

March 20, 2018

MEMORANDUM

To: Chargeback Centers

From: Deborah S. Adishian-Astone *ballastone*
Vice President for Administration and Interim Chief Financial Officer

Subject: **2018/19 Chargeback Center Annual Rate Review**

In accordance with the Chargeback Policy and Procedures (Policy No. B-08), the Chargeback Committee will be meeting to review all current chargeback rates before the end of this fiscal year. The Chargeback Committee will be reviewing the net surplus or deficit of the operation, and may recommend proposed revisions to chargeback rates or the elimination of a chargeback.

Increased or new rates will require substantial justification. Rates cannot be increased to supplement your general fund budget.

If your proposal does not envision any changes to your rates from those approved for 2017/18:

You will need to submit a financial summary of the chargeback center with both the revenues and expenses for fiscal year 2016/17, and forecasts for fiscal years 2017/18 and 2018/19. The Office of Budget & Resource Planning (Budget Office) will review your submissions and forward them for approval to the Chargeback Committee, on your behalf. The Chargeback Committee will then forward their recommendations to the Cabinet for final approval.

If your proposal does envision changes to your rates from those approved for 2017/18:

You will need to provide a copy of your proposal - including a financial summary of the chargeback center with both revenues and the expenses for fiscal year 2016/17, and forecasts for fiscal years 2017/18 and 2018/19, the chargeback rate development worksheet for all proposed modifications to your existing rates, and any other supporting documentation you deem necessary. Our Budget Office staff is prepared to assist you with preparing this information. Once reviewed by the Budget Office, you will be asked to present your proposal to the Chargeback Committee. The Chargeback Committee will then forward their recommendations to the Cabinet for final approval.

Your proposals need to be submitted to the Office of Budget & Resource Planning by no later than Friday, April 13, 2018.