

AGENCY TRAINING FOR FISCAL NOTES

CONTACTS FOR FISCAL NOTES

Fiscal Notes Help Desk Number: 512-936-4033

Email Contact: LBB.Applications@lbb.state.tx.us

For immediate 24-7 response, please call the Fiscal Notes Help Desk Number. For less urgent issues, use the email contact. You should receive a response to your email by the end of the next business day.

Committee Coordinators

Scott Dudley – Manager, Estimates and Revenue Analysis

Alison Gilliam	Business and Industry
Keisha Gray	State Affairs, Insurance, Transportation
Leanne Hernandez	Public Education
Kevin Kavanaugh	Fiscal Committees and High Education
Cindy Lopez	Health and Human Services
Kevin Kromenacker	Local Government
Kathryn Millington	Veterans, Senate Administration, Government Organization, Land Resource Management
Jason Thurkill	Judiciary
Scott Zaskoda	Natural Resources

Fiscal Notes Process

- Fiscal notes are called for in both the House and Senate Rules
- Fiscal notes are completed for bills that have been posted. On introduced bills, a fiscal note is required before the House hears it. In the Senate, a fiscal note is required before they vote the bill out. Our goal is to have the fiscal note completed before the committee starts.
- House has a 5 day posting rule. Senate has a 24 hour posting period.
- If a bill is assigned a hearing date, the coordinator will send you an email. The coordinator may put a due date on the fiscal note. That due date will generally be a day or two before the committee hearing.
- If a bill is amended or substituted in committee, another fiscal note is needed.
 - No turnaround deadline in House report
 - 72 hour turnaround deadline in Senate

Our internal rule is 24 hours, if possible. The timeline may be shortened later in session.
- If the bill has entered the engrossed stage and there hasn't been any changes, we can copy the fiscal note.
- If the bill goes through committee and there are amendments and substitutions, the fiscal notes process starts over again. There is a 24 hour turnaround. The bill goes to the floor of the 2nd house and an "As passed, 2nd house" fiscal note is needed.
- That bill then goes back to the 1st house to see if they accept 2nd house changes. If the changes are accepted, the process is complete. Otherwise, the bill goes through conference committee. If something new comes up in conference committee, a new fiscal note may be needed.

Sample Email of Assignment

- When the bill has been assigned to your agency, you will receive an email similar to the one below:

You have been requested to prepare a Fiscal Note cost estimate for HB539 - As Introduced

You can either logon to Fiscal Notes at <http://fns.lbb.state.tx.us>

or you can logon directly to this cost estimate at

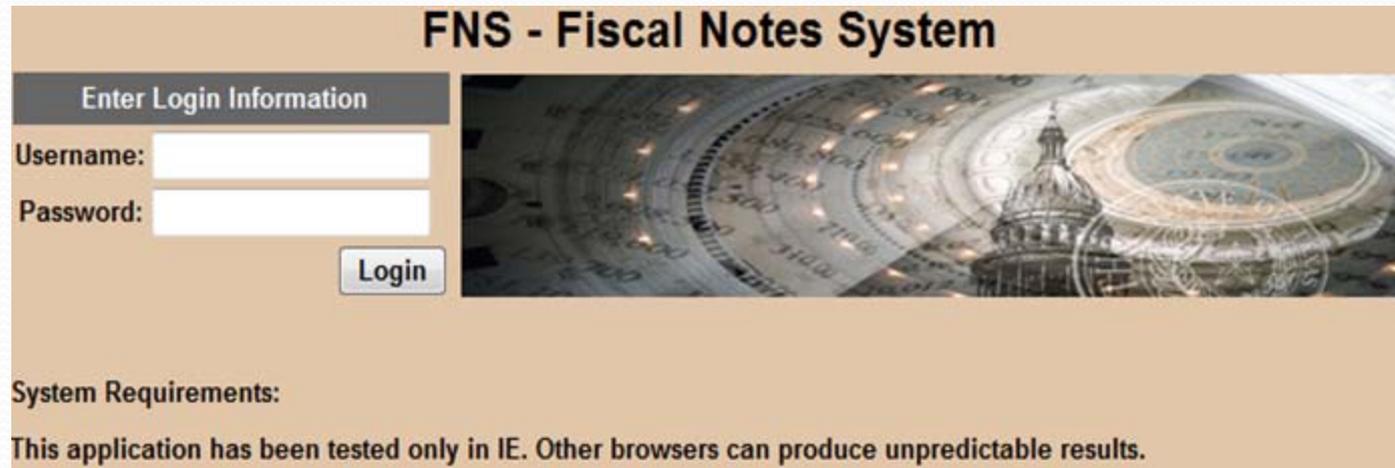
<http://fns.lbb.state.tx.us/FNSLogin.aspx?BillInfo=82~R~H~B~539~1~1~802>

Hearing Date:

- The email will have two links. The first will take you to the Fiscal Notes Logon screen. After successfully logging in, you will need to browse to the cost estimate. If you click on the second link, the system will take you directly to the cost estimate after a successful login.

Logon Screen

- Below is the Fiscal Notes Logon screen.



FNS - Fiscal Notes System

Enter Login Information

Username:

Password:

Login

System Requirements:

This application has been tested only in IE. Other browsers can produce unpredictable results.

- Type your username and password and click the Login button to log into the system.

News Screen

- After you have successfully logged in, the system will display the News screen. This screen provides a way for the LBB to communicate important information to all of the agencies.

