

Skagit County

# Central Services Cost Allocation Plan

Skagit County  
Central Services Cost Allocation Plan

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## Table of Contents

<b>Table of Contents</b> .....	1
Introduction.....	2
Submission and Documentation Requirements.....	3
<b>Certificate of Cost Allocation Plan</b> .....	5
<b>Description of Central Services</b> .....	6
Introduction.....	6
Central Service Functions.....	6
Commissioners.....	6
Assessor’s Office.....	7
Treasurer.....	8
County Auditor.....	8
Administrative Services.....	9
General Maintenance.....	10
Prosecuting Attorney / Civil Division.....	11
Non-Departmental.....	11
Internal Service Funds.....	11
Insurance Services.....	11
Information Services.....	11
Geographic Information Services.....	12
Records Management.....	12
Unemployment Compensation.....	12
Equipment Rental Fund.....	13
Fringe Benefit Plans and Related Costs.....	13
<b>Cost Allocation Methodology</b> .....	14
Introduction.....	14
Accounting, Financial Reporting and Cost Allocation Systems.....	14
Specific Cost Allocation Methodologies Used in this CSCAP.....	15
Cost Accounting Procedure.....	16
<b>Appendix A: Organization Chart</b> .....	17
<b>Appendix B: Summary and Detail Cost Allocation Plan Components</b> .....	19
<b>Appendix C: Financial Information for Internal Service Funds</b> .....	40
<b>Appendix D: Reconciliation of Internal Service Funds’ Net Position</b> .....	43

Skagit County  
Central Services Cost Allocation Plan

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# The Skagit County

## *Central Services Cost Allocation Plan*

### **Introduction**

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

# Skagit County

## Central Services Cost Allocation Plan

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

# Skagit County

## Central Services Cost Allocation Plan

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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

Skagit County  
Central Services Cost Allocation Plan

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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, 2020 to establish cost allocations or billings for the year ended December 31, 2022 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: 

Name of Official: Sandy Perkins

Title: Skagit County Auditor

Date of Execution: 11/2/2021

# 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, 2020. 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,

## Skagit County Central Services Cost Allocation Plan

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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 2022, costs will be allocated to General Fund, Public Health, Mental Health, County Road, Senior Services, Planning and Development, Homeless Assistance and Housing and County Jail.

The Calculation is:

Commissioner’s Office Expenditures less Board of County Commissioners’ Salaries & Benefits	X	<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	X	<u>Respective Fund’s Tax Levy</u> Total Operating Taxes Levied
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# Skagit County

## Central Services Cost Allocation Plan

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The Assessor's Office provides services to other jurisdictions for which taxes are levied and collected by the County. Approximately 75.92% of operating taxes relate to these other jurisdictions. As such, approximately 75.92% 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 75.92% 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

## Skagit County Central Services Cost Allocation Plan

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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.

The County Administrator oversees Budget and Finance, the Director of Human Resources/Risk Management, and Communications 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 and contract management.

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.

**Communications** – The Communications division is responsible for leading, planning, and implementing public engagement plans and programs, including public information, public involvement, community relations and media relations, to achieve the County’s strategic goals.

## Skagit County Central Services Cost Allocation Plan

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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, budget/financial management and communications. 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:

Administrative Services Expenditures Less Human Resources	×	<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	×	<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

## Skagit County Central Services Cost Allocation Plan

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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:

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

# Skagit County

## Central Services Cost Allocation Plan

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### **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 2020 was \$21 to \$1,797,267 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 2020 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 2020 was \$0 - \$1,161,276 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 rate for 2020 was \$37.16 to \$74.47 per straight time hour of work.

# Skagit County

## Central Services Cost Allocation Plan

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### **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 2020 was \$6,517 to \$371,734 semiannually.

### **Unemployment Compensation**

The Unemployment Compensation Insurance Fund receives payments from operating funds and departments. The monies received are used for payment of actual claims paid by the state. The County is self-insured for unemployment claims. Billings are based on the history of claims and operating expenses. The rate for 2020 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 \$79 to \$6,500 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 \$2.75 to \$205 per hour and \$62 to \$14,445 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,

# Skagit County

## Central Services Cost Allocation Plan

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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.

# Skagit County

## Central Services Cost Allocation Plan

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### **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.

### **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 Equivalent (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 74% of operating taxes relate to these other jurisdictions, approximately 74% of the costs of these central service functions are retained in this cost pool and are not distributed to County departments.



# Skagit County

## Central Services Cost Allocation Plan

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### **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.

