

## Hamre, John G.

---

**From:** Jeffcoat-Sacco, Illona  
**Sent:** Friday, December 17, 2010 1:37 PM  
**To:** Hamre, John G.  
**Subject:** FW: Fiscal Notes Contact Information  
**Attachments:** fiscalnotesletter.pdf

**Importance:** High

*Illona A. Jeffcoat-Sacco*  
ND PSC  
701-328-2407 (fax 2410)  
[ijs@nd.gov](mailto:ijs@nd.gov)

---

**From:** Grafsgaard, Audrey D.  
**Sent:** Thursday, December 16, 2010 4:05 PM  
**To:** Jeffcoat-Sacco, Illona  
**Subject:** FW: Fiscal Notes Contact Information  
**Importance:** High

---

**From:** Cooper, Andrea A. **On Behalf Of** -Adm-NDLC Reports  
**Sent:** Tuesday, November 16, 2010 8:35 AM  
**Cc:** Smith, Jim W.; Grafsgaard, Audrey D.; Geiger, Patricia A.  
**Subject:** Fiscal Notes Contact Information  
**Importance:** High

The Legislative Council office has been made aware that some agencies are having difficulties submitting the fiscal note form by e-mail. Below are instructions on saving the form to your desktop and attaching it to an e-mail. You may also print and return the form to the Legislative Council office. **Please respond by November 23.**

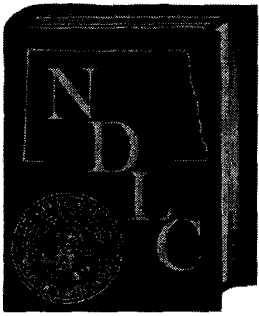
Open the attached PDF entitled "Fiscal Notes Letter"  
Left click on the blue link on the 2nd page.  
Once the form has opened, Left click "File", "Save as"  
Left click Desktop.  
Close e-mail message.  
Go to desktop.  
Open form and fill in information.  
Click file, save as.  
Open blank e-mail.  
In the "To" field enter [agrafsgaard@nd.gov](mailto:agrafsgaard@nd.gov)  
In the subject enter "Fiscal Note Form"  
Left click the paperclip "Attach File"  
Browse to Desktop.

6 **AD-10-576** Filed: 12/17/2010 Pages: 4  
Email regarding Fiscal Notes Contact Information

Find the form file, select it, and left click "Insert"  
Left click send.

If you prefer to print the form and return it by mail, please send the form to:

ATTN: Audrey Grafsgaard  
Legislative Council  
600 East Boulevard Avenue  
Bismarck, ND 58505



# North Dakota Legislative Council

STATE CAPITOL, 600 EAST BOULEVARD, BISMARCK, ND 58505-0360

Jim W. Smith  
Director

Jay E. Buringrud  
Assistant Director

Allen H. Knudson  
Legislative Budget  
Analyst & Auditor

John Walstad  
Code Revisor

October 29, 2010

## MEMORANDUM

TO: All State Agencies  
FROM: Jim W. Smith, Director  
RE: Fiscal Notes

Fiscal notes are needed on bills and resolutions that have a fiscal impact (revenues or expenditures) on the state. Fiscal notes are also needed on bills and resolutions that have a fiscal impact on counties, cities, or school districts.

If it is determined a fiscal note is required, and if it is determined your agency is the appropriate source of the needed information, we will send the designated recipient for your agency an e-mail **Request for Fiscal Note** with a copy of a form entitled **Fiscal Note** and a copy of the bill or resolution, and any amendment, which is the subject of the request. Under Joint Rule 501, each agency from which a fiscal note is requested has five days in which to provide the requested information.

Joint Rule 501 requires a fiscal note to be returned with the number of copies requested by the Legislative Council. Under the electronic fiscal notes system, you do not have to provide copies.

The information provided on the fiscal note should indicate the estimated fiscal effect on revenues and expenditures of the measure for the 2009-11, 2011-13, and 2013-15 bienniums. Please be certain that your response reflects the **complete fiscal effect, with consideration of all aspects of the bill**. It should be specified whether a special fund or the state, county, city, or school district general fund is affected. **Negative numbers should be shown in parentheses and positive numbers without parentheses.**

It must be remembered that a fiscal note is **informational only** and does not affect the appropriation of the agency. If additional appropriations are necessary, the relevant appropriation bills must be amended. The fiscal note forms require an estimate of the effect of the measure on the appropriation for your agency or department. A positive number should be used to show added costs and a negative number to show cost-savings. However, this information will not alter the appropriation for your agency or department until your appropriation bill is amended.

There has also been confusion concerning the relationship between the fiscal note process and the executive budget. It is appropriate to state in a fiscal note that the revenue required to fund a program has been included in the executive budget, but the purpose of a fiscal note is to provide legislators with a fiscal comparison of the effect of current law with the changes in law that would be made by the bill.

State agencies should follow legislation for which the agencies have been requested to prepare fiscal notes and be prepared to respond to requests for amended fiscal notes on short notice. You should begin preparation of information if you are aware that a committee is considering making changes to a measure for which you are responsible for providing fiscal information. A request for a fiscal note for an amendment will be triggered by standing committee recommendation of the amendment, rather than when the amendment is adopted on the floor of the House or Senate. This is intended to accelerate the receipt of fiscal notes for floor consideration of amendments. You may be asked to respond to requests from committees or individual legislators for informal fiscal estimates on various proposals, and please respond as best you can. To avoid confusion you should only fill out a fiscal note form when you have been officially requested by this office to provide a formal fiscal note.

If your agency receives a request for a fiscal note, it means your agency has been determined to have primary responsibility for compiling and maintaining the necessary information. We will send a fiscal note request to only one agency for a bill. The fiscal note should reflect all aspects of the fiscal effect of the bill. The agency having responsibility for preparing the fiscal note may request assistance from other agencies. The Legislative Assembly expects that agencies will cooperate promptly to allow the agency having primary responsibility to meet its obligation in completing the fiscal note.

We must establish agency contact e-mail addresses for the electronic fiscal notes system. **Attached is a form to be completed and returned to our office by November 23.** When we have compiled a mailing list of fiscal note contacts, we will send your primary recipient a user name, password, and instructions for use of the electronic fiscal notes system. Ms. Audrey Grafsgaard of the Legislative Council staff will handle the details related to establishing contacts for the fiscal notes system.

During the 2011 legislative session, Ms. Becky Keller of the Legislative Council staff will be requesting most of the fiscal notes. If you have any questions, please call Ms. Keller.

We welcome your suggestions if you see problems or if you see ways in which the fiscal note process can be improved in the future.

JWS/AC

Enc.