

FISCAL NOTE BEST PRACTICE LIST

1. An organization should have a dedicated email set up to receive legislation from Oversight. For example, the Camden County Clerk could be clerk@camdenmo.org. No email addresses with names should be used.
2. Oversight's email will contain a description of the legislation in the body of the email. Each organization should have a centralized facilitator for fiscal notes. Once the legislation is received by the dedicated email address, it can then be forwarded (by the centralized facilitator) to the appropriate personnel within the organization for comment/response that relates to the legislation.
3. To increase responses from an organization, Oversight will notify cooperating associations (i.e. Missouri Municipal League) to suggest a representative attend Oversight's training on fiscal notes to learn how to respond. Representatives from all organizations that respond to fiscal note requests can also attend.
4. Organizations can reach out to your associations or to other organizations (i.e. a similar county) for assistance in preparing fiscal note responses.
5. Organizations should provide background and source data when responding to fiscal note requests.
6. If you have any questions regarding the fiscal note process or would like training, please contact our office at 573-751-4143.