

Fee Rule Calculations Procedure Checklist For FY ___, Proposed/Final

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

(Review includes Tie-Point Checklist attached.)

BACKGROUND: To publish the proposed and final fee rule in the Federal Register. The publication of the Fee Rule is necessary to implement the Omnibus Budget Reconciliation Act of 1990 (OBRA-90), as amended, which requires the NRC to recover through fees approximately 90 percent of its budget authority in the fiscal year (FY), not including amounts appropriated for Waste Incidental to Reprocessing (WIR), and amounts appropriated for generic homeland security activities.

NRC regulations 10 CFR 170 and 10 CFR 171 are amended once the fee rule becomes effective.

No	Procedure	Proposed	Final
	Budget Allocation File		
1	Copy over the previous year Budget Allocation File (BAF) as Current Year File and mark as Proposed or Final. For example: G/Fee Policy/Fee Calculations/FY2013/2013 Budget Allocation File_P		
2	Obtain the Current Estimate Budget from DPB via the Budget Formulation System (BFS). Make sure it ties to S&E Appropriation amount per the CBJ or Appropriation. DPB can provide the Congressional Budget Justification Book or Public Law number for Appropriation.		
3	Allocation Tab: Update the column headings- Business Line through FTE amounts as seen in the BFS file, supplied by DPB (should be 7 columns). Note: The CE Budget may need updating based on OMB submission in September or based on materially and advisement of management		
4	Identify items in budget that should be color coded for Hourly Rate, Non-Fee or OCFO Allocation only. Yellow - overhead products (i.e. mission travel, corporate and office support) these items not charged directly to Fee Classes. Used to compute hourly rate Gray - Off Fee Base items(Waste Incidental Reprocessing, HLS and NWF) Green - budget products that require fee relief allocations based on percentages of specific users (i.e. educational institutions), to Non-Profit Education Exemptions & Regulatory Support to Agreement States. The Fee team will spread to those two fee relief categories, based on Program Offices original allocation. Note: The Budget Allocation Request Memo details these allocation instructions for the Program Offices. Located in the Fee Policy folder by year.		
5	Filter the BAF by office and insert into Share Point, so each Program office can spread their budget resources in the excel worksheet and save to their specific folder. The Fee Team requests these office submissions to be returned in a few weeks. Note: The SharePoint Fee Rule site will need to be setup for a new fiscal year before memo is dispersed. The program offices can save their annual submissions for comparison and audit trail purposes.		NA

6	<p>Paste Program Office budget resource allocations from SharePoint into the BAF, only the Fee Class and Fee Relief sections.</p> <ul style="list-style-type: none"> • Verify the calculation check columns show zero variance, that the original BFS budget matches what was allocated by the offices. • Correct any office allocations to the yellow and or gray marked items. If they erroneously spread to these sections. 		NA
7	<p>Spread budget resources from the yellow and gray sections: Hourly rate and Non-Fee items to their appropriate column heading. Make sure to breakout WIR and HLS resources by their budget structure description.</p>		
8	<p>Direct Inputs Tab: Allocating from the green sections to Non-Profit Education and Regulatory Support to Agreement States Fee Relief categories, requires input from the program offices. After requesting the data indicated within this tab by office, the percentage of the resources for the above mentioned fee relief categories will be established for Test & Research Reactors, Materials, Transportation and Export/Import.</p> <p>Request from FSME, their C3 report. This report indicates the Nuclear Materials products that will involve a breakdown of both Fee Relief categories mentioned above.</p>		NA
9	<p>Analyze the C3 report for Nuclear Material Users business line</p> <ul style="list-style-type: none"> • Compare totals for the business line match to FSME's allocation to the Materials Fee Class column. • Locate previous years C3 report on the G drive and compare sub-products match-up with Fee Relief sections. • Begin to re-allocate in Allocation Tab: For green sections only, locate the original amount under the Materials Fee Class, identify the amount from the C3 report for both FTE and C\$ by product. • Re-allocate to Reg. Support to Agreement State column first. C3 report amount multiplied by percentage of fee relief from Direct Inputs Tab. • Re-allocate to Non-Profit Education column. C3 report amount minus Reg. Support Fee Relief amount multiplied by fee relief from Direct Inputs Tab. <p>Note: If the BAF budget is revised and it effects the original allocation, discuss with program office on revised portion for fee relief. The percentages will remain unchanged within the Direct Inputs Tab.</p>		NA
10	<p>Continue to re-allocate for the green sections for Transportation, Test & Research Reactors and Export/Import based on percentages from the Direct Inputs Tab. Use the same methodology as in previous step.</p> <ul style="list-style-type: none"> • Be sure to deduct original allocation by new fee relief amount, the calculating check column should show zero variance. 		NA
11	<p>Allocate the OCHCO budget to Fee Classes, filter office's budget from Allocation Tab and copy into a separate tab called OCHCO allocation. Only spread the budget for items not specifically for the Hourly rate in yellow. Develop allocation spread percentage for each fee class based on overall NRC office spread of their submissions.</p> <ol style="list-style-type: none"> 1. Calculate denominator: Direct FTEs minus OCHCO specific FTEs by Program 2. Calculate nominator: FTEs by Fee Class and Program within the Allocation Tab 3. Spread OCHCO BFS budget by the percentage per Fee Class: Reactor % for Operating & New Reactor Business Lines and Materials % for all other Business Lines. 		NA

