

NEVADA'S BUDGET PROCESS

Agency Request

On or before September 1 of each even-numbered year, all departments, institutions and other agencies of the Executive Branch of the state government receiving state money fees or other money under the authority of the state must submit to the Budget Director (Executive Budget Office) estimates of their expenditure requirements and all anticipated income for the next two fiscal years. The agencies must also submit corresponding figures of the last completed fiscal year (referred to as the actual year) and the estimated figures for the current fiscal year (referred to as the work program year).

The agencies are also required to submit a copy of this information to the Fiscal Analysis Division on September 1. The information submitted to the Fiscal Analysis Division must include a mission statement and measurement indicators for each program.

Final Electronic Version of Agency Request

On or before October 15 of each even-numbered year, the Budget Director must provide to the Fiscal Analysis Division computerized budget files containing the actual data regarding revenues and expenditures for the previous year, work programs for the current year, and each agency's requested budget for the next two fiscal years.

Adjusted Base Budget

On or before December 31 of each even-numbered year, the Budget Director must provide to the Fiscal Analysis Division each agency's adjusted base budget by budget account for the next two fiscal years and an estimated range of the costs for continuing the operation of state government and providing elementary, secondary and higher public education at the current level of service. Between October 1 and December of each even-numbered year, the Fiscal Analysis Division reviews the adjusted base budgets and provides comments to the Executive Budget Office.

Governor's Recommended Budget

Not later than 14 days prior to the commencement of the regular legislative session, the Governor must transmit the proposed budget to the Legislature. The proposed budget must include for the next two fiscal years:

- The adjusted base budget for each department, institution and agency of the Executive Branch;
- The costs for continuing each program at the current level of service and the costs, if any, for new programs; and
- Recommended enhancements of existing programs or reductions for the departments, institutions and agencies of the executive department.

As soon as practicable after receipt of the Governor's recommended budget, the Fiscal Analysis Division provides a synopsis of the information to all the members of the Legislature (*Legislative Fiscal Report*).

**EXHIBIT G - Structure
Document consists of 3 pages.
Entire document provided.
Meeting Date: 04-25-12**

Legislation Necessary to Implement the Governor's Recommended Budget

On or before the 19th calendar day of the regular legislative session, the Governor must submit to the Legislative Counsel recommendations for each legislative measure that will be necessary to carry out the final version of the proposed budget.

Legislative Review of the Governor's Recommended Budget

Consideration of budgetary issues is delegated primarily to the Senate Committee on Finance and the Assembly Committee on Ways and Means. The Fiscal Analysis Division tracks the budget closing actions taken in both the Senate and the Assembly. Difference reports are prepared to track any disagreements. Final closing reports are prepared with the information transmitted to the Budget Office for input into its computer system. The Budget Office transmits approved work program information to all affected entities. As soon as practicable after the end of the legislative session, the Fiscal Analysis Division prepares the *Legislative Appropriations Report*, which summarizes the budgetary actions approved during the session.

NEVADA'S BUDGET TIMELINE

- September 1, even-numbered years:
Agencies must submit their agency-requested budgets to the Budget Division and LCB Fiscal Analysis Division.
- October 15, even-numbered years:
The Budget Division must provide computerized budget files containing the base budget year actual data, the second year work program data, and the agency requested budgets for the upcoming biennium.
- Mid-October through December 31, even-numbered years:
LCB Fiscal Analysis Division reviews and comments on the adjusted base budget recommendations prepared by the Budget Division.
- December 3, even-numbered years:
Economic Forum revenue estimates are due to the Governor and Legislature.
- December 31, even-numbered years:
The Budget Division must provide adjusted base budgets to the LCB Fiscal Analysis Division.
- Fourteen days prior to the commencement of the legislative session (generally mid to late-January of odd-numbered years):
 - The Governor submits The Executive Budget to the Director of the Legislative Counsel Bureau for transmittal to the Legislature.
 - The Governor generally presents his "State of the State" speech at this time.
 - The Assembly Committee on Ways and Means and the Senate Committee on Finance commence joint hearings to review the Governor's recommended budget.
- Early February, odd-numbered years:
The *Legislative Fiscal Report* is prepared by the Fiscal Analysis Division and submitted to the Legislature.
- Beginning of February through end of April, odd-numbered years:
Money committees and joint subcommittees hear budgets.
- Beginning of March through the end of session, odd-numbered years:
Money committees and joint subcommittees close budgets.
- May 1 of odd-numbered years:
Economic Forum revised revenue estimates are due to the Governor and the Legislature.
- Several months after close of the legislative session, odd-numbered years (usually September or October):
The *Legislative Appropriations Report* prepared by the Fiscal Analysis Division is due to the Legislature.