

**Assistant Secretary for Management
Action Item**

Subject: Approval of modifications to a previously approved policy chapter in accordance with the Financial Policy Improvement Initiative (FP II).

Vol.	Ch.	Title
XII	1A	<i>Interest, Administrative Costs, and Penalty Charges</i>

Discussion: The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following amendments to an existing policy chapter:

- Volume XII, Chapter 1A, *Interest, Administrative Costs, and Penalty Charges*, The Financial Policy Steering Committee approved the following changes to Appendices A and B:
 - **Page 4, 010502A** – Added reference to newly created Appendix B
 - **Appendix B** - Added appendix explaining the computation of current and prior year late payment charges. This was added as an appendix as it frequently requires updates to the interest and penalty charge rates.

Recommendation: Approve the policy chapter modifications by signing below.

Approved:

/ s /
W. Todd Grams
Acting Assistant Secretary for Management

12/3/2010
Date