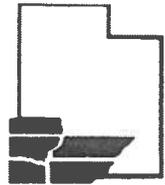


Five County Association of Governments

1070 West 1600 South, Building B
St. George, Utah 84770

Fax (435) 673-3540



SOUTHWEST UTAH

Post Office Box 1550
St. George, Utah 84771

Office (435) 673-3548

**** M E M O R A N D U M ****

TO: FINANCE COMMITTEE MEMBERS

FROM: COMMISSIONER MIKE DALTON, CHAIR

DATE: APRIL 13, 2016

SUBJECT: FINANCE COMMITTEE MEETING

A meeting of the Finance Committee is scheduled for **Wednesday, April 20, 2016 beginning at 12:30 p.m.**

The meeting will be held at the:

**IRON COUNTY SCHOOL DISTRICT OFFICE; CONFERENCE ROOM B;
LOCATED AT 2077 WEST ROYAL HUNTE DRIVE, CEDAR CITY, UTAH.**

The attached materials are provided to assist you in preparing for our meeting. Please review the materials and address any questions or concerns to Bryan D. Thiriot. This will allow time to research your questions or concerns prior to the Finance Committee meeting.

I look forward to meeting with you in Cedar City at 12:30 p.m.

Enclosures

BEAVER

GARFIELD

IRON

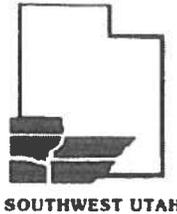
KANE

WASHINGTON

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1070 West 1600 South, Building B
St. George, Utah 84770

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Post Office Box 1550
St. George, Utah 84771

Office (435) 673-3548

**** AGENDA ****

FINANCE COMMITTEE MEETING WEDNESDAY, APRIL 20, 2016 - 12:30 P.M.

**MEETING LOCATION:
IRON COUNTY SCHOOL DISTRICT OFFICE, CONFERENCE ROOM B
2077 WEST ROYAL HUNTE DRIVE, CEDAR CITY, UTAH**

(PLEASE NOTE MEETING LOCATION AND TIME)

PLEDGE OF ALLEGIANCE

- I. MINUTES - REVIEW AND APPROVE**
 - A. DECEMBER 30, 2015 MEETING**
 - B. JANUARY 13, 2016 MEETING**

- II. FY2017 BUDGET**
 - A. FRINGE BENEFIT PACKAGE**
 - B. COST-OF-LIVING ADJUSTMENT**
 - C. COUNTY PARTICIPATION - LEGAL COUNSEL**
 - D. INDIRECT COST ALLOCATION PLAN**

- III. COUNTY RESOURCE MANAGEMENT PLANNING CONTRACTS**

- IV. OTHER BUSINESS**

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 435-673-3548. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162

BEAVER

GARFIELD

IRON

KANE

WASHINGTON

AGENDA ITEM #I-A.

MINUTES

FINANCE COMMITTEE MEETING

December 30, 2015 - 10:00 a.m.

Five County Association of Governments, Conference Room
1070 West 1600 South, Building B, St. George, Utah

MEMBERS IN ATTENDANCE

Commissioner Dale Brinkerhoff, Chair
Commissioner Dell LeFevre
Commissioner Jim Matson
Commissioner Victor Iverson

REPRESENTING

Iron County Commissioner Representative
Garfield County Commissioner Representative
Kane County Commissioner Representative
Washington County Commissioner

MEMBERS VIA TELEPHONE

Commissioner Mike Dalton, Vice-Chair
Beaver County Commissioner Representative

OTHERS IN ATTENDANCE

Bryan Thiriot
Allison McCoy
Gary Zabriskie
Jo Seegmiller
Diane Lamoreaux

Five County Association of Governments
Five County Association of Governments

Commissioner Dale Brinkerhoff, Chair, called the meeting to order and welcomed those in attendance. It was noted that a quorum was present for conduct of business.

I. APPROVAL OF MINUTES - NOVEMBER 18, 2015

Commissioner Dale Brinkerhoff, Chair, referenced minutes of November 18, 2015 included in the meeting packet for discussion and consideration.

MOTION WAS MADE BY COMMISSIONER VICTOR IVERSON TO APPROVE MINUTES OF THE NOVEMBER 18, 2015 MEETING OF THE FINANCE COMMITTEE AS WRITTEN. THE MOTION WAS SECONDED BY COMMISSIONER DALE BRINKERHOFF. MOTION CARRIED BY UNANIMOUS VOTE, WITH COMMISSIONER MIKE DALTON VOTING AYE VIA TELEPHONE.

