

Administrative Reimbursement Rates

Purpose:

The Administrative Reimbursement Rate has been established to determine a budgeted rate to charge user departments and funds for their share of the central service costs in the general fund.

General Approach:

Central service costs identified in the Administrative Reimbursement Rate are the budgeted expenditures of departments and non-departmental entities within the general fund for the current fiscal year. These costs represent administrative overhead that benefits user departments.

Allocation of Budgeted Costs:

The following outlines the budgeted costs used to determine the Administrative Reimbursement Rate:

1. **General Fund Department Total Budgeted Expenditures:**
 - Office of the Mayor
 - Board of County Commissioners and support offices
 - County Attorney's Office
 - Office of Management and Budget
 - Clerk of the Court and Comptroller (Finance and Auditor Functions)
 - Human Resources
 - Internal Compliance
 - American with Disabilities Act Division in the Internal Services Department
 - Commission on Ethics
 - Office of the Inspector General
 - Emergency Management
 - General Government Improvement Fund, projects and debt payments of countywide significance
2. **General Fund Non-Departmental Budgeted Expenditures:**
 - Employee Awards
 - Employee Background Checks
 - Employee Physicals
 - Employee Training
 - Employment Ads
 - External Audit
 - General Publicity
 - Management Consulting
 - Memberships
 - Outside Legal/Lobbyist
 - Outside Printing
 - Promotional
 - Radio Public Information
 - Sign Language Interpreters
 - Operating Reserves
 - Emergency Contingency Reserve
3. **Total Operating Budget: excluding Aviation Operating Budget**

FY 2025-26 Administrative Reimbursement Rate and Calculation:

The Administrative Reimbursement Rate for FY 2025-26 is **2.57%**. Departments are expected to use this rate for determining the Administrative Reimbursement to be paid to the General Fund in FY 2025-26.

ADMINISTRATIVE REIMBURSEMENT CALCULATION FOR FY 2025-26 Using FY 2024-25 Budget

Estimated Value of General Support to All Departments (Numerator)

	FY 2024-25 General Fund <u>Budget</u>
<u>Staff Departments</u>	
Mayor's Office	9,639
BCC, BCC Auditor, and Agenda	45,247
County Attorney's Office	32,769
OMB	5,977
Human Resources	10,775
Internal Compliance	4,467
ADA division (ISD)	535
Ethics	3,024
OIG	1,850
Communications	0
Emergency Management	9,947
Genral Government Improvement Fund, projects and Debt of CW significance	2,480
<u>Clerk of Court and Comptroller (Finance and Audit Functions)</u>	15,468
	<u>Subtotal</u> 142,178
<u>General Government</u>	
Employee Ads	250
Employee Awards	300
Employee Background Checks	80
Employee Physicals	1,500
Employee Training	300
External Audit	800
General Publicity	100
Management Consulting	1,300
Memberships	750
Promotional	100
Radio Public Information	150
Sign Language Interpreters	30
Outside Printing	100
Outside Legal/Lobbyist	2,596
Emergency Contingency Reserve	9,000
<u>Operating Reserves, excludes In-Kind and Future Services Reserve</u>	24,569
	<u>Subtotal</u> 41,925
<u>TOTAL</u>	<u>184,103</u>
<u>Total Operating Budget (Direct) with Adjustments (Denominator)</u>	
Total Operating Budget	\$ 8,072,043
Total Aviation Operating Budget	<u>(736,756)</u>
Total Operating Budget (excluding Aviation)	7,335,287
General Support Costs	(184,103)
ADJUSTED TOTAL	<u>\$ 7,151,184</u>

FY 2025-26 Administrative Rate 2.57%

Application of Administrative Reimbursement Rate to User Department Operating Budget:

User departments will apply the budget year Administrative Reimbursement Rate to their operating budget as entered in the Resourcing for Results Online (RFRO) system. This standardizes the application of the rate across all user department expenditures and helps determine the results of the calculation.

Here's an example of how the administrative rate should be applied to a user department operating budget to determine next year's administrative reimbursement from the user department to the general fund. *Note, the example below uses a fictitious rate for illustrative purpose.*

**REPORT: DEPARTMENTAL SUMMARY
OFFICE OF THE WIDGETS
(\$ in 000s)**

**Fund: Z0001 - WIDGET PROPRIETARY FUND
A) OPERATING BUDGET - REVENUES AND EXPENDITURES**

#	REVENUE	Proposed Budget
1	Carryover	\$4,315
2	Widget Production Revenue	\$5,079
3	TOTAL REVENUE	\$10,078
4		
5	EXPENSE	
6	Salary	\$2,549
7	OverTime Salary	\$
8	Fringe Benefits	\$1,383
9	OverTime Fringe	\$
10	Court Costs	\$
11	Contractual Services	\$744
12	Other Operating	\$1,383
13	Charges for County Services	\$885
14	Grants to Outside Organizations	\$
15	Capital	\$567
16	TOTAL OPERATING EXPENDITURES	\$7,511
17	Transfers	\$
18	Distribution of Funds In Trust	\$
19	Debt Service	\$
20	Depreciation, Amortizations and Depletion	\$
21	Reserve	\$2,567
22	Intradepartmental Transfer	\$
23	TOTAL NON-OPERATING EXPENDITURES	\$2,567
24		
25	TOTAL EXPENSE	\$10,078

Take the value from Total Operating Expenditures (line 16) =	\$7,511
Multiply by next year's Administrative Reimbursement Rate from Budget Manual	<u>2.88%</u>
Amount of next year's Administrative Reimbursement to the General Fund	<u>\$216</u>

As a department's budget gets updated and revised from the initial budget submission and vetted during the budget development process, user departments are responsible for informing their OMB budget analyst of any changes to next year's administrative reimbursement. Ultimately, user departments must

communicate the final Administrative Reimbursement Rate amount based on the department's proposed operating budget at the close of the budget development process (late May/early June).

For reference, below are the adopted budgeted administrative reimbursement by user departments. Please inform your OMB Budget Analysts of any changes or concerns with the amounts below.

Department	FY 24-25 Budget
Art in Public Places	34
Cultural Affairs	858
Aviation	4,166
Fire Rescue	19,008
Homeless Trust	62
Procurement	615
Library	2,995
PROS (Special Taxing District)	769
PHCD	2,478
RER	6,015
Seaport	3,812
Solid Waste Management	7,577
Tourist Tax	781
Surtax	226
DTPW (Rickenbacker Causeway)	221
DTPW (Venetian Causeway)	82
DTPW (PTRD)	140
DTPW (SWU)	747
Tax Collector	1,069
Water Sewer	29,458

(Dollars in thousands)