u>115,127</u>	<u>2,879,490</u>
<u>Non-Current Liabilities</u>					
Compensated Absences	40,088	20,346	228,001	-	288,435
OPEB Liability	58,932	25,904	229,900	-	314,736
Environmental Liability	-	-	-	-	-
Net Pension Liability	13,223	83,371	396,771	-	493,365
Total Non-Current Liabilities	<u>112,243</u>	<u>129,621</u>	<u>854,672</u>	<u>-</u>	<u>1,096,536</u>
Total Liabilities	<u>305,045</u>	<u>2,500,973</u>	<u>1,054,881</u>	<u>115,127</u>	<u>3,976,026</u>
Deferred Inflows of Resources	<u>119,594</u>	<u>54,807</u>	<u>557,734</u>	<u>-</u>	<u>732,135</u>
<u>Net Position</u>					
Net Invested in Capital Assets	10,308,403	-	673,683	-	10,982,086
Restricted	-	3,612,473	-	-	3,612,473
Unrestricted	10,599,642	5,815,682	2,954,425	735,600	20,105,349
Total Net Position	<u>\$ 20,908,045</u>	<u>\$ 9,428,155</u>	<u>\$ 3,628,108</u>	<u>\$ 735,600</u>	<u>\$ 34,699,908</u>

SKAGIT COUNTY, WASHINGTON
Statement of Revenue, Expenses and Changes in Fund Net Assets
Internal Service Funds
For the Year Ended December 31, 2018

	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	\$ 5,734,336	\$ 1,934,282	\$ 8,570,409	\$ 547,196	\$ 16,786,223
Other Operating Revenue	82,793	13,151,842	-	-	13,234,635
Total Operating Revenue	<u>5,817,129</u>	<u>15,086,124</u>	<u>8,570,409</u>	<u>547,196</u>	<u>30,020,858</u>
<u>Operating Expenditures</u>					
Personal Services	514,115	462,835	3,708,914	365,747	5,051,611
Contractual Services	-	2,974,319	-	-	2,974,319
Supplies and Expenses	4,011,834	136,215	3,150,185	-	7,298,234
Depreciation	1,379,350	-	225,167	-	1,604,517
Payment to Claimants	-	11,917,348	-	75,164	11,992,512
Total Operating Expenditures	<u>5,905,299</u>	<u>15,490,717</u>	<u>7,084,266</u>	<u>440,911</u>	<u>28,921,193</u>
Operating Income (Loss)	<u>(88,170)</u>	<u>(404,593)</u>	<u>1,486,143</u>	<u>106,285</u>	<u>1,099,665</u>
<u>Non-Operating Revenue (Expenses)</u>					
Intergovernmental Revenue	-	-	-	-	-
Interest Revenue	57,162	114,180	-	-	171,342
Miscellaneous Revenue	-	-	2,180	-	2,180
Gain (Loss) on Disposition of Capital Assets	12,330	-	-	-	12,330
Interest Expense	-	-	-	-	-
Miscellaneous Expense	-	-	-	-	-
Total Non-Operating Revenue (Expense)	<u>69,492</u>	<u>114,180</u>	<u>2,180</u>	<u>-</u>	<u>185,852</u>
Income (Loss) before Contributions and Transfers	<u>(18,678)</u>	<u>(290,413)</u>	<u>1,488,323</u>	<u>106,285</u>	<u>1,285,517</u>
Transfers In	106,874	-	-	-	106,874
Transfers Out	-	-	(25,952)	-	(25,952)
Change in Net Assets	<u>88,196</u>	<u>(290,413)</u>	<u>1,462,371</u>	<u>106,285</u>	<u>1,366,439</u>
Net Position, January 1	20,878,781	9,744,472	2,395,637	629,315	33,648,205
Restatement	<u>(58,932)</u>	<u>(25,904)</u>	<u>(229,900)</u>	<u>-</u>	<u>(314,736)</u>
Net Position, January 1 - restated	<u>20,819,849</u>	<u>9,718,568</u>	<u>2,165,737</u>	<u>629,315</u>	<u>33,333,469</u>
Net Position, December 31	<u>\$ 20,908,046</u>	<u>\$ 9,428,155</u>	<u>\$ 3,628,108</u>	<u>\$ 735,600</u>	<u>\$ 34,699,908</u>