II. 2015 AUDIT REPORT

Mr. Chad Michaeli, Hafen, Buckner, Everett & Graff, reviewed the audit report with committee members. He noted that an unmodified opinion is provided after review and performing specific procedures. Page three of the report contains the management discussion and analysis. Pages 4-5 provide a quick synopsis of things provided by Five County over the past year. This year new accounting standards had to be implemented when performing the audit. A large amount of changes in the standards were reflective of the Utah State Retirement System and the AOG having to assume some more liability for future retirees. Page 10 was referenced as the deferred outflow of resources and assets

which was used to defer some of the liability for benefits that will be used in the future. A total liabilities and assets plan was provided to assist auditors in dividing up the liability between agencies. A pension liability of \$770,000 is estimated to cover future employee retirement. Page 11 contains the net position at the end of the fiscal year which is less than last year because of the pension liability. The fiduciary type of financial statements begins on page 16 to include the Revolving Loan Fund, SUPAC and Down Payment Assistance programs. These funds are not actually owned by the AOG but the funds are administered by staff at the AOG. The audit footnotes are contained on pages 19 through 32 and are provided to help explain numbers in the audit. Extra footnotes are provided because of the retirement liability issue. The fiscal year budget was set at \$8.2 million and the actual budget was \$6.9 million. Page 34 contains a 10-year synopsis of retirement contributions paid by the AOG on behalf of employees. Combining statements for each cost center with budget to actual are presented in the next section to depict how budgets performed during the fiscal year. The single audit check begins on page 84 and includes a government compliance and control letter outlining how programs performed under government standards. This includes the A-133 letter for federal funds received and disbursed. A separate report will be submitted to the single audit clearinghouse as well. The statement of federal expenditure awards is contained on page 89-90.

A summary of federal programs which were examined on page 91 includes the Mutual Self-Help, Weatherization, HEAT and Community Services Block Grant programs. The audit is required to examine 25% of the federal funding received by the organization. Programs receiving over \$300,000 in federal funding must be examined every third year. There was one finding under the Mutual Self-Help program for neglecting to use the federal suspension and debarment process for screening vendors for this program. Staff did not check and/or document if vendors were on this list. Mr. Michaeli explained that page 94 provides followup on the Community Services Block Grant (CSBG) program findings from the previous year audit to ensure that these problems were corrected. The issues with client eligibility for the CSBG program have been corrected. Aging programs were examined in the previous audit as part of the state funding compliance, but there were no state programs which needed to be examined this fiscal year. There were no state findings and/or issues during this budget year. However, the Association of Governments is still out of compliance with posting information on the Utah Public Finance website. Ms. Allison McCoy indicated that a local CPA is in the process of writing a program to facilitate moving information from the AOG accounting system over to the Utah Public Finance website. It is anticipated that this software program will be available for use sometime in January to facilitate this process.

Mr. Michaeli referred to the back of the report which contains a letter to management which is signed by the firm. Hafen, Buckner, Everett and Graff is an independent 3rd party that is enlisted to perform the audit in terms of compliance with state and federal requirements. State agencies have the ability to request more specific information and the firm helps to facilitate and answer questions that these agencies may have.

MOTION WAS MADE BY COMMISSIONER JIM MATSON, SECONDED BY COMMISSIONER DELL LEFEVRE, TO ACCEPT THE FY 2015 AUDIT FOR THE FIVE COUNTY ASSOCIATION OF GOVERNMENTS AS PRESENTED. MOTION CARRIED UNANIMOUSLY WITH COMMISSIONER MIKE DALTON VOTING AYE VIA TELEPHONE.

III. FIVE COUNTY AOG - AMEND PURCHASING & PROCUREMENT POLICY

Mr. Gary Zabriskie explained that the previous purchasing policy for Five County was approved in April 2003 mainly for purchase of supplies, equipment and other types of purchases. This policy did not include the hiring of consultant services for data collection and other types of services. Due to the involvement of the AOG with the county resource management plans, it is necessary to modify the policy to include purchasing and procurement to cover professional consulting services. Commissioner Jim Matson mentioned that Kane County reviewed state code in depth in the process of developing their policy. Mr. Zabriskie indicated that he utilized the Kane County policy to assist in amending the policy for Five County. The amended policy includes noncompetitive sole source for contracts less than \$20,000 to select qualified firms and/or individuals in consultation with the Executive Director and the Finance Committee. This will include the designation of the contract duration. Procurement is competitive between \$20,000 and \$40,000 where several firms are contacted to provide a formal quote based on initial criteria of contract amount, expectations and time frame. Formal bids will be required utilizing a Request for Qualifications (RFQ) for purchases and/or services over \$40,000. Commissioner Mike Dalton suggested utilizing \$19,999 and \$20,000 to \$39,999 rather than how it is currently written. The amended policy provides flexibility in selecting firms and/or individuals for specific work to be performed.

MOTION WAS MADE BY COMMISSIONER JIM MATSON, SECONDED BY COMMISSIONER DELL LEFEVRE TO APPROVE THE AMENDMENT TO THE FIVE COUNTY PURCHASING AND PROCUREMENT POLICY AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE, WITH COMMISSIONER MIKE DALTON VOTING AYE VIA TELEPHONE.

