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ALL AGENCY MEMO – 2024-03

April 5, 2024

To: All Agencies
From: Amy Stephenson, Director ^{CAS}
Subject: M-100 Utility Rate Adjustments

Our office has had on-going conversations around the rising utility rates and how these added costs should be addressed in the upcoming budget build. Page 53 of the 2025-2027 Budget Building Manual discusses CAT 59 – Utilities. As stated in the budget manual, *Increases due to inflation cannot be included in the Agency Request. The Budget Division will calculate incremental increases in an M-100 (inflation) decision unit. It is critical all expenditures are charged correctly against standard GLs to ensure that NEBS computes inflation accurately.*

The Budget Office will address utility rate increases through an M-100 decision unit and we ask that agencies do not make utility rate adjustments in an M-150 decision unit.

Please address any questions on this process to your assigned Executive Branch Budget Officer.