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

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**ALL AGENCY MEMO #2018 – 10**

October 2, 2018

To: All Agencies

From: Paul Nicks, Acting Director  
Governor's Finance Office 

Subject: Updating Fee Revenue Information for FY 2018

It is time for agencies to update the database application to record and track state fee revenues for Fiscal Year (FY) 2018 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 2017 and that information has been rolled over to FY 2018. Each fee revenue amount for FY 2018 has been updated with the dollars recorded in the ADVANTAGE Integrated Financial System (IFS). Agencies must verify the information for FY 2018 is correct as well as add any new or revise any existing fees that were added or changed in FY 2018. 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](mailto: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 contact Susanna Powers via email [spowers@finance.nv.gov](mailto:spowers@finance.nv.gov) to request an excel file that is formatted correctly. Please send your updated file back to Susanna Powers who will upload the information.

Please update your agency's fee information by March 1, 2019. If you have questions, please contact Susanna Powers at the Governor's Finance Office at (775) 684-0261 or by email at [spowers@finance.nv.gov](mailto:spowers@finance.nv.gov).