

FORM 24

SMALL BUSINESS IMPACT STATEMENT FORM See SDCL-1-26-2.1

NOTE: This form must be signed by either the head of the agency or the presiding officer of the board or commission empowered to adopt the rules. Check your statutes to see who is authorized to promulgate rules. A small business is defined as any business with 25 or fewer full-time employees. When a set of rules is proposed, a general summary shall be provided; each proposed rule shall also be explained thoroughly. In the case of a large set of proposed rules which all have a single purpose and impact, one explanation is sufficient. The law makes it clear that agencies or commissions shall use readily available information and existing resources to prepare the impact statement.

1. A general narrative and overview of the effect of the rule(s) on small business-written in plain, easy to read language.

2. What is the basis for the enactment of the rule(s)?

- Required to meet changes in federal law
- Required to meet changes in state law
- Required solely due to changes in date (i.e. must be changed annually)
- Other: _____

3. Why is the rule(s) needed?

4. What small business or types of small businesses would be subject to the rule?

5. Estimate the number of small businesses that would be subject to the rule.

- 1-99
- 100 - 499
- 500 - 999
- 1,000 - 4,999
- More than 5,000

6. a. Are small businesses required to file or maintain any reports or records under this rule?

- Yes
- No

b. If yes, how many reports must a small business submit to the state on an annual basis?

c. If yes, how much ongoing recordkeeping within the business is necessary?

d. If yes, what type of professional skills would be necessary to prepare the reports or records?

- The average owner of a small business should be able to complete the reports and/or records with no assistance.
- It is likely that a bookkeeper for a small business should be able to complete the reports and /or records.
- It is likely that a small business person would need the assistance of a CPA to complete the reports and/or records.
- It is likely that a small business person would need the assistance of an attorney to complete the reports and/or records.
- Other _____

7. Other than recordkeeping, what are the other probable effects of the rule on small businesses:

\$ _____ per year (estimated cost to a small business to comply with this rule).

_____ hours per year (estimated cost to a small business to comply with this rule).

Penalties for non-compliance:

Civil: _____

Criminal: _____

8. Are there any less intrusive or less costly methods to achieve the purpose of the rule (i.e. fewer reports, less recordkeeping, lower penalties)?

- No
- Yes - please explain _____