State of California

MEMORANDUM

DATE: January 25, 1995

TO: PERSONNEL MANAGEMENT LIAISONS **REFERENCE CODE:** 95-05

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Accounting Officers
Personnel Officers
Merit Award Administrators

FROM: **Department of Personnel Administration**
Office of Administration

SUBJECT: **Administrative Fees FY 1994-95 - Merit Award Program**

The Merit Award Program administered by the Department of Personnel Administration is fully reimbursable, and fees are assessed and charged to departments once each fiscal year.

Administrative fees to be charged for FY 1994-95 will be $2.20 per permanent employee in each department. This represents an increase over FY 1993-94's charge of $1.80 per permanent employee. This increase is necessary to pay actual costs of program overhead and required program activities. Future PML memos will not be issued on this subject unless it becomes necessary to increase administrative fees.

The State Controller's Office will be processing a transfer of funds for each department during the month of February.

Please direct any questions or inquiries to Doris Dominey, Manager of the Merit Award Program, at (916) 324-0520 or Calnet 454-0520.

Melvin D. Turner, Chief
Office of Administration