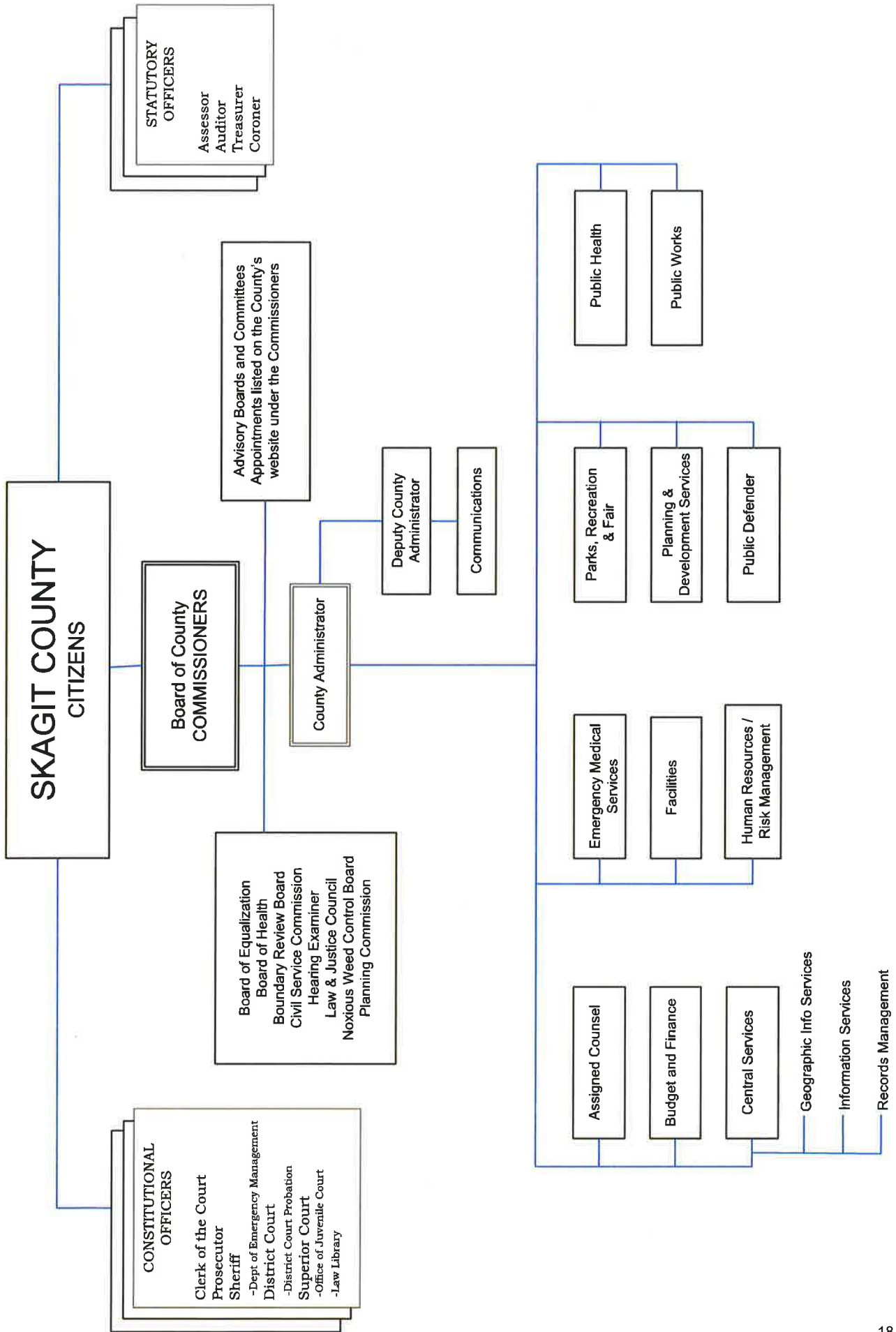
### **Cost Accounting Procedure:**

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**



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

Fund No.	Fund Name	Total Allocated Costs	MTDC	General	Internal	Total	From FS plus transfers out less capital outlay	Allocated Costs	Pass Thru Grants	Pmts to IS Funds and Special Revenue Funds
				Fund Indirect Cost Rate	Service Indirect Cost Rate	Indirect Cost Rate				
<b>Operating Departments</b>										
001	General Fund	\$ 2,184,508	33,481,060	6.52%	12.97%	19.50%	58,363,253	8,966,417	10,850,134	5,065,642
101	Health Department	278,219	2,419,192	11.50%	12.97%	24.47%	5,699,489		3,280,297	
102	Special Paths	5,416	226,244	2.39%	0.00%	2.39%	226,244		-	
105	Emergency Management	31,856	873,642	3.65%	12.97%	16.62%	1,051,711		178,069	
106	Fairgrounds	203,295	240,086	84.68%	0.00%	84.68%	240,086		-	
107	Veterans Relief	6,799	254,996	2.67%	0.00%	2.67%	254,996		-	
108	Law Library	9,923	116,460	8.52%	0.00%	8.52%	116,460		-	
110	River Improvement	1,112	48,543	2.29%	0.00%	2.29%	54,577		6,034	
111	Treasurer O&M	255	11,260	2.27%	0.00%	2.27%	11,260		-	
112	Centennial Document Preservation	2,339	101,927	2.29%	0.00%	2.29%	101,927		-	
113	Elections Services	38,916	875,178	4.45%	12.97%	17.42%	1,166,363		291,185	
114	Parks & Recreation	68,895	1,379,454	4.99%	0.00%	4.99%	1,379,454		-	
115	Substance Abuse Services	11,649	754,171	1.54%	0.00%	1.54%	1,223,284		469,113	
116	Mental Health-Developmental Disability	119,728	5,678,788	2.11%	0.00%	2.11%	5,678,788		-	
117	County Roads	628,487	21,282,985	2.95%	12.97%	15.92%	22,209,244		926,259	
118	Community Services	139,723	1,554,619	8.99%	0.00%	8.99%	2,143,413		588,794	
119	Convention Center	4,383	366,511	1.20%	0.00%	1.20%	366,511		-	
120	Clean Water Program	64,192	1,292,143	4.97%	12.97%	17.94%	1,466,146		174,003	
122	Conservation Futures	35,364	140,603	25.15%	0.00%	25.15%	140,603		-	
123	Medic I Services	218,060	8,432,239	2.59%	0.00%	2.59%	8,432,239		-	
124	Crime Victims Services	1,474	60,205	2.45%	0.00%	2.45%	60,205		-	
125	Communication System	48,908	4,727,710	1.03%	0.00%	1.03%	4,727,710		-	
127	Water Quality	-	0	0.00%	0.00%	0.00%	-		-	
128	Planning and Development	301,450	3,521,769	8.56%	0.00%	8.56%	3,521,769		-	
141	LAKE MANAGEMENT DISTRICT NO. 1	1,394	66,981	2.08%	0.00%	2.08%	66,981		-	
142	LAKE MANAGEMENT DISTRICT NO. 2	344	12,015	2.86%	0.00%	2.86%	12,015		-	
143	LAKE MANAGEMENT DISTRICT NO. 3	913	42,110	2.17%	0.00%	2.17%	42,110		-	
144	LAKE MANAGEMENT DISTRICT NO. 4	479	22,097	2.17%	0.00%	2.17%	22,097		-	
150	Edison Clean Water District	9,957	45,450	21.91%	0.00%	21.91%	45,450		-	
160	Drug Enforcement Reserves	15	1,500	1.03%	0.00%	1.03%	1,500		-	
161	Boating Safety	1,573	54,310	2.90%	0.00%	2.90%	64,834		10,524	
162	Low-Income Housing	908	73,188	1.24%	0.00%	1.24%	273,188		200,000	
163	TITLE III PROJECTS FUND	627	49,680	1.26%	0.00%	1.26%	49,680		-	
164	Treasurer REET	432	105,310	0.41%	0.00%	0.41%	105,310		-	
165	Homeless Housing and Assistance	57,092	4,162,987	1.37%	0.00%	1.37%	5,654,789		1,491,802	
166	Housing Revolving Loan	826	3,057	27.02%	0.00%	27.02%	3,057		-	
170	Interlocal Investigation Reserves	4,624	124,653	3.71%	0.00%	3.71%	285,848		161,195	
201	Debt Service	18,863	1,818,058	1.04%	0.00%	1.04%	1,818,058		-	
340	FACILITY IMPROVEMENT FUND	19,199	187,665	10.23%	0.00%	10.23%	187,665		-	
341	CAPITAL IMPROVEMENTS	12,968	1,253,425	1.03%	12.97%	14.01%	1,253,425		-	
342	DISTRESSED COUNTY PUBLIC FACIL	22,981	2,199,521	1.04%	0.00%	1.04%	2,199,521		-	
352	PARK IMPROVEMENT FUND	5,379	365,385	1.47%	0.00%	1.47%	365,385		-	
401	Solid Waste Utility	537,286	11,220,226	4.79%	12.97%	17.76%	11,220,226		-	
402	Drainage Utility	698,103	3,180,490	21.95%	12.97%	34.92%	3,180,490		-	
403	Jail Fund	285,197	14,070,842	2.03%	12.97%	15.00%	14,070,842		-	
		6,084,110	126,898,735				159,558,203	8,966,417	18,627,409	

