

**STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU**

**COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2007

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2007

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STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2007

AGENCY OFFICIALS

Executive Director

Mr. Richard C. Edwards

Fiscal Officer

Ms. Shirley Hatchett

**Board Members**

As of June 30, 2007, the Board was comprised of:

**Senate Members**

Senator Dan Cronin

Senator John Cullerton

Senator Kirk Dillard

Senator Michael Frerichs

Senator John Millner

Senator Michael Noland

**House Members**

Representative Roger Eddy

Representative Robert Pritchard

Representative Randy Ramey

Bureau office is located at:

Capitol Building, Room 112

Springfield, Illinois 62706



State of Illinois  
**LEGISLATIVE REFERENCE BUREAU**  
112 State House, Springfield, IL 62706-1300  
Phone: 217/782-6625

MANAGEMENT ASSERTION LETTER

April 17, 2008

Honorable William G. Holland  
Auditor General  
State of Illinois  
Hes Park Plaza  
740 East Ash  
Springfield, IL 62703-3154

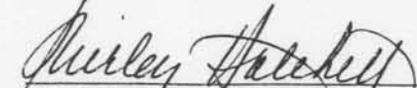
We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Illinois Legislative Reference Bureau (Bureau). We are responsible for, and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Bureau's compliance with the following assertions during the two-year period ended June 30, 2007. Based on this evaluation, we assert that during the years ended June 30, 2007 and June 30, 2006, the Bureau has materially complied with the assertions below.

- A. The Bureau has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Bureau has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Bureau has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Bureau are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the Bureau on behalf of the State or held in trust by the Bureau have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

Illinois Legislative Reference Bureau

  
(Richard Edwards, Executive Director)

  
(Shirley Hatchett, Fiscal Officer)

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2007

**COMPLIANCE REPORT**

**SUMMARY**

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

**ACCOUNTANTS' REPORT**

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

**SUMMARY OF FINDINGS**

<u>Number of</u>	<u>This Report</u>	<u>Prior Report</u>
Findings	0	1
Repeated findings	0	0
Prior recommendations implemented or not repeated	1	0

**SCHEDULE OF FINDINGS**

The Bureau did not have any current year findings.

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)		
07-1	7	Property control and reporting weaknesses

**EXIT CONFERENCE**

The Bureau waived an exit conference in a letter dated April 14, 2008.

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OFFICE OF THE AUDITOR GENERAL  
WILLIAM G. HOLLAND

INDEPENDENT ACCOUNTANTS' REPORT ON STATE COMPLIANCE,  
ON INTERNAL CONTROL OVER COMPLIANCE, AND ON  
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

Honorable William G. Holland  
Auditor General  
State of Illinois

**Compliance**

We have examined the State of Illinois, Legislative Reference Bureau's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2007. The management of the State of Illinois, Legislative Reference Bureau is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois, Legislative Reference Bureau's compliance based on our examination.

- A. The State of Illinois, Legislative Reference Bureau has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The State of Illinois, Legislative Reference Bureau has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The State of Illinois, Legislative Reference Bureau has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the State of Illinois, Legislative Reference Bureau are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the State of Illinois, Legislative Reference Bureau on behalf of the State or held in trust by the State of Illinois, Legislative Reference Bureau have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the State of Illinois, Legislative Reference Bureau's compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the State of Illinois, Legislative Reference Bureau's compliance with specified requirements.

In our opinion, the State of Illinois, Legislative Reference Bureau complied, in all material respects, with the requirements listed in the first paragraph of this report during the two years ended June 30, 2007.

As required by the Audit Guide, immaterial findings relating to instances of noncompliance excluded from this report have been reported in a separate letter.

### **Internal Control**

The management of the State of Illinois, Legislative Reference Bureau is responsible for establishing and maintaining effective internal control over compliance with the requirements listed in the first paragraph of this report. In planning and performing our examination, we considered the State of Illinois, Legislative Reference Bureau's internal control over compliance with the requirements listed in the first paragraph of this report in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the State of Illinois, Legislative Reference Bureau's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois, Legislative Reference Bureau's internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the requirements listed in the first paragraph of this report such that there is more than a remote likelihood that noncompliance with a requirement that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material noncompliance with a requirement listed in the first paragraph of this report will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance with the requirements listed in the first paragraph of this report was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

As required by the Audit Guide, immaterial findings relating to internal control deficiencies excluded from this report have been reported in a separate letter.

**Supplementary Information for State Compliance Purposes**

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the 2007 and the 2006 Supplementary Information for State Compliance Purposes, except for information on the Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2005 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, and agency management and is not intended to be and should not be used by anyone other than these specified parties.

