JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

CONSENT AGENDA REQUEST

TO: Mark McCauley, County Administrator

FROM: Judy Shepherd, Finance Director

DATE: January 21, 2025

RE: **Adoption of the Jefferson County Indirect Cost Allocation Plan for 2025**

STATEMENT OF ISSUE:

The Jefferson County Cost Allocation Plan for Indirect Cost for the fiscal year ending December 31, 2025 has been completed and is being presented for approval. Jefferson County is required to adopt an Indirect Cost Allocation Plan per federal regulations, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administration Requirements, Cost Principles and Audit Requirement for Federal Awards (Uniform Guidance).

FISCAL IMPACT:

The proposed Jefferson County Cost Allocation Plan will allow Public Works funds to pay the General Fund $261,814 for their portion of indirect cost allocation. In addition, the indirect cost rate will reduce expenditures where applicable, and not limited to, grant reimbursements and contract billings.

RECOMMENDATION:

Approve proposed Jefferson County Indirect Cost Allocation Plan and sign attached resolution.

REVIEWED BY:

Mark McCauley
Mark McCauley, County Administrator

Date 1/14/25

STATE OF WASHINGTON
County of Jefferson

In the Matter of Adopting the 2025 Cost Allocation Plan	**RESOLUTION NO. ______________**

WHEREAS, the General Fund provides services to various funds, departments, agencies, districts and municipal organizations in Jefferson County; and,

WHEREAS, Jefferson County, through its various departments and offices receives monies through grants from State and Federal sources; and,

WHEREAS, Jefferson County has developed a cost allocation plan to identify indirect General Fund costs allocable to various County departments, agencies, districts and municipal corporations;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON:

Section 1. Whereas Clauses Adopted as Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses as Findings of Fact.

Section 2. Jefferson County Simplified Indirect Cost Allocation Plan Approved. Countywide 2025 Cost Allocation Plan attached as Appendix A is approved. Each department shall use the Plan as the basis for determining overhead costs for State and Federal grant reimbursements, and services provided to other agencies, districts and municipal corporations.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or section of this resolution or its application to any person or circumstance is held invalid, the remainder of this resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 4. Effective Date. This resolution is effective upon adoption.

Section 5. SEPA Categorical Exemption. This resolution is categorically exempt from the State Environmental Policy Act under WAC 197-11-800(19).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

***APPROVED AND ADOPTED* this ______ day of __________________2025.**

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

____
Heidi Eisenhour, Chair

____
Greg Brotherton, Member

____
Heather Dudley-Nollette, Member

ATTEST:

____
Carolyn Gallaway, CMC Date
Clerk of the Board

APPROVED AS TO FORM:

____
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Jefferson County
Simplified Indirect Cost Allocation Plan
For Year Ending December 31, 2025

Jefferson County is required to adopt an Indirect Cost Allocation Plan per federal regulations, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administration Requirements, Cost Principles and Audit Requirement for Federal Awards (Uniform Guidance).

The Jefferson County Auditor's Simplified Indirect Cost Allocation Plan allocates costs for accounting, payroll, county administration, treasurer, and building depreciation. The simplified format provides an allocation plan that is easy to comprehend, transparent and allocates costs in a fair and equitable manner.

The costs shown for each county fund/department are the total of 2023 actual expenditures including salaries and benefits. The calculation for the indirect cost rate is the total indirect cost divided by total direct salaries. This is a general accounting principle when calculating indirect because direct salaries are consistent throughout the funds/departments.

There are two sections of the Simplified Indirect Cost Allocation Plan:

1) Countywide Indirect Services – these are activities in the county that serve the county government.

2) Indirect Costs Associated with Direct Services – these are direct services in the county that serve the citizens of the county and identifiable indirect costs serving the county government.

Column Definitions:

Total Costs – total costs in the general ledger financial statements.

Excluded Costs – specific costs that are already recovered by billing or other means. This is for Indirect Costs or Direct Salaries/Other Costs.

Unallowable – specific costs that are defined by the Uniform Guidance for which federal funds cannot be used.

Additional Costs – specific costs that are not identified in general ledger accounting because the County uses the cash basis of accounting.

Indirect Cost – costs that have been identified as serving county government.

Direct Salaries – salaries and wages identified as serving the citizens of the county.

Benefits/Other Direct Costs – costs associated with personnel benefits and operating costs serving the citizens of the county.