**INTERNAL USE ONLY**

Not Used for Federal 2 CFR 225 Compliant Plan				IS	GIS	Insurance	Records	Total	
501	Equipment Rental Fund	168,791	6,065,405	2.78%	9.33%	1.46%	0.57%	0.09%	13.03%
503	Insurance Service	155,256	14,523,400	1.07%	9.33%	1.46%	0.57%	0.09%	12.43%
504	Information Services	157,138	4,924,148	3.19%		1.46%	0.57%	0.09%	9.24%
504	GIS / Mapping Services	65,069	2,348,933	2.77%	9.33%		0.57%	0.09%	15.60%
504	Records Management	97,107	1,888,124	5.14%	9.33%	1.46%	0.57%		15.45%
505	Unemployment Compensation	3,148	301,248	1.04%	9.33%	1.46%	0.57%	0.09%	12.34%

**County Commissioners Fund-Department included in this Central Allocation Base**

**Agenda Hours**

Salaries	\$ 535,336
Benefits	199,180
Supplies	711
Services	9,439
Other	-
Intergovernmental	
Capital	
Total Direct Costs	<u>744,666</u>
Adjustments:	
Less: Unallowable costs- Elected Official Salaries	(531,939)
Add: Use Allowance	-
Subtotal Adjustments	<u>(531,939)</u>
Total Allowable, Allocable Costs	<u>\$ 212,727</u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>Agenda Hours</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	2.50	\$ 18,028
101	Health Department	1.50	10,817
102	Special Paths	-	-
105	Emergency Management	-	-
106	Fairgrounds	-	-
107	Veterans Relief	-	-
108	Law Library	-	-
110	River Improvement	-	-
111	Treasurer O&M	-	-
112	Centennial Document Preservation	-	-
113	Elections Services	-	-
114	Parks & Recreation	-	-
115	Substance Abuse Services	-	-
116	Mental Health-Developmental Disability	0.25	1,803
117	County Roads	0.50	3,606
118	Senior Services	0.25	1,803
119	Convention Center	-	-
120	Clean Water Program	-	-
122	Conservation Futures	-	-
123	Medic I Services	-	-
124	Crime Victims Services	-	-
125	Communication System	-	-
127	Water Quality	-	-
128	Planning and Development	2.25	16,225

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	-	-
164 Treasurer REET	-	-
165 Homeless Housing and Assistance	0.25	1,803
166 Housing Revolving Loans	-	-
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	1.50	10,817
	<hr/>	<hr/>
Total Operating Department Base Item Count	9.00	64,900
<b>Internal Service Funds:</b>		
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:	20.50	147,827
	<hr/>	<hr/>
Total Count to use in Allocating Central Services Costs based on Items	29.50	\$ 212,727
	<hr/> <hr/>	<hr/> <hr/>

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

	<b>Tax Levy</b>
Salaries	\$ 1,214,875
Benefits	647,428
Supplies	3,677
Services	37,841
Other	
Intergovernmental	-
Capital	
Total Direct Costs	<u>1,903,821</u>
Adjustments:	
Less: Unallowable costs- Elected Official Salaries	(151,650)
Add: Use Allowance	-
Subtotal Adjustments	<u>(151,650)</u>
Total Allowable, Allocable Costs	<u><u>\$ 1,752,171</u></u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>Tax Levy</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	\$ 26,784,341	\$ 197,853
101	Health Department	-	-
102	Special Paths	-	-
105	Emergency Management	-	-
106	Fairgrounds	-	-
107	Veterans Relief	352,240	2,602
108	Law Library	-	-
110	River Improvement	-	-
111	Treasurer O&M	-	-
112	Centennial Document Preservation	-	-
113	Elections Services	-	-
114	Parks & Recreation	-	-
115	Substance Abuse Services	-	-
116	Mental Health-Developmental Disability	376,976	2,785
117	County Roads	16,128,737	119,141
118	Senior Services	-	-
119	Convention Center	-	-
120	Clean Water Program	1,734,063	12,809
122	Conservation Futures	938,253	6,931
123	Medic I Services	8,871,978	65,536
124	Crime Victims Services	-	-
125	Communication System	-	-
127	Water Quality	-	-
128	Planning and Development	-	-



141 LAKE MANAGEMENT DISTRICT NO. 1	60,560	447
142 LAKE MANAGEMENT DISTRICT NO. 2	15,861	117
143 LAKE MANAGEMENT DISTRICT NO. 3	29,182	216
144 LAKE MANAGEMENT DISTRICT NO. 4	21,061	156
150 Edison Clean Water District	92,635	684
160 Drug Enforcement Reserves	-	-
161 Boating Safety	-	-
162 Low-Income Housing	-	-
163 TITLE III PROJECTS FUND	-	-
164 Treasurer REET	-	-
165 Homeless Housing and Assistance	-	-
166 Housing Revolving Loans	-	-
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	1,706,243	12,604
403 Jail Fund	-	-
	<hr/>	<hr/>
Total Operating Department Base Item Count	57,112,130	421,881
<b>Internal Service Funds:</b>		
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:	180,087,880	1,330,290
	<hr/>	<hr/>
Total Count to use in Allocating Central Services Costs based on Items	<u>\$ 237,200,010</u>	<u>\$ 1,752,171</u>

**Treasurer Fund-Department included in this Central Service Cost  
Allocation Base**

	<b>Tax Levy</b>
Salaries	\$ 690,916
Benefits	302,312
Supplies	7,822
Services	103,196
Other - Treasurer O&M	11,260
Intergovernmental	-
Capital	-
<b>Total Direct Costs</b>	<u>1,115,506</u>
 Adjustments:	
	(151,441)
Add: Use Allowance	-
Subtotal Adjustments	<u>Less: Unallowabl (151,441)</u>
 Total Allowable, Allocable Costs	<u>\$ 964,065</u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>Tax Levy</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	\$ 26,784,341	\$ 108,861
101	Health Department	-	-
102	Special Paths	-	-
105	Emergency Management	-	-
106	Fairgrounds	-	-
107	Veterans Relief	352,240	1,432
108	Law Library	-	-
110	River Improvement	-	-
111	Treasurer O&M	-	-
112	Centennial Document Preservation	-	-
113	Elections Services	-	-
114	Parks & Recreation	-	-
115	Substance Abuse Services	-	-
116	Mental Health-Developmental Disability	376,976	1,532
117	County Roads	16,128,737	65,553
118	Senior Services	-	-
119	Convention Center	-	-
120	Clean Water Program	1,734,063	7,048
122	Conservation Futures	938,253	3,813
123	Medic I Services	8,871,978	36,059
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	60,560	246
142 LAKE MANAGEMENT DISTRICT NO. 2	15,861	64
143 LAKE MANAGEMENT DISTRICT NO. 3	29,182	119
144 LAKE MANAGEMENT DISTRICT NO. 4	21,061	86
150 Edison Clean Water District	92,635	377
160 Drug Enforcement Reserves	-	-
161 Boating Safety	-	-
162 Low-Income Housing	-	-
163 TITLE III PROJECTS FUND	-	-
Treasurer REET	-	-
165 Homeless Housing and Assistance	-	-
166 Housing Revolving Loans	-	-
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	1,706,243	6,935
403 Jail Fund	-	-
	<hr/>	<hr/>
Total Operating Department Base Item Count	57,112,130	232,124
<b>Internal Service Funds:</b>		
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:	<u>180,087,880</u>	<u>731,941</u>
Total Count to use in Allocating Central Services Costs based on Items	<u>\$ 237,200,010</u>	<u>\$ 964,065</u>

