



August 22, 2024

## **SUMMARY OF 2025 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 special session of the General Assembly begins on Monday, August 26, 2024, and is expected to last three days.
- Interim committee bill will be shared with affected agencies throughout September 2024.
- The 2025 legislative session begins on Wednesday, January 8, 2025, and is scheduled to adjourn sine die on Wednesday, May 7, 2025.
- 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 2025**

<b>Cost Component</b>	<b>Allowable Cost</b>	<b>Cost Component</b>	<b>Allowable Cost</b>
Supplies	\$500	Vehicle Mileage (2WD)	\$0.60 per mile
Telephone	\$450	Vehicle Mileage (4WD)	\$0.64 per mile
Computer	\$1,670	Computer Programming (FY 25-26)	\$133 / \$208 per hour
Software	\$330	IT Project Manager (FY 25-26)	\$141 per hour
Furniture/Workstation	\$5,000	IT Business Analyst (FY 25-26)	\$121 per hour
Legal Services	\$133.74 per hour after 100 hours	Network Administrator (FY 25-26)	\$119 per hour