Legislative Council Staff
Nonpartisan Services for Colorado's Legislature

Memorandum

January 4, 2024

SUMMARY OF 2024 FISCAL NOTE COMMON POLICIES

This summary document provides an overview of the common policies for the 2024 legislative session. It highlights key dates, policies, and commonly used cost assumptions. The full common policies, fiscal note staff contacts, and other helpful information are available on the *Fiscal Notes* page of the General Assembly's website.

Key Dates and Reminders

- The 2024 legislative session begins on Wednesday, January 10, 2024, and is scheduled to adjourn sine die on Wednesday, May 8, 2024.
- All bill drafts are confidential until introduced and may only be used for fiscal analysis purposes.

Cost Calculations

Below are several reminders for calculating staffing/FTE costs. Common allowable costs can be found in Table 1.

- Round FTE to the nearest 0.1 FTE and apply salary at the minimum of the range for that position.
- At least 0.5 FTE is required for operating and capital outlay expenses to be provided.
- Prorate first-year personnel and operating costs to account for the start date of the legislation and for a one-month hiring lag after the bill's effective date.
- Provide an agency FN expense worksheet for all responses requiring calculations.
- Costs and salary may differ from the allowable common policy costs, if justification is provided.

Table 1
Common Fiscal Note Costs for 2024

Cost Component	Allowable Cost	Cost Component	Allowable Cost
Supplies	$500	Vehicle Mileage (2WD)	$0.60 per mile
Telephone	$450	Vehicle Mileage (4WD)	$0.64 per mile
Computer	$1,670	Computer Programming (FY 24-25)	$128 / $200 per hour
Software	$330	IT Project Manager (FY 24-25)	$136 per hour
Furniture/Workstation	$5,000	IT Business Analyst (FY 24-25)	$116 per hour
Legal Services	$128.02 per hour after 100 hours	Network Administrator (FY 24-25)	$114 per hour