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# STATE OF COLORADO

## EXECUTIVE CHAMBERS

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Richard D. Lamm  
Governor

## EXECUTIVE ORDER

### POLICIES AND PROCEDURES FOR IMPLEMENTING A FISCAL NOTE PROCESS

WHEREAS, the Office of State Planning and Budgeting is statutorily required to fulfill the Executive Branch responsibilities for legislative fiscal notes as required by Joint Rule 22 of the General Assembly; and

WHEREAS, the implementation of a fiscal note process adhered to by all agencies of the Executive Branch 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 Branches; and

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

WHEREAS, the Governor, having the responsibility of enforcing duly enacted 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 the Colorado Fiscal Note Manual for State Departments, 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. I further direct that all agencies cooperate to the utmost with the Office of State Planning and Budgeting to ensure that all fiscal notes are properly documented and represent the best information available.

FURTHER, all estimates of fiscal impacts shall be prepared on State of Colorado Fiscal Note Worksheets and shall be submitted to the Office of State Planning and Budgeting within the required deadlines. No worksheets shall be submitted to the General Assembly

