



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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July 30, 2012

**TO:** Agency Directors

**FROM:** Marty Brown *MB*  
Director

**SUBJECT: 2012 FEE INVENTORY**

As part of the 2013-15 biennial budget development process, the Office of Financial Management (OFM) plans to consider fees as a possible means of supporting programs. As a first step, we need to ensure that we have a current fee inventory.

I am writing to request that you update the fee data your agency submitted in 2008. To assist you in this effort, we will be sending you a link to the 2008 Fee Inventory, a new template for 2012 data, and our I-960 implementation criteria memorandum.

OFM is reviewing the 2008 data before it is distributed to agencies with specific instructions. We are striving for greater consistency among agencies with regard to the amount of detail submitted, as well as a level of data that will be useful in our review. Some agencies will be asked to make revisions. For example, the inventory should include only charges that are considered fees by law (RCW 43.135.035). This does not include penalties and late charges, premiums, public disclosure request cost reimbursements, or interest charges. In addition, we may request that some fees be combined or shown in greater detail. Fees authorized since 2008 also must be added.

We will ask for the following data elements, most of which were part of the 2008 Fee Inventory:

1. Fee code
2. Fee group
3. Fee authority (RCW or other)
4. Description of the fee
5. Who pays the fee
6. Revenue Source and Title
7. Methodology for determining the fee
8. Rate or level assessed over the past five years, and the incremental change
9. Account(s) where the revenue is deposited
10. Whether the fee supports specific programs or goes for general purposes
11. Program/Activity Code
12. Program/Activity Name
13. Program description
14. Program authority (RCW or other)
15. Who benefits from the program
16. Percent of the program supported by fees at the start of the 2013-15 Biennium

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We anticipate sending the data and specific instructions to agencies in the next two weeks. Please return your updated inventory by September 17. If you have any questions, you can direct them to your OFM budget analyst or to Kay Baxstrom at [kay.baxstrom@ofm.wa.gov](mailto:kay.baxstrom@ofm.wa.gov) or (360) 902-0566.

cc: Agency Budget Officers  
OFM Budget Analysts