

Cost Study

FY 20xx (August 31, 20xx)

Instructions for completing the Cost Study Form 1

Service Center Name _____
Description of goods or services provided _____

Listed below is guidance about where to get the information needed on the Cost Study Form 1 for each of the fiscal years.

Prior Fiscal Year Statement of Actual Costs and Actual Recovered Costs

			<u>Prior Year (actuals)</u>	<u>Current Year</u>	<u>Projected for the Upcoming Year</u>
1. Wages, Salaries, and Benefits (Attach PeopleSoft Report or Salaries, Wages, and Benefits Budget Sheet - Form 3)	<u>(289,849.49)</u>	A	from PS Payroll Account Report (UPAY078)	FMP will have total salary. Estimate the total benefits based on what has been paid to date in PS.	Estimate Current year + 3%.
2. M&O Expenditures (Attach PeopleSoft Reports or Maintenance & Operation Budget Sheet - Form 4)	<u>(22,042.55)</u>	B	From PS 1074. Must show breakdown by shop on Cost Study Form 4- M&O for the Chem Service Facilities cost center	Anualize the yearly estimate based on amount expended to date as indicated on the PS 1074. Must show breakdown by shop on Cost Study Form 4- M&O for the Chem Service Facilities cost center	Estimate current year + 3%. Also consult with shop manager and/or Chair for any major purchases or repairs anticipated.
3. Depreciation/Use Allowance Expense (Attach Depreciation/Use Allowance Budget Sheet - Form 5)	<u>(10,474.91)</u>	C	from the Depreciation spreadsheet.	from the Depreciation spreadsheet.	from the Depreciation spreadsheet.
4. Cost of Goods Sold (Attach PeopleSoft Report)	<u>0.00</u>	D	n/a	n/a	n/a
5. Total Costs (Expenditures)	(_____ = (322,366.95)	E = A + B + C + D			
6. Total Recovered Costs	(38,143.64)	F	from PS 1074	Equal to the PS 1074 base budget for current year. This should be the same as the projected recovered cost indicated in the prior year Cost Study report. Can use a different rate if current trend shows that the base budget may not be met.	From the Billing Rate Chart. The rate chart should have an estimate of the number of users anticipated. Have the shop manager fill out this section.
7. Over (Under) Recovered Costs for the Fiscal Year Ending August 31, 2004	<u>(360,510.59)</u>	G = E + F			

Computation of Accumulated Over/(Under) Recovered Costs From Inception to August 31, 2004

7. Over (Under) Recovered Costs for the Fiscal Year Ending August 31, 2004	<u>(360,510.59)</u>	G (See Above)
8. Accumulated Over (Under) Recovered Costs for all Prior Fiscal Years (i.e., as of August 31, 2003)	_____	H
9. Accumulated Over (Under) Recovered Costs as of August 31, 2004	_____	I = G + H

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