Chairman Brinkerhoff proceeded to Agenda Item #5.

V. STAFF UPDATES

A. COUNTY RESOURCE MANAGEMENT PLANNING (CRMP)

Mr. Bryan Thiriot provided a brief update regarding the Five County and Six County joint effort with planning staff to compile a consultant pool for development of the county resource management plans. A workshop for writers will be held in early January. A meeting will be held on January 8th to discuss consultant recommendations for presentation to the Finance Committee on January 13th for their approval.

IV. WEATHERIZATION PROGRAM STATUS REPORT

Chairman Brinkerhoff reviewed the course of action regarding the Weatherization Manager that have been ongoing since October when the employee was placed on administrative leave. Initial letters were received from 6-7 former employees of the AOG outlining issues with the program and management. Employee morale within the weatherization crew has been very bad for some time and there has been a high turn-over in employees. The issue has been complicated because of a very good evaluation that was completed for this

individual one year ago. In working with the Washington County Attorney and their Human Resource Director, the long list of problems and issues has been reviewed extensively. Members of the Finance Committee have reviewed and discussed the various issues in depth over the past few months. Notice was provided to all staff members at the Association that the use of agency vehicles for personal use is prohibited. The Washington County Attorney's office and Human Resource Director have concluded that there is not sufficient grounds for termination at this point and the employee must be afforded the opportunity to right his wrongs. The Association of Governments does not have legal counsel or funding for litigation. Therefore the recommendation is to bring the employee back to work in his supervisor position without changing the job description or salary. When he is brought back to work, the employee will be required to work at the St. George Office and from 8:00 a.m. to 5:00 p.m., Monday through Friday. He will have to use his personal vehicle to travel from Cedar City to St. George. Ms. Jo Seegmiller, Human Resource Director, and Mr. Bryan Thiriote will be required to develop a corrective plan of action for the employee. The employee will be written up for the violations, and he will be under the director supervision of Mr. Thiriote. The job status and expectations need to be reviewed very thoroughly with the employee. He will be required to work in St. George for at least a month to get things in order.

Chairman Brinkerhoff recommended a new job description and title of Operations Manager for Ms. Danna Alvey, to include a \$1.00 per hour wage increase. It is also recommended that a wage market analysis be completed to determine where Five County weatherization employee wages compare with other weatherization workers. Staff was instructed to develop a new job description for Danna Alvey. Instructions were provided to Mr. Thiriote to proceed with a salary survey for the remaining weatherization employees. The position held by Scott Bolander needs to be re-examined and reclassified to inventory and quality control rather than the current classification of Weatherization Coordinator. A new job description for this position will need to be developed. The entire weatherization department will need to be reorganized and job descriptions will need to be evaluated and modified as applicable. The job shift for Ms. Alvey will need to occur prior to bringing the Weatherization Manager back to work. Commissioner Victor Iverson indicated that there will need to be meticulous documentation on the employees performance once he returns to work. The process outlined must be followed very carefully with documentation to back up progress and/or problems in complying with the corrective action plan. Commissioner Mike Dalton pointed out that the employee is being brought back under the same title, job description and salary. The only change would be the work station located at the St. George office. Some of the items in the corrective action plan would include development of policies and procedures for the weatherization department, obtaining a contractor license, working in the field to weatherize homes, etc. Monthly performance reviews would be appropriate to monitor progress. This all needs to be included in the corrective action with very specific expectations outlined.

Committee members suggested that Five County use this as a learning experience and contract with an outside firm to re-write the policies and procedures. As per the Finance Committee request, Mr. Bryan Thiriote will provide a copy of the letter prior to sending it out to the employee. The Washington County Human Resource office will be reviewing the letter as well. Members cautioned staff to make sure that requiring the employee to drive in his own vehicle to St. George is something that can be done under the current policies and procedures. It was pointed out that the employee would need to communicate with Ms.

Danna Alvey, who as Operations Manager would carry out the work details with the crew. If the employee creates a hostile work environment in anyway, he would need to be written up with specific documentation. If the behavior persists over a period of time and it is documented, then appropriate actions could be taken.

MOTION WAS MADE BY COMMISSIONER DELL LEFEVRE, SECONDED BY COMMISSIONER JIM MATSON, TO APPROVE THE NEW TITLE, JOB DESCRIPTION AND APPROXIMATE \$1.00 PER HOUR INCREASE FOR MS. DANNA ALVEY AS OPERATIONS MANAGER. THIS ACTION WILL OCCUR PRIOR TO DELIVERY OF THE LETTER REINSTATING THE WEATHERIZATION MANAGER. MOTION CARRIED BY UNANIMOUS VOTE, WITH COMMISSIONER MIKE DALTON VOTING AYE VIA TELEPHONE.