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

**Average FTE & Accounts Payable**

Salaries	\$ 712,288
Benefits	353,242
Supplies	9,283
Services	3,441
Other	-
Intergovernmental	-
Capital	-
Total Direct Costs	<u>1,078,254</u>
Adjustments:	
Less: amounts charged to Districts	129,664
Less: Direct Service Costs for Administration of Licensing and Recording Divisions	<u>441,886</u>
Subtotal Adjustments	<u>571,550</u>
Total Allowable, Allocable Costs	<u>\$ 506,704</u>

Fund No.	Fund Name	FTEs	FTE %	Accounts Payable Count	Accounts Payable %	Average	Allocation
<b>Operating Departments</b>							
001	General Fund	302.70	46.1292%	7,483	28.0841%	37.1066%	\$ 188,021
101	Health Department	35.00	5.3337%	777	2.9161%	4.1249%	20,901
102	Special Paths	1.40	0.2133%	167	0.6268%	0.4201%	2,128
105	Emergency Management	3.90	0.5943%	306	1.1484%	0.8714%	4,415
106	Fairgrounds	1.50	0.2286%	281	1.0546%	0.6416%	3,251
107	Veterans Relief	-	0.0000%	14	0.0525%	0.0263%	133
108	Law Library	0.80	0.1219%	52	0.1952%	0.1585%	803
110	River Improvement	0.10	0.0152%	53	0.1989%	0.1071%	543
111	Treasurer O&M	-	0.0000%	22	0.0826%	0.0413%	209
112	Centennial Document Preservation	1.10	0.1676%	12	0.0450%	0.1063%	539
113	Elections Services	3.90	0.5943%	65	0.2439%	0.4191%	2,124
114	Parks & Recreation	9.10	1.3868%	1,515	5.6859%	3.5363%	17,919
115	Substance Abuse Services	0.70	0.1067%	196	0.7356%	0.4211%	2,134
116	Mental Health-Developmental Disability	6.80	1.0363%	654	2.4545%	1.7454%	8,844
117	County Roads	83.50	12.7248%	3,035	11.3905%	12.0576%	61,097
118	Senior Services	14.00	2.1335%	1,816	6.8155%	4.4745%	22,673
119	Convention Center	-	0.0000%	63	0.2364%	0.1182%	599
120	Clean Water Program	5.30	0.8077%	298	1.1184%	0.9630%	4,880
122	Conservation Futures	0.40	0.0610%	24	0.0901%	0.0755%	383
123	Medic I Services	3.00	0.4572%	476	1.7865%	1.1218%	5,684
124	Crime Victims Services	0.80	0.1219%	-	0.0000%	0.0610%	309
125	Communication System	-	0.0000%	11	0.0413%	0.0206%	105
127	Water Quality	-	0.0000%	-	0.0000%	0.0000%	-
128	Planning and Development	29.80	4.5413%	186	0.6981%	2.6197%	13,274
141	LAKE MANAGEMENT DISTRICT NO. 1	-	0.0000%	1	0.0038%	0.0019%	10
142	LAKE MANAGEMENT DISTRICT NO. 2	-	0.0000%	4	0.0150%	0.0075%	38
143	LAKE MANAGEMENT DISTRICT NO. 3	0.10	0.0152%	4	0.0150%	0.0151%	77
144	LAKE MANAGEMENT DISTRICT NO. 4	-	0.0000%	1	0.0038%	0.0019%	10
150	Edison Clean Water District	0.10	0.0152%	77	0.2890%	0.1521%	771
160	Drug Enforcement Reserves	-	0.0000%	-	0.0000%	0.0000%	-
161	Boating Safety	0.20	0.0305%	84	0.3153%	0.1729%	876
162	Low-Income Housing	-	0.0000%	16	0.0600%	0.0300%	152
163	TITLE III PROJECTS FUND	-	0.0000%	12	0.0450%	0.0225%	114
164	Treasurer REET	-	0.0000%	-	0.0000%	0.0000%	-
165	Homeless Housing and Assistance	2.70	0.4115%	484	1.8165%	1.1140%	5,645
166	Housing Revolving loans	-	0.0000%	4	0.0150%	0.0075%	38
170	Interlocal Investigation Reserves	-	0.0000%	351	1.3173%	0.6587%	3,337
201	Debt Service	-	0.0000%	10	0.0375%	0.0188%	95

340 FACILITY IMPROVEMENT FUND	1.00	0.1524%	116	0.4354%	0.2939%	1,489
341 REET Fund	-	0.0000%	3	0.0113%	0.0056%	29
342 DISTRESSED COUNTY PUBLIC FACIL	-	0.0000%	29	0.1088%	0.0544%	276
352 PARK IMPROVEMENT FUND	-	0.0000%	169	0.6343%	0.3171%	1,607
401 Solid Waste Utility	21.10	3.2155%	1,000	3.7530%	3.4843%	17,655
402 Drainage Utility	6.30	0.9601%	319	1.1972%	1.0786%	5,466
403 Jail Fund	71.50	10.8961%	1,575	5.9111%	8.4036%	42,581
	-		-			-
Total Operating Department Base Item Count	606.80	92.4718%	21,765	81.6851%	87.0785%	441,230
	-		-			-
<b>Internal Service Funds:</b>	-		-			-
501 Equipment Rental Fund	10.30	0.0157	2,712	10.1783%	5.8740%	29,764
503 Insurance Service	1.80	0.0027	359	1.3473%	0.8108%	4,108
504 Information Services	20.05	0.0306	970	3.6412%	3.3482%	16,966
504 GIS / Mapping Services	9.56	0.0146	463	1.7369%	1.5972%	8,093
504 Records Management	7.69	0.0117	372	1.3962%	1.2838%	6,505
505 Unemployment Compensation	-	-	4	0.0150%	0.0075%	38
	-		-			-
Add Services provided to External Organizations:	-	-	-			-
	-		-			-
Total Count to use in Allocating Central Services Costs based on Items	656.20	100.0000%	26,645	100.0000%	100.0000%	\$ 506,704

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

	<b>MTDC</b>
Salaries	\$ 439,259
Benefits	175,650
Supplies	325
Services	28,626
Other	-
Intergovernmental	-
Capital	-
Total Direct Costs	<u>643,860</u>
Adjustments:	
Less: Unallowable costs	-
Add: Use Allowance	-
Subtotal Adjustments	<u>-</u>
Total Allowable, Allocable Costs	<u><u>\$ 643,860</u></u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>MTDC</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	\$ 33,471,599	\$ 137,320
101	Health Department	2,419,192	9,925
102	Special Paths	226,244	928
105	Emergency Management	873,642	3,584
106	Fairgrounds	240,086	985
107	Veterans Relief	254,996	1,046
108	Law Library	116,460	478
110	River Improvement	48,543	199
111	Treasurer O&M	11,260	46
112	Centennial Document Preservation	101,927	418
113	Elections Services	875,178	3,590
114	Parks & Recreation	1,379,454	5,659
115	Substance Abuse Services	754,171	3,094
116	Mental Health-Developmental Disability	5,678,788	23,298
117	County Roads	21,282,985	87,315
118	Senior Services	1,554,619	6,378
119	Convention Center	366,511	1,504
120	Clean Water Program	1,292,143	5,301
122	Conservation Futures	140,603	577
123	Medic I Services	8,432,239	34,594
124	Crime Victims Services	60,205	247
125	Communication System	4,727,710	19,396
127	Water Quality	-	-
128	Planning and Development	3,521,769	14,448

