CONTENT CHECKLIST FOR SERVICE CENTER RATE PROPOSALS

☐ General, specific, and contact information are provided for the service center:
  □ General: center name, school/dept, fiscal/calendar year, center effective date
  □ Specific: building name, room #, room type, usage %
  □ Contact: email addresses and phone numbers for the Center, Tech, and Admin Directors, as well as other relevant contacts

☐ An accurate smartkey is provided.

☐ Faculty/staff salaries and fringe costs, core personnel salary costs per service, and other direct costs are distinguished from one another:
  □ Faculty/staff salaries and fringe costs: faculty/staff salaries and fringe costs for the rate change's desired fiscal year
  □ Core personnel salary costs per service: personnel salary based on the effort spent on each service
  □ Other direct costs: costs directly tied to the production of goods/services such as IT, lab supplies, maintenance and repair, etc.

☐ Unit of measurement is specified (i.e., hours, tests, scans, etc.).

☐ Prior year actual revenue and expenses are depicted to ensure the validity of the proposed rate (if not a new activity).

☐ Logical mathematical steps for rate calculations are provided (including links and formulas vs. direct entry).

☐ Detailed volume forecast is provided for each service.

☐ All internal and external rates included in the rate list align with the rates reflected in the projected budget.

☐ If your proposal is for an existing activity, the prior year actuals are up-to-date.

☐ If your proposal is for an existing activity, the prior year's revenue and expenses are aligned with the proposed rates (based on past performance, rates aren't too low/high).

☐ Uniform Guidance unallowable expenditures are not included.

☐ Your activity's fund balance (service center fund 2501) is 1/6 or less of your total annual operating expenses.

☐ If applicable, prior year surpluses or deficits are included as carryforward in the rate calculation.

☐ If subsidized, factor the subsidy into the rate calculation.

☐ The annual plan breaks even.