Audited Financial Statements

Jefferson County is audited annually by the State Auditor's Office. The 2023 Annual report audit has been completed. There were no findings in financial, single audit and accountability.

The full financial report and federal single audit report is available on the State Auditor's website, www.sao.gov.

Countywide Indirect Services

Fund	Department	Subdepartment	Total Costs	Excluded Costs	Unallowable	Additional Cost	Indirect Cost	Direct Salaries	Benefits/Other Direct Costs
1020	Auditor	Accounting	108,067		(9,782)		97,817		469
		Accounts Payable	71,757	(13,399)	(3,140)		55,130		89
		Payroll	208,291	(40,779)			167,512		
		Grant Administrator	81,235				80,945		290
							-		
001-059	County Administrator	Administration	437,865	(67,256)			369,909		700
		Human Resources	258,961	(55,069)			203,892		
		Public Services	89,014		(16,069)		72,945		
		Clerk of Board	-				-		
		Other (One time charge True-Up)	57,201	(57,201)			-		
							-		
001-062	Civil Service Commission	Civil Service Commission	1,611				1,611		
							-		
001-250	Treasurer	Treasurer	593,091	(19,769)	(242,417)		144,705	60,516	125,684
							-		
507	Facilities Management	Facilities Management	761,093	(761,093)			-		
501	Equiupment Rental	Equipment Rental	692,538	(692,538)			-		
506	Information Services	Various	1,058,983	(1,058,983)			-		
							-		
Various	Depreciation - Building	Courthouse	321,623				321,623		
		Castle Hill	177,957				177,957		
		Correctional Center	238,654				238,654		
	Total Indirect Services		**5,157,942**	**(2,766,087)**	**(271,407)**	**-**	**1,932,700**	**60,516**	**127,232**

Indirect Costs Associated with Direct Services

Fund	Department	Sub-department	Total Costs	Excluded Costs	Unallowable	Additional Cost	Indirect Cost	Direct Salaries	Benefits/Other Direct Costs
001-010	Assessor	Assessor	1,049,628				-	673,683	375,944
							-		
001-020	Auditor	Administration	139,874				-	101,106	38,768
		Vehicle Licensing	297,568				-	193,616	103,952
		Recording	45,680				-	30,944	14,736
							-		
105	Auditor's O&M	Auditor's O&M	74,167				-	-	74,167
							-		
001-021	Elections	Elections	336,701	(216,121)			-	40,924	79,656
		Voter Registration	89,147	(20,616)			0	56,326	12,206
							-		
001-050	County Clerk	County Clerk	588,926				-	402,817	186,109
106	Courthouse Facilitator	Courthouse Facilitator	6,310				-	4,574	1,737
							-		
001-060	Commissioners	Clerk of the Board	145,304	(46,497)			95,476		3,331
		Commissioners	474,715				-	271,721	202,994
							-		
001-061	Board of Equalization	Board of Equalization	32,130				-	25,122	7,009
001-063	Planning Commission	Planning Commission	19,811				-	10,858	8,953
001-067	Emergency Management	Emergency Management	289,198				-	198,254	90,944
001-080	District Court	District Court	912,489				-	662,818	249,671
001-110	Juvenile & Family Court	Juvenile & Family Court	1,111,711				-	472,030	639,681
							-		
001-150	Prosecuting Attorney	Civil	538,667	(19,043)			519,624		
		Criminal	1,006,790				-	738,367	268,424
		Support Enforcement	72,809				-	51,158	21,650
120	Crime Victims	Crime Victims	92,704				-	66,891	25,813
							-		
001-180	Sheriff	Sheriff	8,379,315				-	4,579,478	3,799,836
107	Boating Safety Program	Boating Safety Program	25,435				-	8,432	17,004
							-		
001-240	Superior Court	Superior Court	524,098				-	205,703	318,395
							-		
001-270	Non-Departmental	Miscellaneous	1,609,596		(1,455)		68,498		1,539,643
		Insurance	1,411,402	(615,686)			751,117		44,599

