



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Portfolio  
Cost Allocation Services

1301 Young Street  
Room 732  
Dallas, TX 75202  
PHONE: (214) 767-3261  
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December 4, 2015

Mr. David Ryan  
Director, Business & Financial Services  
Colorado State University  
555 South Howes, 3<sup>rd</sup> Floor  
Fort Collins, CO 80523-6003

Dear Mr. Ryan:

This is in response to the transmission of Revision 2 of the Cost Accounting Standards Board (CASB) Disclosure Statement (DS-2) for Colorado State University. As the Administrative Contracting Officer (ACO), I am required to determine the adequacy and compliance of the DS-2. Based on the review performed by our office, I have determined that your DS-2 adequately discloses the cost accounting practices required to be disclosed by CASB's rules, regulations, and standards, and that those practices are compliant with applicable Federal cost accounting principles.

Should you have any questions, please contact Brian Caudill of my staff at (301) 492-4857.

Sincerely,

Arif Karim  
Director  
Cost Allocation Services



**COST ACCOUNTING STANDARDS BOARD  
DISCLOSURE STATEMENT FOR EDUCATIONAL  
INSTITUTIONS**

**CASB DS-2**

**Revision Number 2**

**Effective Date**

**July 1, 2014**

**Prior revision submitted November 2, 2001**

**COST ACCOUNTING STANDARDS BOARD  
DISCLOSURE STATEMENT  
REQUIRED BY PUBLIC LAW 100-679  
EDUCATIONAL INSTITUTIONS**

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COLORADO STATE UNIVERSITY  
Revision Number 2, Effective July 1, 2014**

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<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>	<b>GENERAL INSTRUCTIONS COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>
<p>1. This Disclosure Statement has been designed to meet the requirements of Public Law 100-679, and persons completing it are to describe the Educational institution and its cost accounting practices. For complete regulations, instructions and timing requirements concerning submission of the Disclosure Statement, refer to Section 9903.202 of Chapter 99 of Title 48 CFR (48 CFR 9903).</p> <p>2. Part I of the Statement provides general information concerning each reporting unit (e.g., segments, business units, and central system or group (intermediate administration) offices). Parts II through VI pertain to the types of costs generally incurred by the segment or business unit directly performing under Federally sponsored agreements (e.g., contracts, grants and cooperative agreements). Part VII pertains to the types of costs that are generally incurred by a Central or Group office and are allocated to one or more segments performing under Federally sponsored agreements.</p> <p>3. Each segment or business unit required to disclose its cost accounting practices should complete the Cover Sheet, the Certification, and Parts I through VI.</p> <p>4. Each central or group office required to disclose its cost accounting practices for measuring, assigning and allocating its costs to segments performing under Federally sponsored agreements should complete the Cover Sheet, the Certification, Part I and Part VII of the Disclosure Statement. Where a central or group office incurs the types of cost covered by Parts IV, V and VI, and the cost amounts allocated to segments performing under Federally sponsored agreements are material, such office(s) should complete Parts IV, V, or VI for such material elements of cost. While a central or group office may have more than one reporting unit submitting Disclosure Statements, only one Statement needs to be submitted to cover the central or group office operations.</p> <p>5. The Statement must be signed by an authorized signatory of the reporting unit.</p> <p>6. The Disclosure Statement should be answered by marking the appropriate line or inserting the applicable letter code which describes the segment's (reporting unit's) cost accounting practices.</p> <p>7. A number of questions in this Statement may need narrative answers requiring more space than is provided. In such instances, the reporting unit should use the attached continuation sheet provided. The continuation sheet may be reproduced locally as needed. The number of the question involved should be indicated and the same coding required to answer the questions in the Statement should be used in presenting the answer on the continuation sheet. Continuation sheets should be inserted at the end of the pertinent Part of the Statement. On each continuation sheet, the reporting unit should enter the next sequential page number for that Part and, on the last continuation sheet used, the words "End of Part" should be inserted after the last entry.</p> <p>8. Where the cost accounting practice being disclosed is clearly set forth in the institution's existing written accounting policies and procedures, such documents may be cited on a continuation sheet and incorporated by reference to the pertinent Disclosure Statement Part. In such cases, the reporting unit should provide the date of issuance and effective date for each accounting policy and/or procedures document cited. Any supplementary comments needed to fully describe the cost accounting practice being disclosed should also be provided.</p> <p>9. Disclosure Statements must be amended when disclosed practices are changed to comply with a new CAS or when practices are changed with or without agreement to the Government (Also see 48 CFR 9903.202-3).</p> <p>10. Amendments shall be submitted to the same offices to which submission would have to be made were an original Disclosure Statement being filed.</p>	

**COST ACCOUNTING STANDARDS BOARD  
DISCLOSURE STATEMENT  
REQUIRED BY PUBLIC LAW 100-679  
EDUCATIONAL INSTITUTIONS**

**GENERAL INSTRUCTIONS  
COLORADO STATE UNIVERSITY  
Revision Number 2, Effective July 1, 2014**

11. Each amendment should be accompanied by an amended cover sheet (indicating revision number and effective date of the change) and a signed certification. For all resubmissions, on each page, insert "Revision Number \_\_\_\_\_" and "Effective Date \_\_\_\_\_" in the Item Description block; and, insert "Revised" under each Item Number amended. Resubmitted Disclosure Statements must be accompanied by similar notations identifying the items which have been changed.

**ATTACHMENT - Blank Continuation Sheet**

Item No.

Item Description

# Sample Continuation Sheet

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blank intentionally.)

<b>COST ACCOUNTING STANDARDS BOARD  DISCLOSURE STATEMENT  REQUIRED BY PUBLIC LAW 100-679  EDUCATIONAL INSTITUTIONS</b>		<b>COVER SHEET AND CERTIFICATION  COLORADO STATE UNIVERSITY  Revision Number 2, Effective July 1, 2014</b>
0.1 Rvsn 2	Educational Institution (a) Name <b>Colorado State University</b> (b) Street Address <b>555 South Howes (Howes Street Business Center), 3<sup>rd</sup> Floor</b> (c) City, State and ZIP Code <b>Fort Collins, Colorado 80523-6003</b> (d) Division or Campus of (if applicable) <b>Colorado State University System</b>	
0.2	Reporting Unit is: (Mark one.) A. _____ Independently Administered Public Institution B. _____ Independently Administered Nonprofit Institution C. <u>  <b>X</b>  </u> Administered as Part of a Public System D. _____ Administered as Part of a Nonprofit System E. _____ Other (Specify) _____	
0.3 Rvsn 2	Official to Contact Concerning this Statement: (a) Name and Title <b>Lynn Johnson, Vice President for University Operations</b> <b>David Ryan, Controller and Director of Business &amp; Financial Services</b> <b>Douglas Leavell, Director, Office of Sponsored Programs</b> (b) Phone Number (include area code and extension) <b>Lynn Johnson (970) 491-1550</b> <b>David Ryan (970) 491-6694</b> <b>Douglas Leavell (970) 491-7178</b>	
0.4 Rvsn 2	Statement Type and Effective Date: A. (Mark type of submission. If a revision, enter number) (a) _____ Original Statement (Resubmission) (b) <u>  <b>X</b>  </u> Amended Statement; Revision No. <u>  <b>2</b>  </u> B. Effective Date of this Statement: (Specify) <u>  <b>July 1, 2014</b>  </u>	

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>	<b>COVER SHEET AND CERTIFICATION COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>
0.5 Rvsn 2	<p>Statement Submitted To (Provide office name, location and telephone number, include area code and extension):</p> <p>A. Cognizant Federal Agency: <b>Arif Karim, Director</b>  <b>Dept. of Health and Human Services</b>  <b>Program Support Center</b>  <b>Financial Management Service</b>  <b>Cost Allocation Services</b>  <b>1301 Young Street, Room 732</b>  <b>Dallas, TX 75202</b>  <b>Phone: (214) 767-3261</b>  <b>Fax (214) 767-3264</b></p> <p>B. Cognizant Federal Auditor: <b>Dept. of Health and Human Services</b>  <b>Office of the Inspector General</b>  <b>Office of Audit Services, Region VIII</b>  <b>1961 Stout Street</b>  <b>Denver, CO 80294-3538</b>  <b>(303) 844-2024</b>  <b>Fax (303) 844-4545</b></p>



**COST ACCOUNTING STANDARDS BOARD  
DISCLOSURE STATEMENT  
REQUIRED BY PUBLIC LAW 100-679  
EDUCATIONAL INSTITUTIONS**

**COVER SHEET AND CERTIFICATION  
COLORADO STATE UNIVERSITY  
Revision Number 2, Effective July 1, 2014**

**CERTIFICATION**

I certify that to the best of my knowledge and belief this Statement, as amended in the case of a Revision, is the complete and accurate disclosure as of the date of certification shown below by the above-named organization of its cost accounting practices, as required by the Disclosure Regulations (48 CFR 9903.202) of the Cost Accounting Standards Board under 41 U.S.C. § 422.

Rvsn 2

Date of Certification: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

**Lynn Johnson** \_\_\_\_\_  
(Print or Type Name)

**Vice President for University Operations**  
(Title)

THE PENALTY FOR MAKING A FALSE STATEMENT IN THIS DISCLOSURE IS PRESCRIBED IN  
18 U.S.C. § 1001

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>PART I – GENERAL INFORMATION</b> <b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b>
Item No.	Item Description	
	Part I	
1.1.0	<u>Description of Your Cost Accounting System</u> for recording expenses charged to Federally sponsored agreements (e.g., contracts, grants and cooperative agreements). (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)  A. <input checked="" type="checkbox"/> Accrual B.    _____ Modified Accrual Basis <sup>1</sup> C.    _____ Cash Basis  Y.    _____ Other <sup>1</sup>	
1.2.0	<u>Integration of Cost Accounting with Financial Accounting.</u> The cost accounting system is: (Mark one. If B or C is marked, describe on a continuation sheet the costs which are accumulated on memorandum records.)  A.    _____ Integrated with financial accounting records (Subsidiary cost accounts are all controlled by general ledger control accounts.) B.    _____ Not integrated with financial accounting records (Cost data are accumulated on memorandum records.) C. <input checked="" type="checkbox"/> Combination of A and B	
1.3.0	<u>Unallowable Costs.</u> Costs that are not reimbursable as allowable costs under the terms and conditions of Federally sponsored agreements are: (Mark one)  A.    _____ Specifically identified and recorded separately in the formal financial accounting records. <sup>1</sup> B.    _____ Identified in separately maintained accounting records or workpapers. <sup>1</sup> C.    _____ Identifiable through use of less formal accounting techniques that permit audit verification. <sup>1</sup> D. <input checked="" type="checkbox"/> Combination of A, B or C <sup>1</sup> E.    _____ Determinable by other means. <sup>1</sup>	
1.3.1	<u>Treatment of Unallowable Costs.</u> (Explain on a continuation sheet how unallowable costs and directly associated costs are treated in each allocation base and indirect expense pool, e.g., when allocating costs to a major function or activity; when determining indirect cost rates; or, when a central office or group office allocates costs to a segment.)	

FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on a Continuation Sheet.

