

September 11, 2000

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom
Working Capital Fund Manager

SUBJECT: August Working Capital Fund Bill and Initial FY 2001 Payments

This memorandum transmits the August, 2000, charges to your program for the Working Capital Fund. A copy of this billing has been forwarded to the Chief Financial Officer for entering into DISCAS and FIS for August reporting. The attached tables can help you estimate your September bill as well as your funding requirements for this fiscal year. This memo also discusses the need for initial payments for FY 2001. Attached is a standard payment authorization memo for your use.

AUGUST CHARGES AND FY 2001 PROJECTIONS:

August charges are shown on Table I. Estimated projections of annual FY 2000 costs, as shown in Tables III, IV, V (attached), are derived using the most reliable of the following methods:

- (1) A straight-line annualization of actual costs incurred year-to-date (Supplies, Mail Usage, Photocopy, Printing, Standard Building Occupancy, Telephone Line Charges, Desktop, Networking);
- (2) Actual full year costs billed, where no further billing is expected (Payroll, Building Alterations, Mail Distribution, Telephone Usage, Executive Information Service);
- (3) Revised FY 2000 budget estimates (as reflected in the FY 2001 Congressional Budget), where a straight-line methodology may not produce a representative total estimate due to the uneven manner in which costs are expected to be incurred (Contract Closeout).

Table I Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly. Telephone usage has been charged for the entire year (no September bill) based on average consumption. This charge is consistent with past years and is necessary to charge twelve months usage to this account.

Table II Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle.

Table III Shows the most current projection of annual costs for each customer and business line. The source of these projections varies according to business line as described under “FY 2000 Projections.”

Table IV Compares annualized cost projections (from Table III) to revised FY 2000 estimates provided with the FY 2001 Congressional Budget and to payments authorized year-to-date.

Table V Provides a comparison of annualized cost projections by customer and business line to payments to date, including “credits” for uncosted advance payment balances carried forward from FY 1999. This table can be used to indicate where, prospectively, further customer payments will need to be made.

In making resource allocations for your program, you may wish to adjust our estimates as necessary to account for planned changes in staffing levels, anticipated increases or decreases in usage levels, and any other factors that you feel are appropriate and relevant.

August Charges Per Business Line:

Supplies - The enclosed bill reflects actual usage of supplies for the month of August both as purchased through the various Supply Stores and as ordered through Requisition.

Mail Services - Charges for outgoing metered mail and express shipments incurred during August are included with this billing. **Annual** charges for internal distribution services were billed in October. Consistent with FY 1999, customers will not be assessed charges for national pouch mailing or for shared (“common”) mail stops.

Photocopying - This bill reflects charges for actual usage of staffed, central and dedicated facilities during August. Per copy rates for central and staffed facilities have been reduced 12% from 3.2 cents per black-and-white copy to 2.8 cents per copy. Other charges remain unchanged from FY 1999: 1.5 cents for dedicated copies; 50.0 cents for color copies.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during August. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 1999.

Building Occupancy - Standard Level Building Occupancy charges were completed for the year with the 4th Quarter billing in July. However, this bill does include charges for non-standard space alterations, additional rent charges to tenants of 950 L’Enfant Plaza, utilities, office relocations and other E&F services requisitioned and performed prior to August 25.

Telephones - The August bill includes actual local and long distance charges for usage incurred during June. Since actual usage costs for August and September will not be known until October and November of the next fiscal year, the current bill also includes estimated charges for those months, based upon the average costs incurred during the three month

period, April - June. Estimated charges will be adjusted to actual when service-provider bills are received in FY 2001. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate. New infrastructure rates, approved by the WCF Board in November 1999, became effective as of October 1, 1999.

Networking - August charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. New infrastructure rates, approved by the WCF Board in April, 1999, became effective as of October 1, 1999.

Desktop Support - The enclosed Desktop bill incorporates time and materials charges for service actually used during August. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Payroll Processing - Charges for the full **annual** amount assessed to your organization for FY 2000 were included with the October bill. These charges were based upon **actual** on-board staffing as of the first pay period in FY 2000.

Executive Information Service - Annual Subscription fees were billed in October based upon the actual number of system users connected as of the beginning of FY 2000. CFO plans to offer the service to users at no charge beginning in FY 2001.

WCF Information Sources, Working Capital Fund Web Page:

The updated (4th) edition of the WCF Guide to Services, Policies and Procedures is now available. To get hard-bound copies contact Bob Emond (6-2354) or Roscoe Harris (6-5527). An electronic version is available on the Working Capital Fund Web Page. Information available on the Web Page includes:

- o FY 2002/FY 2001 Budget Projections
- o The monthly summary billing tables (I-V) with accompanying transmittal memo;
- o Announcements of upcoming Board meetings and Board meeting minutes;
- o The latest edition of the WCF Guide;
- o Quarterly Financial Status Reviews
- o An explanatory Overview and historical background of the Fund.

The Web Page address is: <http://www.hr.doe.gov/wcf>

Please contact Ingrid Robinson (6-5567) if you have questions or comments.

Initial Payments for FY 2001

You are requested to authorize advance payment to the Fund as soon as FY 2001 funding is available. Please do so no later than the effective date of the October Approved Funding Program (AFP). Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization’s advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998**, “Working Capital Fund, Administrative Control of Funds.”

