



MASS. AUDITOR'S DEPT.
REPORTS ON THE EXAMINATIONS OF
THE ACCOUNTS OF THE VARIOUS
STATE AUTHORITIES.

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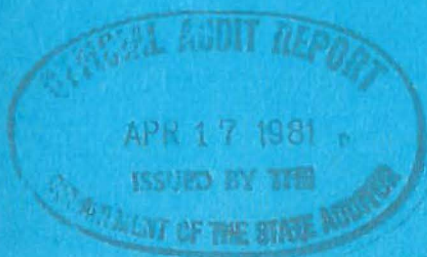
81-M-5-233

The Commonwealth of Massachusetts

Comparative Statement
Appropriations, Three
June 30, 1980

NO. 81-7-S-233

REPORT ON THE EXAMINATION OF THE ACCOUNTS
OF THE
LEGISLATIVE RESEARCH COUNCIL AND
LEGISLATIVE RESEARCH BUREAU
JULY 1, 1978 TO JUNE 30, 1980



From the Office of
State Auditor ~~Waldemar Buczyński~~
John J. Finnegan

NO, 81-7-S-233

REPORT ON THE EXAMINATION OF THE ACCOUNTS
OF THE
LEGISLATIVE RESEARCH COUNCIL AND
LEGISLATIVE RESEARCH BUREAU
JULY 1, 1978 TO JUNE 30, 1980

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ORGANIZATION

December 8, 1980

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

Legislative Research Council

Appointed by the President of the Senate:

Senator Anna P. Buckley, Chairman
213 West Harvard Street, Brockton

Senator John F. Parker
28 Orchard Street, Taunton

Senator Joseph B. Walsh
44 Valley Road, Dorchester

Senator Robert A. Hall
93 Harvard Street, Fitchburg

Appointed by Speaker of the House
of Representatives:

Representative Michael J. Lombardi, Chairman
114 Fifth Street, Cambridge

Representative Iris K. Holland
38 Hazelwood Avenue, Longmeadow

Representative Arthur M. Khoury
15 Bunker Hill Street, Lawrence

Representative Sherman W.
Saltmarsh, Jr.
154 Mount Vernon Street
Winchester

Representative William P. Nagle
45 Beacon Street, North Hampton

Representative Bruce N. Freeman
7 Kenwood Street, Chelmsford

Representative William Q. MacLean, Jr.
22 Williams Street, Fairhaven

Representative Charles N. Decas
17 Chapel Street, Wareham

	<u>Date of Appointment</u>	<u>Annual Salary</u>
Daniel M. O'Sullivan, Director	December 19, 1966	\$37,283
Robert D. Webb, Assistant Director	July 15, 1970	32,996

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. The annual rent is \$26,496.

STATUTORY REFERENCES

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



The Commonwealth of Massachusetts
Department of the
Auditor

Thaddeus Buczko

State House, Boston 02133

Auditor

AUDITOR'S REPORT

Mr. Daniel M. O'Sullivan, Director
Legislative Research Council and
Legislative Research Bureau
11 Beacon Street
Boston, MA 02108

We have examined the Comparative Statement of Expenditures under Maintenance Appropriations of the Legislative Research Council and the Legislative Research Bureau for the three fiscal years ended June 30, 1980. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

As described in Note A - Significant Accounting Policies, the records of the Legislative Research Council and Legislative Research Bureau are maintained on a basis prescribed by the Commonwealth of Massachusetts. This basis differs in certain respects from generally accepted accounting principles. The subject financial statement of this report refers to specific accounts within the fund structure of the Commonwealth. As such, the financial statement is not intended to present financial position in accordance with generally accepted accounting principles.

In our opinion, the accompanying financial statement presents fairly the financial activity of the Legislative Research Council and Legislative Research Bureau for the periods indicated in conformity with the Commonwealth's accounting system applied on a basis consistent with that of the preceding year.

