

FY2021 Restated Legislature Budget

8/23/2020

	FY19 Actual	FY20 Budgeted	FY20 Actual	FY21 Original	FY21 Revised	Difference
<i>Session Length (weeks)</i>	19	18	24	18	18	
<i>Full-time positions</i>	7	9	7	9	8	
<i>Part-time/Session positions</i>	9	9	9	9	9	
SOURCES OF FUNDS						
General fund appropriation	7,730,916	8,119,372	8,119,372	8,163,482	7,933,578	(229,904)
Pay Act	55,000		114,000			
TOTAL SOURCES	7,785,916	8,119,372	8,233,372	8,163,482	7,933,578	(229,904)
USES OF FUNDS						
Personal Services						
Member session salaries	2,500,182	2,406,058	3,085,577	2,435,350	2,435,350	-
Special session salaries	55,348		-			-
Member interim meetings salaries	91,148	100,000	95,404	100,000	75,000	(25,000)
Member FICA	266,855	250,606	275,770	253,535	251,035	(2,500)
Leg staff salaries	728,832	812,053	769,856	806,794	806,794	-
Leg staff benefits (incl. UI, WC)	320,765	369,523	306,418	394,796	393,486	(1,310)
NCSL study-related costs		250,000	-	213,257	175,000	(38,257)
Contract services/consultants	4,959	30,000	1,667	30,000	20,000	(10,000)
Interns (in Leg. Staff)	3,872	15,000	-	15,000	10,000	(5,000)
Subtotal Personal Services	3,971,961	4,233,240	4,534,693	4,248,732	4,166,665	(82,067)
Operating Expenses						
Equipment, repairs & maintenance	10,607	30,000	21,868	30,000	25,000	(5,000)
Fee for space charge	539,090	536,635	538,452	542,384	515,265	(27,119)
Organization dues	266,083	275,000	281,372	280,000	280,000	-
Communications	5,568	7,000	38,471	7,000	7,000	-
Advertising	-	5,000	-	5,000	5,000	-
Printing and binding	126,794	135,000	107,481	135,000	135,000	-
Copying	159,608	120,000	112,681	140,000	140,000	-
Postage and mailing	2,913	4,500	1,988	4,000	4,000	-
Other insurance	7,640	5,981	5,628	12,905	12,905	-
Registrations for meetings	14,513	25,000	9,590	20,000	10,000	(10,000)
Member session expenses (in-state)	2,125,521	2,322,000	1,165,866	2,322,000	2,285,000	(37,000)
Member interim expenses (in state)	44,284	80,000	35,093	60,000	30,000	(30,000)
Special session expenses			-			-
Leg staff in-state expenses	31,455	34,000	31,076	34,000	34,000	-
Members out-state travel (conferences)	25,230	45,000	44,295	40,000	20,000	(20,000)
Leg staff out-state travel (conferences)	10,856	12,000	14,957	12,000	7,000	(5,000)
Non-employee expenses	10,249	15,000	11,990	15,000	15,000	-
Office supplies, books, other payments	73,531	75,000	58,969	80,000	80,000	-
Administrative (audit, Vision, ADS)	157,018	159,016	159,016	175,461	166,688	(8,773)
New member orientation	26,293	-	-	-	-	-
Subtotal Operating Expenses	3,637,252	3,886,132	2,638,794	3,914,750	3,771,858	(142,892)
TOTAL USES	7,609,214	8,119,372	7,173,487	8,163,482	7,938,523	(224,959)
OPERATING BALANCE	176,702	-	1,059,885	-	(4,945)	
ONE-TIME ACTIVITIES						
Carry forward	243,793	427,788	630,495	1,451,659	1,451,659	
Carry forward reversion	(175,000)	(175,000)	(200,000)	(250,000)	(350,000)	
EV charging station x 2			(38,721)			
CRF Reimbursement					750,000	
Redistricting Expense (software)				(50,000)	(50,000)	
New Member Orientation				(27,000)	(27,000)	
NET BALANCE	630,495	252,788	1,451,659	1,124,659	1,769,714	