A standard Payment Authorization Memorandum is attached to this correspondence to help you fund your Working Capital Fund activities. It will also be distributed as a WordPerfect file through E-mail. Whether you use the standard format or not, we request that payments be authorized as a lump sum amount covering all WCF activity. We will initially apply the funds to each business line in proportion to projected FY 2001 costs.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	586-3611
Information Management: Telephones Desktop Services Networking	Pete Grahn Ann Warnick	(301) 903-4653 (301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 426-0100
Payroll Processing	Jean Morgan	(301) 903-5858
Executive Information Svcs.	Miriam Kurtyka	(301) 903-2970
Billing Process and Policies	Bob Emond Roscoe Harris	586-2354 586-5527

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

cc: Working Capital Fund Board
Attachments

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	B. Van Doren	
BPA	W. Marlowe	R. Seifert
CFO	R. Fulwood	
CI/PA	L. I. Brown	
CN	D. Drucker	
DP	R. Greenberg	
ED	L. Rudnick	
EE	F. Glatstein	
EH	G. Judge	L. Gasperow
EIA	G. Goodwin	
EM	E. Bronstein	D. Hawkins
FE	C. Roy	
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Gibson	B. Schrum
IN	L. Cain	
MA/AB/QM/S	H. Borgstrom	
MD	K. Brown	
NE	J. Stamos	L. Soo Hoo
NN	T. Ryder	J. Crogan
NR	D. Griffith (Crystal City)	
OA	L. Gasperow	
PC	C. O'Gwin	
PML	M. Livingston	
PO/IA	L. Whitted	C. Jagessar
RW	L. Barrett	J. Ross
SC	M. Vallette	J. Venneri
SO	N. Holmes	N. McNulty
WT	R. DeGrasse	M. Mescher

WCF BOARD MEMBERS

CFO	M. Telson	MA	D. Klaus
DP	M. Creedon	NE	W. Magwood
EE	D. Reicher	NN	R. Gottemoeller
EH	D. Michaels	PO	M. Kenderdine
EI	L. Pettis	SC	M. Dresselhaus
EM	C. Huntoon	SO	E. Habiger
FE	R. Gee	WT	G. King
GC	Mary Anne Sullivan		

Summary of Current Month Bill - August, 2000
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	BLDG ALTERATION	TOTAL BLDG OCCUP
AB	513	797	0	797	83	1,286	1,369	(56)			0
BCA	0	14	0	14	24	0	24	0	4,817	0	4,817
BPA	150	15	0	15	0	183	183	272			0
CI	2,093	906	0	906	797	1,068	1,865	4,205		1,350	1,350
CN	4,148	649	0	649	3,445	1,554	4,999	1,509			0
CR	9,603	918	0	918	2,935	1,436	4,372	12,289		2,330	2,330
DP	21,510	506	0	506	1,525	3,209	4,733	12,795		226,116	226,116
ED	2,825	565	0	565	161	9,877	10,038	4,740		180	180
EE	17,859	10,904	0	10,904	1,945	9,933	11,878	74,374		1,710	1,710
EH	12,653	3,012	0	3,012	5,023	4,477	9,500	1,476			0
EIA	16,696	7,811	0	7,811	405	23,792	24,197	(21,876)	29,398	2,385	31,783
EM	27,720	1,505	0	1,505	16,444	9,930	26,375	38,761		14,074	14,074
FE	12,664	1,555	0	1,555	3,138	2,321	5,458	35,674			0
GC	5,710	187	0	187	1,108	891	1,999	122,575		245	245
HG	1,026	190	0	190	598	11	609	37,369	16,312		16,312
IA	3,869	168	0	168	647	2,010	2,657	669		495	495
IG	3,130	1,321	0	1,321	632	4,197	4,829	4,791			0
IN	1,160	366	0	366	1,513	1	1,514	201			0
MA	33,069	8,717	0	8,717	6,362	22,566	28,928	29,435	37,666	9,179	46,845
MD	6,719	478	0	478	755	11	766	278			0
NE	4,364	1,182	0	1,182	2,538	2,234	4,773	7,624			0
NN	5,982	1,002	0	1,002	6,043	1,925	7,968	2,767	0	900	900
NR	(5,463)	0	0	0	0	0	0	1,006			0
OA	1,563	664	0	664	383	1,084	1,467	22,605			0
PA	1,538	388	0	388	5,094	12,094	17,188	839			0
PC	397	4	0	4	151	40	190	1,005			0
PO	1,129	1,391	0	1,391	411	420	831	3,266		290	290
RW	1,699	83	0	83	532	696	1,228	2,526		3,645	3,645
S	2,206	573	0	573	109	70	179	6,097			0
SC	16,721	4,251	0	4,251	1,386	3,416	4,803	10,856			0
SO	43,989	4,128	0	4,128	3,048	16,301	19,349	9,032		8,422	8,422
WAPA	174	9	0	9	0	0	0	11,417			0
WT	113	946	0	946	460	579	1,038	192		55	55
NNSA	28,748	1,986	0	1,986	8,322	5,145	13,467	16,846			0
Bus. Line	2,625	0	0	0	0	0	0	0		0	0
TOTAL	260,155	55,205	0	55,205	67,695	137,612	205,307	438,713	88,193	271,376	359,569

