SHARED COST PROGRAMS

A. A shared cost program is defined as one program, service or division which provides internal services to another program, service or division within the organization.

   Examples:
   Business Office services (payroll, budgeting, etc.)
   Human Resource services (recruiting, contract administration, etc.)

B. The Director of Finance shall be responsible for annually reviewing shared cost distribution across all funds to ensure they are a reasonable estimate of services performed.

C. Shared costs will be in a separate fund, with distributions to the general, special and career services and technical education funds for actual shared cost expenditures for the year. The distributions will be based on formulas that reflect relative use or benefit to each fund and the formula calculations will be updated each year to reflect current data.

D. All shared cost distributions are subject to applicable state and federal statutes and administrative rules governing the use of restricted funds.

ADMINISTRATIVE REGULATION

Adopted: May 15, 2007