VI. OTHER BUSINESS

Mr. Bryan Thiriot reported that the Utah Local Governments Trust has requested time on the next Steering Committee agenda to discuss Five County's departure from the Trust. Committee members agreed that this would not be something that they would entertain. Commissioner Dale Brinkerhoff indicated that he would be happy to discuss this decision with representatives of the Trust via telephone.

MOTION TO ADJOURN WAS MADE BY COMMISSIONER VICTOR IVERSON, SECONDED BY COMMISSIONER DELL LEFEVRE. MOTION CARRIED BY UNANIMOUS VOTE, WITH COMMISSIONER MIKE DALTON VOTING AYE VIA TELEPHONE.

The meeting adjourned 11:00 a.m.

AGENDA ITEM #I-B.

MINUTES

FINANCE COMMITTEE MEETING

January 13, 2016 - 1:30 p.m.

Five County Association of Governments, Conference Room
1070 West 1600 South, Building B, St. George, Utah

MEMBERS IN ATTENDANCE

Commissioner Dale Brinkerhoff, Chair
Commissioner Mike Dalton, Vice-Chair
Commissioner Victor Iverson

REPRESENTING

Iron County Commissioner Representative
Beaver County Commissioner Representative
Washington County Commissioner

MEMBERS VIA TELEPHONE

Commissioner Jim Matson

Kane County Commissioner Representative

MEMBERS NOT IN ATTENDANCE

Commissioner Dell LeFevre

Garfield County Commissioner Representative

OTHERS IN ATTENDANCE

Bryan Thiriot
Allison McCoy
Diane Lamoreaux

Five County Association of Governments
Five County Association of Governments
Volunteer

Commissioner Dale Brinkerhoff, Chair, called the meeting to order and welcomed those in attendance. It was noted that a quorum was present for conduct of business.

I. COUNTY RESOURCE MANAGEMENT PLANNING PROFESSIONAL(S) CONSULTING SERVICES SELECTION

Mr. Bryan Thiriot reported that meetings were held in Beaver last Friday to discuss information gathering to assist in selecting consultants to assist with county resource management plans. A potential consultant pool was presented for the following individuals/firms that will be contacted to obtain a Request for Qualifications: **1) Jim Long--** Forestry; **2) Lamar Smith--** Grazing; **3) Jim Rasmussen--** Geology; **4) Gilbert Miler--** Socioeconomic ; **5) Durant McArthur--** Vegetation; **6) Norm James--** Law Attorney; **7) Randy Simmons--** Utah State University, Institute of Political Economy; **8) Gregory Thayne--** Wildlife; **9) Susie Becker--** Zion's Bank; **10) Robert Spendlove--** Zion's Bank; and **11) Doyle Shamley--** Veritas Research Consulting.

Commissioner Jim Matson, participating via telephone, explained that the desire is to hire consultants that can assist across the board with data collection in both the Five and Six County regions. Each of the above individuals will be contacted to provide a Request for Qualifications. Parameters will be set for the RFQ in terms of charge on a project basis, hourly rates, daily rates, etc. Consultants will be asked to identify their expectations and what they would be able to deliver. Commissioner Victor Iverson commented that the recent amendment to the Five County Purchasing and Procurement Policy will provide more

flexibility in the contracting process. The Finance Committee is being asked to approve the potential list of consultants that will be contacted for a Request for Qualifications to contract for services in data collection and writing of the county resource management plans. Bryan Thiriot again read the list of potential consultants for consideration.

MOTION WAS MADE BY COMMISSIONER MIKE DALTON, SECONDED BY COMMISSIONER VICTOR IVERSON, TO APPROVE THE LIST OF POTENTIAL CONSULTANTS, AS REVIEWED BY BRYAN THIRIOT, WHO WOULD RECEIVE A FORMAL REQUEST TO PROVIDE A REQUEST FOR QUALIFICATIONS. MOTION CARRIED, WITH COMMISSIONER JIM MATSON VOTING AYE VIA TELEPHONE.

Commissioner Jim Matson asked that staff contact Six County to reaffirm that all consultants are included on the list for consideration. All information for this project will be posted online in a drop box for access by all counties in the Five and Six County region.

Mr. Bryan Thiriot explained that Ron Wilson with Utah State Forestry, Fire & State Lands and Commissioner David Miller with Iron County have been working with Five County AOG staff to provide between \$75,000 and \$100,000 for Five County to become a liaison for community work and efforts relating to community fire planning. This will be a future agenda item that will be presented for consideration. Additional information will be provided as it becomes available.

II. ADJOURN

MOTION WAS MADE BY COMMISSIONER VICTOR IVERSON, SECONDED BY COMMISSIONER MIKE DALTON, TO ADJOURN. MOTION CARRIED BY UNANIMOUS VOTE, WITH COMMISSIONER JIM MATSON VOTING AYE VIA TELEPHONE.