	<p>4. Be sure the calculating check column shows zero variances.</p> <p>Note: If the BAF budget is revised and it effects the original OCHCO allocation, no need to revise breakout OCHCO tab. Revisions can be made straight on the Allocation Tab, based on materially. Time Saver</p>		
12	<p>Carryover OCHCO budget spread into the main Allocation Tab, and again verify any variances.</p>		NA
13	<p>After all numbers from the offices are entered into the Allocation Tab and balanced across and down. Verify subtotals by Program to ensure agreement with the BFS budget (this also includes verifying the Non-Fee totals) The Inspector General’s budget can be obtained from DPB or OIG.</p>		
14	<p>Totals from the Allocation Tab of the overall budget (Fee-Base)w/out NWF,HLS or WIR, along with the Fee Class/Fee Relief subtotals should be mapped into the top section of the Summary by Program Tab. Need to verify formulas</p> <p>Check the In-Balance columns to verify any variances.</p> <p>The columns for the Non-Fee Items are located at the end of the worksheet, but are not calculated into the Fee Base totals. They need to be verified from the Allocation Tab, yet keep separate from the Fee Base budget.</p>		
15	<p>Summary by Program Tab, section 2: reconciliation of Non-Fee items to Appropriation or CBJ.</p> <p>If the BFS control amounts for Non-Fee Items by Contract \$ or FTE, provided by DPB don’t match to the CBJ or Appropriated amounts a manually adjust to the Non-Fee Items S&B rate is needed.</p>		
16	<p>Compute Difference: Configure the BFS amounts by the Non-Fee Item category (WIR/HLS/NWF); using the average S&B rates from DPB. Then compare to the CBJ or Appropriated amounts by same categories, to identify the variances.</p>		
17	<p>Adjust the Non-Fee Items S&B rate (increase or decrease)</p> <ul style="list-style-type: none"> Allocate Homeland Security’s FTEs (HLS) by Program (Reactors/Materials) – See Summary above and link if it isn’t already. HLS is used since the majority of Non-Fee is made up from this category. Formulas will calculate percentage of allocation and distribute the above differences into each Program, for all Non-Fee categories. Calculation will first utilize the original S&B rate, then increase or decrease the new portion of the S&B rate to display the adjusted Non-Fee S&B rate. <p>Note: This will play a key role in tying back to NRC’s appropriation (CBJ Budget)</p>		
18	<p>Adjust the Salaries and Expense S&B rate (adverse amount of Step17)</p> <ul style="list-style-type: none"> Allocate Fee-Based FTEs (don’t include OIG, different appropriation) by Program (Reactors/Materials) – See Summary above and link if it isn’t already. Formulas will calculate percentage of allocation and distribute the adverse differences into each Program. Calculation will first utilize the original S&B rate, then increase or decrease the new portion of the S&B rate to display the adjusted Salaries and Expense S&B rate. <p>Note: This will play a key role in tying back to NRC’s appropriation (CBJ Budget)</p>		

