



Minnesota Management and Budget Statewide Operating Procedure

Minnesota Management and Budget, Budget Division
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Legislative Advisory Commission (LAC) Approval

Objective

Overview of the procedures required for contingent fund transfer requests, and other Legislative Advisory Commission (LAC) review requests. See MMB Operating Policy 0306-01 Legislative Advisory Commission Actions to determine which process is appropriate

General Procedures

Contingent Fund Transfer Request:

Step	Action	Responsible Party	Timeline
1.	If an agency requests a transfer from the contingent fund that is more than \$10,000, then they must submit a letter to the commissioner of MMB explaining the need for the transfer, the statutory authority and the amount required.	Agency Head	As need arises
2.	The commissioner of MMB may schedule a special meeting of the LAC or submit a round-robin request for LAC member review.	Commissioner of MMB.	
3.	If the commissioner schedules a meeting, the agency will be asked to present before the LAC on the action that is being requested. LAC members will be asked to provide a recommendation at the end of the meeting.	Agency Head or designee, LAC members	
4.	The round-robin review process sends the request to each of the six members authorized to review the item. Each member is requested to sign and date the form. The recommendation of the LAC is advisory only. Failure or refusal of the commission to make a recommendation is a negative recommendation. The Governor may authorize the transfer after this consultation with the LAC.	LAC Members; Governor	Members have 20 days to sign and return the form.
5.	The commissioner of MMB will send a review order or notification that the action is authorized.	Commissioner of MMB	

Other LAC Review Requests:

Step	Action	Responsible Party	Timeline
1.	If an action requires by law review from the LAC, and is not a contingent fund transfer or federal fund request, then the agency must submit a letter to the commissioner of MMB that describes the situation, including statutory references, and request LAC review.	Agency Head	Directed by statute that requires LAC review. Generally, the LAC review period is 20 days; therefore, the request must be received at least 20 days before the action must take place.
2.	The commissioner of MMB, who acts as executive secretary of the LAC, may schedule a special meeting of the LAC or submit a round-robin request for LAC member review; both are described above in A. 3 – 5.	Commissioner of MMB	

Forms

[Federal Funds Review Form 7250-01 – Word Version](http://mn.gov/mmb-stat/documents/accounting/forms/7250-01-form.doc) (<http://mn.gov/mmb-stat/documents/accounting/forms/7250-01-form.doc>)

[Non-Federal Funds Request Form 7260-01](http://mn.gov/mmb-stat/documents/accounting/forms/7260-01-lac-non-fed-request-form.docx) (<http://mn.gov/mmb-stat/documents/accounting/forms/7260-01-lac-non-fed-request-form.docx>)

Related Policies and Procedures

[MMB Statewide Operating Policy 0306-01, Legislative Advisory Commission \(LAC\) Approval](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0306-01-lac-approval-policy.pdf) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0306-01-lac-approval-policy.pdf>)

[MMB Statewide Operating Policy 0303-01 Federal Funds Review and Approval](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-federal-funds-review-policy.pdf) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-federal-funds-review-policy.pdf>)

[MMB Statewide Operating Procedure 0303-01.1 Federal Funds Review and Approval](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-01-federal-funds-review-procedure.pdf) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-01-federal-funds-review-procedure.pdf>)