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# State of Colorado

EXECUTIVE CHAMBERS

DENVER

RICHARD D. LAMM  
Governor

## EXECUTIVE ORDER

### POLICIES AND PROCEDURE FOR IMPLEMENTING AN EXECUTIVE FISCAL NOTE PROCESS

WHEREAS, the Office of State Planning and Budgeting is statutorily required to fulfill the Executive Department responsibilities on legislative fiscal notes required under any rule of the General Assembly; and

WHEREAS, the implementation of a fiscal note process adhered to by all agencies of the Executive Department will enhance the quality of fiscal notes prepared for the General Assembly; and

WHEREAS, better knowledge of the fiscal impact of legislation on State and local governments will contribute to responsible decision-making in both the Legislative and Executive Departments; and

WHEREAS, the cooperation of all agencies of the Executive Department is essential to the completion of accurate and timely fiscal notes; and

WHEREAS, the Governor, being tasked with the responsibility of enforcing duly executed laws of the State of Colorado;

NOW THEREFORE, I, Richard D. Lamm, Governor of the State of Colorado, by virtue of the authority vested in me under the laws of the State of Colorado, do hereby direct that the policies and procedures established by the Office of State Planning and Budgeting through the document entitled "Colorado Fiscal Note Manual" dated December 1980, and including any subsequent amendments approved by the Governor shall be adhered to by all agencies for the preparation of fiscal notes resulting from the introduction of legislation by members of the General Assembly.

FURTHER, all estimates of fiscal impacts shall be prepared on the State of Colorado Fiscal Note Worksheets and shall be submitted to the Office of State Planning and Budgeting within the required deadlines. No worksheets or fiscal notes shall be submitted to the General Assembly by any agency of the Executive Department prior to completion of the Fiscal Note by the Office of State Planning and Budgeting. Upon completion and official transmittal of the fiscal note to the General Assembly by the Office of State Planning and Budgeting agencies may submit copies of the worksheet to members of the General Assembly

