

Administrative Cost Allocation

Agency:		Calendar Quarter/Year:			
A. Employee FTE and Benefits					
Employee(s) Title	FTEs	Salary	Fringe	Travel	Total
2 Fiscal Clerks	2				
Fiscal Supervisor	1				
Fiscal Supervisor	1				
Fiscal Administrator	1				
Administrative Assistant	1				
Human Resource Director	1				
Agency Director	1				
		104,514.48	19,773.73	1,110.00	
Total FTEs:	8	Grand total Salaries, Fringe and Travel:			125,398.21
B. WIA Administrative Percentage			C. Shared Operating Costs (010-20)		
Total FTEs from above:	8	Quarterly Shared Operating Costs (010-20)		\$166,743.42	
Divided by Total Agency FTEs:	120.96	Less WIA Travel listed above:		\$1,110.00	
Equals WIA Admin Percentage:	6.614%	Total, less WIA travel:		\$165,633.42	
D. Calculating Adjusted WIA Administrative Cost					
Shared Salary and Fringe benefits from above, times 020 or 030 FTE Percentage:		32.873%	\$ 41,222.91		
Quarterly Shared Operating costs times WIA Admin Percentage:		6.614%	\$ 10,954.59		
Total WIA Administrative Costs:		\$ 52,177.50			
E. Calculating Admin Coding Adjustment by WIA program					
		Youth	Adult	Dislocated	
Total WIA Administrative Costs		\$52,177.50	\$52,177.50	\$52,177.50	
Times RMS Percentages (SS or IM)		3.092%	9.966%	4.124%	
Adjusted Administrative Costs, by allocated amount		\$1,613.33	\$5,200.01	\$2,151.80	
F. Cost Pool Adjustment for Administrative Activities					
		Youth	Adult	Dislocated	
Cost Pool Adjustment (020 or 030)		\$16,459.40	\$16,459.40	\$16,459.40	
Times RMS Percentages (SS or IM)		3.092%	9.966%	4.124%	
Amount to Adjust from cost pool to WIA Admin		\$508.92	\$1,640.34	\$678.79	