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State of New Hampshire  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
25 Capitol Street – Room 120  
Concord, New Hampshire 03301

JOSEPH B. BOUCHARD  
Assistant Commissioner  
(603)-271-3204

June 7, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Administrative Services to pay the National Association of State Budget Officers (NASBO) (VC 177762), Washington, D.C., in an amount not to exceed \$14,200 for Fiscal Year 2018 membership dues, from July 1, 2017 through June 30, 2018, effective upon Governor and Executive Council approval. **100% General Funds.**

Funds to support this request are anticipated to be available in the following account in State FY 2018 contingent upon legislative approval of the next biennial budget:

01-14-14-140010-13020000 Department of Administrative Services, Commissioners Office, Special Disbursements

	<u>SFY18</u>
026-500251 Membership Fees	\$14,200

**EXPLANATION**

Membership in NASBO is extremely important to the State of New Hampshire and the Department, as the association provides information about the financial actions of other states and allows us to learn from their results. NASBO relays what is happening at the national level that has a potential to impact NH, provides in-depth research and analysis on critical topics, and provides us with a group of highly informed professionals to access when questions arise. This is particularly important today as we implement measures to become a more efficient, effective and transparent state government. NASBO provides information to New Hampshire on how other states resolve problems, and raises issues of concern to all states regarding legislative changes ongoing in Washington. It provides us with a venue for list serve questions as we work to address efficiency, transparency, work-force planning and

development, accounting, and budgeting issues. It allows the agency to track and compare our revenue progress with other states.

**Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:**

1. How long has this organization been in existence and how long has this agency been a member of this organization?

The National Association of State Budget Officers (NASBO) was established in 1945 and the State of NH has been a member of the organization since the founding of the organization.

2. Is there any other organization which provides the same or similar benefits which your agency belongs to?

This is the only national organization which we are aware of that provides the kind of information that state budget officers and administrators have come to depend upon.

3. How many other state's belong to this organization and is your agency the sole New Hampshire state agency that is a member?

All 50 states are currently members of NASBO as is the District of Columbia and the territories of American Samoa and Puerto Rico. In New Hampshire, the Department of Administrative Services is the sole agency that is a member, so there is no duplication.

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)

The structure the National Association of State Budget Officers (NASBO) uses to establish its dues is as follows: States are divided into 7 categories based on population. The eighth category is used for the territories and Washington, D.C. After each 10 year census, the categories are adjusted to reflect population changes. The FY 2018 dues categories have 7 levels and we are two up from the bottom. To our knowledge, these are some of the lowest dues for any national association of senior state officials.

5. What benefit does the state receive from participating in this membership?

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6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.

All training materials and educational information are included in the cost of membership – NASBO does not charge extra fees for member publications. Also, while there is a registration fee for our conferences, membership dues do cover the entire cost of the annual meeting for one person per state.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

No, no federal funds or grants occur as a result of this membership.

8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.

The NASBO membership year runs from July 1 – June 30. In addition to all of the membership benefits, the annual membership fee during these times of economic challenge have also included registration fee, hotel, and travel costs for one person from each dues-paying state to the attend the NASBO Annual Meeting, and occasionally to the regional meeting. This allows State budget office staff to obtain information about practices in other states or specific information about federal budget activities.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.

The Assistant Commissioner and the Senior Budget Analyst have worked with NASBO in the past. Occasionally the Comptroller might get involved. NASBO provides a great deal of information.

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

The Department of Administrative Services is not affiliated with any other budget group. Without this affiliation, we would not have access to the following NASBO benefits:

- Member Roster and Contact Information for other state commissioners and budget officers, including subject matter experts across the country.
- Listserv's and On-line Discussion Forums to utilize for quick member surveys and information. Through this Listserv benefit, the State of New Hampshire is able to gather national best practice information.
- Networking Forums: NASBO sponsors networking forums for subject-matter experts. These forums include webinars, year-round on-line discussion forums, and a network at the state's fingertips.
- Research and Publications: Access to research and publications include annual survey data.
- Technical Assistance – NASBO responds to calls and e-mails from budget officers and budget analysts in the states. Members frequently seek assistance from NASBO staff that can have an impact on state finances. The association also maintains a website for members to share information related to federal issues.
- Publications – NASBO publications are widely used. Members frequently utilize NASBO data for their reports or information so that they can compare their fiscal situation with other states. NASBO compiles and publishes the bi-annual Fiscal Survey of the States, the annual State Expenditure Report, and other reports such as the Budget Processes in the States publication. There is no charge for members for any publication or information.
- Reports - Every Monday members receive an in-depth report providing up-to-date information on important federal actions that impact the states. The Washington Report covers current federal and national fiscal issues. Every Wednesday when Congress is in session, the Washington Report Bulletin provides timely information on Congressional action and legislation. Every Thursday members receive a health care update to receive information on federal health care actions impacting the states.
- Meetings and Trainings - Training opportunities are offered for members in a variety of venues. For example, for over forty years NASBO has offered a well-regarded training program for new analysts. NASBO also holds several meetings a year to give budget officers the chance to interact with their colleagues. At the meetings, budget officers share tips and information as well as have a chance to hear from nationally recognized speakers and network with colleagues on various budgeting practices. Registration fees are charged at some meetings to cover food and meeting room costs.

If we were not a member of this national organization, these benefits and services would not be available to the State of New Hampshire. The Department of Administrative Services respectfully requests Governor and Council approval of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph B. Bouchard". The signature is written in a cursive style with a large, prominent initial "J".

Joseph B. Bouchard  
Assistant Commissioner



**National Association of State Budget Officers  
ANNUAL DUES INVOICE**

**To:** Mr. Joe Bouchard  
Deputy Commissioner  
Department of Administrative Services  
25 Capitol Street State House Annex, Room 120  
Concord, New Hampshire 03301

**Date:** May 22, 2017

**Subject:** Fiscal Year 2018 Annual Dues for National Association of State Budget Officers

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Federal I.D. No. 52-1625594

Prepared By	Customer ID	Invoice #
lcummings	NH-ADM03	003375

Description:	Amount:
FY2018 Annual Dues	\$14,200.00

**Terms: Due 60 Days After Start of Fiscal Year**