Summary of Current Month Bill - August, 2000
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	MONTHLY	ANNUAL	
ORG CODE	PHONE USAGE	PHONE LINES	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	EXECUTIVE INFO SERVICE	INDIRECT FUND ADMIN.	TOTAL AUGUST
AB	241	778	1,018	62	543	0	0	0	0	4,245
BCA	279	544	823	291	32	0	0	0	0	6,002
BPA	576	972	1,548	0	32	0	0	0	0	2,201
CI	4,078	3,577	7,655	843	1,214	0	0	0	0	20,131
CN	1,382	5,560	6,942	229	1,182	0	0	0	0	19,658
CR	7,606	19,634	27,241	3,075	13,227	720	0	0	0	73,774
DP	17,063	30,443	47,506	5,687	24,889	0	0	0	0	343,742
ED	1,921	3,771	5,692	546	2,268	240	0	0	0	27,095
EE	34,308	32,037	66,345	10,084	23,292	6,800	0	0	0	223,246
EH	19,228	23,911	43,139	4,371	19,202	10,560	0	0	0	103,914
EIA	63,014	33,281	96,295	3,523	128	4,960	0	0	0	163,516
EM	45,905	39,930	85,834	11,179	27,126	880	0	0	0	233,454
FE	13,730	17,690	31,420	10,234	11,598	1,200	0	0	0	109,804
GC	5,612	12,947	18,559	1,927	7,636	0	0	0	0	158,839
HG	1,451	2,916	4,367	563	2,045	0	0	0	0	62,480
IA	5,706	5,715	11,421	905	3,930	0	0	0	0	24,114
IG	6,535	7,970	14,506	4,786	7,476	0	0	0	0	40,838
IN	1,853	3,966	5,818	1,539	0	0	0	0	0	10,598
MA	33,703	62,130	95,833	18,989	43,037	13,360	0	0	0	318,212
MD	7,038	5,599	12,636	0	1,693	0	0	0	0	22,571
NE	6,480	11,081	17,561	(3,482)	7,604	0	0	0	0	39,625
NN	24,517	16,991	41,507	13,492	6,933	0	0	0	0	80,551
NR	13,470	7,854	21,323	0	0	0	0	0	0	16,866
OA	1,728	3,033	4,760	130	1,374	0	0	0	0	32,563
PA	3,024	3,072	6,095	843	1,342	0	0	0	0	28,233
PC	941	428	1,369	34	607	0	0	0	0	3,606
PO	2,858	3,188	6,046	2,731	2,109	4,960	0	0	0	22,754
RW	11,709	7,737	19,446	4,770	8,946	440	0	0	0	42,783
S	2,671	4,977	7,648	656	1,757	0	0	0	0	19,115
SC	17,082	25,972	43,053	5,672	22,780	0	0	0	0	108,137
SO	41,095	65,746	106,841	16,255	26,103	0	0	0	0	234,119
WAPA	748	700	1,448	0	32	0	0	0	0	13,080
WT	1,800	2,255	4,055	351	1,502	0	0	0	0	8,252
NNSA	62,087	60,886	122,973	19,179	33,516	0	0	0	0	236,714
Bus. Line	0	0	0	0	0	0	0	0	0	2,625
										0
TOTAL	399,348	466,404	865,752	120,284	271,639	44,120	0	0	0	2,620,744