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>PART I – GENERAL INFORMATION</b> <b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b>
Item No.	Item Description	
1.4.0	<p><u>Cost Accounting Period:</u> <u>7/1 to 6/30</u> (Specify the twelve month period used for the accumulation and reporting of costs under Federally sponsored agreements, e.g., 7/1 to 6/30. If the cost accounting period is other than the Institution's fiscal year used for financial accounting and reporting purposes, explain circumstances on a continuation sheet.)</p>	
1.5.0	<p><u>State Laws or Regulations.</u> Identify on a continuation sheet any State laws or regulations which influence the institution's cost accounting practices, e.g., State administered pension plans, and any applicable statutory limitations or special agreements on allowance of costs.</p>	

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART I – GENERAL INFORMATION</b>	
		<b>COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>	
Item No.	Item Description		
1.1.0	<b>Description of Your Cost Accounting System</b>		
	<p>A. Colorado State University utilizes the accrual basis of accounting in accordance with the implementation of GASB 35. Direct charges are recorded to sponsored agreements on a cash basis monthly with accruals recorded at year-end for unpaid but incurred amounts as required by GAAP.</p> <p>Indirect cost and fringe benefit rates are based on the University’s annual financial statements, which include normal accruals for salaries, accounts payable, pensions, post-retirement health benefits, etc. An example of the implementation of full accrual accounting is the revenue recognition on summer session, apportioning to each year part of the summer session revenue.</p>		
1.2.0 Rvsn 2	<b>Integration of Cost Accounting with Financial Accounting</b>		
	<p>C. Combination of A and B.</p> <p>Direct costs charged to sponsored agreements are fully integrated with the University’s central Quali Financial System (KFS).</p> <p>Basic indirect cost and fringe benefit pool amounts are generated from KFS. However, in order to develop indirect cost and fringe benefit rates that comply with Circular A-21, KFS data must be supplemented with (or modified by) ancillary processes (e.g., “scrubs”), subsidiary systems/records (e.g., property management), and other calculations. These processes, systems/records, and calculations are discussed in Part 3.1.0.</p>		
1.3.0 Rvsn 2	<b>Unallowable Costs</b>		
	<p>D. Combination of A, B or C.</p> <p>Most unallowable activities (e.g., University-level development/fund raising and alumni relations) are identified via distinct KFS accounts bearing distinct A-21 classification codes. Most unallowable costs (e.g., alcoholic beverages) are identified via distinct KFS object codes. However, as discussed in Part 3.1.0, supplemental reviews (“scrubs”) are performed during the preparation of the indirect cost proposal in order to completely identify unallowable activities/costs.</p> <p>Documentation applicable to unallowable activities/costs identified pursuant to supplemental scrubs is maintained within indirect cost proposal files.</p>		

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART I – GENERAL INFORMATION</b>	
		<b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b>	
Item No.	Item Description		
1.3.1 Rvsn 2	<p><b>Treatment of Unallowable Costs</b></p> <p>Unallowable costs are excluded from charges to federally sponsored agreements. Unallowable directly associated costs as defined in CAS 505 are also excluded from charges to federally sponsored agreements.</p> <p>As required by CAS 505, indirect cost allocation bases include those unallowable costs that would normally be part of the base. As a result, during F&amp;A rate calculations, unallowable base costs receive an allocation of applicable indirect costs. This is accomplished by classifying unallowable costs as "Other Institutional Activities," or by leaving unallowable direct costs in appropriate bases. In the latter regard, cost overruns and other unallowable direct costs applicable to sponsored agreements are included in the appropriate bases, providing such costs qualify as MTDC according to Circular A-21.</p>		
1.5.0 Rvsn 2	<p><b>State Laws or Regulations</b></p> <p>State of Colorado laws and regulations affect the University's pension plan contributions, capitalization criteria and allocation of state central service costs. (See sections III, IV, and VI of this disclosure statement for details.)</p> <p>Colorado State University has no knowledge of other state laws or regulations that materially influence the University's cost accounting practices.</p> <p>-End of Part</p>		

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>PART II – DIRECT COSTS</b> <b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b>
Item No.	Item Description	
	<p>Instructions for Part II</p> <p>Institutions should disclose what costs are, or will be, charged directly to Federally sponsored agreements or similar cost objectives as Direct Costs. It is expected that the disclosed cost accounting practice (as defined at 48 CFR 9903.302-1) for classifying costs either as direct costs or indirect costs will be consistently applied to all costs incurred by the reporting unit.</p>	
2.1.0	<p><u>Criteria for Determining How Costs are Charged to Federally Sponsored Agreements or Similar Cost Objectives.</u> (For all major categories of cost under each major function or activity such as instruction, organized research, other sponsored activities and other institutional activities, describe on a continuation sheet, your criteria for determining when costs incurred for the same purpose, in like circumstances, are treated either as direct costs only or as indirect costs only with respect to final cost objectives. Particular emphasis should be placed on items of cost that may be treated as either direct or indirect costs (e.g., Supplies, Materials, Salaries and Wages, Fringe Benefits, etc.) depending upon the purpose of the activity involved. Separate explanations on the criteria governing each direct cost category identified in this Part II are required. Also, list and explain if there are any deviations from the specified criteria.)</p>	
2.2.0	<p><u>Description of Direct Materials.</u> All materials and supplies directly identified with Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet the principal classes of materials which are charged as direct materials and supplies.)</p>	
2.3.0	<p><u>Method of Charging Direct Materials and Supplies.</u> (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)</p>	
2.3.1	<p>Direct Purchases for Projects are Charged to Projects at:</p> <p>A. _____ Actual Invoiced Costs  B. <input checked="" type="checkbox"/> Actual Invoiced Costs Net of Discounts Taken  Y. _____ Other(s)<sup>1</sup>  Z. _____ Not Applicable</p>	
2.3.2	<p>Inventory Requisitions from Central or Common, Institution-owned Inventory. (Identify the inventory valuation method used to charge projects):</p> <p>A. <input checked="" type="checkbox"/> First In, First Out  B. _____ Last In, First Out  C. <input checked="" type="checkbox"/> Average Costs<sup>1</sup>  D. _____ Predetermined Costs<sup>1</sup>  Y. <input checked="" type="checkbox"/> Other(s)<sup>1</sup>  Z. _____ Not Applicable</p>	

FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on a Continuation Sheet.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART II – DIRECT COSTS COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014				
Item No.	Item Description					
2.4.0	<u>Description of Direct Personal Services.</u> All personal services directly identified with Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet the personal services costs within each major institutional function or activity that are charged as direct personal services.)					
2.5.0	<u>Method of Charging Direct Salaries and Wages.</u> (Mark the appropriate line(s) for each Direct Personal Services Category to identify the method(s) used to charge direct salary and wage costs to Federally sponsored agreements or similar cost objectives. If more than one line is marked in a column, fully describe on a continuation sheet, the applicable methods used.)					
		<u>Direct Personal Services Category</u>				
		<u>Faculty</u> (1)	<u>Staff</u> (2)	<u>Students</u> (3)	<u>Other<sup>1</sup></u> (4)	
	A.	Payroll Distribution Method (Individual time card/actual hours and rates)	_____	_____ <b>X</b> _____	_____ <b>X</b> _____	_____
	B.	Plan - Confirmation (Budgeted, planned or assigned work activity, updated to reflect significant changes)	_____	_____	_____	_____
	C.	After-the-fact Activity Records (Percentage Distribution of employee activity)	_____ <b>X</b> _____	_____ <b>X</b> _____	_____ <b>X</b> _____	_____
	D.	Multiple Confirmation Records (Employee Reports prepared each academic term, to account for employee's activities, direct and indirect charges are certified separately.)	_____	_____	_____	_____
	Y.	Other(s) <sup>1</sup>	_____	_____	_____	_____
2.5.1	Salary and Wage Cost Distribution Systems.					
	Within each major function or activity, are the methods marked in Item 2.5.0 used by all employees compensated by the reporting unit? (If "NO", describe on a continuation sheet, the types of employees not included and describe the methods used to identify and distribute their salary and wage costs to direct and indirect cost objectives.)					
	_____ <b>X</b> _____	Yes				
	_____	No				

FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on a Continuation Sheet

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>PART II – DIRECT COSTS</b> <b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b>
Item No.	Item Description	
2.5.2	<p>Salary and Wage Cost Accumulation System.</p> <p>(Within each major function or activity, describe, on a continuation sheet, the specific accounting records or memorandum records used to accumulate and record the share of the total salary and wage costs attributable to each employee's direct (Federally sponsored projects, non-sponsored projects or similar cost objectives) and indirect activities. Indicate how the salary and the wage cost distributions are reconciled with the payroll data recorded in the institution's financial accounting records.)</p>	
2.6.0	<p><u>Description of Direct Fringe Benefits Costs.</u> All fringe benefits that are attributable to direct salaries and wages and are charged directly to Federally sponsored agreements or similar cost objectives. (Describe on a continuation sheet <u>all</u> of the different types of fringe benefits which are classified and charged as direct costs, e.g., actual or accrued costs of vacation, holidays, sick leave, sabbatical leave, premium pay, social security, pension plans, post-retirement benefits other than pensions, health insurance, training, tuition, tuition remission, etc.)</p>	
2.6.1	<p><u>Method of Charging Direct Fringe Benefits.</u> (Describe on a continuation sheet, how each type of fringe benefit cost identified in item 2.6.0. is measured, assigned and allocated (for definitions, See 9903.302-1); first, to the major functions (e.g., instruction, research); and, then to individual projects or direct cost objectives within each function.)</p>	
2.7.0	<p><u>Description of Other Direct Costs.</u> All other items of cost directly identified with Federally sponsored agreements or similar cost objectives. (List on a continuation sheet the principal classes of other costs which are charged directly, e.g., travel, consultants, services, subgrants, subcontracts, malpractice insurance, etc.)</p>	



COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART II – DIRECT COSTS COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014																																
Item No.	Item Description																																	
2.8.0 Rvsn 2	<p><u>Cost Transfers.</u> When Federally sponsored agreements or similar cost objectives are credited for cost transfers to other projects, grants or contracts, is the credit amount for direct personal services, materials, other direct charges and applicable indirect costs always based on the same amount(s) or rate(s) (e.g., direct labor rate, indirect costs) originally used to charge or allocate costs to the project (Consider transactions where the original charge and the credit occur in different cost accounting periods). (Mark one, if “No”, explain on a continuation sheet how the credit differs from original charge.)</p> <p>_____ Yes</p> <p><u> X </u> No<sup>1</sup></p>																																	
2.9.0	<p><u>Interorganizational Transfers.</u> This item is directed only to those materials, supplies, and services which are, or will be transferred to you from other segments of the educational institution. (Mark the appropriate line(s) in each column to indicate the basis used by you as transferee to charge the cost or price of inter-organizational transfers or materials, supplies, and services to Federally sponsored agreements or similar cost objectives. If more than one line is marked in a column, explain on a continuation sheet.)</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;"></th> <th style="width: 15%; text-align: center;"><u>Materials</u> (1)</th> <th style="width: 15%; text-align: center;"><u>Supplies</u> (2)</th> <th style="width: 15%; text-align: center;"><u>Services</u> (3)</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>At full cost <u>excluding</u> indirect costs attributable to group or central office expenses.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>B.</td> <td>At full cost <u>including</u> indirect costs attributable to group or central office expenses.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>C.</td> <td>At established catalog or market price or prices based on adequate competition.</td> <td style="text-align: center;"><u> X </u></td> <td style="text-align: center;"><u> X </u></td> <td style="text-align: center;"><u> X </u></td> </tr> <tr> <td>Y.</td> <td>Other(s)<sup>1</sup></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Z.</td> <td>Interorganizational transfers are not applicable.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>						<u>Materials</u> (1)	<u>Supplies</u> (2)	<u>Services</u> (3)	A.	At full cost <u>excluding</u> indirect costs attributable to group or central office expenses.	_____	_____	_____	B.	At full cost <u>including</u> indirect costs attributable to group or central office expenses.	_____	_____	_____	C.	At established catalog or market price or prices based on adequate competition.	<u> X </u>	<u> X </u>	<u> X </u>	Y.	Other(s) <sup>1</sup>	_____	_____	_____	Z.	Interorganizational transfers are not applicable.	_____	_____	_____
		<u>Materials</u> (1)	<u>Supplies</u> (2)	<u>Services</u> (3)																														
A.	At full cost <u>excluding</u> indirect costs attributable to group or central office expenses.	_____	_____	_____																														
B.	At full cost <u>including</u> indirect costs attributable to group or central office expenses.	_____	_____	_____																														
C.	At established catalog or market price or prices based on adequate competition.	<u> X </u>	<u> X </u>	<u> X </u>																														
Y.	Other(s) <sup>1</sup>	_____	_____	_____																														
Z.	Interorganizational transfers are not applicable.	_____	_____	_____																														

FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on a Continuation Sheet

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART II – DIRECT COSTS</b> <b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b>
Item No.	Item Description	
2.1.0 Rvsn 2	<p><b>Criteria for Determining How Costs are Charged to Federally Sponsored Agreements or Similar Cost Objectives</b></p> <p>The University follows the general guidelines in sections D. and E. of Circular A-21 in determining the treatment of costs as direct or indirect. Accordingly, costs that can be identified specifically with a particular sponsored project, instructional activity, or other institutional activity, or can be directly assigned to such activities relatively easily with a high degree of accuracy, are treated as direct costs. Conversely, costs incurred for common or joint objectives, which cannot be identified readily and specifically with a particular sponsored project, instructional activity or other institutional activity, are treated as indirect costs. The University's indirect costs are consistent with the definitions of specific indirect cost categories in section F. of Circular A-21.</p> <p>The University also follows the guidelines in section F.6.b. of Circular A-21 which specify the normal treatment of certain costs commonly incurred by academic departments and organized research units.</p> <p>Every effort is made to classify costs incurred for the same purpose, in like circumstances, consistently as either direct or indirect costs. Specific policies have been established by the University to help accomplish this objective. These policies are cited later in this (2.1.0) section.</p> <p>Within academic departments and organized research units, major cost categories are treated as follows:</p> <ul style="list-style-type: none"> <li>- Salaries and fringe benefits of faculty, professional staff (e.g., research associates, research scientists), technical staff, lab assistants, and students associated with effort on research projects, instructional activities and other direct cost objectives, are treated as direct costs. Salaries and fringe benefits of professional business or administrative officers are treated as indirect costs.</li> <li>- Salaries and fringe benefits for employees performing administrative and clerical tasks are normally treated as indirect costs, as required by section F.6.b. of Circular A-21. However, in accordance with supplementary guidance on this subject issued by OMB, these costs are treated as direct costs when the nature of the work performed under a particular project requires an extensive amount of administrative or clerical support and the costs meet the general criteria for direct charging in Circular A-21 (i.e., can be identified specifically with the project). These situations are considered "unlike circumstances" under CAS 502. University Financial Procedure Instructions entitled "Assignment of Costs as Direct or Indirect" include supplementary OMB guidance.</li> </ul>	

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Item No.	Item Description		
2.1.0 Rvsn 2	<p><b>Continued</b></p> <ul style="list-style-type: none"> <li>- The costs of laboratory supplies (e.g., chemicals, glassware, etc.), instructional supplies, animals, animal care and other specialized services, travel, consulting services, long distance telephone toll charges and the other items enumerated in 2.2.0 and 2.7.0 identifiable to research, instruction, or other direct cost objectives are treated as direct costs.</li> <li>- Special repair and maintenance requests involving internal building operations and equipment that are identifiable to research projects, instructional activities or other direct cost objectives, are treated as direct costs based on a work order system; the direct charges are not included in the Operations and Maintenance indirect cost pool. Rent and other facility costs of off-campus facilities used to conduct research or other direct cost objectives are also treated as direct costs.</li> <li>- The costs of office supplies, postage, local (basic) telephone costs, and memberships are treated as indirect costs, except under the conditions specified in the University’s Financial Procedure Instructions entitled “Assignment of Costs as Direct or Indirect”, which the University considers "unlike circumstances" under CAS 502.</li> </ul> <p>Direct costs are assigned by one or more of the following procedures:</p> <ol style="list-style-type: none"> <li>1. Specific identification of costs incurred solely to advance the work of the sponsored agreement or other University activity.</li> <li>2. Service/recharge center costs identified to a specific sponsored agreement or other University activity based on actual usage of services and cost-based recharge (i.e., “billing” or “charge-out”) rates.</li> <li>3. Allocation of costs that benefit projects or activities in proportions that can easily be determined and charged directly. (Example: Chemicals purchased for three different projects are allocated in the proportions used.)</li> </ol>		

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2.1.0 Rvsn 2	<p><b>Continued</b></p> <p>As indicated above, University policies permit direct charges for administrative and clerical salaries, office supplies, postage, local telephone expenses, and memberships only under exceptional circumstances consistent with section F.6.b of Circular A-21 and supplemental guidance issued by OMB. In implementing these policies, the University relies on the judgment of principal investigators and other responsible officials to determine whether these circumstances exist for a particular project, and requires that proposed direct charges for these costs be fully justified to sponsoring agencies in grant applications and contract proposals. If the sponsoring agency accepts the cost as part of the direct project budget (i.e., does not specifically disapprove the item in the award or other notification to the University), then the University will consider the cost an appropriate direct cost of the project. On the other hand, if the sponsoring agency specifically disapproves the cost, the University will rely on the sponsoring agency's judgment that the cost did not meet the criteria for direct charging and will treat the cost as an indirect cost, unless circumstances arise at a later date that justify direct charging of the costs.</p> <p>To assure consistent treatment of costs between sponsored agreements and non-sponsored activities, "Direct Charge Equivalents" (DCEs) are used to assign an appropriate amount of departmental general fund expenses (e.g., general support salaries, travel, long distance telephone expenses, etc.) directly to instruction and other non-sponsored direct cost objectives. DCEs are mathematical formulas, which estimate the portion of general fund expenses that should be assigned directly to non-sponsored activities, and the portion that should be included in the Departmental Administration indirect cost pool. (See description of the accumulation of Departmental Administration expenses in 3.1.0.). The use of DCEs is a long established accounting convention at academic institutions that is designed to help achieve consistent treatment of costs as required by Circular A-21 and CAS 502, and at the same time recognize the generally accepted accounting practices of the institutions.</p> <p>Administrative salaries and costs for normal department support functions are charged directly to non-federally sponsored projects if permitted by the sponsor's policies or otherwise approved by the sponsor. This practice has no negative effect on federally sponsored projects since these costs would have otherwise been included in the University's Departmental Administration indirect cost allocation to federal projects.</p>		
2.2.0	<p><b>Description of Direct Materials</b></p> <p>Principal classes of costs charged directly are in the Materials and Supplies category of costs at Colorado State University, which include equipment less than the capitalization threshold, lab supplies, chemicals, computer software, publications and reference materials.</p>		
2.3.2	<p><b>Inventory Requisitions from Central or Common, Institution-owned Inventory</b></p> <p>A. First In, First Out - Most manual inventories use the first in, first out method to record and value inventory. Example: hay inventory.</p>		

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2.3.2	<p><b>Continued</b></p> <p>C. Average Costs - Several, more complex areas use the average cost method, which is calculated automatically by their inventory systems. Average cost is calculated for each item by averaging the remaining inventory price with the new inventory price. Example: computer support products may have 3 items at \$2.00 and 2 items at \$1.50 in inventory. The average cost would be \$1.80 per item.</p> <p>Y. Other The inventory method is based on whatever best fits the specific unit within the University. These inventory valuation methods include the lower of cost or market and cost of goods to retail. Examples include the livestock inventories (lower of cost or market) or the University Bookstore inventory (cost of goods to retail method). Inventory methods for these exceptions are consistent with industry practice.</p>		
2.4.0	<p><b>Description of Direct Personal Services</b></p> <p>The principal classes of direct personal service costs are faculty, professional staff (research associates, research scientists, etc.), technicians, lab assistants, post-doctoral fellows and students. The direct charges include salaries and fringe benefits. Salaries and fringe benefits of administrative and clerical staff are charged directly under the conditions described in 2.1.0.</p>		
2.5.0	<p><b>Method of Charging Direct Salaries and Wages</b></p> <p>The After-the-fact Activity Records method is used for full-time and regular part-time staff, Grad Assistants, and student employees. Individual time cards are used for hourly (i.e., casual) staff and student hourly employees.</p>		
2.5.2 Rvsn 2	<p><b>Salary and Wage Cost Accumulation System</b></p> <p>Employee salaries and wages are accumulated in the University's computerized Human Resource Management System (HRMS). Employee information is entered into the HRMS from a data sheet, which contains the appropriate authorizations and pay data for that type of employee. At least one initial account, University general account or sponsored project, must be contained in the action sheet to start an initial appointment. After the information is entered, an authorized departmental personnel/payroll person (who has on-line access) may change the account number or add additional account numbers.</p> <p>For salaried employees, such as faculty, staff, research assistants, etc., the system automatically issues a payment monthly and appropriately charges the account(s) in the Quali Financial System (KFS) designated for the individual.</p> <p>For hourly employees, time sheets with appropriate approvals are entered to the HRMS by the authorized departmental personnel/payroll person. Authorized personnel review and verify the account and hours recorded. The HRMS runs the payroll entered on a biweekly time schedule, issues the payment, and charges the appropriate account in the KFS.</p>		

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2.5.2 Rvsn 2	<p><b>Continued</b></p> <p>Responsible officials determine and record the planned distribution of each employee's salary in the payroll distribution budget based on an estimate of the employee's effort distribution. The completed payroll distribution budgets are used to distribute salary costs to University accounts, including sponsored agreements. On a quarterly basis, after-the-fact activity certification reports are signed by the principal investigator or a responsible official with suitable means of verification that the work was performed. These reports are required to be returned and are accounted for centrally. If the activity reports indicate any changes from the amounts charged to the sponsored agreements, a system-generated redistribution is used to transfer the payroll costs and correct the charges. Redistributions for sponsored agreements are forwarded to the Office of Sponsored Programs for review and approval. This process is consistent with the requirements in section J.8.c. of Circular A-21.</p> <p>Business and Financial Services and Human Resources reconcile the HRMS payroll data recorded in the KFS monthly.</p> <p>Salaries and other costs committed by the University to sponsored agreements as cost sharing are either recorded in cost share accounts or identified by memo entries consistent with the University's policies on cost sharing. The cost sharing policies are in Section VIII of the Sponsored Programs Principal Investigator's Manual.</p>		
2.6.0 Rvsn 2	<p><b>Description of Direct Fringe Benefits Costs</b></p> <p>All fringe benefit costs, except as otherwise noted later in this section, are charged via fringe benefit rates negotiated with the Department of Health and Human Services.</p> <p>Fringe benefit costs in the fringe rates include:</p> <ul style="list-style-type: none"> <li>- Unemployment Insurance</li> <li>- Medicare Taxes</li> <li>- Workers' Compensation Insurance</li> <li>- Pension</li> <li>- Other Post-Employment Benefits</li> <li>- Health Insurance</li> <li>- Life Insurance</li> <li>- Dental Insurance</li> <li>- Disability Insurance (Long and Short term)</li> <li>- Assistantship Health Contribution (Grad Assistants only)</li> <li>- Excess Sick Leave (extended periods of qualifying Family Medical Leave exceeding 30 work days per fiscal year)</li> <li>- Termination Leave pay-outs</li> <li>- Employee Assistance Program</li> <li>- Employee Tuition Benefit (Study Privilege)</li> <li>- Awards/Councils (employee longevity, performance and morale)</li> <li>- Parental Leave (formerly Childbearing Leave)</li> </ul>		

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2.6.0 Rvsn 2	<p><b>Continued</b></p> <ul style="list-style-type: none"> <li>- Commitment to Campus Wellness Program (Subsidized memberships for the Adult Fitness Programs and Campus Recreation Center)</li> <li>- State Classified Leave Sharing (Annual leave donated by State Classified Employees)</li> <li>- And, any other new fringe benefit approved by our federal cognizant agency through a future negotiated rate agreement.</li> </ul> <p>Leave costs other than excess sick leave and termination leave (e.g., vacation, holiday, sick leave, etc.) are included in the normal charges for salaries.</p> <p>Colorado State University has a special leave benefit rate for Center for Environmental Management of Military Lands (CEMML) and Colorado National Heritage Program (CNHP).</p> <p>An accrual for CEMML and CNHP employees, the cost of vacation, holiday and sick leave pay, and other paid absences are included in a leave benefit rate, which is applied to salaries and wages for budgeting and charging purposed for Federal projects, and are not included in direct charges for salaries and wages. Charges for salaries and wages must exclude those paid to CEMML and CNHP employees for periods when they are on vacation, holiday, or sick leave, or are otherwise absent from work.</p> <p>The Colorado State University Extension has a very small group of grandfathered Federal employees who are eligible for and enrolled in Federal benefits programs. While the University pays the actual costs of these employee benefits, such costs are excluded from the fringe benefit rate calculation. This group will become obsolete after the current group of Federal employees retire or otherwise leave the University.</p>		
2.6.1 Rvsn 2	<p><b>Method of Charging Direct Fringe Benefits</b></p> <p>Fringe benefits (except for the leave costs and federal employee benefits described in 2.6.0) are charged to sponsored agreements and other activities based on fringe benefit rates with carry-forward negotiated with the Department of Health and Human Services, Cost Allocation Services. The fringe charge is assigned automatically from the Human Resource Management System to KFS and follows salary as a direct charge.</p> <p>Colorado State University utilizes multiple fringe benefit rates for different categories of employees. The total costs for each category are developed based on actual prior year costs, with appropriate adjustments for anticipated (projected) costs. Carry-forward adjustments are made to compensate for prior year over/under recoveries. To establish the rate, total fringe benefit costs for each employee category, is divided by the salary and wage base for that category.</p>		