The meeting adjourned 1:45 p.m.

FIVE COUNTY ASSOCIATION OF GOVERNMENTS
FRINGE BENEFITS
FY 2017

	<u>Present</u>	<u>FY 2017 Proposed</u>
A. Social Security Match on Gross Salaries	7.65%	7.65%
B. Utah State Retirement on Gross Salaries		
Contributory System	20.46%	20.46%
Non Contributory System	18.47%	18.47%
Tier 2 Non Contributory System	16.69%	16.69%
Post Retired	6.61%	6.61%
C. SelectHealth, Utah Local Governments Trust & TDA Insurance (prior to \$150 employee share)		
Employee Coverage	540.01	582.86
EE + Spouse	1,048.53	1,132.05
EE + Child	1,097.23	1,184.75
EE + Children	1,134.84	1,225.68
Family Coverage	1,622.94	1,752.28
D. Worker's Compensation		
County Employee	.0227	.0261
Clerical Employee	.0016	.0017
E. Unemployment Insurance		
Utah Dept. of Workforce Services on first \$32,200 gross salaries x .011 = \$354.20	.013	.011
F. Salary Deferral Program		
Utah State Retirement - 457, 401K, and IRA Programs voluntary to post-1995 employees 1.25% match to pre-1995 employees (Jo, Janeil, Curt)		
G. Holidays		
12 Paid Holidays		
H. Vacation and Sick Leave (4 hours per pay period for benefitted employees)		
I. Pay for Performance		
J. COLA (Cost of Living Adjustment)		
July 1, 2016	2% COLA	
July 1, 2015	\$51 COLA	
July 1, 2014	\$70 COLA	
July 1, 2013	\$71 COLA	
July 1, 2012	\$33 COLA	
July 1, 2011	no COLA	
July 1, 2010	no COLA	
July 1, 2009	no COLA	
July 1, 2008	2% COLA	

INSURANCE BREAKDOWN
(prior to employee \$150 share)

	<u>Present</u>	<u>FY 2017 Proposed</u>
SelectHealth Medical EMPLOYEE	487.20	526.60
SelectHealth Medical EMPLOYEE/SPOUSE	974.40	1053.20
SelectHealth Medical EMPLOYEE/CHILD/CHILDREN	1023.10	1105.90
SelectHealth Medical FAMILY	1510.30	1632.50
ULGT Vision/Life SINGLE	12.25	12.25
ULGT Vision/Life DOUBLE	18.65	18.65
ULGT Vision/Life FAMILY	28.65	28.65
Dental EMPLOYEE	40.56	44.01
Dental EMPLOYEE + SPOUSE	55.48	60.20
Dental EMPLOYEE + CHILD	55.48	60.20
Dental FAMILY	83.99	91.13
Retiree's Medical (SelectHealth & TDA SINGLE)	527.76	570.61
Retiree's Medical (SelectHealth & TDA DOUBLE)	1029.88	1113.40

AGENDA ITEM #II-D

FIVE COUNTY ASSOCIATION OF GOVERNMENTS
INDIRECT COST ALLOCATION PLAN FY 2017

Admin	Admin	Home Program	Ageing Waiver Program	Comon. Planning	AAA	Wash.	MSVP	Vol Cr. Iron	COBA	Nutrition	HEAT	Mdb. Mgmt	Vol Cr. Wash.	Foster Grand	Rural Foster Gr	United Way Planning	HS Train. Dine MFO	Senior Comp.	CSBG	Via Tra Assistance	Via IRS	Iron Co. RMO	New Choices	St. Geo. DPA	Child Housing	TANF	Mutual Self Help	COCS	Total	
Admin	Admin	780	4,919	165,515	55,091	27,735	32,962	2,424	202,207	3,608	203,199	37,015	1,189	22,149	16,177	18,500	9,545	18,150	102,319	4,882	5,547	17,241	194,436	931	1,455	7,194	40,607	3,994	1,708,616	
Admin	Admin	40,787	12,227	76,657	26,513	17,736	22,124	1,164	110,879	1,431	92,891	19,771	180	13,878	26,399	2,099	5,702	84,411	60,797	2,814	1,716	9,445	76,394	454	1,103	5,078	23,415	1,698	901,739	
Admin	Admin	182,829	0	0	91,716	649	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Admin	Admin	379,216	1,255	242,504	81,644	445,331	55,086	3,568	321,466	5,499	296,090	56,826	1,379	36,027	62,266	21,599	12,247	251,319	28,109	161,116	11,696	6,273	26,446	272,830	1,385	2,758	17,222	64,022	5,692	2,810,395
Admin	Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Admin	Admin	129,216	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Indirect cost rate calculated by dividing allowable administration costs of \$239,216 by \$2,810,395 which equals 13.81%

% of Admin Costs to Other Fund Salaries and Fringe 11.81%

Total Salaries and Fringe Including Admin 2,817,236

FISCAL YEAR 2017

COST ALLOCATION PLAN

INDIRECT COST FORMULA

This Cost Allocation Plan has been prepared in accordance with OMB Uniform Guidance. It has been reviewed and approved by the Steering Committee, as represented by the local elected officials of the Five County Association of Governments.