FNS - Fiscal Notes System Welcome, Atest01
Log Out

Session: 81ST LEGISLATIVE REGULAR SESSION Agency: 304 - COMPTROLLER OF PUB ACCTS

News Agency Bills LBB Completed Bills My Filter Defaults Help Contact Us

Welcome to the new Fiscal Notes System

FNS PAGER (monitored 24/7 during session): (512) 936-4033
Email (monitored during normal work hours): LBB.Applications@lbb.state.tx.us

The Legislative Budget Board will be having an open house/training for agency fiscal note coordinators on Tuesday, December 7 from 9:30 – 11:00 at the Robert E. Johnson building conference center, 1501 N. Congress

This will be an opportunity to meet the LBB Fiscal Note Coordinators that you will be working with this session. We will discuss the fiscal note process for session and have training on the fiscal note system. The format for the agency fiscal note system has changed but the overall concept is the same as previous sessions. Everyone is welcome, but request that you try to limit the number of people from your agencies. For those of you who can't attend, are from out-of-town, or are from smaller agencies/colleges that may only receive a few fiscal note requests per session, we will have a training presentation on our website, <http://www.lbb.state.tx.us>.

Also an Agency Fiscal Note Instructions Manual detailing the fiscal note system will

Agency Bills

- This screen allows you to see a list of bills assigned to your agency. The top portion of the screen is divided into two areas - a filter section and direct bill section. The filter section allows you to narrow down the results based on the criteria that you select. The direct bill section will pull up a bill based on the bill number that you type in. You can also collapse the filter section so you can have more room on the screen.

News
Agency Bills
LBB Completed Bills
My Filter Defaults
Help
Contact Us

Filters:

Chamber & Bill Type: (All) ▾
 Version: Intro ▾
 Request Type: (All) ▾
Request Date: (All) ▾
 Due Date: (All) ▾
 Hearing Date: (All) ▾
Status: Open ▾
 Apply Filters

collapse

Direct

Bill#:
 Version: (Current Version) ▾
 Request Type: FN ▾
 Get Worksheet

11 Agency Assignments that matches the selected criteria.

Bill# ▲	Version	Rev.#	Request Type	Caption	Hearing Date	Due Date	Request Date	Status	
HB41	Intro	0	FN	Relating to creation of a public education voucher pilot program for certain children.			11/10/2008 3:04 PM	Open	Copy
HB64	Intro	0	FN	Relating to the exemption of counties from the diesel fuel tax.			11/12/2008 3:25 PM	Open	Copy
HB134	Intro	0	FN	Relating to ad valorem taxation.			11/20/2008 9:49 AM	Open	Copy
HB199	Intro	0	FN	Relating to longevity pay for assistant public defenders.			11/13/2008 10:28 AM	Open	Copy

How to Select a Bill and Enter Data

- To select a bill, move your mouse to the appropriate bill. The row should turn a light gray. Double-click anywhere in the row to display your cost estimate for the bill.

<u>Bill#</u> ▲	<u>Version</u>	<u>Rev.#</u>	<u>Request Type</u>	<u>Caption</u>	<u>Hearing Date</u>	<u>Due Date</u>	<u>Request Date</u>	<u>Status</u>	
HB41	Intro	0	FN	Relating to creation of a public education voucher pilot program for certain children.			11/10/2008 3:04 PM	Open	Copy
HB64	Intro	0	FN	Relating to the exemption of counties from the diesel fuel tax.			11/12/2008 3:25 PM	Open	Copy
HB134	Intro	0	FN	Relating to ad valorem taxation.			11/20/2008 9:49 AM	Open	Copy
HB199	Intro	0	FN	Relating to longevity pay for assistant public defenders.			11/13/2008 10:28 AM	Open	Copy
HB228	Intro	0	FN	Relating to a defendant's payment of the costs of legal services provided by court-appointed counsel in a criminal case.			11/20/2008 10:26 AM	Open	Copy

Fiscal Note Cost Estimate

- The fiscal note screen is divided into three sections - bill information, fiscal note format, and the fiscal note. The bill information and the fiscal note format sections are collapsible to allow you more room to work on the fiscal note.

Return To Summary collapse			
Bill Information collapse			
Caption:	Relating to ad valorem taxation.		
Request Date:	11/20/2008 9:49:00 AM	Hearing Date:	
Completion Date:		Status:	Open
LBB Coordinator:	Melissa Nelson, Contact#: 463-1200		
LBB Analyst:	Jack Mason, Contact#: 936-4074		
Other Agencies Assigned To:	337 BD TAX PROFESSIONAL EXAM collapse		
Fiscal Notes Format			
Agency Analyst:	Michelle Green	Format:	<input type="radio"/> Paste In <input type="radio"/> NFI <input checked="" type="radio"/> WorkSheets
Starting Year:	2010	Number of Years:	6
<input type="button" value="Save"/>			
SUMMARY			
Fiscal Note Section Comments Projected Technology Cost Fiscal Implications FTEs Personnel Services Other Expenses Method of Financing			
Bill Summary/Fiscal Analysis			
<input type="button" value="Save Bill Summary/Fiscal Analysis Details"/>			
Print Bill Summary/Fiscal Analysis on New Page:	<input type="checkbox"/>		
Bill Summary/Fiscal Analysis Comments:	<input type="button" value="Edit Comments"/>		
Fiscal Impact			
Methodology			
Technology			
Local Government Impact			
Comments			

Bill Text

- Clicking on the caption link will bring up the bill text in a new browser window.

Caption:

[Relating to ad valorem taxation.](#) ←

Bill text below:

81R1923 SMH-D

By: Villarreal

H.B. No. 134

A BILL TO BE ENTITLED
AN ACT

relating to ad valorem taxation.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

ARTICLE 1. STATE ADMINISTRATION OF PROPERTY TAX SYSTEM

SECTION 1.01. Chapter 5, Tax Code, is amended by adding Sections 5.01 and 5.02 to read as follows:

Sec. 5.01. OFFICE OF PROPERTY APPRAISAL. (a) The Office of Property Appraisal is established as an office in the comptroller's office.

(b) The office is under the direction and control of the comptroller.

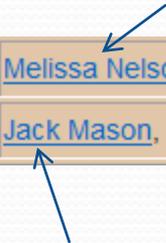
(c) Unless the context indicates otherwise, a reference in another law or an administrative rule to the comptroller in connection with state administration of the property tax system means the Office of Property Appraisal.

