

CHAPTER 6

COST ACCOUNTING, FORMS AND GENERAL PROCEDURES

<u>Topic</u>	<u>Paragraph</u>
Cost Accounting	6-1
Definitions of Cost Accounting Terms Used in this Manual	6-2
a. Cost	
b. Expense	
c. Income	
d. Work	
e. Work Order	
f. Project Subaccount	
g. Job	
h. Elements of Cost	
Objective and Purposes of Cost Accounting	6-3
The Cost Accounting System	6-4
Responsibility for Cost Accounting	6-5
General Ledger Control	6-6
Contract Work	6-7
a. Elements of Work	
b. Accounting for Contractors' Earnings	
c. Accounting for Damages Assessed Contractors	
d. Cost Reimbursable Contracts	
Hired Labor Work	6-8
Forms Used in Cost Accounting	6-9
* a. ENG Form 2, Summary of Distribution of ...	
b. ENG Form 17A, Cost Sheet-Miscellaneous	
c. ENG Form 3005, Bureau Voucher (Procurements)	
d. ENG Form 3006, Bureau Voucher (For Cost Transfers)	
e. ENG Form 3007, Journal Entry	
f. ENG Form 3008, Continuation Sheet (Bureau Voucher and Journal Entry).	
g. ENG Form 3009, Journal Entry (Depreciation, Plant Rental, Insurance and Plant Replacement)	

*

ER 37-2-10
Change 89
31 Oct 00

<u>Topic</u>	<u>Paragraph</u>
Work Order Cost Accounting Procedures	6-10
a. General	
b. Forms to be Used	
c. Work Order Forms - General	
d. Work Orders on ENG Form 3013	
e. Work Order Cost Account, ENG Form 3012	
f. Miscellaneous Cost Account, ENG Form 17A, Cost Sheet-Miscellaneous	
Labor Cost Accounting Procedures	6-11
a. Time and Labor Cost Reporting	
b. Methods of Determining Labor Cost Rates	
c. Procedure for Determining Labor Costs by Effective Time Method	
d. Payment of Payrolls and General Disposition of Labor Costs	
e. Labor Cost Distribution	
f. Estimated Labor Costs for Incomplete Pay Periods at End of Month	
Materials and Supplies Cost Accounting Procedures	6-12
a. Sources of Cost Data for Materials and Supplies	
b. Warehouse Stock Records	
c. Inventories of Stocks of Materials and Supplies	
d. Monthly Report of Receipt and Issue of Materials and Supplies, ENG Form 4a	
e. Cost Accounting for Warehouse Operating Expenses	
f. Spare Parts	
Plant and Equipment Cost Accounting Procedures	6-13
a. Costs of Plant Operation	
b. Small Tools and Equipment	
c. Plant Performance Reports	
Real Estate Acquisition Cost Accounting Procedures	6-14
a. Acquisition by Direct Purchase	
b. Acquisition by Condemnation - Declaration of Taking	
c. Acquisition by Condemnation - Complaint and Order of Possession Without a Declaration of Taking	
d. Deficiency Judgement Payments	
Accounting for Undistributed Items	6-15
a. General	
b. Construction Facilities	
c. Unapplied Payments to Contractors	

<u>Topic</u>	<u>Paragraph</u>	
d. Operation and Maintenance of Construction Facilities		
e. Operation and Maintenance of Permanent Project Facilities During Construction	6-15e	6-22
f. Stocks of Materials and Supplies	6-15f	6-22
g. Unapplied Advances for Accrued Costs	6-15g	6-22
h. Undistributed Job-site Labor Costs	6-15h	6-22
i. District (general) Overhead Costs	6-15i	6-23
j. Area office overhead	6-15j	6-23
k. Project office overhead	6-15k	6-23
l. Insurance	6-15l	6-23
m. Rescinded	6-15m	6-23
Costs of Safeguarding, Security guards, and Surveillance	6-16	6-23
Payments to States from Grant Revenues	6-17	6-23
Accounting for Non-Expenditure Transfers to Other Government Agencies	6-18	6-23
Transfer of Projects between districts	6-19	6-24
Civil Service Retirement (CSR), Social Security Taxes (FICA), Employees Life Insurance Contributions (ELIF), and Federal Employees Health Benefits (FEHB)	6-20	6-24
Financial Property Accounting	6-21	6-24
a. Revolving Fund Property	6-21a	6-24
b. Property Documents	6-21b	6-25
Rounding-off Minor Amounts	6-22	6-25
a. General	6-22a	6-25
b. Rates	6-22b	6-25
c. Computations and Billings	6-22c	6-26
d. Rounding Principle	6-22d	6-26
Contingent Liability Records	6-23	6-26
a. Definition	6-23a	6-26
b. Memorandum Record	6-23b	6-26
c. Source of Data	6-23c	6-26
d. Financial Reporting	6-23d	6-27
e. Accounting for Claims Settled at HQUSACE/OCE or Higher Level	6-23e	6-27

ER 37-2-10
Change 89
31 Oct 00

<u>Topic</u>	<u>Paragraph</u>	
GSA Space Costs	6-24	6-27
Pre-award Costs -Multi-year Pre-placed Hazardous, Toxic and Radioactive Waste (HTRW) Contracts	6-25	6-28