DEPARTMENT OF CORRECTIONS

Policy Number:	**101.100**
Title:	**Fiscal Notes**
Effective Date:	**1/7/20**

PURPOSE: To ensure prompt and accurate preparation of fiscal notes requested by the legislative budget office for members of the legislature.

APPLICABILITY: Department-wide

DEFINITIONS:
Fiscal note – an estimate of the cost, staff and bed impact of proposed legislation, including any statutory provisions affected and long-range implications.

Fiscal note coordinator (FNC) – a staff member assigned responsibility for coordinating the agency's fiscal note responses.

Manager – unit manager, warden, division head or designee.

PROCEDURES:

A. The fiscal note coordinator (FNC) and/or designated staff attend the fiscal note training scheduled annually by legislative budget office (LBO), as necessary.

B. The FNC monitors the automated fiscal note tracking system (FNTS) for fiscal note requests.
   1. The FNC distributes the requests to designated managers for review and/or draft responses, and copies the department's chief financial officer (CFO).

   2. The FNC informs the managers and the CFO of the response deadlines and tracks the responses.

C. The FNC forwards any draft responses to the CFO for completion of the agency's response.

D. The CFO consults with budget managers, staff from the LBO, staff from the Minnesota Management and Budget (MMB) agency, staff from other agencies that were assigned the fiscal note, and/or legislative fiscal staff as necessary.

E. The CFO completes the fiscal note, enters it into the FNTS, marks the fiscal note "Preliminary" in the FNTS, and notifies the FNC.

F. The FNC routes the completed fiscal note to the deputy commissioners and the assistant commissioner of operations support for review and signature approval.

G. After all approvals are obtained, the FNC signs off on the fiscal note in the FNTS and retains a hard copy along with the corresponding signature approvals.

INTERNAL CONTROLS:

A. The DOC's completed fiscal note responses are entered into, and signed off in, the state's FNTS.

B. The FNC retains a hard copy of each completed response, and the corresponding signature approvals.

ACA STANDARDS: 2-CO-1B-03

REFERENCES: Minn. Stat. §§ 3.98, subd. 1-4; 241.01
Legislative Budget Office procedures

REPLACES: Policy 101.100, "Fiscal Notes," 3/1/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services