

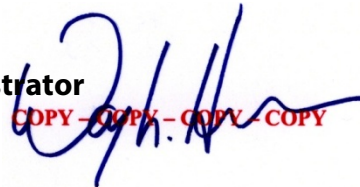
MEMORANDUM – VIA EMAIL

DATE: September 28, 2011

TO: Agency Fiscal Officers

FROM: Wayne L. Hammon, DFM Administrator

RE: UPDATED SWCAP Instructions



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This memo and its attachments replace instructions sent to you earlier this morning.

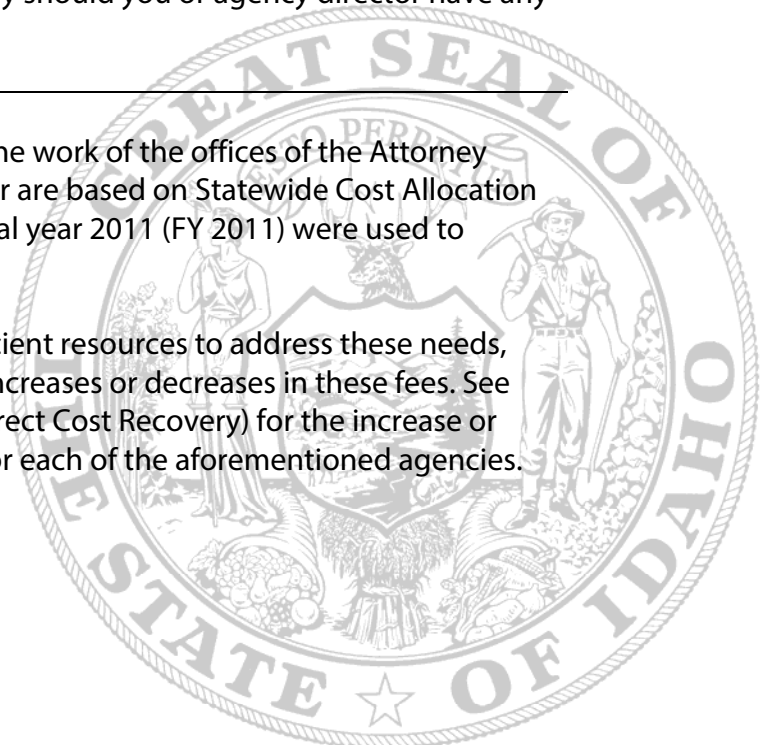
Please accept my apologies for the errors contained in my earlier memo and both of the accompanying attachments. These mistakes were the result of our rush to get the Statewide Cost Allocation Plan (SWCAP) changes to you in a timely manner. Unfortunately our rush caused even more work, and for that I am truly sorry.

Attached to this memo are updated spreadsheets that correct two errors. First, a formula error in cell K17 of Appendix G has been corrected. Second, the Facility Services fees for those who have been exempted by Idaho Statute have been removed.

Once again, I apologize for the error and any unnecessary work or stress it may have caused. Please feel free to contact me directly should you or agency director have any questions on this matter.

As you may be aware, fees associated with the work of the offices of the Attorney General, State Controller, and State Treasurer are based on Statewide Cost Allocation principles. Actual expenditures from the fiscal year 2011 (FY 2011) were used to determine cost estimates for FY 2013.

To assure that your agency is provided sufficient resources to address these needs, your budget must be revised to reflect the increases or decreases in these fees. See attached spreadsheet (AMENDED FY 13 Indirect Cost Recovery) for the increase or decrease required in your FY 2013 budget for each of the aforementioned agencies.



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The Department of Administration, Bureau of Risk Management, has also reassessed the estimated property/casualty rates for FY 2013. If you have not already reflected these rate changes in your FY 2013 budget request, please include the total Risk Management adjustment on the attached schedule. The attached spreadsheet breaks out the total estimated Risk Management fee into its component coverage categories (liability, property, auto, and general), however only the total combined adjustment amount is required to be recorded on the attached adjustment form.

The Department of Administration, Facility Services, has converted from a single rental rate to a building-by-building rental rate. Please see that attached spreadsheet for the increase or decrease required in your FY 2013 budget for this change. This increase or decrease should be reflected in the DU 10.44 column on the attached form.

To simplify the process of revising your budget at this late date, our office has developed the attached schedule (AMENDED Appendix G), which must be completed, signed and returned to both the Division of Financial Management and the Budget and Policy Bureau of the Legislative Services Office no later than October 28, 2011. It will not be necessary to complete other budget forms to effect this revision.

Thank you for your cooperation and assistance.

