

REGULATION #4202.4 INTERNAL SERVICE CHARGES

1. PURPOSE OF INTERNAL SERVICE CHARGES

- 1.1. Internal service charge arrangements are established to facilitate:
- a) Users to have the flexibility to access services beyond base levels.
 - b) Service providers to recover costs of providing additional services beyond those for which budget is supplied.
- 1.2. Examples of internal service charges include extra bus trips, additional janitorial and security services, reprographics services, custom-made furnishings and discretionary facilities alterations.

2. GUIDELINES FOR ADMINISTRATION OF INTERNAL SERVICE CHARGES

2.1. Prices

Internal service will be charged at rates which recover costs. Standard services will have standard prices. Custom services will be individually priced and agreed to by the user. Rates will be reviewed annually and changes communicated.

2.2. Grouping

Service providers and users are encouraged to group similar internal service charges to minimize the number of transactions to be processed and the ensuing administrative burden.

2.3. Authorization

The user authorizes the service provider to render services and provides the account number to be charged. For charges under \$1,000, the service provider can note the user's verbal authorization. (This is intended to reduce administrative burden.) For charges over \$1,000, the user's written authorization is required.

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2.4. Financial Recording

Internal service charges will be recorded when there is virtual certainty of the service being provided in the fiscal year. The service provider will simultaneously notify the user of the charges and the Fiscal Management Services Department of the transaction to be recorded. Transactions recorded by the Fiscal Management Services Department, will provide references for the benefit of users and providers in reviewing financial reports.

2.5. Financial Accountability

Budget officer who request internal services are responsible to ensure sufficient funds are available to cover the costs. Commitments for internal service charges are not normally recorded as costs are recognized when there is virtual certainty of service being provided in the fiscal year.

2.6. Payments from School-Generated Funds

All charges for internal services will be recorded to district budget accounts. Where schools wish to pay for the service from school-generated funds, this can be done by forwarding a school cheque to the Fiscal Management Services Department to be applied to the school's district account.

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