Indiana Department of Education
SUPPORTING STUDENT SUCCESS

# MEMORANDUM

**TO:** Superintendents, Charter School Sponsors, Special Education Cooperative Directors, and Vocational Education Cooperative Directors

**FROM:** Melissa K. Ambre, Director
Office of School Finance

**DATE:** May 3, 2010

**SUBJECT:** Indirect Cost Rates

Due to changes in reporting requirements for the Indirect Cost Rate methodology submitted to and approved by the federal government, it is necessary for the Office of School Finance to maintain an organization chart for each school corporation, charter school, special education cooperative, or vocational education cooperative in the State.

The organization chart will be used as a reference by the Office of School Finance to determine which expenditures accounts are applicable to the Direct or Indirect Cost calculation.

On or before May 21, please forward a copy of the most recent organization chart to the Office of School Finance. You may use one of the following methods to send the information to Peggy Smith:

Email: pesmith@doe.in.gov
Fax: (317) 232-0504
Mail: Department of Education, Office of School Finance, 151 W. Ohio St., Indianapolis, IN 46204

During the next several months, additional information will be shared with you on the Indirect Cost report content and data collection process. If you have questions about this memorandum, please contact Melissa Ambre or Peggy Smith at (317) 232-0840.