

# SAMPLE FORMAT

## XYZ CORPORATION OVERHEAD SCHEDULE December 31, 2008

DESCRIPTION	Financial Stmt Expense	Unallowable Expense	FAR Reference	Total Proposed	
<b>Direct Labor</b>	<u>\$12,500,000</u>	<u>\$12,000</u>	(1)	<u>\$12,512,000</u>	B
<b>Fringe Benefits</b>					
Vacation/Holiday/Paid Leave	\$1,700,000			\$1,700,000	
Payroll Taxes	1,550,000			1,550,000	
Group Insurance	1,100,000			1,100,000	
Profit Sharing	1,016,000	(500,000)	(2)	516,000	
Incentive Payments	1,550,000			1,550,000	
Seminars/ Education	400,000			400,000	
Employee Welfare	10,000	(4,000)	(3)	6,000	
<b>Total Fringe Benefits</b>	<u>7,326,000</u>	<u>(504,000)</u>		<u>6,822,000</u>	
<b>General Overhead</b>					
Non-Project Labor	\$ 4,900,000	(12,000)	(1)	4,888,000	B,C
Recruiting	190,000			190,000	
Building Cost (Rent)	1,400,000	(20,000)	(4)	1,380,000	
Other Occupancy Cost	464,000			464,000	
Supplies	380,000			380,000	
Field Supplies & Equipment	100,000			100,000	
Postage & Shipping	78,000			78,000	
Equipment Rent/ Maintenance	386,000			386,000	
Interest	20,000	(20,000)	(5)	--	
Telephone	290,000			290,000	
Business Insurance	194,000			194,000	
Legal & Other Professional Fees	376,000	(25,000)	(6)	351,000	
Administrative Travel	597,000	(30,000)	(7)	567,000	
Dues, Memberships & Reg.	173,000			173,000	
Subscriptions & Publications	41,000			41,000	
Depreciation & Amortization	628,000	(10,000)	(8)	618,000	
Outside Payroll Service	45,000			45,000	
State Income /Personal Prop Tax	27,000			27,000	D
Direct Cost Credit	\$ (833,000)			(833,000)	E
<b>Total General Overhead</b>	<u>\$ 9,456,000</u>	<u>(117,000)</u>		<u>9,339,000</u>	
<b>Total Indirect Cost</b>				<u>\$16,161,000</u>	
<b>Facilities Capital Cost of Money (FCCM)</b>				<u>\$62,505</u>	F
<b>Total Indirect Cost &amp; FCCM</b>				<u>\$16,223,505</u>	
<b>Percent of Direct Labor</b>				<u>129.7%</u>	A

See Next Page for Notes:

**FAR References:**

- (1) 31.202 - Uncompensated overtime for salaried employees considered to be direct labor, and removed from indirect labor costs.
- (2) 31.205-6(a)(i)(A) &(B) - Compensation paid to owners in excess of reasonable amount and considered distribution of profits.
- (3) 31.205-14 - Costs of dues for social clubs is unallowable and considered entertainment.
- (4) 31.205-36 - Adjust rental costs to actual costs incurred to eliminate markups between subsidiaries under common control.
- (5) 31.205-20 - Interest and other financial costs not allowable.
- (6) 31.205-27 - Accounting and legal fees considered as organization costs are not allowable.
- (7) 31.205-6(m)(2) - Portion of the cost of company-furnished automobiles that relates to personal use by employees.
- (8) 31.205-49 - Amortization of acquisition intangibles (goodwill).

**Note:**

The above categories and amounts are for **illustration purposes only** and should not be mistaken for allowable or acceptable overhead rates. Overhead rates must be based on actual cost incurred by your company.

- A. Percent is Adjusted Amount divided by Adjusted Direct Labor Base Amount.
- B. Adjustments may need to be made to reclassify some indirect labor to direct labor.
- C. Unallowable indirect labor such as marketing salaries or project labor not billed should be removed
- D. Federal income tax is not an allowable expense.
- E. Adjustments must be made for any expenses shown above for which reimbursement has been received, such as travel expenses billed directly to a client.
- F. FCCM is only allowed if detailed calculations and supporting documentation is provided showing the amount was calculated in accordance with federal regulations.