



P.O. Box 702 – Taholah, WA. 98587 – Ph: (360) 276-0118 – Fx: (360) 276-0167Federal

TRAINING ANNOUNCEMENT

INDIRECT COST BASICS for Non-Profits and Tribes

DATE: June 17-18, 2015

LOCATION: Quinalt Beach Resort and Casino, Ocean Shores, WA

HOTEL: Quinalt Beach Resort and Casino, or Sweet Grass Hotel (room rates are QBRC \$89 Sweet Grass \$79) Call 1-888-461-2214 or visit online @ QUINALTBEACHRESORT.com

TUITION: \$400.00 (savings compared to \$650-\$795 for other out of state training)

TRAINER: John Friel, Director of Tribal Finance with Falmouth Institute, and he works closely with a number of tribes and organizations in developing their Indirect Cost Agreements.

If you need to understand how indirect costs work but don't have an in-depth accounting background, you're not alone. If you answer "yes" to any of these questions, this is the class is for you: Do you want to understand how indirect costs impact CDFI's and Tribal programs? Would you like to know how your program is charged and how much? Want to know what flow through and pass through mean? Would you like to be able to determine if a program is fairly charged? Want to see how the indirect cost rate is calculated? You'll learn the answers to these and many more questions during this two-day program, designed specifically for the person who is not an expert but wants to know how it all works, including how contract support issues impact programs and services managed by the organization.

This basic program will unravel the mystery behind all the terms and by the end of the program you'll have the confidence to ask the right questions and know if you're receiving the proper response. If you're a program manager, administrator or administrative assistant, plan to attend and be taught in terms that are easy to understand. You'll return to the job with renewed confidence and understanding of what administrative costs are all about.

TOPICS INCLUDE

Understanding the Terms

- Indirect Cost
- Contract Support
- Pass through
- Flow through
- The base
- The pool
- Exclusions
- Over/Under-recovery

How IDC Rate is Calculated

- Learn how simple it really is
- Different examples for non-accountants
- How you can determine what your program should pay

Indirect Costs vs. Contract Support

- Where these terms come from
- Differences under P.L. 93-638 contracts and compacts
- How the system impact non-profit programs

Impact on Grants

- Knowing what funding agencies consider administrative costs
- How the indirect cost rate impacts grant funding
- What the rate means to your budget
- Why some grants do not pay

How Indirect Cost Proposals are Developed

- The pool budget

- How and why a particular base is chosen
- Who approves the organization's Indirect cost rate

Regulations that Govern the Process

- OMB Super Circular
- ASMB 10
- PL 93-638 Indian Self-Determination

Identifying Common Indirect Cost Problems

- Timekeeping systems
- Consistent treatment and specific identification of costs
- Costs of "unallowable activities" credits
- Indirect cost allocation base
- Expressly unallowable costs
- Inter-organizational transfers and related-party transactions
- Lease incentives and advance understandings
- Budget limitations unsupported

Guidelines for Preparing Indirect Cost

Rate Proposals

- Preliminary steps
- Indirect cost allocation bases
- Indirect cost proposal checklist
- Indirect cost proposal – review procedures
- Administration limits and indirect cost claims

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T TAALA FUND _____
O PO BOX 702 _____
 TAHOLAH, WA 98587 _____
 ATTN: INDIRECT COST TRAINING _____
 Phone **360.276.0118** Fax **360.276.0167** _____

F Name _____
R Address _____
O City/State/Zip _____
M E-Mail _____
 Phone _____

Business Type: NON-PROFIT TRIBE

DATE June 17 and 18, 2015

Hotel rooms available at both QBRC and Sweet Grass Hotel - free shuttle between QBR & Sweet Grass

Names/Addresses of Attendee	and	Title/Corporate Officers/Department

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Registration: \$400 per person	No. Attendees _____
Room Rates: QBRC \$89	Total Cost _____
Sweet Grass Hotel \$79	Check Amount _____