Jefferson County *Simplified Indirect Cost Allocation* *For Year Ending 2025*

Fund	Department	Sub-department	Total Costs	Excluded Costs	Unallowable	Additional Cost	Indirect Cost	Direct Salaries	Benefits/Other Direct Costs
		Human Resources	49,105				49,105		
		Indirect Depts -IS Cost Allocation	1,320,775	(1,186,863)			133,912		
		Indirect Depts -Facilities Cost Allocation	999,171				-		999,171
							-		
108	Cooperative Extension	Cooperative Extension	481,779				-	173,546	308,233
109	Noxious Weed Control Board	Noxious Weed Control Board	157,795				-	61,369	96,426
							-		
127	Public Health	Administration	2,010,640				-	781,646	1,228,994
		Environmental Health	1,922,964				-	881,144	1,041,819
		Community Health	2,929,237				-	1,376,402	1,552,835
		Developmental Disabilities	824,294				-	76,428	747,867
							-		
128	Water Quality	Water Quality	1,027,202				-	415,138	612,064
143	Community Development	Community Development	2,600,471				-	1,287,912	1,312,559
150	Treasurer's O&M	Foreclosure	34,332		(1,860)		16,740	-	15,731
155	Veteran's Relief Fund	Veteran's Relief Fund	30,719				-	-	30,719
174	Parks & Recreation	Parks & Recreation	902,616				-	397,428	505,189
175	Parks Improvement	Parks Improvement	210,670				-	30,804	179,866
180	County Roads	Various	10,129,716				-	2,666,394	7,463,322
185	Flood/Storm Water Management	Flood/Storm Water Management	-				-		
301	Construction & Renovation	Construction & Renovation	501,081	(2,961)			-	57,372	440,748
401	Solid Waste	Solid Waste	4,745,779				-	705,656	4,040,123
405	Tri-Area Sewer Fund	Tri-Area Sewer Fund	3,742,799				-	355,595	3,387,204
	Total Indirect Services Associated with Direct Services		**53,895,320**	**(2,107,786)**	**(3,315)**	**-**	**1,634,473**	**18,061,653**	**32,088,092**
	Total Indirect and Direct		**59,053,262**	**(4,873,873)**	**(274,723)**	**-**	**3,567,172**	**18,122,169**	**32,215,324**
	Indirect Rate (Total Indirect / Total Salaries)		**19.68%**						

Indirect Cost Rate Calculation

Identifiable Indirect Cost =	$3,567,172
Direct Salaries & Wages =	$18,122,169
Countywide Indirect Cost Rate	19.68%
Recommendation	19.18%

The 2025 Cost Allocation Plan based on 2023 Actual Costs has been prepared using the simplified method for cost allocations.

It is recommended that a .5% reduction in the indirect rate be used as the adopted Countywide Indirect Rate. This allows for the possibility of a Grantor not approving the use of a calculation as part of the indirect rate and alleviates possible minor refunds back to a Grantor for revenue received.

This cost allocation considers recovered amounts received as Exclusions, reducing the amount of the indirect costs available for allocation.

Exclusions and Unallowable Costs

Exclusions are areas identified as countywide indirect services and are considered excluded costs due to primarily the recovery of costs. Unallowable costs are identified as costs associated with the serving the community, i.e. contracts. The table below identifies the exclusion and unallowable costs with descriptions and basis used to calculate.

Department/Fund	Description	Basis	Recoverable	Unallowable
Auditor- Accounting	General accounting, budgeting, G/L functions in Auditor's office. *(Exhibit I)*	Special District AP processing. Total number of warrants process for each dept/fund. (Auditor's Worksheet)	13,399	12,921
Auditor- Payroll	Payroll function in the Auditor's office. *(Exhibit I)*	Number of full-time equivalent personnel in each dept/fund. (Auditor's Worksheet)	40,779	
County Administration	County administration required by Funds for agreements, resolutions, and ordinances.	Number of agreements/resolutions/ordinances submitted.	124,457	16,069
Personnel -HR	Provision of uniform policies, screening, testing, employee training and development, compensation, benefit programs, labor relations cost. *(Exhibit II)*	Number of full-time equivalent personnel in each dept/fund. (CO Admin Worksheet)	55,069	
Treasurer & OM	All deposits and accounts carried in the name of Jeff Co. *(Exhibit IV)*	Total number of revenue transactions processed for each dept/fund. (Treasurer's Worksheet)	19,769	244,277
Clerk of the Board	Cost of administrative support provided to other departments. *(Exhibit VII)*	Total number of agreements, resolutions, contracts approved by the BOCC. (County Admin Worksheet)	46,497	
Prosecuting Attorney	Prosecuting Attorney-Civil legal advisor costs Public Works.	Percentage based on hours for Civil PA.	19,043	
		Total	**319,013**	**273,267**
Countywide Indirect Services Fully Excluded				
Facilities Management	Salaries and Benefits recouped through Central Services Cost Recovery.	Total Salaries & Benefits per Fund	761,093	
Equipment Rental	Salaries and Benefits recouped through Central Services Cost Recovery.	Total Salaries & Benefits per Fund	692,538	
Information Services	Salaries and Benefits recouped through Central Services Cost Recovery.	Total Salaries & Benefits per Fund	1,058,983	
		Total	**2,512,614**	
Indirect costs Associated with Direct Services - Exclusions				
Elections	Costs for elections held in the county are recovered by billing the districts and the state for expenditures related to an election or indirect costs.	The recovered amounts for only reduce the Direct Salaries/Benefits for the calculation of the indirect rate.	216,121	
Voter Registration	Costs shared by the City of Port Townsend are billed annually.	The recovered amounts for only reduce the Direct Salaries/Benefits for the calculation of the indirect rate.	20,616	
		Total	**236,736**	

