

Key Considerations in Rate Development

- Make sure that you submit all required documentation for the annual renewal rate process which includes:
 - Excel Version of the rate sheets
 - PDF versions signed by service center manager and business officer
 - Location information
 - Provide the cost center to provide Subsidy in case of a deficit exceeding 10%
 - All supplemental documentation
 - List of Proposed expenses
 - Units of Activity Calculation (especially if using productive hours)
 - Calculation of Prior Year Fund balance (surplus or deficit)
- Include **ALL** costs that are associated to production of the good or service
- Do not include Unallowable Costs per the BPM Appendix 4.
- If including any questionable costs (i.e. Advertising, Travel, Foreign Travel, Student tuition/scholarships, fundraising/investment costs, housing or personal living expenses, taxes, relocation or recruitment costs) please contact RFS before inputting in rates.
- Please make sure that rates are labeled with information that identifies their use.

Tips for Estimating Carryforward Balance

- Review Revenues and Expenses for FY 2019 at point of creating FY 2020 rate sheets.
- Do consider the average of the revenues and expenses for the remaining timeframe.
- Complete a calculation to provide for validation to RFS. If reasonably estimated, this helps prevent returns for revisions.