

**STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU**

**COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2009

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
 COMPLIANCE EXAMINATION  
 For the Two Years Ended June 30, 2009

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STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2009

AGENCY OFFICIALS

Executive Director

Mr. Richard C. Edwards

Fiscal Officer

Ms. Shirley Hatchett

**Board Members**

As of June 30, 2009, the Board was comprised of:

**Senate Members**

Senator Dan Cronin

Senator William Delgado

Senator Kirk Dillard

Senator William Haine

Senator Emil Jones, III

Senator John Millner

**House Members**

Representative Roger Eddy

Representative Randy Ramey

Representative Robert Pritchard

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

February 25, 2010

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 Board's compliance with the following assertions during the two-year period ended June 30, 2009. Based on this evaluation, we assert that during the years ended June 30, 2008 and June 30, 2009, 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. The agency 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. The money or negotiable securities or similar assets handled by the agency 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

Handwritten signature of Richard C. Edwards in cursive script.

(Richard C. Edwards, Executive Director)

Handwritten signature of Shirley Hatnett in cursive script.

(Shirley Hatnett, Fiscal Officer)

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2009

**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>Current Report</u>	<u>Prior Report</u>
Findings	0	0
Repeated findings	0	0
Prior recommendations implemented or not repeated	0	1

**SCHEDULE OF FINDINGS**

The Bureau did not have any current year findings.

**EXIT CONFERENCE**

The Bureau waived an exit conference in a letter dated February 22, 2010.

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FAX: 312/814-4006

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, 2009. 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, 2009.

### **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 as a basis for designing 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 *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 and correct noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected on a timely basis.

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 was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, 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.

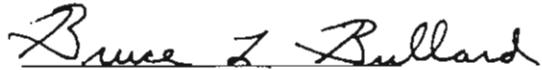
As required by the Audit Guide, immaterial findings excluded from this report have been reported in a separate letter.

**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 2009 and the 2008 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 2007 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

February 25, 2010

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2009

**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, 2009

P.A. 95-0731 FISCAL YEAR 2009	Appropriations (Net of Transfers)	Lapse Period		Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
		Expenditures Through June 30	Expenditures July 1 to August 31		
General Revenue Fund - 001					
Personal Services	\$ 1,753,595	\$ 1,746,956	\$ -	\$ 1,746,956	\$ 6,639
Employee Retirement Contributions Paid by Employer	70,205	63,509	-	63,509	6,696
State Contribution to State Employees' Retirement System	290,415	290,353	-	290,353	62
Employees' Retirement System Continuing Appropriation	78,833	72,350	-	72,350	6,483
State Contributions to Social Security	134,235	129,086	-	129,086	5,149
Contractual Services	135,120	117,545	1,023	118,568	16,552
Travel	-	-	-	-	-
Commodities	9,500	7,724	-	7,724	1,776
Printing	147,362	133,386	7,728	141,114	6,248
Equipment	228,018	215,217	12,798	228,015	3
Telecommunications	11,400	9,335	812	10,147	1,253
Total Fiscal Year 2009	\$ 2,858,683	\$ 2,785,461	\$ 22,361	\$ 2,807,822	\$ 50,861

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, 2008

P.A. 95-0348 FISCAL YEAR 2008	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period		Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
			Expenditures July 1 to August 31	Expenditures August 31		
General Revenue Fund - 001						
Personal Services	\$ 1,845,900	\$ 1,751,279	\$ -	\$ 1,751,279	\$ 94,621	
Employee Retirement						
Contributions Paid by Employer	73,900	65,045	-	65,045	8,855	
State Contribution to State						
Employees' Retirement System	305,700	286,045	-	286,045	19,655	
State Contributions to Social Security	141,300	129,813	-	129,813	11,487	
Contractual Services	145,000	120,352	2,075	122,427	22,573	
Travel	7,000	-	-	-	7,000	
Commodities	10,000	5,190	2,915	8,105	1,895	
Printing	150,997	91,333	-	91,333	59,664	
Equipment	234,070	209,444	24,625	234,069	1	
Telecommunications	12,333	11,510	822	12,332	1	
<b>Total Fiscal Year 2008</b>	<b>\$ 2,926,200</b>	<b>\$ 2,670,011</b>	<b>\$ 30,437</b>	<b>\$ 2,700,448</b>	<b>\$ 225,752</b>	

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		
	2009	2008	2007
	P.A. 95-0731	P.A. 95-0348	P.A. 94-0798
General Revenue Fund - 001			
Appropriations			
(Net of Transfers)	\$ 2,858,683	\$ 2,926,200	\$ 2,734,100
<u>Expenditures</u>			
Personal Services	1,746,956	1,751,279	1,654,932
Employee Retirement			
Contributions Paid by Employer	63,509	65,045	62,143
State Contribution to State			
Employees' Retirement System	290,353	286,045	188,074
Employees' Retirement System			
Continuing Appropriation	72,350	-	-
State Contributions to Social Security	129,086	129,813	122,260
Contractual Services	118,568	122,427	145,508
Travel	-	-	233
Commodities	7,724	8,105	6,762
Printing	141,114	91,333	78,712
Equipment	228,015	234,069	205,598
Telecommunications	10,147	12,332	10,147
Total Expenditures	\$ 2,807,822	\$ 2,700,448	\$ 2,474,369
Lapsed Balances	\$ 50,861	\$ 225,752	\$ 259,731

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**SCHEDULE OF CHANGES IN STATE PROPERTY**  
 For the Two Years Ended June 30, 2009

