

FY 2018 CAP Documentation Form

Name of ADD: _____

Individual Completing Form: _____

The plan submitted is:

_____ **Cost Allocation Plan** _____ **Indirect Cost Rate Proposal** _____ **Blended Plan**

NOTE: Some plans may be blended and have elements of both a Cost Allocation Plan (CAP) and an Indirect Cost Rate Proposal (ICRP). These plans should meet all the elements of a CAP and the any additional ICRP elements applicable to the entity.

Please verify these *required* items are included in your CAP or ICRP:

- Introductory Statement explaining the plan and any specific information
- Statement assuring the district has board-approved operation policies
- Roster of all work elements
- Chart of Accounts
- Formal books of entry
- Organization Chart sufficiently detailed to show operations
- Copy of audited financial statements or Executive Budget
- Certification of compliance with federal requirements, including reference to compliance with 2CFR Part 200
- A brief description of each allocated central service/shared costs
- Identification of unit rendering allocated/shared service and operations receiving the Service
- Items of Expense included in cost of allocated/shared services (allowable per 2CFR Part 200)
- Description of method used to distribute costs to all benefiting cost objectives

_____ No changes in methodology of allocation or classification of costs from our FY 2017 CAP

_____ Changes from FY 2017 CAP are as specified (additional pages may be used if necessary)

Signature

Printed Name

Date

Title