

## Introduction

The service charges are administrative fees authorized by Section 215.20 through 215.25, Florida Statutes. These fees are charged on all assessable trust funds and assessable revenue unless specifically exempted and are paid every quarter. In 1941 service charges were assessed on just a few trust funds at the rate of 3 percent. Changes were made to Florida Statutes in 1988 and all trust funds were assessed except those that were specifically exempt. These exemptions are listed in Section 215.22, Florida Statutes.

Effective July 1, 2009 Section 215.20, Florida Statutes was amended pursuant to Chapter 2009-78, Law of Florida. The revised statute increased the service charge rate from 3 percent to 4 percent and 7 percent to 8 percent. Also, included in these changes was the cessation of the 0.3 percent assessment.

## Service Charge Report of Revenue

This report is placed in the Report Distribution System (RDS) on the 15<sup>th</sup> day of the month following the end of the quarter. In the fourth quarter, the report will not be available until after the year-end closing around the third week of July. Each agency should verify the accuracy of the report before doing the calculations. Occasionally an issue may arise with information updated in the Information Warehouse (e.g., interest amounts are not accurate). Please be patient as the report will be corrected in RDS as soon as possible. If you are printing the report from Information Warehouse on the 15<sup>th</sup>, all revenue and interest should be verified.

## Revenue

It is imperative that revenue to be recorded in the proper category when it is received. Assessable revenue (for example fingerprinting fees) recorded in an exempt category does not relieve the agency of its responsibility for paying the service charge. All back service charges will be due and payable on any revenue that has not been properly assessed a service charge. If the error is not discovered for extended period of time, the amount owed can be substantial. If there is any doubt as to the assessable status of any revenue it is better to ask for a ruling. Please address these requests to Bureau Chief, Bureau of Accounting, Department of Financial Services, Room 414 Fletcher Building. An email can be sent to [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com)

The service charge report of revenue excludes those categories that are exempt from the service charge. One column on the report lists a year to date, all inclusive, amount that includes the exempt categories (not assessable). The other two columns include amounts that are assessable. On occasion an exempt category will contain assessable revenue. This revenue should be identified and added to the assessable revenue total at the bottom of the report. Also, the report has subtracted all refunds. If these refunds were given on revenue that was never assessed a service charge, then the amount of these refunds should be added back to the total assessable revenue.