19	<p>Verification of S&B rate adjustment, had zero affect on overall NRC budget</p> <ul style="list-style-type: none"> Contract amounts for each Program are listed above in the original Summary Tab S&B amounts, should now utilize the adjusted rates for Programs and Non-Fee categories. <p>Note: Verify the budgets for S&E, OIG and NRC overall are unchanged. Rounded may be needed but ought to be deemed immaterial.</p>		
20	<p>For Analysis of Fluctuations throughout the calculation process, setup an identical Allocation Tab for pivot table uses. These pivot tables will be helpful determining estimated Part 170 fees and meeting with the CFO.</p>		
21	<p>Use these pivot tables by Fee Class to update the file Flux of Budgeted Resources (located in the Fee Calculations Folder). Worksheet breakdown CY and PY variances by Fee Class, Program and Business Line. Identifying variances early will assist in locating errors and key items of discussion with CFO.</p> <ul style="list-style-type: none"> If variance is over 20% and/or 10M investigate by reviewing the Offices submitted fluctuations explanations in the Office Variance Folder (also located in Fee Calculations Folder) <p>Note: Make sure to update proposed hourly rate end of worksheet, to recover full cost on FTEs properly.</p>		
Fee Calculation File			
1	<p>The allocated data from the Budget Allocation File is the basis for the fees calculated in this file (create a separate file for Proposed and Final)</p> <ul style="list-style-type: none"> Copy and Paste into the Summary Tab the values from the BAF Summary by Program Tab section 1. Notice format is similar The bottom section of the Summary tab is calculated by various tabs within this workbook. After all tabs have been updated, use this summary for analysis and Fee Rule detail. 		
2	<p>Update the Direct Inputs tab; this will link to the various other tabs for specific user fee classes as well as hourly rate and fee relief.</p> <p>Notice: Table of Contents- column I&J Color Key- for CY, PY and PY Biennial Review Source column- identifies where typed amount was retrieved from (Office, report, etc.) Data Used column- answers the why, where and what</p> <p>If you copied file from the previous year, make sure to revise all PY cells to correct amounts. (.i.e. 2012 was CY but in 2013 its PY)</p>		N/A
3	<p>Most data for Direct Inputs will have to be requested from the Offices. See Fee Rule calendar and PY correspondence expendable file for more insight.</p> <p>The Budget section in Direct Inputs can be updated immediately and verified with DPB and the Budget Allocation File.</p> <p>Note: During Biennial Review year please use spreadsheet and instructions in G:DFM/Fees/Fee Policy/Biennial review of Fees</p>		
4	<p>Be sure to review all tabs to revise the correct Current Year in titles and columns</p>		

5	The Hourly Rate tab calculates the FTE rate (converting FTE to \$ for Annual Fee) and the Part 170 fees hourly rate. Method established by utilizing OMB circular A-25. 5 key steps:		
6	Step 1: Formulas pull from Summary Tab . Make sure to verify the amounts by Program and Fee Class match back to Summary Tab		
7	Step 2: Calculating FTE rates by Program, formulas linked to Direct Inputs : budget section. This will include the Non-Fee rate from the reconciliation performed in the BAR.		
8	Step 3: This step will calculate: Direct Labor, Direct Non-labor (Contracts) and Program Overhead (Mission Travel). Determine spread of only direct resources to Reactor/Material programs and fee relief. Formulas linked from Step1. Note: Spent Fuel Storage Fee class is considered Materials Program and the only direct resources from Corp/Office Support is from Fee Relief-Educational Grants (see BAF)		
9	Converts Contract \$ into Non-labor \$ and FTE into Labor \$ per program, verify correct linkage of formulas.		
10	Determine direct FTE % by program for overhead spread, verify correct linkage for formulas. Note: This will calculate the non-labor amount for program overhead, historically Mission Travel hasn't had FTE associated so no labor resources in program overhead. • Verify difference columns are zero for this step		
11	Step 4: This step will calculate : Agency overhead for Labor and Non-labor (Corp/Office Support) Determines percentage of agency overhead spread by direct labor + program overhead by Reactor/Materials or Fee Relief. • Verify difference columns are zero for this step		
12	Step5: Summaries all components for Budgeted Resources used to compute hourly rate (numerator) Computes FTE amount (denominator) of Direct FTE times average FTE hours This determines full cost FTE rate(includes OH) • Verify difference columns are zero for this step. Any immaterial rounding , can be adjusted under Step4: Agency Overhead		
13	Note: The Budgeted Resources have an adverse relationship with the FTE amount. For example the hourly rate could be increased due to the result of increased resources or decreased FTEs. • When reviewing the fee rule, verify that the change explanation of the hourly rate is justifiable to what the calculations display.		
14	The Fuel/UR/Trans Tab is the calculation for Fuel Facilities, Uranium Recovery and Transportation annual fees.		N/A