FY2021 Restated Joint Fiscal Office Budget

8/23/2020

	FY19 Actual	FY20 Budgeted	FY20 Actual	FY21 Original	FY21 Revised	Difference
<i>Full-time positions</i>	13	13	13	14	14	
<i>Part-time/Session positions</i>	2	2	3	1	1	
SOURCES OF FUNDS						
General fund appropriation	1,855,926	2,023,053	2,023,053	2,158,526	2,093,770	(64,756)
Pay Act	65,000		48,000			
Salary Adjustment Distribution	50,000					
TOTAL SOURCES	1,970,926	2,023,053	2,071,053	2,158,526	2,093,770	(64,756)
USES OF FUNDS						
Personal Services						
Full-Time Emp - Salaries	1,122,921	1,158,080	1,135,340	1,250,466	1,247,816	(2,650)
Part-Time Emp - Salary/FICA	69,391	71,718	118,940	45,015	45,015	-
FICA/Medicare	82,909	88,593	84,410	95,635	95,458	(177)
Health insurance	168,890	173,113	154,958	188,779	188,137	(642)
Retirement	140,940	150,742	146,351	166,416	165,929	(487)
Dental	9,338	9,052	8,851	10,489	10,460	(29)
Life insurance	3,695	4,887	4,007	5,276	5,266	(10)
Disability	2,552	2,664	2,607	2,875	2,870	(5)
Employee assistance program	395	390	377	444	444	-
WC and Catamount	1,011	2,040	2,175	4,432	4,235	(197)
Contract - Kavet	139,036	160,000	190,066	170,000	170,000	-
Contract - Policy Integrity	-	-	-	-	-	-
Contract - Brighton	7,616	20,000	7,952	15,000	5,000	(10,000)
Contract - JFOBud/Vantage Interface	1,761	5,000	548	5,000	1,000	(4,000)
Contract - Results First related	-	-	-	-	-	-
Other personal services	11,531	12,500	27,543	12,500	12,500	-
Subtotal Personal Services	1,761,986	1,858,779	1,884,124	1,972,327	1,954,130	(18,197)
Operating Expenses						
Hardware & Software	34,109	42,000	34,109	55,000	50,000	(5,000)
Office Supplies and Equipment	9,580	4,000	1,888	4,000	4,000	-
Fee for space	50,031	48,411	48,411	51,650	49,067	(2,583)
Advertising	820	2,000	1,783	2,000	2,000	-
Printing & copying	1,135	1,500	1,446	1,500	1,500	-
Dues & subscriptions	18,706	22,000	23,469	23,000	23,000	-
Registrations	5,011	4,500	3,177	5,000	2,500	(2,500)
Insurances	2,647	3,321	3,201	7,297	6,932	(365)
In state travel expenses	866	2,000	1,512	2,000	1,500	(500)
Out of state travel expenses & training	17,907	17,000	5,484	17,000	10,000	(7,000)
Accounting (audit/VISION)	11,782	12,042	12,178	14,293	13,609	(684)
Other payments, adjustments	3,914	5,500	5,387	5,500	5,500	-
Subtotal Operating Expenses	156,506	164,274	142,046	188,240	169,608	(18,632)
TOTAL USES	1,918,492	2,023,053	2,026,170	2,160,567	2,123,738	(36,829)
OPERATING BALANCE	52,434	-	44,883	(2,041)	(29,968)	
ONE-TIME ACTIVITIES						
Carry forward	194,199	73,795	140,042	97,985	97,985	
Carry forward reversion	(30,000)	(30,000)	(30,000)		(25,000)	
Blue House Group (JFO website)	(62,880)	(15,000)	(14,760)			
Budget system back-up	(3,711)	(5,000)				
Decarbonization report review	(10,000)					
NCSL Eastern States Conference			(7,500)			
CRF Reimbursement					133,352	
Hiring Reserve				(15,000)		
Becky Replacement			(34,680)			
NET BALANCE	140,042	23,795	97,985	80,944	176,369	