Summary of Year-To-Date Billing Thru August, 2000
(THOUSANDS)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	BLDG ALTERATION	TOTAL BLDG OCCUP
AB	4,194	3,686	9,500	13,186	1,460	10,777	12,237	5,247	147,061	0	147,061
BCA	781	128	0	128	308	203	511	0	164,780	0	164,780
BPA	3,397	150	9,500	9,650	0	2,333	2,333	29,090	106,884	550	107,434
CI	17,581	6,735	19,000	25,735	9,410	15,117	24,527	8,522	556,140	2,800	558,940
CN	28,453	6,279	9,500	15,779	9,263	13,094	22,357	37,217	648,272	13,119	661,392
CR	94,272	15,734	57,000	72,734	45,279	45,489	90,768	164,451	1,626,578	122,340	1,748,917
DP	217,371	7,744	19,000	26,744	29,509	85,919	115,427	116,318	2,904,427	441,270	3,345,697
ED	26,069	3,897	38,000	41,897	12,312	40,460	52,773	33,829	476,453	10,802	487,255
EE	213,485	121,126	9,500	130,626	32,160	135,286	167,446	293,863	3,972,659	77,813	4,050,472
EH	139,728	17,921	28,500	46,421	56,132	60,826	116,958	73,199	3,226,396	115	3,226,511
EIA	169,420	115,058	76,000	191,058	4,960	172,733	177,693	619,673	5,265,956	64,819	5,330,774
EM	227,044	21,804	38,000	59,804	185,128	75,104	260,232	144,924	4,425,384	50,218	4,475,602
FE	107,190	17,600	19,000	36,600	36,146	58,707	94,853	121,373	1,910,728	5,188	1,915,915
GC	58,059	2,528	23,750	26,278	14,130	14,867	28,997	162,973	2,279,176	6,785	2,285,961
HG	9,242	7,509	9,500	17,009	8,738	141	8,878	79,265	634,774	0	634,774
IA	42,220	7,178	19,794	26,972	5,122	12,972	18,094	7,521	643,907	19,380	663,286
IG	38,323	16,110	19,000	35,110	7,482	21,847	29,328	52,874	1,305,646	17,974	1,323,620
IN	16,651	4,241	9,500	13,741	21,965	2,059	24,024	4,058	1,029,371	2,000	1,031,371
MA	320,077	127,453	223,250	350,703	125,074	217,734	342,808	457,783	8,796,654	44,110	8,840,764
MD	11,953	12,466	9,500	21,966	9,684	3,291	12,976	105,761	416,448	717	417,165
NE	39,452	9,664	29,500	39,164	32,766	20,838	53,604	51,537	765,013	28,887	793,900
NN	73,909	7,781	9,500	17,281	64,612	48,858	113,471	38,961	2,184,075	74,525	2,258,600
NR	5,054	64	0	64	151	386	537	15,420	447,052	0	447,052
OA	19,362	3,804	9,500	13,304	18,292	7,845	26,136	22,605	146,804	4,139	150,943
PA	27,701	5,688	28,500	34,188	59,061	145,167	204,228	84,302	421,105	2,155	423,260
PC	2,937	166	9,500	9,666	2,032	1,482	3,514	1,447	128,708	480	129,188
PO	17,073	7,518	14,250	21,768	8,569	11,681	20,250	31,960	625,882	6,965	632,848
RW	23,882	1,354	9,500	10,854	7,683	12,890	20,573	51,832	1,035,442	7,070	1,042,512
S	18,456	3,845	9,500	13,345	12,982	3,349	16,330	53,897	716,874	0	716,874
SC	180,092	53,919	19,000	72,919	15,558	63,635	79,193	111,821	1,896,055	475	1,896,530
SO	306,165	31,307	119,544	150,851	28,758	91,306	120,064	104,712	7,694,879	73,324	7,768,203
WAPA	1,597	40	9,500	9,540	0	194	194	45,724	113,832	1,989	115,821
WT	8,471	6,426	9,500	15,926	5,186	7,957	13,143	5,785	297,420	175	297,595
NNSA	308,287	28,055	38,000	66,055	103,956	138,454	242,411	276,460	5,952,001	516,512	6,468,513
Bus. Line	40,896	0	0	0	0	0	0	36,771	0	0	0
TOTAL	2,510,560	646,923	924,088	1,571,011	869,909	1,404,546	2,274,456	3,174,715	57,010,833	1,080,182	58,091,015

Summary of Year-To-Date Billing Thru August, 2000
(THOUSANDS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	MONTHLY		
ORG CODE	PHONE USAGE	PHONE LINES	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	EXECUTIVE INFO SERVICE	INDIRECT FUND ADMIN.	TOTAL Year-to-Date
AB	914	8,112	9,026	1,053	6,279	0	753	425	0	199,461
BCA	866	6,006	6,873	2,477	404	0	941	0	0	176,894
BPA	1,848	10,726	12,574	0	369	0	0	0	0	164,848
CI	13,961	39,273	53,233	14,290	14,272	240	7,907	0	0	725,246
CN	4,263	48,989	53,252	3,529	11,706	0	2,071	0	0	835,756
CR	26,256	212,031	238,286	59,291	141,177	15,040	39,724	19,975	0	2,684,635
DP	61,365	347,940	409,304	60,863	283,126	12,400	340,387	850	0	4,928,488
ED	6,198	39,704	45,902	4,987	21,939	14,280	6,778	3,825	0	739,535
EE	106,256	349,239	455,495	103,942	254,106	45,000	96,393	4,675	0	5,815,503
EH	54,899	275,754	330,652	51,213	230,526	26,160	57,045	0	0	4,298,413
EIA	192,525	363,102	555,627	7,978	1,477	49,840	69,659	0	0	7,173,200
EM	150,594	426,910	577,504	110,277	294,044	26,320	412,306	4,250	0	6,592,306
FE	47,617	193,652	241,269	120,820	131,821	99,640	175,842	850	0	3,046,174
GC	20,749	144,416	165,165	30,887	87,153	1,200	30,311	1,700	0	2,878,683
HG	4,955	32,489	37,444	7,070	23,948	0	7,719	850	0	826,199
IA	18,363	60,182	78,545	11,498	39,916	0	11,484	850	0	900,385
IG	23,164	110,588	133,752	39,632	78,949	5,920	49,514	2,550	0	1,789,572
IN	(3,589)	43,177	39,589	17,246	0	0	7,531	0	0	1,154,211
MA	121,895	688,046	809,941	158,726	463,231	139,440	90,933	4,250	0	11,978,656
MD	10,917	25,600	36,517	8,150	14,671	0	6,025	850	0	636,033
NE	18,196	118,899	137,095	20,693	87,259	15,840	19,768	2,975	0	1,261,288
NN	71,736	179,838	251,574	77,840	68,830	7,840	21,274	1,700	0	2,931,279
NR	39,355	86,664	126,019	0	0	0	35,959	0	0	630,105
OA	4,737	29,087	33,823	1,680	12,675	0	3,201	0	0	283,728
PA	9,154	32,964	42,118	14,325	15,512	0	5,836	0	0	851,469
PC	2,131	4,527	6,657	414	6,603	0	1,130	425	0	161,982
PO	8,869	34,637	43,506	23,314	22,817	10,160	7,719	0	0	831,416
RW	40,553	84,988	125,541	30,618	98,420	1,760	32,005	0	0	1,437,998
S	11,287	53,983	65,269	7,910	19,400	0	6,025	425	0	917,932
SC	58,072	284,254	342,326	60,139	254,580	240	319,490	5,100	0	3,322,431
SO	164,283	741,018	905,301	256,878	279,443	0	59,681	1,700	0	9,952,998
WAPA	1,794	7,566	9,360	201	403	0	278,259	0	0	461,099
WT	5,724	25,430	31,153	6,661	16,337	720	4,330	425	0	400,546
NNSA	183,373	640,042	823,415	146,853	366,627	20,240	403,645	3,400	0	9,125,905
Bus. Line	0	0	0	0	0	0	0	0	0	77,667
TOTAL	1,299,905	5,109,791	6,409,695	1,314,601	2,981,392	472,040	2,208,000	58,650	0	81,066,136

