



**STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE**

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**ALL AGENCY MEMO #2016-09**

March 29, 2016

To: All Agencies  
From: James R. Wells, Director  
Governor's Finance Office  
Subject: Fee Database Entry Form

A handwritten signature in blue ink, appearing to read "JRW", is written over the "From:" line of the memo.

As indicated at the Budget Kickoff meeting and in the Budget Instructions, each agency must submit information on all fee-type revenues they assess and collect in order for the Governor's Finance Office to create a comprehensive statewide fee database showing how the State funds its operations. In order for us to minimize the data entry requirements, we have standardized the information required and a Fee Database Entry form has been posted to the Governor's Finance Office website at <http://budget.nv.gov/Forms>. Agencies must use this form to report their fees to the Governor's Finance Office.

Every fee, tax, fine or other revenue which is billed or charged to consumers and/or customers must be listed except for the following:

- Taxes or fees which are used entirely to fund General Fund or Highway Fund appropriations as the Governor's Finance Office already has the information regarding those items.
- Internal service fees charged ONLY to other state agencies as the calculations for those items are already provided as part of the budget request submittal for those agencies.

In general, the reported information should only be for Fiscal Year 2016 with the exception of the Total Receipts column. The Governor's Finance Office is collecting information regarding the actual collections for Fiscal Year 2015 and will compare and reconcile the collections to the budget account revenues for that Fiscal Year. Information regarding Fiscal Year 2016 collections will be requested after the close of the Fiscal Year in October. However, if any aspect of a fee changed from FY 2015 to FY2016, please show the FY2015 fee details (old data) and FY2016 fee details (new data) on separate lines. Agencies must provide the methodology used to calculate the fee and the authority (NRS, NAC, Policy, etc.) governing the fee.

Please complete and submit the Fee Database Entry form to the Budget Division by September 1, 2016. If you have questions, please contact Susanna Powers at the Budget Division by phone at (775) 684-0261 or by email at [spowers@finance.nv.gov](mailto:spowers@finance.nv.gov).