Department:	Center for Disease Research
Org Code:	991B
Fiscal Year:	2012
Date:	01/18/11
Service Center Name:	Lab Testing Services
Brief Description:	Provide lab tests and analysis by machine hours

PLEASE READ: Highlighted cells designate areas for original data input.

Do not enter data into unhighlighted cells -- these fields automatically fill in from the input on the supporting tabs or are formulas that automatically calculate.

	Rate 1 INTERNAL	Rate 2 INTERNAL	Rate 3 EXTERNAL (Index No.)	Rate 4 EXTERNAL (Index No.)	TOTAL ALL RATES (= BUDGET)
(Descrip, such as Fed, Non-Fed, Labor, etc.)	**991xxx**				
EXPENSES					
1. Direct Costs					
Salaries & Wages	$ 27,600	$ -	$ -	$ -	$ 27,600
Fringe Benefits	8,970	-	-	-	8,970
Materials & Supplies	6,394	-	-	-	6,394
Costs of Goods Sold					-
Maintenance Contracts	20,600	-	-	-	20,600
Other (please specify) *(travel, repairs, etc.)*	-	-	-	-	-
Total Direct Costs	**$ 63,564**	**$ -**	**$ -**	**$ -**	**$ 63,564**
2. Operating Reserve (<= 16.67% direct costs) *	-	-	-	-	-
3. Equipment Depreciation	8,929	-	-	-	8,929
Total Expense to be Recovered	**$ 72,493**	**$ -**	**$ -**	**$ -**	**$ 72,493**
4. Subsidies, Deficit, Surplus	(7,650)	-	-	-	(7,650)
Net Expense to be Recovered	**$ 64,843**	**$ -**	**$ -**	**$ -**	**$ 64,843**
5. Annual Utilization					
Machine hours	1,064				1,064
6. Calculated Billing Rate (rounded up nearest $)	**$ 61**	**$ -**	**$ -**	**$ -**	
REVENUES					
7. External (Cash, Check, or Credit types)			$ -	$ -	$ -
8. Internal (charged to a UNM Index)	$ 64,904	$ -			$ 64,904
Total Revenue	$ 64,904	$ -	$ -	$ -	$ 64,904

FY12 Notes

Projected in FY12 a 15% increase in lab test requests; FY11 925 * 1.15 = 1,064 machine hours

Approved, Controller ______________________ **Date** ______________

Department: Center for Disease Research
Org Code: 991B
Fiscal Year: 2012
Date: 01/18/11
Service Center Name: Lab Testing Services

Service Center Personnel Worksheet

input areas

				Amount Allocated to:							
				Rate 1		Rate 2		Rate 3		Rate 4	
% of Time	**Title / Description**	**Annual Salary**	**Salary Allocated**	**%**	**$**	**%**	**$**	**%**	**$**	**%**	**$**
60%	Lab Tech	$ 32,000.00	$ 19,200.00	100%	$ 19,200.00		$ -		$ -		$ -
30%	Lab Tech	28,000.00	8,400.00	100%	8,400.00		-		-		-
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Total Salaries & Wages Allocated		**$ 60,000.00**	**$ 27,600.00**		**$ 27,600.00**		**$ -**		**$ -**		**$ -**

(Note: It is not necessary to list individual personnel. You can list, for example, 5 lab techs, 4 admin support, etc.)

FY12 Assumption - % time in ISC to increase due to 15% increase for service in FY12
Change Lab Techs to 60% and 30%

Department: Center for Disease Research
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Fiscal Year: 2012
Date: 01/18/11
Service Center Name: Lab Testing Services

Note: If your employees are postdoctoral fellows, or graduate or undergraduate students, their benefit percentage will need to be adjusted.