FY2021 Restated Sergeant at Arms Budget

August 23, 2020

	FY19 Actual	FY20 Budgeted	FY20 Actual	FY21 Original	FY21 Revised	Difference
Full-Time Positions	7	7	7	8	7	
Part-Time/Session Positions	18	18	18	18	18	
SOURCES OF FUNDS						
General fund appropriation¹	805,828	863,204	870,204	1,023,461	951,819	(71,642)
Pay Act	25,000		33,000			
Salary Adjustment Distribution	15,000					
Internal Service fund reductions						
TOTAL SOURCES	845,828	863,204	903,204	1,023,461	951,819	(71,642)
USES OF FUNDS						
Personal Services						
Salaries	409,650	426,302	440,438	444,080	444,080	-
Additional Officer (salary/benefits)				83,000	-	(83,000)
Overtime	9,861	7,000	22,117	10,000	20,000	10,000
Temporary employees (includes pages)	119,625	126,742	90,128	136,994	136,994	-
FICA/Medicare	41,000	44,091	41,684	45,470	45,470	-
Health insurance	70,892	80,223	76,025	72,664	72,664	-
Retirement	77,145	81,632	96,392	93,257	93,257	-
Dental	5,572	6,340	6,369	6,624	6,624	-
Life insurance	1,390	1,841	1,475	1,874	1,874	-
Disability	826	1,003	1,008	1,021	1,021	-
Employee assistance program	211	210	219	222	222	-
Workers' Comp and Catamount	4,277	3,849	3,493	6,991	6,717	(274)
Sheriffs	13,852	6,000	12,365	10,000	15,000	5,000
Subtotal Personal Services	754,301	785,233	791,712	912,197	843,923	(68,274)
Operating Expenses						
Fee for space	7,863	7,659	7,659	7,724	7,338	(386)
Uniforms	6,446	6,000	12,999	6,500	6,500	-
Dues & other miscellaneous	1,715	1,800	2,174	2,000	2,000	-
Communications	15,102	16,000	18,096	21,000	21,000	-
Office Supplies and Equipment	5,815	4,000	7,880	4,500	4,500	-
Other Insurances	1,203	1,239	1,186	2,763	2,624	(139)
Legislative page expenses	12,350	15,000	6,840	15,000	15,000	-
Travel and Training	8,972	8,000	9,943	8,500	5,000	(3,500)
Accounting (audit, Vision)	6,120	6,273	6,291	7,277	6,926	(351)
Body Cameras - annual lease				21,000	21,000	-
Security/Safety equipment	2,127	12,000	33,484	15,000	15,000	-
Subtotal Operating Expenses	67,713	77,971	106,552	111,264	106,888	(4,376)
TOTAL USES	822,013	863,204	898,264	1,023,461	950,811	(72,650)
OPERATING BALANCE	23,815	-	4,940	-	1,008	
ONE-TIME USES						
Previous Year Balance Forward	47,689	10,508	52,223	34,792	57,163	
Unemployment Expense	(3,587)					
Security Equipment	(15,694)				18,525	
CRF Reimbursement					19,783	
New officer training/outfit/equipment				(15,000)	-	
Security Reserve				(10,000)	(10,000)	
NET BALANCE	52,223	10,508	57,163	9,792	86,480	

