

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 041**  
**EFFECTIVE DATE: 07-03-2012**  
**REVISED:**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: PAW**

**SUBJECT: INTER-FUND WORK REIMBURSEMENT**

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- I. PURPOSE:** To outline procedures and policies established regarding the Budget for Work Reimbursement.
- II. POLICY:** This policy is to allow for the reimbursement of work done by other departments. This may create problems when one department has specialized or restricted funding, since use of such funds is specific as to use.
- III. PROCEDURE:** For instance, park funding cannot be used for general services (such as weed abatement) without direct benefit. A further example might be fully costing all costs of grant projects to assure that the total cost is reimbursed and that the general funds of the County are not used in the grant project. When, under this scenario, a restricted fund does work for another restricted fund, the costs must be borne by the department receiving the service. This can be achieved by reimbursing the department for its cost or by returning the cost by “in-kind” services.
- A. To these ends, the following policies are offered:
1. It is the policy of Storey County to maximize the return from all funding sources.
  2. It is also the policy of Storey County that each County department shares its resources with the other County departments. This minimizes duplications of staff, equipment and inventory. Consistent with the first policy enumerated above, each reimbursement shall be done either by direct transfers, exchanges, or costs applied from the using department to the department providing the service.
  3. In both policy instances noted, a full and accurate accounting shall be made and agreed upon in writing by both Departmental Officials and the County Comptroller in advance.

**RESPONSIBILITY FOR REVIEW:** The County Comptroller or his/her designee will review this policy every 5 years or sooner as necessary.