

Indirect Cost Rate Tool

2015-16 District/Charter School
Application submitted through 2014
Audsum

Indirect Cost Rate Application

An indirect cost rate is a means of determining in a reasonable manner the percentage of allowable general management costs that each federal grant should bear. Indirect costs are generally administrative costs such as the salaries and expenses for people who are engaged in administrative activities from which the entire LEA benefits.

- How does a LEA apply for an Indirect Cost Rate?
 - Beginning with 2013-14 Audsum submission, LEAs will apply for an Indirect Cost Rate as part of their annual Audsum submission.
 - Once the Independent Auditor has certified the expenditure data, access to a data entry tab at the top right of the screen will be available. Data collected on this form will be unaudited.



Data Entry (District)	Data Entry (School Based)	Data Entry (Reg Day Sch)	Questionnaire	Data Finalize & Certify	Data Edit Check
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2013~2014 Audit Summary

(DOE Administration User)

Data Status: **Not Certified** (By CPA)

Not Certified (By District)

You are logged in as DOE Administration Role with the following AudSum management menu:

- ▶ [DISTRICT PIN# AND LINKED STATUS](#)
- ▶ [CPA AUDITOR USER LIST](#)
- ▶ [SCHOOL DISTRICT USER \(Assigned by District WUA\) LIST](#)
- ▶ [DEFINE METHOD & RULES OF EDIT CHECK & VERIFICATION](#)
- ▶ [SUMMARY OF EDIT CHECK REPORT \(ALL DISTRICTS\)](#)
- ▶ [CERTIFICATION STATUS \(DISTRICT & CPA\)](#)



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INDIRECT COSTS: DISTRICT DATA ENTRY

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Fiscal Year: 2013~2014

CPA Certification Status of Audit Summary:

CERTIFIED

District Certification Status of Audit Summary:

UNCERTIFIED

District Certification Status of Indirect Costs:

UNCERTIFIED

Welcome to the 2015-16 Indirect Cost Rate Calculation tool. An indirect cost rate is a means of determining in a reasonable manner the percentage of allowable general management costs that each federal grant should bear. Indirect costs are generally administrative costs such as the salaries and expenses for people who are engaged in administrative activities from which the entire LEA benefits. The New Jersey Department of Education (the department) has, in cooperation with the U.S. Department of Education (US-DOE), developed an indirect cost proposal to be used by local education agencies (LEAs) in New Jersey. The department has been delegated the authority by the US-DOE to review indirect cost applications and to approve indirect cost rates for LEAs. In order to bill/recover indirect costs for a particular fiscal year, LEAs must obtain the departments indirect cost rate approval for that particular fiscal year. A new indirect cost rate must be obtained for each fiscal year and only be applied to those grants who allow such costs to be charged. For more information, please visit www.nj.gov/education/finance/fp/af/ Your Indirect Cost rate will be calculated based on the information that you provide below and on the FY14 Audit Summary. The rate will be delivered in a report in your School Aid Notices folder on the Homeroom at a later date.

Please enter the amounts then click on the "Save" button to submit data:

Function Object	Description	FY 2013-14 Amount	FY 2013-14 Audsum Value	Audsum Lines
230-100	General Admin. Salaries-Superintendent and Staff	500,000		
230-100	General Admin. Salaries-BOE and Staff exclusive to duties of the governing body (e.g. board of education or board of trustees)	0		
TOTAL	Must equal Audsum Line 45000	500,000	500,000	45000
230-530	General Administration - Communications: Communications/Telephone-except for Superintendent and Superintendent's Staff (entered below)	45,000		
230-530	General Administration - Communications: Communications/Telephone-Superintendent and Superintendent's Staff	5,000		
TOTAL	Must equal Audsum Line 45140	50,000	50,000	45140
251-330	Enter the Public Relations Costs Charged to Function Code 251 During Fiscal Year 2012-2013 (May not exceed Audsum Line 47020)	2,000	20,000	47020
	Please refer to the instructions for completion of the ICRT for a definition of normal terminal leave payments. Please select Yes from the dropdown table if normal terminal leave payments for unused sick time were made during the fiscal year. Those payments, in accordance with the Minimum Chart of			