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	66,981	275
142 LAKE MANAGEMENT DISTRICT NO. 2	12,015	49
143 LAKE MANAGEMENT DISTRICT NO. 3	42,110	173
144 LAKE MANAGEMENT DISTRICT NO. 4	22,097	91
150 Edison Clean Water District	45,450	186
160 Drug Enforcement Reserves	1,500	6
161 Boating Safety	54,310	223
162 Low-Income Housing	73,188	300
163 TITLE III PROJECTS FUND	49,680	204
164 Treasurer REET	105,310	432
165 Homeless Housing and Assistance	4,162,987	17,079
166 Housing Revolving Loan	3,057	13
170 Interlocal Investigation Reserves	124,653	511
201 Debt Service	1,818,058	7,459
340 FACILITY IMPROVEMENT FUND	187,665	770
341 Add Svcs provided to External Orgs:	1,253,425	5,142
342 DISTRESSED COUNTY PUBLIC FACIL	2,199,521	9,024
352 PARK IMPROVEMENT FUND	365,385	1,499
401 Solid Waste Utility	11,220,226	46,032
402 Drainage Utility	3,180,490	13,048
403 Jail Fund	14,070,842	57,727
	<hr/>	
Total Operating Department Base Item Count	126,889,274	520,573
<b>Internal Service Funds:</b>		
501 Equipment Rental Fund	6,065,405	24,884
503 Insurance Service	14,523,400	59,583
504 Information Services	4,924,148	20,202
504 GIS / Mapping Services	2,348,933	9,637
504 Records Management	1,888,124	7,746
505 Unemployment Compensation	301,248	1,236
Add Services provided to External Organizations:	-	-
	<hr/>	
Total Count to use in Allocating Central Services Costs based on Items	\$ 156,940,532	\$ 643,860
	<hr/>	

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

	<b>FTE</b>
Salaries	\$ 248,153
Benefits	119,924
Supplies	4,309
Services	73,714
Other	-
Intergovernmental	-
Capital	-
<b>Total Direct Costs</b>	<b>446,100</b>
Adjustments:	
Less: Recovered costs	-
Add: Use Allowance	-
<b>Subtotal Adjustments</b>	<b>-</b>
<b>Total Allowable, Allocable Costs</b>	<b>\$ 446,100</b>

<b>Fund No.</b>	<b>Fund Name</b>	<b>FTEs</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	302.70	\$ 205,782
101	Health Department	35.00	23,794
102	Special Paths	1.40	952
105	Emergency Management	3.90	2,651
106	Fairgrounds	1.50	1,020
107	Veterans Relief	-	-
108	Law Library	0.80	544
110	River Improvement	0.10	68
111	Treasurer O&M	-	-
112	Centennial Document Preservation	1.10	748
113	Elections Services	3.90	2,651
114	Parks & Recreation	9.10	6,186
115	Substance Abuse Services	0.70	476
116	Mental Health-Developmental Disability	6.80	4,623
117	County Roads	83.50	56,765
118	Senior Services	14.00	9,518
119	Convention Center	-	-
120	Clean Water Program	5.30	3,603
122	Conservation Futures	0.40	272
123	Medic I Services	3.00	2,039
124	Crime Victims Services	0.80	544
125	Communication System	-	-
127	Water Quality	-	-
128	Planning and Development	29.80	20,259



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	0.10	68
144 LAKE MANAGEMENT DISTRICT NO. 4	-	-
150 Edison Clean Water District	0.10	68
160 Drug Enforcement Reserves	-	-
161 Boating Safety	0.20	136
162 Low-Income Housing	-	-
163 TITLE III PROJECTS FUND	-	-
164 Treasurer REET	-	-
165 Homeless Housing and Assistance	2.70	1,836
166 Housing Revolving Loan	-	-
170 Interlocal Investigation Reserves	-	-
201 Debt Service	-	-
340 FACILITY IMPROVEMENT FUND	1.00	680
341 Add Svcs provided to External Orgs:	-	-
342 DISTRESSED COUNTY PUBLIC FACIL	-	-
352 PARK IMPROVEMENT FUND	-	-
401 Solid Waste Utility	21.10	14,344
402 Drainage Utility	6.30	4,283
403 Jail Fund	71.50	48,607
	<hr/>	<hr/>
Total Operating Department Base Item Count	606.80	412,517
<b>Internal Service Funds:</b>		
501 Equipment Rental Fund	10.30	7,002
503 Insurance Service	1.80	1,224
504 Information Services	20.05	13,630
504 GIS / Mapping Services	9.56	6,502
504 Records Management	7.69	5,226
505 Unemployment Compensation	-	-
Add Services provided to External Organizations:	-	-
	<hr/>	<hr/>
Total Count to use in Allocating Central Services Costs based on Items	656.20	\$ 446,100
	<hr/>	<hr/>

**General Maintenance Fund-Department included in this Central Service**

<b>Allocation Base</b>	<b>Square Footage</b>
Salaries	\$ 878,727
Benefits	507,252
Supplies	220,348
Services	998,721
Other	-
Intergovernmental	-
Capital	895
<b>Total Direct Costs</b>	<u>2,605,943</u>
Adjustments:	
Less: Unallowable costs	-
Capital	(895)
Cost Recovery from External Organizations	-
Interest	-
Add: Use Allowance	-
<b>Subtotal Adjustments</b>	<u>(895)</u>
<b>Total Allowable, Allocable Costs</b>	<u>\$ 2,605,048</u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>Square Footage</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	130,016	\$ 791,641
101	Health Department	16,288	99,174
102	Special Paths	-	-
105	Emergency Management	1,344	8,183
106	Fairgrounds	32,280	196,546
107	Veterans Relief	-	-
108	Law Library	1,211	7,374
110	River Improvement	-	-
111	Treasurer O&M	-	-
112	Centennial Document Preservation	-	-
113	Elections Services	2,261	13,767
114	Parks & Recreation	2,525	15,374
115	Substance Abuse Services	206	1,254
116	Mental Health-Developmental Disability	6,819	41,519
117	County Roads	10,500	63,932
118	Senior Services	14,729	89,682
119	Convention Center	-	-
120	Clean Water Program	-	-
122	Conservation Futures	-	-
123	Medic I Services	1,824	11,106