  
BRUCE L. BULLARD, CPA  
Director of Financial and Compliance Audits

April 17, 2008

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
**PRIOR FINDINGS NOT REPEATED**  
**(STATE COMPLIANCE)**  
For the Two Years Ended June 30, 2007

07-1. **FINDING** (Property control and reporting weaknesses)

During the prior examination, the Bureau did not comply with certain items relating to the State Property Control Act and did not have adequate segregation of duties relating to equipment processing.

Based on our testing, the Bureau complied with the State Property Control Act and improved the segregation of duties relating to equipment processing during the current examination period. (Finding Code No. 05-1)

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2007

**SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

**SUMMARY**

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

- Fiscal Schedules and Analysis:
  - Schedule of Appropriations, Expenditures and Lapsed Balances
  - Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
  - Schedule of Changes in State Property
  - Comparative Schedule of Cash Receipts
  - Reconciliation Schedule of Cash Receipts to Deposits Remitted to the State Comptroller
  - Analysis of Significant Variations in Expenditures
  - Analysis of Significant Variations in Receipts
  
- Analysis of Operations:
  - Agency Functions and Planning Program
  - Average Number of Employees
  - Service Efforts and Accomplishments (Not Examined)

The accountants' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the auditors have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General, except for information on the Service Efforts and Accomplishments on which they did not perform any procedures. However, the accountants do not express an opinion on the supplementary information.

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Year Ended June 30, 2007

P.A. 94-798 FISCAL YEAR 2007	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period Expenditures July 1 to August 31	Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
General Revenue Fund - 001					
Personal Services	\$ 1,772,400	\$ 1,654,932	\$ 0	\$ 1,654,932	\$ 117,468
Employee Retirement					
Contributions Paid by Employer	70,900	62,143	0	62,143	8,757
State Contribution to State					
Employees' Retirement System	204,300	188,074	0	188,074	16,226
State Contributions to Social Security	135,600	122,260	0	122,260	13,340
Contractual Services	145,509	140,836	4,672	145,508	1
Travel	7,000	233	0	233	6,767
Commodities	10,000	6,762	0	6,762	3,238
Printing	166,563	78,712	0	78,712	87,851
Equipment	209,828	197,672	7,926	205,598	4,230
Telecommunications	12,000	9,305	842	10,147	1,853
	<u>\$ 2,734,100</u>	<u>\$ 2,460,929</u>	<u>\$ 13,440</u>	<u>\$ 2,474,369</u>	<u>\$ 259,731</u>
Total Fiscal Year 2007	<u>\$ 2,734,100</u>	<u>\$ 2,460,929</u>	<u>\$ 13,440</u>	<u>\$ 2,474,369</u>	<u>\$ 259,731</u>

Note: Appropriations, expenditures, and lapsed balances were obtained from Agency records and have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Year Ended June 30, 2006

P.A. 94-0015 FISCAL YEAR 2006	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period Expenditures July 1 to August 31	Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
General Revenue Fund - 001					
Personal Services	\$ 1,720,300	\$ 1,674,712	\$ 0	\$ 1,674,712	\$ 45,588
Employee Retirement					
Contributions Paid by Employer	66,900	64,241	0	64,241	2,659
State Contribution to State					
Employees' Retirement System	362,300	128,361	0	128,361	233,939
State Contributions to Social Security	131,600	123,128	0	123,128	8,472
Contractual Services	107,594	106,159	1,310	107,469	125
Travel	0	0	0	0	0
Commodities	6,006	5,974	0	5,974	32
Printing	68,831	68,831	0	68,831	0
Equipment	180,669	180,572	0	180,572	97
Telecommunications	10,300	9,270	847	10,117	183
	<u>10,300</u>	<u>9,270</u>	<u>847</u>	<u>10,117</u>	<u>183</u>
Total Fiscal Year 2006	<u>\$ 2,654,500</u>	<u>\$ 2,361,248</u>	<u>\$ 2,157</u>	<u>\$ 2,363,405</u>	<u>\$ 291,095</u>

Note: Appropriations, expenditures, and lapsed balances were obtained from Agency records and have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Years Ended June 30,

	Fiscal Year		
	2007	2006	2005
General Revenue Fund - 001	P.A. 94-798	P.A. 94-0015	P.A. 93-842
Appropriations (Net of Transfers)	\$ 2,734,100	\$ 2,654,500	\$ 2,528,100
<u>Expenditures</u>			
Personal Services	\$ 1,654,932	\$ 1,674,712	\$ 1,614,938
Employee Retirement			
Contributions Paid by Employer	62,143	64,241	61,157
State Contribution to State			
Employees' Retirement System	188,074	128,361	256,887
State Contributions to Social Security	122,260	123,128	118,608
Contractual Services	145,508	107,469	105,780
Travel	233	0	923
Commodities	6,762	5,974	10,680
Printing	78,712	68,831	78,672
Equipment	205,598	180,572	175,138
Telecommunications	10,147	10,117	10,338
Total Expenditures	\$ 2,474,369	\$ 2,363,405	\$ 2,433,121
Lapsed Balances	\$ 259,731	\$ 291,095	\$ 94,979