	<p>The bulk of these sections are linked by Direct Inputs, with info and matrixes provided by FSME and NMSS offices. These matrixes illustrate the level of effort for each fee category based on criteria from the technical office.</p> <ul style="list-style-type: none"> • Verify that the number of licensees by fee category provided by the offices match to DOC/ARB FAIMIS report. • Question offices if there are material variances in their matrix data from one year to the next. Important in revealing typos and explaining annual fee changes in the Rule. 		
15	<p>The budgeted amount Part 171, required to be spread by Fee Class & Fee Category shown in the Fuel/UR/Trans tab starts with linkage from the Summary tab section 2.</p> <ul style="list-style-type: none"> • This utilizes Part 170 estimated amount (use PY estimate until the CY Part 170 analysis is complete). 		
16	<p>The Materials User tab is mostly generated by the Direct Inputs tab; however Part 170 and Fee Relief tab is also utilized to establish each materials annual fee.</p> <ul style="list-style-type: none"> • Some fee categories have an amount of licensees expected by the offices instead of actual licensees, we leave as a placeholder in order for potential licensees to expect fee amount. (i.e., category 2C-2E) during analysis to management, calculate potential loss of Part 171 due to amount of placeholders. • If new fee categories are added verify with FSME if the LLW surcharge should be applied. • At the end of the Small Entity subsidy column, be sure to incorporate other Fee Class small entities to tabulate overall subsidy. (see Direct Inputs tab) • Data from the FSME C3 report and Part 35 will be extracted from Direct Inputs/Small Materials section. 		
17	<p>Each Fee Category is charged a multiplier for each component of the budgeted resources to be recovered. Inspection resources (material users include inspection in AF), unique resources for human byproduct activities, fee relief and remainder Part171 resources.</p> <ul style="list-style-type: none"> • Verify that all components equal back to the Summary tab for Materials Fee Class required recovery. Should be linked from Summary to cell E103 in Material Users tab. 		
18	<p>The Fee Relief tab is mostly generated by the Summary tab; however Direct Inputs for the estimated Part 170 of decommissioning is also utilized to establish the total fee relief activity.</p> <ul style="list-style-type: none"> • Verify the budgeted authority and 10% allowance totals. • Verify the Rule breaks out fee relief vs. LLW surcharge • In determining the breakout of the category ISL/GL/MOLY99/Scholarships for Rule, see BAF by product to identify. 		
19	<p>Small Entity tab is only used for historically info. During Biennial Review year please use spreadsheet and instructions in G:DFM/Fees/Fee Policy/Biennial review of Fees</p>		
20	<p>Within the Materials Part 170 tab, Part 170 flat fees are calculated for material users, export/import, general licenses and reciprocity categories. The hourly rate changes annually but the average hours change biennially with the biennial review process.</p> <ul style="list-style-type: none"> • Need to input specific fee relief activity for General Licenses from BAF (Budget structure: Oversight/Inspection/HQ/GL Fee relief allocated. These amounts will reduce the overall budgeted resources (Direct Inputs) to accurately calculate GL AF on fee category 3Q. • Update correspondence dates with FSME within GL text section, used for public work papers. 		
21	<p>Part 171 Category tab is a summary of the current year annual fee calculated.</p> <ul style="list-style-type: none"> • Verify formulas and links 		
22	<p>The CY annual fee shown in the Compare annual fee by class tab is generated by the Summary tab. The PY amounts will need to be updated from PY work papers or Final Rule.</p>		

