

# Fiscal Note Tracking System (FNTS) Overview

Robyn Rupp | Budget Operations Director

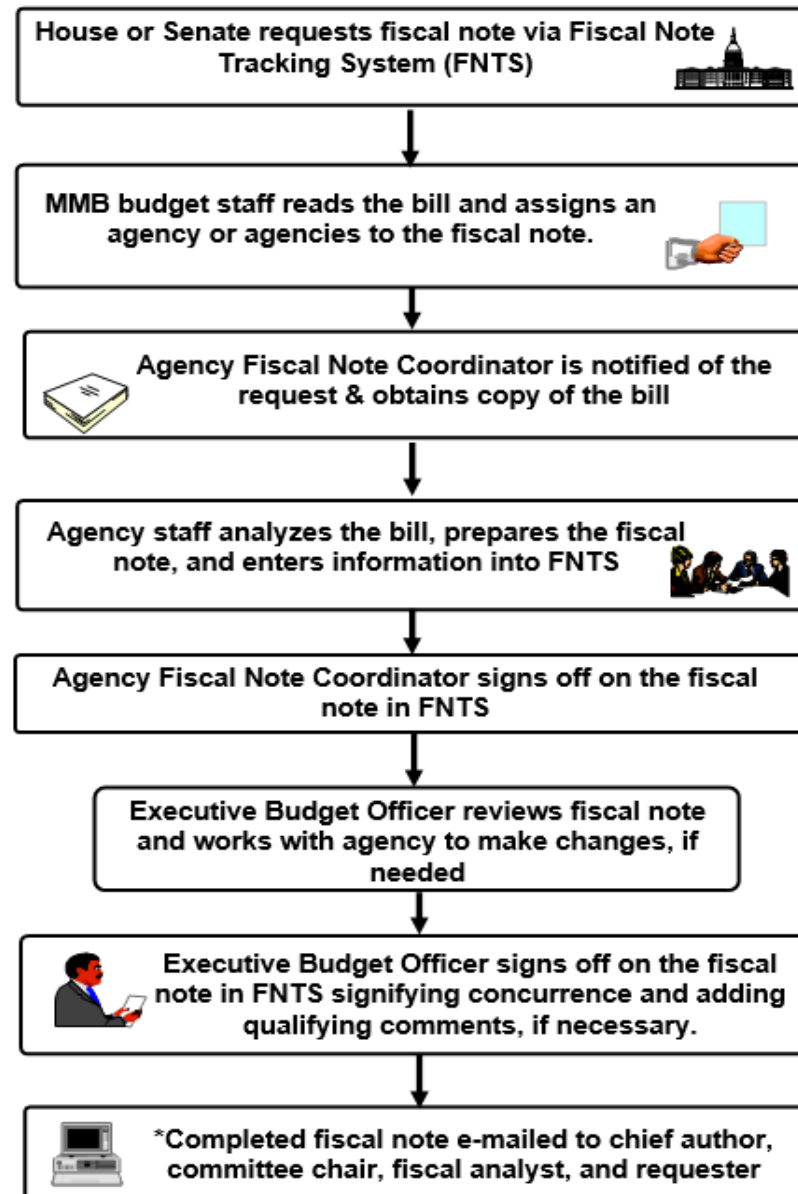
# What is a Fiscal Note?

- A **fiscal note** estimates the fiscal impact—the potential costs, savings, revenue gain, or revenue loss—resulting from the implementation of proposed legislation. It is a tool to help legislators better understand how a bill might impact the state budget as a whole, the budgets of individual agencies, and in some instances, local governments.
- Minnesota Statute 3.98 Statutory Requirements (*prior to SS1 2017, Ch 4, Art 2, Sec 7 and 8*)
  - Subd. 1 - Requires state agencies to prepare a fiscal note at the request of a committee chair for either House or Senate
  - Subd. 2 - Defines specific requirements of a fiscal note
  - Subd. 3 - Requires delivery of completed note to requesting committee chair and bill author
  - Subd. 4 - Requires MMB to manage the process

# Fiscal Note Statistics Even vs Odd Year Requests

Chamber	Legislative Session			
	2014	2015	2016	2017
House	345	526	316	567
Senate	234	505	313	489
<b>Total Requests</b>	<b>579</b>	<b>1,031</b>	<b>629</b>	<b>1,056</b>

# Fiscal Note Process



\*If more than one agency is assigned to the fiscal note, all agencies' notes must be finished and approved before the fiscal note is complete.