The basis of cost allocation is direct personnel and fringe benefit costs. This basis provides the most fair allocation base for the Association's particular situation. This Plan includes:

- 1. A certification by the Executive Director**
- 2. A list of the overhead limitation applicable to each grant involved**
- 3. A financial document sustaining rates proposed**
- 4. Audit Report FY 2015 - Combined Statement of Revenues and Expenditures**

FIVE COUNTY ASSOCIATION OF GOVERNMENTS

CERTIFICATE OF INDIRECT COSTS

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

(1) All cost included in this proposal dated April 20, 2016 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Uniform Guidance, "Uniform Administrative, Requirements, Cost Principles, and Audit Requirements for Federal Awards". Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Five County Association of Governments

Signature:

Name of Official: Bryan D. Thiriot

Title: Executive Director

Date of Execution: _____, 2016

EXPLANATION OF ACCOUNT TITLES

Community Planning - U.S. Dpt of Commerce - Economic Development Administration

Special Contracts - Flow-through monies and short-term contracts

Area Agency on Aging - Utah Department of Human Services

Weatherization – Housing and Community Development Division

Aging Waiver - Medicaid Waiver

CDBG - Community Development Block Grant

Child Care - Child Care Resource & Referral

Nutrition - Utah Department of Human Services

CSBG - Community Services Block Grant

HEAT Assistance - Housing and Community Development Division

Volunteer Programs – Fundraising

Senior Companion (SCP) - Corporation for National and Community Service

MPO Planning – Utah Department of Transportation

Transportation Program – Utah Department of Transportation

Foster Grandparent (FGP) - Corporation for National and Community Service

HOME Program - Housing and Community Development Division

United Way - United Way Dixie

SSBG - Social Services Block Grant

New Choices Waiver - Medicaid Waiver

St. George DPA - St. George City Down Payment Assistance Program

RPO Planning - Rural Planning Organization

TANF – Temporary Assistance for Needy Families

United Funding-PAHTF critical needs housing

Volunteer Income Tax Assistance-Federal and State

FIVE COUNTY ASSOCIATION OF GOVERNMENTS

As required by A-87, the following is a listing of the overhead limitation applicable to each grant or contract that may be involved with the Five County Association of Governments cost allocation plan.

Economic Development	None
Aging Waiver	Amount set by Contract
Aging / Nutrition	8.5% of total grant
Weatherization	10% of total grant
SSBG	10% of total grant
TANF	10% of total grant
CDBG	10% of total grant
CSBG	10% of total grant
Case Management	15% of total grant
Child Care Resource & Referral	10% of total grant
Transportation Planning	Amount set by Contract
New Choices Waiver	15% of total grant
MPO & RPO	Amount set by Contract
United Way	Amount set by Contract
HEAT	Amount set by contract
Community Svs. Cont. Mgmt.	10% of total grant
Foster Grandparent	Amount set by Contract
Senior Companion	Amount set by Contract
RSVP	Amount set by Contract

STAFF SALARIES & EMPLOYEE BENEFITS

Personnel costs are allocated on the basis of a monthly time sheet. The key factor is the total number of hours spent on work that is directly for a program. If an employee spends 100 percent of time on work for a specific program, the salary and fringe benefits for that period will be charged in total to that program. Should an employee do work for two or more programs, salary and fringe benefits will be allocated in the exact proportion that the hours spent indicate. Program directors must review and approve time sheets.

ACCOUNTANT COSTS

The accounting system is established as an all-inclusive system to all programs. For this reason, accountant costs cannot be charged directly to a specific program and are charged to administration.

TRAVEL EXPENSE

Travel expense will be charged according to the monthly travel sheet submitted. Travel is charged to the program for which the expense is incurred. Approval by program directors is required before payment. The AOG provides a pool of motor vehicles owned or leased by the AOG. Actual miles driven by each cost center is assessed at an established rate per mile. Per Diem and hotel costs are reimbursed as established by travel policies.

PRINTING AND COPYING

Printing of plans, covers of plans, forms, etc., are charged to the particular program. If a form is to be used by the Association of Governments as a whole, it is charged to administration. Control of copy costs is handled in the following manner: Each program has a specific account code which is entered into the copy machine each time a copy is made. Entering this code enables the machine to accurately account for each copy made and allocate that copy to a particular account. A special account code is used for administration costs. These are copies taken in the course of business of the association as a whole. A monthly meter reading of the machine indicates how many copies have been made by each account and expenses are broken out proportionately.

