University of Alaska
Service Center Rate Proposal and Questionnaire

Please complete a separate questionnaire and proposal for each service center or recharge activity. This questionnaire should be submitted to the regional campus chief financial officer with each request to establish a Recharge Center or Time & Materials Center. In addition, an updated copy of the questionnaire should be submitted to the chief financial officer, or designee, with each annual rate proposal.

(See accounting manual procedure P-112 for guidelines on service/recharge centers and allowable costs)

Name of service center: Electronics Shop Recharge Center

Service center org/fund number(s): 173019-66652

Individual to contact: Carol Hsieh

Work phone number: 474-2408

Date questionnaire was completed: 03/01/2011

Period for which rate is requested: FY13

Estimated recoverable costs for the period: $346,249

Estimated revenue for the period: $425,000

Estimated amount charged to federal grants and contracts: $400,000

Rates proposed:

$85.00 hourly – internal

$123.34 hourly – external

TBD - Switches

I reviewed this questionnaire and proposal. I believe it fairly represents the activities of the respective service center and request authorization to implement these rates as proposed.

GI Business Manager: Robert McCoy

Dean/Director certification: Robert McCoy

CFO (Chief Financial Officer) Approval: 
1. Provide a brief description of the recharge activity, including why it is needed, principal customers or beneficiaries, and anticipated activity levels (attach explanation).

   The GI's Electronics shop exists to provide skilled electronics support to the research activities of faculty and staff. Specifically it exists to meet the specialized needs of sponsored research in the area of electronics. Work ranges from development of infrasound sensors to payloads for sounding rockets and unmanned aerial vehicles.

2. Provide a brief description of the service center's operating cycle or other period over which accumulated revenues are expected to be approximately equal to accumulated allowable costs including equipment use allowances (attach explanation).

   This center will operate on the University fiscal year. Equipment purchases are funded through unrestricted funds and are recovered over the useful life of the equipment.

3. Provide a brief description of the methodology used to establish the recharge rate, markup, or price (attach explanation).

   Rates are established by estimating the number of billable hours to be generated during the fiscal year, estimating the cost, which will be incurred to support that level of activity, and then dividing the estimated costs by the estimated billable hours.

4. What unit of measure is used as a billing base (hour, day, procedure, mileage, etc.)

   Hours and sales of switches.

5. Approximately how many units will be processed or sold during the fiscal year?

   Estimate 5000 billable hours and sales in switches.

6. Are all users charged for this service? Yes X No

   If no, how do you determine who is charged?

7. Are charges made to anyone other than university departments and grants and contracts? Yes X No

   If yes, who are these external customers and estimated amounts of annual activity? Misc federal & state agencies – (infrequently – none in FY02, FY03, & FY04).

8. Are all users charged the same rate? Yes No X

   If no, how do you determine which rate is used?

   External users are billed at this recharge center's external shop rate.
9. Are any costs related to this activity charged to another account or is the activity subsidized in some manner? Yes X No
   a. If yes, please describe the nature of the subsidy. Subsidy of $31,278 to cover cumulative loss at the end of FY09. We hope to recover it at some point.

   b. Approximate amount of subsidy for the fiscal year. $101,595 FY09; $31,278 FY10, $89,723 FY11

10. Is an inventory required for this activity? Yes X No
    If yes, what is the average value of the inventory, at cost?

11. Are there any significant assets (cash, accounts receivable, land, etc.) liabilities, commitments, or risk management exposures associated with this activity? Yes X No
    If yes, please describe?

12. Attached pro-forma income statements, schedules, and other supporting documentation and explanations as described in the accounting manual procedures for service/recharge centers, P-112.
FY13 RATE PROPOSAL
ELECTRONIC SHOP RECHARGE CENTER
Significant Assumptions

1. FY12 net salary and benefit costs are based on actual costs through Feb 29, 2012 and projected costs through June 30, 2012 (cycle 13).

2. FY13 hours worked are estimated based on FY12 levels and estimated hours to be billed to Chaparral.

3. Non-salary costs are estimated to be comparable to FY12 levels, but does not include expenditures for Research and Development work for the data loggers.

4. Labor costs include estimated increased FY13 staff benefits rates.