



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 #2009-14

May 27, 2009

TO: All Agencies

FROM: Andrew K. Clinger, Director

SUBJECT: DoIT Planning Assessment

DoIT will not bill the fourth quarter planning assessment in an effort to reduce their cash reserve as the Legislature authorized the elimination of the Planning and Research Division and the Planning Assessment starting in fiscal year 2010. DoIT will continue to provide planning assistance to agencies through their other divisions and agencies requiring assistance should contact DoIT at (775)684-4333. Attached is a spreadsheet detailing the savings for each agency. For those agencies that paid the full amount for the annual Planning Assessment, DoIT will refund the 4th quarter portion.

Agencies must process work programs to decrease budget authority by the savings each budget account will realize by the planning 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 "DOIT" 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, June 5, 2009.

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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.

Your cooperation is greatly appreciated.

A handwritten signature in black ink, appearing to read 'A. Clinger', is written over a horizontal line. The signature is fluid and cursive.

Andrew K. Clinger, Director