

LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT

Cost Allocation Plan FY'2018

I. Introduction

The Lake Cumberland Area Development District Board of Directors is dedicated to the continued functioning of the regional concept for Economic Development and Growth. It is through the regional concept that the greatest amount of benefit to the area can be delivered with the fewest number of dollars. It is with this concept in mind that the Lake Cumberland Area Development District Board of Directors submits its FY'2018 Cost Allocation Plan.

This is to certify the Board of Directors of the Lake Cumberland Area Development District has approved the operating policies of the Lake Cumberland Area Development District.

The Lake Cumberland Area Development District has prepared this Cost Allocation Plan in conformance with 2 CFR Part 200 (OMB Uniform Guidance). Review of this plan is the responsibility of the Commonwealth of Kentucky Department of Local Government.

LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT

Cost Allocation Plan FY'2018

II. Work Elements

During the FY-18 JFA Program Year, the Lake Cumberland Area Development District will be participating in the following Work Elements:

00003-0000	Revolving Loan Fund
00005-0000	Local Fund
00020-0000	Ag Asset Mapping
00025-0000	Hazard Mitigation
00030-0000	KIA
00035-0010	KOHS/CMRS-CASEY
00035-0020	KOHS/CMRS-911 CAD - ADD
00035-0030	KOHS/CMRS-911 VOICE & DATA
00035-0040	KOHS/CRMS-CLINTON SIREN
00040-0000	Leader In Me
00100-0115	SOAR-EDA
00100-0120	COMM DEV-EDA
00100-0125	CDBG
00100-0130	ARC
00100-0140	MANAGEMENT ASST
00100-0150	PROGRAM ADMIN
00200-0340	WIOA ADMIN
00200-0341	WIOA ADULT
00200-0342	WIOA IN SCHOOL YOUTH
00200-0343	WIOA DW
00200-0344	WIOA RAPID RESPONSE
00200-0345	WIOA STATE RESERVE
00200-0347	WIOA RR TRADE
00200-0348	WIOA OUT OF SCHOOL YOUTH
00200-0349	WIOA OS YOUTH WORK EXPERIENCE
00200-0350	WIOA TRANSITION
00200-0351	WIOA RSA
00200-0357	WIOA NEG
00310-0100	Title III ADMIN
00310-020X	Title III Services
00310-021X	Title III Center Services

00310-0235	Title III Ombudsman
00310-0236	Title VII Elder Abuse
00310-0237	Title VII Ombudsman
00310-024X	Title III D Services
00310-0101	Title III C1 Admin
00310-03X1	Title III C1 Services
00310-0102	Title III C2 Admin
00310-03X2	Title III C2 Services
00310-0103	Title III E Admin
00310-0203	Title III E Services
00311-0201	NSIP-USDA
00312-0100	Participant Directed Services - Service Advisor
00312-0202	Participant Directed Services Financial Management
00313-0100	SHIP ADMIN
00313-0202	SHIP SERVICES
00314-0202	ADRC -Medicaid
00315-022X	MIPPA
00316-0202	CDSME
00317-0202	FAST
00318-0202	IOA
00320-0100	HOMECARE ADMIN
00320-02XX	HOMECARE SERVICES
00320-03XX	HOMECARE MEAL SERVICES
00330-0100	KY CAREGIVER ADMIN
00330-0202	KY CAREGIVER SERVICES
00330-0400	STATE LONG TERM CARE
00400-0001	TRANSPORTATION
00400-0002	LOCAL ROAD UPDATES

LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT

**Cost Allocation Plan
FY'2018**

III. Master Chart of Accounts

The Chart of Accounts, included and a part of the accounting system of the District is applicable to all funds administered by the Area Development District.

