



Please complete all fields in gray. Fields in green are automatically calculated.

Event: Silver Crucible	
Submitted to the Assisting State of: Nevada Division of Emergency Management	Date: 1/8/2020
From City/County/State Department of: City of Sparks	
Copies of Receipts and Payment Vouchers for Each Claim Are Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Vendor Number:	
<b>Personnel Costs</b>	
Regular Time	\$0.00
Overtime	\$8,910.63
Employer Share of Fringe Benefits	\$143.94
<b>Total Personnel Costs</b>	\$9,054.56
<b>Travel Costs</b>	
Air Travel	
Auto Rental/Gas/Mileage	
Lodging	\$0.00
Government Vehicle Costs	
Meals/Tips	\$0.00
<b>Total Travel Costs</b>	\$0.00
<b>Equipment Costs</b>	\$392.00
<b>Contractual Costs</b>	
<b>Commodities</b>	
<b>Other Costs (Explain in Remarks Section)</b>	
<b>GRAND TOTAL</b>	\$9,446.56
Remarks:	
Certified and Authorized by: Rick Parton	Signature:
Title: Accountant	Date: 1/8/2020



## Fringe Benefit Rate Calculation Worksheet

Fringe benefits for force account labor is eligible. Except in extremely unusual cases, fringe benefits for overtime will be significantly less than regular time. Typically, you should not be charging the same rate for regular time and overtime. Generally, only FICA (Social Security) is eligible for overtime; however some entities may charge retirement tax on all income.

**From City/County/State Department of:**

**City of Sparks**

Event:	Period Covering	
Silver Crucible		To

The following steps will assist in calculating the percentage of fringe benefits paid on an employee's salary. Note that items and percentages will vary from one entity to another.

- 1) The normal year for most employees consists of 2,080 hours (52 weeks x 5 workdays/week x 8 hours/day). Police and firefighters can be up to and over 2,900 hours. This does not include holidays and vacations.
- 2) Determine the employee's basic hourly pay rate (annual salary/2080 hours.)
- 3) Fringe benefit percentage for Vacation time: Divide the number of hours of annual vacation time provided to the employee by 2080 (80 hours (2 weeks)/2080 = 3.85%)
- 4) Fringe benefit percentage for paid Holidays: Divide the number of paid holiday hours by 2080 (64 hours (8 holidays)/2080 = 3.07%.)
- 5) Retirement pay: Because this measure varies widely, use only the percentage of salary matched by the employer.
- 6) Social Security and Unemployment Insurance: Both are standard percentages of salary.
- 7) Insurance: This benefit varies by employee. Divide the amount paid by the city or county by the basic pay rate determined in Step 2.
- 8) Workman's Compensation: This benefit also varies by employee. Divide the amount paid by the city or county by the basic pay rate determined in Step 2. Use the rate per \$100 to determine the correct percentage.

Fringe Benefits	Regular Time (By %)	Overtime (By %)	Part Time (By %)
Holidays			
Vacation Leave			
Sick Leave			
Social Security		0.00	
Medicare		1.45	
Unemployment		0.00	
Worker's Compensation		2.83	
Retirement			
Health Benefits			
Life Insurance Benefits			
Other			
<b>Total as % of Annual Salary</b>	0.0000	4.28	0.00

**COMMENTS:**



**Force Account Equipment Summary Record**

<b>From City/County/State Department of:</b>	<b>Event:</b>	<b>PERIOD COVERING</b>
	Silver Crucible	11/13/19 TO 11/13/19

Equipment Description <small>Indicate make &amp; model, TIFMAS "E" number, fleet number, size, capacity, horsepower, etc.</small>	FEMA Equip. Code #	Operator's Name	Dates/Hours used each day										Total Hours/ Miles	Equipment Rate	Total Cost		
			Date	11/13													
Type I/II Engine		Wakefield, John A	DAYS	1.0											1.00	\$ 200.00	\$ 200.00
Command Vehicle		Means, Scott L	DAYS	1.0											1.00	\$ 96.00	\$ 96.00
Command Vehicle		Jakubos, Kevin N	DAYS	1.0											1.00	\$ 96.00	\$ 96.00
			HRS												0.00		\$ -
			HRS												0.00		\$ -
			HRS												0.00		\$ -
			HRS												0.00		\$ -
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			HRS												0.00		\$ -
			HRS												0.00		\$ -
			HRS												0.00		\$ -
																<b>Sheet Total</b>	\$ 392.00

