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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

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

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

June 13, 2014

Her Excellency, Governor Margaret Wood Hassan  
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 \$14,000 for Fiscal Year 2015 membership dues, from July 1, 2014 through June 30, 2015, effective upon Governor and Executive Council approval. **100% General Funds.**

Funding is available from the following account, contingent upon availability and continued appropriations:

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

	<u>SFY15</u>
026-500251 Membership Fees	\$14,000

### EXPLANATION

Membership in NASBO is extremely important to the State of New Hampshire and the Department to provide information about what other states are doing, what is successful or not, relay what is happening in Washington that would impact NH from a revenue or expenditure standpoint, provide in depth research and analysis on critical topics and provide a group of highly informed professionals as a cadre of people to go to with questions. This is especially important now with the volume of administrative changes, streamlining toward efficiencies, economic challenges and considering out of state travel has all but ceased for General Funded agencies. NASBO provides information to New Hampshire on what other states are doing, how they are resolving problems, details the problems they are faced with and raises issues of concern to all states regarding legislative changes ongoing in Washington. It provides us with a venue for list serve questions when we work to address transparency, resolve state vehicle and personal mileage issues, look at employment issues, accounting issues, track our revenue progress with other states, and a myriad of other challenges.

**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 state budget officers and administrators are members of within state government organizations that provides the kind of information we 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 2014 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. Included in this year's dues, is an additional amount of \$950.00, for travel expenses for a budget office staff member to attend a NASBO sponsored meeting, training event, or informational seminar during the year.

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 Commissioner, 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.

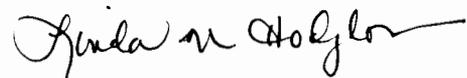
The Department of Administrative Services is not affiliated with any other budget group. Without this affiliation, we would not have access to the following NASBO benefits:

- 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, none of these benefits and services would 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 "Linda M. Hodgdon", with a long horizontal flourish extending to the right.

Linda M. Hodgdon  
Commissioner



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

**To:** Ms. Linda Hodgdon  
Commissioner  
Department of Administrative Services  
State House Annex, Room 120  
Concord, New Hampshire 3301

**Date:** May 29, 2014

**Subject:** Fiscal Year 2015 Annual Dues for National Association of State Budget Officers

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Federal I.D. No. 52-1625594

<b>Prepared By:</b>	<b>Comments:</b>	<b>Credit To:</b>
lcummings		300-000-1229

<b>Description:</b>	<b>Amount:</b>
FY2015 Annual Dues	\$14,000.00

**Terms: Due On Receipt**

**Amount Due: \$14,000.00**