The US DOE calculation requires expenditure details not otherwise available to the Department through current data collection methods:

The detailed data required to be collected on this tab consists of:

- General Administration 230-100
 - Segregation of salaries paid or accrued for the superintendent and general administration staff (account 230-100) from salaries paid to any employee whose duties (or a documented portion of duties/time spent) are exclusive to an elected or appointed board of education or board of trustees.
 - *For example, the salary paid to a board secretary whose documented duties are split between general administration (80%) and the board of education (20%). In this example, the total salary paid or accrued and were recorded and reported in Audsum line 45000 (account 230-100) must be split (80% and 20%) for entry into the respective data collection lines of the worksheet.*
 - Note: an edit will check that the amounts entered on these two lines sum to equal the amount reported on Audsum line 45000.



Login User: audsum

INDIRECT COSTS: DISTRICT DATA ENTRY

[Close the Window](#)

Fiscal Year: 2013~2014

CPA Certification Status of Audit Summary:

CERTIFIED

District Certification Status of Audit Summary:

UNCERTIFIED

District Certification Status of Indirect Costs:

UNCERTIFIED

Welcome to the 2015-16 Indirect Cost Rate Calculation tool. An indirect cost rate is a means of determining in a reasonable manner the percentage of allowable general management costs that each federal grant should bear. Indirect costs are generally administrative costs such as the salaries and expenses for people who are engaged in administrative activities from which the entire LEA benefits. The New Jersey Department of Education (the department) has, in cooperation with the U.S. Department of Education (US-DOE), developed an indirect cost proposal to be used by local education agencies (LEAs) in New Jersey. The department has been delegated the authority by the US-DOE to review indirect cost applications and to approve indirect cost rates for LEAs. In order to bill/recover indirect costs for a particular fiscal year, LEAs must obtain the departments indirect cost rate approval for that particular fiscal year. A new indirect cost rate must be obtained for each fiscal year and only be applied to those grants who allow such costs to be charged. For more information, please visit www.nj.gov/education/finance/fp/af/ Your Indirect Cost rate will be calculated based on the information that you provide below and on the FY14 Audit Summary. The rate will be delivered in a report in your School Aid Notices folder on the Homeroom at a later date.

Please enter the amounts then click on the "Save" button to submit data:

Function Object	Description	FY 2013-14 Amount	FY 2013-14 Audsum Value	Audsum Lines
230-100	General Admin. Salaries-Superintendent and Staff	500,000		
230-100	General Admin. Salaries-BOE and Staff exclusive to duties of the governing body (e.g. board of education or board of trustees)	0		
TOTAL	Must equal Audsum Line 45000	500,000	500,000	45000
230-530	General Administration - Communications: Communications/Telephone-except for Superintendent and Superintendent's Staff (entered below)	45,000		
230-530	General Administration - Communications: Communications/Telephone-Superintendent and Superintendent's Staff	5,000		
TOTAL	Must equal Audsum Line 45140	50,000	50,000	45140
251-330	Enter the Public Relations Costs Charged to Function Code 251 During Fiscal Year 2012-2013 (May not exceed Audsum Line 47020)	2,000	20,000	47020
	Please refer to the instructions for completion of the ICRT for a definition of normal terminal leave payments. Please select Yes from the dropdown table if normal terminal leave payments for unused sick time were made during the fiscal year. Those payments, in accordance with the Minimum Chart of			

- General Administration-Communications 230-530
 - Segregation of General Administration-Communications (account 230-530) expenditures between amounts attributed to the superintendent and general administrative staff, and all other cost centers.
 - *For example, expenditures paid and accrued for telephone and other communications expense totals \$10,500 (Audsum line 45140). Using a reasonable/consistently applied allocation method, management determines that 10% is allocable to the superintendent and general administrative staff, and 90% is allocable to all other cost centers. In this example, the total communications costs paid and accrued recorded and reported in Audsum line 45140 (account 230-530) must be split (10% and 90%) for entry into the respective data collection lines of the worksheet.*
 - *Please maintain a record of your actual allocation methodology and amount(s) for possible audit.*
 - Note: an edit will check that the amounts entered on these two lines sum to equal the amount reported on *Audsum* line 45140.