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2.6.1 Rvsn 2	<p><b>Continued</b></p> <p>Fringe benefit categories and benefits include:</p> <ol style="list-style-type: none"> <li>1. <u>Academic Faculty/Administrative Professional/Post Docs and Interns &gt;1 year of service</u> - All benefits except State Classified Leave Sharing and Assistantship Health Contribution</li> <li>2. <u>State Classified</u> - All benefits except Parental Leave, Assistantship Health Contribution and Other Post-Employment Benefits.</li> <li>3. <u>Student Hourly</u> – Only Medicare and Workers’ Compensation</li> <li>4. <u>Temporary (1)*</u> - Only Unemployment, Medicare, Workers’ Compensation and Pension</li> <li>5. <u>Graduate Assistants</u> - Medicare, Workers’ Compensation and Assistantship Health Contribution</li> <li>6. <u>1st Year Post-Doc’s and Interns</u> - All benefits except Awards/Councils, Pension, Excess Sick Leave, Termination Leave pay-outs, State Classified Leave Sharing, Assistantship Health Contribution and Other Post-Employment Benefits (other than Long-Term Disability).</li> <li>7. <u>Temporary (2)**</u> - All benefits except Pension, Termination Leave pay-outs, State Classified Leave Sharing, Assistantship Health Contribution and Other Post-Employment Benefits (other than Long Term Disability).</li> </ol> <p>*Temporary (1) - Temporary non-student hourly  **Temporary (2) - Temporary first year faculty and administrative professionals above ½ time and all temporary faculty and administrative professionals at less than ½ time.</p>		
2.7.0	<p><b>Description of Other Direct Costs</b></p> <p>Principal categories of other direct costs include: travel; general services (e.g., consulting); subject costs; animals; animal care and other specialized and technical services; publication costs; subawards; equipment; alterations and renovations needed to meet specific project requirements; long distance telephone expenses; special repair and maintenance requests inside buildings; rent and other facility costs of off-campus facilities.</p>		
2.8.0 Rvsn 2	<p><b>Cost Transfers</b></p> <p>For the vast majority of cost transfer, the amount credited for direct costs and applicable indirect costs is the same as the amount originally charged for these costs. However, if the cost transfer occurs in a fiscal year different from that of the original charge and if the indirect cost and/or fringe benefit rate applicable to the year of the transfer is different from the rate applicable to the year of the original charge, the transfer year rate is used to determine the amount credited to the project. The University does not believe that this practice has a material effect on charges to sponsored agreements.</p>		



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Item No.	Item Description	
2.9.0 Rvsn 2	<p><b>Interorganizational Transfers</b></p> <p>Colorado State University occasionally purchases goods and services from the Colorado State University-Pueblo campus of the Colorado State University System. Amounts involved are minor.</p> <p>-End of Part</p>	

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<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>	<b>PART III – INDIRECT COSTS COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>
Item No.	Item Description
	<p style="text-align: center;">Instructions for Part III</p> <p>Institution should disclose how the segment’s total direct costs are identified and accumulated in specific indirect cost categories and allocated to applicable indirect cost pools and service centers within each major function or activity, how service center costs are accumulated and “billed” to users, and the specific indirect cost pools and allocation bases used to calculate the indirect cost rates that are used to allocate accumulated indirect costs to Federally sponsored agreements or similar final cost objectives. A continuation sheet should be used wherever additional space is required or when a response requires further explanation to ensure clarity and understanding.</p> <p>The following Allocation Base Codes are provided for use in connection with Items 3.1.0 and 3.3.0.</p> <ul style="list-style-type: none"> <li>A. Direct Charge or Allocation</li> <li>B. Total Expenditures</li> <li>C. Modified Total Cost Basis</li> <li>D. Modified Total Direct Cost Basis</li> <li>E. Salaries and Wages</li> <li>F. Salaries, Wages and Fringe Benefits</li> <li>G. Number of Employees (head count)</li> <li>H. Number of Employees (full-time equivalent basis)</li> <li>I. Number of Students (head count)</li> <li>J. Number of Students (full-time equivalent basis)</li> <li>K. Student Hours—classroom and work performed</li> <li>L. Square Footage</li> <li>M. Usage</li> <li>N. Unit of Product</li> <li>O. Total Production</li> <li>P. More than one base (Separate Cost Groupings)<sup>1</sup></li> <li>Y. Others<sup>1</sup></li> <li>Z. Category or Pool not applicable</li> </ul>

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<sup>1</sup> List on a continuation sheet, the category and subgrouping(s) of expense involved and the allocation base(s) used.

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3.1.0	<p><u>Indirect Cost Categories - Accumulation and Allocation.</u> This item is directed at the identification, accumulation and allocation of all indirect costs of the institution. (Under the column heading, “Accumulation Method,” insert “Yes” or “No” to indicate if the cost elements included in each indirect cost category are identified, recorded and accumulated in the institution’s formal accounting system. If “No,” describe on a continuation sheet, how the cost elements included in the indirect cost category are identified and accumulated. Under the column heading “Allocation Base,” enter one of the allocation base codes A through P, Y, or Z, to indicate the basis used for allocating the accumulated costs of each indirect cost category to applicable indirect cost categories, indirect cost pools, other institutional activities, specialized service facilities and other service centers. Under the column heading “Allocation Sequence,” insert 1, 2, or 3 next to each of the first three indirect cost categories to indicate the sequence of the allocation process. If cross-allocation techniques are used, insert “CA.” If an indirect cost category listed in this section is not used, insert “NA.”)</p> <table border="1"> <thead> <tr> <th><u>Indirect Cost Category</u></th> <th><u>Accumulation Method</u></th> <th><u>Allocation Base Code</u></th> <th><u>Allocation Sequence</u></th> </tr> </thead> <tbody> <tr> <td>(a) Depreciation/Use Allowance/Interest</td> <td></td> <td></td> <td><u>1</u></td> </tr> <tr> <td>    Building</td> <td><u>N</u></td> <td><u>L</u></td> <td></td> </tr> <tr> <td>    Equipment</td> <td><u>N</u></td> <td><u>L</u></td> <td></td> </tr> <tr> <td>    Capital Improvements to Land<sup>1</sup></td> <td><u>N</u></td> <td><u>P</u></td> <td></td> </tr> <tr> <td>    Interest<sup>1</sup></td> <td><u>Y</u></td> <td><u>L</u></td> <td></td> </tr> <tr> <td>(b) Operation and Maintenance</td> <td><u>N</u></td> <td><u>L</u></td> <td><u>2</u></td> </tr> <tr> <td>(c) General Administration and General Expense</td> <td><u>N</u></td> <td><u>C</u></td> <td><u>3</u></td> </tr> <tr> <td>(d) Departmental Administration</td> <td><u>N</u></td> <td><u>D</u></td> <td></td> </tr> <tr> <td>(e) Sponsored Projects Administration</td> <td><u>Y</u></td> <td><u>D</u></td> <td></td> </tr> <tr> <td>(f) Library</td> <td><u>Y</u></td> <td><u>P</u></td> <td></td> </tr> <tr> <td>(g) Student Services Administration</td> <td><u>Y</u></td> <td><u>Y</u></td> <td></td> </tr> <tr> <td>(h) Other<sup>1</sup></td> <td><u>NA</u></td> <td><u>-</u></td> <td></td> </tr> </tbody> </table>			<u>Indirect Cost Category</u>	<u>Accumulation Method</u>	<u>Allocation Base Code</u>	<u>Allocation Sequence</u>	(a) Depreciation/Use Allowance/Interest			<u>1</u>	Building	<u>N</u>	<u>L</u>		Equipment	<u>N</u>	<u>L</u>		Capital Improvements to Land <sup>1</sup>	<u>N</u>	<u>P</u>		Interest <sup>1</sup>	<u>Y</u>	<u>L</u>		(b) Operation and Maintenance	<u>N</u>	<u>L</u>	<u>2</u>	(c) General Administration and General Expense	<u>N</u>	<u>C</u>	<u>3</u>	(d) Departmental Administration	<u>N</u>	<u>D</u>		(e) Sponsored Projects Administration	<u>Y</u>	<u>D</u>		(f) Library	<u>Y</u>	<u>P</u>		(g) Student Services Administration	<u>Y</u>	<u>Y</u>		(h) Other <sup>1</sup>	<u>NA</u>	<u>-</u>	
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<sup>1</sup> Describe on a Continuation Sheet.

