



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

209 E. Musser Street, Suite 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | www.budget.nv.gov | Fax: (775) 684-0260

ALL AGENCY MEMO #2017-15

November 17, 2017

To: All Agencies

From: James R. Wells, Director
Governor's Finance Office 

Subject: Updating Fee Revenue Information for FY 2017

It is time for agencies to update the database application to record and track state fee revenues for Fiscal Year (FY) 2017 actual revenues and any changes to fee details. The database can be accessed via the following link: <https://appprd02.state.nv.us/statefees>.

The database has been populated with the information reported for FY 2016 and that information has been rolled over to FY 2017. Each fee revenue amount for FY 2017 has been updated with the dollars recorded in the ADVANTAGE Integrated Financial System (IFS). Agencies must verify the information for FY 2017 is correct as well as add any new or revise any existing fees that were added or changed in FY 2017. If multiple fees are recorded in a single budget account and Revenue General Ledger (RGL), the fee database will display the **total** fee amount from IFS for each fee listed in the database and result in total fees shown exceeding actual revenues collected. In these instances, agencies must correct the fee database to reflect only the amount collected for each individual fee. The total of all fees recorded in the fee database for a single RGL must equal the aggregate total recorded in IFS for that RGL.

Updates to the information can be made directly into the database or by exporting/importing information via an Excel or CSV file. Please be aware that any changes made to the Fee Name, Budget Account or RGL will be marked as a "New" fee. A manual is available to help users and can be found on the GFO website at <http://budget.nv.gov/Manuals-Instructions/>. Users must complete a security access form and send it to GFO at: budget@finance.nv.gov to access the database. Security access forms can be found at <http://budget.nv.gov/Documents/Forms/>.

Agencies must provide the methodology used to calculate the fee and the authority (NRS, NAC, Policy, etc.) governing the fee. As a reminder, 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.

If you are a Board or Commission please provide the requested information in a excel file to Susanna Powers, who will upload the information for you.

Please update your agency's fee information by February 28, 2018. 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.