

# Board Policy

## Administrative Charge

In instances where Eastern Suffolk BOCES provides services to non-component districts or public governmental agencies, financial compensation for administrative services rendered may be included in the financial proposal to which ESBOCES and the district or agency agree.

Upon receipt of payment for those administrative charges, the accrued monies are to be credited to the ESBOCES administrative budget.

### Cross-Contracting

In instances where ESBOCES provides services to components of another BOCES via a cross contract, a financial consideration for administrative services rendered in support of the service programs may be assessed.

This administrative fee shall be determined by using the formula devised by the District Superintendents.

The general guidelines are:

- Administrative cost percentage will be calculated by the BOCES School Operations and Finance Committee in January of each year using the most recent audited year's costs, which are available at [www.p12.nysed.gov/mgtserv/boces/budget](http://www.p12.nysed.gov/mgtserv/boces/budget) (e.g., the 2016-2017 administrative cost percentage will be calculated with the 2014-2015 school year data).
- This administrative and capital expense will be divided by the total of BOCES expenses for that same audited fiscal year.

#### **(Administrative Expense + Capital Expense) / Total Budget Expense**

- A BOCES **may charge up to, but not more than**, the calculated percentage starting in the 2014-2015 school year.
- Cross contracts between BOCES shall be handled in the same manner (**up to but not more than**).
- It should be emphasized that there is no requirement that such a charge be imposed.

The administrative fee shall not be charged to each district, but instead, shall be added to the cross contract between ESBOCES and the contracting BOCES. It would be the decision of the contracting BOCES whether to absorb this fee as an administrative expense of its districts, or to allocate it to the individual districts that purchase ESBOCES services.

All revenue generated from this administrative charge shall be credited to the administrative (001) budget.