

## Calculation of the Service Charge

After the total revenue has been adjusted for all exceptions, then the agency can calculate the service charge amount that is due. It is almost always best to use the year to date revenue amount, as any errors in calculations or payments made in previous quarters will be corrected in the current calculation. If you adjusted revenue in the previous quarter for an error in deposits and this error was corrected in FLAIR then you will have to reverse the adjustment in the next quarter.

## Payment of the Service Charge

A journal transfer should be prepared for the total amount of the service charge for each fund within 30 days of the end of the first three quarters. At the end of the fourth quarter, a total of 45 days is given due to the lateness of the report. When preparing the voucher, use expense category 310322. The general revenue receipt category is 001307 for the four percent service charge and the object code is 8804. The eight percent service charge general revenue receipt category is 001308 and the object code is 8808. Please allow sufficient time for the journal transfer to be audited and posted before the deadline. If the amount of payment is insufficient to pay the total amount of service charges due, the Department of Financial Services will produce a manual journal transfer to pay any outstanding amounts. It is still the agency's responsibility to pay the correct amount owed and within the deadline. If your account has insufficient unexpended release to pay the service charge, the Bureau of Accounting will override and post the journal transfer. If the release is not given by the Office of Planning and Budgeting by year-end, the Department of Financial Services will request the amount needed to correct any negative release balance. The agency should request additional budget as soon as it determines the amount necessary to pay service charges for the remainder of the year. The Department of Financial Services will also override insufficient cash except in the month of June. It is the responsibility of the agency to insure there is sufficient cash in the account to pay the service charges.

As stated, a written explanation of any changes to total assessable revenue should be attached to the voucher. Please scan original vouchers along with back up documentation and submit electronically to the Bureau of Accounting at [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com). Vouchers will be audited and posted by the Bureau of Accounting.

If there are any questions concerning the payments please send an email to [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com)