124 Crime Victims Services	-	-
125 Communication System	-	-
127 Water Quality	-	-
128 Planning and Development	11,291	68,749
130 BRYSON RD SUB-FLOOD CNTRL ZONE	-	-
131 SEDRO WOOLLEY FLD CONTROL MAIN	-	-
132 BRITT SLOUGH FLOOD CONTROL	-	-
133 Sedro-Woolley SUB-FLOOD CNTRL ZONE	-	-
134 MT VERNON SO SFCZ MAINTENANCE	-	-
135 DUNBAR SFCZ MAINTENANCE	-	-
137 BLANCHARD SUB FLOOD CONTROL MT	-	-
139 HANSEN CREEK SUB FLOOD CONTROL	-	-
140 Total Operating Dept Base Item Count	-	-
141 LAKE MANAGEMENT DISTRICT NO. 1	-	-
142 LAKE MANAGEMENT DISTRICT NO. 2	-	-
143 LAKE MANAGEMENT DISTRICT NO. 3	-	-
144 LAKE MANAGEMENT DISTRICT NO. 4	-	-
150 Edison Clean Water District	-	-
160 Drug Enforcement Reserves	-	-
161 Boating Safety	-	-
162 Low-Income Housing	-	-
163 TITLE III PROJECTS FUND	-	-
164 Treasurer REET	-	-
165 Homeless Housing and Assistance	794	4,835
166 Housing Revolving Loans	-	-
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	60,266	366,947
402 Drainage Utility	-	-
403 Jail	100,754	613,470
	<hr/>	
Total Operating Department Base Item Count	393,108	2,393,554
<b>Internal Service Funds:</b>		
501 Equipment Rental Fund	11,400	69,412
503 Insurance Service	-	-
504 Information Services	9,832	59,865
504 GIS / Mapping Services	3,406	20,738
504 Records Management	10,097	61,479
505 Unemployment Compensation	-	-
Add Services provided to External Organizations:	-	-
	<hr/>	
Total Count to use in Allocating Central Services Costs based on Items	427,843	\$ 2,605,048
	<hr/>	

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

<b>Allocation Base</b>	<b>Direct Charge</b>
Salaries	\$ 604,158
Benefits	229,679
Supplies	-
Services	-
Other	-
Intergovernmental	-
Capital	-
Total Direct Costs	<u>833,837</u>
Adjustments:	
Less: Unallowable costs	-
Add: Use Allowance	-
Subtotal Adjustments	<u>-</u>
Total Allowable, Allocable Costs	<u><u>\$ 833,837</u></u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>Direct Charge</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	39.42%	\$ 328,699
101	Health Department	11.82%	\$ 98,560
102	Special Paths	0.00%	\$ -
105	Emergency Management	0.91%	\$ 7,588
106	Fairgrounds	0.00%	\$ -
107	Veterans Relief	0.00%	\$ -
108	Law Library	0.00%	\$ -
110	River Improvement	0.00%	\$ -
111	Treasurer O&M		
112	Centennial Document Preservation	0.00%	\$ -
113	Elections Services	1.36%	\$ 11,340
114	Parks & Recreation	1.82%	\$ 15,176
115	Substance Abuse Services	0.00%	\$ -
116	Mental Health-Developmental Disability	0.00%	\$ -
117	County Roads	4.64%	\$ 38,690
118	Senior Services	0.00%	\$ -
119	Convention Center	0.00%	\$ -
120	Clean Water Program	2.70%	\$ 22,514
122	Conservation Futures	2.70%	\$ 22,514
123	Medic I Services	1.27%	\$ 10,590
124	Crime Victims Services	0.00%	\$ -
125	Communication System	0.00%	\$ -
127	Water Quality	0.00%	\$ -
128	Planning and Development	17.58%	\$ 146,589

141 LAKE MANAGEMENT DISTRICT NO. 1	0.00%	\$	-
142 LAKE MANAGEMENT DISTRICT NO. 2	0.00%	\$	-
143 LAKE MANAGEMENT DISTRICT NO. 3	0.00%	\$	-
144 LAKE MANAGEMENT DISTRICT NO. 4	0.00%	\$	-
150 Edison Clean Water District	0.91%	\$	7,588
160 Drug Enforcement Reserves	0.00%	\$	-
161 Boating Safety	0.00%	\$	-
162 Low-Income Housing	0.00%	\$	-
163 TITLE III PROJECTS FUND	0.00%	\$	-
164 Treasurer REET			
165 Homeless Housing and Assistance	0.00%		
166 Housing Revolving Loans	0.00%	\$	-
170 Interlocal Investigation Reserves	0.00%	\$	-
201 Debt Service	0.00%	\$	-
340 FACILITY IMPROVEMENT FUND	1.81%	\$	15,092
341 Add Svcs provided to External Orgs:	0.00%	\$	-
342 DISTRESSED COUNTY PUBLIC FACIL	0.00%	\$	-
352 PARK IMPROVEMENT FUND	0.00%	\$	-
401 Solid Waste Utility	2.70%	\$	22,514
402 Drainage Utility	2.70%	\$	22,514
403 Jail Fund	4.55%	\$	37,940

Total Operating Department Base Item Count	96.89%		807,905
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**Internal Service Funds:**

501 Equipment Rental Fund	0.00%	\$	-
503 Insurance Service	0.00%	\$	-
504 Information Services	1.90%	\$	15,846
504 GIS / Mapping Services	0.66%	\$	5,488
504 Records Management	0.53%	\$	4,406
Fund 504 Combined		\$	-
505 Unemployment Compensation	0.00%	\$	-

Add Services provided to External Organizations:			-
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Total Count to use in Allocating Central Services Costs based on Items	100%	\$	833,644
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**Non-Departmental Fund-Department-Division included in this Central Allocation Base**

	<b>MTDC</b>
Salaries	\$ 3,856
Benefits	71,132
Supplies	-
Services	1,209,464
Other	-
Intergovernmental	-
Capital	-
Debt Service: Principal	-
Interfund Payments for Service	5,845,244
Total Direct Costs	<u>7,125,840</u>
Adjustments:	
Less: Unallowable costs	-
Project 93 - Pass Thru EPA Grant	-
Leoff 1 Medical	(68,410)
Port of Skagit Grant	-
CVAA Director	-
River Oaks - Franchise Fee	-
Food Dist Ctr - Paul Schissler	-
USDA - Starling Control	(17,690)
SCCAA - Pass Thru & Direct Service	(261,392)
Lourdes Young - Interpretation/Jail	-
Advertis, Dependency Hrngs, Farmworker housing, etc	-
Miscellaneous Direct Service	-
Transfers	-
Year End Adjustments	-
NW Regional Council, NW Learn	-
NWCAA NW Clean Air Agency	-
SCOG Local Matching Funds	-
Library Support	-
Dike and Drain	-
Central Services Billings, Insur Cost Allocation	(5,802,747)
Add: Use Allowance	-
Subtotal Adjustments	<u>(6,150,239)</u>
Total Allowable, Allocable Costs	<u><u>\$ 975,601</u></u>

