



Highway Maintenance Manual

Chapter 02 Administration

Section 30 Cost Documentation

Subject 01 Fringe Benefit Questionnaire

Bureau of Highway Maintenance

January 2010

1.0 General Policy

Copies of the fringe benefits worksheets shall be completed as soon as year-end transactions and closing entries have been posted to the ledger. One copy of the completed worksheet should be kept for county files and the other copy of the completed worksheet should be returned to the Bureau of State Highway Programs, Audit and Contract Administration Section.

The Uniform Cost Accounting System for Wisconsin County Highway Departments requires a different methodology for the treatment of fringe benefits and employee taxes. The Uniform Cost Accounting Manual recommends a Highway Department use a single fringe benefit rate to be applied to all employees in the department. The manual does allow for the use of an alternate method, though not recommended, where the actual leave time and fringe benefit costs of the administrative personnel are charged directly to the administrative account. This alternate method is not, however, allowed for the Patrol Superintendent.

2.0 Directions for Filling-Out Form

The Highway Department's Fringe Benefit Worksheet should only show amounts recorded in the Highway Department's books. The total of all accrued Highway Department payrolls, should include all regular wages plus overtime, time-off-with-pay, and longevity for all Highway Department employees earned during the current year.

If a county records accrued vested sick leave or accrued vested vacation in its Highway Department's ledger, these amounts must be reported separately and must be excluded from any amounts reported under sick leave and vacation on the top of the worksheet. These expenses are ineligible for reimbursement until the sick leave and vacation time is actually used by the employee. At year-end, these amounts are not carried forward in the variance account, but are closed to Retained Earning, Account 33900.

The total fringe benefit costs reported must equal total charges in the Employee Taxes and Benefits Cost Pool. The total fringe benefits costs recovered must equal the total credits in the Employee Taxes and Benefits Cost Pool.

The year-end accrued balances section of the worksheets must be completed by all counties as this information is required to calculate the carry-forward variances applied to the next year's rate. The difference between the January 1 balance and the December 31 balance in Accounts 13631 and 26431 represents the carry-forward gain or loss from the cost pool for the current year. The difference between the January 1 balance and the December 31 balance in Accounts 21810, 21820 and 29620 represents the amount accrued in the current year.

Fringe benefit carry-over Accounts Unbilled Accounts Receivable (13631) and Unearned Revenue (26431) are to be offset against each other with the balance carried over to the next year in only one of the accounts.

3.0 Counties & Self Insurance

The Machinery Management Committee determined counties that self-insure or partially self-insure for workers compensation are allowed to recover all their costs or contributions through the fringe benefit rate. The amount reported in the cost column for worker's compensation should be equal to the Highway Department's contribution to the county's self-insurance reserve for the year less any costs for exempt employees.

4.0 Additional Benefits

If additional or decreased benefits are granted after the rate is set, a revised rate should be calculated and, if considered material, submitted to the Wisconsin Department of Transportation for review and approval. Examples of the types of benefits to report include an increase in the county's contribution for medical, surgical and health insurance, vacation, and additional paid holidays.

5.0 Deadline

The rate will be effective as soon after it has been reviewed and approved by the Wisconsin Department of Transportation.

1998 FRINGE BENEFIT WORKSHEET							
COUNTY							
COUNTY NO.							
DISTRICT NO.							
TOTAL LABOR REPORTED						\$966,664.88	
BASE SUBJECT TO FRINGES						\$814,382.58	
FRINGE BENEFITS	COST REPORTED	AUDIT ADJUSTMENTS	ADJUSTED COST REPORTED	ADDITIONAL (DECREASED) BENEFITS	ADJUSTED COST	RATE	
SICK LEAVE	\$47,339.88		47,339.88		\$47,339.88	5.81%	
VACATION	54,618.79		54,618.79		54,618.79	6.71%	
LONGEVITY	0.00		0.00		0.00	0.00%	
HOLIDAY	33,783.94		33,783.94		33,783.94	4.15%	
COMP. PAY	2,452.97		2,452.97		2,452.97	0.30%	
SICK LEAVE LUMP SUM	9,205.18		9,205.18		9,205.18	1.13%	
OTHER	4,881.55		4,881.55		4,881.55	0.60%	
SOCIAL SECURITY	71,564.89		71,564.89		71,564.89	8.79%	
RETIREMENT	123,851.87		123,851.87		123,851.87	15.21%	
HOSPITAL INSURANCE	183,859.04		183,859.04		183,859.04	22.58%	
LIFE INSURANCE	525.53		525.53		525.53	0.06%	
UNEMPLOYMENT COMP.	0.00		0.00		0.00	0.00%	
OTHER	0.00		0.00		0.00	0.00%	
WORKER'S COMP.	33,186.00		33,186.00		33,186.00	4.07%	
ACCRUED VESTED SICK LEAVE	0.00		0.00	0.00	0.00	0.00%	
ACCRUED VESTED VACATION	0.00		0.00	0.00	0.00	0.00%	
TOTAL FRINGES	\$565,269.64	\$0.00	\$565,269.64	\$0.00	\$565,269.64	69.41%	
ACCOUNT VARIANCE					\$39,823.53	4.89%	
						74.30%	
VARIANCE COMPUTATION							
REPORTED EXPENSES (ADJUSTED)			\$565,269.64				
LESS REPORTED ALLOCATIONS			529,967.49				
REPORTED VARIANCE			\$35,302.15				
LESS VESTED TOWP EXPENSE			0.00				
SUBTOTAL			\$35,302.15				
ADD VESTED TOWP PAYOUTS:							
VESTED TOWP LIAB. 1/1/97							
CURRENT ACCRUED EXPENSE	0.00						
SUBTOTAL	\$0.00						
LESS:							
VESTED TOWP LIAB 12/31/97	0.00						
SUBTOTAL			\$0.00				
SUBTOTAL			\$35,302.15				
ADD JANUARY 1, 1997 BALANCE			4,521.38				
DECEMBER 31, 1997 BALANCE			\$39,823.53				