



Interoffice Memo

DATE: September 16, 2015

PHONE: 387-5423

FROM: *Katrina Turturro*
KATRINA TURTURRO
Deputy Executive Officer
Finance & Administration

TO: ELECTED OFFICIALS, ASSISTANT EXECUTIVE OFFICERS, DEPUTY EXECUTIVE OFFICERS, AND DEPARTMENT HEADS

SUBJECT	COUNTYWIDE FEE MANAGEMENT SYSTEM
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This memo initiates the County of San Bernardino's (County) 2016-17 Fee process for all County entities. The Countywide Fee Management System (CFMS) is currently scheduled to be opened to departments for data entry on October 5, 2015. CFMS is the repository for fees countywide that stores, calculates and generates reports from one central database. The 2016-17 Fee process is beginning earlier than last year to allow County departments additional time to thoroughly review and revise their respective fees.

Included with this memo is a listing of current active users of CFMS. Please review this document to ensure that the user list for your department is accurate and complete. If you need to add an additional user or delete an existing user, please complete the attached System User Request Form. Please submit the form via e-mail to your Finance Analyst by October 1, 2015.

CFMS training is scheduled for Wednesday, September 30, 2015, at the County Government Center, Citrus Room – 5th Floor. There will be two sessions held, Session 1 from 9 a.m. – 11 a.m., and Session 2 from 1 p.m. – 3 p.m. Attendance at one of the sessions is **required** for staff who are or will be designated as users of CFMS. The training will cover various aspects and processes within CFMS, including substantial new updates for 2016-17, system requirements, and key dates for departmental input.

Please contact Sue Cary at 387-5423 (or Susan.Cary@cao.sbcounty.gov) to register staff for one of the sessions. Sessions will be filled on a first-come, first-served basis.

Additionally, it is recommended that departments ensure all CFMS users have Internet Explorer 9 (or higher) installed on their computers prior to October 5th in order to connect to CFMS.

A subsequent memo with additional fee information and more detailed timelines will be distributed shortly after the CFMS training.

KT:smc
cc: Greg Devereaux, CEO