

AUBURN UNIVERSITY
Rate Development Worksheet

1. Service Center Name: _____
 Parent Department: _____
 Service Center FOAP: _____

2. Period rate development is effective: From: _____
 (Typically Fiscal Year) To : _____

3. Estimated Costs:

a. **Salaries & Wages** (please list all salaries & wages that will be charged to the service center account):

Name	Salary	Fringe	Total
1.			
2.			
3.			
4.			
5.			
Total Salaries			

b. **Cost of goods sold and other expenses including supplies, services, and miscellaneous expenses** (indicate the type of expense and the estimated amount to be charged to the service center account):

Beginning Inventory (if applicable) _____
 Add: Purchases _____
 Less: Ending Inventory _____
 Cost of Goods Sold _____

Other Expenses
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Total Other Expenses _____

Service Center Name: _____

- c. **Equipment Depreciation** - Equipment used in Service Centers must be specifically identified to Property Services as Service Center equipment to allow for the inclusion of depreciation in the rate. A depreciation schedule will be provided by Financial Reporting and may be attached for rate calculation/documentation purposes. Any new equipment or other Service Center equipment not included on the depreciation schedule may be listed below.

Equipment Description	Useful Life	Original Cost	Less Accumulated Depreciation	Current Year Depreciation	Amount Remaining to Depreciate
Totals					

4. **Total Expenses Calculation:**
- Salaries and Benefits \$ _____
 - Cost of Goods Sold (if applicable) _____
 - Other Expenses _____
 - Depreciation Expense (from Financial Reporting) _____
 - General Administrative Allocation (if applicable) _____
 - Over Recovery from prior period (subtract) _____
 - Under Recovery from prior period (add) _____
 - Total Expenses \$ _____

5. **Estimated Number of Units Produced/Consumed**
(please specify units, i.e.. Hours, minutes, pieces, tests)
- Sponsored Projects _____
 - Own Department _____
 - Other University Departments _____
 - Outside University _____
 - Total Output/Consumption _____

6. **Rate Development:**
- Cost per Unit \$ _____
(Divide total expenses by total output/consumption)

Service Center Name: _____

Approvals:

Service Center Manager

Date

Dean

Date

Controller's Office

Date

Reviewed by:

Office of Sponsored Programs

Date

Contract and Grants Accounting

Date