



DEPARTMENT OF ADMINISTRATION

**209 E. Musser Street, Room 200
Carson City, Nevada 89701-4298
(775) 684-0222
Fax (775) 684-0260
<http://www.budget.state.nv.us/>**

ALL AGENCY MEMORANDUM #2010-41

September 30, 2010

TO: All Agencies

FROM: Andrew K. Clinger, Director

SUBJECT: Internal Service Rate/Assessment Reductions – General Fund and Highway Fund only

Some internal service accounts reduced their fiscal year 2011 rates and/or assessments effective July 1, 2010 and the Budget Division processed work programs for agencies funded for the services/assessments with General Fund and/or Highway Fund to capture the savings. Savings was placed in the Reserve for Reversion category. The Budget Division will process the journal vouchers to move cash from the Reserve for Reversion category to either the General Fund or to the Highway Fund. The work program naming configuration is 11IS followed by the budget account number (i.e. Department of Taxation's work program number is 11IS2361).


The rate/assessment savings reflected on the work program include:

- Buildings and Grounds Division's rent holiday for July 2010.
- Reduction in the Retired Employee Group Insurance (REGI) from .02574 to .00658. The reduction will post to GL 5750 though agencies are budgeted for REGI in both GL 5750 and 5928. Reductions to positions as a result of the 2010 Special Session impacting REGI have been taken into consideration with this adjustment.
- Reduction in the Payroll and Personnel Assessment.
- Reduction in Department of Information's (DoIT) rates for Infrastructure Assessment, Security Assessment, Site Space Rent, Channel Rent, DS1 Circuits, and Silvernet.

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The Purchasing Division also reduced their Purchasing Assessment. As this Assessment is paid in a special use category, savings from the Assessment reduction was not included with these work programs and must be retained in the Purchasing Assessment category (category 87).

Please contact your assigned budget analyst if you have any questions regarding the above information.



Andrew K. Clinger, Director