Annualized Costs as of August, 2000
(THOUSANDS)

TABLE III

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	EXEC INFO SERVICE	INDIRECT FUND ADMIN.	TOTAL ANN-UALIZED
AB	5	14	13	6	147	10	1	7	0	1	0	0	203
BCA	1	0	1	0	165	7	3	0	0	1	0	0	178
BPA	4	10	3	32	107	14	0	0	0	0	0	0	169
CI	19	26	27	9	559	58	16	16	0	8	0	0	738
CN	31	16	24	41	661	58	4	13	0	2	0	0	851
CR	103	74	99	179	1,749	260	65	154	22	40	20	0	2,765
DP	237	27	126	127	3,346	447	66	309	12	340	1	0	5,038
ED	28	42	58	37	487	50	5	24	19	7	4	0	761
EE	233	142	183	321	4,050	497	113	277	45	96	5	0	5,962
EH	152	48	128	80	3,227	361	56	251	73	57	0	0	4,433
EIA	185	202	194	676	5,331	606	9	2	52	70	0	0	7,325
EM	248	62	284	158	4,476	630	120	321	38	412	4	0	6,753
FE	117	38	103	132	1,916	263	132	144	101	176	1	0	3,123
GC	63	27	32	178	2,286	180	34	95	4	30	2	0	2,930
HG	10	18	10	86	635	41	8	26	0	8	1	0	842
IA	46	28	20	8	663	86	13	44	0	11	1	0	919
IG	42	37	32	58	1,324	146	43	86	1	50	3	0	1,820
IN	18	14	26	4	1,031	43	19	0	0	8	0	0	1,164
MA	349	362	374	499	8,841	884	173	505	142	91	4	0	12,225
MD	13	23	14	115	417	40	9	16	0	6	1	0	654
NE	43	40	58	56	794	150	23	95	17	20	3	0	1,299
NN	81	18	124	43	2,259	274	85	75	8	21	2	0	2,989
NR	6	0	1	17	447	137	0	0	0	36	0	0	643
OA	21	14	29	25	151	37	2	14	0	3	0	0	295
PA	30	35	223	92	423	46	16	17	0	6	0	0	887
PC	3	10	4	2	129	7	0	7	0	1	0	0	164
PO	19	22	22	35	633	47	25	25	15	8	0	0	851
RW	26	11	22	57	1,043	137	33	107	12	32	0	0	1,480
S	20	14	18	59	717	71	9	21	0	6	0	0	935
SC	196	78	86	122	1,897	373	66	278	6	319	5	0	3,427
SO	334	154	131	114	7,768	988	280	305	0	60	2	0	10,135
WAPA	2	10	0	50	116	10	0	0	0	278	0	0	466
WT	9	17	14	6	298	34	7	18	2	4	0	0	410
NNSA	336	69	264	302	6,469	898	160	400	2	404	3	0	9,307
Bus. Line	45	0	0	40	0	0	0	0	0	0	0	0	85
TOTAL	2,739	1,630	2,481	3,463	58,091	6,992	1,434	3,252	569	2,208	59	0	82,919

