

## Principles

- Fairness, in that functions should pay for the administration services they consume.
- Transparency, as it should be clear what administrative services a function pays and the amount for these services.
- Consistent and equitable application.
- Application of generally accepted accounting principles.
- Ease of administration.
- Easily understood by the Board, administration and service participants.

## Allocation

- All clearly identifiable costs shall be charged directly to the function or capital project involved, including:

- **Building Expenses, for the three administrative offices, excluding rent where applicable**, comprised of telephone, internet, hydro, gas, water, sewer, building maintenance, computer maintenance, equipment rental/repairs/ maintenance and janitorial costs, will be allocated to various functions on the basis of square footage as follows:

- Library Network	8%
- Planning	5%
- Building Inspection	5%
- Bylaw Enforcement	2%
- Environmental Services	8%
- Protective Services	2%
- <b>Emergency Planning</b>	<b>15%</b>
- Electoral Area Administration	27%
- Administrative Services	27%

- **GIS Services**

- Administrative Services	7%
- Electoral Area Administration	11%
- Planning	18%
- 911	18%
- Emergency Planning	7%
- Building Insp. Central/South	10%
- Building Insp. North	10%
- Bylaw Enforcement	2%
- Rural Refuse	2%
- South Cariboo Solid Waste	1%
- Invasive Plant Mgt.	3%
- Utilities	12%

- **Rent** for the 100 Mile House sub-office, will be allocated as follows:
- Building Inspection – 35%