23	<p>The Comparison tab is an excellent summary comparing the last 2 PY annual fees to the CY annual fees. The far right column allows you to research variances and explain differences.</p> <p>Note: This worksheet will be sent in the SECY paper and reviewed by the CFO. Also, make sure to update PY amounts(hard-coded)</p>		
24	<p>The Accounts Receivable worksheet tab is used as secondary appropriation verification, with hard-coded amounts that need to tie to either the CBJ or Appropriation. Make sure it ties back to the Direct Inputs Budget section.</p> <p>Some items are linked from Direct Inputs or Summary tabs, but the purpose of this tab is to breakdown fees recoverable by fund symbol. As well as Fee Class resources by Part 170 and Part 171.</p> <p>DOC/ARB will request this data for the estimate of collections and DPB/Funds Control will request this data for PAR and verification.</p> <ul style="list-style-type: none"> • Verify the Part 171 Billing adjustments with ARB report or your analysis • Verify percentages and budget amounts 		
25	<p>Total Fees tab is linked from Summary and Direct Inputs tabs, with PY amounts hard-keyed. The purpose of this tab is an overall budget comparison from PY to CY.</p> <p>➤ Identify any differences between the recovery amount and what is expected from Part 170 and Part 171 collections. Is it material and can it be explained.</p>		
26	<p>➤ Update the narrative for any potential MOX under billing from the MOX budget. Determine the MOX budget through the NMSS office, and then during Part 170 analysis determine billings to Savannah MOX facility. If we expect to be short in our budget recovery, update the narrative.</p> <p>Note: this will also be mentioned in the Part 170 analysis procedures</p>	N/A	
27	<p>Part 170 compare tab is a summary of the current year flat fees calculated with updated hourly rate.</p> <p>➤ Verify formulas and links</p>		
28	<p>The tabs for: Revised Hourly rate used for % change, Fee Calculation % change, % change and decision framework are listed for historically purposes of producing alternative methodologies back in 2004. Will eventually be eliminated from this workbook.</p>	N/A	N/A
Part 170 Analysis			
1	<p>Develop estimates by Fee Class using 4 quarters of billed data. Billed data includes contract work (expended) and FTE hours (using prior year's hourly rate).</p> <p>The main steps in the estimation are adjusting for budget changes and changes in the proposed hourly rate.</p> <p>The Part 170 fee schedule differs from the annual fee based on when the activity is billed to licensees, hence collected.</p> <p>Q1: July-Sept, billed in October Q2: Oct-Dec, billed in January Q3: Jan-Mar, billed in April Q4: Apr-June, billed in July</p> <p>The Final Fee Rule with new hourly rate is typically effective in August, middle of Q1 for following year.</p>		