The account numbers representing revenues for specific programs are:

30000's Revenues

Account numbers representing expenditure objects are as follows:

41000 Salaries
41200 Personnel Burden
41500 Leave Time
43000 Travel
44000-47000 Direct Costs
90000 Shared Costs

In the event direct charges to specific cost categories are applied to individual program elements, the following account numbers will be applied to expenditure objects:

41200 Personnel Burden
41500 Leave
42000 Contracts
43000 Travel
44000-47000 Other
91000-96600 Shared Costs

LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT

Cost Allocation Plan FY'2018

AS 10100-10300 Cash in Bank	NA 29100 Fund Balance
AS 10400 Miscellaneous Transfers	RE 30100 Revenue - Federal
AS 10700 Prepaid Background Checks	RE 30200 Revenue - State
AS 10800 Deferred Outflows - Pension	RE 30300 Revenue - Local
AS 12000 Investments	RE 30400 Revenue - Donations
AS 13000 A/R Federal	RE 30500 Revenue - Match
AS 13100 A/R State	RE 30600 Revenue - Local Contributions
AS 13200 A/R Other	RE 30301 Revenue - Local Admin
AS 13800 Travel Advances	RE 31000 Revenue - Interest Earned
AS 14000 Prepaid Expenses	RE 31001 Revenue - Interest Earned-Loans
LI 20000 A/P	RE 31002 Revenue - Intrst from Excess to RLF
AS 20800 Deferred Revenue	RE 31003 Revenue - Intrst Earned on Savings
LI 20900 Accrued Payroll	RE 31004 Revenue - Intrst Earned RLF Excess
LI 21000 Accrued Leave Payable	EX 41000 Salaries & Wages
LI 21300 Garnishment	EX 41200 Personnel Burden
LI 21400 Deferred Inflows - Pension	EX 41500 Leave Time
LI 21500 Net Pension Liability	EX 42000 Contracts
LI 22000 Federal Income Tax Payable	EX 43000 Travel
LI 22100 KY State Income Tax Payable	EX 44000 Printing/Publications
LI 22200 Pension Services Withheld	EX 44100 Insurance
LI 22300 Unemployment Insurance Payable	EX 44200 Registration
LI 22400 City Payroll Tax	EX 44300 Equipment Purchase
LI 22500 Russell Co Payroll Tax	EX 44500 Janitorial
LI 22600 Employee Health Insurance	EX 44600 Memberships
LI 22700 Employee Life Ins Payable	EX 44700 Legal
LI 22800 Disability Income Ins Payable	EX 45000 Postage
LI 22900 Medicare Withholding	EX 45100 Office Rent
LI 23000 Medicare Employer Match	EX 45200 Equipment Maint/Rent
LI 23100 FICA Withholding	EX 45300 Utilities
LI 23200 FICA Employer Match	EX 45400 Telephone
LI 23400 Retirement Installment #2	EX 45500 Audit
LI 23500 Deferred Compensation	EX 45600 Computer Expense
LI 23600 Dental/Vision Insurance	EX 45700 Meeting Expense
LI 23700 Commonwealth Credit Union	EX 45800 Supplies
LI 23800 Pulaski Co Payroll Tax	EX 45900 Auto Lease
LI 23900 Clinton Co Payroll Tax	EX 46000 Depreciation Expense
LI 24000 Taylor Co Payroll Tax	EX 46100 Landscaping
LI 24100 HSA Payable	EX 46200 Interest Expense
LI 24200 Wayne Co Payroll Tax	EX 46300 Blacktopping Expense
LI 24300 McCreary Co Payroll Tax	EX 46400 Loan Fee Expense
LI 24400 Cumberland Co Payroll Tax	EX 46500 Food Supplies Expense
LI 24500 Campbellsville City Tax	EX 46600 Miscellaneous
LI 24600 Whitley Co Tax	EX 46700 LAF Miscellaneous
LI 24700 Somerset City Tax	EX 46800 Support Group Expense
LI 25000 Insurance Payable	EX 46900 Voucher/Supplemental Expense
LI 25300 Board Travel Payable	EX 47000 Respite Expense
LI 25500 Audit Payable	EX 51000-56600 Pooled Costs
LI 25600 Accufund Software	EX 91000-96600 Shared Costs
LI 27000 Lake Area Foundation	

LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT

Cost Allocation Plan FY'2018

IV. Formal Books of Entry

The Formal Books of Entry are described as follows:

1. Cash Receipts - Duplicate deposit slips are used as a posting source. Each receipt of money is posted and updated monthly to the general ledger through cash receipts module.
2. Preliminary Check Register - Each voucher to be paid is keyed in and a preliminary check register is printed and reviewed. The cash disbursements are posted to the general ledger's appropriate account when the checks are printed. This register is used to record all non-payroll expenditures.
3. Payroll Register - This register records each payroll check and distribution of withholdings. Also, reports regarding distribution of time charges are generated from payroll and posted to the general ledger.
4. General Ledger - Final book entry where all cash disbursements, cash receipts, payroll and journal entries are posted.
5. Revenue and Expenditures Register – This register records the month-to-date and year-to-date revenue and expenditures per grant as well as comparing these amounts to their corresponding budgets.