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3.2.0 Rvsn 2	<p><u>Service Centers</u>. Service centers are departments or functional units, which perform specific technical or administrative services primarily for the benefit of other units within a reporting unit. Service Centers include “recharge centers” and the “specialized service facilities” defined in Section J of Circular A-21. (The codes identified below should be inserted on the appropriate line for each service center listed. The column numbers correspond to the paragraphs listed below that provide the codes. Explain on a Continuation Sheet if any of the services are charged to users on a basis other than usage of the services. Enter “Z” in Column 1, if not applicable.)</p> <table border="0"> <thead> <tr> <th></th> <th>(1)</th> <th>(2)</th> <th>(3)</th> <th>(4)</th> <th>(5)</th> <th>(6)</th> </tr> </thead> <tbody> <tr> <td>(a) Scientific Computer Operations</td> <td><u>Z</u></td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> </tr> <tr> <td>(b) Business Data Processing</td> <td><u>Z</u></td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> </tr> <tr> <td>(c) Animal Care Facilities</td> <td><u>A</u></td> <td><u>B</u></td> <td><u>C</u></td> <td><u>B</u></td> <td><u>A</u></td> <td><u>B</u></td> </tr> <tr> <td>(d) Other Service Centers with Annual Operating Budgets exceeding \$1,000,000 or that generate significant charges to Federally sponsored agreements either as a direct or indirect cost. (Specify below; use a Continuation Sheet, if necessary)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    Printing/Publications _____</td> <td><u>C</u></td> <td><u>B</u></td> <td><u>C</u></td> <td><u>A</u></td> <td><u>A</u></td> <td><u>B</u></td> </tr> <tr> <td>    Mail Service _____</td> <td><u>C</u></td> <td><u>B</u></td> <td><u>C</u></td> <td><u>A</u></td> <td><u>A</u></td> <td><u>B</u></td> </tr> <tr> <td>    Telecommunications _____</td> <td><u>C</u></td> <td><u>B</u></td> <td><u>C</u></td> <td><u>A</u></td> <td><u>A</u></td> <td><u>B</u></td> </tr> <tr> <td>    Natural Resource Ecology Lab _____</td> <td><u>A</u></td> <td><u>C</u></td> <td><u>C</u></td> <td><u>A</u></td> <td><u>A</u></td> <td><u>B</u></td> </tr> <tr> <td>    Facilities Services _____</td> <td><u>C</u></td> <td><u>C</u></td> <td><u>C</u></td> <td><u>A</u></td> <td><u>A</u></td> <td><u>B</u></td> </tr> </tbody> </table> <p>(1) <u>Category Code</u>: Use code “A” if the service center costs are billed only as direct costs of final cost objectives; code “B” if billed only to indirect cost categories or indirect cost pools; code “C” if billed to both direct and indirect cost objectives.</p> <p>(2) <u>Burden Code</u>: Code “A” - center receives an allocation of all applicable indirect costs; Code “B” - partial allocation of indirect costs; Code “C” - no allocation of indirect costs.</p> <p>(3) <u>Billing Rate Code</u>: Code “A” - billing rates are based on historical costs; Code “B” - rates are based on projected costs; Code “C” - rates are based on a combination of historical and projected costs; Code “D” - billings are based on the actual costs of the billing period; Code “Y” - other (explain on a Continuation Sheet).</p> <p>(4) <u>User Charges Code</u>: Code “A” - all users are charged at the same billing rates; Code “B” - some users are charged at different rates than other users (explain on a Continuation Sheet).</p> <p>(5) <u>Actual Costs vs. Revenues Code</u>: Code “A” - billings (revenues) are compared to actual costs (expenditures) at least annually; Code “B” - billings are compared to actual costs less frequently than annually.</p> <p>(6) <u>Variance Code</u>: Code “A” - Annual variance between billed and actual cost are prorated to users (as credits or charges); Code “B” - variances are carried forward as adjustments to billing rate of future periods; Code “C” - annual variances are charged or credited to indirect costs; Code “Y” - other (explain on a Continuation Sheet).</p>								(1)	(2)	(3)	(4)	(5)	(6)	(a) Scientific Computer Operations	<u>Z</u>	—	—	—	—	—	(b) Business Data Processing	<u>Z</u>	—	—	—	—	—	(c) Animal Care Facilities	<u>A</u>	<u>B</u>	<u>C</u>	<u>B</u>	<u>A</u>	<u>B</u>	(d) Other Service Centers with Annual Operating Budgets exceeding \$1,000,000 or that generate significant charges to Federally sponsored agreements either as a direct or indirect cost. (Specify below; use a Continuation Sheet, if necessary)							Printing/Publications _____	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>	Mail Service _____	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>	Telecommunications _____	<u>C</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>	Natural Resource Ecology Lab _____	<u>A</u>	<u>C</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>	Facilities Services _____	<u>C</u>	<u>C</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u>
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3.3.0	<p><u>Indirect Cost Pools and Allocation Bases</u></p> <p>(Identify all of the indirect costs pools established for the accumulation of indirect costs, excluding service centers, and the allocation bases used to distribute accumulated indirect costs to Federally sponsored agreements or similar cost objectives within each major function or activity. For all applicable indirect cost pools, enter the applicable Allocation Base Code A through P, Y, or Z, to indicate the basis used for allocating accumulated pool costs to Federally sponsored agreements or similar cost objectives.)</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Indirect Cost Pools</u></th> <th style="text-align: right;"><u>Allocation Base Code</u></th> </tr> </thead> <tbody> <tr> <td colspan="2">A. Instruction</td> </tr> <tr> <td><input checked="" type="checkbox"/> On-Campus</td> <td style="text-align: right;"><u>  D  </u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Off-Campus</td> <td style="text-align: right;"><u>  D  </u></td> </tr> <tr> <td><input type="checkbox"/> Other<sup>1</sup></td> <td style="text-align: right;"><u>          </u></td> </tr> <tr> <td colspan="2">B. Organized Research</td> </tr> <tr> <td><input checked="" type="checkbox"/> On-Campus</td> <td style="text-align: right;"><u>  D  </u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Off-Campus</td> <td style="text-align: right;"><u>  D  </u></td> </tr> <tr> <td><input type="checkbox"/> Other<sup>1</sup></td> <td style="text-align: right;"><u>          </u></td> </tr> <tr> <td colspan="2">C. Other Sponsored Activities</td> </tr> <tr> <td><input checked="" type="checkbox"/> On-Campus</td> <td style="text-align: right;"><u>  D  </u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Off-Campus</td> <td style="text-align: right;"><u>  D  </u></td> </tr> <tr> <td><input type="checkbox"/> Other<sup>1</sup></td> <td style="text-align: right;"><u>          </u></td> </tr> <tr> <td colspan="2">D. Other Institutional Activities<sup>1</sup></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>  D  </u></td> </tr> </tbody> </table>			<u>Indirect Cost Pools</u>	<u>Allocation Base Code</u>	A. Instruction		<input checked="" type="checkbox"/> On-Campus	<u>  D  </u>	<input checked="" type="checkbox"/> Off-Campus	<u>  D  </u>	<input type="checkbox"/> Other <sup>1</sup>	<u>          </u>	B. Organized Research		<input checked="" type="checkbox"/> On-Campus	<u>  D  </u>	<input checked="" type="checkbox"/> Off-Campus	<u>  D  </u>	<input type="checkbox"/> Other <sup>1</sup>	<u>          </u>	C. Other Sponsored Activities		<input checked="" type="checkbox"/> On-Campus	<u>  D  </u>	<input checked="" type="checkbox"/> Off-Campus	<u>  D  </u>	<input type="checkbox"/> Other <sup>1</sup>	<u>          </u>	D. Other Institutional Activities <sup>1</sup>			<u>  D  </u>
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3.4.0	<p><u>Composition of Indirect Cost Pools.</u> (For each pool identified under Items 3.1.0 and 3.2.0, describe on a continuation sheet the major organizational components, subgroupings of expenses, and elements of cost included.)</p>																																
3.5.0	<p><u>Composition of Allocation Bases.</u> (For each allocation base code used in Items 3.1.0 and 3.3.0, describe on a continuation sheet the makeup of the base. For example, if a modified total direct cost base is used, specify which of the elements of direct cost identified in Part II, Direct Costs, that are included, e.g., materials, salaries and wages, fringe benefits, travel costs, and excluded, e.g., subcontract costs over first \$25,000. Where applicable, explain if service centers are included or excluded. Specify the benefiting functions and activities included. If any cost objectives are excluded from the allocation base, such cost objectives and the alternate allocation method used should be identified. If an indirect cost allocation is based on Cost Analysis Studies, identify the study, and fully describe the study methods and techniques applied, the composition of the specific allocation base used, and the frequency of each recurring study.)</p>																																

FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on a Continuation Sheet.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART III – INDIRECT COSTS COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014
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3.6.0	<p><u>Allocation of Indirect Costs to Programs That Pay Less Than Full Indirect Costs.</u> Are appropriate direct costs of all programs and activities included in the indirect cost allocation bases, regardless of whether allocable indirect costs are fully reimbursed by the sponsoring organizations?</p> <p>A.    <input checked="" type="checkbox"/>    Yes</p> <p>B.    <input type="checkbox"/>    No<sup>1</sup></p>	

FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on a Continuation Sheet.

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART III – INDIRECT COSTS</b>
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Item No.	Item Description	
3.1.0	<b>Indirect Cost Categories - Accumulation and Allocation</b>	
	<b>Accumulation Method:</b>	
3.1.0(a) Rvsn 2	<b>Depreciation/Use Allowances/Interest</b> <p>Capitalized building, equipment, and land improvement values and related depreciation, with appropriate Federal and nonfederal fund source distinctions, are recorded in the University's central Kuali Financial System (KFS). Relevant information for University-owned/titled assets is also recorded in the annual financial statements. During the preparation of each F&amp;A proposal, depreciation applicable to nonfederal sources is included in appropriate depreciation subpools. Depreciation applicable to Federal sources is identified to subpools that are allocated entirely to Other Institutional Activities.</p> <p>Detailed subsidiary records for debt principal and interest expense are maintained centrally. Summary data is recorded in KFS and annual financial statements.</p>	
3.1.0(b)	<b>Operations and Maintenance</b> <p>While all Operations and Maintenance expenses are recorded in the University's financial records, certain amounts applicable to multi-year renovation and repair projects need to be analyzed to determine the current year expended amounts related to non-capitalized expenses.</p>	
3.1.0(c) Rvsn 2	<b>General Administration and General Expense</b> <p>General Administration and General Expenses are accumulated by the University's formal accounting system. This cost pool also includes the following costs allocated (or billed) from the State of Colorado and the Colorado State University System: 1) State central service costs allocated to the University in the Colorado Statewide Cost Allocation plan; 2) Office of the State Auditor costs; 3) Colorado Commission on Higher Education costs; and 4) Costs of the Colorado State University System office described in Part VII.</p>	
3.1.0(d) Rvsn 2	<b>Departmental Administration</b> <p>Departmental administration expenses are only partially identified by the accounting system. This cost pool consists of the administrative costs of deans' offices; costs associated with the administrative work of department heads, faculty and other professional research/academic staff; and other departmental support services. The costs of deans' offices are identified by the accounting system. The costs associated with administrative activities of department heads, faculty and other professional research/academic staff are covered by a standard allowance of 3.6% of modified total direct costs specified in paragraph F.6.a.(2) of Circular A-21.</p>	

FORM CASB DS-2 (REV 10/94)

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART III – INDIRECT COSTS</b> <b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b>
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3.1.0(d) Rvsn 2	<p><b>Continued</b></p> <p>Other department-level administrative/support costs include the salaries and fringe benefits of administrative and clerical staff (excluding direct charges for administrative and clerical services under the conditions discussed in 2.1.0), departmental business managers, office supplies, postage, travel associated with administrative activities, etc. This portion of departmental administration expenses is accumulated through an analysis of departmental general fund accounts and the application of "Direct Charge Equivalents" (DCEs). As discussed in 2.1.0, DCEs are mathematical formulas, which estimate the portion of departmental general fund expenses that should be assigned directly to instruction and other non-sponsored direct cost objectives, and the portion that should be included in the departmental administration indirect cost pool.</p> <p>Within academic departments and organized research units, professional business or administrative job titles (e.g., departmental business officers) charged to general fund accounts are categorized as 100 percent departmental administration. Salaries, wages, and fringe benefits of departmental support staff and non-labor costs charged to departmental general fund accounts are subject to the DCE methodology. The DCE methodology used by Colorado State University is consistent with the preferred methodology described in the HHS "Review Guide for Long Form University Indirect Cost Proposals".</p>	
3.1.0 (e-h)	<p><b>All Other Indirect Cost Categories</b></p> <p>The remaining indirect cost categories are identified by the University's accounting system. As noted in 1.2.0, adjustments and reclassifications are needed to recast the information in the University's financial statements into the cost pools required by Circular A-21.</p> <p><b>Allocation Base Code:</b></p>	
3.1.0(a) Rvsn 2	<p><b>Capital Improvements to Land</b></p> <p>This pool is allocated based on the standard method in Section F.2.b. (4) of Circular A-21.</p>	



<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART III – INDIRECT COSTS</b>	
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3.1.0(f) Rvsn 2	<p><b>Library</b></p> <p>The University’s library is not utilized to a significant degree by non-university users because the library is located in the center of the campus and parking around the library is very restricted. However, when calculating indirect cost rates, “other users” are estimated and included in the library allocation base.</p>		
3.1.0(g) Rvsn 2	<p><b>Student Services Administration</b></p> <p>The Student Services Administration cost pool is allocated entirely to instruction in accordance with the standard base in section F.9.b. of Circular A-21.</p>		
3.2.0 Rvsn 2	<p><b>Service Centers</b></p> <p>Service Centers, Recharge Centers, and Specialized Service Facilities may bill either direct or indirect cost objectives depending on the usage.</p> <p><b>Scientific Computer Operations</b></p> <p>The University does not have a central scientific computer operation per se. With advances in technology, most computer applications are handled by personal computers, network servers, and other computer configurations maintained by the individual colleges and departments.</p> <p><b>Business Data Processing</b></p> <p>The University’s central administrative/business data processing systems (e.g., human resources, financial, facilities/space, and proposal approval/support) provide services to activities that are included in pertinent indirect cost pools.</p> <p><b>Variances</b></p> <p>Service/recharge center and specialized service facility operating variances ordinarily are carried forward as adjustments to billing rates in future periods. Consequently, code B applies in column (6). The institution subsidizes losses in the centers/SSFs when it is determined to be in the best interest of the University.</p>		
3.2.0(c) (4)	<p><b>Animal Care Facilities</b></p> <p>Laboratory Animal Resources (LAR) provides animal care services for the majority of animal users at CSU. Users of LAR facilities are charged using the same rates. There are other animal facilities at CSU that are not managed by LAR. These facilities are typically investigator maintained areas and have their own rate structures.</p>		

