

Japanese American Citizens League
JACL 2015-2016 Biennial Budget
Instructions for Preparing Fiscal Impact Statements

The *Fiscal Impact Statement*¹ (Attachment 1) is an estimate of the fiscal impact of your amendment or resolution on the appropriate Biennial Budget(s). In preparing the fiscal impact statement, it is important to be cognizant of the relationship between the objectives of the amendment or resolution and the financial requirements to accomplish those objectives, as well as the actual and potential sources of funding.

- The *Fiscal Impact Statement* is to be completed by the sponsor of the amendment or resolution.
- If the amendment or resolution requires support from JACL personnel, the *Schedule of Personnel Costs* (Attachment 2) should be completed and returned with the *Fiscal Impact Statement*.
- The *Schedule of Personnel Costs* will be used to determine resource requirements at each JACL location.

Since the proposed fiscal impact statement may require adjustments after review by the Constitution & Bylaws Committee or the Resolutions Committee (the Committee), any supporting documentation such as cost analyses, schedules, travel dates, etc. should be included with the proposed fiscal impact statement. In addition, in the event that the fiscal impact statement needs to be altered, prioritization of the costs and a narrative explaining the rationale for the priorities should also be included.

In preparing the fiscal impact statement, the following should be considered:

1. Review the *Fiscal Impact Statement* revenue and expenditure items. Each item is briefly described in the *Glossary*.
2. Determine the expenditures for the amendment or resolution.
3. If the amendment or resolution requires the use of JACL personnel, determine the hours, type of personnel (professional/clerical) and location of the personnel. Complete the *Schedule of Personnel Costs* (Attachment 2). The total amount is entered on line 20 of the *Fiscal Impact Statement*.
4. After the financial requirements to complete the amendment or resolution have been estimated, review and determine the funding sources for the amendment or resolution. If you don't know, show the funding sources you would like to use. In some cases, the funding source may be the earnings from an endowment or investment. In other cases, the funding source may be a grant or fundraising event. Indicate as specifically as possible the source of the revenue and attach any supporting documentation.
5. Enter the amount required from each different revenue source (lines 1 through 9) to fund the amendment or resolution. The Total Revenue amount must be at least as much as the Total Expenditures amount.
6. Be aware of the timing of the fiscal impact of your amendment or resolution. The National Council will convene six months into the previously adopted 2015-16 biennial budget term. Please enter the fiscal impact, if any, for the remainder of 2015. If the impact of the proposal will not occur until 2016, insert your projections for 2016. In either case, be careful to use the personnel costs on the second tab for the appropriate years.

After the fiscal impact statement has been completed, return the *Fiscal Impact Statement*, the *Schedule of Personnel Costs* (if JACL personnel will be used in the resolution) and any supporting documentation used in determining the amounts on the fiscal impact statement with the proposed resolution or amendment to the Committee. Where it is feasible, prioritize the costs and provide a short explanation so that if changes are necessary, the Committee can make adjustments which are consistent with your priorities for the proposal.

If you have any questions, please call JACL headquarters at (415) 921-5225 and ask for Matthew Walters.

¹ Items that are *italicized* and **bold** are the titles of worksheets and attachments.