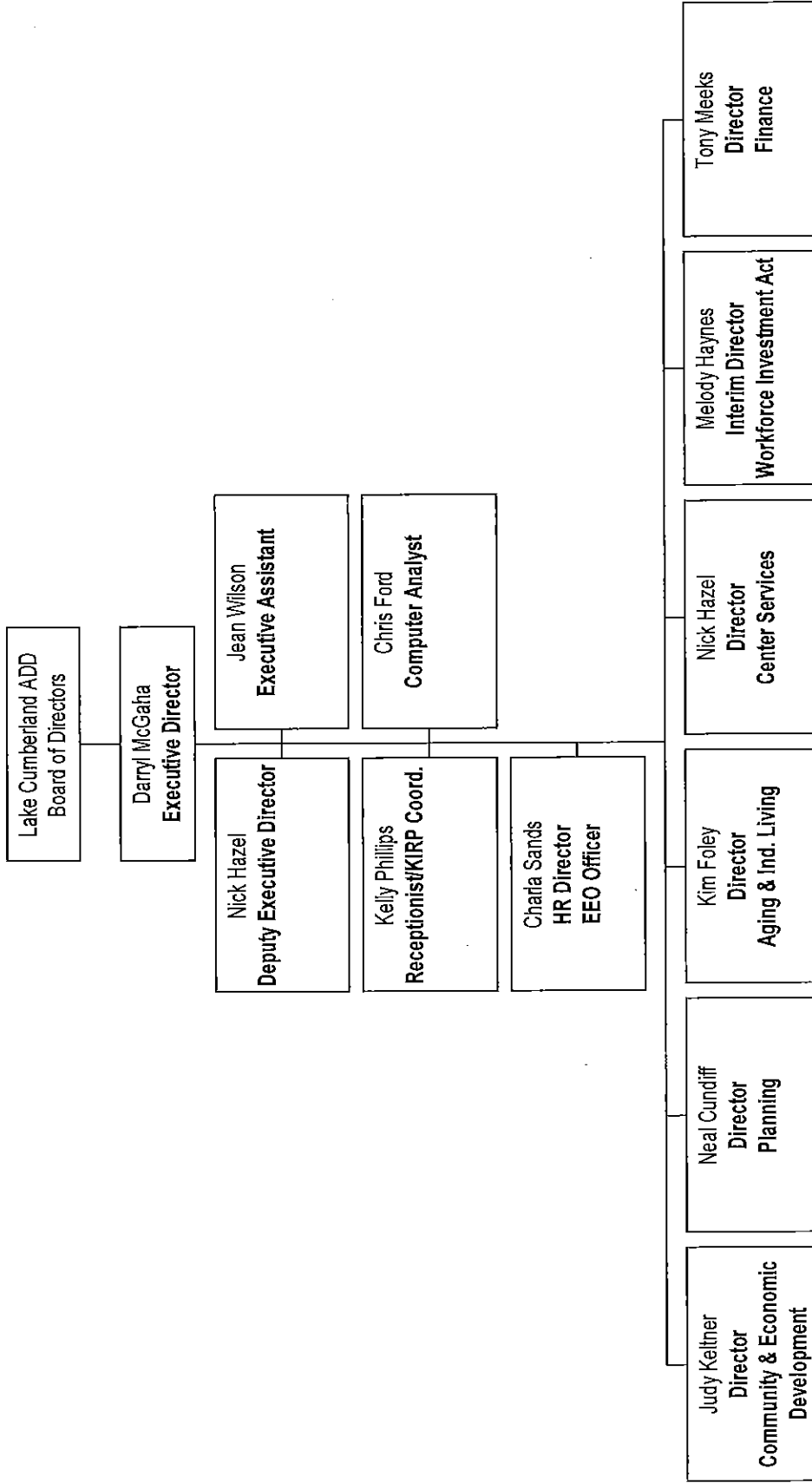
LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT

**Cost Allocation Plan
FY'2018**

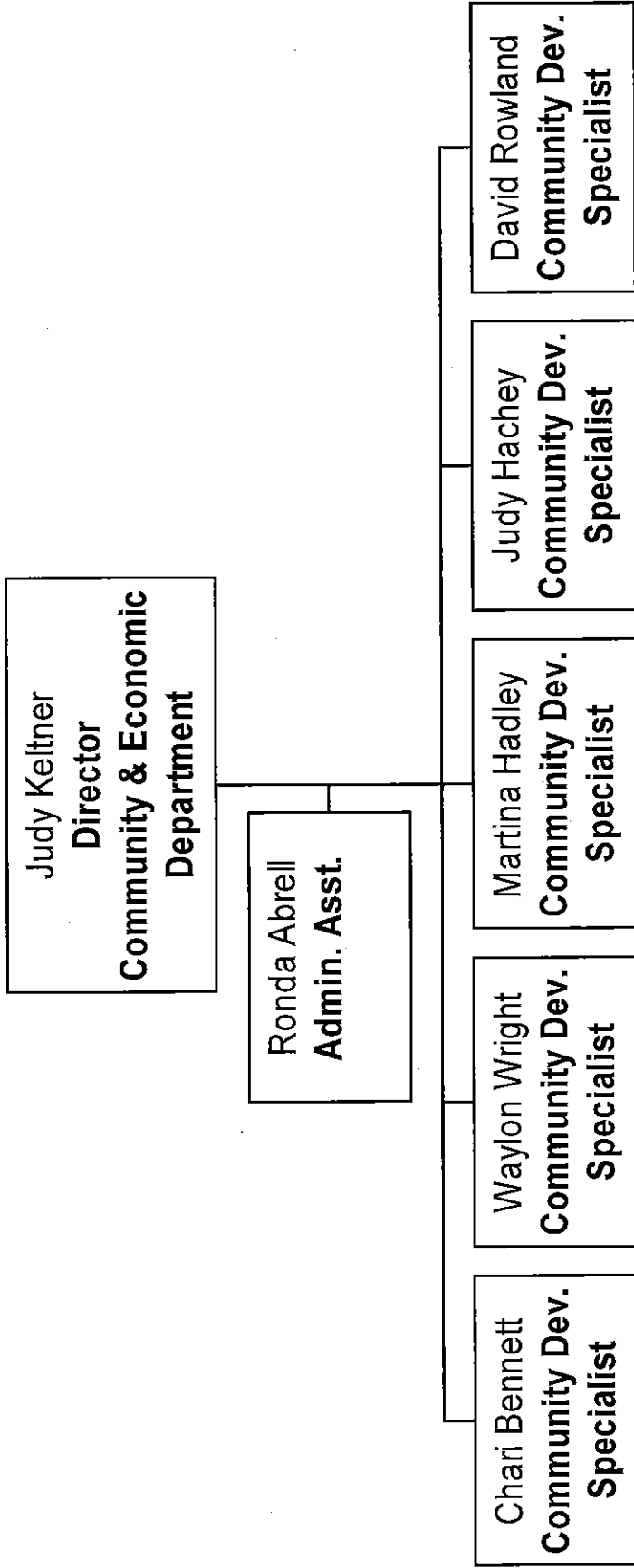
V. CAP Organizational Chart

The following pages are the Lake Cumberland Area Development District's Organizational Chart.