	Note: See PY's correspondence expendable folder with Part 170 work papers for reference.		
2	<p>Establish a FAIMIS system password with access to Business Analytics. Reports to be run</p> <ul style="list-style-type: none"> ➤ Part 170 : Under Business Analytics/Document list/Public folder/LFB/Part 170 report ➤ Cash Receipts : Under Business Analytics/Document list/Public folder/AR/Cash Receipts Trans report 		
3	<p>Create new Part 170 estimate file, by coping last file and updating using file name format, i.e. 2013F_Part170 est.</p> <p>For the Proposed Rule use: 3 Qtrs. of PY and 1Qtr of CY (i.e. Q2-Q4FY12 & Q1FY13) For the Final Rule use: 1Qtr of PY and 3Qtrs of CY(i.e. Q4FY12 & Q1-Q3FY13)</p>		
4	<p>Use the file for FAIMIS parameters, updated by DOC/ARB located on the G drive. G: DFM/Fee Policy/Fee Policy/Part170 Full cost parameters</p> <p>Use the beginning and end dates under Agreement dates to run specific quarterly reports. Export to excel and paste into a qtrly tab in the Part170 estimate worksheet, created in step 3.</p> <p>Use the report from FAIMIS with Part 170 tab only- sort by Fee Class and Fee Category. Identify any missing information(contact ARB or Office)</p> <p>Enter subtotals by Fee Class into the Summary Tab by each quarterly report.</p>		
5	<p>Once all four quarters of data are retrieved</p> <ul style="list-style-type: none"> • Adjust for proposed hourly rate change. If the billed amounts from the reports are billed at a lower PY hourly rate than the current hourly rate, an adjustment is needed. Use the columns for each Qtr. to show adjusting amount per Fee Class(within Part 170 worksheet/Summary) • Adjust for budget changes <ul style="list-style-type: none"> ○ Create summary of billed amounts (all 4 qtrs.) by Fee Class and send to offices for their input as to expected changes thru June 30th. ○ Review narratives in the CBJ, to research any variances in budget from previous year. ○ Inquire with DPB budget analysts for input into any fluctuations. • Adjust for any manual credits made by DOC/ARB, to capture run a cumulative 170 report with all 4 qtrs. If any differences to the single qtrly reports. Make adjustment in the Summary tab under the last adjustment column. (We need to match to ARB billings) <p>Note: These inquire/data calls will aide you in projecting year-end billings by Fee Class and presentation to CFO.</p>		
6	<p>Since Export/Import and Materials Part 170 Fees are not billed quarterly but collected as services are rendered.</p> <p>Use the Cash Receipts Trans Report with a 12 month collection data. i.e. FY12=periods 1-12</p> <p>To simplify the sort, use only data from fund X5280, cash collection fund.</p> <p>Then save file to the Part 170 folder for further analysis.</p>		
7	<p>To identify Export/Import collections in a 12 month period</p> <p>Use Cash Receipts report (CRR)and sort by : CR Fee Class – IMEX, total data</p>		

	<ul style="list-style-type: none"> Once 12 periods of collection data is totaled, deduct from total the credits given out to customers("NO BILLS", under column Receivable Type on top of CRR) Final amount should be entered in the Summary tab under column FAIMIS Cash Receipts Report for Fee Class Export/Import. 		
8	<p>To identify Materials Part 170 Flat collections in a 12 month period</p> <p>Use Cash Receipts report (CRR)and sort by : Revenue Source: MATF, CR Fee Class – MATU, total data</p> <ul style="list-style-type: none"> Once 12 periods of collection data is totaled, deduct from total the credits given out to customers("NO BILLS", under column Receivable Type on top of CRR) <p>Final amount should be entered in the Summary tab under column FAIMIS Cash Receipts Report for Fee Class Materials.</p>		
9	At the bottom of the Summary tab, calculate the 2% commission allowed variance from the total Fee Recovery amount (90%)		
10	Update at the top of the 170 Est. worksheet tab, the billing quarters being analyzed.		
11	The invoice totals will populate from the Summary tab. Now analyze projections by Fee Class for end of year 170 billings (June 30 th)		
12	<p>Within the 170 Est. worksheet, analyze by Fee Class</p> <ul style="list-style-type: none"> Fuel Facilities <ul style="list-style-type: none"> Adjust for MOX(mixed oxide) facility docket 70-03098, obtain budget from NMSS and billing info per Part 170 FAIMIS reports Adjust for budget expectations; the percentage used is at the discretion of the accountant. <p>Follow format within the worksheet for assistance</p>		
13	<ul style="list-style-type: none"> Materials Users <ul style="list-style-type: none"> Adjust for budget expectations; using trend analysis and increase or decrease of licensees is helpful. Most billed items from the FAIMIS report under Materials are normally Generic Decommissioning. Can be verified by working with ARB 		
14	<ul style="list-style-type: none"> Import/Export <ul style="list-style-type: none"> Match the projection of this Fee Class to the Budgetary Resources (Fee Calculation file), since we don't bill for these services qtrly only as rendered. 		
15	<ul style="list-style-type: none"> Power Reactors <ul style="list-style-type: none"> Use information from NRO and NRR, based on their response from the FAIMIS report detail with their expectations EOY. <i>Remember we don't count contract dollars obligated by June 30th, only expended.</i> Use CBJ and speak with DPB budget analysts Can use a trend analysis of Reactors budgets to what was billed. 		
16	<ul style="list-style-type: none"> Spent Fuel Storage and Transportation <ul style="list-style-type: none"> Use information from NMSS, based on their response from the FAIMIS report detail with their expectations EOY. Look at issues where billing could be delayed till following year, i.e. Waste Confidence Rule, Japan Lessons Learned, etc. 		
17	<ul style="list-style-type: none"> Test & Research Reactors <ul style="list-style-type: none"> Use information from NRR, based on their response from the FAIMIS report detail with their expectations EOY. Make sure to inquire expectations on Part 170 billings for MOLY-99 applicants 		