Sec. 5.02. OFFICE OF PROPERTY TAX PUBLIC COUNSEL. (a) The

LBB Coordinator Contact Info

- Each Fiscal Note will have a LBB Coordinator and LBB Analyst listed with their contact information. If you click on their names, it will open up a new message in your default email system.

LBB Coordinator:	Melissa Nelson , Contact#: 463-1200
LBB Analyst:	Jack Mason , Contact#: 936-4074



Fiscal Notes Format Section

- Agency Analyst field is an optional field that should provide the contact information for the person at the agency if questions arise about the content of the cost estimate.

Fiscal Notes Format	
Agency Analyst:	Michelle Green

- There are three different formats you can choose: Paste In, NFI, Worksheets.

Format:	<input checked="" type="radio"/> Paste In <input type="radio"/> NFI <input type="radio"/> WorkSheets
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- Paste In is the default. If you have your own internal application or if you have the fiscal note in Word or Excel, you can copy from that program and paste into the paste in section.
- NFI stands for No Fiscal Impact. If the bill will have No Fiscal Impact for your agency, you can select that option and it creates the fiscal note with the standard statement included.
- If there is a fiscal impact but you don't have a fiscal note created in another application, you can select the worksheet option. This option will allow you to fill out the projected fiscal impact.

Paste In Format

- When you select the Paste In option, you must click the Save button to be able to access the section to enter the fiscal note.

Agency Analyst:	<input type="text"/>	Format:	<input checked="" type="radio"/> Paste In <input type="radio"/> NFI <input type="radio"/> WorkSheets
Successfully Updated.			 <input type="button" value="Save"/>

- Next, you will need to go into the fiscal note that you already created (either internal application, word, excel, etc.) and select the pertinent material and select the copy option.
- Then switch over to the browser, click in the white space and click the paste button. After that, you must click the Save Cost Estimate button.

Fiscal Note Cost Estimate for Bill#: HB338 As Introduced

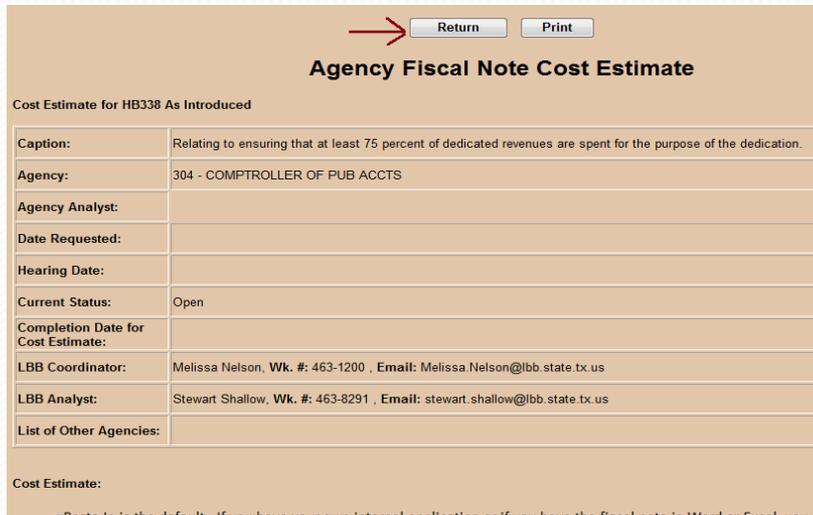
		<input type="button" value="Reset"/>	<input type="button" value="Save Cost Estimate"/>
Print Cost Estimate on New Page:			<input type="checkbox"/>
Cost Estimate: 			
			
Click here and then click the paste  button.			

Paste In Format (con't)

- Before you can click the Submit to LBB button, you must click the Print Preview button.



- When you click Print Preview, you will see the Agency Fiscal Note Cost Estimate statement. Click the Return button.

A screenshot of a web form titled "Agency Fiscal Note Cost Estimate". At the top right, there are two buttons: "Return" and "Print". A red arrow points to the "Return" button. Below the title is a table with the following data:

Cost Estimate for HB338 As Introduced	
Caption:	Relating to ensuring that at least 75 percent of dedicated revenues are spent for the purpose of the dedication.
Agency:	304 - COMPTROLLER OF PUB ACCTS
Agency Analyst:	
Date Requested:	
Hearing Date:	
Current Status:	Open
Completion Date for Cost Estimate:	
LBB Coordinator:	Melissa Nelson, Wk. #: 463-1200 , Email: Melissa.Nelson@lbb.state.tx.us
LBB Analyst:	Stewart Shallow, Wk. #: 463-8291 , Email: stewart.shallow@lbb.state.tx.us
List of Other Agencies:	

Below the table, there is a section labeled "Cost Estimate:" followed by a line of text that is partially obscured.

- Now you can click the Submit to LBB button.



