

BUSINESS OPERATIONS  
REVENUEGENERATING SERVICES

Financial Controls and Reporting Procedures

The following procedures apply to all feebased services:

- A. Immediately upon the signing of contracts, all information service fee, billing dates, estimated length of service, payment terms, etc. will be sent to the Finance and Operational Services Department along with a copy of the contract.
- B. Any unusual or extenuating circumstances concerning the contracts will be provided for the Finance and Operational Services Department when the contract is signed. Such information might include estimated date when work will begin in cases where delays are necessary and the financial impact when contracts span two fiscal years.
- C. The Finance and Operational Services Department will establish a file for each contract. In addition, a tickler file on each contract will be established to ensure proper and timely followup.
- D. On or about the beginning of each month a form will be filed with the Finance and Operational Services Department by the director of the feebased service or his/her designee, identifying those staff members who worked on the service, the number of hours worked, and the district serviced. Also included in the report will be copying machine usage during the month.
- E. When a monthly report from a department providing a feebased service notes that another department was involved in the service, the report serves as a signal to the Finance and Operational Services Department to obtain information concerning the extent of involvement by the other department. The information will include the time spent on the service, the staff members who participated, and the materials used.
- F. The Finance and Operational Services Department will maintain all records and data concerning costs. Such data will be utilized in revising fee schedules for feebased services.
- G. A status report will be presented to the Board of Directors at its September meeting.

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