- Public Relations Costs 251-300

- Determine whether any Public Relations Costs have been paid or accrued and charged to Audsum line 47020 (account 251-330).
- *For example, Audsum reports \$52,000 on line 47020, and management determines that \$15,000 of that amount is Public Relations Costs. In this example, the amount determined to be public relations (\$15,000) must be entered into the available line of the worksheet.*
- *Please maintain a record of your actual allocation/expenditure methodology and amount(s) for possible audit.*
- Note: an edit will check that the amounts entered on this line do not exceed the amount reported on Audsum line 47020.

- **Severance Pay for terminated employees**
(not applicable to a “mass or abnormal severance”)
 - Determine whether the LEA actually made a payment during fiscal year 2013-14 to a separating employee(s) for unused sick time or unused vacation pay.
 - The Indirect Cost Rate Calculation treats compensation due to severance differently than compensation paid under normal terms and thus must be segregated.
 - Please select “YES” or “NO” from the available screen selectors.
 - If “YES” is selected, the dropdown menu will appear and the “FY2013-14 Amount” column will open for data entry.
 - If no separation from employment payments representing unused sick time or unused vacation pay were made during the 2013-14 fiscal year, select “NO” and all data entry cells will be locked.

Superintendent and Superintendent's Staff (entered below)					
230-530	General Administration - Communications: Communications/Telephone-Superintendent and Superintendent's Staff		5,000		
TOTAL	Must equal Audsum Line 45140		50,000	50,000	45140
251-330	Enter the Public Relations Costs Charged to Function Code 251 During Fiscal Year 2012-2013 (May not exceed Audsum Line 47020)		2,000	20,000	47020
----->	Please refer to the instructions for completion of the ICRT for a definition of normal terminal leave payments. Please select Yes from the dropdown table if normal terminal leave payments for unused sick time were made during the fiscal year. Those payments, in accordance with the Minimum Chart of Accounts, were posted to Unallocated Employee Benefits in account number 11-000-XXX-290 in the school district or charter school general ledger. Selecting Yes opens the relevant cell for data entry. If Yes is selected, please enter the aggregate total amount paid for normal terminal leave payment for unused sick time to district/charter school employees except for those employees whose regular wages were charged to function codes 230 (Support Services General Administration), 251 (Central Services), and 252 (Administrative Information Technology) into the single cell corresponding to 291-290 on the ICRT. Selecting No blocks data entry into that same cell. Edits are in place to ensure the amount entered doesn't exceed the Audsum amount displayed in column 4.	YES			
291-290	Unallocated Employee Benefits Representing Payments of Unused Sick Time Pursuant to a Normal Retirement - Other Employee Benefits (Posted to 11-000-XXX-290)	<input type="button" value="SELECT"/> <input checked="" type="button" value="YES"/> <input type="button" value="NO"/>	0	555,000	53220 + 54220 + 55220 + 56220 + 58220 + 59220 + 59720 + 60220 + 60720 + 61220 + 61720 + 62720 + 63220 + 63720 + 64720 + 65720 + 66720 + 67220 + 68220 + 69220 + 70220 + 71220
----->	Please refer to the instructions for completion of the ICRT for a definition of normal terminal leave payments. Please select Yes from the dropdown table if normal terminal leave payments for unused vacation time were made during the fiscal year. Those payments, in accordance with the Minimum Chart of Accounts, were posted to the same general ledger account as the employees regular gross wages. If Yes is selected the data entry cells become accessible. Those payments must be separated from regular wages. Please enter the amount paid during the fiscal year for unused vacation leave attributable to normal turnover attributable to unused vacation pay posted to the listed function codes (100, 330, 211, 213, 216, 217, 218, 219, 221, 222, 223, 240, 26X) and object codes (101-199) (salaries/wages) in the data entry columns provided. Edits are in place to ensure the amounts entered do not exceed the Audsum amounts displayed in column 4. Selecting No blocks data entry into those same cells.	YES			
100-1XX	Instruction Regular Programs: Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	100,000	2000 + 2080 + 2100 + 2120 + 2140 + 2160 + 2180 + 2500 + 2520 + 3000
100-1XX	Instruction Special Education: Normal Terminal Leave Payments Except Sick Time (Do Not		0	200,000	3500 + 3520 + 4000 + 4020 + 4500 + 4520 + 5000 + 5020 + 5500 + 5520 + 6000 + 6020 + 6500 + 6520 + 7000 + 7020 + 7500 + 7520 + 8000 + 8020 +

