



# FY 2025 Fee Prep Manual

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## Introduction

The Fee Prep system is available at The Fee Prep system is available at <http://feeprep.utah.gov/>. Current access to the system reflects the list of users from last year. Please email the Fee Prep Administrator, Joseph Fitzgerald, at [jfitzgerald@le.utah.gov](mailto:jfitzgerald@le.utah.gov) to add or remove users.

The Fee Prep system is designed to increase consistency, accuracy, and timeliness when generating the Fee Bill for the General Session. The Governor's Office of Planning and Budget (GOPB) will use the data in Fee Prep to develop the Governor's recommendation for agency fee authorizations for FY 2025, which will be reviewed and possibly modified by the Office of the Legislative Fiscal Analyst (LFA) and then presented to the appropriations subcommittees during the General Session. The Legislature approves, modifies, or rejects all fees and ultimately passes the annual [State Agency Fees and Internal Service Fund Rate Authorizations and Appropriations Bill](#) (the "Fee Bill") that is the comprehensive list of all authorized fees.

This manual provides general guidance for navigating through the Fee Prep system. Please contact your GOPB analyst or the LFA Fee Prep Administrator for more in-depth assistance.

## Overview:

Each year, Fee Prep begins with the approved fee schedule from the prior year. Agencies will review fees to ensure that they adequately cover costs, conduct public hearings for any needed fee increases, and submit any changes through the system including supplemental information for major change proposals. GOPB will review the agency recommendations, either approve or deny the changes, and pass the information to LFA, which generates the Fee Bill and presents it to the Legislature for their review and approval.

## Using Fee Prep

### General Guidelines

The Fee Grid page is the home page for Fee Prep and shows all fees for a selected agency. You may only access agencies for which you are authorized. To display more information about a fee, either hover over the information bubble "i" or click directly on the fee name. Civil money charges are not considered fees in UCA 63J-1-504.

To display more information in the Fee Grid, click on the five tabs located just above the Fee Grid on the left side labeled Categories, Tags, Amounts and Quantities, FINET, and Additional Info. New columns will appear on the left or right sides of the grid. This information may also be hidden from view by clicking the same tab a second time. The Fee Grid information may be sorted alphabetically by clicking on any of the column headings.

### Editing a Single Fee

Some information for a fee may be edited directly in the Fee Grid if a pencil symbol is displayed in the column heading. To edit a complete fee, click on the fee name to bring up a dialogue box for the specific fee.

Within the dialogue box, fields that are required to be completed regardless of whether a fee is being changed or not will have a red asterisk(\*) next to them. When reviewing and editing fees,



please fill out as many fields as possible, especially when requesting a change to the authorized rate or quantity. When making a change, it is required to complete the “Justification of Changes”, “Calculation”, and “Public Hearing” boxes or the fees will not be approved.

*Note:* The Fee Name, Fee Description, Authorized Amount, and “Alt Text” will appear in the Fee Bill, all other fields provide additional information about the fee.

### Editing Multiple Fees

To edit multiple fees at once, check the fees you wish to edit on the Fee Grid and click on “Mass Update Checked Fees” to open a dialogue box that allows for edits to all checked fees.

### Adding a New Fee

To add a new fee, click on the “Add Fee” button located just above the five tabs on the Fee Grid. You will then need to fill in each field to support the new fee request. If you have a lot of new fees, then you can use the new fee template to upload them under the “Import/Export Fees” button.

### Deleting/Removing a Fee

To delete/remove a fee, open the fee and select the “Inactive” bubble under the “Additional Info” header, then click save. This will put a strikethrough in the fee, indicating it will not be added to the bill and consequently will not be included in the next year’s fee list.

### Editing Fee Categories

Fees may be organized by categories and sub-categories. Categories and sub-categories will appear in the Fee Bill. To edit the category organization, click “Category Admin” at the top of the page. Fees are underlined and shown in bold and are nested under their selected category/sub-category. Fees may be moved by dragging and dropping under the appropriate category. Fees may also be edited in this view, by hovering over the fee and selecting the pencil icon. Categories may be added by hovering over an existing category and selecting the plus icon. New and existing categories may be turned into sub-categories by dragging the category to the right, so that it appears indented. *Note:* Categories are only saved to the database when a fee is related to it directly or through a sub-category. Categories and sub-categories may be viewed on the Fee Grid page by selecting the “Categories” icon above the grid.

### Exporting to Excel or PDF

To export fee information to either Excel or PDF for review, click on the “Reports” button at the top of the home screen. A drop-down menu with options will appear, providing the ability to generate a report for all appropriated fees in Excel and in PDF format, fees by specific appropriation unit, and all agency fees. Note that reports will only include fees for the agency selected from the drop-down menu at the top of the page; if you are authorized to view multiple agencies, you will need to generate reports for each agency. If a specific appropriation unit code has been selected from the drop-down menu on the upper right side of the home screen (to the left of the username), the reports will be filtered accordingly by specific appropriation unit.



## **Cost of a Fee**

As described in [UCA 63J-1-504\(8\)](#), agencies wishing to change a fee must provide specific information about the fee. Most of this is captured while editing a fee in the Fee Grid, but the cost to the agency related to a fee (see *ix* and *xi-xiii* of the above-mentioned code) is captured in the Program Grid section of Fee Prep which can be accessed by clicking on “Programs” at the top of the screen. Fees can either be listed individually or in groups of fees with similar purposes (i.e., hunting licenses). To add information, click on “Add Program” and complete all fields in the dialogue box. Complete this for each fee or group of fees that need to be changed.