OFFICE FURNITURE AND EQUIPMENT

When an item of equipment is purchased, its specific purpose is identified. That purpose is directly traceable to a program or to the association as a whole. A desk for the director of a program would be paid for and charged directly to that program.

OFFICE SUPPLIES

Office supplies are charged to specific programs. All office supplies are purchased through various office suppliers, so as to take full advantage of sale prices and lower costs, and they are coded for each department for direct costing.

SPACE COSTS

Rent is charged to the specific program as the space is used. If the landlord puts a value on the particular room used, that cost is charged. If a section of a building is rented as a whole and several departments use it, the rent cost is allocated by square feet of usage with a factor to allow for quality. Space for the Executive Director's office, or for a joint reception area and conference room, cannot be charged directly to any program without going to an unjustifiable length in allocation. These costs, therefore, are charged to administration.

COMMUNICATIONS

Fixed phone charges are allocated by equipment usage or the same way that the charges are billed. Long distance or toll charges are billed as used and charged to appropriate accounts. Equipment used by the Executive Director and toll charges incurred by him in the course of association business will be charged to administration.

POSTAGE

Postage use is controlled by a postage meter. Each program has a specific account code which is entered into the postage meter each time mail is processed. Entering this code enables the machine to accurately account for the amount of postage used by each program. A monthly meter reading of the machine indicates the amount of postage incurred by each account and expenses are allocated proportionately.

AUDITING

Because of the structure of the Association of Governments, it is nearly impossible to audit one program without auditing them all. The association operates out of a general bank account; it has one employer identification number; and it is considered the employer of all employees. The costs of audit under conditions of OMB Uniform Guidance are charged to administration.

FISCAL MANAGEMENT

The association's payroll management system is maintained by computer. Fiscal management services are purchased from *Hinton Burdick CPAs and Advisors* and charged to Administration.

OTHER COSTS

This expense category is designed for those types of expenses that may occur through the course of the accounting period that are necessary but not considered "normal." The organization could possibly go through the period without incurring this type of expense, but because of the number of different things involved that could happen, one or more surely will. Upgrades to the computer server, fax machine, repair and maintenance of equipment, etc., are examples. These expenses are charged to the program they benefit or to administration, if all programs are benefitted.

APPLIED ADMINISTRATION COSTS

All costs not directly chargeable to a specific program are charged to administration. These costs include the salary, fringe benefits, clerical costs, and expenses of the Executive Director and support staff. Other costs that are not directly chargeable are also included and charged under the heading of administration costs. The net of all administration costs are applied across the board by the use of a single composite rate. This rate is the ratio of net administration on common costs divided by total direct personnel costs.

Five County Association of Governments
 Combining Statement of Revenues, Expenditures and Changes in Fund Balances
 All General Funds
 For The Year Ended June 30, 2015

	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11
	Administration	Aging Waiver Admin	Home Program	Aging Waiver Services	Community & Economic Dev.	Special Contracts	Area Agency On Aging	Weatherization	Retired Senior Volunteer Program	Human Services	Volunteer Center-Iron Co
REVENUES											
State	\$	\$ 28,301	\$	\$ 113,550	\$ 100,000	\$ 350,059	\$ 255,069	\$ 61,244	\$ 5,500	\$	\$
Federal		37,370			150,797	438,251	310,807	574,855	54,525		
State Appropriations											
Indirect Cost Allocations	321,991										
County/Local Participation					112,825	49,495			10,830		
Accrued (Unearned) Revenue			1,437		6,019	8,253		(1,223)	20,838		
Other	4,016				25,483	6,298					13,301
TOTAL REVENUES	326,007	65,671	1,437	113,550	395,124	852,356	565,876	634,876	91,693		13,301
EXPENDITURES											
Director	42,556	16,062			25,436		41,135		16,440		1,199
Planner/Coordinator		1,816	780	40,508	140,089		1,241	54,984	16,104		1,225
Supervisor		13,746		1,411				169,987			
Secretarial	120,713	9,143					12,715	42,324	418		
Payroll Taxes	15,148	2,600	72	4,097	15,795		5,442	27,320	4,287		271
State Retirement	31,271	4,987	144	7,383	31,672		9,799	49,206	5,097		261
Group Insurance	27,153	4,640	259	12,977	29,512		11,312	101,410	12,740		632
Total Payroll & Related Expense	236,841	52,994	1,255	66,376	242,504		81,644	445,231	55,086		3,588
Materials								92,595			
Fiscal Management	16,745										
Rent	21,268	638		1,651	2,806		1,463	19,679	2,710		
Travel		3,804		4,104	11,362		9,579	18,477	1,063		1,910
Printing	3,071	271	11	647	3,480		1,585	1,392	1,719		203
Postage	3,711	25		350	4,023		1,571	777	1,397		76
Telephone	5,926	403	18	1,101	2,127		808	5,981	928		31
Office Supplies	6,105	1,540		566	2,360		301	6,931	801		1,517
Indirect Cost Allocation		5,440	153	7,926	29,586		12,126	33,192	6,709		438
Consultant/Contract Services		547		9,651				525			
Capital Outlay	649				4,634		2,092	11,747	188		56
County Council on Aging							440,407				
Other	34,900	9			2,181	867,339	14,300		21,092		5,259
TOTAL EXPENDITURES	329,216	65,671	1,437	92,372	305,063	867,339	565,876	636,527	91,693		13,078
Excess (Deficit) of Revenues Over Expenditure	(3,209)			21,178	90,061	(14,983)		(1,651)			223
TRANSFER FROM (TO) OTHER FUNDS					(22,061)	(4,000)					
OTHER FUNDING SOURCES/(USES)											
BEGINNING FUND BALANCE	3,408			9,051	419,738	14,275	7,787	181,986		1,359	200
YEAR END FUND BALANCE	\$ 199	\$	\$	\$ 30,229	\$ 487,738	\$ (4,708)	\$ 7,787	\$ 180,335	\$	\$ 1,359	\$ 423

