

Service Charge for General Government

Policy

All revenue income for a trust fund is subject to pay a service charge for general government to the General Fund unless specifically exempted by Florida statute. The policy requires that the payment of this service charge be submitted at least quarterly to DFS. Agencies currently refer to this service charge for general government as the General Revenue (GR) Service charge.

Definitions

Enterprise Performance Management

A PeopleSoft application that provides a central repository for data storage. It provides tools to gather and manage data from PeopleSoft, legacy, and external data sources. Also known as EPM.

Service Charge for General Government

Administrative fees authorized by Florida Statutes 215.20 through 215.25 and charged on all assessable trust funds and assessable revenue unless specifically exempted.

Trust Fund

Consist of moneys received by the state which under law or under trust agreement are segregated for a purpose authorized by law.

Revenue Income

Gross receipts collected and deposited in the State Treasury by an agency less refund of these receipts. Includes the interest earned on investments when the interest is deposited in the trust fund.

Background

The purpose of the service charge is to ensure that trust funds share in the costs for general government. A service charge of 7 and/or 3 percent is charged on all income of a revenue nature deposited in all trust funds unless specifically exempted by Florida statute pursuant to section 215.20, F.S. In addition, a service charge of 0.3 percent is charged on income of a revenue nature deposited in the trust funds listed in section 215.20(4), F.S. Income of a revenue nature shall include all earnings received or credited by such trust funds, including the interest or benefit received from the investment of the principal of such trust funds as may be permitted by law. Specific exemptions are listed in section 215.22, F.S. Other exemptions can be found in Florida statutes that created trust funds or specific revenue sources. All service charge payments will be transferred to the general revenue trust fund.

Procedures

These procedures are provided for the implementation of the Service Charge for General Government policy in Aspire. The purpose of the procedure is to provide agencies with operational guidelines for adhering to the statutory requirements for service charge payments.

1. Each agency must develop internal controls and procedures to ensure compliance with the requirements stated in this policy.
2. Agencies are required by section 215.20 F.S. to transfer service charge payments to the General Revenue Fund at least quarterly. The Department of Financial Services (DFS) will monitor all service charge payments submitted by agencies for accuracy and timeliness.
3. EPM reports or queries will be provided to agencies to assist with determining the service charge amount payable to the General Revenue Fund. Agencies will footnote adjustments on the EPM reports or queries as needed and forward to DFS along with the service charge payment no later than 30 calendar days after the end of the quarter.
4. Agencies are responsible for providing proper documentation to DFS for all income of a revenue nature that should be exempt from the service charge. An agency seeking to exempt a specific revenue source from service charge payments that is not defined in statute will need to request an exemption from the Governor's Office. A copy of the exemption letter must be forwarded to DFS if the exemption is approved.
5. Funds will be transferred by agencies to DFS via the interunit transfer function.

- Agencies are required to attach the appropriate supporting documentation to the transfer.
 - DFS will verify that the appropriate amounts are being transferred from the agency. DFS will accept the transfer to complete the transaction after verification. DFS will reject the transfer and return the transaction to the agency with the corrected amount if DFS determines that the amount is incorrect. The agency will accept the transfer if they agree with DFS' correction.
 - DFS reserves the right to post the transfer for the agency no later than 45 calendar days after the end of the quarter in the event that DFS and the agency are unable to agree upon the service charge to be paid. Such posting must be in agreement with Florida statutes and consultation with the Governor's Office.
 - Agencies will use the transfer function to request the return of service charge overpayments.
6. Agencies will also have the option of requesting an allocation to be used to calculate the service charge that is appropriate and automatically create the transfer entries needed to move the cash to DFS. DFS will review the request and determine if Aspire's allocation functionality will be able to support the complexity of the agency's allocation after the request is received. The Agency will be required to use the EPM Report or query for calculating the service charge and the interunit transfer for recording the payments if DFS determines that the allocation is too complex.

Policy Approval Dates

Department of Financial Services Approved September 25, 2006

Office of Planning and Budget Approved

Authority and References

Sections 215.20, 215.22 and various other sections, F.S.; Comptroller's Memorandum #1 (91/92);

Document Version Control

Version Number	Release Date	Description of Changes
1-3	11/10/2005	Incorporates changes from the GRSC Policy Team
4	11/14/2005	Final version from the GRSC Policy Team. Distributed to Policy Committee for comment.
5	11/22/2005	Incorporates changes from the Policy Committee
6	1/10/2005	Final version from the Policy Committee to distributed to OPB for comment
7	3/20/2006	Incorporate changes
8	3/27/2006	Draft for Agency Review
9	9/25/2006	Approved Document