Appendix D: Reconciliation of Internal Service Funds' Net Position

Skagit County
Central Service Cost Allocation Plan -Appendix D
For the Year Ended December 31, 2017

All Internal Service Funds	<u>Equipment Rental Fund (501)</u>	<u>Insurance Services Fund (503)</u>	<u>Central Services Fund (504)</u>	<u>Unemployment Compensation Fund (505)</u>	<u>Total Internal Service Funds</u>
RECONCILIATION OF RETAINED EARNINGS BALANCE TO FEDERAL GUIDELINES FOR YEAR ENDING December 31, 2018					
Appendix V to 2 CFR Part 200					
NET POSITION BALANCE JANUARY 1, 2018	\$ 20,878,784	\$ 9,744,472	\$ 2,395,637	\$ 629,315	\$ 33,648,208
Prior Period Adjustments	(58,932)	(25,904)	(229,900)	-	(314,736)
Beginning Balance as restated	<u>20,819,852</u>	<u>9,718,568</u>	<u>2,165,737</u>	<u>629,315</u>	<u>33,333,472</u>
Less Invested in Capital Assets, net of related debt	10,308,403	-	673,683	-	10,982,086
Less contributions for replacement of Capital Assets	-	-	-	-	-
Appendix V to 2 CFR Part 200 BALANCE JANUARY 1, 2018	<u>10,511,449</u>	<u>9,718,568</u>	<u>1,492,054</u>	<u>629,315</u>	<u>22,351,386</u>
FY 2018 RETAINED EARNINGS INCREASE (DECREASE) Per Annual Financial Report (AFR)					
TOTAL OPERATING REVENUES	5,734,336	1,934,282	8,570,409	547,196	16,786,223
Interest revenue	57,162	114,180	-	-	171,342
Other	<u>95,123</u>	<u>13,151,842</u>	<u>2,180</u>	<u>-</u>	<u>13,249,145</u>
Total Revenues	<u>5,886,621</u>	<u>15,200,304</u>	<u>8,572,589</u>	<u>547,196</u>	<u>30,206,710</u>
TOTAL OPERATING EXPENSES	5,905,302	15,490,717	7,084,266	440,911	28,921,196
Loss on disposition of capital asset	-	-	-	-	-
Interest expense and fiscal charges	-	-	-	-	-
Total Expenses	<u>5,905,302</u>	<u>15,490,717</u>	<u>7,084,266</u>	<u>440,911</u>	<u>28,921,196</u>
Less Appendix V Unallowable Costs (None)					
Plus Appendix V Allowable Costs (None)					
2 CFR 200 Allowable Expenditures	<u>5,905,302</u>	<u>15,490,717</u>	<u>7,084,266</u>	<u>440,911</u>	<u>28,921,196</u>
2 CFR 200 R.E. BALANCE December 31, 2018(A)	10,492,768	9,428,155	2,980,377	735,600	23,636,900
Allowable Reserve (B)	984,217	2,581,786	1,180,711	73,485	4,820,199
Excess Balance (A)-(B)	<u>NOTE 9,508,551</u>	<u>6,846,369</u>	<u>1,799,666</u>	<u>662,115</u>	<u>18,816,701</u>
2 CFR PART 200 CONTRIBUTED CAPITAL BALANCE					
Appendix V CONTRIBUTED CAPITAL BALANCE JANUARY 1, 2016	10,308,403	-	673,683	-	10,982,086
Plus: Transfers in (e.g., Contrib. Capital)	106,874	-	-	-	106,874
Less: Transfers Out (e.g., Payback of Contrib. Capital, Other Users of Fund R.E.)	-	-	(25,952)	-	(25,952)
Net Transfers	<u>106,874</u>	<u>-</u>	<u>(25,952)</u>	<u>-</u>	<u>80,922</u>
Appendix V CONTRIBUTED CAPITAL BALANCE DECEMBER 31, 2018 ©	<u>10,415,277</u>	<u>-</u>	<u>647,731</u>	<u>-</u>	<u>11,063,008</u>
2 CFR Part 200 ADJUSTMENTS BALANCE					
2 CFR Part 200 ADJUSTMENTS BALANCE JANUARY 1, 2018	-	-	-	-	-
Less: Unallowable Costs (None)					
Plus: Allowable Costs (None)					
2 CFR Part 200 ADJUSTMENTS BALANCE DECEMBER 31, 2018(D)	-	-	-	-	-
PART IV RECONCILIATION OF 2 CFR Part 200 R.E., CONTRIBUTED CAPITAL AND ADJUSTMENTS BALANCES TO AFR BALANCE					
RECONCILIATION OF 2 CFR Part 200 R.E., CONTR. CAPITAL & ADJUST. BALANCES TO AFR(A)+(C)+(D)	<u>\$ 20,908,045</u>	<u>\$ 9,428,155</u>	<u>\$ 3,628,108</u>	<u>\$ 735,600</u>	<u>\$ 34,699,908</u>

