

**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2011

Performed as Special Assistant Auditors for
the Auditor General, State of Illinois

STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2011

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AGENCY OFFICIALS
LEGISLATIVE REFERENCE BUREAU

Executive Director (12/1/11 to present)	James W. Dodge
Acting Executive Director (9/12/11 to 11/30/11)	Wayne Hedenschoug
Executive Director (7/1/11 to 9/11/11)	Vacant
Executive Director (7/1/09 to 6/30/11)	Richard C. Edwards
Chief Fiscal Officer	Shirley Hatchett

Board Members

As of June 30, 2011 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, IL 62706



STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
STATE CAPITOL, ROOM 112
SPRINGFIELD, ILLINOIS 62706-1300
TEL (217) 782-6625 • FAX (217) 785-4583

17 April 2012

Campbell, LLC
Certified Public Accountants
327 Missouri Avenue, Suite 603
East St. Louis, IL 62201

Re: State Compliance Examination - Management Assertion Letter

Ladies and Gentlemen:

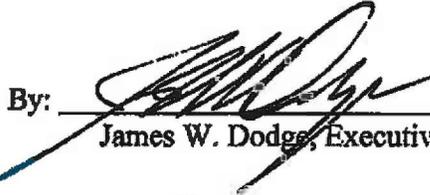
We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Legislative Reference Bureau (Bureau). We are responsible for and we have established and maintained an effective 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 ending June 30, 2011. Based on this evaluation, we assert that during the years ending June 30, 2010 and June 30, 2011, the Bureau has materially complied with the assertions below:

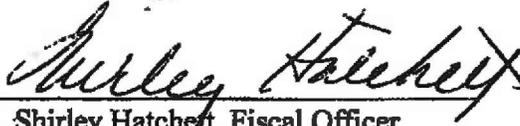
- A. The Bureau has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Bureau has obligated, expended, received and used public funds of the State in accordance with any limitations, 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,

Legislative Reference Bureau

By: 
James W. Dodge, Executive Director

By: 
Shirley Hatchett, Fiscal Officer

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

SCHEDULE OF FINDINGS

The Bureau did not have any current year or prior year findings.

EXIT CONFERENCE

The results of this examination were discussed with Bureau personnel at an exit conference on April 3, 2012. Attending were:

LEGISLATIVE REFERENCE BUREAU

James W. Dodge, Executive Director
Shirley Hatchett, Chief Fiscal Officer
Mark Warnsing, Deputy Director

CAMPBELL, LLC

Johnny E. Campbell, Partner
Joseph Joyner, Supervisor
Dawayne Stewart, In-charge Accountant
Alexandra Jones, Assistant
Leonard Johnson, Assistant

OFFICE OF THE AUDITOR GENERAL

Meredith Dean, Audit Manager



**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

As Special Assistant Auditors for the Auditor General, we have examined the State of Illinois, Legislative Reference Bureau's (Bureau) 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, 2011. The management of the Bureau is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Bureau's compliance based on our examination.

- 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.

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 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 Bureau's compliance with specified requirements.

In our opinion, the Bureau complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2011.

Internal Control

Management of the 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 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Bureau's internal control over compliance.

A material weakness in an entity's internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance 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 over compliance 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 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 to your office.

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 2011 and 2010 Supplementary Information for State Compliance Purposes, except for 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 2009 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 Bureau management and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Campbell, LLC". The signature is written in a cursive, flowing style.

Campbell LLC
April 17, 2012

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 Significant Lapse Period Spending

- **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, 2011

P.A. 96-0956 FISCAL YEAR 2011	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					
Lump Sum	\$ 2,489,400	\$ 2,179,266	\$ 124,898	\$ 2,304,164	\$ 185,236
Total Fiscal Year 2011	\$ 2,489,400	\$ 2,179,266	\$ 124,898	\$ 2,304,164	\$ 185,236

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

STATE OF ILLINOIS
 LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For the Fiscal Year Ended June 30, 2010

P.A. 96-0042 FISCAL YEAR 2010	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	\$ 1,753,600	\$ 1,659,004	\$ 65,399	\$ 1,724,403	\$ 29,197
Social Security/ State Contributions	134,200	122,105	4,823	126,928	7,272
Lump Sum	601,600	396,589	16,888	413,477	188,123
Total Fiscal Year 2010	\$ 2,489,400	\$ 2,177,698	\$ 87,110	\$ 2,264,808	\$ 224,592

