

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Written In-Kind Plans
<b>Section</b>	Outreach
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Establish guidelines for in-kind plans.

**Definitions**

*In-kind Revenue:* A good or service that an Agency receives at no charge, typically from a third party, for an expense that they would typically finance in the normal course of business.

**Procedure**

Develop a process to report any in-kind revenue that the Agency receives from a governmental agency or other entity. In-kind agreements shall be written for revenue received in the form of parking lots, office space, etc. Each agreement shall contain a detailed description and the value of what is being received in-kind as well as how the value was calculated. If property is involved, a certified appraiser shall assess it and prepare an official report. The appraised amount shall be listed in the agreement along with the property location, the entity providing the in-kind revenue, and the length of the agreement.

All in-kind revenue shall be documented in the Agency's financial records. In-kind agreements shall be maintained in a secure storage location and kept for five years after each agreement has expired.

**Responsibilities**

The Transit Director is responsible for negotiating, reporting, and storing in-kind agreements in accordance with this policy.