FY2021 Restated Legislative Information Technology

8/23/2020

	Leg. Council/Leg. IT separate				
	FY20	FY20	FY21	FY21	
	Budgeted	Actual	Original	Restated	Difference
<i>Full-Time Positions</i>		7	7	7	
<i>Part-Time/Session Positions</i>		1	1	1	
SOURCES OF FUNDS					
General fund appropriation	1,412,146	1,412,146	1,463,731	1,419,819	(43,912)
Pay Act		23,150			
Salary Adjustment Distribution					
Internal Service Fund reduction					
TOTAL SOURCES	1,412,146	1,435,296	1,463,731	1,419,819	(43,912)
USES OF FUNDS					
Personal Services					
Full-Time Staff Salaries	470,003	503,020	532,896	532,896	-
Part-Time Staff Salaries	-	-	-	-	-
Session Staff Salaries	14,400	-	17,280	17,280	-
Overtime	-	372	-	-	-
FICA/Medicare	37,057	36,661	42,088	42,088	-
Health insurance	104,617	101,649	120,014	120,014	-
Retirement	70,074	90,228	94,173	94,173	-
Dental	5,255	5,027	6,001	6,001	-
Life insurance	1,895	2,004	2,249	2,249	-
Disability	1,033	770	1,226	1,226	-
Employee assistance program	993	198	1,058	1,058	-
Worker's Compensation	650	-	1,000	1,000	-
Unemployment Compensation	1,600	-	1,500	1,500	-
Catamount Health	650	-	500	500	-
Other personal services	650	-	2,500	2,500	-
Subtotal Personal Services	708,877	739,929	822,485	822,485	-
Operating Expenses					
Fee for space	25,000	488	-	-	-
VISION	4,198	-	3,996	3,996	-
Single Audit allocation	-	-	-	-	-
Insurances	924	-	2,000	2,000	-
Advertising	-	3,784	250	250	-
Licensing	-	40	-	-	-
Books & Subscriptions	-	1,150	200	200	-
Office Supplies	-	1,384	500	500	-
Office Equipment	-	1,428	500	500	-
In-State Travel	-	-	-	-	-
Out-of-State Travel	-	-	10,000	2,500	(7,500)
ADS Internet	87,217	87,177	95,073	90,320	(4,753)
ADS Telephone	54,000	44,036	54,000	54,000	-
Telecommunications	9,750	18,405	9,000	9,000	-
IT Contracts and Services	171,428	164,241	158,324	158,324	-
Hardware	147,000	162,765	90,262	90,019	(243)
Software Licenses	129,740	69,553	127,375	108,474	(18,901)
IT & Data Processing Supplies	25,000	24,442	30,738	30,738	-
Training	20,000	7,905	10,000	10,000	-
Repair & Maintenance	31,180	77,340	53,427	37,080	(16,347)
Other payments, adjustments	-	6,397	-	-	-
Subtotal Operating Expenses	705,437	670,535	645,645	597,901	(47,744)
TOTAL USES	1,414,314	1,410,464	1,468,130	1,420,386	(47,744)
OPERATING BALANCE	(2,168)	24,832	(4,399)	(567)	
ONE-TIME ACTIVITIES					
Carry forward	54,390	48,618	73,450	73,450	
Carry forward reversion					
Rescission					
Contracts and Supplies			(10,000)		
CRF Reimbursement				52,794	
OTHER					
NET BALANCE	52,222	73,450	59,051	125,677	