**Comparison As of August, 2000
Annualized Costs to Budget Estimates and Payments**

ars in Thousands

TABLE IV

ORG CODE	Total Annualized Cost	Benchmarks		Comparisons		
		FY00 Revised Est. (FY 2001 Cong. Rev Nov. 18, 1999)	Payments Advanced	Annual Projected VS Rev Budget (\$)	Annual Projected VS Rev Budget (%)	Payments VS Annual Projected
AB	203	238	238	(35)	-17%	35
BCA	178	183	207	(5)	-3%	29
BPA	169	166	170	3	2%	1
CI	738	767	744	(29)	-4%	6
CN	851	558	844	293	34%	(6)
CR	2,765	2,591	2,893	174	6%	128
DP	5,038	4,637	4,816	401	8%	(222)
ED	761	735	807	26	3%	45
EE	5,962	5,849	6,190	113	2%	228
EH	4,433	4,557	4,393	(124)	-3%	(39)
EIA	7,325	7,279	7,383	46	1%	57
EM	6,753	6,746	7,312	7	0%	560
FE	3,123	3,296	3,396	(173)	-6%	273
GC	2,930	2,958	2,988	(28)	-1%	58
HG	842	898	839	(56)	-7%	(3)
IA	919	856	1,098	63	7%	179
IG	1,820	1,812	1,818	8	0%	(2)
IN	1,164	1,217	1,172	(53)	-5%	8
MA	12,225	12,591	14,105	(366)	-3%	1,880
MD	654	552	650	102	16%	(4)
NE	1,299	1,225	1,354	74	6%	55
NN	2,989	2,991	2,993	(2)	0%	4
NR	643	506	648	137	21%	5
OA	295	212	271	83	28%	(24)
PA	887	897	902	(10)	-1%	14
PC	164	163	158	1	1%	(6)
PO	851	923	906	(72)	-8%	55
RW	1,480	1,455	1,880	25	2%	400
S	935	951	951	(16)	-2%	16
SC	3,427	3,344	3,471	83	2%	45
SO	10,135	9,619	10,093	516	5%	(42)
WAPA	466	489	465	(23)	-5%	(1)
WT	410	411	333	(1)	0%	(77)
NNSA	9,307	8,686	9,107	621	7%	(200)
Bus. Line	85	85	85	(0)	0%	(0)
TOTAL	82,919	81,757	86,488	1,162	1%	3,569

**Annualized Costs With Year-To-Date Funding
As of August 2000
Administrative Services**

Dollars in Thousands

Table Va

Org CODE	SUPPLY			MAIL SERVICES			COPYING			PRINTING & GRAPHICS			BUILDING OCCUPANCY		
	Costs	Payments	Variance	Costs	Payments	Variance	Costs	Payments	Variance	Costs	Payments	Variance	Costs	Payments	Variance
AB	5	6	2	14	12	(1)	13	13	(0)	6	31	25	147	154	7
BCA	1	9	9	0	1	1	1	1	1	0	6	6	165	173	8
BPA	4	4	0	10	10	0	3	3	0	32	32	0	107	107	(0)
CI	19	19	(0)	26	26	(0)	27	27	1	9	6	(4)	559	558	(1)
CN	31	28	(3)	16	16	0	24	21	(3)	41	43	2	661	661	(0)
CR	103	101	(1)	74	75	1	99	104	5	179	222	43	1,749	1,823	74
DP	237	235	(2)	27	28	1	126	133	7	127	124	(3)	3,346	3,118	(228)
ED	28	31	3	42	44	2	58	51	(7)	37	38	1	487	487	(0)
EE	233	364	132	142	180	38	183	225	42	321	300	(21)	4,050	4,049	(2)
EH	152	153	1	48	48	(0)	128	129	1	80	93	13	3,227	3,227	(0)
EIA	185	190	5	202	213	12	194	189	(5)	676	770	94	5,331	5,299	(32)
EM	248	252	4	62	95	34	284	297	13	158	250	92	4,476	4,662	186
FE	117	116	(1)	38	41	3	103	107	4	132	153	21	1,916	2,116	200
GC	63	95	32	27	50	24	32	60	28	178	94	(84)	2,286	2,285	(1)
HG	10	9	(1)	18	18	1	10	13	3	86	96	9	635	619	(16)
IA	46	70	24	28	60	32	20	40	20	8	10	2	663	665	2
IG	42	42	(0)	37	37	0	32	32	(0)	58	57	(0)	1,324	1,323	(0)
IN	18	18	(0)	14	15	0	26	27	0	4	5	0	1,031	1,031	0
MA	349	339	(10)	362	370	8	374	349	(25)	499	510	10	8,841	9,780	939
MD	13	6	(7)	23	24	1	14	14	0	115	127	11	417	417	(0)
NE	43	42	(1)	40	43	3	58	60	2	56	52	(4)	794	836	42
NN	81	81	0	18	21	3	124	127	3	43	53	10	2,259	2,258	(0)
NR	6	13	7	0	0	0	1	1	0	17	17	0	447	447	(0)
OA	21	21	0	14	13	(0)	29	27	(2)	25	0	(25)	151	156	5
PA	30	31	1	35	35	0	223	224	1	92	103	11	423	423	0
PC	3	1	(2)	10	5	(4)	4	2	(2)	2	1	(1)	129	140	11
PO	19	25	6	22	21	(1)	22	32	10	35	31	(4)	633	635	2
RW	26	66	40	11	40	29	22	73	51	57	137	80	1,043	1,157	114
S	20	24	4	14	15	1	18	19	1	59	58	(1)	717	718	1
SC	196	207	10	78	78	1	86	90	3	122	121	(1)	1,897	1,896	(0)
SO	334	326	(8)	154	153	(1)	131	121	(10)	114	115	1	7,768	7,733	(36)
WAPA	2	2	0	10	10	0	0	0	(0)	50	50	0	116	116	0
WT	9	10	1	17	13	(4)	14	13	(2)	6	12	6	298	241	(57)
NNSA	336	336	(1)	69	73	5	264	275	11	302	321	19	6,469	6,240	(228)
Bus. Line	45	45	0	0	0	0	0	0	0	40	40	(0)	0	0	0
TOTAL	2,739	2,985	246	1,630	1,811	181	2,481	2,624	143	3,463	3,756	292	58,091	59,309	1,218