- Unallocated Employee Benefits representing payments of unused sick time pursuant to a normal retirement- Other Employee Benefits (11-000-XXX-290)- Enter the cost incurred for gross payments posted to XXX-290 for normal terminal leave payments for unused sick time. The entry may not exceed the sum of the multiple Audsum lines indicated on the form.
- Unused Vacation Time Payments made at separation of service must be segregated from the employee's total reported regular wages. Total wages are shown under the FY2013-14 Audsum value as charged to each function code (11-XXX-100-1XX). Enter the amount of terminal leave cost incurred for each function code. The entry may not exceed the sum of the Audsum lines indicated on the form.

----->	<p>payments, in accordance with the Minimum Chart of Accounts, were posted to the same general ledger account as the employees regular gross wages. If Yes is selected the data entry cells become accessible. Those payments must be separated from regular wages. Please enter the amount paid during the fiscal year for unused vacation leave attributable to normal turnover attributable to unused vacation pay posted to the listed function codes (100, 330, 211, 213, 216, 217, 218, 219, 221, 222, 223, 240, 26X) and object codes (101-199) (salaries/wages) in the data entry columns provided. Edits are in place to ensure the amounts entered do not exceed the Audsum amounts displayed in column 4. Selecting No blocks data entry into those same cells.</p>	YES			
100-1XX	Instruction Regular Programs: Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		1,000	100,000	2000 + 2080 + 2100 + 2120 + 2140 + 2160 + 2180 + 2500 + 2520 + 3000
100-1XX	Instruction Special Education: Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		500	200,000	3500 + 3520 + 4000 + 4020 + 4500 + 4520 + 5000 + 5020 + 5500 + 5520 + 6000 + 6020 + 6500 + 6520 + 7000 + 7020 + 7500 + 7520 + 8000 + 8020 + 8500 + 8520 + 9260 + 9280 + 9500 + 9520 + 9540 + 10000 + 10020
100-1XX	Instruction Basic Skills/Remedial: Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	0	11000+11020
100-1XX	Instruction Bilingual Education: Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		1,000	10,000	12000+12020
100-1XX	Instruction Vocational Programs - Local: Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		1,000	20,000	13000 + 13020 + 14000 + 14020 + 15000 + 15020
100-1XX	Instruction School-Sponsored Co-/Extra-curricular Activities (401): Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	0	17000
100-1XX	Instruction School-Sponsored Athletics (402): Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	25,000	17500
100/200 1XX	Instruction Other Instructional Programs(403-425): Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	30,000	19000 + 19020 + 19040 + 19060 + 19500 + 20000 + 20020 + 20040 + 20060 + 20500 + 21000 + 21020 + 21040 + 21060 + 21500 + 22000 + 22020 + 22040 + 22060 + 22500 + 23000 + 23020 + 23040 + 23060 + 23500 + 25000
330-1XX	Instruction Community Services Programs/Operations: Normal Terminal Leave Payments Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	40,000	27000
211-1XX	Undistributed Expenditure Attendance and Social Work Services -Normal Term. Leave Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	45,000	29500 + 29520 + 29540 + 29560 + 29580
213-1XX	Undistributed Expenditure Health Services -Normal Term. Leave Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	50,000	30500 + 30520
216-1XX	Undistributed Expenditure Speech, OT, PT and Related Services -Normal Term. Leave Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		500	55,000	40500

