



ADMINISTRATIVE COSTS RECOVERY POLICY

BACKGROUND AND PURPOSE:

CSUSM Corporation provides support for a variety of special projects, organizations, activities, and additional research that are not funded through sponsorships.

The purpose of this policy is to identify the administrative cost recovery fee which will be charged to projects for providing the following support services:

- Accounts Payable Processing
- Accounts Receivable Processing
- Annual Audit
- Annual State and Federal Filing Fees for Non-Profit Organization
- Automated Accounting
- Billing and Collection Services
- Cashiering
- Check Preparation
- Contract Preparation and Review
- Expenditure Controls (Authorized Purchase through Purchase Order Control)
- Banking Services
- General Cash Administration
- Insurance Costs
- Monthly Bank Reconciliations
- Legal Services
- Payroll/Personnel Administration
- Project Management Reports
- Risk Management
- Staff Support for Accounting Related Matters
- Reporting to Regulatory Agencies (Chancellor's office, State of California, tax returns)
- Workers' Compensation Program Administration

POLICY:

An 8% cost recovery fee will be charged on expenditures each month, as funds are expended.

EXCLUSIONS:

This policy does not apply to CCR, Start-Up or GPSM projects. IDC projects are responsible for a cost recovery fee on salary and benefit account activity only. This policy does not apply to scholarships, grant and contract accounts, or internal transfers from accounts which have already met other administrative fee or overhead recovery requirements.