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**SCHEDULE OF CHANGES IN STATE PROPERTY**  
 For the Two Years Ended June 30, 2007

	Equipment
Balance at July 1, 2005	\$ 377,443
Additions	80,104
Deletions	105
Net Transfers	(240)
Balance at June 30, 2006	\$ 457,412
Balance at July 1, 2006	\$ 457,412
Additions	2,429
Deletions	(52,779)
Net Transfers	(608)
Balance at June 30, 2007	\$ 406,454

Note: The above schedule has been derived from Agency records which have been reconciled to property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**COMPARATIVE SCHEDULE OF CASH RECEIPTS**  
 For the Years Ended June 30,

	Fiscal Year		
	2007	2006	2005
<u>General Revenue Fund (001)</u>			
Subscription or publication	\$ 2,860	\$ 3,905	\$ 5,280
Reimbursement for Jury Duty / Recoveries	0	0	78
Prior Year Refund	0	40	0
Total General Revenue Fund (001)	\$ 2,860	\$ 3,945	\$ 5,358
 <u>General Assembly Computer Equipment Fund (155)</u>			
Copy Fees	\$ 0	\$ 350	\$ 350
 <b>TOTAL RECEIPTS</b>	<b>\$ 2,860</b>	<b>\$ 4,295</b>	<b>\$ 5,708</b>

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**RECONCILIATION SCHEDULE OF CASH RECEIPTS  
 TO DEPOSITS REMITTED TO THE STATE COMPTROLLER**  
 For the Fiscal Year Ended June 30,

GENERAL REVENUE FUND (001)

	<u>2007</u>	<u>2006</u>
Receipts per Department Records	\$ 2,860	\$ 3,905
Add: Deposits in Transit, Beginning of Year	0	0
Prior Year Refund	0	40
Less: Deposits in Transit, End of Year	0	0
Deposits Recorded by the Comptroller	\$ 2,860	\$ 3,945

GENERAL ASSEMBLY COMPUTER  
 EQUIPMENT FUND (155)

	<u>2007</u>	<u>2006</u>
Receipts per Department Records	\$ 0	\$ 350
Add: Deposits in Transit, Beginning of Year	0	0
Less: Deposits in Transit, End of Year	0	0
Deposits Recorded by the Comptroller	\$ 0	\$ 350

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES**  
For the Two Years Ended June 30, 2007

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2007 AND 2006**

**General Revenue Fund 001**

State Contribution to State Employees' Retirement System

The Legislative Reference Bureau receives a Bulletin from the State Retirement System indicating the percentage to be paid into State Contribution to State Employees' Retirement System. The increase in the expenditures during FY07 was the result of an increase in the percentage from 7.792% in FY06 to 11.525% in FY07.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2006 AND 2005**

**General Revenue Fund 001**

State Contribution to State Employees' Retirement System

The Legislative Reference Bureau receives a Bulletin from the State Retirement System indicating the percentage to be paid into State Contribution to State Employees' Retirement System. The decrease in the expenditures during FY06 was the result of a decrease in the percentage from 16.107% in FY05 to 7.792% in FY06.

Contractual Services

The increase in contractual services expenditures during FY07 was due largely in part to a lease purchase of two copiers.

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS**  
For the Two Years Ended June 30, 2007

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2007 AND 2006**

**General Revenue Fund 001**

Subscriptions or publications

The decrease in subscriptions or publications in FY07 was due to fewer overall subscribers to the General Assembly Digest since it is available on the Internet.

**General Assembly Computer Equipment Fund 155**

Copy Fees

The decrease in copy fees in FY07 was due to no requests for copies of the Compiled Statutes during FY07.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2006 AND 2005**

**General Revenue Fund 001**

Subscriptions or publications

The decrease in subscriptions or publications in FY06 was due to fewer overall subscribers to the General Assembly Digest since it is available on the Internet.

Reimbursements for Jury Duty and Recoveries

The decrease in reimbursements for jury duty and recoveries in FY06 was due to no reimbursements collected during FY06.

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
**ANALYSIS OF OPERATIONS**  
For the Two Years Ended June 30, 2007

**AGENCY FUNCTIONS**

The Legislative Reference Bureau (Bureau) is a service bureau responding to the needs of the General Assembly pursuant to the Legislative Reference Bureau Act (25 ILCS 135/) and the Legislative Commission Reorganization Act of 1984 (25 ILCS 130/). The Bureau was created June 26, 1913.

The Joint Committee on Legislative Support Services directs the Bureau and also determines many of the policies for the Bureau. The Legislative Reference Bureau is to have a Board that consists of three legislators appointed by each member of the Joint Committee on Legislative Support Services. The Executive Director of the Bureau is Mr. Richard C. Edwards.