<b>Fund No.</b>	<b>Fund Name</b>	<b>MTDC</b>	<b>Allocation</b>
<b>Operating Departments</b>			
001	General Fund	\$ 33,471,599	\$ 208,227
101	Health Department	2,419,192	15,050
102	Special Paths	226,244	1,407
105	Emergency Management	873,642	5,435
106	Fairgrounds	240,086	1,494
107	Veterans Relief	254,996	1,586
108	Law Library	116,460	724
110	River Improvement	48,543	302
111	Treasurer O&M		
112	Centennial Document Preservation	101,927	634
113	Elections Services	875,178	5,444
114	Parks & Recreation	1,379,454	8,582
115	Substance Abuse Services	754,171	4,692
116	Total Operating Dept Base Item Count	5,678,788	35,328
117	County Roads	21,282,985	132,401
118	Senior Services	1,554,619	9,671
119	Convention Center	366,511	2,280
120	Clean Water Program	1,292,143	8,038
122	Conservation Futures	140,603	875
123	Medic I Services	8,432,239	52,457
124	Crime Victims Services	60,205	375
125	Communication System	4,727,710	29,411
127	Water Quality	-	-
128	Planning and Development	3,521,769	21,909
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	66,981	417
142	LAKE MANAGEMENT DISTRICT NO. 2	12,015	75
143	LAKE MANAGEMENT DISTRICT NO. 3	42,110	262
144	LAKE MANAGEMENT DISTRICT NO. 4	22,097	137
150	Edison Clean Water District	45,450	283
160	Drug Enforcement Reserves	1,500	9
161	Boating Safety	54,310	338
162	Low-Income Housing	73,188	455
163	TITLE III PROJECTS FUND	49,680	309
164	Treasurer REET		
165	Homeless Housing and Assistance	4,162,987	25,898

166 Housing Revolving loans	3,057	19
170 Interlocal Investigation Reserves	124,653	775
201 Debt Service	1,818,058	11,310
340 FACILITY IMPROVEMENT FUND	187,665	1,167
341 CAPITAL IMPROVEMENTS	1,253,425	7,798
342 DISTRESSED COUNTY PUBLIC FACIL	2,199,521	13,683
352 PARK IMPROVEMENT FUND	365,385	2,273
401 Solid Waste Utility	11,220,226	69,801
402 Drainage Utility	3,180,490	19,786
403 Jail Fund	14,070,842	87,535

Total Operating Department Base Item Count	126,772,704	788,652
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**Internal Service Funds:**

501 Equipment Rental Fund	6,065,405	37,733
503 Insurance Service	14,523,400	90,350
504 Information Services	4,924,148	30,633
504 GIS / Mapping Services	2,348,933	14,613
504 Records Management	1,888,124	11,746
505 Unemployment Compensation	301,248	1,874

Add Services provided to External Organizations:	-	-
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Total Count to use in Allocating Central Services Costs based on Items	<u>\$ 156,823,962</u>	<u>\$ 975,601</u>
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## **Appendix C: Financial Information for Internal Service Funds**

SKAGIT COUNTY, WASHINGTON  
Statement of Net Position  
Internal Service Funds  
December 31, 2020

	Business-Type Activities-Enterprise Funds				Governmental Activities
	501 Equip Rent & Revolve	503 Insurance Services	504 Central Services	505 Unemploy Comp	Internal Services
<b>ASSETS</b>					
<u>Current Assets</u>					
Cash and Cash Equivalents	\$ 5,676,241	\$ 5,900,384	\$ 3,170,840	\$ 1,144,654	\$ 15,892,119
Restricted cash	-	2,886,909	-	-	2,886,909
Accounts Receivable	-	-	48,221	-	48,221
Due from Other Funds	2,967,638	1,938,506	1,689,064	-	6,595,208
Due from Other Governments	-	-	226,843	-	226,843
Inventories and Prepayments	5,092,260	-	-	-	5,092,260
<b>Total Current Assets</b>	<b>13,736,139</b>	<b>10,725,799</b>	<b>5,134,968</b>	<b>1,144,654</b>	<b>30,741,560</b>
<u>Non-Current Assets</u>					
<u>Capital Assets</u>					
Land	-	-	-	-	-
Buildings	180,888	-	-	-	180,888
Improvements	-	-	-	-	-
Machinery and Equipment	23,238,772	-	2,915,584	-	26,154,356
Less Accumulated Depreciation	(11,580,606)	-	(1,913,933)	-	(13,494,539)
Construction in Progress	-	-	-	-	-
Unamortized Issuance Costs	-	-	-	-	-
<b>Total Non-Current Assets</b>	<b>11,839,054</b>	<b>-</b>	<b>1,001,651</b>	<b>-</b>	<b>12,840,705</b>
<b>Total Assets</b>	<b>25,575,193</b>	<b>10,725,799</b>	<b>6,136,619</b>	<b>1,144,654</b>	<b>43,582,265</b>
Deferred Outflows of Resources	83,396	32,083	397,091	-	512,570
<b>LIABILITIES AND FUND EQUITY</b>					
<u>Current Liabilities</u>					
Accounts/Vouchers Payable	144,426	2,459,375	588,945	17,197	3,209,943
Due to Other Funds	3,056,654	54,545	24,769	-	3,135,968
Interest Payable	-	-	-	-	-
Interfund Loans Payable	-	-	-	-	-
Accrued Wages Payable	28,761	5,919	134,537	22,097	191,314
Accrued Employee Benefits	7,442	1,322	30,131	-	38,895
Accrued Taxes Payable	-	-	-	-	-
Other Accrued Liabilities	8,711	4,166	45,289	-	58,166
Bonds Payable	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>3,245,994</b>	<b>2,525,327</b>	<b>823,671</b>	<b>39,294</b>	<b>6,634,286</b>
<u>Non-Current Liabilities</u>					
Compensated Absences	46,310	28,531	291,992	-	366,833
OPEB Liability	102,796	22,028	315,732	-	440,556
Environmental Liability	269,253	-	-	-	269,253
Net Pension Liability	220,426	92,720	1,128,079	-	1,441,225
<b>Total Non-Current Liabilities</b>	<b>638,785</b>	<b>143,279</b>	<b>1,735,803</b>	<b>-</b>	<b>2,517,867</b>
<b>Total Liabilities</b>	<b>3,884,779</b>	<b>2,668,606</b>	<b>2,559,474</b>	<b>39,294</b>	<b>9,152,153</b>
Deferred Inflows of Resources	72,528	29,889	365,013	-	467,430
<u>Net Position</u>					
Net Invested in Capital Assets	11,839,054	-	1,001,651	-	12,840,705
Restricted	-	2,886,909	-	-	2,886,909
Unrestricted	9,862,228	5,172,478	2,607,572	1,105,360	18,747,638
<b>Total Net Position</b>	<b>\$ 21,701,282</b>	<b>\$ 8,059,387</b>	<b>\$ 3,609,223</b>	<b>\$ 1,105,360</b>	<b>\$ 34,475,252</b>

SKAGIT COUNTY, WASHINGTON  
Statement of Revenue, Expenses and Changes in Fund Net Assets  
Internal Service Funds  
For the Year Ended December 31, 2020

