

Memorandum of Understanding
Between The Retiree Health Care Trust Fund Board (Board)
And
The Office of the Controller (Trust Fund Administrator)

This memorandum of understanding (MOU) is entered into as of November 1, 2011 by and between the Retiree Health Care Trust Fund Board (Board), as approved by the Board at their October 24, 2012 meeting, and Ben Rosenfield, City and County of San Francisco (CCSF) Controller, to memorialize the agreement between the Retiree Health Care Trust Fund (Fund) and the Controller's Office (the Fund Administrator), and to outline the parameters under which the parties will cooperate to provide the services listed below.

Consistent with the above-mentioned goals and other legal and contractual requirements, the Fund and Fund Administrator agree as follows:

A. Services to be provided, budget, budgeting and billing methodologies

1. Services to be Provided
 - a. Administrative, Central Accounting, Budgetary, Contracts, and Web support
 - b. Materials and Supplies
2. Estimated Annual Budget: \$12,500
3. Budgeting Methodology: Both the Board the Fund Administrator shall cooperate in providing a statement of work, and agree on an estimated amount to complete this work.
4. Billing Methodology: The Fund Administrator will bill the Fund quarterly. Billing includes submitting an invoice and all necessary supporting documentation to the Board Secretary, having the Board Secretary approve this invoice, requesting the Fund Administrator accountant to enter and post the billing transaction in the accounting system.

B. Budget Changes

Any changes to the budget as stated on this MOU must be agreed upon in writing by both the Board and the Fund Administrator.

C. Supporting Documentation

The standard supporting documentation to be sent to the Fund at each billing is a summary of cost items, calculation rates, and other amounts pertinent to the calculation

of the charges. The Fund Administrator shall keep on file details of the summarized documentation, and shall make them available upon request.

D. Billing Disputes

Billing disputes shall be resolved by the Board and the Fund Administrator's designee at a scheduled Board meeting.

E. Term of Agreement

This MOU shall continue from year to year for as long as the Office of the Controller continues to be the Fund Administrator or until otherwise determined by the Retiree Health Care Trust Fund Board. This MOU may be terminated at any time by the Retiree Health Care Trust Fund Board.

This MOU has been entered into on the dates below:

RETIREE HEALTH CARE TRUST FUND

Date

Please print name: Rosanne Torre

Please print title: Board Secretary

Ben Rosenfield, Controller
Office of the Controller, Performing Department

Date

