

# COMPLETING THE ENROLLED BILL REPORT FORM

0552

(No. 1 January 1998)

Use the following guidelines in completing the enrolled bill report form. **See *Sample Enrolled Bill Report*** ([see exhibit](#)).

**NOTE:** Enrolled bill reports must be prepared on the Enrolled Bill Report (EBR) form and printed on pink paper. If a veto message is required, it is to be printed on plain white paper. Submit the original by hard copy and on disk to the Office of Legislation. Enrolled bill report formats on disk are available from the Office of Legislation.

The following guidelines are to be used in completing the EBR form. No other format will be accepted by the Resources Agency. You will find that most of the information required in the EBR can be found in the prior bill analysis and any amendment analyses of the bill.

## **AGENCY**

RESOURCES

## **BILL NUMBER**

Indicate appropriate house and number of the bill (e.g., AB 1234 or SB 123).

## **DEPARTMENT**

Department of Forestry and Fire Protection (CDF).

## **AUTHOR**

Indicate the name of the author of the bill. If more than two authors are shown, indicate the name of the principal author.

## **SUMMARY:**

In this section, provide a brief description of what the bill does. Complete this summary avoiding technical jargon and code section references.

## **HISTORY:**

Provide a brief background including related bills (indicate bill number, author and year). Of these, identify any vetoed bill and note similarities or differences between the vetoed bill and the current one. Note the reasons for the earlier veto.

### **IMPACT ASSESSMENT:**

The report should include what impact the measure will have on existing law. In other words, how does the legislation change existing procedures and policies?

### **ARGUMENTS PRO & CON:**

List arguments both in support of and in opposition to the bill. Efforts should be made to contact those in support and those in opposition to learn the reasons for their positions. Do not indicate another department's position on the bill if not yet approved by the Governor's Office. Check with the Office of Legislation for further details.

### **FISCAL EFFECT:**

The Budget Office must initial all EBRs whether there is a fiscal impact or not. Do not submit an EBR fiscal effect statement indicating "little" or "minimum" impact. What may be perceived as having little or minimum impact at the unit or division may have a significant impact on the department or its programs. Contact the Budget Office for assistance in determining fiscal impact.

If the bill has no fiscal effect, indicate "No fiscal impact."

In analyzing fiscal effect, consider the following:

- Will the bill result in increased costs or savings?
- If so, to whom--the state, county, city, or private sector?
- Will the cost be state General Fund or special fund?
- Are there escalating future costs?
- Is it a one time or ongoing cost?
- Indicate PYs to carry out legislation.

### **REASON FOR RECOMMENDATION:**

In one or two sentences, provide the rationale for the recommendation.

## **FINAL VOTE:**

Indicate the final votes for each house including the originating house concurrent vote on the enrolled bill report form. If unknown, call the Office of Legislation for this information, or leave enough room for it to be inserted later by the Office of Legislation.

**NOTE:** If a VETO is recommended, a proposed veto message **MUST** be included. **See *Sample Proposed Veto Message* ([see exhibit](#))**. Review all such messages carefully for accuracy and completeness. There are times when the department's recommendation of "sign" is changed to "veto" at the agency level, and department staff must prepare a veto message.

The following sections are located on the bottom of the first page of the EBR form:

**For Information Contact: Carol Williams Bryant, Chief, Office of Legislation, (916) 653-5333**

**Date:** *Indicate the date the EBR was prepared.*

**Prepared by:** *Indicate the name and title of the person who prepared the EBR. Once bills reach the Governor's desk, time is of the essence and decisions must be made quickly. The person who prepares the EBR must be available to discuss the legislation in the event of phone calls from administration.*

## **RECOMMENDATION**

A recommendation should be made to either "SIGN" or "VETO" the bill. Although used infrequently, two other valid recommendations are "defer to (*state department name*) department" and "allow to become law without signature."

## **DEPARTMENT HEAD and DATE**

Leave these boxes blank. The Director or designee will sign and date the EBR.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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