

Indirect Cost Rate Proposal (ICRP) Additional Costs Workbook

**To Establish an Indirect Cost Rate for
School Year 2019-2020 (State Fiscal Year '20)**

LEA Information and Certification of Additional Costs

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

1. As per Uniform Guidance §200.333 Retention requirements for records - All records and documentation supporting the indirect cost allocation plan will be retained for a period of three years after the last day of the fiscal year (school year) to which the proposal applies or until audited, whichever occurs sooner.
 2. The LEA's accounting records are maintained in accordance with Module 1, Financial Accounting and Reporting, of TEA's Financial Accountability System Resource Guide, and I have included all costs identified as governmental funds and food service enterprise funds, if applicable.
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I declare that the foregoing is true and correct to the best of my knowledge:

Name of LEA:

County District Number:

Name of Primary Contact
Completing Worksheet:

Title:

Phone Number:

Email:

Date:

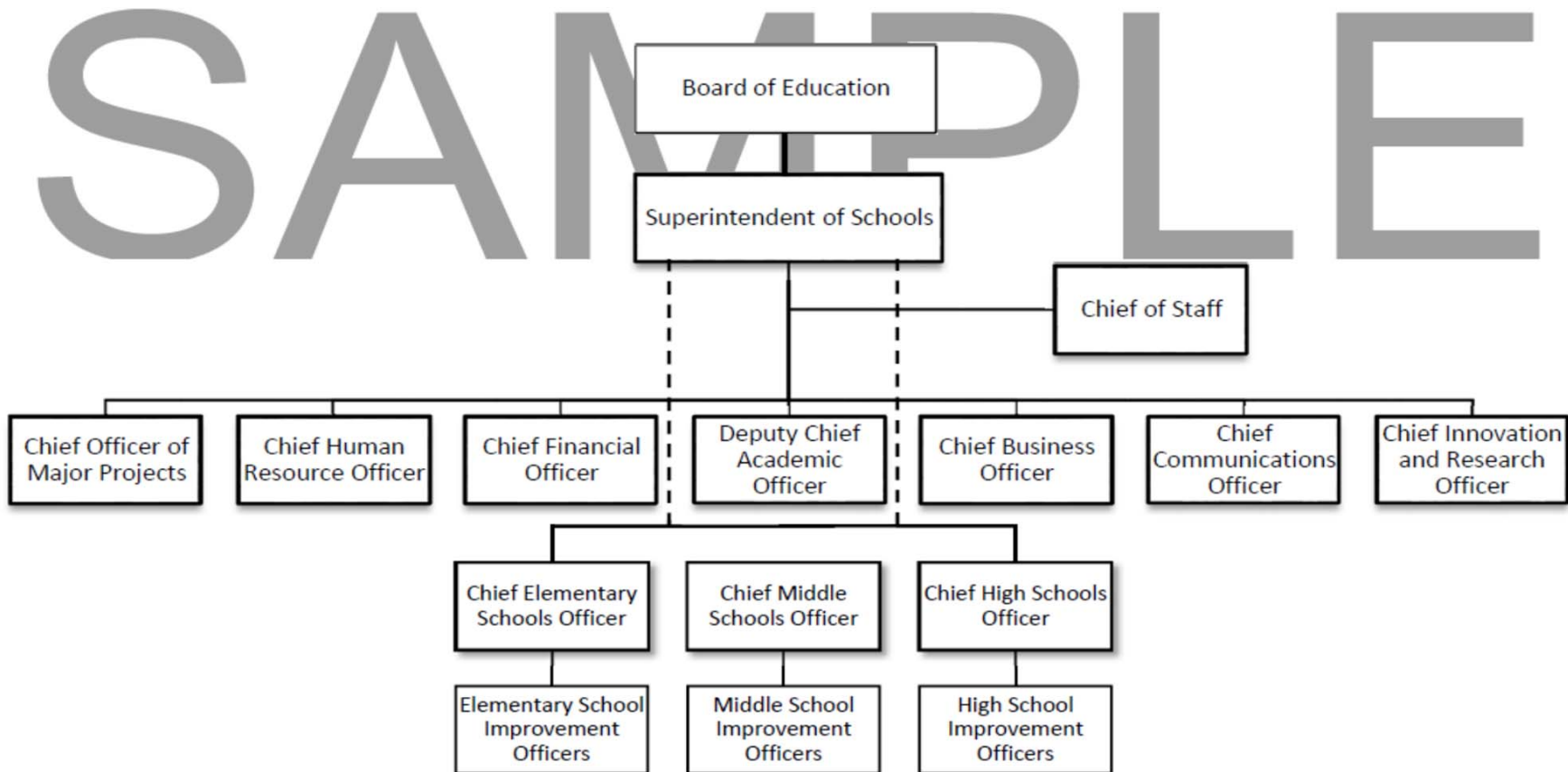
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Organizational Chart Requirement

Below is an example of the kind of organizational chart that ISDs must submit for fiscal year 2018 to be included in the ICRP. The organizational chart must support the positions itemized on the Additional Costs FY 18 worksheet.