Non-Departmental - Exclusions

Insurance	Insurance premiums and claims are allocated to funds and recovered.	Property is allocated based on square footage occupied by department. Liability/Cybersecurity is allocated based on total payroll hours by fund.	615,686	
Covid-19	Funded by federal & state grants directly.	Total amount.	-	1,455
Legal Settlement	One-time legal settlement.	Total amount.	-	-
Indirect Departments-IS Cost Allocation	IS Cost Allocation by General Fund Departments not considered countywide indirect.	Actual costs paid by General Fund departments Auditor, County Administration, Civil Service and Treasurer are deducted from the full General Fund allocation.	1,186,863	
		Total	**1,802,549**	**1,455**

Construction & Renovation	Interfund operating rentals and leases.	Directly reflected on the general ledger.	2,961	
Grand Total			**4,873,874**	**274,723**

Exhibits

Indirect cost allocations are calculations with explanations that are attached in the following exhibits.

Exhibit I	**Accounting and Payroll**
Exhibit II	**County Administration**
Exhibit III	**Civil Service Commission**
Exhibit IV	**Treasurer**
Exhibit V	**Facilities Management and Information Services**
Exhibit VI	**Depreciation**
Exhibit VII	**Indirect Costs Associated with Direct Services**

EXHIBIT I

A. Auditor – Accounting

The Accounting division within the Auditor's Office is responsible for the Budgeting, Auditing and Accounting for the County and some Junior Taxing Districts (a.k.a. agency funds).

The basis for identifying the indirect costs are the number of checks produced and payroll. Of the total number of checks, the checks were for the departments County Roads, Solid Waste, and Equipment Rental are counted and related expenditures calculated. These departments' costs are identified as recoverable and excluded from the cost allocation.

The Accounting staff audits vouchers and processes accounts payable for Jr. Taxing Districts (agency funds). The allocation of time for these districts is based on 11 hours per month. The associated cost for the districts is considered direct costs and not allowable for cost allocation.

B. Auditor – Payroll

The Payroll division within the Auditor's office is responsible for payroll, payroll taxes, retirement, medical insurance and other benefits. The basis of employee hours paid to Roads, Solid Waste, and Equipment Rental departments are calculated recoverable costs.