**Annualized Costs With Year-To-Date Funding
As of August 2000
Information Management**

Dollars in Thousands

Table Vb

Org CODE	PHONES			DESKTOP			NETWORK		
	Costs	Payments	Variance	Costs	Payments	Variance	Costs	Payments	Variance
AB	10	10	1	1	2	0	7	9	2
BCA	7	10	2	3	4	1	0	1	1
BPA	14	14	0	0	0	0	0	0	(0)
CI	58	64	6	16	16	1	16	16	0
CN	58	57	(1)	4	4	(0)	13	12	(1)
CR	260	259	(1)	65	72	7	154	154	(0)
DP	447	448	1	66	67	1	309	310	1
ED	50	50	0	5	14	8	24	62	38
EE	497	489	(8)	113	145	32	277	277	(0)
EH	361	349	(12)	56	56	0	251	256	5
EIA	606	590	(16)	9	7	(2)	2	2	0
EM	630	710	80	120	203	83	321	360	40
FE	263	280	16	132	150	19	144	145	1
GC	180	181	0	34	51	17	95	108	13
HG	41	40	(0)	8	8	(0)	26	27	1
IA	86	100	14	13	20	7	44	70	26
IG	146	145	(1)	43	43	(1)	86	86	(0)
IN	43	43	0	19	25	7	0	0	0
MA	884	889	5	173	165	(8)	505	504	(1)
MD	40	29	(10)	9	10	1	16	15	(1)
NE	150	147	(2)	23	29	6	95	98	3
NN	274	266	(8)	85	79	(6)	75	75	(0)
NR	137	134	(3)	0	0	0	0	0	0
OA	37	35	(2)	2	2	0	14	14	(0)
PA	46	45	(1)	16	16	0	17	17	0
PC	7	2	(5)	0	2	1	7	3	(4)
PO	47	50	3	25	30	5	25	30	5
RW	137	183	46	33	52	18	107	113	5
S	71	77	5	9	12	3	21	22	1
SC	373	382	8	66	75	10	278	280	3
SO	988	987	(0)	280	290	10	305	305	0
WAPA	10	9	(1)	0	0	(0)	0	0	(0)
WT	34	18	(16)	7	8	1	18	11	(7)
NNSA	898	878	(21)	160	156	(4)	400	400	(0)
Bus. Line	0	0	0	0	0	0	0	0	0
TOTAL	6,992	7,094	101	1,434	1,656	222	3,252	3,381	129

**Annualized Costs With Year-To-Date Funding
As of August 2000
Contract Management & Corporate Systems**

Dollars in Thousands

Table Vc

CONTRACT CLOSEOUT				PAYROLL PROCESSING			EXECUTIVE INFO SERVICE			INDIRECT FUND ADMIN			TOTAL ANNUAL ESTIMATE		
Org CODE	Costs	Payments	Variance	Costs	Payments	Variance	Costs	Payments	Variance	Costs	Payments	Variance	Costs	Payments	Variance
AB	0	0	0	1	1	0	0	0	0	0	0	0	203	238	35
BCA	0	0	0	1	1	0	0	0	0	0	0	0	178	207	29
BPA	0	0	0	0	0	0	0	0	0	0	0	0	169	170	1
CI	0	0	0	8	10	2	0	1	1	0	0	0	738	744	6
CN	0	0	0	2	2	(0)	0	0	0	0	0	0	851	844	(6)
CR	22	22	0	40	40	0	20	20	0	0	0	0	2,765	2,893	128
DP	12	12	0	340	340	0	1	1	0	0	0	0	5,038	4,816	(222)
ED	19	19	(0)	7	7	0	4	4	0	0	0	0	761	807	45
EE	45	60	15	96	96	(0)	5	5	0	0	0	0	5,962	6,190	228
EH	73	26	(47)	57	57	0	0	0	0	0	0	0	4,433	4,393	(39)
EIA	52	53	1	70	70	0	0	0	0	0	0	0	7,325	7,383	57
EM	38	40	2	412	412	0	4	31	27	0	0	0	6,753	7,312	560
FE	101	108	7	176	179	3	1	2	1	0	0	0	3,123	3,396	273
GC	4	20	16	30	43	12	2	2	0	0	0	0	2,930	2,988	58
HG	0	0	0	8	8	0	1	1	0	0	0	0	842	839	(3)
IA	0	30	30	11	30	19	1	3	2	0	0	0	919	1,098	179
IG	1	1	(0)	50	50	0	3	3	0	0	0	0	1,820	1,818	(2)
IN	0	0	0	8	8	0	0	0	0	0	0	0	1,164	1,172	8
MA	142	142	0	91	91	0	4	5	1	0	961	961	12,225	14,105	1,880
MD	0	0	0	6	6	0	1	1	(0)	0	0	0	654	650	(4)
NE	17	23	6	20	20	0	3	3	0	0	0	0	1,299	1,354	55
NN	8	9	1	21	21	0	2	2	0	0	0	0	2,989	2,993	4
NR	0	0	0	36	36	0	0	0	0	0	0	0	643	648	5
OA	0	0	0	3	3	0	0	0	0	0	0	0	295	271	(24)
PA	0	1	1	6	6	0	0	0	0	0	0	0	887	902	14
PC	0	0	0	1	1	0	0	0	0	0	0	0	164	158	(6)
PO	15	44	29	8	8	0	0	0	0	0	0	0	851	906	55
RW	12	25	13	32	35	3	0	0	0	0	0	0	1,480	1,880	400
S	0	0	0	6	6	0	0	0	0	0	0	0	935	951	16
SC	6	17	11	319	319	0	5	5	0	0	0	0	3,427	3,471	45
SO	0	5	5	60	57	(3)	2	2	0	0	0	0	10,135	10,093	(42)
WAPA	0	0	0	278	278	0	0	0	0	0	0	0	466	465	(1)
WT	2	2	0	4	4	0	0	0	0	0	0	0	410	333	(77)
NNSA	2	21	19	404	404	0	3	4	0	0	0	0	9,307	9,107	(200)
Bus. Line	0	0	0	0	0	0	0	0	0	0	0	0	85	85	(0)
TOTAL	569	660	91	2,208	2,245	37	59	92	33	0	961	961	82,919	86,488	3,654