The Legislative Reference Bureau is located in the Capitol Building, Room 112, Springfield, Illinois 62706. The main duties of the Bureau are:

- Establishing a reference bureau (legal library) in the State Capitol to collect laws, books, periodicals and other printed material adapted to the needs of the members of the General Assembly in the performance of their official duties.
- Collecting, summarizing and indexing all bills, resolutions and amendments introduced in the General Assembly and preparing, printing and distributing a Legislative Synopsis and Digest for the members periodically when the General Assembly is in session. Subscriptions are available to the general public for a fee of \$55 each.
- Offering such legal assistance and information as may be practicable in the preparation of bills, resolutions and amendments and other legislative documents to be introduced into the General Assembly by a member. Attorneys employed by the Bureau provide this service to legislators on a non-partisan basis in a confidential lawyer-client relationship.
- Recommending revisions, simplifications and rearrangements of existing statutory law and the elimination of obsolete, superseded, duplicated and unconstitutional statutes or parts of statutes.
- Reviewing all reported decisions of the Federal Courts and the Supreme and Appellate Courts of Illinois and recommending technical corrections in the statutes to comply with these decisions.

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
**ANALYSIS OF OPERATIONS**  
For the Two Years Ended June 30, 2007

- Preparing revisions to conform the statutes to any reorganization of the executive branch taking effect pursuant to executive order of the Governor under Article V, Section 11 of the Constitution and the Executive Reorganization Implementation Act.
- Maintaining a computer memory system containing the Illinois Compiled Statutes with current revisions. Information from that system is to be provided to the members and agencies of the General Assembly and the Attorney General. Legislative Information System is providing the computer time for this memory system. In addition, the Bureau is required (25 ILCS 140/2 and 25 ILCS 135/5.04) to make this system available to the public or other governmental entities and agencies, subject to the requirement that the quality of service to the Bureau, the General Assembly or the Attorney General shall not be reduced.
- Supervising the participation of the State of Illinois in the National Conference of Commissioners on Uniform State Laws, and representing the State of Illinois on that commission (25 ILCS 135/5.07). In connection with these responsibilities, the Bureau is to examine those subjects on which uniformity with the laws of other states is desirable and is to ascertain the best means to effect uniformity in the laws of the States.

**PLANNING PROGRAM**

The Legislative Reference Bureau is a responsive agency with its operations and programs specified by the legislature in accordance with its legislative mandates. As a result, the Bureau does not have formal written goals and objectives, but instead operates to fulfill these mandates in a timely and efficient manner.

The Bureau does plan, on a short-term basis, for anticipated needs of the General Assembly and budgets time and appropriations accordingly. The small size of the Bureau enables the Executive Director to personally monitor the needs and to review personnel performance in fulfilling the mandates of the Bureau.

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**AVERAGE NUMBER OF EMPLOYEES**  
 For the Years Ended June 30,

**AVERAGE NUMBER OF EMPLOYEES**

The following table, prepared from Agency records, presents the average number of employees, by function, for the Fiscal Years ended June 30,

<u>Division</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Administrative	5	5	5
Professional	17	18	15
Clerical	14	15	18
Total	<u>36</u>	<u>38</u>	<u>38</u>

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**SERVICE EFFORTS AND ACCOMPLISHMENTS**  
 For the Two Years Ended June 30, 2007  
 (Not Examined)

**Legislative Digest Statistics**

The Legislative Digest is a synopsis of the legislation before both houses of the General Assembly. A comparative schedule of expenditures connected with preparing, publishing and distributing the Legislative Digest follows:

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Printing and paper stock	\$ 53,960	\$ 52,105	\$ 77,309
Contractual			
(mailing, service,			
boxes)	4,322	3,098	2,640
(binding for library)	2,696	0	0
Postage	<u>10,160</u>	<u>1,275</u>	<u>10,307</u>
Total	<u>\$ 71,138</u>	<u>\$ 56,478</u>	<u>\$ 90,256</u>

Most of the copies are distributed free of charge as a service to members of the General Assembly and other specified governmental employees. The sales price to the public for the digest is \$55 for an annual subscription. Subscriptions for less than one year are not reduced proportionately. The price for one or more issues is \$55.

The number of orders and revenues from these sales are presented below:

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Number of paid subscriptions	<u>52</u>	<u>71</u>	<u>96</u>
Total Revenue	<u>\$ 2,860</u>	<u>\$ 3,905</u>	<u>\$ 5,280</u>

**General Assembly Requests**

The Legislative Reference Bureau maintains records of requests from members of the General Assembly. These records include bills, amendments, resolutions and conference committee reports. During the 94<sup>th</sup> General Assembly, there were 31,036 requests, and there have been 21,617 requests as of December 31, 2007 for the 95<sup>th</sup> General Assembly.