

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-5 - Administration Cost Recovery from Services

Preamble: A policy to ensure a reasonable apportionment of general administration costs to the various services provided by the CCRD.

It should be noted that within the definition of administration costs are included the following cost items:

- General liability insurance
- Budget preparation
- Financial audit services
- Staff involvement in the delivery of the service
- Board involvement in the delivery of the service
- Office related expenses

Policy: That in conjunction with the preparation of the annual budget each year, the Chief Financial Officer shall provide a schedule of Administration Charges to Services.

The amount determined for apportionment will be calculated by considering particularly, the estimated amount of time and effort required by the regional district to administer the service, relative to other services provided by the regional district.

Date: September 14, 1993
Reviewed: March 3, 2004
Reviewed: November 15, 2012
Amended: November 13, 2015