



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2009-09

March 12, 2009

TO: All Agencies

FROM: Andrew K. Clinger, Director

SUBJECT: REGI Assessment

Per All Agency Memo #2009-03, Public Employees' Benefit Program (PEBP) reduced the Retired Employee Group Insurance (REGI) assessment (object code 5750) charge to agencies from 2.97% of payroll to 1.57% of payroll. A spreadsheet detailing the savings is located on the Budget Division website as an attachment to this All Agency Memo.

Agencies must process work programs to decrease budget authority by the savings each budget account will realize by the REGI assessment reduction. To assist the agencies with creating the work program, the Budget Office has loaded the applicable expenditure reductions in the Nevada Executive Budget System (NEBS), work program module, and assigned a work program number. The work program number begins with "REGI" and ends with the four digit budget account. The work programs are currently balanced with revenue source 4999. Agencies must update the work programs with the appropriate balancing category before submitting them to the Budget Office. As with previous work programs, agencies utilizing general funds and highway funds for this assessment must reserve for reversion the reduction amount; those budget accounts with reserves, must place the reduction amount in reserve; and all other budget accounts must balance their work programs accordingly. These work programs **must** be submitted to the Budget Office by Friday, March 20, 2009.

Per All Agency Memo #2008-51, journal vouchers must be prepared concurrently with work programs that establish or increase authority in the Reserve for Reversion category (93). If the work program requires Interim Finance Committee (IFC) approval, the corresponding journal voucher must be prepared in Advantage at the same time. However, the agency's final approval should not be applied until after IFC approves the work program. Journal vouchers related to non-IFC work programs must also be entered in Advantage, and agencies should apply their approval once the work program has been transmitted to the Controller's Office for posting.

As this is a tight timeline, if you have additional questions, please contact your assigned budget analyst within the Budget Office immediately.

Your cooperation is greatly appreciated.

Thank you.



Andrew K. Clinger, Director