

## Budgeting, Appropriation Control and Revenue Estimation Statute Review Project Workplan REVISED - 1/23/08

1. What is the purpose of this project, what are we trying to accomplish?
  - a. Evaluate existing MT laws dealing with budgeting, appropriation control, and revenue estimation to determine if changes are needed
    - i. To delete or change archaic/obsolete language
    - ii. To resolve disparities between actual processes and statutory language
    - iii. To resolve conflicts with other statutes or correct errors
    - iv. To beef up language for statute enforcement
    - v. To improve budget, appropriation control and revenue estimation processes and/or to address specific, identified problems with those processes
    - vi. Refer for additional research and study in the next biennium
  - b. Propose statutory changes resulting from the study that address the study findings
2. What is the project scope?
  - a. Budget and appropriation control laws
    - i. 17-7-xxx
    - ii. Other statutes, budget and appropriation related, identified by legal research, OBPP input, team input
  - b. Post RTIC revenue estimating
  - c. Statutes specific to analysts' assignments that impact the budget and appropriations processes
3. What is the possible impact/outcome of this project?
  - a. Housekeeping/technical bill – clean up irrelevant language
  - b. Low risk/non-controversial budget policy changes
  - c. Substantive budget and appropriation policy changes (**per discussion with LFC oversight subcommittee on 11/28, this project will delay any suggestions for substantive changes until after the Institutional Processes project completes its work, as statutory changes should follow any policy or process changes determined from that project**)

4. How will the project work be done?
  - a. Pam, Lois, and Roger are assigned to this project
  - b. All LFD staff will be tapped to provide input via staff survey
  - c. Legislative Services/legal assistance would be invaluable to:
    - i. Help identify statutes for statute inventory (by Jan 20)
    - ii. Review proposed changes (March-April 2008)
    - iii. Provide ongoing legal guidance/assistance/interpretation
    - iv. Draft bills requested by the LFC resulting from the study (Summer 2008)
  - d. Invite OBPP participation
  - e. Compile inventory of all budget and appropriation statutes
  - f. Review inventoried statutes, identify issues, and propose statutory changes
  
5. How long will this project take? What are the project milestones?

**See revised workplan**
  
6. Reports
  - a. LFC reports
    - i. Study results/findings/recommendations – due for June 2008 meeting
    - ii. Bill drafts – due for Oct 2008 meeting
  - b. LFC oversight subcommittee
    - i. Present/discuss work plan and discuss project scope in December 2007
    - ii. Report project status at March 2008 meeting
      - a) Final statute inventory (**LFD inventory only**)
      - b) Preliminary study findings (**very preliminary**)
      - c) Any other issues for which we need subcommittee guidance
    - iii. Anticipate a meeting will be needed in late April/early May 2008 for subcommittee guidance
    - iv. Present final report at June 2008 meeting
  - c. LFD management -- keep LFD management informed of study progress at least biweekly

**Tasks and Estimated Time Line – Revised 1/23/08**

Month/day	Project Team	LFD Staff	Leg Services (Greg)	OBPP	Others
Nov 14	Commence statute inventory data collection				
Nov 19	Meet w/LFD mgmt to finalize project workplan				LFD mgmt – meet with project team to finalize workplan
Nov 20					LFD mgmt – meet with LSD to discuss legal services needed for the project
Nov 28	Meet w/LFC oversight subcommittee				LFC oversight subcmte – meet with project team to review and approve workplan
Dec 13	Distribute staff survey  Send “invitation to participate” letter to OBPP				
<del>Dec 20</del>	<del>Project team completes inventory data collection.</del>  <del>Data from others due Jan 20.</del>				
<del>Jan 20</del>	<del>Collect staff surveys and responses from OBPP and Leg Services (legal)</del>	Staff surveys due	<del>Statute inventory items due</del>	<del>Statute inventory items due</del>	
January 25	Make contact with OBPP to discuss scope and timeframes for OBPP participation				
Feb 15	Collect staff surveys	Staff surveys due			

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Month/day	Project Team	LFD Staff	Leg Services (Greg)	OBPP	Others
<del>Jan 20 – Mar 14</del> Feb 15 – Mar 21	Analyze statutes, identify issues, develop preliminary recommendations				<del>LFD mgmt – review study findings and recommendations, comment before submission to legal review</del>
Late Feb 2008	Prepare study status report to LFC oversight subcommittee				
Mar 21 – Apr 3					LFD mgmt – review study findings and provide feedback to project staff
April 4	Submit “Proposed Changes” list to OBPP	May be asked to review OBPP proposal to determine agency impact		Submit “Proposed Changes” list to LFD	
April 14-18	Meet with OBPP to review lists, where we can agree, or agree to disagree			Meet with LFD to review lists, where we can agree, or agree to disagree	<ul style="list-style-type: none"> <li>• Schedule 2 meetings to negotiate (would be nice to complete in 1 mtg)</li> <li>• Need to determine who should be present at these meetings</li> </ul>
<del>Mar 17 – April 11 (4 weeks)</del>			Legal review		
April 18	Submit proposed legislative changes list to LSD Legal Services				
May 2			Legal Review Completed		
Late April/Early May	Meet with LFC oversight subcommittee				LFC oversight subcommittee meets with project team to hear preliminary findings and recommendations; provides guidance and feedback
April 30	OBPP negotiations			Last date for providing	

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Month/day	Project Team	LFD Staff	Leg Services (Greg)	OBPP	Others
	completed			early comment or input to LFD	
May 1- 23	Prepare draft report to LFC oversight subcommittee				
June LFC meeting	Present report to LFC oversight subcommittee and full LFC				LFC decides which recommendations to accept or reject
June post LFC meeting	Submit bill draft requests to Leg Services		Begin bill draft work		
August 29	Begin review of bill drafts		Bill drafts due to LFD		
Late September	Report to LFC with bill drafts ready for mailout				
Oct 2008 LFC meeting	Present report to LFC				LFC approves bill drafts, selects bill sponsors

**Staff Survey**  
**Distribute Nov 29, DUE ~~January 20, 2008~~ February 15, 2008**

**Using the Excel file Statute Inventory Form.xls (S:\common\Budget\_approp\_Process\_Study\Appropriations Statutes Review\inventory\statute inventory form.xls), please identify current state law(s) that you encounter in the budget and appropriations process for your assigned agencies that:**

1. Includes obsolete/outdated language
2. Includes unclear language
3. Conflicts with other state laws (cite both conflicting statutes)
4. Has not been enforced
5. Has been implemented/interpreted incorrectly
6. Contains errors
7. If amended, could address a specific issue/problem you've encountered

For each statute you include on the worksheet, please briefly describe the problem created by the current statute and include your recommendation for correcting the problem. There is a second page included on the worksheet in the likely event you need more room for your comments.

Please note on the worksheet (in the green columns) which of the statutory references, if amended, you would consider "housekeeping/technical changes", "low-risk or non-controversial changes", or "substantive budget and appropriation policy changes".