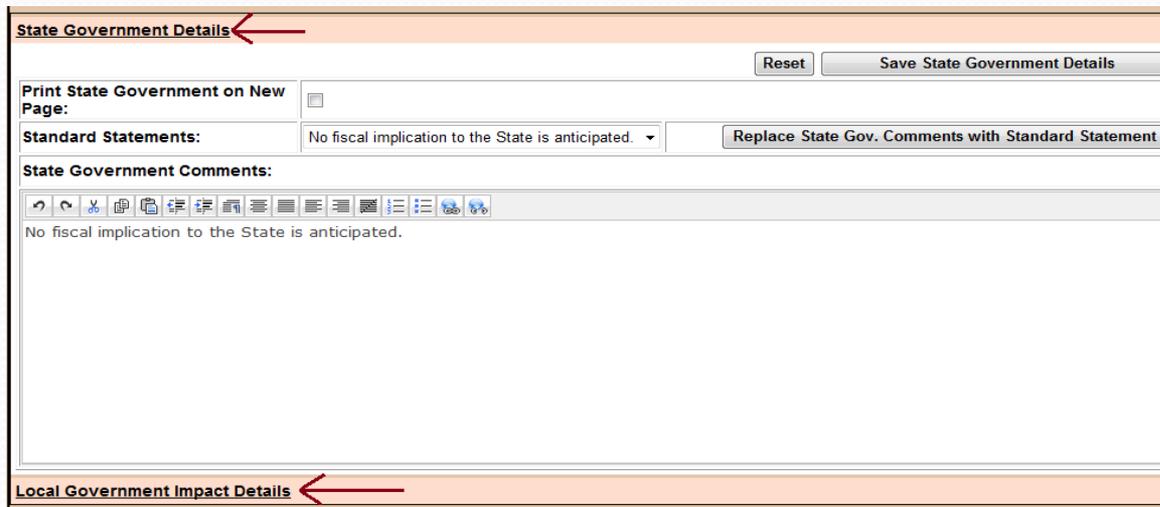
NFI

- To load the No Fiscal Impact standard statements, you need to select NFI and then click the Save button.



A screenshot of a web form with a tan background. On the left, the word "Format:" is displayed. To its right are three radio button options: "Paste In", "NFI", and "WorkSheets". The "NFI" option is selected, indicated by a blue dot. Below these options is a "Save" button. A red arrow points from the "NFI" option towards the "Save" button.

- There are two sections to the NFI fiscal note: State Government Details and the Local Government Impact Details. Click on the heading to expand each section



A screenshot of a web form titled "NFI Fiscal Note". The form is divided into two main sections: "State Government Details" and "Local Government Impact Details".

The "State Government Details" section is expanded and contains the following elements:

- A "Reset" button and a "Save State Government Details" button.
- A "Print State Government on New Page:" checkbox.
- A "Standard Statements:" dropdown menu with the text "No fiscal implication to the State is anticipated." and a "Replace State Gov. Comments with Standard Statement" button.
- A "State Government Comments:" section with a rich text editor toolbar and the text "No fiscal implication to the State is anticipated."

The "Local Government Impact Details" section is collapsed. Red arrows point to the "State Government Details" and "Local Government Impact Details" headings.

NFI (con't)

- If you don't have any changes, you can click the Submit to LBB button.



- If you do have changes, click in the text area and make your changes. (See picture below.)
- If you want to replace your comments with the standard statement, click the Replace State Gov. Comments with Standard Statement button. (See picture below.)
- Be sure to click the Save State Government Details after you have made your changes. (See picture below.)

State Government Details Click the save button below to save your changes.

Print State Government on New Page:

Standard Statements: No fiscal implication to the State is anticipated.

State Government Comments: If you want to replace comments you have typed with the standard statement, click the button above.

 No fiscal implication to the State is anticipated.
[Click here to type your changes.](#)

Local Government Impact Details

NFI (con't)

- Click the Local Government Impact Details link to Expand the section.
- If you do have changes, click in the text area and make your changes. (See picture below.)
- If you want to replace your comments with the standard statement, click the Replace Local Gov. Comments with Standard Statement button. (See picture below.)
- Be sure to click the Save Local Government Impact Details after you have made your changes. (See picture below.)

State Government Details

Local Government Impact Details Click the save button below to save your changes.

Print Local Government Impact on New Page:

Standard Statements: No fiscal implication to units of local government is anticipated. ▾

Local Government Impact Comments: If you want to replace comments you have typed with the standard statement, click the button above.



No fiscal implication to units of local government is anticipated.
[Click here to type your changes.](#)

NFI (con't)

- When you are done making changes, you can click the Print Preview button to view the fiscal note or you can click the Submit to LBB button to submit the fiscal note to the LBB.



Worksheets

- If you select the Worksheet option, you have the ability to pick your starting year and the number of years you will forecast the fiscal impact. It is required to forecast at least 5 years from the initial start of impact (ie: 2012-2016), unless impact begins in the current year, in which case the cost estimate should include the current fiscal year plus five years (ie: 2011-2016).

Agency Analyst:	<input type="text"/>	Format:	<input type="radio"/> Paste In <input type="radio"/> NFI <input checked="" type="radio"/> WorkSheets
StartingYear:	<input type="text" value="2012"/>	Number of Years:	<input type="text" value="5"/>
Click Save Button to reflect changes.			<input type="button" value="Save"/>

- Be sure to click the Save Button to pull up the worksheet section.

Worksheets – Section Comments

- The Worksheet section is divided into tabs. The first tab is the Section Comments.

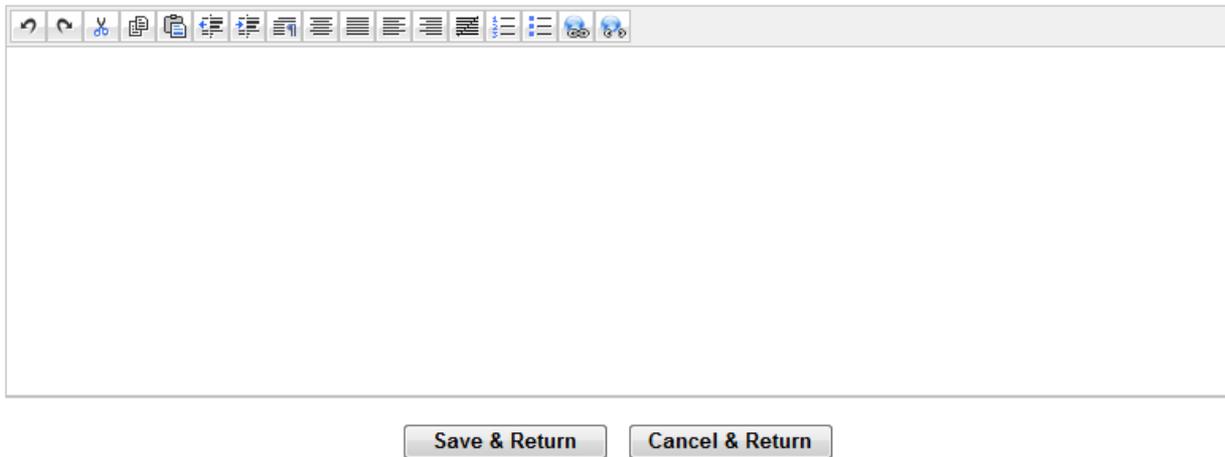
The screenshot displays a software interface with a top navigation bar containing several tabs: "Section Comments", "Projected Technology Cost", "Fiscal Implications", "FTEs", "Personnel Services", "Other Expenses", and "Method of Financing". The "Section Comments" tab is currently selected and highlighted in orange. Below the tabs, the main content area is divided into several sections, each with a heading and a left-pointing arrow indicating it can be expanded:

