



Business Plan Procedure

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Objective

Admin adopts MN Management & Budget (MMB) Statewide Operating Policy Number 0108-01, [Internal Service Rate Approval](#). In order to clarify MMB’s policy, Admin has developed a procedure to explain the steps Admin must take to implement the policy.

Revolving funds are responsible to develop rates to provide goods and/or services primarily to customers other than state agencies. Businesses that are required to complete business plans will be notified.

General Procedures

Step	Action	Responsible Party	Timeline
1.	FMR provides instructions and guidance on information to be used in the development of the business plan.	FMR	February 28
2.	The division completes and submits a business plan to FMR. The deadline for Plant Management Division Leases business plan is August 15 th of the even-numbered years.	Division	April 24
3.	FMR reviews and prepares a highlighted summary. Copies are distributed and meetings are scheduled as appropriate.	FMR	May 15
4.	After agency approval, the business plan is submitted to MMB for approval.	FMR	May 15 Leases – September 1
5.	Divisions must submit customer communications about approved annual rates or rate changes to FMR and MMB.	Division	As appropriate

Step	Action	Responsible Party	Timeline
6.	Interim rate change requests must be submitted to FMR. The request should include the justification for the change including impact on revenue, expenses, and retained earnings.	Division	As appropriate
7.	After agency approval, the interim rate change request is submitted to MMB for approval.	FMR	As appropriate
8.	FMR provides copies of approved business plans and interim rate changes to the Legislature.	FMR	As appropriate