Thaddeus Buczko

December 19, 1980

THADDEUS BUCZKO
State Auditor

GENERAL COMMENTS

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

General: The Legislative Research Council and the Legislative Research Bureau were created by Section 2 of Chapter 607 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, other legislative research and governmental agencies throughout the country. 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 creation.

<u>Report Year</u>	<u>Research Assignments</u>	<u>Research Requests</u>	
		<u>Substantial Requests</u>	<u>Spot Requests</u>
1955			
to			
1975	208	1,305	8,179
1976	4	30	707
1977	5	53	932
1978	4	41	716
1979	5	41	809
1980	6	49	800
	<u>232</u>	<u>1,519</u>	<u>12,143</u>

FINANCIAL STATEMENT

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

Statement No. IComparative Statement of Expenditures
under Maintenance Appropriations

Three Fiscal Periods Ended June 30, 1980

	<u>1980</u>	<u>1979</u>	<u>1978</u>
Research Bureau:			
Appropriation (Account #0142-0000)	<u>\$320,395</u>	<u>\$306,802</u>	<u>\$289,976</u>
Disbursements	\$312,667	\$302,274	\$289,378
Encumbrances	<u>7,500</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$320,167</u>	<u>\$302,274</u>	<u>\$289,378</u>
Reverted	228	4,528	598
	<u>\$320,395</u>	<u>\$306,802</u>	<u>\$289,976</u>
Analysis of Expenditures:			
Salaries - Other	\$278,126	\$266,455	\$256,885
Services - Nonemployees	3,180	1,000	2,250
Heat and Other Plant Operation	1,243	1,073	799
Travel and Automotive Expenses	2,051	1,611	510
Advertising and Printing	4,172	2,849	2,676
Repairs, Replacements and Alterations	587	519	633
Office and Administrative Expenses (See Note B)	8,342	7,503	7,167
Equipment	-	450	-
Rentals (See Note C)	22,466	20,814	18,458
	<u>\$320,167</u>	<u>\$302,274</u>	<u>\$289,378</u>
Research Council:			
Appropriation (Account #0141-0000)	<u>\$9,500</u>	<u>\$6,000</u>	<u>\$6,000</u>
Disbursements	\$5,658	\$2,794	\$1,439
Encumbrances	<u>200</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$5,858</u>	<u>\$2,794</u>	<u>\$1,439</u>
Reverted	3,642	3,206	4,561
	<u>\$9,500</u>	<u>\$6,000</u>	<u>\$6,000</u>
Analysis of Expenditures:			
Travel and Automotive Expenses	<u>\$5,858</u>	<u>\$2,794</u>	<u>\$1,439</u>

NOTES TO FINANCIAL STATEMENTSNote A: Significant Accounting Policies

The Legislative Research Council and Legislative Research Bureau are required to follow accounting and financial reporting policies as prescribed by the Commonwealth of Massachusetts. These policies differ significantly from generally accepted accounting principles as applicable to Governmental units. The following is a summary of the significant policies.

Basis of Accounting: A modified cash basis of accounting is used.

Receipts are recorded when received and no receivable accounts are included in the financial statements.

Expenditures are recorded on a cash basis. At the close of the fiscal year, all encumbrances (expenditure commitments) against appropriation accounts which expire at the end of the fiscal year are recorded as expenditures.

Expenditures for real property and fixed assets are reported in the year the expenditure is made. The Commonwealth's accounting system does not reflect on its financial statements the cost of fixed assets and real property owned by the Commonwealth, and consequently, no depreciation is recorded on such property.

Note B: Telephone Expenses

Expenditures incurred under the Office and Administrative account amounted to \$8,342 for fiscal year 1980, \$7,503 for fiscal year 1979, and \$7,167 for fiscal year 1978. Of the 1980 expenditures, \$5,267 or 63.1% was paid to the New England Telephone Company for telephone services.

Note C: Rental Expenses

Expenditures for rentals amounted to \$22,466 for fiscal 1980, \$20,814 for fiscal 1979 and \$18,458 for fiscal 1978. The rental expenditures were paid to Nathan R. Miller Properties, Limited. The lease agreement provides for tenancy-at-will.