001-020-000 Auditor's Office Breakdown	2025 Cost Allocation - 2023 Actuals								
INDIRECT COSTS									
			Indirect Cost			Direct Cost		Unallowable	
	Total Costs	Salary	Benefits	Other Exp	Total	Total	Salary	Benefits	Total
Accountant - Noeme R.	107,598.18	71,879.43	25,937.19		97,816.62		7,187.88	2,593.68	9,781.56
Other Expenses	468.85				-	468.85			-
Total Accounting	108,067.03	71,879.43	25,937.19	-	97,816.62	468.85	7,187.88	2,593.68	9,781.56
Auditing Specialist -Jona F.	34,538.33	21,601.48	9,796.99		31,398.47		2,160.18	979.68	3,139.86
Fiscal Coordinator Speclialist- Connie M.	27,963.38	19,725.70	8,237.68		27,963.38				
Chief Deputy Auditor- Jessie G.	2,029.31	1,504.59	524.72		2,029.31				
Auditor - Brenda H.	2,670.15	2,063.38	606.77		2,670.15				
Other Expenses	4,555.95			4,467.12	4,467.12	88.83			
Total Accounts Payable	71,757.12	44,895.15	19,166.16	4,467.12	64,061.31	88.83	2,160.18	979.68	3,139.86
Grant Administrator- Michael M.	46,483.76	34,086.39	12,397.37		46,483.76				
Grant Administrator- Amanda H.	34,461.38	25,513.12	8,948.26		34,461.38				
Other Expenses	290.00				-	290.00			
Total Grant Administrator	81,235.14	59,599.51	21,345.63		80,945.14	290.00			
Payroll- Aleta B.	102,701.86	76,035.66	26,666.20		102,701.86				
Payroll Benefits - Lisa F.	16,076.02	12,103.77	3,972.25		16,076.02				
Payroll Benefits - Kari M.	8,327.15	6,111.29	2,215.86		8,327.15				
Fiscal Coordinator Speclialist- Jenn M.	40,194.79	27,864.37	12,330.42		40,194.79				
Fiscal Coordinator Speclialist- Sarah S.	22,029.18	16,010.64	6,018.54		22,029.18				
Payroll Adjustment	16,528.62								
Payroll Expenses	2,433.74			2,433.74	2,433.74				
Total Payroll	208,291.36	138,125.73	51,203.27	2,433.74	191,762.74		-	-	
INDIRECT COST EXCLUSIONS									
Accounts Payable	# of Warrants	% of Warrants	Indirect Share						
County Total Warrants 2023	*9,701*								
180 Roads	753	7.76%	4,972.49						
401 Solid Waste	480	4.95%	3,169.72						
501 ER&R	796	8.21%	5,256.45						
Total Accounting Excluded			13,398.66						
Payroll	# of Employees	% of Employees	Indirect Share						
Total Paid Employees in 2023	*290.33*								
180 Roads	43.8	15.09%	28,929.87						
401 Solid Waste	11.34	3.91%	7,490.06						
501 ER&R	6.6	2.27%	4,359.29						
Total Payroll Excluded			40,779.22						
DIRECT COSTS									
Licensing DOL - DIRECT		Direct Salary	Benefits	Other					
Chief Deputy Auditor - Jessie G.	99,436.76	73,725.11	25,711.65						
Admin Clerk - Lead - Tessa R.	73,264.78	50,722.57	22,542.21						
Admin Clerk - kayla	31,940.69	20,358.24	11,582.45						
Admin Clerk - Jordyan J.	41,774.43	28,398.15	13,376.28						
Admin Clerk - Scarlet M.	33,595.20	20,412.40	13,182.80						
Other Expenses	17,556.52			17,556.52					
Total Licensing	297,568.38	193,616.47	86,395.39	17,556.52					
Total Administration (Elected- Brenda)	139,873.54	101,105.90	29,732.02	9,035.62					
Total Recording- Lisa Freiss)	45,679.90	30,943.54	14,736.36						

EXHIBIT II

County Administration

The following employee positions are indirect salaries and benefits and are spread between County Administration, Human Resources, and Clerk of the Board:

County Administrator
Deputy County Administrator
Finance Manager
HR Manager
Administrative Assistants
Clerk of the Board

Included are supplies, training, travel, dues, and other miscellaneous expenditures required to perform these duties. The calculation for Public Service is for the work of county administrator and Finance Manager to assist departments without an elected official.

