

SOUTHEAST MN REGIONAL RADIO BOARD

POLICY #2

REQUIRED BY: JOINT POWERS AGREEMENT ARTICLE IV, SECTION 1

SUBJECT: ADMINISTRATIVE SERVICES REIMBURSEMENT

DATE: DECEMBER 2009

INDEX WORDS

Administrative Services – services provided under the direction and control of the Board.

Shall include but not limited to financial, legal and general administration.

Reasonable Cost – is deemed by Board as a fair reimbursement for the value of the service.

POLICY

It shall be the policy of the South East Minnesota Regional Radio Board that certain administrative expenses shall be reimbursable for the operations and administration of this Board.

PROCEDURE

The Board shall approve a specific entity or person(s) to provide an administrative service and shall determine a reasonable cost and when reimbursement of this cost is to occur.

For the expenses related to the administration of the Board to be considered eligible:

1. The administrative service cost(s) must be directly related to the activities of the Board.
2. When assigning the service to a specific entity or person(s), the Board shall determine, the expectations required of that entity or person(s), how they are to get reimbursed and how much they will receive in reimbursement.
3. All invoices will require a breakdown of the costs as they relate to the services provided.

If administrative service costs are eligible to be reimbursed via other resources, i.e. grants, then the administrative service costs shall be paid from these funds first before requiring use of general funds.