



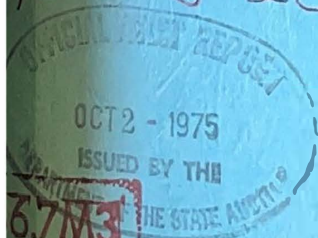
The Commonwealth of Massachusetts

NO. 75-5-S-233

REPORT ON THE EXAMINATION OF THE ACCOUNTS
OF THE
LEGISLATIVE RESEARCH COUNCIL AND
LEGISLATIVE RESEARCH BUREAU
FEBRUARY 4, 1974 TO MAY 21, 1975

SS. : AUDITOR'S DEPT.
REPORTS ON THE EXAMINATIONS OF
THE ACCOUNTS OF THE VARIOUS
STATE AGENCIES.

75-5-S-233



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*From the Office of
State Auditor Thaddeus Buczyko*

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 June 30, 1974

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ORGANIZATION

May 21, 1975

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 Joseph B. Walsh
44 Valley Road, Dorchester

Senator John F. Parker
28 Orchard Street, Taunton

Senator William L. Saltonstall
388 Summer Street, Manchester

Appointed by Speaker of the House of Representatives:

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

Representative James L. Grimaldi
102 Florence Street, Springfield

Representative Michael J. Lombardi
114 Fifth Street, Cambridge

Representative Rudy Chmura
71 Chauncey Drive, Springfield

Representative Sidney Q. Curtiss
Guilder Hollow Road, Sheffield

Representative Robert C. Reynolds
20 Solomon Pond Road, Northborough

Representative Alan P. Danovitch
94 Albermarle Road, Norwood

Representative Iris K. Holland
38 Hazelwood Avenue, Longmeadow

Legislative Research Bureau

<u>Name</u>	<u>Date of Appointment</u>	<u>Annual Salary</u>
Amiel M. O'Sullivan, Director	December 19, 1966	\$29,205 00
Robert D. Webb, Assistant Director	July 15, 1970	23,257 80

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.

Establishment of the Legislative Research Council and the Legislative Research Bureau, Sections 56 and 57 of Chapter 3 of the General Laws, as amended

Powers and duties, Sections 57 to 61, inclusive, of Chapter 3 of the General Laws, as amended

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

5-8-233
An examination has been made of the accounts of the Legislative Research Council and the Legislative Research Bureau covering the period from February 4, 1974 to May 21, 1975.

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, 1974 and for the period from July 1, 1974 to April 30, 1975. The accounts were reconciled to the corresponding appropriation accounts in the Comptroller's Division as of June 30, 1974 and April 30, 1975. 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> (Report Prepared)	<u>Spot</u> (Other)
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
1974	8	47	949
	<u>201</u>	<u>1,449</u>	<u>7,278</u>

Rental Agreement: On April 1, 1974 the Legislative Research Bureau increased its rental space at 11 Beacon Street, Boston from 1,770 square feet to 2,397 square feet at an additional charge of \$352.69 for a total monthly charge of \$1,348.32. The lease is on a tenant-at-will basis. Since January 1, 1975 the Coordinator of a Federally funded project (Legislative Investigation, Developing Science and Technological Utilization through Legislature) administered by the Joint Rules Committee occupies a room belonging to the Legislative Research Bureau at this address. The Bureau receives no Federal funds in lieu of rent from the Coordinator.

FINANCIAL STATEMENT

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

Schedule No. I

Comparative Statement of Disbursements under Appropriations

Two Fiscal Periods Ended June 30, 1974

	<u>1973</u>	<u>1974</u>
Research Bureau:		
Appropriation (Account #0142-0000)	<u>\$202,902 00</u>	<u>\$221,000 00</u>
Disbursements	\$196,136 82	\$206,229 12
Encumbrances	-	7,718 96
Reverted	<u>6,765 18</u>	<u>7,051 92</u>
	<u>\$202,902 00</u>	<u>\$221,000 00</u>
Analysis of Disbursements:		
Salaries - Other	\$183,514 48	\$187,680 41
Services - Non-employees	4,793 33	1,272 00
Travel and Automotive Expenses	1,496 69	2,008 42
Advertising and Printing	2,567 62	1,315 05
Special Supplies and Expenses	-	1,588 10
Maintenance, Repairs, Replacements and Alterations	-	165 00
Office and Administration Expenses	3,764 70	4,463 60
Equipment	-	456 50
Rentals	-	7,280 04
	<u>\$196,136 82</u>	<u>\$206,229 12</u>
Research Council:		
Appropriation (Account #0141-0000)	<u>\$8,500 00</u>	<u>\$8,500 00</u>
Disbursements	\$3,693 54	\$5,215 83
Encumbrances	-	200 00
Reverted	<u>4,806 46</u>	<u>3,084 17</u>
	<u>\$8,500 00</u>	<u>\$8,500 00</u>
Analysis of Disbursements:		
Travel and Automotive Expenses	\$3,391 32	\$4,600 38
Office and Administrative Expenses	<u>302 22</u>	<u>615 45</u>
	<u>\$3,693 54</u>	<u>\$5,215 83</u>