

DATE: May 19, 2008

TO: Agency Addressed (No. 12, 2007-2008)

FROM: Douglas A. Darling
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: Statewide Cost Allocation Plan (SWCAP) Deposits

The Statewide Cost Allocation Plan (SWCAP) administered by the Department of Financial Services (DFS) requires each state agency and the judicial branch, include in its application for a federal grant or contract, a prorated share of the cost of services provided by state central service agencies. If an application for federal grant or contract funds is approved, the state agency or judicial branch receiving the federal grant or contract shall identify the appropriate reimbursement of allocable statewide overhead and deposit that amount into the General Revenue Fund pursuant to Section 215.195, Florida Statutes. The SWCAP should be charged to all federal grants and contracts if indirect costs are an allowable cost by the granting or contracting agency.

Applicable agencies must make a minimum of one deposit each quarter of the fiscal year into the General Revenue Fund unallocated using revenue category code:

001517 – Statewide Cost Allocation Transfer

DFS has initiated monitoring of the timeliness and accuracy of SWCAP deposits required by Section 215.195, Florida Statutes. Please contact Mike Rutherford at (850) 413-5594 or mike.rutherford@myfloridacfo.com if you have questions regarding SWCAP deposits.