2025 Cost Allocation	Based on 2023 Actuals Administrative Costs Breakdown														
	TOTAL	County Admin Mark M	Finance Manager Judy S	CS Director Chris G	HRM HR Mgr/COB Sarah/Kristen/Erin	EA Adiel M	DCOB Carolyn G	EC Wendy D	ES Wendy H		Other Exp	EA Adiel M	DCOB Carolyn G	ES Wendy H	Total
Total Salaries, Benefits, Supplies															
Salaries	**584,431**	162,667	111,556	55,612	166,076	42,114	-	32,292	14,113						
Longevity	**4,888**	600	600	2,200		1,080			408						
Benefits	**183,702**	50,201	32,725	14,875	53,640	14,679		12,813	4,770						
Office Supplies/Services	**12,817**	3,209	3,165	2,039	526				3,178		700				
True Up (One-time charge per JE 100 dated 12/25/23)	**57,201**														
Total	**843,040**	216,677	148,046	74,726	220,242	57,873	-	45,106	22,470		700				
					INDIRECT						**Direct**		**Unallowable**		
										Total	**Total**				**Total**
Total County Administration		**70%**	**70%**	**100%**		**80%**	**30%**	**100%**	**70%**						
Salaries,Longevity, Benefits, & Office Supplies/Services	**437,865**	151,673.59	103,632.47	74,725.68		46,298.44	-	45,105.89	15,728.87	437,164.95	700				
Total Human Resources		**10%**	**10%**		**100%**				**10%**						
Salaries,Longevity, Benefits, & Office Supplies/Services	**258,961**	21,667.66	14,804.64		220,242.05				2,246.98	258,961.33					
Total Public Services		**20%**	**20%**									20%	30%	20%	
Salaries,Longevity, Benefits, & Office Supplies/Services	**89,013**	43,335	29,609		-					72,944.59		11,575	-	4,494	**16,069**
Total Clerk of the Board	-						**40%**								
Salaries,Longevity, Benefits, & Office Supplies/Services					-		-		-						
Other - True- Up (One- time charge)	**57,201**									57,201.00					
TOTAL	***843,040***	***216,677***	***148,046***	***74,726***	***220,242***	***46,298***	-	***45,106***	***17,976***	***826,272***	***700***	***11,575***	-	***4,494***	***16,069***
Exclusions															
County Administration															
BASIS - Number of Agreements/Resolutions/Ordinances	**Agr**	**Res**	**Ord**		**Total**	**%**	**437,165**								
Total Basis	**343**	**75**	**11**		**429**										
PW	36	19	1		**56**	13.05%	57,066								
Solid Waste	6	3	1		**10**	2.33%	10,190								
ER&R	-	-	-		**0**	0.00%	-								
Total Excluded Costs	**42**	**22**	**2**		**66**	**15.38%**	**67,256**								
Personnel - HR															
BASIS - # of Employees	**290.33**	**% of Empl**	**258,961**												
PW	43.80	15.09%	39,067.63												
Solid Waste	11.34	3.91%	10,114.77												
ER&R	6.60	2.27%	5,886.90												
Total Excluded	61.74	**21.27%**	**55,069.31**												
True-Up															
True Up (One-time charge per JE 100 dated 12/25/23)	57,201														
Total Excluded	**57,201**														

EXHIBIT III

Civil Service Commission

All the associated costs for this fund/department serve the county government. These are costs associated with hiring employees, including background checks, exams and physical endurance tests required for employment.

Office Supplies	$ 500
Advertising	$ 398
Exams	$ 713
Total	$1,611

EXHIBIT IV

Treasurer

The Treasurer's Office is responsible for accounting for cash and revenues for the County. This includes reconciling all bank activity, investing cash, and managing debt activity. In addition, Treasurer's Office provides a service to the citizens of the county by collecting property taxes and excise tax on real estate. They also act as the Treasurer for Jr Taxing Districts (Agency Funds) in a custodial manner.

The basis is the total number of receipts. Receipts by the departments Public Works, Solid Waste, and Equipment Rental receipts are recoverable and excluded.