Force Account Labor Summary Record														Page		of				
From City/County/State Department of:						Event:						Period Covering								
City of Sparks						Silver Crucible						11/12/19 to 11/15/19								
Employment Status (Enter Letter in Box)			Dates and Hours Worked Each Week											Costs						
Non -Exempt = N Exempt = E Part Time = P Volunteer = V			Day												A	B	C	D	E	F
			Date	11/12	11/13	11/15								Total Hours	Hourly Rate	Benefit Rate	Time Cost (A x B =)	Benefit Cost (A x C =)	Total Cost (D + E =)	
Name	Novak, Tod T	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Sergeant		OT		6.7									6.70	86.82	1.26	\$ 581.69	\$ 8.43	\$ 590.13	
Name	Patton, John P	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Lieutenant		OT	6.3										6.30	93.57	1.36	\$ 589.49	\$ 8.55	\$ 598.04	
Name	McNeely, Patrick B	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Sergeant		OT		5.7									5.70	84.27	1.22	\$ 480.34	\$ 6.96	\$ 487.30	
Name	Hurley, Eron M	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Sergeant		OT	8.1										8.10	79.14	1.15	\$ 641.03	\$ 9.29	\$ 650.33	
Name	Ahdunko, James D	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Lieutenant		OT	6.0		3.0								9.00	96.18	1.39	\$ 865.62	\$ 12.55	\$ 878.17	
Name	Chavez, Erick E	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Sergeant		OT	4.5										4.50	100.84	1.46	\$ 453.78	\$ 6.58	\$ 460.36	
Name	Taylor, Vernon R	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Officer		OT	7.4										7.40	51.38	0.75	\$ 380.21	\$ 5.51	\$ 385.73	
Name	Butler, Dustin D	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Officer		OT	6.6										6.60	68.32	0.99	\$ 450.91	\$ 6.54	\$ 457.45	
Name	May, Zachary A	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Officer		OT	5.5										5.50	64.65	0.94	\$ 355.58	\$ 5.16	\$ 360.73	
Name	Hough, Jennifer L	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Officer		OT	6.4										6.40	51.75	0.75	\$ 331.20	\$ 4.80	\$ 336.00	
Name	Sandoval, Carlos A	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Officer		OT	4.0										4.00	63.29	0.92	\$ 253.16	\$ 3.67	\$ 256.83	
Name	Talton, Colby A	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Officer		OT		5.3									5.30	51.44	2.20	\$ 272.63	\$ 11.67	\$ 284.30	
Name	Brown, Britt F	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Officer		OT	6.7	5.2									11.90	50.56	0.73	\$ 601.66	\$ 8.72	\$ 610.39	
Name	Jones, Daniel B	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Police Officer		OT		5.1									5.10	48.61	2.08	\$ 247.91	\$ 10.61	\$ 258.52	
Name	Wakefield, John A	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Fire Aparatus Operator		OT		6.3									6.25	45.60	0.66	\$ 285.00	\$ 4.13	\$ 289.13	
Name	Prokosch, Jeffrey M	N	REG											0.00			\$ -	\$ -	\$ -	
Job Title	Fire Aparatus Operator		OT		6.0									6.00	42.54	0.62	\$ 255.24	\$ 3.70	\$ 258.94	
Name	Palmer, Jacob E	N	REG											0.00			\$ -	\$ -	\$ -	

Job Title	Fire Fighter Paramedic		OT		6.0										6.00	45.21	0.66	\$ 271.26	\$ 3.93	\$ 275.19
Name	Millette, Eric D	N	REG												0.00			\$ -	\$ -	\$ -
Job Title	Fire Captain		OT	6.0	9.0										15.00	52.34	0.76	\$ 785.10	\$ 11.38	\$ 796.48
Name	Means, Scott L	N	REG												0.00			\$ -	\$ -	\$ -
Job Title	Fire Battalion Chief		OT		6.5										6.50	65.53	0.95	\$ 425.95	\$ 6.18	\$ 432.12
Name	Jakubos, Kevin N	N	REG												0.00			\$ -	\$ -	\$ -
Job Title	Fire Battalion Chief		OT		6.0										6.00	63.81	0.93	\$ 382.86	\$ 5.55	\$ 388.41
<b>PAYROLL NOTES:</b>															TOTAL REGULAR HOURS (A)		0.00	REG TIME SUBTOTAL (D)		\$ -
<p>Our Payroll policy / accounting system is to breakout FLSA from the OT, and since it is asking for a single Hourly Rate on this form I had to add the OT rate and FLSA rate together to give an accurate OT Hourly Rate for each person. Also, the benefit rate was dependent on the hourly rate since the formula on this sheet is multiplying the hours with the benefit rate, which is why the benefit rate can be different for each person as well. Only 2 officers still have Worker's Comp to be calculated into their benefit rate, and all the other's only had medicare as their calculated benefit rate. Please note that the electronic timekeeping system we use has to code the first 80 hours of police time as "Reg" regardless of what is being worked, however, the Silver Crucible time for these officer's was "OT" time. And, we prove this by showing that at the end of the pay period they meet or exceed the "OT" hours compared to the number of hours worked for the event.</p>															TOTAL OT HOURS (A)		138.25	REG BENEFIT SUBTOTAL (E)		\$ -
															TOTAL HOURS		138.25	REG TIME TOTAL (F)		\$ -
																		O/T SUBTOTAL (D)		\$ 8,910.63
																		O/T BENEFIT SUBTOTAL (E)		\$ 143.94
																		O/T TOTAL (F)		\$ 9,054.56
															LABOR COST TOTAL		\$ 9,054.56			









Contract Work Summary Record				1	OF	1
From City/County/State Department of:		Event:		PERIOD COVERING		
City of Sparks		Silver Crucible		TO		
Dates Worked	Contractor	Invoice Number	Amount	Comments/Scope		
			\$ -			
			\$ -			
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<b>Sheet Total</b>			\$ -			