- Bill Summary/Fiscal Analysis** (expanded): This section contains a "Save Bill Summary/Fiscal Analysis Details" button, a checkbox for "Print Bill Summary/Fiscal Analysis on New Page:", and an "Edit Comments" button.
- Fiscal Impact**
- Methodology**
- Technology**
- Local Government Impact**
- Comments**

- Click on the heading to expand each section.

Worksheets – Section Comments (con't)

- To add/change comments, click the Edit Comments button. The program will display a pop-up that allows you to add/change comments.
- Type or paste in your comments and click the Save & Return button to get back to the fiscal note worksheet.



- If you check or uncheck the Print on New Page option, you will need to click on the Save button.

Save Bill Summary/Fiscal Analysis Details

Print Bill Summary/Fiscal Analysis on New Page:



Worksheets – Projected Technology Cost

- Enter the Technology costs for the bill. The system will round the amount to the nearest dollar. If you have a negative number, you can either enter it with a dash or inside parenthesis.

Section Comments | Projected Technology Cost | Fiscal Implications | FTEs | Personnel Services | Other Expenses | Method of Financing

Print Projected Technology Cost on a separate page.

	2010	2011	2012	2013	2014	2015
Technology Impact	15876.23	12102.75	(2512)	-2456	1200	7500

- After entering the data, click the Save button. The program will round the numbers and format them appropriately. If there are no errors, the message “Data saved successfully.” will display next to the Save button.

Section Comments | Projected Technology Cost | Fiscal Implications | FTEs | Personnel Services | Other Expenses | Method of Financing

Print Projected Technology Cost on a separate page.

	2010	2011	2012	2013	2014	2015
Technology Impact	\$15,876	\$12,103	(\$2,512)	(\$2,456)	\$1,200	\$7,500

Data saved successfully.

Worksheets – Fiscal Implications

- This tab will allow you to estimate the possible gains/losses/savings/costs of the bill.
- The loss and cost rows will automatically format the numbers as negatives.
- Enter the fiscal implications amount. The system will round the amount to the nearest dollar. If you have a negative number, you can either enter it with a dash or inside parenthesis. When you click the save button, the dollars will automatically be formatted.

Summary of Fiscal Implications

	2010	2011	2012	2013	2014	2015
1 - Probable Gain to General Revenue Fund	\$151	\$21,546	\$56,431	\$58,731	\$564,313	\$158,431
1 - Probable Loss to General Revenue Fund	(\$23,134)	(\$21,313)	(\$456)	(\$464)	(\$54,131)	(\$31,231)
1 - Probable Savings to General Revenue Fund	\$321,231	\$564	\$6,431	\$546	\$131	\$5,431
1 - Probable Cost to General Revenue Fund	(\$23,164)	(\$31,543)	(\$16,543)	(\$46,431)	(\$6,431)	(\$4,831)
Fiscal Implications Impact To Fund: <input type="text" value="Probable Gain to"/> Fund Description: <input type="text" value="2 - Available School Fund"/> <input type="button" value="Add"/>						

Worksheets – Fiscal Implications (con't)

- You have the ability to add funds as needed. First you need to select the Impact to Fund option:

Fiscal Implications

Impact To Fund:

Probable Gain to

2 - Probable Gain to

Probable Loss to

Probable Savings to

Probable Cost to

Add

- Then you need to pick a fund description:

Windows Internet Explorer

2 - Available School Fund

3 - State Textbook Fund

4 - UT Pan Am Special Mineral Fund

5 - Confederate Pension Fund

6 - State Highway Fund

7 - Capitol Complex Area Fund

8 - Indirect Cost Recovery

9 - Game, Fish, Water Safety Ac

11 - Available University Fund

19 - Vital Statistics Account

21 - Proportional Registration Fund

27 - Coastal Protection Acct

28 - Appraiser Registry Acct

29 - Traffic Safety Acct

36 - Dept Ins Operating Acct

44 - Permanent School Fund

57 - Co & Rd District Hwy Fund

58 - Feed Control Fd - Local

64 - State Parks Acct

71 - Hwy Beautification Acct

79 - Water Well Drillers Acct

88 - Low-level Waste Acct

92 - Federal Disaster Fund

96 - Tx A&M Univ Sp Min Inc Ac

99 - Oper & Chauffeurs Lic Ac

101 - Alter Fuels Research Acct

102 - Air Control Board Acct

106 - Schlshp Fnd 5 Yr Acct Std

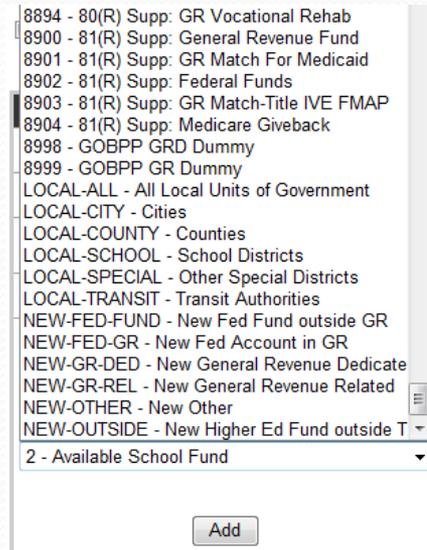
107 - Comprehensive Rehab Acct

108 - Priv Beauty Culture Sch

2 - Available School Fund

Worksheets – Fiscal Implications (con't)

- If the fund description isn't listed, you have the ability to add your own. Click on the Fund Description drop down and scroll to the bottom. You'll see options for NEW.

