



The Commonwealth
of Massachusetts

NO. 74-5-S-22

REPORT ON THE EXAMINATION OF THE ACCOUNTS

OF THE

LEGISLATIVE RESEARCH COUNCIL

AND THE

LEGISLATIVE RESEARCH BUREAU

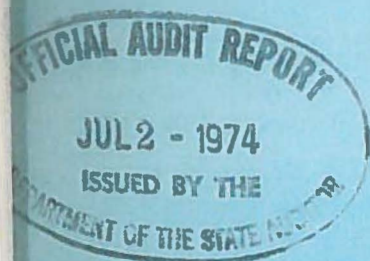
FROM MAY 31, 1973 TO FEBRUARY 4, 1974

DEPARTMENT OF THE STATE AUDITOR

MASS. : AUDITOR'S DEPT.

REPORTS ON THE EXAMINATIONS OF
THE ACCOUNTS OF THE VARIOUS
STATE AGENCIES.

*"Guardian of
the Commonwealth"*



THADDEUS BUCZKO
STATE AUDITOR

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74-5-S-22



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ORGANIZATION

February 4, 1974

The Legislative Research Council and the Legislative Research Bureau are authorized by Sections 56 and 57 of Chapter 3 of the General Laws, as amended.

Legislative Research Council

Appointed by President of the Senate:

Senator Anna P. Buckley, Chairman
16 Rutland Square, Brockton

Senator John F. Parker
28 Orchard Street, Taunton

Senator William L. Saltonstall
388 Summer Street, Manchester

Senator Joseph B. Walsh
44 Valley Road, Dorchester

Appointed by Speaker of the House of Representatives:

Representative John F. Coffey, House Chairman
20 Day Street, West Springfield

Representative Paul J. Cavanaugh
14 Spring Street, Medford

Representative Harrison Chadwick
24 Everett Avenue, Winchester

Representative Rudy Chmura
71 Chauncey Drive, Springfield

Representative Sidney Q. Curtiss
Guilder Hollow Road, Sheffield

Representative Alan P. Danovitch
94 Albermarle Road, Norwood

Representative James L. Grimaldi
102 Florence Street, Springfield

Representative William H. Ryan
1073 Main Street, Haverhill

Legislative Research Bureau

<u>Name</u>	<u>Date of Appointment</u>	<u>Annual Salary</u>
Daniel M. O'Sullivan, Director	December 19, 1966	\$27,500.00

The statutory functions of these agencies are as follows:

Legislative Research Council:

"....shall determine all policies with respect to a legislative research program. ... and shall provide for the creation of a legislative research bureau, ..., under its direction, which shall carry out the policies so determined."

Legislative Research Bureau:

"....shall assist the members of the general court and any committee and recess commission thereof in all matters requiring statistical research of fact finding in connection with proposed legislation or other matters pertaining to the functions of the general court."

ORGANIZATION (CONTINUED - 2)

The offices of the Legislative Research Council and the Legislative Research Bureau are located at 11 Beacon Street, Boston.

STATUTORY REFERENCES, ETC.

1. Establishment of the Legislative Research Council and the Legislative Research Bureau, Sections 56 and 57 of Chapter 3 of the General Laws, as amended
2. Powers and duties, Sections 57 to 61, inclusive, of Chapter 3 of the General Laws, as amended
3. Limitation on the amount allowable for meals for members of Special Commissions and Legislative Committees and of certain other persons while traveling, and making certain other changes in the law relative to such travel, Section 32A of Chapter 3 of the General Laws, as amended

SCOPE OF AUDIT

An examination has been made of the accounts of the Legislative Research Council and the Legislative Research Bureau covering the period from May 31, 1973 to February 4, 1974.

On the date of audit there was no advance money on hand.

Appropriations: All appropriation expenditures are preaudited by the Comptroller's Division before payment. The salaries are recorded on monthly payrolls.

A summary of expenditures was taken from the Budgetary Control Register for the fiscal period ending June 30, 1973 and for the period from July 1, 1973 to January 31, 1974. The accounts were reconciled to the corresponding appropriation accounts in the Comptroller's Division as of June 30, 1973 and January 31, 1974. Payments to consultants made during the audit period were checked.