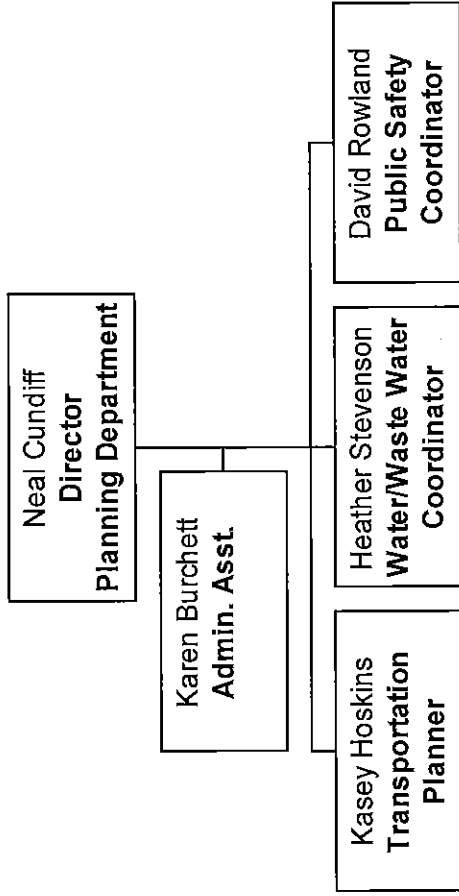
Lake Cumberland Area Development District Organizational Chart



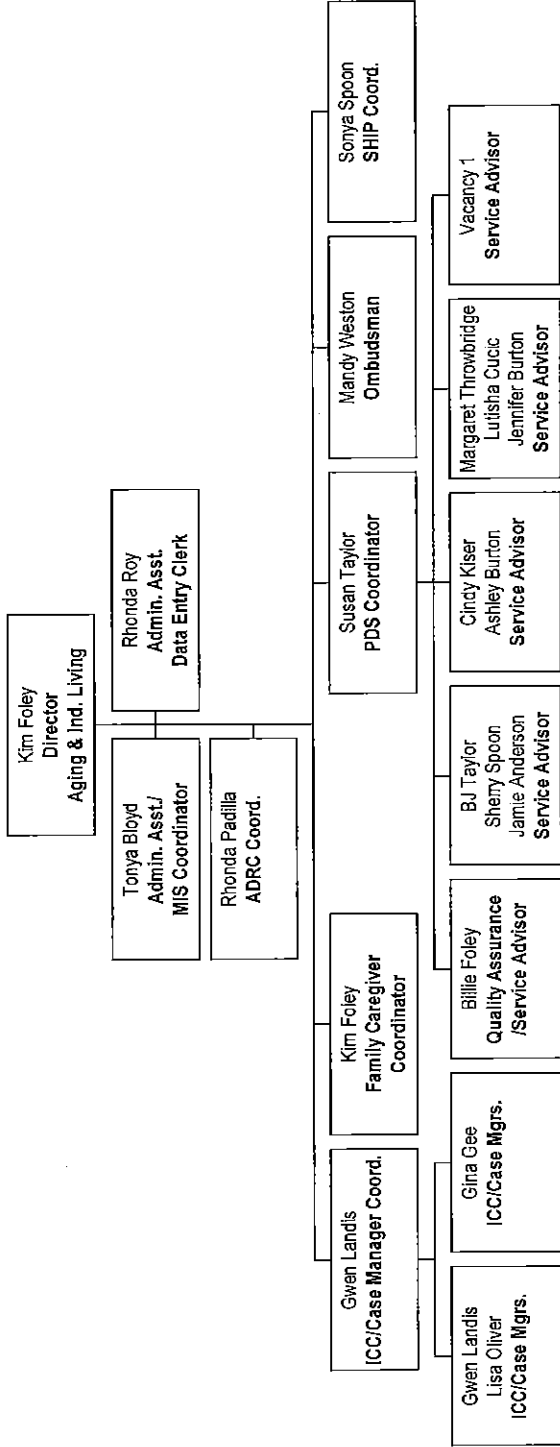
Community & Economic Development Department



