



JEB BUSH
GOVERNOR

Memorandum

TO: All AAA Directors **NOTICE:** 032803-1-I-AS

FROM: Susan Tucker
Deputy Secretary

DATE: March 28, 2003

SUBJECT: Notice of Instruction : Unit Cost Methodology
Spreadsheets and Instructions

TERRY F. WHITE
SECRETARY

Attached are the finalized Unit Cost Spreadsheets and instructions that we reviewed with you and your Fiscal Officers at the recent training events in Panama City, Ft. Lauderdale, and Gainesville.

Based on your comments at the training sessions and notes that you have emailed to us over the past few weeks, we added the capability for displaying travel and other costs that are non-billable, and added a service listing to the instructions. These changes, coupled with the other revisions we had proposed [reduction in the number of cost pools and revision of the terminology for the service cost pools to be consistent with both the Statewide Community Based Services Handbook and the Functional Expense template used for audits] should make these spreadsheets easier to use and more consistent with your agency operation.

Please begin using these spreadsheets immediately.

Should you have any questions, please contact Pat Nichols or Michael Block, suncom 994-2000.

Attachment

cc: Senior Managers

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