

ADMINISTRATION FEES AND COST RECOVERY

AP 7

INTENT

To enable the Society to provide an administrative structure through the fair recovery of program fees.

POLICY

Administrative support to the Society and its programs is funded in most part by the recovery of an administration fee from funded programs. Costs associated with Directors' Liability Insurance and Audit are also recovered from programs.

PROCEDURE

1. An administration fee of 10% is recovered from all gross contract revenue and cash donations.
2. The costs for Directors' Liability Insurance and Audit are pro-rated based on total revenues in each program.
3. Administration costs include administrative personnel wages and benefits as follows:
 - Executive Director and Program/Service Directors who do not supervise front line staff
 - Administrative and Accounting Staff - office managers, accounting personnel, and clerical support staff, including temporary administrative staff
 - Human Resources Personnel - staff who perform payroll, hiring, recruitment and negotiations functions

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually