

BUDGET LETTER

		NUMBER: 23-09
SUBJECT:	2024-25 GENERAL ADMINISTRATIVE COSTS AND 2024-25 STATEWIDE COST ALLOCATION PLAN	DATE ISSUED: July 24, 2023
REFERENCES:	GOVERNMENT CODE SECTIONS 11270-11275, 11852, 13332.01-13332.02, STATE ADMINISTRATIVE MANUAL SECTIONS 9210-9217, CONTROL SECTION 8.54, 2023 BUDGET ACT, BUDGET LETTER 23-06	SUPERSEDES: 22-14

TO: Agency Secretaries
Department Directors
Department Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter (BL) informs departments of the requirements for the budgeting and accounting processes for the recovery of general administrative costs (Pro Rata) and the Statewide Cost Allocation Plan (SWCAP) for the preparation of the 2024-25 Governor's Budget.

Deadline and Deliverables	
October 5, 2023 (Thursday)	<u>All Departments</u> Submit completed and certified Pro Rata and SWCAP sheets to Finance budget analysts. The Department of Finance's Fiscal Systems and Consulting Unit (FSCU) will centrally post the certified amounts in Hyperion.

Pro Rata and SWCAP are the processes by which the General Fund and the Central Service Cost Recovery Fund are reimbursed by special funds (Pro Rata) and federal funds (SWCAP) for the cost of centralized administrative services that are supported by and benefit from these services.

The centralized administrative services are certain functions provided by specified central service departments; for example, central treasury functions are provided by the State Treasurer's Office (STO). The costs of these services are allocated to each user department. Allocations are based on each user department's funding source(s), and the central services received, as determined by FSCU, based on workload and cost-data from the central service departments. Additional information on Pro Rata and SWCAP is provided in the State Administrative Manual (SAM) sections 9210 – 9212 and 9215 – 9217. A Frequently Asked Questions page is available on the Pro Rata/SWCAP homepage at <https://dof.ca.gov/accounting/accounting-statewide-cost-allocation/>.

PRO RATA

As a reminder, Pro Rata is recovered at the fund level pursuant to Chapter 31, Statutes of 2016 (SB 836). The authority for recovery is reflected in the Pro Rata Business Unit (BU) 9900.

1. Required Assessment Sheets – Finance budget analysts will forward the 2024-25 Pro Rata (green) sheets (Attachment I) to the affected departments in late September. Departments must complete and certify the green sheets and return them to the Finance budget analysts for their review and signature no later than Thursday, October 5, 2023.
2. Posting in Hyperion – FSCU will centrally post the 2024-25 and out years amounts under Account Category (AC) 5348250 Pro Rata for display purposes only under BU 9900. Departments must not post amounts to AC 5348250 under their BU.
3. Timing of Pro Rata assessments to funds – SCO will process transfers from special funds in August, November, and March. Questions or requests regarding Pro Rata transfers should be directed to FSCU, as noted in the Contacts section below.
4. Recording Pro Rata assessments – Departmental accounting offices designated as the fund administrator of the fund will receive a journal entry from the SCO when the transfers of the Pro Rata assessments occur, showing the amounts by the fund and the Pro Rata BU 9900. The administering department for a fund and their BU is provided in the Manual of State Funds located on the Finance website at <https://dof.ca.gov/budget/resources-for-departments/manual-of-state-funds/>.
 - a. FI\$Cal (PeopleSoft) departments – Once SCO makes the transfer, the journal entry will interface into FI\$Cal and post the transfer as a journal under BU 9900. No entry is needed from the department. FI\$Cal will run an allocation process to move the assessment from BU 9900 to the fund administrator's BU.
 - b. Non-FI\$Cal (PeopleSoft) departments – The designated fund administrator is responsible for recording the Pro Rata assessments as a reduction to the fund balance for the fund.

SWCAP

1. Required Assessment Sheets – These sheets have the same deadline as Pro Rata. Finance budget analysts will forward the 2024-25 SWCAP (pink) sheets (Attachment II) to the affected departments in late September. As in prior years, departments must complete and certify the pink sheets and return them to the Finance budget analysts for their review and signature no later than Thursday, October 5, 2023.
2. Posting in Hyperion – FSCU will centrally post the Baseline Budget Adjustments (BBA) in Hyperion using the AC 5348500 (SWCAP) for display purposes only at the department's appropriation level. FSCU will calculate the incremental change between the current authority for recovery and the 2024-25 certified SWCAP amount to post to the department's fund using the following BBA information:

Budget Request (BR) Name: BU##-991-BBA-2024-GB
BR Description: SWCAP Apportionment

Once the SWCAP posting is complete by early November, FSCU will copy the BBA to the GB Exchange for the affected departments to retrieve and copy to their departmental version. Changes to these centrally posted amounts are only allowed if approved by FSCU and your Finance budget analyst.

3. SWCAP Recoveries

- a. Indirect Cost Rate Proposals (ICRPs) and Cost Allocation Plans (CAPs) – SAM section 9216.2 requires each department that receives federal funds to prepare an ICRP, CAP, or Public Assistance Cost Allocation Plan (PACAP) unless exempted by FSCU. These documents establish the basis for recovering reimbursable costs from the federal government. See SAM sections 9210 – 9216 for more information.
- b. Accounting Process for Quarterly Transfers – Unless prohibited by the federal government, each department that receives federal funds must recover their SWCAP costs and request the SCO to transfer the recoveries to the General Fund within 30 days after the end of each quarter. To transfer the SWCAP recoveries, departments must complete a Transaction Request, form CA 504, and submit it to the SCO for processing in accordance with SAM section 9216.1.

Pursuant to Control Section 8.54 of the 2023 Budget Act, if a department has not transferred federal funds to the General Fund on a timely basis, Finance has the authority to enforce recovery by reducing any state operations appropriation, not to exceed one percent.

REPORTS

FSCU annually publishes the reports for the central administrative costs allocated to each department for Pro Rata and SWCAP. Reports from the 2024-25 budget cycle reports will be available at the following links by late September:

Pro Rata: <https://dof.ca.gov/accounting/accounting-statewide-cost-allocation/pro-rata-library/>
SWCAP: <https://dof.ca.gov/accounting/accounting-statewide-cost-allocation/swcap-library/>

CONTACTS

Additional information on Pro Rata, SWCAP, and ICRPs is available on the Finance website at <https://dof.ca.gov/accounting/accounting-statewide-cost-allocation/>. Contacts for each area are as follows:

Pro Rata – Fue Moua at (916) 445-3434, extension 2180
SWCAP – Narjes Shahalirasaf at (916) 445-3434, extension 2169
ICRP – Alice Kirkham at (916) 445-3434, extension 2140
E-mail for any of the contacts above - fiproswp@dof.ca.gov

/s/ Thomas Todd

Thomas Todd
Program Budget Manager

Attachments