Service Center Fringe Benefits Worksheet

input areas

				Amount Allocated to:							
				Rate 1		Rate 2		Rate 3		Rate 4	
% of Time	Title / Description	Total Fringe Benefits	Amount of Fringe Allocated	%	$	%	$	%	$	%	$
60%	Lab Tech	$ 10,400.00	$ 6,240.00	100%	$ 6,240.00	0%	$ -	0%	$ -	0%	$ -
30%	Lab Tech	$ 9,100.00	2,730.00	100%	2,730.00	0%	-	0%	-	0%	-
	0	$ -	-	0%	-	0%	-	0%	-	0%	-
	0	$ -	-	0%	-	0%	-	0%	-	0%	-
	0	$ -	-	0%	-	0%	-	0%	-	0%	-
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Total Benefits & Benefits Allocated		**$ 19,500.00**	**$ 8,970.00**		**$ 8,970.00**		**$ -**		**$ -**		**$ -**

Note: FY11 - check FY11 Budget Guidelines for Fringe % based on salary range.
Use the % in the cell formula under the Total Fringe Benefits column.

Department: Center for Disease Research
Org Code: 991B
Fiscal Year: 2012
Date: 01/18/11
Service Center Name: Lab Testing Services

Listing of Materials and Supplies

input areas

		Amount Allocated to:							
		Rate 1		Rate 2		Rate 3		Rate 4	
Description of Material / Supply	**Total Amount**	**%**	**$**	**%**	**$**	**%**	**$**	**%**	**$**
Office supplies	230.00	100%	$ 230.00		$ -		$ -		$ -
Overnight delivery	350.00	100%	350.00		-		-		-
Lab supplies- replacement lightbulbs, glass slides,	5,814.00	100%	5,814.00		-		-		-
lens cleaners, etc.			-		-		-		-
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Total Materials and Supplies Allocated	**$ 6,394.00**		**$ 6,394.00**		**$ -**		**$ -**		**$ -**

Note: Changed lab supplies based on FY11 projection of $5,056 times FY12 15% increase in ISC demand = $5,814

Department: Center for Disease Research
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Date: 01/18/11
Service Center Name: Lab Testing Services

Maintenance Contracts

input areas

		Amount Allocated to:							
		Rate 1		Rate 2		Rate 3		Rate 4	
Description of Maintenance Contract	**Total Amount**	**%**	**$**	**%**	**$**	**%**	**$**	**%**	**$**
Acme 1 Year service contract	$ 25,200.00	50%	$ 12,600.00		$ -		$ -		$ -
5% increase from FY11 ($24,000 x 1.05)			-		-		-		-
Specialized Equipment Repair (SER) Co. - repair costs	8,000.00	100%	8,000.00		-		-		-
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Total Maintenance Contracts Allocated	**$ 33,200.00**		**$ 20,600.00**		**$ -**		**$ -**		**$ -**

FY12 Assumption - Acme Company to increase 5% for FY12; $24,000 x 1.05 = $25,200
Note: SER Fy11 repair costs to Tissue Analyzer was $7,289; projecting $8,000 in FY12

Department: Center for Disease Research
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Fiscal Year 2012
Date: 01/18/11
Service Center Name: Lab Testing Services

Other Direct Costs

input areas

		Amount Allocated to:							
		Rate 1		Rate 2		Rate 3		Rate 4	
Description of Other Direct Costs	**Total Amount**	**%**	**$**	**%**	**$**	**%**	**$**	**%**	**$**
			$ -		$ -		$ -		$ -
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Total Other Direct Costs Allocated	**$ -**		**$ -**		**$ -**		**$ -**		**$ -**

Department:	Center for Disease Research
Org Code:	991B
Fiscal Year:	2012
Date:	01/18/11
Service Center Name:	Lab Testing Services