	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	\$ 6,483,170	\$ 1,938,506	\$ 8,918,192	\$ 561,020	\$ 17,900,888
Other Operating Revenue	653,874	12,774,849	795,931	-	14,224,654
Total Operating Revenue	<u>7,137,044</u>	<u>14,713,355</u>	<u>9,714,123</u>	<u>561,020</u>	<u>32,125,542</u>
<u>Operating Expenditures</u>					
Personal Services	1,050,823	253,554	4,132,019	232,489	5,668,885
Contractual Services	1,081,699	2,967,508	-	-	4,049,207
Supplies and Expenses	2,203,692	24,092	4,725,164	-	6,952,948
Depreciation	1,729,191	-	304,022	-	2,033,213
Payment to Claimants	-	11,278,246	-	68,759	11,347,005
Total Operating Expenditures	<u>6,065,405</u>	<u>14,523,400</u>	<u>9,161,205</u>	<u>301,248</u>	<u>30,051,258</u>
Operating Income (Loss)	<u>1,071,639</u>	<u>189,955</u>	<u>552,918</u>	<u>259,772</u>	<u>2,074,284</u>
<u>Non-Operating Revenue (Expenses)</u>					
Intergovernmental Revenue	-	-	-	-	-
Interest Revenue	21,291	25,305	-	-	46,596
Miscellaneous Revenue	-	-	-	-	-
Gain (Loss) on Disposition of Capital Assets	89,118	-	-	-	89,118
Interest Expense	13,077	-	-	-	-
Miscellaneous Expense	-	-	-	-	-
Total Non-Operating Revenue (Expense)	<u>123,486</u>	<u>25,305</u>	<u>-</u>	<u>-</u>	<u>135,714</u>
Income (Loss) before Contributions and Transfers	1,195,125	215,260	552,918	259,772	2,223,075
Transfers In	65,072	-	-	-	65,072
Transfers Out	-	-	-	-	-
Change in Net Assets	<u>1,260,197</u>	<u>215,260</u>	<u>552,918</u>	<u>259,772</u>	<u>2,288,147</u>
Net Position, January 1	<u>20,441,085</u>	<u>7,844,127</u>	<u>3,056,305</u>	<u>845,588</u>	<u>32,187,105</u>
Net Position, December 31	<u>\$ 21,701,282</u>	<u>\$ 8,059,387</u>	<u>\$ 3,609,223</u>	<u>\$ 1,105,360</u>	<u>\$ 34,475,252</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, 2020**

All Internal Service Funds	Equipment Rental Fund (501)	Insurance Services Fund (503)	Central Services Fund (504)	Unemployment Compensation Fund (505)	Total Internal Service Funds
RECONCILIATION OF RETAINED EARNINGS BALANCE TO FEDERAL GUIDELINES FOR YEAR ENDING December 31, 2020					
<b>Appendix V to 2 CFR Part 200</b>					
NET POSITION BALANCE JANUARY 1, 2020	\$ 20,441,085	\$ 7,844,127	\$ 3,056,305	\$ 845,588	\$ 32,187,105
Prior Period Adjustments	-	-	-	-	-
Beginning Balance as restated	<u>20,441,085</u>	<u>7,844,127</u>	<u>3,056,305</u>	<u>845,588</u>	<u>32,187,105</u>
Less Invested in Capital Assets, net of related debt	11,839,054	-	1,001,651	-	12,840,705
Less contributions for replacement of Capital Assets	-	-	-	-	-
Appendix V to 2 CFR Part 200 BALANCE JANUARY 1, 2020	<u>8,602,031</u>	<u>7,844,127</u>	<u>2,054,654</u>	<u>845,588</u>	<u>19,346,400</u>
FY 2019 RETAINED EARNINGS INCREASE (DECREASE) Per Annual Financial Report (AFR)					
TOTAL OPERATING REVENUES	7,137,044	14,713,355	9,714,123	561,020	32,125,542
Interest revenue	21,291	25,305	-	-	46,596
Other	<u>167,267</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>167,267</u>
Total Revenues	<u>7,325,602</u>	<u>14,738,660</u>	<u>9,714,123</u>	<u>561,020</u>	<u>32,339,405</u>
TOTAL OPERATING EXPENSES	6,065,405	14,523,400	9,161,205	301,248	30,051,258
Loss on disposition of capital asset	-	-	-	-	-
Interest expense and fiscal charges	-	-	-	-	-
Total Expenses	<u>6,065,405</u>	<u>14,523,400</u>	<u>9,161,205</u>	<u>301,248</u>	<u>30,051,258</u>
Less Appendix V Unallowable Costs (None)	-	-	-	-	-
Plus Appendix V Allowable Costs (None)	-	-	-	-	-
2 CFR 200 Allowable Expenditures	<u>6,065,405</u>	<u>14,523,400</u>	<u>9,161,205</u>	<u>301,248</u>	<u>30,051,258</u>
2 CFR 200 R.E. BALANCE December 31, 2020(A)	9,862,228	8,059,387	2,607,572	1,105,360	21,634,547
Allowable Reserve (B)	<u>1,010,901</u>	<u>2,420,567</u>	<u>1,526,868</u>	<u>50,208</u>	<u>5,008,543</u>
Excess Balance (A)-(B)	<u>8,851,327</u>	<u>5,638,820</u>	<u>1,080,705</u>	<u>1,055,152</u>	<u>16,626,004</u>
<b>2 CFR PART 200 CONTRIBUTED CAPITAL BALANCE</b>					
Appendix V CONTRIBUTED CAPITAL BALANCE JANUARY 1, 2016	11,839,054	-	1,001,651	-	12,840,705
Plus: Transfers in (e.g., Contrib. Capital)	-	-	-	-	-
Less: Transfers Out (e.g., Payback of Contrib. Capital, Other Users of Fund R.E.)	-	-	-	-	-
Net Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appendix V CONTRIBUTED CAPITAL BALANCE DECEMBER 31, 2019 ©	<u>11,839,054</u>	<u>-</u>	<u>1,001,651</u>	<u>-</u>	<u>12,840,705</u>
<b>2 CFR Part 200 ADJUSTMENTS BALANCE</b>					
2 CFR Part 200 ADJUSTMENTS BALANCE JANUARY 1, 2018	-	-	-	-	-
Less: Unallowable Costs (None)	-	-	-	-	-
Plus: Allowable Costs (None)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
2 CFR Part 200 ADJUSTMENTS BALANCE DECEMBER 31, 2019(D)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>PART IV RECONCILIATION OF 2 CFR Part 200 R.E., CONTRIBUTED CAPITAL AND ADJUSTMENTS BALANCES TO AFR BALANCE</b>					
RECONCILIATION OF 2 CFR Part 200 R.E., CONTR. CAPITAL & ADJUST. BALANCES TO AFR(A)+(C)+(D)	<u>\$ 21,701,282</u>	<u>\$ 8,059,387</u>	<u>\$ 3,609,223</u>	<u>\$ 1,105,360</u>	<u>\$ 34,475,252</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.