




STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Budget Division

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POLICY DIRECTIVE #D-2012-09

May 24, 2012

TO: All Agencies, Boards, and Commissions within the Executive Branch

FROM: Jeff Mohlenkamp, Director 
Department of Administration

SUBJECT: Dates to Remember and Budgetary Bills versus Non-Budgetary Bills

As a reminder, all Bill Draft Requests (BDRs) must be submitted using the BDR tab in the Nevada Executive Budget System (NEBS). Specific instructions on using the software is provided in a BDR Manual posted on the Budget Division's website (<http://budget.nv.gov/>).

Executive Branch agencies must submit **all non-budgetary BDRs to the Department of Administration's Budget Division in NEBS by June 1, 2012.** All budgetary BDRs must be submitted to the Department of Administration's Budget Division in NEBS by August 31, 2012 with the agency request budget.

Budgetary BDRs versus Non-Budgetary BDRs:

- Any fiscal impact greater than \$2,000 = Budgetary BDRs. Types of fiscal impacts include increased revenues; decreased costs (creates savings); decreased revenues; or increased costs. Budgetary BDRs are tied to a decision unit(s) within the applicable executive budget account(s) and the decision unit(s) would indicate the fiscal impact.
- No fiscal impact = Non-budgetary BDRs. Non-budgetary BDRs should be separated between Policy-Housekeeping (clarification or minor changes to existing statutes) and Policy-Substantive (all other requests). If the BDR is making statute changes that are not tied to a decision unit (no fiscal impact), then it is a non-budgetary BDR. If the agency is unsure whether the BDR is Policy-Housekeeping or Policy-Substantive, include it with the Policy-Substantive BDRs.

If you have any questions regarding the BDR process or data requirements, please contact your assigned Budget Division Budget Analyst.