

12/30/14

How do you pro-rate salaries when you have more than one program and staff who work on more than one program (audit issue) ? By number of units or vouchers? By hours worked?

Our employees that are charged to properties keep time sheets in 15 minute increments and that is how we code their wages and benefits. They indicate the property and task on it by codes. If anyone wants to see our sheet we would be glad to share it. We do not do generic pro-rating. That really is not acceptable to HUD or the auditors.

We prorate our HUD and RD based on unit numbers.

Hours worked - estimate time per program

Salary proration is a percentage of units from two programs or vouchers applied.

We pro-rate salaries by hours worked on the program.

The inspectors as well as some of our caseworkers keep time sheets. The timekeeper enters the hours to the individual programs and they are paid out of the different pots of money.

Salaries are prorated by amount of time % for each program.

We previously did an allocation based on number of units in each program. This year our auditors asked us to do a time study to compare.

Time Tracking....track each hour worked on each program. Don't pro-rate, must keep a good record of time tracking.

salary and by hours worked biwkly

By hours worked.

Pro-rate salaries by hours worked

Only the Executive Director's salary is allocated based on the hours spent managing the program.

We work 4 different grants from our dept. and our HUD CPD auditor said to use actual hours worked.

By Hours worked.

I don't currently do this but when I did we did it by the hours spent on each program's work.

Prorated by hours estimated for Sec. 8, number of vouchers leased affects admin. Fee received.

Hours Worked

base time spent (no specific hours)

By number of hours worked

We do not have staff who cross over in this way other than our 504/ada coordinator. We charge him to the cocc. (Dallas)

It doesn't happen often, but on time spent on the programs. i.e., 30% of time on this program, 70% of time on that program.

By average hours worked on each or actual if there are major projects that the other program Admin helps the other with.

By hours worked. We keep low income and capital fund hours separate.

Size and hours. Example: I oversee P.H. and S8. There are 30 P.H. units and 1926 Vouchers. Most of my time would be covered under the S8 program, but at times the P.H. program can require the most attention on any given week.

Prorate by hours worked.

Within similar program staff cost are prorated based on number of voucher or units. No allocations are made between separate programs, we use a fee for service system.

Mostly by number of units.

Salaries are charged to program by number of hours worked for each one.

By hours worked on each program

By hours worked

by Units

As an accountant I would pro-rate by the number of hours worked on each program by each staff.....

We used to pro-rate based on number of units now we do based on amount of time spent on program.