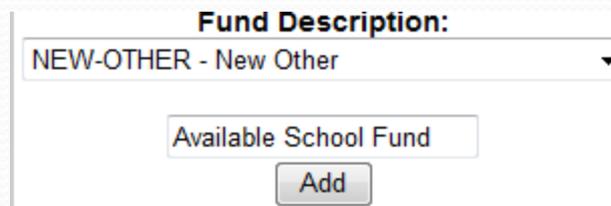


8894 - 80(R) Supp: GR Vocational Rehab
8900 - 81(R) Supp: General Revenue Fund
8901 - 81(R) Supp: GR Match For Medicaid
8902 - 81(R) Supp: Federal Funds
8903 - 81(R) Supp: GR Match-Title IVE FMAP
8904 - 81(R) Supp: Medicare Giveback
8998 - GOBPP GRD Dummy
8999 - GOBPP GR Dummy
LOCAL-ALL - All Local Units of Government
LOCAL-CITY - Cities
LOCAL-COUNTY - Counties
LOCAL-SCHOOL - School Districts
LOCAL-SPECIAL - Other Special Districts
LOCAL-TRANSIT - Transit Authorities
NEW-FED-FUND - New Fed Fund outside GR
NEW-FED-GR - New Fed Account in GR
NEW-GR-DED - New General Revenue Dedicate
NEW-GR-REL - New General Revenue Related
NEW-OTHER - New Other
NEW-OUTSIDE - New Higher Ed Fund outside T
2 - Available School Fund

Add

- FYI : You can also press ctrl-end to get to the end of the list of fund descriptions.

- By Selecting one of the NEW fund descriptions, a text box will appear and you can add your new fund description. Click in the text box and enter your fund description and then click Add.



Fund Description:
NEW-OTHER - New Other

Available School Fund

Add

Worksheets - FTEs

- Enter the FTEs for the bill. You are allowed one decimal position and the system will not round if you enter in more decimal positions. If you have a negative number, you can either enter it with a dash or inside parenthesis.

FTEs (one decimal position ONLY)

	2010	2011	2012	2013	2014	2015
FTEs	3.5	4.5	-1	(3)	(1)	-2.5

- After entering the data, click the Save button. The program will format them appropriately. If there are no errors, the message "Data saved successfully." will display next to the Save button.

Section Comments | Projected Technology Cost | Fiscal Implications | **FTEs** | Personnel Services | Other Expenses | Method of Financing

Print FTE's on a separate page.

FTEs (one decimal position ONLY)

	2010	2011	2012	2013	2014	2015
FTEs	3.5	4.5	(1.0)	(3.0)	(1.0)	(2.5)

Data saved successfully.

Worksheets – Personnel Services

- To enter Personnel Services, first you must select the position title from the drop down list at the bottom of the tab.

The screenshot shows a form titled "Personnel Services:". At the top, there is a dropdown menu currently displaying "Receptionist-A05". Below this, there are two text input fields: the first contains "A05" and the second contains "Receptionist". To the right of the second text box is a button labeled "Add". A horizontal line is drawn below the text boxes. Two red arrows point upwards from below the line to the "A05" and "Receptionist" text boxes. The arrow pointing to "A05" is labeled "change group", and the arrow pointing to "Receptionist" is labeled "change title".

- If you need to change the salary group or the position title, you can click in the appropriate text boxes and type in the new salary group or new position title
- Click the add button to add in the estimated costs for the position.

Worksheets – Personnel Services (con't)

- The first column allows you to enter the number of FTEs for that position. You are allowed one decimal position and the system will not round if you enter in more decimal positions. If you have a negative number, you can either enter it with a dash or inside parenthesis.
- The remaining columns allow you to enter the costs for the FTEs. The system will round the amount to the nearest dollar. If you have a negative number, you can either enter it with a dash or inside parenthesis.
- **PLEASE NOTE** - If you enter a position and then you enter in data for that position, you must click the Save button if you want to add another position to the list. As an alternative, you can add all positions and then enter data.

Personnel Services

Salary Group	Position Title		FTEs Req	2010	2011	2012	2013	2014	2015	
A05	Receptionist	↑↓	0							*
A04	Clerk I	↑↓	0							*
	Total (also reflected in Other Expenses)		0	0	0	0	0	0	0	



sort rows



delete rows

- You have the ability to sort the rows that you added or to delete the rows that you added.
 - Clicking the up arrow will move the row up one.
 - Clicking the down arrow will move the row down one.
 - Clicking the red x will delete a row.
- When you are finished, click the Save button. The program will round the numbers and format them appropriately. If there are no errors, the message “Data saved successfully.” will display next to the Save button.

Data saved successfully.

Save

Worksheets – Other Expenses

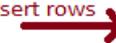
- This tab will allow you to estimate the fiscal impact for each method of financing affected by this bill. The system will round the amount to the nearest dollar. If you have a negative number, you can either enter it with a dash or inside parenthesis.
- If you have other costs that are not listed, click the Insert to Specify Other Costs button. You must enter data for the other cost that you added or the system will not save the information.
- You have the ability to delete costs that you have added by click on the red x.

Other Expenses

	2010	2011	2012	2013	2014	2015	
Total salaries and wages (from Personnel Services Schedule)	0	0	0	0	0	0	
Professional Services	<input type="text" value="0"/>	<input type="text"/>					
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Rent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other operating expense	\$500	<input type="text"/>					
Equipment	(\$250)	<input type="text"/>					
Training	<input type="text" value="\$100"/>	<input type="text"/>	*				
Employee retirement, OASI & group ins. cost (28.57% of salary cost)	0	0	0	0	0	0	
Total	\$350	0	0	0	0	0	



 * delete rows


 Insert rows →

- When you are finished, click the Save button. The program will round the numbers and format them appropriately. If there are no errors, the message “Data saved successfully.” will display next to the Save button.