- Custom built web-based system launched in January 2015
- Specifically built to comply with Minnesota Statute 3.98 (*prior to SS1, Laws of 2017, Ch 4, Art 2, Sec 7 and 8*) and support the current business process
- Operated by Minnesota Management and Budget and maintained by MN.IT Services
- FNTS shares servers with other statewide systems

# Fiscal Note Tracking System Five Main Functions

1. Security
2. Request
3. Preparation
4. Tracking
5. Reporting

## *Controls system sign-on and access rights for various user roles*

- Access and functionality for the system is defined by the user role
- Five different user roles
  - Legislative
  - Agency
  - Agency Signoff
  - Executive Budget Officer (EBO)
  - MMB Admin

*Enables the legislature to electronically request fiscal notes and MMB to assign and notify assigned agencies*

- Legislative staff enters a fiscal note request into the system, indicating the bill number and version, author, requesting committee, due date and other relevant information. If version is an amendment or unofficial bill, provides bill language.
- MMB budget division staff assigns an agency or agencies to the fiscal note
- System immediately notifies agencies about the request through email



# Preparation Function

*Enables three system components: (1) Data entry by agency (2) Review and signoff by MMB Executive Budget Officer and (3) Distribution of the completed fiscal note by the system*

- Agency provides the following information:
  - Fiscal impact indicators
  - Fiscal data by fund for expenditures, absorbed costs, transfers out, revenues, transfers in and full time equivalents (FTE)
  - Narrative information including bill description, assumptions, expenditure/revenue formula, long-term fiscal considerations, local impact and references and sources
  - Agency contact
- Agency signs off when complete

# Preparation Function (cont'd)

- System notifies the Executive Budget Office (EBO) the fiscal note is ready for their review
- EBO reviews fiscal note and discusses with agency
- EBO signs off on the note after the content is reasonable and consistent with MMB's fiscal note policies
- After the agency fiscal note is complete and approved by the EBO (if more than one assigned, all must be complete), the fiscal note is distributed to the legislature through email
- Non-classified fiscal note requests are published to the MMB website within 48 hours of completion

*Enables system users to determine the processing status of fiscal note requests with two different status fields*

- Note status
  - Legislative Request, In Process, Waiting for EBO Signoff, Waiting for Lead EBO Signoff, Inactive and Complete
- Agency note status
  - Agency Draft, Preliminary Data, Agency Signed Off and EBO Signed Off

*Enables users to view/print a fiscal note and run tracking and statistical reports*

- Six tracking or statistical reports available
  - Legislative fiscal note requests
  - Fiscal note requests by agency
  - Fiscal note requests by EBO
  - Classified fiscal notes by agency
  - Count Fiscal Note Requests by Agency
  - Count Fiscal Note Requests by EBO

# System Resources and Assistance

- System training is offered each year prior to legislative session for agency, legislative and MMB Budget staff
- MMB Budget Planning and Operations and Statewide System Help desk are a resource for system access or functionality questions
- MMB's website for FNTS Information: <http://www.mn.gov/mmb/budget/statewide-budget-systems/fns/>
  - Policy and System manuals
  - Fiscal Note Archive of Completed Notes
  - System Access Request Forms
- FNTS Login is through the Statewide Administrative Portal. The portal allows for single sign in to many of the statewide systems  
[https://portal.swift.state.mn.us/psp/por91ap/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://portal.swift.state.mn.us/psp/por91ap/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)

# User Input and System Improvements

- Users are encouraged to offer suggestions to improve the system
- A Fiscal Note Tracking System User Group that includes state agencies, legislative staff and MMB EBO members meets quarterly
- User group prioritizes recommended changes and enhancements
- Recommendations are reviewed for cost and effort by MMB and MN.IT Services, who finalize the change list
- System enhancements occur outside of legislative session

# Questions?

# Thank You!

**Robyn Rupp**

*Robyn.rupp@state.mn.us*

651-201-8098