memorandum

DATE:

TO:

Working Capital Fund, MA 1.4

FROM:

(Program Office)

SUBJECT:

Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction related goods and services. This payment represents a lump-sum amount and is intended to be applied to each business line. I acknowledge that the total amount authorized will be allocated by the Capital Accounting Center as appropriate to fund actual and/or projected costs on a "first incurred" or "most imperative" basis. As more information becomes available concerning actual usage rates for each business line, additional authorization may be necessary to adjust funding to actual costs incurred.

Where more than one Budget and Reporting (B&R) classification or Appropriation is indicated, actual costs incurred may be assessed in the same proportion as funding is provided, within each business line, unless otherwise specified. It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

	<u>Funding Class I</u>	<u>Funding Class II</u>
Appropriation:	_____	_____
Allotment Symbol:	_____	_____
Fin Plan/Fund Type:	_____	_____
B&R (1 st six positions):	_____	_____
Amount This Action:	_____	_____
Total Payment YTD:	_____	_____

CC: George Tengan, CR-52

PROJECTED CUSTOMER COSTS FY 2001
(IN THOUSANDS)

ORG CODE	SUPPLY (@ 6/00)	MAIL (@ 6/00)	COPYING SERVICE (@ 6/00)	PRINTING & GRAPHICS (@ 6/00)	BLDG OCCUP (@ 5/20/00)	PHONE SERVICE (@ 6/00)	DESKTOP SUPPORT (@ 6/00)	NETWORKING (@ 6/00)	CONTRACT CLOSEOUT (@ 6/00)	PAYROLL PROCESSING (@ 7/15/00)	TOTAL ALL ACTIVITIES
BCA	1	0	1	0	215	7	3	0	0	1	229
BPA	4	10	2	38	94	14	0	0	0	0	161
CI	19	26	27	5	490	58	16	26	0	10	678
CN	31	16	19	45	598	55	4	15	0	4	786
CR	103	75	106	200	1,707	259	71	210	22	55	2,808
ED	28	42	47	30	425	50	5	34	19	11	690
EE	233	140	177	223	3,624	491	113	404	45	146	5,594
EH	156	46	116	81	3,199	359	57	335	73	79	4,502
EIA	188	202	193	774	5,020	576	5	102	52	100	7,213
EM	237	62	274	128	4,775	617	121	960	38	707	7,919
FE	112	39	107	87	1,730	263	132	397	101	236	3,204
GC	65	27	33	42	2,013	182	35	138	4	42	2,580
HG	10	18	10	47	790	41	8	38	0	11	973
IA	47	29	18	8	656	84	13	59	0	16	931
IG	41	37	29	59	1,174	152	44	158	1	73	1,769
IN	18	14	27	5	907	54	19	10	0	11	1,066
MA	345	367	370	502	8,197	887	165	635	142	130	11,739
NE	42	39	57	41	968	147	30	125	17	42	1,508
NNSA	341	70	269	253	6,059	882	154	950	20	547	9,546
DP	241	28	130	60	3,081	452	67	768	12	451	5,290
MD	7	24	14	140	374	33	8	17	0	0	618
NN	81	19	124	34	2,117	265	79	113	8	45	2,884
NR	12	0	0	19	487	132	0	52	0	52	754
OA	21	13	29	0	261	36	2	24	0	11	396
PA	30	35	218	80	371	46	16	25	0	9	831
PC	3	10	4	1	119	7	0	9	0	1	153
PO	19	20	17	20	453	47	24	36	15	12	664
RW	27	11	23	59	903	136	30	153	12	45	1,399
S	20	14	21	59	632	72	9	29	0	8	863
SEAB	5	13	11	7	130	10	1	8	0	1	185
SC	196	81	86	126	1,933	374	65	692	6	293	3,852
SO	312	152	115	120	7,277	966	284	386	0	97	9,708
WAPA (PML)	2	10	0	41	100	10	0	402	0	400	966
WT	10	16	14	7	262	34	8	23	2	6	382
TOTAL	\$2,668	\$1,634	\$2,420	\$3,086	\$55,082	\$6,914	\$1,434	\$6,385	\$569	\$3,102	\$83,295

Building Occupancy estimate includes a pending rate increase for Cloverleaf Building.
Networking includes DOENET