- Statement of Assurance

- The Chief School Administrator and the School Business Administrator must thoroughly review the statement of assurance.
- Once reviewed, enter the name of the Chief School Administrator, the name of the School Business Administrator, and the email address and phone number for the designated contact person.
- Saving and submitting the form via the “Certify Indirect Cost Application” button will serve as the acknowledgement and receipt of district assurance.

240-1XX	Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		1,500	30,000	46000 + 46020 + 46040 + 46060
26X-1XX	Undistributed Expenditure Operations and Maintenance of Plant Services (Required Maintenance, Custodians, Grounds, Security) -Normal Term. Leave Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	500,000	48500 + 49000 + 49020 + 50000 + 51000
270-1XX	Undistributed Expenditure Student Transportation Services -Normal Term. Leave Except Sick Time (Do Not Include Terminal Leave Payments Related to a Mass Termination Offer):		0	150,000	52000 + 52020 + 52040 + 52060 + 52080

Statement of Assurance: By submitting the requested Supplemental Data Collection for General Administrative Salaries, General Administrative Communications, Central Services Public Relations, and Normal Terminal Leave Costs Including Paid Unused Sick Time, we acknowledge having reviewed that information which will be utilized by the New Jersey Department of Education (DOE) along with our previously submitted fiscal year July 1, 2013 through June 30, 2014 Audsum data to calculate the district's 2014-15 Indirect Cost Rate(s), and we hereby certify the following: (1) The information contained herein has been prepared in accordance with the instructions issued by NJ DOE and conforms to the criteria in OMB Circular A-87, and is correct to the best of our knowledge and belief. (2) No costs other than those incurred by this agency have been included in the indirect cost rate application. (3) The same costs that have been treated as indirect costs have not been and will not be claimed as direct costs. Similar types of costs have been accorded consistent treatment. (4) All expenditures detailed on the application form have been made, and records supporting them have been maintained and are available for audit.

Certification Information

Chief School Administrator

Last Name:

First Name:

Name of School Business Administrator/Board Secretary

Last Name:

First Name:

Email:

Contact Telephone Number: (000-000-0000)

Telephone Ext(optional):

- If at any time, the Audsum data certified by the independent auditor and/or management needs to be de-certified, corrected, and re-certified, the Indirect Cost Rate information entered will be saved, although the indirect cost tab will also need to be re-certified.



Login User: audsum

INDIRECT COSTS: DISTRICT DATA ENTRY

[Close the Window](#)

Fiscal Year: 2013~2014



CPA Certification Status of Audit Summary:
CERTIFIED
District Certification Status of Audit Summary:
UNCERTIFIED
District Certification Status of Indirect Costs:
CERTIFIED

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Please enter the amounts then click on the "Save" button to submit data:

			FY 2013-14	FY 2013-14	Audsum
Function Object	Description		Amount	Audsum Value	Lines
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230-100	General Admin. Salaries-BOE and Staff exclusive to duties of the governing body (e.g. board of education or board of trustees)		0		
TOTAL	Must equal Audsum Line 45000		500,000	500,000	45000
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	Please refer to the instructions for completion of the ICRT for a definition of normal terminal leave payments. Please select Yes from the dropdown table if normal terminal				

- Once the tab is complete, the district can continue with the Certification of Audsum by the District.
- Unrestricted and Restricted Indirect Cost Rates will be calculated using the FY14 Audsum Data supported by the data collection and will be distributed in the Spring of 2015.

- Detailed instructions and additional information about the calculation and use of Indirect Cost Rate(s) can be found at:
<http://www.state.nj.us/education/finance/fp/af/indirect/>
- Questions?
indirectcostrate@doe.state.nj.us