Data saved successfully.

Worksheet – Method of Financing

- This tab will allow you to estimate the methods of financing this bill.
- The system will round the amount to the nearest dollar. If you have a negative number, you can either enter it with a dash or inside parenthesis. When you click the save button, the dollars will automatically be formatted.

Section Comments | Projected Technology Cost | Fiscal Implications | FTEs | Personnel Services | Other Expenses | Method of Financing

Print Method of Financing on separate page.

Method of Financing

	2010	2011	2012	2013	2014	2015
1 - General Revenue Fund	\$1,000	-1000	(1000)			
555 - Federal Funds						
Total	\$1,000	0	0	0	0	0

Data saved successfully.

Save

Method of Financing:

1 - General Revenue Fund

Add

Worksheet – Method of Financing (con't)

- You have the ability to add other Methods of Financing. Click the drop down arrow on the Method of Financing field and select your option. Then click the Add button.



A screenshot of a software interface showing a dropdown menu for 'Method of Financing'. The menu is open, displaying a list of 20 options. The first option, '1 - General Revenue Fund', is highlighted in blue. Below the list is a small 'Add' button.

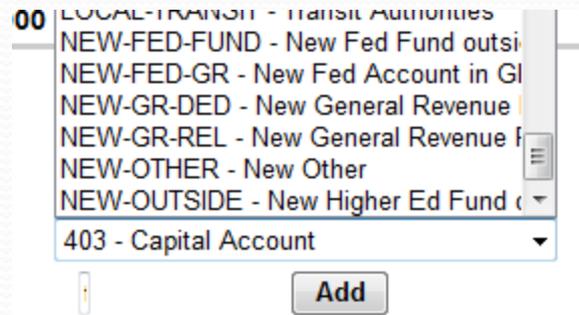
1 - General Revenue Fund
2 - Available School Fund
3 - State Textbook Fund
4 - UT Pan Am Special Mineral Fund
5 - Confederate Pension Fund
6 - State Highway Fund
7 - Capitol Complex Area Fund
8 - Indirect Cost Recovery
9 - Game, Fish, Water Safety Ac
11 - Available University Fund
19 - Vital Statistics Account
21 - Proportional Registration Fund
27 - Coastal Protection Acct
28 - Appraiser Registry Acct
29 - Traffic Safety Acct
36 - Dept Ins Operating Acct
44 - Permanent School Fund
57 - Co & Rd District Hwy Fund
58 - Feed Control Fd - Local
64 - State Parks Acct
71 - Hwy Beautification Acct
79 - Water Well Drillers Acct
88 - Low-level Waste Acct
92 - Federal Disaster Fund
96 - Tx A&M Univ Sp Min Inc Ac
99 - Oper & Chauffeurs Lic Ac
101 - Alter Fuels Research Acct
102 - Air Control Board Acct
106 - Schlshp Fnd 5 Yr Acct Std
107 - Comprehensive Rehab Acct

Add

Worksheet – Method of Financing (con't)

- If your method of financing isn't in the list, you can add one of your own. Click the drop down arrow on the Method of Financing field, scroll all the way to the bottom and select one of the new options

- FYI : You can also press ctrl-end to get to the end of the list of fund descriptions.



- A text box will appear to the left of the Add button, type in your method name and click the Add button.

Method of Financing:

NEW-OTHER - New Other ▼

OTHER

Add

Worksheet – Method of Financing (con't)

- You have the ability to sort the rows that you added or to delete the rows that you added. The General Revenue Fund and the Federal Fund rows will always be at the top and they cannot be sorted or deleted.
 - Clicking the up arrow will move the row up one.
 - Clicking the down arrow will move the row down one.
 - Clicking the red x will delete a row.

Section Comments | Projected Technology Cost | Fiscal Implications | FTEs | Personnel Services | Other Expenses | **Method of Financing**

Print Method of Financing on separate page.

Method of Financing

		2010	2011	2012	2013	2014	2015	
1 - General Revenue Fund		\$1,000	0	0				
555 - Federal Funds								
403 - Capital Account	↑ ↓							*
NEW - New MOF	↑ ↓							*
Total	↑ ↓	\$1,000	0	0	0	0	0	*

sort rows

delete rows

- When you are finished estimating the fiscal implications, click the Save button. Unless there are errors, you will see the “Data saved successfully” message.

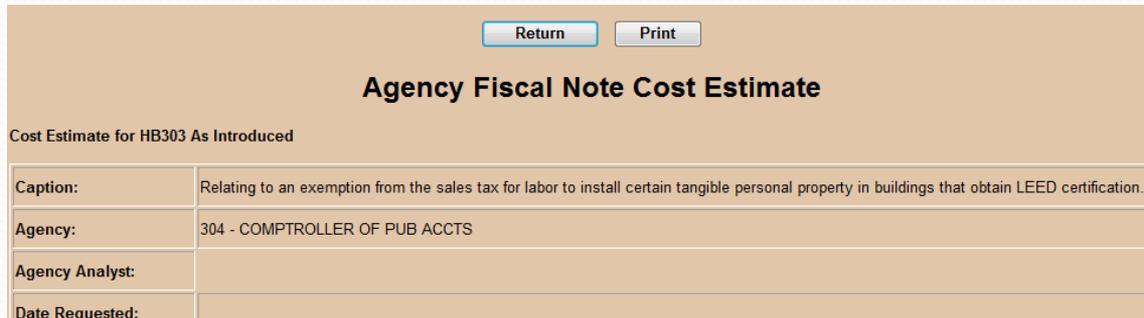
Data saved successfully.

Submitting Worksheet to LBB

- The Submit to LBB button is disabled until the following occurs:
 1. Data is entered into all text fields.
 2. Data is entered into at least one table, if worksheet format is selected.
 3. Cost estimate is previewed to for final review before submission by clicking the Print Preview button.