001-250-000 & 150 Treasurer's Office Breakdown														
2025 Cost Allocation - 2023 Actuals														
		TOTAL	INDIRECT				DIRECT				Unallowable			
Treasurer			Salaries	Benefits	Other	Total	Salary	Benefits	Other	Total	Salary	Benefits	Other	total
Treasurer - Stacie P	Stacie	132,905.25					41,267.71	11,894.39		53,162.10	61,901.57	17,841.58		79,743.15
Deputy Treasurer	Thomas	66,048.75	9,637.03	3,572.72		13,209.75					38,548.14	14,290.86		52,839.00
Deputy Treasurer	Sabrina	77,555.94	12,047.96	3,463.23		15,511.19					48,191.85	13,852.90		62,044.75
Acct/Investment Officer	Katie	78,153.81	38,922.60	15,785.07		54,707.67					16,681.11	6,765.03		23,446.14
Acct/Investment Officer	Barb	67,224.78	32,530.59	14,526.76		47,057.35					13,941.68	6,225.75		20,167.43
Revenue Foreclosure Clerk	Michelle (portion to fund 150	37,764.65	21,615.56	12,372.62		33,988.19					2,401.73	1,374.74		3,776.47
Total		**459,653.18**	**114,753.74**	**49,720.39**	-	**164,474.14**	**41,267.71**	**11,894.39**	-	**53,162.10**	**181,666.08**	**60,350.87**	-	**242,016.94**
						-								
Total Other Expenses		112,717.37				-			112,317.37	112,317.37			400.00	400.00
S&B adj to balance to G/L		20,720.52				-	*19,248.00*	*1,472.52*		20,720.52				
Total tie to GL		**593,091.07**	**114,753.74**	**49,720.39**	-	**164,474.14**	**60,515.71**	**13,366.91**	**112,317.37**	**186,199.99**	**181,666.08**	**60,350.87**	**400.00**	**242,416.94**
Treasurer's O&M (Fund 150)														
Revenue Foreclosure Clerk	Michelle	18,600.40	10,646.42	6,093.94		16,740.36				-	1,182.94	677.10		1,860.04
Other Expenses		10,615.80							10,615.80	10,615.80				
Salary adj to balance to G/L		5,115.48						363.48	4,752.00	5,115.48				-
		34,331.68	**10,646.42**	**6,093.94**	-	**16,740.36**	-	**363.48**	**15,367.80**	**15,731.28**	**1,182.94**	**677.10**	-	**1,860.04**
Exclusions:														
Revenues - Receipts														
Total		14,651												
180 Roads		610	0	6,848										
401-404 Solid Waste		878	0	9,857										
501 ER&R		273	0	3,065										
				19,769										
The adjustment has something to with OASI & other prepayments. Judy is aware of the adjustment.														

EXHIBIT V

Facilities Management and Information Services

Facilities Management and Information Services salaries and benefits below are excluded from the indirect cost allocation due to costs recovered through a separate cost recovery attached. The cost recovery billed to funds within the County in 2025 is based on actual expenditures that includes administrative costs, equipment replacement costs during 2023. A "true-up" is done at the end of each year to actual costs expended in the year reported.

The Facilities and Information Services Cost Recovery is included as a reference.

Facilities		
	Salaries	$543,843
	Benefits	$217,250
	Total	$761,093
Equipment Rental		
	Salaries	$492,526
	Benefits	$200,012
	Total	$692,538
Information Services		
	Salaries	$778,205
	Benefits	$280,778
	Total	$1,058,983

EXHIBIT VI

Depreciation

Depreciation is calculated as an "additional cost". This is depreciation for the Courthouse, Castle Hill and Sheriff. Depreciation is calculated as follows:

A. Courthouse

The County Courthouse expense represents depreciation of the County Courthouse. The County Courthouse acquisition cost is estimated to be $275,610. The depreciation allowance is computed on a 50-year estimated life or $5,512 per year. Capital Improvements since 1988 total $7,902,771. The use allowance is computed on a 25-year estimated life and, as of 2023, totals $321,623 per year.

Calculation:

$7,891,523	Prior Year Capital Improvement Total
$ 11,248	Plus 2023 Capital Improvements
$7,902,771	2023 Capital Improvement Total
25	Divide by 25 year estimated life
$ 316,111	
$ 5,512	Plus Use Allowance based on 50-year life
$ 321,623	Total Courthouse Depreciation

B. Castle Hill

The Castle Hill expense represents depreciation of the Castle Hill building. The Castle Hill building acquisition cost is $3,100,000. The depreciation allowance is computed on a 50-year estimated life or $62,000 per year. Capital improvements since 2005 total $2,898,917. The use allowance is computed on a 25-year estimated life and, as of 2023, totals $177,957 per year.

Calculation:

$2,861,105	Prior Year Capital Improvement Total
$ 37,812	Plus 2023 Capital Improvements
$2,898,917	2023 Capital Improvement Total
25	Divide by 25 year estimated life
$ 115,957	
$ 62,000	Plus Use Allowance based on 50-year life
$ 177,957	Total Castle Hill Depreciation

C. Sheriff – Correctional Center

The Correctional Center expense represents depreciation of the Correctional Center building. The Correctional Center building acquisition cost is $3,288,763. The depreciation allowance is computed on a 40-year estimated life or $82,219 per year. Capital Improvements since 1988 total $3,910,864. The depreciation allowance is computed on a 25-year estimated life and, as of 2023, totals $238,654 per year.