See Notes to Financial Statements

Fund 13 Child Care R & R	Fund 14 Nutrition	Fund 15 Hent Assistance	Fund 18 Mobility Maangement	Fund 19 Volunteer Center-Wash Cu	Fund 20 Foster Grandprent	Fund 21 Rural Foster Grandprent	Fund 22 United Way Disie	Fund 24 H.S. Transp. Planning	Fund 25 Transportation Planning	Fund 27 Senior Companion	Fund 28 CSBG	Fund 29 Volunteer Inc. Tax Assistance	Fund 31 VITA IRS	Fund 32 Iron Co. RPO
\$ 434,401	\$ 295,485	\$ 393,461	\$ 54,875	\$	\$ 5,500	\$ 10,192	\$	\$ 14,416	\$ 412,998	\$ 5,500	\$ 354,500	\$ 17,933	\$ 9,594	\$
				10,000	1,617	7,970	19,379		40,001	4,861				32,286
10,680	315,341				26,893			(122)	10,733	22,925	(3,215)	(173)	(91)	
445,081	1,123,721	393,461	54,875	10,000	120,786	156,454	19,379	14,294	463,732	125,549	352,704	17,760	9,503	32,286
44,165	3,283		6,731	1,199	3,876	3,850		3,118	80,828	12,615	36,384	232	446	3,324
138,938		42,363	30,324		12,978	32,087	19,500	6,447	86,100	5,346		5,477	2,263	13,717
19,404		160,836									63,935	3,173	2,838	
	385				5,295	390				1,189				
17,581	334	19,671	2,658	124	1,854	3,680	2,099	945	15,457	2,016	10,495	637	254	2,620
29,892	677	22,744	4,908	56	3,348	5,286		1,674	27,812	2,797	16,657	955	453	1,525
71,506	820	50,476	12,205		8,676	17,403		3,083	41,542	4,146	33,645	1,222	519	5,300
321,486	5,499	296,090	56,826	1,379	36,027	62,696	21,599	15,267	251,739	28,109	161,116	11,696	6,773	26,486
	1,096,134	5,578												
21,657	1,173	27,744	228		676	1,668		228	3,288	283	6,954	1,300	1,300	588
15,175	75	4,310	3,115		557	3,397		270	17,698	624	8,015	544		1,313
6,469	51	1,064	275	121	962	447	506	83	2,831	921	3,253	144	134	176
1,262	106	374	10	74	470	334	31	11	371	433	339	48		9
6,945	53	10,288	508	318	942	38	39	149	1,840	404	3,143	1,092		266
2,863		7,058	257	121	423	448	475	150	1,440	286	2,494	893	1,070	217
16,854	671	36,123	6,933	168	4,395	7,649	2,635	1,862	30,048	3,429	18,616	1,289	226	3,231
1,377	6,140	4,832			21				146,310		108,798			
									1,323		2,174			
30,861	11,776			10,000	77,063	79,777			2,000	93,060	38,140	754		
444,949	1,121,678	393,461	68,152	12,181	121,536	156,454	25,285	18,020	458,888	127,549	353,042	17,760	9,503	32,286
132	2,043		(13,277)	(2,181)	(750)		(5,906)	(3,726)	4,844	(2,000)	(338)			
			13,719		2,000			3,726	(4,844)	2,000	338			
24,528	125,958		211	4,825	(1,250)									(18)
\$ 24,660	\$ 128,001	\$	\$ 653	\$ 2,644	\$	\$	\$ (5,906)	\$	\$	\$	\$	\$	\$	\$ (18)