Minutes of Meetings: The minutes of the Council's meetings held during the period under audit were reviewed.

NOTES AND COMMENTS

Audit Review: At the conclusion of the audit, a draft of this report was reviewed with the Director of the Legislative Research Bureau.

General: The Legislative Research Council and the Legislative Research Bureau were created by Chapter 607, Section 2 of the Acts of 1954 and commenced operations on February 1, 1955. The research projects conducted by the Council and Bureau may be classified as follows:

1. Research assignments by the General Court, which invariably constitute major and lengthy work projects resulting in printed reports.
2. Research requests made by individual members, committees and commissions of the General Court. This type of project generally is less extensive in scope and may result in a typed or mimeographed report. However, certain of these requests are readily satisfied orally or by providing available material relevant to the information desired.

The following data indicates the volume of research projects carried out by this Council and Bureau since their inception:

<u>Report Year</u>	<u>Research Assignments</u>	<u>Research Requests</u>	
		<u>Substantial</u> <u>(Report Prepared)</u>	<u>Spot</u> <u>(Other)</u>
1955	-	76	Not available
1956	10	108	Not available
1957	14	90	74
1958	14	81	90
1959	7	80	57
1960	9	68	151
1961	12	69	242
1962	12	57	189
1963	6	75	246
1964	11	62	218
1965	14	112	247
1966	13	76	326
1967	11	65	504
1968	12	63	466
1969	9	71	559
1970	12	55	592
1971	8	74	785
1972	10	73	817
1973	9	47	766
	<u>193</u>	<u>1,402</u>	<u>6,329</u>

Telephone Expenses: From June 1, 1973 to February 4, 1974 the expenses for telephone services amounted to \$1,349.61 as follows:

Basic Monthly Charges	\$ 757.90
Other Message Units	73.00
Shared Services:	
Wide Area Telephone Service (WATS)	175.52
Long Distance Calls:	
In-State	.24
Out-of-State	14.01
Other Charges and Credits:	
Installation Charge	334.08
Miscellaneous Credit	(5.14)
	<u>\$1,349.61</u>

Rental Agreement: On November 12, 1973, The Legislative Research Council and Legislative Research Bureau moved from 23 Beacon Street, Boston to 11 Beacon Street, Boston.

The monthly rental charge for the new quarters is \$995.63, for 1,770 square feet of office space. The new lease is on a tenant-at-will basis.

FINANCIAL STATEMENT

The financial statement listed in the "Table of Contents" follows:

Schedule No. IComparative Statement of Disbursements under Appropriations

Two Fiscal Periods Ended June 30, 1973

	<u>1972</u>	<u>1973</u>
Research Bureau:		
Appropriation (Account #0142-0000)	<u>\$221,000.00</u>	<u>\$202,902.00</u>
Disbursements	\$198,616.73	\$193,711.01
Encumbrances	-	8,025.00
Reverted	22,383.27	1,165.99
	<u>\$221,000.00</u>	<u>\$202,902.00</u>
Analysis of Disbursements:		
Salaries - Other	\$182,772.07	\$183,514.48
Services - Non-employees	5,509.17	4,793.33
Travel and Automotive Expenses	2,505.50	1,496.69
Advertising and Printing	3,015.00	508.90
Repairs, Replacements and Additions	53.55	-
Office and Administrative Expenses	4,761.44	3,397.61
	<u>\$198,616.73</u>	<u>\$193,711.01</u>
Research Council:		
Appropriation (Account #0141-0000)	<u>\$8,500.00</u>	<u>\$8,500.00</u>
Disbursements	\$3,255.76	\$3,500.74
Encumbrances	-	192.80
Reverted	5,244.24	4,806.46
	<u>\$8,500.00</u>	<u>\$8,500.00</u>
Analysis of Disbursements:		
Travel and Automotive Expenses	\$3,233.60	\$3,391.32
Office and Administrative Expenses	22.16	109.42
	<u>\$3,255.76</u>	<u>\$3,500.74</u>