**Office of Legislative Counsel
Fiscal 2021 Budget Proposal
SUMMARY**

Source of Funding	FY 2021 LC/OPS Appropriation	FY 2021 LC Budget	
Appropriation	4,040,209.88	3,187,533.37	<<< Needed to balance budget
2020 Carry Forward		82,934.61	<<< 70% of 2020 Carry forward
COVID-19 Reimbursement (2020)		7,500.00	<<< Estimated
Pay Act		75,800.00	<<< Estimated
Total Sources of Funding	4,040,209.88	3,353,767.99	
	Appropriated	Expected Expenditures	
Personal Services			
Counsel Full Time Staff			
Salaries	2,225,255.73	2,008,011.20	
FICA	170,232.06	153,612.86	
Health Ins	481,787.54	394,213.82	
Retirement	332,054.91	291,524.68	
Dental	28,044.90	21,482.50	
Life Ins	7,406.76	6,349.59	
LTD	4,637.20	4,404.54	
EAP	840.84	723.58	
Subtotal Counsel Full Time Staff	3,250,259.94	2,880,322.76	
Operations Full Time Staff			
Salaries	0.00	0.00	
FICA	0.00	0.00	
Health Ins	0.00	0.00	
Retirement	0.00	0.00	
Dental	0.00	0.00	
Life Ins	0.00	0.00	
LTD	0.00	0.00	
EAP	0.00	0.00	
Subtotal Operations Full Time Staff	0.00	0.00	
Session-Only Law Clerks (1210001020)			
Salaries (3)	84,480.00	101,260.80	
FICA	6,462.72	7,746.45	
Subtotal Law Clerks	90,942.72	109,007.25	
Session-Only Committee Staff (1210001010)			
Salaries	324,030.00	0.00	
FICA	24,788.30	0.00	
Subtotal Committee Staff	348,818.30	0.00	
Session-Only Other Staff (1210001030)			
Salaries	33,960.00	40,025.60	<<< Includes 2 additional pay periods
FICA	2,597.94	3,061.96	
Subtotal Other Staff	36,557.94	43,087.56	
Total Salaries & Benefits	3,726,578.90	3,032,417.57	
Other P/S			
Vacancy Turnover Savings			
Workers Comp - Ins Premium	505200 5,524.16	5,524.16	
Workers Comp Reduction	505200 (267.91)	(267.91)	
Unemployment Compensation	505500 38,461.54	38,461.54	
Catamount Health	505700 4,344.26	4,344.26	
Other Personal Services	506200 4,344.26	37,854.60	<<< Includes 22 lump sum payments
Subtotal Other P/S	52,674.23	85,916.65	

Total Personal Services		3,779,253.13	3,118,334.23	
Operating Expenses				
Council Expenses				
Fee For Space Charge	515010	197,226.00	197,226.00	<<< ISF funds stay w/LC for now
Fee for Space Reduction	515010		(9,861.28)	
Vision/IDS Assess	516671	26,708.52	28,092.00	
Vision/IDS Reduction	516671		(1,537.00)	
Insurance Other than Emp	516000	1,756.82	1,174.84	
Insurance Reduction	516000		(101.10)	
Insurance General Liability	516010	9,662.41	5,630.31	
Insurance Reduction	516010		(618.00)	
Single Audit	523620	4,003.00	3,628.00	<<< May go to LEG budget?
Advertising	516820	1,000.00	1,000.00	
Licensing	516550	5,800.00	5,800.00	<<< Attorney licensing
Other Purchased Services	519000	0.00	0.00	
BGS Postal	517205	0.00	0.00	
Books&Periodicals-Library/Educ	521500	300.00	500.00	<<< Stay w/ LC
Communications	516600	0.00	0.00	
Food	520700	500.00	0.00	<<< Zeroed out
Office Supplies	520000	2,000.00	0.00	<<< Zeroed out
Office Equipment	522410	2,000.00	2,500.00	<<< Supplies combined w/Equipment
Other Supplies	520500	0.00	0.00	
Registration For Meetings&Conf	517100	0.00	0.00	
Tuition Reimbursement	504530	0.00	0.00	
In-State Travel		0.00	2,000.00	<<< Instate travel only
Out of State Travel		<u>10,000.00</u>	<u>0.00</u>	<<< No out of state travel
SubTotal Council Expenses		260,956.75	235,433.77	
Total Operating Expenses		260,956.75	235,433.77	
Total Personal Services & Operating Expenses		4,040,209.88	3,353,767.99	
Balance		0.00	(0.00)	
NOTES:				
1. Appropriation is amount required to balance budget under current assumptions				
2. COVID-19 (2020) reimbursement based on two extra pay periods for p/t staff				
3. Personal Services include two extra pay periods (paid in July) for p/t staff				
4. August/September legislative session NOT INCLUDED in this spreadsheet.				
Total Combined LC/OPS Appropriation:			3,921,974.80	
Percentage of original FY 2021 Appropriation request			97.1%	