<p align="center"><b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b></p>	<p align="center"><b>CONTINUATION SHEET – PART III – INDIRECT COSTS</b> <hr/><b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b></p>
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<p>3.3.0 Rvsn 2</p> <p>3.4.0 Rvsn 2</p>	<p><b>Indirect Cost Pools and Allocation Bases</b></p> <p><b>D. Other Institutional Activities</b></p> <p>The allocation base code for this rate is D, Modified Total Direct Cost.</p> <p><b>Composition of Indirect Cost Pools</b></p> <p><b>I. Depreciation/Interest</b></p> <p><b>a) Building Depreciation cost pool</b></p> <p>The building depreciation cost pool includes depreciation for each building excluding depreciation on capitalized costs paid by the Federal government.</p> <p><b>b) Land Improvements Depreciation cost pool</b></p> <p>Depreciation is calculated on improvements that cannot be specifically identified to one building and are beneficial to the campus as a whole.</p> <p><b>c) Equipment Depreciation cost pool</b></p> <p>This cost pool contains depreciation for all equipment with a unit cost of at least \$5,000 and a useful life of more than one year. Depreciation is excluded for federally purchased equipment.</p> <p><b>d) Interest cost pool</b></p> <p>This cost pool contains interest on debt associated with buildings, equipment and capital improvements, subject to the limitations of paragraph J.26 of Circular A-21.</p> <p><b>II. Operations and Maintenance cost pools</b></p> <p><b>a) Building-oriented cost pools</b></p> <p>These pools include O&amp;M costs that are identified to individual, benefiting buildings. Examples include property insurance, utilities, routine maintenance, non-routine (i.e., non-capitalized plant fund) maintenance, custodial, facilities administration, and property accounting. Also included are appropriate shares of cross-allocations of Depreciation (Buildings and Equipment), Interest Expense, and applicable O&amp;M cost pools.</p>

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART III – INDIRECT COSTS</b>
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3.4.0 Rvsn 2	<p><b>Continued</b></p> <p><b>b) Hazardous/radioactive materials and biosafety cost pool</b></p> <p>This pool includes hazardous/radioactive materials costs and biosafety costs that are identified to individual, benefiting departments based on usage logs. Examples include Managing/regulating hazardous/radioactive materials, radiation-producing machinery, radioisotopes, and potentially biologically hazardous activities; handling/disposal of hazardous/radioactive waste; and the provision of technical assistance and training to University departments and faculty/staff. Also included are appropriate shares of cross-allocations of Depreciation (Buildings and Equipment), Interest Expense, and applicable O&amp;M cost pools.</p> <p><b>c) Department Paid O&amp;M cost pool</b></p> <p>This pool consists of all O&amp;M costs paid by non-auxiliary departments. These costs include operations and maintenance expenditures paid out of general operating accounts of each department.</p> <p><b>d) Unallowable O&amp;M and Auxiliary-Paid O&amp;M cost pool</b></p> <p>This pool includes unallowable O&amp;M costs and O&amp;M costs paid by Auxiliary Enterprises, such as Housing &amp; Dining Services, Lory Student Center, and Athletics.</p> <p><b>III. General Administration and General Expense (G&amp;A) cost pools</b></p> <p><b>a) Institution-Wide G&amp;A cost pool</b></p> <p>This pool includes all costs for the general executive administrative offices and other expenses of a general character that essentially benefit all University functions, plus State-level allocations from the State of Colorado and Colorado State University System as described in 3.1.0(c). Examples include University-level functions such as Financial/budgeting; legal counsel; procurement and contracting; human resources and payroll; computing and information technology. Also included are appropriate shares of cross-allocations of Depreciation (Buildings and Equipment), Interest Expense, and applicable O&amp;M cost pools.</p> <p><b>b) Academic Activities G&amp;A cost pool</b></p> <p>This pool includes all costs for academic/mission related general executive administrative offices and other expense of a general character that essentially relate to the University's academic/mission functions. Examples include University-level functions such as senior academic officers and graduate school administration. Also included are appropriate shares of cross-allocations of Depreciation (Buildings and Equipment), Interest Expense, and applicable O&amp;M cost pools.</p>	

<p align="center"><b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b></p>	<p align="center"><b>CONTINUATION SHEET – PART III – INDIRECT COSTS</b> <hr/><b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b></p>
Item No.	Item Description
<p>3.4.0 Rvsn 2</p>	<p><b>Continued</b></p> <p><b>c) Unallowable G&amp;A cost pool</b></p> <p>This pool includes G&amp;A activities and costs that are unallowable according to Circular A-21. Also included are appropriate shares of cross-allocations of Depreciation (Buildings and Equipment), Interest Expense, and applicable O&amp;M cost pools.</p> <p><b>IV. Department Administration</b></p> <p>This pool includes costs incurred for administrative and supporting services that benefit common or joint departmental activities or objectives in academic deans’ offices, academic departments and divisions, and organized research units. Also included are appropriate shares of cross-allocations of Depreciation (Buildings and Equipment), Interest Expense, and applicable O&amp;M and G&amp;A cost pools. See 3.1.0(d) for additional information on the composition and accumulation of departmental administration expenses.</p> <p><b>V. Sponsored Projects Administration (SPA)</b></p> <p>This pool includes costs incurred by central-University offices established primarily to administer sponsored projects/programs. Examples include the administrative activities of the Office of Sponsored Programs, Office of the Vice President for Research, and Research Integrity &amp; Compliance Office. Also included are appropriate shares of cross-allocations of Depreciation (Buildings and Equipment), Interest Expense, and applicable O&amp;M and G&amp;A cost pools.</p> <p><b>VI. Library</b></p> <p><b>a) Allowable Library cost pool</b></p> <p>This pool includes all allowable costs associated with operating and maintaining the Colorado State University Libraries, as well as appropriate shares of cross-allocations of Depreciation (Buildings and Equipment), Interest Expense, and applicable O&amp;M and G&amp;A cost pools. Examples include costs incurred for acquiring printed volumes (e.g., bound serials/periodicals, books) and gaining access to electronic library resources (e.g., journals, databases).</p> <p><b>b) Unallowable Library cost pool</b></p> <p>This pool includes all Library costs that are unallowable according to Circular A-21.</p>

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART III – INDIRECT COSTS</b>
		<b>COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>
Item No.	Item Description	
3.4.0 Rvsn 2	<p><b>Continued</b></p> <p><b>VII. Student Services Administration</b></p> <p>This pool consists of costs incurred for the administration of student affairs and for services to students including expenses of activities such as Dean of students, admissions, registrar, counseling and placement services, student advisors, student health, catalogs, and commencements/convocations. Also included are appropriate shares of cross-allocations of Depreciation (Buildings and Equipment), Interest Expense, and applicable O&amp;M and G&amp;A cost pools.</p>	
3.5.0 Rvsn 2	<p><b>Composition of Allocation Bases</b></p> <p><b>Depreciation (Buildings, Capital Improvements to Land, and Equipment) and Interest</b></p> <p>Building-level depreciation and interest is allocated on a building-by-building basis among the functions performed in each building (e.g., instruction, organized research, departmental administration) based on the amount of net assignable square feet occupied by each function. Room-level (equipment) depreciation is allocated on a room-by-room basis among the functions performed in each room. The allocation of depreciation and interest applicable to capital improvements to land is addressed in 3.1.0(a) under “Allocation Base Code.”</p> <p>Functional usage is determined on a room-by-room basis through a periodic space inventory and functional use survey, which assigns a specific percentage of use to each function performed in each room.</p> <p><b>Operations and Maintenance</b></p> <p>All Operations and Maintenance costs are allocated based on the functional use of space, but some cost pools are allocated to specific benefiting buildings or specific benefiting departments as a first step. For example, most utility, maintenance, and custodial costs are identified to specific benefiting buildings based on meter data or subsidiary records maintained by the University’s Facilities Management Department. For another example, hazardous/radioactive waste costs are identified to specific benefiting departments based on subsidiary records maintained by the University’s Environmental Health Services Department.</p> <p>Building-oriented O&amp;M costs are allocated to the functions performed in each building based on space inventory and functional use survey data, as described in the “Depreciation on buildings, capital improvements to land and equipment” section, above. Department-oriented O&amp;M costs are allocated to the functions performed in each department based on space inventory and functional use survey data.</p> <p>The Unallowable O&amp;M and Auxiliary-Paid O&amp;M cost pool is allocated directly to Other Institutional Activities.</p>	

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART III – INDIRECT COSTS</b>
		<b>COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>
Item No.	Item Description	
3.5.0 Rvsn 2	<p><b>Continued</b></p> <p><b>General Administration and General Expenses (G&amp;A)</b></p> <p>G&amp;A Expenses are allocated based on modified total costs (MTC). Modified Total Costs (MTC) consists of all salaries and wages, fringe benefits, materials and supplies, services, travel, and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). The following cost elements are excluded from the Modified Total Costs base: Equipment that meets the University's capitalization threshold, other capital expenditures, charges for patient care and tuition remission, space rental costs, scholarships and fellowships, and the portion of each subgrant and subcontract in excess of \$25,000.</p> <p>The General/University-Wide G&amp;A pool is allocated to all major functions of the University. The Academic/Mission G&amp;A cost pool is allocated to all benefiting academic/mission related areas. Unallowable G&amp;A is allocated entirely to Other Institutional Activities.</p> <p><b>Departmental Administration Expenses</b></p> <p>Departmental Administration expenses are allocated based on Modified Total Direct Costs (MTDC), which consist of the same cost elements as the Modified Total Costs base used to allocate General Administration and General Expenses. As stipulated in section F.6. of Circular A-21, the administrative expenses of the dean's office of each college and school are allocated to the academic departments and other organizational units within that college or school. The administrative expenses of each department, plus the department's share of the dean's office costs, are allocated to the direct functions within that department.</p> <p><b>Sponsored Projects Administration</b></p> <p>Sponsored Projects Administration expenses are allocated based on the MTDC of the sponsored projects/programs within each major function. MTDC for this purpose consists of the same cost elements as the allocation base for General Administration and General Expenses and Departmental Administration.</p> <p><b>Library</b></p> <p>In accordance with F.8.b. and F.8.c. of Circular A-21, the Library cost pool is allocated based on full-time equivalents of University students and professional employees and "other users." The latter category is developed based on available library utilization data, and on related conversations with key library administrators.</p>	

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>	<b>CONTINUATION SHEET – PART III – INDIRECT COSTS</b> <hr/> <b>COLORADO STATE UNIVERSITY</b> <b>Revision Number 2, Effective July 1, 2014</b>
Item No.	Item Description
3.5.0 Rvsn 2	<p><b>Continued</b></p> <p><b>Student Services Administration</b></p> <p style="padding-left: 40px;">In accordance with F.9.b. of Circular A-21, this pool is allocated entirely to Instruction.</p> <p><b>Final Distribution Base</b></p> <p style="padding-left: 40px;">The final distribution base (i.e., the base used to allocate the accumulated indirect costs of each major function to sponsored agreements within that function) is also MTDC and consists of the same cost elements as the base for allocating the administrative cost pools noted above.</p> <p>-End of Part</p>