Sample Organizational Chart



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Organizational Chart Requirement

Please insert/paste ISD's organizational chart for fiscal year 2018 (school year 2017-2018) below the line. Note: If your org chart is a PDF, open the PDF> Save As> Save as type: JPEG. Then from this Excel tab, go to Insert (next to Home)> Pictures> Select org chart JPEG file you just saved. You may also use the Snipping Tool to snip and paste the org chart here:

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Additional Costs Worksheet (To be completed by LEA) - FY 2018 Financial Information

Function 41 - General Governance and Direct Costs							
Organization Code:				702	703	720	
Fund	Function	Obj	Description	School Board	Tax Office Costs	Direct Costs	TOTAL
100	41	6100	Payroll Costs <i>(exclude obj 6144)</i>				\$ -
100	41	6200	Prof/Contract Services				\$ -
100	41	6300	Supplies/Materials				\$ -
100	41	6400	Other Operating				\$ -
200	41	6100	Payroll Costs <i>(exclude obj 6144)</i>				\$ -
200	41	6200	Prof/Contract Services				\$ -
200	41	6300	Supplies/Materials				\$ -
200	41	6400	Other Operating				\$ -
300	41	6100	Payroll Costs <i>(exclude obj 6144)</i>				\$ -
300	41	6200	Prof/Contract Services				\$ -
300	41	6300	Supplies/Materials				\$ -
300	41	6400	Other Operating				\$ -
400	41	6100	Payroll Costs <i>(exclude obj 6144)</i>				\$ -
400	41	6200	Prof/Contract Services				\$ -
400	41	6300	Supplies/Materials				\$ -
400	41	6400	Other Operating				\$ -
ALL	41	ALL	Totals:	\$ -	\$ -	\$ -	\$ -

TRS On-Behalf payments AND/OR Medicare Part D Payments									
Fund	Obj	Fund Description	Function 1X	Function 2X	Function 3X	Function 4X	Function 5X	Function 6X	TOTAL
100	6144	General Funds							\$ -
200	6144	Special Revenue Funds							\$ -
300	6144	Special Revenue Funds							\$ -
400	6144	Special Revenue Funds							\$ -
ALL	6144	Totals:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Food and Milk Costs of Food Service Program				
Fund	Obj	Fund Description	Function 3X	TOTAL
100	6341	General Funds		\$ -
200	6341	Special Revenue Funds		\$ -
300	6341	Special Revenue Funds		\$ -
400	6341	Special Revenue Funds		\$ -
ALL	6341	Totals:	\$ -	\$ -

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Additional Costs Worksheet (To be completed by LEA) - FY 2018 Financial Information

Depreciation Expense Amounts	
Enter the depreciation amounts as listed	AMOUNT
Total Depreciation charged to Governmental Funds	

Payments to Fiscal Agent/Member Districts of Shared Services Arrangements (SSAs)								
REQUIRED QUESTION		Did the LEA make payments to a fiscal agent and/or member district of an SSA funded with federal grant funds from FN 93?						
		Select answer from pull-down list ↓						
Payments to Fiscal Agents/Member Districts of SSAs								
Fund	Function	Object	Name of SSA	CFDA #	Begin Date	End Date	Amount	
Paid with Federal Funds								
	93	649X					\$ -	
	93	649X					\$ -	
	93	649X					\$ -	
	93	649X					\$ -	
	93	649X					\$ -	
	93	649X				Total:	\$ -	
The CFDA# is REQUIRED - This number is the Catalog of Federal Domestic Assistance federal number and identifies the Federal Grant which funds the SSA. If there is not a CFDA #, the item is not funded with a federal grant.								

Federal Subrecipient Items - Federal Subgrants and Federal grant pass-through funds (report only federal funds)									
REQUIRED QUESTION		Did the school district distribute federal grant funds as a subgrant or as federal grant pass-through funds?							
		Select answer from pull-down list ↓							
Federal Subgrants									
Fund	Function	Obj	Payee	Description	CFDA #	Begin Date	End Date	Amount	
Select	Select	Select						\$ -	
Select	Select	Select						\$ -	
Select	Select	Select						\$ -	
Select	Select	Select						\$ -	
Select	Select	Select						\$ -	
Other Federal Grant Pass-Through Funds									
Fund	Function	Obj	Payee	Description	CFDA #	Begin Date	End Date	Amount	
Select	Select	Select						\$ -	
Select	Select	Select						\$ -	
Select	Select	Select						\$ -	
Select	Select	Select						\$ -	
Select	Select	Select						\$ -	

The CFDA# is REQUIRED - This number is the Catalog of Federal Domestic Assistance federal number and identifies the Federal Grant which funds the subrecipient item. If there is not a CFDA #, it is not a subrecipient item.

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Additional Costs Worksheet (To be completed by LEA) - FY 2018 Financial Information

Terminal Leave							
REQUIRED QUESTION		Did the LEA make payments to one or more departing employees for terminal leave?				If YES - Complete this section, detail the items below.	
		Select answer from pull-down list ↓					
Fund	Function	Object	Location of Employee	Job Title of Employee	Name of Employee	Nature of Employee (Direct or Indirect)	Amount of Payment
Select	Select	Select				Select	\$ -
Select	Select	Select				Select	\$ -
Select	Select	Select				Select	\$ -
Select	Select	Select				Select	\$ -
Select	Select	Select				Select	\$ -
Select	Select	Select				Select	\$ -
Select	Select	Select				Select	\$ -
Select	Select	Select				Select	\$ -
Select	Select	Select				Select	\$ -
Select	Select	Select				Select	\$ -