

**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.**

(Descrip, such as Fed, Non-Fed, Labor, etc.)	Rate 1 INTERNAL 991xxx	Rate 2 INTERNAL	Rate 3 EXTERNAL (Index No.)	Rate 4 EXTERNAL (Index No.)	TOTAL ALL RATES (= BUDGET)
<b>EXPENSES</b>					
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) <i>(travel, repairs, etc.)</i>	-	-	-	-	-
<b>Total Direct Costs</b>	<b>\$ 63,564</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,564</b>
2. Operating Reserve (<= 16.67% direct costs) *	-	-	-	-	-
3. Equipment Depreciation	8,929	-	-	-	8,929
<b>Total Expense to be Recovered</b>	<b>\$ 72,493</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,493</b>
4. Subsidies, Deficit, Surplus	(7,650)	-	-	-	(7,650)
<b>Net Expense to be Recovered</b>	<b>\$ 64,843</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,843</b>
5. Annual Utilization <i>Machine hours</i>	1,064				1,064
6. Calculated Billing Rate (rounded up nearest \$)	\$ 61	\$ -	\$ -	\$ -	
<b>REVENUES</b>					
7. External (Cash, Check, or Credit types)			\$ -	\$ -	\$ -
8. Internal (charged to a UNM index)	\$ 64,904	\$ -			\$ 64,904
<b>Total Revenue</b>	<b>\$ 64,904</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,904</b>

**FY12 Notes**

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

Approved, Controller

Date

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**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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<b>Total Salaries &amp; Wages Allocated</b>		<b>\$ 60,000.00</b>	<b>\$ 27,600.00</b>		<b>\$ 27,600.00</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>

(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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**Listing of Materials and Supplies**

input areas

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

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

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**Maintenance Contracts**

input areas

Description of Maintenance Contract	Total Amount	Amount Allocated to:							
		Rate 1		Rate 2		Rate 3		Rate 4	
		%	\$	%	\$	%	\$	%	\$
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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<b>Total Maintenance Contracts Allocated</b>	<b>\$ 33,200.00</b>		<b>\$ 20,600.00</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>

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



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**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	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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<b>Total</b>								<b>\$ 285,300.00</b>			<b>\$ 20,378.57</b>

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.



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**Equipment Allocation**

input areas

Tag No.	Total Depreciation Amount	Amount Allocated to:							
		Rate 1		Rate 2		Rate 3		Rate 4	
		%	\$	%	\$	%	\$	%	\$
UNM028abc	\$ 8,928.57	100%	\$ 8,928.57		\$ -		\$ -		\$ -
UNM026ltz	11,450.00	0%	-		-		-		-
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<b>Total</b>	<b>\$ 20,378.57</b>		<b>\$ 8,928.57</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>

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





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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 2		Rate 3 (External)		Rate 4 (External)	
			%	\$	%	\$	%	\$	%	\$
FY11 Excess of 10% Surplus		\$ (7,650.00)	100%	\$ (7,650.00)		\$ -		\$ -		\$ -
see attached worksheet				-		-		-		-
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<b>Total Subsidiary Revenue</b>		<b>\$ (7,650.00)</b>		<b>\$ (7,650.00)</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>

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