- When you click the Print Preview button, you will see a preview of your worksheet.

A screenshot of a worksheet preview. At the top, there are two buttons: "Return" and "Print". Below them is the title "Agency Fiscal Note Cost Estimate" in bold. Underneath the title is the text "Cost Estimate for HB303 As Introduced". The main content is a table with four rows and two columns. The first row is "Caption:" followed by "Relating to an exemption from the sales tax for labor to install certain tangible personal property in buildings that obtain LEED certification." The second row is "Agency:" followed by "304 - COMPTROLLER OF PUB ACCTS". The third row is "Agency Analyst:" followed by an empty field. The fourth row is "Date Requested:" followed by an empty field.

Agency Fiscal Note Cost Estimate	
Cost Estimate for HB303 As Introduced	
Caption:	Relating to an exemption from the sales tax for labor to install certain tangible personal property in buildings that obtain LEED certification.
Agency:	304 - COMPTROLLER OF PUB ACCTS
Agency Analyst:	
Date Requested:	

- When you click the Return button, you will be taken back to the data entry tabs. Now you can click the Submit to LBB button.



LBB Completed Bills

- This screen allows you to see a list of completed bills for your agency. The top portion of the screen is divided into two areas - a filter section and direct bill section. The filter section allows you to narrow down the results based on the criteria that you select. The direct bill section will pull up a bill based on the bill number that you type in. You can also collapse the filter section so you can have more room on the screen.

The screenshot shows the 'LBB Completed Bills' interface. At the top, there are navigation tabs: News, Agency Bills, LBB Completed Bills (selected), My Filter Defaults, Help, and Contact Us. Below the tabs, there are two main sections: 'Filters' and 'Direct'. The 'Filters' section includes dropdown menus for 'Chamber & Bill Type' (All), 'Version' (All), and 'Request Type' (All), along with an 'Apply Filters' button. The 'Direct' section includes a 'Bill#' input field, a 'Version' dropdown (Intro), a 'Request Type' dropdown (FN), and a 'Get Bill Details' button. A 'collapse' button is located in the top right corner of the filter section. Below these sections, a message states '1532 Bills that matches the selected criteria.' A table displays the results with columns for Bill#, Version, and Request Type.

Bill# ▲	Version	Request Type
HB3	As Introduced	FN
HB3	Committee Report 1st House, Substituted	FN
HB3	Committee Report 2nd House, Substituted	FN
HB3	As Passed 2nd House	FN
HB3	Conference Committee Report	FN
HB4	As Introduced	FN
HB6	As Introduced	FN
HB6	Committee Report 1st House, Substituted	FN

LBB Completed Bills (con't)

- To select a bill, move your mouse to the appropriate bill. The row should turn a light gray. Double-click anywhere in the row and the fiscal note should display. Click the Return to Summary link to return back to the completed bill list.

1532 Bills that matches the selected criteria.

Bill# ▲	Version	Request Type
HB3	As Introduced	FN
HB3	Committee Report 1st House, Substituted	FN
HB3	Committee Report 2nd House, Substituted	FN
HB3	As Passed 2nd House	FN
HB3	Conference Committee Report	FN

News Agency Bills **LBB Completed Bills** My Filter Defaults Help Contact Us

[Return To Summary](#)

1 / 6 97.5% Find

LEGISLATIVE BUDGET BOARD
Austin, Texas

FISCAL NOTE, 81ST LEGISLATIVE REGULAR SESSION

May 13, 2009

TO: Honorable Joe Straus, Speaker of the House, House of Representatives

FROM: John S. O'Brien, Director, Legislative Budget Board

IN RE: HB3 by Eissler (Relating to public school accountability, curriculum, and promotion requirements) As Passed 2nd House

My Filter Defaults

- My Filter Defaults is a feature that was added to help manage the bill list screens. To access this feature, click the My Filter Defaults tab. Choose your defaults for each filter type and click the Save My Filter Defaults button.

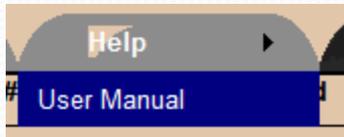
The screenshot shows a web interface with three tabs: 'BB Completed Bills', 'My Filter Defaults', and 'Help'. The 'My Filter Defaults' tab is active. Below the tabs, the text 'atest01 - Default filter settings for Agency Code - 580' is displayed. The interface contains several filter settings, each with a dropdown menu:

- Chamber & Bill Type: (All)
- Version: (All)
- Request Type: (All)
- Request Date: (All)
- Due Date: (All)
- Hearing Date: (All)
- Status: Open & New
- Sort By: Chamber & Bill Type
- Sort Order: ASC DESC

At the bottom of the form is a button labeled 'Save My Filter Defaults'.

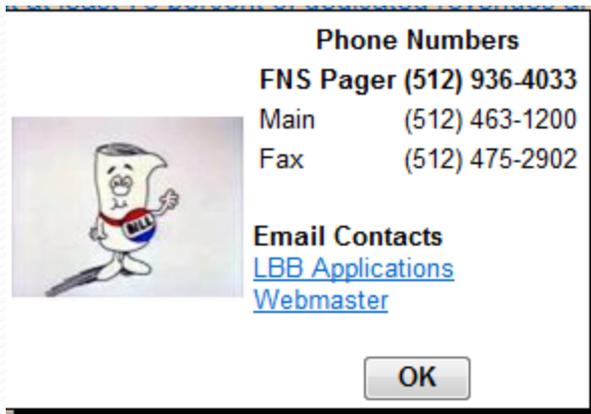
Help

- For more information on the Fiscal Notes application, hover your mouse over the Help tab, and select User Manual. The fiscal notes manual will open in a new browser window.



Contact Us

- Click the contact us tab to display a pop-up box of contact information.
 - If you want immediate 24-7 assistance, call the FNS Help Desk number.
 - If you want assistance within the next business day, click the LBB Applications link.



THE END