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

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

	<u>2011</u>	<u>2010</u>	<u>2009</u>
General Revenue Fund - 001	P.A. 96-0956	P.A. 96-0042	P.A. 09-0731
Appropriations (Net of Transfers)	<u>\$ 2,489,400</u>	<u>\$ 2,489,400</u>	<u>\$ 2,858,683</u>
<u>Expenditures</u>			
Personal Services	\$ -	\$ 1,724,403	\$ 1,746,956
Employee Retirement Contributions			
Paid by Employer	-	-	63,509
State Contribution to State Employees' Retirement System	-	-	290,353
Employees' Retirement System Continuing Appropriation	-	-	72,350
State Contribution to Social Security	-	126,928	129,086
Contractual Services	-	-	118,568
Travel	-	-	-
Commodities	-	-	7,724
Printing	-	-	141,114
Equipment	-	-	228,015
Telecommunications	-	-	10,147
Lump Sum	<u>2,304,164</u>	<u>413,477</u>	<u>-</u>
Total Expenditures	<u>\$ 2,304,164</u>	<u>\$ 2,264,808</u>	<u>\$ 2,807,822</u>
Lapsed Balances	<u>\$ 185,236</u>	<u>\$ 224,592</u>	<u>\$ 50,861</u>

STATE OF ILLINOIS
 LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF CHANGES IN STATE PROPERTY
 For the Two Years Ended June 30, 2011

	<u>Equipment</u>
Balance at July 1, 2009	\$ 349,822
Additions	508
Deletions	(661)
Net Transfers	-
Balance at June 30, 2010	\$ 349,669
Balance at July 1, 2010	\$ 349,669
Additions	2,894
Deletions	(550)
Net Transfers	780
Balance at June 30, 2011	\$ 352,793

Note: The above schedule has been derived from Bureau 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,

	<u>2011</u>	<u>2010</u>	<u>2009</u>
<u>General Revenue Fund (001)</u>			
Subscription or Publication	\$ 1,815	\$ 2,200	\$ 2,365
Reimbursement for Jury Duty / Recoveries	263	-	-
Prior Year Refund	1,015	-	-
Total General Revenue Fund	<u>\$ 3,093</u>	<u>\$ 2,200</u>	<u>\$ 2,365</u>
 <u>General Assembly Computer Equipment Fund (155)</u>			
Copy Fees	<u>\$ 140</u>	<u>\$ 70</u>	<u>\$ 210</u>
TOTAL RECEIPTS	<u><u>\$ 3,233</u></u>	<u><u>\$ 2,270</u></u>	<u><u>\$ 2,575</u></u>

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,

	2011	2010
<u>GENERAL REVENUE FUND (001)</u>		
Receipts per Bureau Records	\$ 3,093	\$ 2,200
Add: Deposits in Transit, Beginning Year	-	-
Less: Deposits in Transit, End of Year	-	-
Deposits Recorded by the Comptroller	\$ 3,093	\$ 2,200
<u>GENERAL ASSEMBLY COMPUTER EQUIPMENT FUND (155)</u>		
Receipts per Bureau Records	\$ 140	\$ 70
Add: Deposits in Transit, Beginning Year	-	-
Less: Deposits in Transit, End of Year	-	-
Deposits Recorded by the Comptroller	\$ 140	\$ 70

STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2011

ANAYLYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2011 AND 2010

There were no significant variations in expenditures between Fiscal Years 2011 and 2010.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2010 AND 2009

There were no significant variations in expenditures between Fiscal Years 2010 and 2009.

STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended June 30, 2011

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS
2011 AND 2010**

General Revenue Fund 001

Reimbursement for Jury Duty and Recoveries

The increase in reimbursement for jury duty and recoveries in FY11 is due to an increase in the number of staff members serving jury duty.

Prior Year Refunds

The increase in prior year refunds during FY11 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 during FY11 was due to a larger number of requests for Illinois Legislative Compiled Statutes during the year.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS
2010 AND 2009**

General Assembly Computer Equipment Fund 155

Copy Fees

The decrease in copy fees during FY10 was due to fewer requests for Illinois Legislative Compiled Statutes during the year.

**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2011**

There was no significant lapse period spending noted during Fiscal Years 2010 or 2011.

**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2011**

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 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.
- 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.

STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2011

- 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 affect 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 Bureau records, presents the average number of employees, by function, for the Fiscal Years ended June 30,

<u>Division</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Administrative	4	4	4
Professional	14	15	17
Clerical	<u>12</u>	<u>12</u>	<u>13</u>
Total average full-time employees	<u>30</u>	<u>31</u>	<u>34</u>

STATE OF ILLINOIS
 LEGISLATIVE REFERENCE BUREAU
SERVICE EFFORTS AND ACCOMPLISHMENTS
 For the Two Years Ended June 30, 2011
 (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>2011</u>	<u>2010</u>	<u>2009</u>
Printing and paper Stock	\$80,206	\$85,142	\$105,577
Contractual			
(mailing service, boxes)	2,530	1,382	7,334
(binding for library)	-	-	7,000
Postage	<u>625</u>	<u>21,175</u>	<u>5,000</u>
Total	<u>\$ 83,361</u>	<u>\$ 107,699</u>	<u>\$ 124,911</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>2011</u>	<u>2010</u>	<u>2009</u>
Number of paid subscriptions	33	40	43
Total Revenue	\$1,815	\$2,200	\$2,365

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 96th General Assembly there were 13,460 requests, and there have been 6,274 requests as of August 31, 2011 for the 97th General Assembly.