

## **Session**

### **Funding Administrative (Overhead) Services: Understanding and Communicating Their Value to Decision Makers and the Public**

## **Speaker**

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- 1) Introduction - Assessing the Situation
  - a) Description of why this is important to GFOA
  - b) Description of what GFOA plans to do with data gathered at session
- 2) Relevance
  - a) Impact
  - b) Definition of Overhead
  - c) Difficult Example: Technology
  - d) Size of Overhead in typical jurisdictions
  - e) Why stakeholders need to know
- 3) Planning
  - a) Transparency
    - i) How are services currently reported?
    - ii) What systems and processes are in place for reporting?
  - b) Current examples of justifying expenditures
- 4) Open Discussion
  - a) Audience Definition
    - i) What are typical administrative service fees?
    - ii) What % of budget represent services?
  - b) How are services communicated to stakeholders?
  - c) Requirements
    - i) Communication requirements by types of organization (e.g., General, Utility, School District)?
    - ii) Why are there differences?
    - iii) What are the appropriate communication methods for types of organizations
  - d) GFOA
    - i) Is a recommended practice required? If so, what would be desired content?
    - ii) Are there specific examples for case studies, GFR articles, or future conferences?