18	<ul style="list-style-type: none"> • Uranium Recovery <ul style="list-style-type: none"> ○ Use information from FSME, based on their response from the FAIMIS report detail with their expectations EOY. ○ Recommend using a trend analysis of their budgets to what was billed in the past. See previous UR analysis under G: Fee Policy/2013 Proposed Fee Rule/UR meetings 		
19	<p>Prepare Discussion Tab as your preparation for CFO meeting with Invoice data, projections and options to meet our approx. 90% collection. Should include the 2% variance amount and add any material Part 171 under/over collections projected.</p>		
20	<p>In the Discussion Tab</p> <ul style="list-style-type: none"> • Invoice column is linked to the 170 Est. worksheet tab • Projections column for any major adjustments that need to be brought to the attention of CFO <p>Both of these columns add to equal Total Billings column.</p> <ul style="list-style-type: none"> • Compare Total Billings to Prior Prop Rule or Final Rule(Based on Rule working on) • Provide 2 options for CFO consideration. I typically go with actual projections vs. conservative projections. • Estimate Part 171 under/over billings; such as loss of expected materials AF from the placeholder licensees (2C-E) or loss of AF from early departed Power Reactor. Should communicate with ARB and Offices for a heads up on upcoming changes. • Check with ARB to get breakout of actual collections (as of Sept.30th) from PY by Fee Class, to assist in analysis. 		
21	<p>Prior CFO presentations are located on G drive under Part 170 folder by year and in expandable files marked Fee Rule Correspondence by year. For further assistance</p>		

	Tie Points: Calculation Files to Fee Rule	Fee Calculation File	Fee Rule
1	Budget Authority	Total Fees & A/R tabs	Table I
2	Hourly Rate	Hourly Rate tab step 5	Table II
3	Flat Rates	Materials 170 tab	Section III.A.2
4	Fee Relief	Fee Relief activities tab & BAF: allocation tab to breakout G/L & Grants	Table III
5	Fee Relief adjustment and LLW surcharge	Fee Relief activities tab	Table IV
6	Fuel Facilities <ul style="list-style-type: none"> • Effort Factors • Annual Fees 	Summary Tab Fuel/Ur/Trans tab	Table VI Table VII Table VIII
7	Uranium Recovery <ul style="list-style-type: none"> • UMTRCA • Benefit Factors • Annual Fees 	Summary Tab Fuel/Ur/Trans tab	Table IX Table X Table XI Table XIII
8	Spent Fuel Storage	Summary Tab	Table XIV
9	Research and Test Reactors	Summary Tab	Table XV
10	Material Users <ul style="list-style-type: none"> • Multipliers and amount of licensees 	Summary Tab Mat Users Tab	Table XVI Section III.B.2.g
11	Transportation <ul style="list-style-type: none"> • Distribution of Generic Transportation 	Summary Tab Fuel/Ur/Trans tab	Table XVII Table XVIII
12	Small Entity	Biennial Review Folder under Fee Policy <i>And</i> Mat Users Tab	Section III.B.3
13	Part 170 Fees: Facility	Materials Part 170 Tab/Export & Import	Schedule of Facility Fees, Part 170.21

14	Part 170 Fees: Materials	Materials Part 170 Tab	Schedule of Facility Fees, Part 170.31
15	Part 171 Fees: Facility	Comparison Tab	Schedule of Facility Fees, Part 171.15
16	Part 171 Fees: Materials	Comparison Tab	Schedule of Facility Fees, Part 171.16