

National Credit Union Administration  
**SUPPORTING STATEMENT**

Written Reimbursement Policy, 12 CFR §701.33  
OMB No. 3133-0130

**A. JUSTIFICATION**

**1. Circumstances that make the collection of information necessary.**

Federal Credit Unions (“FCU”) may reimburse its board members for reasonable and proper costs incurred in conducting their official responsibilities only if the reimbursement is in accordance with the written reimbursement policies and procedures established by the FCU’s board of directors. Access to this plan, and documentation related to its implementation is necessary for NCUA examiners to verify compliance with this requirement.

The information collection is authorized under Section 120 of the Federal Credit Union (“FCU”) Act, 12 U.S.C. § 1766(a) and section 701.33(b)(2)(1) of NCUA Regulations, 12 CFR §701.33(b)(2)(i).

**2. Purpose and use of the information collected.**

Each FCU must maintain and retain a written reimbursement policy to ensure that the FCU makes payments to its director within the guidelines that the FCU has established in advance and to enable examiners to easily verify compliance by comparing the policy to the actual reimbursements.

**3. Use of information technology.**

Plans and documentation may be retained in any form, including electronically.

**4. Duplication of information.**

The information collection is unique to the FCU and is not duplicated anywhere.

**5. Efforts to reduce burden on small entities.**

The requirement to have a written reimbursement plan represents the minimum information necessary to implement this provision. All FCUs have the same recordkeeping requirement.

**6. Consequences of not conducting the collection.**

Less frequent collection would substantially impair the effectiveness of the program.

**7. Inconsistencies with guidelines in 5 CFR 1320.5(d)(2)**

This information collection is consistent with guidelines.

**8. Efforts to consult with persons outside the agency.**

A 30-day notice was published in the *Federal Register* on January 27, 2023, at 88 FR 5384, soliciting comments from the public and did not receive any comments regarding this collection.

**9. Payment or gifts to respondents.**

There are no payments or gifts made to respondents.

**10. Assurance of confidentiality.**

There are no assurances of confidentiality other than those provided by law.

**11. Questions of a sensitive nature.**

No personally identifiable information (PII) is collected. There are no questions of a sensitive nature.

**12. Burden of information collection.**

NCUA estimates that FCUs will incur an average of one-half hour each annually to maintain their policies. As of September 2019, there are 3,321 FCU.

No. Respondents	No. Responses per Respondent	No. Annual Responses	Hours per Record	Total Burden Hours
3,321	1	3,321	0.50	1,661

Based on the labor rate of \$35 per hour, the total cost to respondents is \$58,135.

**13. Capital start-up or on-going operation and maintenance costs.**

There are no capital start-up or maintenance costs.

**14. Annualized cost to the Federal government.**

There is no cost to the Federal government.

**15. Changes in burden.**

The regulatory burden has been removed and the number of FCU's have been updated to reflect current numbers.

**16. Information collection planned for statistical purposes.**

The information will not be published.

**17. Request non-display the expiration date of the OMB control number.**

There are no traditional collection instruments associated with this collection of information (e.g. forms). The OMB control number and expiration date associated with this PRA submission will be displayed on the Federal government's electronic PRA docket at [www.reginfo.gov](http://www.reginfo.gov).

**18. Exceptions to the Certification for Paperwork Reduction Act Submission.**

There are no exceptions to the certification statement.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

This collection does not involve statistical methods.