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.

Skagit County
Central Service Cost Allocation Plan -Appendix D
For the Year Ended December 31, 2017

All Internal Service Funds

RECONCILIATION OF RETAINED EARNINGS BALANCE TO FEDERAL
GUIDELINES
FOR YEAR ENDING December 31, 2018

Appendix V to 2 CFR Part 200

NET POSITION BALANCE JANUARY 1, 2018
Prior Period Adjustments
Beginning Balance as restated
Less Invested in Capital Assets, net of related debt
Less contributions for replacement of Capital Assets
Appendix V to 2 CFR Part 200 BALANCE JANUARY 1, 2018

FY 2018 RETAINED EARNINGS INCREASE (DECREASE) Per Annual
Financial Report (AFR)

TOTAL OPERATING REVENUES

Interest revenue
Other
Total Revenues

TOTAL OPERATING EXPENSES

Loss on disposition of capital asset
Interest expense and fiscal charges
Total Expenses

Less Appendix V Unallowable Costs (None)
Plus Appendix V Allowable Costs (None)
2 CFR 200 Allowable Expenditures

2 CFR 200 R.E. BALANCE December 31, 2018(A)
Allowable Reserve (B)
Excess Balance (A)-(B)

formula
formula

2 CFR PART 200 CONTRIBUTED CAPITAL BALANCE

Appendix V CONTRIBUTED CAPITAL BALANCE JANUARY 1, 2016
Plus: Transfers in (e.g., Contrib. Capital)
Less: Transfers Out (e.g., Payback of Contrib. Capital, Other Users
of Fund R.E.)
Net Transfers
Appendix V CONTRIBUTED CAPITAL BALANCE DECEMBER 31,
2018 ©

Formula

2 CFR Part 200 ADJUSTMENTS BALANCE

2 CFR Part 200 ADJUSTMENTS BALANCE JANUARY 1, 2018
Less: Unallowable Costs (None)
Plus: Allowable Costs (None)

2 CFR Part 200 ADJUSTMENTS BALANCE DECEMBER 31, 2018(D)

**PART IV RECONCILIATION OF 2 CFR Part 200 R.E., CONTRIBUTED
CAPITAL AND ADJUSTMENTS BALANCES TO AFR BALANCE**
RECONCILIATION OF 2 CFR Part 200 R.E., CONTR. CAPITAL &
ADJUST. BALANCES TO AFR(A)+(C)+(D)

NOTE: A significant portion of the Equipment Rental and Revolving
The amount of accumulated collections for future equipment repl