Calculation:

$3,547,541	Prior Year Capital Improvement Total
$ 363,322	Plus 2023 Capital Improvements
$3,910,864	2023 Capital Improvement Total
25	Divide by 25 year estimated life
$ 156,435	
$ 82,219	Plus Use Allowance based on 50-year life
$ 238,654	Total Correctional Center Depreciation

EXHIBIT VII

Indirect Costs Associated with Direct Services

A. Commissioners

Clerk of the Board is identified as an indirect cost, serving the county government. These duties are shared between two employees. The excluded costs shown below is for the recoverable costs by Public Works, Solid Waste, and ER&R.

Clerk of the Board					
BASIS	Resolutions	Ordinances	Total	%	145,304
Total	75	11	86		
PW	19	1	20	26.67%	38,748
Solid Waste	3	1	4	5.33%	7,750
ER&R	-	-	-	0.00%	-
Excluded Costs	22	2	24		46,497

B. Prosecuting Attorney

Chief Civil Deputy Prosecuting Attorney costs for civil activities to the County directly relates to resolutions, ordinances, contracts and suits filed against the county. The total civil cost is determined as indirect costs with recoverable costs that are excluded.

2023	PAO Cost Distribution for New BARS							
BARS #	Type of Service	Percent Criminal Dept.	Percent Civil Dept.	Percent Total 2023	Total Civil Salaries	Total Civil Benefits	Total Civil Other	Civil Total
51531	Internal Legal Services - Advice	0%	40%	20.00%	90,835.19	27,830.99	5,112.05	123,778.23
51535	Internal Legal Services - Claims and Litigation	90%	40%	65.00%	295,214.36	90,450.72	16,614.17	402,279.26
51541	External Legal Services - Advice	5%	3%	4.00%	1,362.53	417.46	76.68	1,856.67
51545	External Legal Services - Claims and Litigation	0%	10%	5.00%	5,677.20	1,739.44	319.50	7,736.14
51900	Costs associated with administering self-insurance programs and processing claims	0%	5%	2.50%	1,419.30	434.86	79.88	1,934.04
56320	Coroner	5%	2%	3.50%	794.81	243.52	44.73	1,083.06
Totals		100%	100%	100.00%	395,303	121,117.00	22,247.01	538,667.39

Prosecuting Attorney - Civil	Agreements	Resolutions	Ordinances	Total	%	123,778
Total Basis	**343**	**75**	**11**	**429**		
PW	36	19	1	56	13.05%	16,158
Solid Waste	6	3	1	10	2.33%	2,885
ER&R	0	-	-	0	0.00%	-
Total Excluded Costs	**42**	**22**	**2**	**66**	**15.38%**	**19,043**

C. Non-Departmental

This department allocation is split between insurance, human resources, indirect cost departments portion of Information Services Cost Recovery and various miscellaneous direct expenditures. The amounts shown below are based on accounts payable invoices and detail general ledger data.

Amounts that are excluded are already recovered from allocations to departments.

1. Insurance – *Total $1,366,803*

The Washington State Risk Pool Insurance Premium is allocated to all departments based on property values and employee hours worked by each department, shown below:

Total Liability Premium	$970,988	
Total Employee Hours		118,982
Total Property Premium	$372,671	
Total Building Values		$63,700,504
Total Content Values		$ 9,739,691
Total Vehicles & Equipment Values		$11,954,721
Total Land Use Values		$ 721,100
Total Cyber-liability Premium	$23,144	

Prior to the upcoming renewal, the insurance is allocated across funds. The allocation is recoverable and therefore excluded.

2. Human Resources – *Total $49,104.67*
   a. Professional Services, Bob Braun Personnel Services - $30,000
   b. Various Administrative Costs including training, dues, travel, etc. - $6,271.64
   c. Background Checks - $12,833.03

3. Indirect Departments: IS Cost Recovery – *Total $133,912*
   This is calculated only for the departments that perform Countywide Indirect Services.
   a. Auditor - $77,371
   b. County Administrator - $1,763
   c. Civil Service - $4
   d. Treasurer – $54,774

4. <u>Miscellaneous Countywide Expenditures</u> – *Total $62,089.32*
    a. Misc. Supplies & Professional Services - $19,117.82
    b. Dues - $42,971.50