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BUDGET BULLETIN	NUMBER 333	May 25, 2001
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Fiscal 2001-2002 Fringe Benefit Assessment Rates

** This supersedes the provisions of Budget Bulletin number 328, dated June 6, 2000.*

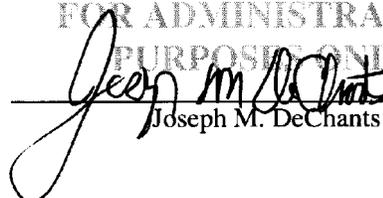
Attached is a copy of OSC Accounting Bulletin number A-486, dated May 24, 2001. This bulletin promulgates the fringe benefit assessment rates applicable for fiscal year 2001-2002 and establishes special procedures for the recovery of fringe benefit-related personal service costs.

The payment of the Judiciary's fringe benefit expenses is coordinated centrally by the Division of Human Resources - Employee Benefits and the Office of Administrative Services, so procedures relative to fringe benefit and indirect cost recovery are not applicable to individual UCS district/administrative offices.

The Federal and Non-Federal Funds fringe benefit rate assessments included in Bulletin A-486, however, should be incorporated as appropriate into any fiscal year 2001-2002 contract or other service agreement which includes provisions for the recoupment of State fringe benefit costs.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, UCS personal service contracts.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Joseph M. DeChants



ACCOUNTING BULLETIN

Subject:	Bulletin No:	Date:
FRINGE BENEFIT AND INDIRECT COST ASSESSMENTS FISCAL YEAR 2001-2002	A-486	05/24/01

PURPOSE This bulletin provides State agencies with the State Fiscal Year 2002002 fringe benefit and indirect cost assessment rates and outlines the procedures for payment of these costs.

STATUTE Article 2, §8-b of the State Finance Law authorizes and directs the:

- Comptroller to assess fringe benefit and central service agency indirect costs on all **non-general** funds and to bill such assessments on such funds.
- Director of the Division of the Budget to provide the Comptroller with fringe benefit and indirect cost rates to be applied against personal service expenditures charged against these funds.

RATES **State Fiscal Year 2001-02 rates:**

Non-Federal Fringe	31.86%
Non-Federal Indirect Costs	4.08%
Federal Fringe	31.61%
Federal Indirect Costs	Varies by Agency

Fringe Benefit Components:

	Non-Federal Funds	Federal Funds
Health Insurance	16.09	16.62
Social Security	7.46	7.52
Pensions	3.67	3.11
Workers' Compensation	2.63	2.57
Employee Benefit Funds	1.21	1.00
Dental Insurance	.62	.60
Survivor's Benefit	.10	.13
Unemployment Insurance	.08	.06
Total Fringe Benefit Rate	31.86%	31.61%
Indirect Cost Rate	4.08%	Contact DOB Examination Unit

**FEDERAL FUNDS
INDIRECT RATES** The Division of the Budget has provided OSC with agency specific indirect cost rates which will be used to produce the quarterly Fringe Benefit/Indirect Cost Invoice (CTL610) report. The rates can be obtained by contacting your agency budget examiner.

QUARTERLY BILLING Generally, fringe benefit and indirect assessments are based upon personal service



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expenditures paid from State funds, **except** the General Fund (001, 003), State Capital Projects Fund (002) and any other fund specifically exempted by the Division of the Budget.

Approximately fourteen days after the close of each quarter OSC will send agencies the Fringe Benefit/Indirect Cost Invoice (CTL610) and Fringe Benefit/Indirect Cost Ledger (LED080) reports, detailing the current assessments and YTD history for each subledger billed.

FULL PAYMENT

All state departments and agencies are required to apply the full Fringe Benefit rate. Payments at less than the full rate require specific legislation, regulation, or an approved waiver from the Division of the Budget.

**SEGREGATION
REMINDER**

Sufficient funds need to be segregated for payment of fringe benefits (segregation object '58') and indirect costs (segregation object '594').

**JOURNAL VOUCHER
PREPARATION**

Agency reimbursements for fringe benefits and indirect assessments should be processed on a Journal Transfer/Revenue Transfer Continuation with Tail (AC2414) using the following **special** steps:

- Use batch type **FBP**.
- Transaction lines reimbursing OSC must be processed on JV continuation form using the appropriate revenue cost centers and revenue objects found in this bulletin. The continuation must also include a **TC** (Transaction Code) of **'15'** and the subledger code from the **CTL610** or **LED080** reports. **Expenditure** lines should **not** be coded with a TC code or a subledger code (if coded, another bill will be generated).
- The Reason for Adjustment box should contain the following:
 - Type of payment - fringe or indirect.
 - Fund(s) charged by agency.
 - Agency code charged (if other than the originating agency).
- The Liability Date on the JV should be the same date as the Period Ending Date on the CTL610 report. If you are paying more than one quarter at a time place each quarter on a separate document within the same batch and use the liability Date for each quarter being paid.
- Journal Vouchers may be entered and released at agency terminals provided they are mailed, with an errorfree copy of the batch control list (BCL), to OSC within 48 hours after



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they are entered.

All journal vouchers, including those entered by agencies **must** be mailed to:

**Office of the State Comptroller
Bureau of Accounting Operations
Revenue Processing Section
A E Smith Office Building 4th Floor
Albany, NY 12236**

JV CODING

Charge lines on the JV should be coded as follows:

- Expenditure objects must be: 58800 for Fringe Benefits
59400 for Indirect Costs
- Revenue Credits must contain the coding outlined in the table below.

Payment Type	Billing Year	Payment Made from	Revenue Cost Center	Revenue Object	Fund/Account
Fringe Benefit (58800)	2001-02	Federal Funds	02-811663-90-44	35322	166-90
		Non-Federal Funds	02-811663-91-44	35322	166-91
	2000-01	Federal Funds	02-811663-90-44	35325	166-90
		Non-Federal Funds	02-811663-91-44	35325	166-91
Indirect Cost (59400)	ALL	Federal Funds	02-811663-01-44	35322	166-01
		Non-Federal Funds	02-811663-02-44	35322	166-02

Note: In some cases, Federal Grants allow greater Indirect Cost recoveries than that billed on the CTL610. When this occurs Agencies **must** use Object Code **35320** (Refunds & Reimbursements) for that portion of the indirect cost payment that exceeds the assessed amount.



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3RD PARTY RECOVERIES

Refunds of personal service expenses from a non-State entity (e.g. employees on union leave whose salary is reimbursed by the employee organization) should be processed by splitting the processing of the refund into two parts.

- The portion related to the refund of payroll expense should be credited to the original funding source on a Refund of Appropriation Expense (AC1286).
- The portion related to the fringe benefit or indirect cost recoveries must be credited to the Fringe Benefit Escrow Fund (166) on a Report of Monies Received (AC909) using Object Code **35320**. This is because refunds of personal service expenditures will be reflected in the quarterly Fringe Benefit/Indirect Cost Invoice (CTL610) and the fringe benefit/indirect cost assessment will be reduced accordingly. Therefore, the benefit portion cannot be refunded to appropriations and must be reported separately on a Report of Moneys Received (AC909).

QUESTIONS

Please contact -

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