**COST ACCOUNTING STANDARDS BOARD  
DISCLOSURE STATEMENT  
REQUIRED BY PUBLIC LAW 100-679  
EDUCATIONAL INSTITUTIONS**

**PART IV –  
DEPRECIATION AND USE ALLOWANCES  
COLORADO STATE UNIVERSITY  
Revision Number 2, Effective July 1, 2014**

Item No.	Item Description																																																		
4.1.0 Rvsn 2	<p style="text-align: center;">Part IV</p> <p><u>Depreciation Charged to Federally Sponsored Agreements or Similar Cost Objectives.</u> (For each asset category listed below, enter a code from A through C in Column (1) describing the method of depreciation; a code from A through D in Column (2) describing the basis for determining useful life; a code from A through C in Column (3) describing how depreciation methods or use allowances are applied to property units; and Code A or B in Column (4) indicating whether or not the estimated residual value is deducted from the total cost of depreciable assets. Enter Code Y in each column of an asset category where another or more than one method applies. Enter Code Z in Column (1) only, if an asset category is not applicable)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;"></th> <th style="width: 12.5%; text-align: center;">Depreciation Method (1)</th> <th style="width: 12.5%; text-align: center;">Useful Life (2)</th> <th style="width: 12.5%; text-align: center;">Property Unit (3)</th> <th style="width: 12.5%; text-align: center;">Residual Value (4)</th> </tr> </thead> <tbody> <tr> <td>(a) Land Improvements</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>C</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(b) Buildings</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(c) Building Improvements</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(d) Leasehold Improvements</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(e) Equipment</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(f) Furniture and Fixtures</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(g) Automobiles and Trucks</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(g) Tools</td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>A</u></td> <td style="text-align: center;"><u>B</u></td> </tr> <tr> <td>(i) Enter Code Y on this line if other asset categories are used and enumerate on a continuation sheet each such asset category and the applicable codes. Otherwise enter Code Z.)</td> <td style="text-align: center;"><u>Y</u></td> <td style="text-align: center;"><u>Y</u></td> <td style="text-align: center;"><u>Y</u></td> <td style="text-align: center;"><u>Y</u></td> </tr> </tbody> </table> <p><u>Column (1) - Depreciation Method Code</u></p> <p>A. Straight Line B. Expensed at Acquisition C. Use Allowance Y. Other or more than one method<sup>1</sup></p> <p><u>Column (2) - Useful Life Code</u></p> <p>A. Replacement Experience B. Term of Lease C. Estimated service life D. As prescribed for use allowance by Office of Management and Budget Circular No. A-21 Y. Other or more than one method<sup>1</sup></p> <p><u>Column (3) - Property Unit Code</u></p> <p>A. Individual units are accounted for separately B. Applied to groups of assets with similar service lines C. Applied to groups of assets with varying service lives Y. Other or more than one method<sup>1</sup></p> <p><u>Column (4) - Residual Value Code</u></p> <p>A. Residual value is deducted B. Residual value is not deducted Y. Other or more than one method<sup>1</sup></p>		Depreciation Method (1)	Useful Life (2)	Property Unit (3)	Residual Value (4)	(a) Land Improvements	<u>A</u>	<u>C</u>	<u>A</u>	<u>B</u>	(b) Buildings	<u>A</u>	<u>A</u>	<u>A</u>	<u>B</u>	(c) Building Improvements	<u>A</u>	<u>A</u>	<u>A</u>	<u>B</u>	(d) Leasehold Improvements	<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>	(e) Equipment	<u>A</u>	<u>A</u>	<u>A</u>	<u>B</u>	(f) Furniture and Fixtures	<u>A</u>	<u>A</u>	<u>A</u>	<u>B</u>	(g) Automobiles and Trucks	<u>A</u>	<u>A</u>	<u>A</u>	<u>B</u>	(g) Tools	<u>A</u>	<u>A</u>	<u>A</u>	<u>B</u>	(i) Enter Code Y on this line if other asset categories are used and enumerate on a continuation sheet each such asset category and the applicable codes. Otherwise enter Code Z.)	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
	Depreciation Method (1)	Useful Life (2)	Property Unit (3)	Residual Value (4)																																															
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FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on a Continuation Sheet.



COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART IV – DEPRECIATION AND USE ALLOWANCES COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014
Item No.	Item Description	
4.1.1	<p><u>Asset Valuations and Useful Lives.</u> Are the asset valuations and useful lives used in your indirect cost proposal consistent with those used in the institution's financial statements? (Mark one.)</p> <p>A.    <input checked="" type="checkbox"/>    Yes  B.    <input type="checkbox"/>    No<sup>1</sup></p>	
4.2.0	<p><u>Fully Depreciated Assets.</u> Is a usage charge for fully depreciated assets charged to Federally sponsored agreements or similar cost objectives? (Mark one. If yes, describe the basis for the charge on a continuation sheet.)</p> <p>A.    <input type="checkbox"/>    Yes  B.    <input checked="" type="checkbox"/>    No</p>	
4.3.0	<p><u>Treatment of Gains and Losses on Disposition of Depreciable Property.</u> Gains and losses are: (Mark the appropriate line(s) and if more than one is marked, explain on a continuation sheet.)</p> <p>A.    <input checked="" type="checkbox"/>    Excluded from determination of sponsored agreements costs  B.    <input checked="" type="checkbox"/>    Credited or charged currently to the same pools to which the depreciation of the assets was originally charged  C.    <input type="checkbox"/>    Taken into consideration in the depreciation cost basis of the new items, where trade-in is involved  D.    <input type="checkbox"/>    Not accounted for separately, but reflected in the depreciation reserve account  Y.    <input type="checkbox"/>    Others<sup>1</sup>  Z.    <input type="checkbox"/>    Not applicable</p>	
4.4.0 Rvsn 2	<p><u>Criteria for Capitalization.</u> (Enter (a) the minimum dollar amount of expenditures which are capitalized for acquisition, addition, alteration, donation and improvement of capital assets, and (b) the minimum number of expected life years of assets which are capitalized. If more than one dollar amount or number applies, show the information for the majority of your capitalized assets, and enumerate on a continuation sheet the dollar amounts and/or number of years for each category or subcategory of assets involved which differs from those for the majority of assets.)</p> <p>A.    Minimum Dollar Amount    <u>    \$5,000<sup>1</sup>    </u>  B.    Minimum Life Years         <u>    &gt;1    </u></p>	
4.5.0 Rvsn 2	<p><u>Group or Mass Purchase.</u> Are group or mass purchases (initial complement) of similar items, which individually are less than the capitalization amount indicated above, capitalized? (Mark one.)</p> <p>A.    <input checked="" type="checkbox"/>    Yes<sup>1</sup>  B.    <input type="checkbox"/>    No</p>	

FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on a Continuation Sheet.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		CONTINUATION SHEET – PART IV – DEPRECIATION AND USE ALLOWANCES COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014									
Item No.	Item Description										
4.1.0 Rvsn 2	<p><b>Depreciation Charged to Federally Sponsored Agreements or Similar Cost Objectives</b></p> <p>Depreciation is calculated on a componentized basis for all new buildings, and for existing buildings (including related improvements) that contain significant levels of organized research activities. Depreciation is calculated on a non-componentized basis for all other existing buildings (including related improvements).</p> <p>The “Y” responses for Part 4.1.0(i) pertain to Software, Intangibles, Library, Art &amp; Historic Collection, primarily central-University business/administrative computing systems. The appropriate responses under columns (1), (2), (3), and (4) are “A”, “A”, “A”, and “B”, respectively.</p> <p>The University establishes useful lives for individual classes of equipment. For any one class, the common useful life is used in calculating equipment depreciation that is appropriately included in (i.e., recovered through) either F&amp;A rates or service/recharge center billing rates. Exceptions are approved on an individual basis when there are special circumstances that necessitate a different useful life in order to appropriately match expenses with revenues. Examples include (but are not limited to) the following: Rapid technological developments that affect certain types of equipment, such as medical/scientific instruments; and accelerated usage patterns within service centers (e.g., motor pool vehicles).</p>										
4.3.0	<p><b>Treatment of Gains and Losses on Disposition of Depreciable Property</b></p> <p>For service centers, gains and losses on dispositions of depreciable property increase or decrease the fund balance of the service center and therefore affect future billing rates by increasing or decreasing carryforward adjustments to the rates. This practice is consistent with the new requirement in section J.21 of Circular A-21.</p>										
4.4.0 Rvsn 2	<p><b>Criteria for Capitalization</b></p> <p>A. Minimum Dollar Amount</p> <table border="0"> <tr> <td>Equipment (individual items)</td> <td>\$ 5,000</td> </tr> <tr> <td>Software (purchased)</td> <td>\$ 5,000</td> </tr> <tr> <td>Buildings &amp; Improvements</td> <td>\$50,000</td> </tr> <tr> <td>Software (internally developed)</td> <td>\$50,000</td> </tr> </table>			Equipment (individual items)	\$ 5,000	Software (purchased)	\$ 5,000	Buildings & Improvements	\$50,000	Software (internally developed)	\$50,000
Equipment (individual items)	\$ 5,000										
Software (purchased)	\$ 5,000										
Buildings & Improvements	\$50,000										
Software (internally developed)	\$50,000										
4.5.0 Rvsn 2	<p><b>Group or Mass Purchase</b></p> <p>Initial complements of group/mass purchases related to newly acquired or constructed buildings are capitalized as part of the “buildings and improvements” category. All other group/mass purchases are capitalized only if they meet the criteria for capitalization as defined in 4.4.0.</p> <p>-End of Part</p>										

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>PART V – OTHER COSTS AND CREDITS</b>	
		<b>COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>	
Item No.	Item Description		
	Part V		
5.1.0 Rvsn 2	<p><u>Method of Charging Leave Costs.</u> Do you charge vacation, sick, holiday and sabbatical leave costs to sponsored agreements on the cash basis of accounting (i.e., when the leave is taken or paid), or on the accrual basis of accounting (when the leave is earned)? (Mark applicable line(s)).</p> <p>A.    <u>  X  </u>    Cash</p> <p>B.    <u>  X  </u>    Accrual<sup>1</sup></p>		
5.2.0	<p><u>Applicable Credits.</u> This item is directed at the treatment of “applicable credits” as defined in Section C of Circular A-21 and other incidental receipts (e.g., purchase discounts, insurance refunds, library fees and fines, parking fees, etc.). (Indicate how the principal types of credits and incidental receipts the institution receives are usually handled.)</p> <p>A.    _____    The credits/receipts are offset against the specific direct or indirect costs to which they relate.</p> <p>B.    _____    The credits/receipts are handled as a general adjustment to the indirect pool.</p> <p>C.    _____    The credits/receipts are treated as income and are not offset against costs.</p> <p>D.    <u>  X  </u>    Combination of methods<sup>1</sup></p> <p>Y.    _____    Other<sup>1</sup></p>		

FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on Continuation Sheet

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		CONTINUATION SHEET – PART V – OTHER COSTS AND CREDITS COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014
Item No.	Item Description	
5.1.0 Rvsn 2	<p><b>Method of Charging Leave Costs</b></p> <p>B. Accrual</p> <p>Colorado State University has a special leave benefit rate for Center for Environmental Management of Military Lands (CEMML) and Colorado National Heritage Program (CNHP).</p> <p>An accrual for CEMML and CNHP employees, the cost of vacation, holiday and sick leave pay, and other paid absences are included in a leave benefit rate, which is applied to salaries and wages for budgeting and charging purposed for Federal projects, and are not included in direct charges for salaries and wages. Charges for salaries and wages must exclude those paid to CEMML and CNHP employees for periods when they are on vacation, holiday, or sick leave, or are otherwise absent from work.</p>	
5.2.0 Rvsn 2	<p><b>Applicable Credits</b></p> <p>D. Combination of methods</p> <p>All procurement related discounts/rebates/allowances are offset against the appropriate direct or indirect cost categories.</p> <p>Amounts received for fees, fines, and other miscellaneous services typically are recorded as income and are not offset against costs. In some circumstances, however, certain types of revenue (e.g., service/recharge center cost recovery pursuant to billings to University KFS customer accounts) and incidental receipts (e.g., library fines) are appropriately treated as applicable credits for indirect cost computations. In such cases, appropriate adjustments are made to the pertinent bases (e.g., Other Institutional Activities) and indirect cost pools. Such adjustments are detailed in each F&amp;A proposal.</p> <p>Escheat related amounts (e.g., uncashed/unclaimed/stale-dated checks) applicable to expenses incurred against federally funded accounts are refunded to the Federal Government.</p> <p>-End of Part</p>	

FORM CASB DS-2 (REV 10/94)

