PLEASE READ: Highlighted cells designate areas for original data input. Center for Disease Research Department: 991B Org Code: 2012 Fiscal Year: Do not enter data into unhighlighted cells - these fields automatically fill in from the 01/18/11 input on the supporting tabs or are formulas that automatically calculate. Date: Service Center Name: **Lab Testing Services** Provide lab tests and analysis by machine hours **Brief Description:** Rate 2 Rate 3 Rate 4 TOTAL Rate 1 INTERNAL **INTERNAL EXTERNAL EXTERNAL** ALL (Index No.) (Index No.) **RATES** 991xxx (= BUDGET) (Descrip, such as Fed, Non-Fed, Labor, etc.) **EXPENSES** 1. Direct Costs 27,600 27.600 Salaries & Wages 8,970 8,970 Fringe Benefits 6,394 6,394 Materials & Supplies Costs of Goods Sold 20,600 20,600 Maintenance Contracts Other (please specify) (travel, repairs, etc.) \$ 63,564 **Total Direct Costs** 63,564 2. Operating Reserve (<= 16.67% direct costs) * 8,929 8,929 3. Equipment Depreciation 72,493 72,493 Total Expense to be Recovered

REVENUES

7. External (Cash, Check, or Credit types)

6. Calculated Billing Rate (rounded up nearest \$)

Total Revenue

8. Internal (charged to a UNM Index)

4. Subsidies, Deficit, Surplus

5. Annual Utilization

Machine hours

\$ 64,904

\$

(7,650)

64,843

1,064

64,904

\$ -\$ - \$

\$ -\$ -

\$	-
\$	64,904
\$	64,904

(7,650)

64,843

1.064

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

Approved, Controller

Date

Net Expense to be Recovered

 Org Code:
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 2012

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 01/18/11

Service Center Name: Lab Testing Services

Service Center Personnel Worksheet

	input areas			Amount Allocated to:										
	•	-00	mining in section		Rate 1		Rate 2		Rate 3	5 1 5 8 /	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%

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 2012

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 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	8.505(0)	Rate 2		Rate 3		Rate 4		
% of Time	Title / Description		otal Fringe Benefits	Amount of Fringe Allocated	%	\$	%	\$	%	\$	%	\$		
60%	Lab Tech	\$	10,400.00		100%				0%	\$ -	0%	\$ -		
30%	Lab Tech	\$	9,100.00	2,730.00	100%	2,730.00			0%	-	0%	-		
		\$	-	-	0%	-	0%		0%	-	0%			
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		\$		-	0%		0%		0%		0%	•		
То	tal Benefits & Benefits Allocated	_	19,500.00	\$ 8,970.00	076	\$ 8,970.00	 	\$ -	076	\$ -	078	\$ -		

Note: FY11 - check FY11 Budget Guidelines for Fringe % based on salary range.

Use the % in the cell formula under the Total Fringe Benefits column.

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 2012

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Service Center Name: Lab Testing Services

Listing of Materials and Supplies

input areas

					Ar	nount Al	located 1	to:		
			Rate 1		Rate 2			Rate 3	testom also de stant	Rate 4
Description of Material / Supply	Total Amount	%	\$	%		\$	%	\$	%	\$
ffice supplies	230.00	100%	\$ 230.00		\$	•		\$	•	\$
vernight delivery	350.00	100%	350.00			-			•	
ab supplies- replacement lightbulbs, glass slides,	5,814.00	100%	5,814.00						-	
lens cleaners, etc.			-			-			-	
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Total Materials and Supplies Alloc	ated \$ 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

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 2012

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Service Center Name: Lab Testing Services

Maintenance Contracts

input areas

		Amount Allocated to:										
		THE SELECT	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 \times 1.05 = $25,200$ Note: SER Fy11 repair costs to Tissue Analyzer was \$7,289; projecting \$8,000 in FY12

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 2012

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Service Center Name: Lab Testing Services

Other Direct Costs

input areas

	Î					An	nount Al	ocated t	:o:				
		450,50	Rate	1		Rate 2			Rate 3		Rate 4		
Description of Other Direct Costs	Total Amount	%		\$	%		\$	%	\$		%		\$
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Total Other Direct Costs Alloca	ated \$ -		\$	-		\$	-		\$	-		\$	-

Department:

Center for Disease Research

Org Code:

991B

Fiscal Year:

2012

Date:

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Service Center Name: Lab Testing Services

Depreciable Life -- Full Year Convention

Debiecianie rii	e Full Teal Collvellion
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	Machines/Equipment/Instrumentation (with incidental electronic parts such as computerized
Equipment	lathes, polarizing microscopes)
15 years - Class C	Machines/Equipment/Instrumentation (manual, durable sanders, welders, heavy-duty
Equipment	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	Type of Funding (I&G, Pub Svc, Fed, etc.)	Org Code	PO No.	Acquisi- tion 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	DNA 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.

 Org Code:
 991B

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 2012

 Date:
 01/18/11

Service Center Name: Lab Testing Services

Equipment Allocation

input areas

					Amount Al	located t	o:		
	Total		Rate 1		Rate 2		Rate 3	Buffa	Rate 4
Tag No.	Depreciation Amount	%	\$	%	\$	%	\$	%	\$
UNM028abc	\$ 8,928.57	100%	\$ 8,928.57		\$ -		\$ -		\$ -
UNM026ltz	11,450.00	0%	-		<u>-</u>		<u>-</u>		
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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.

 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	15000	Rate 2	Rate	3 (External)	R	late 4 (External)			
Total Revenue	%	\$	%	\$	%	\$	%	\$			
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	Total Revenue	Total Revenue %		Total Revenue % \$ %	Total Revenue % \$ % \$	Total Revenue % \$ % \$ % \$ \$ % \$ \$ \$ \$	Total Revenue Rate 1 Rate 2 Rate 3 (External) S S S S S S S S S S S S S S S S S S	Total Revenue Rate 1 Rate 2 Rate 3 (External) S S			

Note: There is no external revenue for this ISC.

Department:

Center for Disease Research

Org Code:

991B

Fiscal Year:

2012

Date:

01/18/11

Service Center Name:

Lab Testing Services

Subsidies (enter as a negative) and Prior Year Deficit (enter as positive) / Surplus (enter as negative)

input areas

	Index No. of					Amount Allo	ocated to	:		
	Subsidizing	Total Subsidy		Rate 1	50100	Rate 2	Rate	3 (External)	Rate	4 (External)
Description	Agent	Amount	%	\$	%	\$	%	\$	%	\$
FY11 Excess of 10% Surplus		\$ (7,650.00)	100%	\$ (7,650.00)		\$ -		\$ -		\$ -
see attached worksheet				-		<u>-</u>		-		
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Total S	ubsidiary Revenue	\$ (7,650.00)		\$ (7,650.00)		\$ -		\$ -		\$ -

Note: The 10% surplus of \$4,250 will be left in the FY11 projection for now. It will be reviewed/analyzed again after FY11 yearend (August 15th). The \$7,650 will be deducted from the FY12 billing rate to reduce that amount of surplus during FY12.

FY11 projected yearend:

 Revenues
 \$ 54,400

 Operating Expenses
 \$ 42,500

 Net activity
 \$ 11,900

 surplus

 10% of Operating Expenses
 \$ 4,250

 Excess surplus
 \$ 7,650