

2014 COST/ACCRUALS

Correct data input into the Cost Database is very important for not only Accruals but for Agency Billings and Cost Share Agreements. It is important that you enter all of the information correctly and review/update on a daily basis. Do not just rely on the databases to populate your COST. Please use coding on reverse to assist you with this coding.

To be successful on entering cost/accrual data you must work closely with all parties involved with the ISUITE programs. The input of information by your Computer Technical Specialist (CTSP), Resource/Status Check-in (RESOURCES), Time Unit Leader (TIME), Procurement Unit Leader (PROC), Personnel/Equipment Timekeepers (PTRC/EQTR) is critical to ensuring accurate data. The Unit Identifier, Jurisdictional Agency, Payment Agency, and Accounting Codes, if input wrong can affect your data and how your reports come out which affects Agency Billings and Reimbursements.

Incident forest needs the daily cost summaries and may request a copy of the accruals. The Incident unit for the Forest Service will be required to continue with accruals "until the incident is complete" so you need to be prepared to have some type of hand off to the host unit on your ISUITE database as well as a back-up data disk. You may want them to send someone up to the incident to work with you on the last day. **NOTE:** You must complete an ACCURAL download daily no matter what the jurisdictional agency may be, you most likely will have federal resources that need accrual.

For Federal Incidents use Chapter 80 of the Interagency Incident Management Handbook (current year) to obtain the costs for items. If Forest Service incident there MAY be specialized costs associated with that area, this should be contained in their Incident Business Guidelines. **NOTE:** *Rates for agency equipment/personnel may fluctuate between regional area. Review standard rates loaded into ISUITE to ensure no drastic cost estimate overage/underage.*

Always go through your Supply Resource Orders to catch miscellaneous procurements. When on a Non-Forest Service incident you will continue to accrued costs to the Forest Service for out of state, state resources, national contracts, caterers, and Forest Service hired AD's. It is important that you continue to pull and upload those accruals.

ITEMS TO REMEMBER TO ADD:

1. Aircraft – If an aircraft is AMD/OAS you will get that from your Air Ops
2. Dump Fees
3. Dumpsters
4. WADNR Kitchen and Crew – Two lines should be added, one that has the DNR daily kitchen cost and the other for meals (adjust daily to match incident population (I-209).
5. Contract Kitchen (Get use from FDUL)
6. Office Rental
7. Phones (Always remember to look at the costs of installing phones to incident. Communications can usually help you. Satellite phones can be very expensive.)
8. Sewer Charges (Grey water fees)
9. Supplies (*Cache Only*) - (Federal) (adjust daily to match incident population) per person see chapter 80
IIBMHB, WADNR Specific Items – i.e. Shower, Supply Unit Trailer, Time Unit Trailer, Command Post Trailer, Fuel Truck, LAN Van, Potable Water Truck, Refrigeration Unit, Helicopter – You should be able to fine the Mnemonics for these items you need to use the rates out of the WADNR Wage and Equipment Rate Guide.
10. Toilets (If not in TIME database)
11. Transportation (adjust daily to match **CHANGE** in incident population) , (1 vehicle per overhead person and 2-4 per crew)
12. Utilities, Hookup
13. Traffic Signs
14. Buying Team & Purchases – Past practice has been to post total buying team costs adding incremental change each day.
15. Laundry Service
16. WADNR Inmate Crews (Will be tracked with the Crew Supervisor (C-Number)). Actual hours will be entered into TIME, the amount per hour will need to be adjusted. *Check WADNR's rate guide for inmate hourly rate, (X) crew, (X) actual hours worked.*
17. Expanded Dispatch / Host Dispatch
18. National Guard/Costs to the State – Remember when you visit other states that they may have costs specific to their state, for instance if you go to the state of Oregon you would want to get a copy of "Operation Smokey!" RFD's vary by state.

Population number can be obtained from the 209 each day.

Daily Routines:

1. Import ROSS every two to four hours.
2. Use Cost Coding Matrix
3. Check job codes (verify information is correct agency).
4. Check contract agency.
5. Re-check equipment and supply resource orders
6. Check costs for reasonableness.
7. Check for missing costs (i.e. a day in the middle of the week.)
8. Update transportation and supplies for numbers of people from 209.
9. Enter actual caterer, shower and aircraft costs.
10. Provide Daily Cost reports to Host Agency(s) and Finance Chief.
11. Send accruals to USFS regardless of HOST jurisdiction.