

CITY OF ZANESVILLE  
WATER AND SEWER DEPARTMENT  
CENTRAL SERVICE COST ALLOCATION PLAN

1. MAYOR COSTS TO BE ALLOCATED:

Salaries and Wages	\$ _____
Less Mayor's Wages	_____
Allowable Wages	_____
Fringe Benefits	_____
Operating Expenses	_____
Total Cost	_____
Times _____ % Water	_____
Times _____ % Sewer	_____
Times _____ % Sanitation	_____

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2. AUDITOR COSTS TO BE ALLOCATED

Salaries and Wages	\$ _____
Less Auditor's Wages	_____
Allowable Wages	_____
Fringe Benefits	_____
Operating Expenses	_____
Total Cost	_____
Times _____ % Water	_____
Times _____ % Sewer	_____ \
Times _____ % Sanitation	_____

3. TREASURER COSTS TO BE ALLOCATED:

Salaries and Wages	\$ _____
Less Income Tax	_____
Less Treasurer's Wages	_____
Allowable Wages	_____
Fringe Benefits	_____
Operating Expenses	_____
Total Cost	_____

60% Check Reconciliation & Release	_____
40% Payroll	_____

Check Reconciliation & Release

Times _____ % Water	_____
Times _____ % Sewer	_____
Times _____ % Sanitation	_____
Payroll	
Times _____ % Water	_____
Times _____ % Sewer	_____
Times _____ % Sanitation	_____

Total Treasure Water	_____
Total Treasurer Sewer	_____
Total Treasurer Sanitation	_____

4. LAW DIRECTOR COSTS TO BE ALLOCATED:

Salaries and Wages \$ \_\_\_\_\_  
Less Law Director's Wages \_\_\_\_\_  
Allowable Wages \_\_\_\_\_  
Fringe Benefits \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Total Cost \_\_\_\_\_  
Times \_\_\_\_\_ % Water \_\_\_\_\_  
Times \_\_\_\_\_ % Sewer \_\_\_\_\_  
Times \_\_\_\_\_ % Sanitation \_\_\_\_\_

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5. DATA PROCESSOR AND IT ASSISTANT COSTS TO BE ALLOCATED:

Salaries and Wages \$ \_\_\_\_\_  
Fringe Benefits \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Total Cost \_\_\_\_\_  
Times \_\_\_\_\_ % Water \_\_\_\_\_  
Times \_\_\_\_\_ % Sewer \_\_\_\_\_  
Times \_\_\_\_\_ % Sanitation \_\_\_\_\_

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6. CITY COUNCIL SECRETARY COSTS TO BE ALLOCATED:

Salaries and Wages \$ \_\_\_\_\_  
Fringe Benefits \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Total Cost \_\_\_\_\_

Times \_\_\_\_\_ % Water \_\_\_\_\_

Times \_\_\_\_\_ % Sewer \_\_\_\_\_

Times \_\_\_\_\_ % Sanitation \_\_\_\_\_

7. BUDGET FINANCE COSTS TO BE ALLOCATED:

Salaries and Wages \$ \_\_\_\_\_

Fringe Benefits \_\_\_\_\_

Operating Expenses \_\_\_\_\_

Total Cost \_\_\_\_\_

30% Labor Negotiations \_\_\_\_\_

35% Budget Preparation \_\_\_\_\_

35% City Wide Admin. \_\_\_\_\_

Labor Negotiations

Times \_\_\_\_\_ % Water \_\_\_\_\_

Times \_\_\_\_\_ % Sewer \_\_\_\_\_

Times \_\_\_\_\_ % Sanitation \_\_\_\_\_

Budget Preparation

Times \_\_\_\_\_ % Water \_\_\_\_\_

Times \_\_\_\_\_ % Sewer \_\_\_\_\_

Times \_\_\_\_\_ % Sanitation \_\_\_\_\_

City Wide Administration

Times \_\_\_\_\_ % Water \_\_\_\_\_

Times \_\_\_\_\_ % Sewer \_\_\_\_\_

Times \_\_\_\_\_ % Sanitation \_\_\_\_\_

Total Budget Finance Water \_\_\_\_\_

Total Budget Finance Sewer \_\_\_\_\_

Total Budget Finance Sanitation \_\_\_\_\_

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8. CIVIL SERVICE COSTS TO BE ALLOCATED

Salaries and Wages \$ \_\_\_\_\_  
Fringe Benefits \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Total Cost \_\_\_\_\_  
Times \_\_\_\_\_ % Water \_\_\_\_\_  
Times \_\_\_\_\_ % Sewer \_\_\_\_\_  
Times \_\_\_\_\_ % Sanitation \_\_\_\_\_

9. PURCHASING AND INSURANCE AGENT COSTS TO BE ALLOCATED:

Salaries and Wages \$ \_\_\_\_\_  
Fringe Benefits \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Total Cost \_\_\_\_\_  
60% Purchaser Review and Insurance Entry \_\_\_\_\_  
40% Contract Work \_\_\_\_\_  
Purchase Order Entry \_\_\_\_\_  
Times \_\_\_\_\_ % Water \_\_\_\_\_  
Times \_\_\_\_\_ % Sewer \_\_\_\_\_  
Times \_\_\_\_\_ % Sanitation \_\_\_\_\_  
Contract Work  
Times \_\_\_\_\_ % Water \_\_\_\_\_  
Times \_\_\_\_\_ % Sewer \_\_\_\_\_  
Times \_\_\_\_\_ % Sanitation \_\_\_\_\_  
Total Purchasing and Insurance Water \_\_\_\_\_  
Total Purchasing and Insurance Sewer \_\_\_\_\_  
Total Purchasing and Insurance Sanitation \_\_\_\_\_

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10. CITY HALL JANITOR

Salaries and Wages \$ \_\_\_\_\_  
Fringe Benefits \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Total Cost \_\_\_\_\_  
Times \_\_\_\_\_ % Water \_\_\_\_\_  
Times \_\_\_\_\_ % Sewer \_\_\_\_\_  
Times \_\_\_\_\_ % Sanitation \_\_\_\_\_

11. PUBLIC SERVICE DIRECTOR COSTS TO BE ALLOCATED

Salaries and Wages \$ \_\_\_\_\_  
Fringe Benefits \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Total Cost \_\_\_\_\_  
Times 25% Water \_\_\_\_\_  
Times 25% Sewer \_\_\_\_\_  
Times 15% Sanitation \_\_\_\_\_

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12. ASSISTANT PUBLIC SERVICE DIRECTOR COSTS TO BE ALLOCATED

Salaries and Wages \$ \_\_\_\_\_  
Fringe Benefits \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Total cost \_\_\_\_\_  
Times 30% Water \_\_\_\_\_  
Times 30% Sewer \_\_\_\_\_  
Times 20% Sanitation \_\_\_\_\_