Depreciable Life -- Full Year Convention

3 years - Computers and Peripherals	Equipment that quickly becomes technologically obsolete
5 years - Autos and Med Equip	Equipment with a relatively short service life (medical equipment, light-duty autos)
7 years - Class A Equipment	Machines/Equipment/Instrumentation (with integral photographic/electronic parts)
10 years - Class B Equipment	Machines/Equipment/Instrumentation (with incidental electronic parts such as computerized lathes, polarizing microscopes)
15 years - Class C Equipment	Machines/Equipment/Instrumentation (manual, durable -- sanders, welders, heavy-duty tractors, furn & fix, storage & prefab bldgs)

CAPITAL Equipment Depreciation for Service Center Operation (Only Equipment > $5,001)

NOTE: Do not depreciate capital equipment that is beyond its depreciable life (refer to FFIMAST in Banner)

input areas

Tag No.	Charged to Index No.	Type of Funding (I&G, Pub Svc, Fed, etc.)	Org Code	PO No.	Acquisition Date	Vendor	Description of Equipment	Total Cost	% for this SC	Depreciable Life (enter # only) (see above)	Annual Replacement Cost
UNM028abc	981xxx	Non-endowed	981A	P0007947	02/26/06	Acme Med Equip Inc	Lab Sequencer T100	$ 125,000.00	50%	7	$ 8,928.57
UNM026ltz	981xxx	Grant	981A		03/24/03	ABC Research Equip	Tissue Analyzer	160,300.00	50%	7	11,450.00
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							Total	**$ 285,300.00**			**$ 20,378.57**

Note: Clinical Operations uses the equipment the other 50% of time.
The Tissue Analyzer equipment, UNM Tag UNM026ltz, has been fully depreciated. Shows $0 in Banner FFIMAST.

Department: Center for Disease Research
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Fiscal Year: 2012
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Equipment Allocation

input areas

Tag No.	Total Depreciation Amount	Amount Allocated to: Rate 1 %	Rate 1 $	Rate 2 %	Rate 2 $	Rate 3 %	Rate 3 $	Rate 4 %	Rate 4 $
UNM028abc	$ 8,928.57	100%	$ 8,928.57		$ -		$ -		$ -
UNM026ltz	11,450.00		-		-		-		-
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Total	**$ 20,378.57**		**$ 8,928.57**		**$ -**		**$ -**		**$ -**

Note: The Tissue Analyzer equipment, UNM Tag UNM026ltz, has been fully depreciated. Shows $0 in Banner FFIMAST.

Department: Center for Disease Research
Org Code: 991B
Fiscal Year: 2012
Date: 01/18/11
Service Center Name: Lab Testing Services

Sources of External Revenue

input areas

		Amount Allocated to:							
		Rate 1		Rate 2		Rate 3 (External)		Rate 4 (External)	
Description of External User	Total Revenue	%	$	%	$	%	$	%	$
							$ -		$ -
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Total External Revenue	$ -						$ -		$ -

Note: There is no external revenue for this ISC.

Department: Center for Disease Research
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Subsidies (enter as a negative) and Prior Year Deficit (enter as positive) / Surplus (enter as negative)

input areas

Description	Index No. of Subsidizing Agent	Total Subsidy Amount	Amount Allocated to: Rate 1 %	Rate 1 $	Rate 2 %	Rate 2 $	Rate 3 (External) %	Rate 3 (External) $	Rate 4 (External) %	Rate 4 (External) $
FY11 10% Deficit Total Oper Exp		$ 5,320.00	100%	$ 5,320.00		$ -		$ -		$ -
see attached worksheet				-		-		-		-
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Total Subsidiary Revenue		$ 5,320.00		$ 5,320.00		$ -		$ -		$ -

Note: The 10% deficit of $5,320 will be added to the FY12 billing rate
to reduce the deficit during FY12.
The excess deficit of $3,880 will be reviewed/analyzed during June 2011
before FY11 year ends. At that time any material excess deficit will be
subsidized by another fund.

FY11 projected yearend:

Revenues	$	44,000	
Operating Expenses	$	53,200	
Net activity	-$	9,200	deficit
10% of Operating Expenses	$	5,320	
Excess deficit	-$	3,880	