

Finance Department Internal Service Charges Fact Sheet

- **Finance Services includes the following programs in the Finance Department**

- Office of Internal Audit
 - Audit Advisory Consultation
 - Financial Control and Compliance
 - Performance Audit
 - Performance Measurement Certification
- Office of Business Support Solutions
 - Business Systems Administration
 - Enterprise Business Systems
 - Getting Priorities Straight
- Office of Financial Accountability
 - Monitoring and Accountability
- Financial Operations
 - Accounts Payable
 - Accounting
 - Financial Applications System Support
 - Comprehensive Annual Financial Reporting
 - Pension Payroll Operations
 - Employee Payroll Operations
- Office of Management & Budget
 - Budget Planning and Management
 - Results Matter Design, Deployment and Integration
 - Cost Planning and Management
 - Revenue Opportunities (Division of Grants Coordination)
 - Procurement

- **Other Finance Department Internal Service Charges:**

- Real Property Services
- Office of the Treasurer

These offices, however, directly charge their administrative fees to approved capital projects, benefit and investment accounts for whom they provide direct support.

Internal service charges do NOT include the following offices of the Finance Department

- Finance Director's Office
- Office of Minority and Small Business Assistance

What adjustments have been made to departmental budgets? General fund budget allocations for the **Finance Services** programs will be allocated to benefiting departments and offices based on most equitable bases in the current fiscal year. The bases used for each program varied based on the types of services provided, but include allocation bases such as budgeted dollars, number of FastNet transactions, number of FastNet users, number of grant programs and number of payroll transactions.

What costs will a department be billed for? Total operating costs of **Finance Services** will be billed to departments based on the same allocation bases used to spread the budget allocations. Total amounts billed will **NOT** exceed the total operating cost of finance services, including LOCAP. Adjustments will be made to Local Cost Allocation Plan (LOCAP) billings for those departments that are billed to avoid a double billing for these amounts.

What will your bill look like and when will you be billed? Your department will be credited by its allocated share of the Finance services budget through a single Journal Entry processed by the Shared Business Office (SBO) for all finance services. **More specifically, the Finance Services** billing will be a single, all inclusive amount to cover all Finance department programs that provide services to support other Metro departments and offices. At the end of each quarter, the SBO will charge your department based on the same basis as the amount that has been allocated to your operating budget for finance services.

For More Information: Contact- Leigh Anne Scheuerman, Department of Finance, Office of Management and Budget (862-6120).