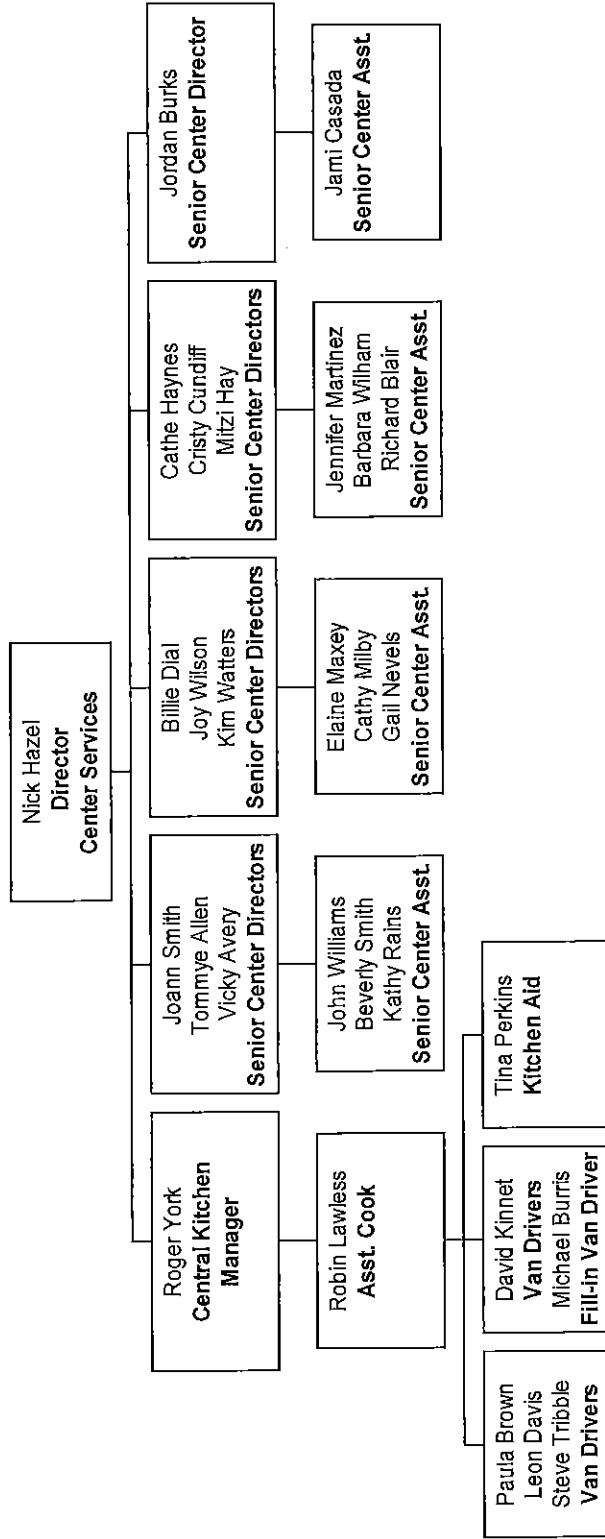
Planning Department



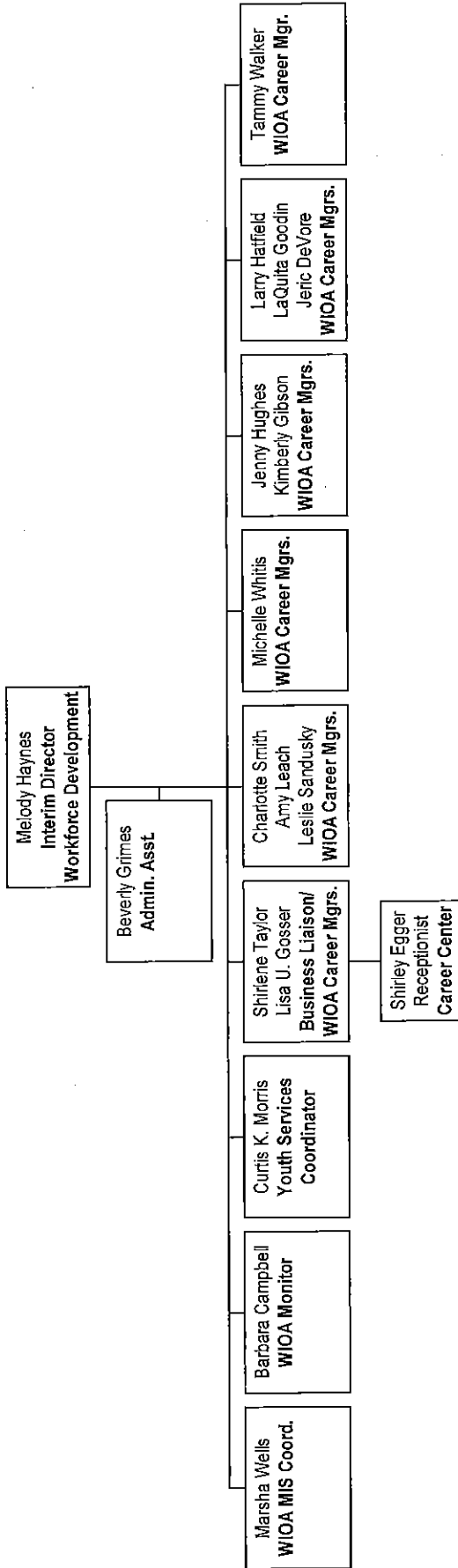
Aging & Independent Living Department



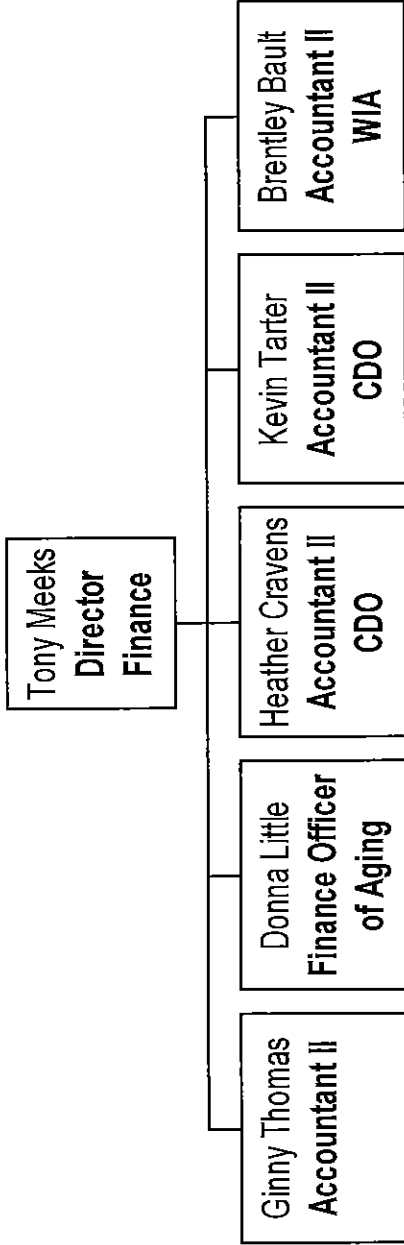
Center Services Department



Workforce Department



Finance Department



LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT

**Cost Allocation Plan
FY'2018**

VI. Certificate of Indirect Costs

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal FY 2018 to establish billing or final indirect costs for July 1, 2017 - June 30, 2018 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR part 200, Cost Principles for State, Local and Indian Tribal Governments (OMB Uniform Guidance). 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 agreements to which they are allocated in accordance with 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 and the Federal Government will be notified of any accounting changes that would affect the methodology.

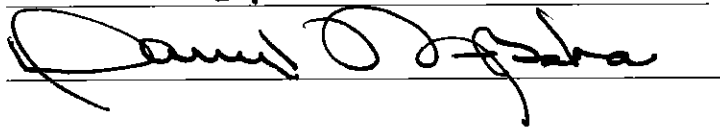
I declare that the foregoing is true and correct.

Governmental Unit: Lake Cumberland Area Development District

Name of Official: Darryl McGaha

Title: Executive Director

Date of Execution: 4/5/17

Signature: 

LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT

Cost Allocation Plan FY'2018

VII. Description of Costs Types and Methods Used to Distribute

In governmental accounting, the budget document is an integral part of the accounting system. Expenditures should not be made without budget authorization, and then not in excess of the budget limits. Therefore, the accounting system is designed so that actual transactions are measured against the budget at all times. The LCADD accounting system is devised with three basic premises in mind: 1) to provide the Department of Local Government (DLG) with information relative to federal requirements; 2) to provide Department of Local Government (DLG) with information relative to state requirements; and 3) provide the LCADD with information necessary for their internal administrative control.

Direct charges are defined in 2 CFR part 200 (OMB Uniform Guidance) as those charges that can be identified specifically with a particular cost objective (program element). These direct charges are charged to the grant in which they are incurred.