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART VI – DEFERRED COMPENSATION AND INSURANCE COSTS COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014	
Item No.	Item Description		
	Instructions for Part VI		
	<p>This part covers the measurement and assignment of costs for employee pensions, post-retirement benefits other than pensions (including post-retirement health benefits) and insurance. Some organizations may incur all of these costs at the main campus level or for public institutions at the governmental unit level, while others may incur them at subordinate organization levels. Still others may incur a portion of these costs at the main campus level and the balance at subordinate organization levels.</p> <p>Where the segment (reporting unit) does not directly incur such costs, the segment should, on a continuation sheet, identify the organizational entity that incurs and records such costs. When the costs allocated to Federally sponsored agreements are material, the reporting unit should require that entity to complete the applicable portions of this Part IV. (See item 4, page (i), General Instructions)</p>		
6.1.0	<b><u>Pension Plans.</u></b>		
6.1.1 Rvsn 2	<b><u>Defined-Contribution Pension Plans.</u></b> Identify the types and number of pension plans whose costs are charged to Federally sponsored agreements. (Mark applicable line(s) and enter number of plans.)		
	<u>Type of Plan</u>		<u>Number of Plans</u>
	A. _____ Institution employees participate in State/Local Government Retirement Plan(s)		_____
	B. _____ Institution uses TIAA/CREF plan or other defined contribution plan that is managed by an organization not affiliated with the institution		_____
	C. <u> X </u> Institution has its own Defined-Contribution Plan(s) <sup>1</sup>		_____ <u> 1 </u> _____
6.1.2	<b><u>Defined-Benefit Pension Plan.</u></b> (For each defined-benefit plan (other than plans that are part of a State or Local government pension plan) describe on a continuation sheet the actuarial cost method, the asset valuation method, the criteria for changing actuarial assumptions and computations, the amortization periods for prior service costs, the amortization periods for actuarial gains and losses, and the funding policy.)		
6.2.0	<b><u>Post-Retirement Benefits Other Than Pensions (including post-retirement health care benefits) (PRBs).</u></b> (Identify on a continuation sheet all PRB plans whose costs are charged to Federally sponsored agreements. For each plan listed, state the plan name and indicate the approximate number and type of employees covered by each plan.)		
	Z. [ ] Not Applicable		

FORM CASB DS-2 (REV 10/94)

<sup>1</sup> Describe on a Continuation Sheet.

COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS		PART VI – DEFERRED COMPENSATION AND INSURANCE COSTS COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014
Item No.	Item Description	
6.2.1	<b><u>Determination of Annual PRB Costs.</u></b> (On a continuation sheet, indicate whether PRB costs charged to Federally sponsored agreements are determined on the cash or accrual basis of accounting. If costs are accrued, describe the accounting practices uses, including actuarial cost method, the asset valuation method, the criteria for changing actuarial assumptions and computations, the amortization periods for prior service costs, the amortization periods for actuarial gains and losses, and the funding policy.)	
6.3.0	<b><u>Self-Insurance Programs (Employee Group Insurance).</u></b> Costs of the self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)  A. <input type="checkbox"/> When accrued (book accrual only) B. <input type="checkbox"/> When contributions are made to a nonforfeitable fund C. <input type="checkbox"/> When contributions are made to a forfeitable fund D. <input type="checkbox"/> When the benefits are paid to employee E. <input type="checkbox"/> When amounts are paid to an employee welfare plan Y. <input type="checkbox"/> Other or more than one method <sup>1</sup> Z. <input checked="" type="checkbox"/> Not Applicable	
6.4.0	<b><u>Self-Insurance Programs</u></b> (Worker's Compensation, Liability Insurance, and Casualty Insurance.)	
6.4.1	<b><u>Worker's Compensation and Liability.</u></b> Costs of such self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)  A. <input type="checkbox"/> When claims are paid or losses are incurred (no provision for reserves) B. <input type="checkbox"/> When provisions for reserves are recorded based on the present value of the liability C. <input type="checkbox"/> When provisions for reserves are recorded based on the full or undiscounted value, as contrasted with present value, of the liability D. <input type="checkbox"/> When funds are set aside or contributions are made to a fund Y. <input checked="" type="checkbox"/> Other or more than one method <sup>1</sup> Z. <input type="checkbox"/> Not Applicable	
6.4.2	<b><u>Casualty Insurance.</u></b> Costs of such self-insurance programs are charged to Federally sponsored agreements or similar cost objectives: (Mark one.)  A. <input type="checkbox"/> When losses are incurred (no provision for reserves) B. <input type="checkbox"/> When provisions for reserves are recorded based on replacement costs C. <input type="checkbox"/> When provisions for reserves are recorded based on reproduction costs new less observed depreciation (market value) excluding the value of land and other indestructibles. D. <input type="checkbox"/> Losses are charged to fund balance with no charge to contracts and grants (no provision for reserves) Y. <input type="checkbox"/> Other or more than one method <sup>1</sup> Z. <input checked="" type="checkbox"/> Not Applicable	

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<sup>1</sup> Describe on a Continuation Sheet.

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART VI – DEFERRED COMPENSATION AND INSURANCE COSTS</b>	
		<b>COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>	
Item No.	Item Description		
6.1.1 Rvsn 2	<p><b>Defined-Contribution Pension Plans</b></p> <p>C. Institution has its own Defined-Contribution Plan(s).</p> <p>As a condition of employment, eligible participants (Academic Faculty, Administrative Professionals, Post-Doctoral Fellows, Veterinary Interns, and Clinical Psych Interns) are required to contribute 8% of their covered monthly salary into approved tax-deferred DCP accounts.</p> <p>The University contributes an amount equal to 10% of covered earnings into the DCP accounts of Regular, Special and Senior Teaching Appointments at half-time or greater levels. University contributions into DCP accounts of temporary appointees, however, do not begin until after one (1) year of continuous service at half-time or greater levels.</p>		
6.2.0 Rvsn 2	<p><b>Post-Retirement Benefits other than Pensions</b></p> <ul style="list-style-type: none"> <li>• CSU Retiree Medical Subsidy for PERA Participants</li> <li>• CSU Retiree Umbrella Prescription Plan for PERA Participants</li> <li>• CSU Retiree Medical Premium Refund Plan for DCP Participants</li> <li>• CSU Long Term Disability Income Replacement Plan</li> </ul>		
6.2.1 Rvsn 2	<p><b>Determination of Bi-Annual Post-Retirement Benefit Costs</b></p> <p>University contributions for the Post Retirement Benefits (listed above) are determined on an accrual basis. PERA provides a medical premium subsidy, which is funded by statutorily mandated employer contributions.</p> <p>Actuarial studies are performed bi-annually by an external consulting firm to determine current and future liabilities and adequacy of funding for its self-insured Post-Retirement Benefit programs.</p>		
6.4.1 Rvsn 2	<p><b>Worker’s Compensation and Liability</b></p> <p>Y. Other or more than one method.</p> <p>CSU is authorized by the State of Colorado to be self-insured up to \$500,000 for Workers Compensation for Colorado claims. CSU is required to report bi annually to the Division, and is required to pay any fees, and surcharge premium. In addition, CSU buys Workers Compensation Excess insurance policy to cover catastrophic losses. The Division of Workers Compensation assesses a bond amount for CSU’s outstanding liability under Workers compensation. Each year after renewal, the Division confirms the amount for that Bond. CSU buys a bond for its outstanding liabilities, per requirements from the Division.</p> <p>Actuarial studies are performed annually by an external consulting firm to determine current and future liabilities and adequacy of funding for its Worker’s Compensation and Liability self-insured programs.</p> <p>-End of Part</p>		

<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>PART VII – CENTRAL SYSTEM OR GROUP EXPENSES COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>	
Item No.	Item Description		
	<p style="text-align: center;">DISCLOSURE BY CENTRAL SYSTEM OFFICE, OR GROUP (INTERMEDIATE ADMINISTRATION) OFFICE, AS APPLICABLE</p> <p style="text-align: center;">Instructions for Part VII</p> <p>This part should be completed <u>only</u> by the central system office or a group office of an educational system when that office is responsible for administering two or more segments, where it allocates its costs to such segments and where at least one of the segments is required to file Parts I through VI of the Disclosure Statement.</p> <p>The reporting unit (central system or group office) should disclose how costs of services provided by the reporting unit are, or will be, accumulated and allocated to applicable segments of the institution. For a central system office, disclosure should cover the entire institution. For a group office, disclosure should cover all of the subordinate organizations administered by that group office.</p>		
7.1.0	<p><b><u>Organizational Structure</u></b></p> <p>On a continuation sheet, list all segments of the university or university system, including hospitals, Federally Funded Research and Development Centers (FFRDC’s), Government-owned Contractor-operated (GOCO) facilities, and lower-tier group offices serviced by the reporting unit.</p>		
7.2.0	<p><b><u>Cost Accumulation and Allocation</u></b></p> <p>On a continuation sheet, provide a description of:</p> <ul style="list-style-type: none"> <li>A. The services provided to segments of the university or university system (including hospitals, FFRDC’s, GOCO facilities, etc.), in brief.</li> <li>B. How the costs of the services are identified and accumulated.</li> <li>C. The basis used to allocate the accumulated costs to the benefitting segments.</li> <li>D. Any costs that are transferred from a segment <u>to</u> the central system office or the intermediate administrative office, and which are reallocated to another segment(s). If none, so state.</li> <li>E. Any fixed management fees that are charged to a segment(s) in lieu of a prorata or allocation basis and the basis of such charges. If none, so state.</li> </ul>		



<b>COST ACCOUNTING STANDARDS BOARD DISCLOSURE STATEMENT REQUIRED BY PUBLIC LAW 100-679 EDUCATIONAL INSTITUTIONS</b>		<b>CONTINUATION SHEET – PART VII – CENTRAL SYSTEM OR GROUP EXPENSES COLORADO STATE UNIVERSITY Revision Number 2, Effective July 1, 2014</b>	
Item No.	Item Description		
7.1.0 Rvsn 2	<p><b>Organizational Structure</b></p> <p>The Colorado State University System (CSUS) is composed of central, system-wide office and three discrete academic segments: Colorado State University (CSU, based in Ft. Collins); Colorado State University – Pueblo (CSUP); and Colorado State University – Global Campus (CSUGC).</p> <p>Stewardship of CSUS is performed by the Board of Governors. The Board consists of 9 voting and 4 non-voting members. Voting members are appointed by the Governor of Colorado. Non-voting members represent the System’s traditional, campus-based institutions: Colorado State University (based in Ft. Collins) and Colorado State University-Pueblo. One (1) tenured faculty member and 1 student leader are elected from each university by the respective faculty council organizations and student body governments at each institution. CSUS officers include Chancellor (based in Denver), Auditor, General Counsel, and Executive Secretary of the Board of Governors.</p> <p>Board activities are coordinated by the Executive Secretary through the Office of the Board of Governors in consultation with the Chancellor. Reporting directly to the CSUS Chancellor are two system-level executives (i.e., CSUS Chief Academic Officer and CSUS Chief Financial Officer), as well as the leaders of the discrete academic segments (i.e., Presidents of CSU, CSUP, and CSUGC).</p> <p>Current organization structures for CSUS are available at the following web link:  <a href="http://csusystem.edu/about/organization">http://csusystem.edu/about/organization</a></p>		
7.2.0 Rvsn 2	<p><b>Cost Accumulation and Allocation</b></p> <p>A. <u>Services</u>. The Board provides governance/oversight of the entire CSU System. In addition to coordinating and supporting the activities of the Board, CSUS offices provide (internal) auditing and legal services to the system’s academic segments (i.e., CSU, CSUP, and CSUGC).</p> <p>B. <u>Cost accumulation</u>. Board and CSUS expenses are identified via discrete accounts that are maintained within the State of Colorado’s central accounting system. During the preparation of each indirect cost proposal, CSU identifies unallowable activities and unallowable costs via supplemental reviews (“scrubs”).</p> <p>C. <u>Cost allocation</u>. Board/CSUS costs are allocated proportionately to the System’s land-based segments (i.e., CSU and CSUP) based on the following factors: Student FTEs, employee FTEs, assets, revenue, expenses, net income. During the preparation of each indirect cost proposal, the portion of CSU’s allocation that relates to (i.e., benefits) CSUGC is estimated and identified as an unallowable cost.</p> <p>D. <u>Segment costs transferred to the system office</u>. Each academic segment (including CSU) bills CSUS for administrative/supporting services (e.g., accounting, procurement) that are provided to CSUS.</p> <p>E. <u>Fixed management fees</u>. None.</p> <p>-End of Part</p>		