**Office of Legislative Operations
Fiscal 2021 Budget Proposal
SUMMARY**

Source of Funding	FY 2021 LC/OPS Appropriation	FY 21 OPS Budget	
Appropriation	4,040,209.88	757,510.81	<<< Needed to balance budget
2020 Carry Forward		35,543.41	<<< 30% of 2020 carry forward
COVID-19 Reimbursement (2020)		70,000.00	<<< Estimated
Pay Act		19,600.00	<<< Estimated
Total Sources of Funding	4,040,209.88	882,654.22	
	Appropriated	Expected Expenditures	
Personal Services			
Counsel Full Time Staff			
Salaries	2,225,255.73	0.00	
FICA	170,232.06	0.00	
Health Ins	481,787.54	0.00	
Retirement	332,054.91	0.00	
Dental	28,044.90	0.00	
Life Ins	7,406.76	0.00	
LTD	4,637.20	0.00	
EAP	840.84	0.00	
Subtotal Counsel Full Time Staff	3,250,259.94	0.00	
Operations Full Time Staff			
Salaries	0.00	263,286.40	
FICA	0.00	20,141.41	
Health Ins	0.00	79,232.40	
Retirement	0.00	56,156.30	
Dental	0.00	4,222.40	
Life Ins	0.00	1,096.88	
LTD	0.00	456.54	
EAP	0.00	125.84	
Subtotal Operations Full Time Staff	0.00	424,718.17	
Session-Only Law Clerks (1210001020)			
Salaries (3)	84,480.00	0.00	
FICA	6,462.72	0.00	
Subtotal Law Clerks	90,942.72	0.00	
Session-Only Committee Staff (1210001010)			
Salaries	324,030.00	414,500.00	<<< Includes 2 additional pay periods
FICA	24,788.30	31,709.25	
Subtotal Committee Staff	348,818.30	446,209.25	
Session-Only Other Staff (1210001030)			
Salaries	33,960.00	0.00	
FICA	2,597.94	0.00	
Subtotal Other Staff	36,557.94	0.00	
Total Salaries & Benefits	3,726,578.90	870,927.42	
Other P/S			
Vacancy Turnover Savings			
Workers Comp - Ins Premium	505200	5,524.16	0.00
Unemployment Compensation	505500	38,461.54	0.00
Catamount Health	505700	4,344.26	0.00
Other Personal Services	506200	4,344.26	7,226.80 <<< Includes 4 lump sum payments
Subtotal Other P/S	52,674.23	7,226.80	
Total Personal Services	3,779,253.13	878,154.22	
Operating Expenses			
Council Expenses			
Fee For Space Charge	515010	197,226.00	0.00 <<< ISF funds stay w/LC for now
Vision/IDSassess	516671	26,708.52	0.00
Insurance Other than Emp	516000	1,756.82	0.00

Insurance General Liability	516010	9,662.41	0.00	
Single Audit	523620	4,003.00	0.00	
Advertising	516820	1,000.00	1,000.00	<<< Increased due to split
Licensing	516550	5,800.00	0.00	
Other Purchased Services	519000	0.00	0.00	
BGS Postal	517205	0.00	0.00	
Books&Periodicals-Library/Educ	521500	300.00	0.00	
Communications	516600	0.00	0.00	
Food	520700	500.00	0.00	
Office Supplies	520000	2,000.00	0.00	
Office Equipment	522410	2,000.00	1,500.00	<<< Supplies combined w/Equipment
Other Supplies	520500	0.00	0.00	
Registration For Meetings&Conf	517100	0.00	0.00	
Tuition Reimbursement	504530	0.00	0.00	
In-State Travel		0.00	2,000.00	<<< Instate travel only
Out of State Travel		<u>10,000.00</u>	<u>0.00</u>	<<< No out of state travel
SubTotal Council Expenses		260,956.75	4,500.00	
Total Operating Expenses		260,956.75	4,500.00	
Total Personal Services & Operating Expenses		4,040,209.88	882,654.22	
Balance		0.00	(0.00)	