Shared costs are those incurred for a common or joint purpose benefitting more than one program element and not readily assignable to a program element specifically benefitting. LCADD's shared costs are distributed to the various programs according to the amount of salary/burden that is charged to each grant.

Below is a listing of the direct and shared costs as they apply to the LCADD. This listing and explanation subsequently is the Cost Allocation Plan.

1. Salary - All salaries of professional employees shall be charged as a direct charge to the program elements in which their work is performed.

2. Personnel Burden - All employee burden which can be specifically related to any employee whose salary is being charged as a direct charge shall also be charged as a direct cost.

3. Consultant Contracts - All contracted work directly related to specific program element shall be charged as a direct cost to the element in which they apply.

4. Printing and Publications - All printing and publications directly related to documents with a specific program element shall be charged as a direct cost to the particular program element. All miscellaneous printing and publication charges shall be charged as a shared cost.

5. Travel - All travel costs which are directly related to an employee whose salary is being charged as a direct cost shall be charged as a direct cost.

6. Holiday, Sick Leave and Vacation - All leave time related to an employee whose salary is being charged as a direct cost shall be charged as a direct charge.

7. Equipment Rental/Purchase - The purchase/rental of equipment may be charged as direct charge if specifically related to a particular program element. All other equipment costs shall be charged as a shared cost.

8. Other Categories - All communications, utilities, office rent, telephone, postage, supplies, and related expenditures, directly attributed to a specific program, shall be charged as a direct cost. All that is not attributed to a specific program shall be charged as a shared cost. Additional costs that may have for some unforeseen reason been omitted in the above listing, and not directly attributed to a specific program, shall be charged as shared cost unless otherwise prohibited by federal and/or state regulations.

9. All charges relating to the administrative staff of the District shall be budgeted, by category and line item, and will be charged to all program elements as a Shared Cost.

10. Programs not participating in the JFA administered by the LCADD - Programs administered by the Area Development District will be subjected to the same Cost Allocation Policy as the JFA participating agencies unless exceptions to the Policy are indicated in writing to the District. Through the assistance of the Department of Local Government (DLG), a comparable or consistent shared cost policy will be sought from the accepting funding agency.

Lake Cumberland Area Development District

Shared Cost Calculation For Year Ending June 30, 2016

Shared & Indirect Costs Applied

Personnel Compensation	323,035
Fringers Benefits	202,430
Travel	26,145
Equipment, Leases and Depreciation	77,343
Building Rentals	126,389
Utilities and Telephone	45,246
Janitorial	16,248
Dues, Fees and Subscriptions	30,925
Printing and Publications	4,349
Supplies	29,740
Insurance	50,724
Postage	1,034
Other	23,116

Total Shared & Indirect Costs \$ 956,724

Direct Salaries & Benefits

Salaries	2,287,564
Fringe Benefits	1,836,016

Total Direct Salary & Benefits \$ 4,123,580

Lake Cumberland Area Development District

Program Summary Statement

For Year Ending June 30, 2016

Program	Aging	CDO	JFA	Planning/KIA	RLF	Transportation	WIA	Other *	Total
Direct Salaries & Benefits	\$ 1,389,712	\$ 742,614	\$ 432,674	\$ 116,378	\$ 5,177	\$ 144,440	\$ 1,266,733	\$ 25,852	\$ 4,123,580
Other Direct Costs	\$ 788,163	\$ 69,851	\$ 8,664	\$ 9,942	\$ 1,292	\$ 3,425	\$ 210,336	\$ 32,506	\$ 1,124,179
Subgrantees and Contracts	\$ 613,504						\$ 2,314,283	\$ 446,214	\$ 3,374,001
Allocation (Shared)	\$ 324,141	\$ 173,669	\$ 99,187	\$ 27,072	\$ 1,113	\$ 32,794	\$ 292,678	\$ 6,070	\$ 956,724
Total Expenditures	\$ 3,115,520	\$ 986,134	\$ 540,525	\$ 153,392	\$ 7,582	\$ 180,659	\$ 4,084,030	\$ 510,642	\$ 9,578,484

* Other - Miscellaneous programs such as Leader in Me, Hazard Mitigation, CMRS, misc.