	Equipment
Balance at July 1, 2007	\$ 406,454
Additions	56,972
Deletions	(115,145)
Net Transfers	(450)
Balance at June 30, 2008	\$ 347,831
Balance at July 1, 2008	\$ 347,831
Additions	2,296
Deletions	(305)
Net Transfers	-
Balance at June 30, 2009	\$ 349,822

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		
	<u>2009</u>	<u>2008</u>	<u>2007</u>
<u>General Revenue Fund (001)</u>			
Subscription or Publication	\$ 2,365	\$ 3,080	\$ 2,860
Reimbursement for Jury Duty / Recoveries	-	484	-
Prior Year Refund	-	<u>3,529</u>	-
Total General Revenue Fund (001)	\$ 2,365	\$ 7,093	\$ 2,860
 <u>General Assembly Computer Equipment Fund (155)</u>			
Copy Fees	\$ 210	\$ 420	\$ -
 <b>TOTAL RECEIPTS</b>	<b><u>\$ 2,575</u></b>	<b><u>\$ 7,513</u></b>	<b><u>\$ 2,860</u></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>2009</u>	<u>2008</u>
Receipts per Department Records	\$ 2,365	\$ 3,564
Add: Deposits in Transit, Beginning of Year	-	-
Prior Year Refund	-	3,529
Less: Deposits in Transit, End of Year	-	-
Deposits Recorded by the Comptroller	\$ 2,365	\$ 7,093

GENERAL ASSEMBLY COMPUTER  
 EQUIPMENT FUND (155)

	<u>2009</u>	<u>2008</u>
Receipts per Department Records	\$ 210	\$ 420
Add: Deposits in Transit, Beginning of Year	-	-
Less: Deposits in Transit, End of Year	-	-
Deposits Recorded by the Comptroller	\$ 210	\$ 420

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES**  
For the Two Years Ended June 30, 2009

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2009 AND 2008**

**General Revenue Fund 001**

Printing

The increase in printing expenditures during FY09 was due to a larger Legislative Synopsis and Digest than in the prior year. In addition, the Bureau purchased additional printing supplies towards the end of the fiscal year as requested by the Legislative Printing Unit to replenish the Bureau's inventory needs to print the upcoming year's Legislative Synopsis and Digest.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2008 AND 2007**

**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 expenditures during FY08 was the result of an increase in the percentage from 11.525% in FY07 to 16.561% in FY08.

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS**  
For the Two Years Ended June 30, 2009

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS  
2009 AND 2008**

**General Revenue Fund 001**

Subscriptions or Publications

The decrease in subscriptions or publications in FY09 was due to fewer overall subscribers to the General Assembly Digest since it is available on the internet.

Reimbursement for Jury Duty and Recoveries

The decrease in reimbursement for jury duty and recoveries in FY09 was due to no reimbursements collected in FY09.

Prior Year Refunds

The decrease in prior year refunds in FY09 was due to no prior year refunds in FY09.

**General Assembly Computer Equipment Fund 155**

Copy Fees

The decrease in copy fees in FY09 was due to fewer requests for copies of the Illinois Compiled Statutes during FY09.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS  
2008 AND 2007**

**General Revenue Fund 001**

Reimbursement for Jury Duty and Recoveries

The increase in reimbursement for jury duty and other recoveries in FY08 was due to employees who retired or resigned in December 2007 reimbursing the Bureau for Attorney Registration and Disciplinary Commission fees paid by the Bureau for calendar year 2008.

Prior Year Refunds

The increase in prior year refunds in FY08 was due to several prior year refunds from a legal reference vendor for overpayments made by the Bureau.

**General Assembly Computer Equipment Fund 155**

Copy Fees

The increase in copy fees in FY08 was due to no requests for copies of the Illinois Compiled Statutes during FY07.

STATE OF ILLINOIS  
LEGISLATIVE REFERENCE BUREAU  
**ANALYSIS OF OPERATIONS**  
For the Two Years Ended June 30, 2009

**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, 2009

- 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. The Legislative Reference Bureau has adopted rates and conditions and has specified charges regarding the offering of this service.
- 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>2009</u>	<u>2008</u>	<u>2007</u>
Administrative	4	5	5
Professional	17	15	17
Clerical	13	13	14
Total	<u>34</u>	<u>33</u>	<u>36</u>

STATE OF ILLINOIS  
 LEGISLATIVE REFERENCE BUREAU  
**SERVICE EFFORTS AND ACCOMPLISHMENTS**  
 For the Two Years Ended June 30, 2009  
 (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>2009</u>	<u>2008</u>	<u>2007</u>
Printing and paper stock	\$105,577	\$ 77,760	\$ 53,960
Contractual			
(mailing, service, boxes)	7,334	3,290	4,322
(binding for library)	7,000	-	2,696
Postage	<u>5,000</u>	<u>10,000</u>	<u>10,160</u>
		\$	
Total	<u>\$124,911</u>	<u>91,050</u>	<u>\$ 71,138</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>2009</u>	<u>2008</u>	<u>2007</u>
Number of paid subscriptions	<u>43</u>	<u>56</u>	<u>52</u>
Total Revenue	<u>\$ 2,365</u>	<u>\$ 3,080</u>	<u>\$ 2,860</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 95<sup>th</sup> General Assembly, there were 34,015 requests, and there have been 19,300 requests as of August 31, 2009 for the 96<sup>th</sup> General Assembly.