

SECTION: ADMINISTRATION

SUBJECT: INTERDEPARTMENTAL CHARGES

Original Resolution No.: 92-08-30

Interdepartmental Charges

It is the policy of the County of Warner that whenever and wherever possible we will utilize the expertise, manpower and equipment available within our own operation to complete programs and tasks assigned.

It is further the policy of the County that whenever one department utilizes the expertise of another department that the savings realized from the use of internal forces should be passed on to the receiving department.

THEREFORE the County sets the following policy:

That all departments shall prepare on an annual basis a calculation of actual costs of department equipment, manpower and expertise. This calculation shall be accumulated in a hand-out form by the Administration and a copy provided to all departments.

ACTUAL COST shall be calculated as follows:

Labor Rate

1. The average salary paid to an employee in the specific job field presently employed in that department, plus;
2. An amount equal to 15% of the salary to provide for all benefits incurred in the employment.

Equipment Costs

1. The cost of fuel, oil, and day to day repairs, averaged over the one year period, based on an 8 hour day, allowing for such breaks as lunch, coffee, and servicing.
2. Fuel costs shall be based on actual current rates being paid including the net cost of GST.

Supplies

1. The actual current cost of supplies, including the net cost of GST, plus;
2. The actual cost of freight, and handling as billed to the department.

ALL charges shall be accounted for in standard form, and forwarded to the Accounting Office.