



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Senate Committee on Appropriations  
 From: Daniel Dickerson, Joint Fiscal Office  
 Cc: Legislative Branch Department Heads  
 Date: March 11, 2022  
 Subject: Fiscal Year 2023 Legislative Branch Budgets

The fiscal year 2023 legislative branch appropriation request is \$19,158,459. This request is \$1,679,387 above the adjusted fiscal year 2022 appropriations (adjusted to include the budget adjustment request), a growth rate of 9.6%. The two biggest cost drivers are 1) pay act and benefits changes, 2) rent costs for new legislative space. Taken alone, these two items represent a growth rate of 8.0%. All remaining cost drivers represent a 1.6% growth rate. Overall branch budget numbers are shown below, with an explanation of budget pressures on the following page and department-level appropriations at the end of this memo.

<b>Legislative Branch FY22 BAA and FY23 Appropriation - Request</b>		
	<b>FY22 Budget Adjustment</b>	<b>FY23 Big Bill</b>
FY22 Legislative Branch appropriations (Act 74)	\$17,184,072	
<i>FY22 BAA request</i>	\$295,000	
FY22 Legislative Branch appropriations w/ BAA	\$17,479,072	
<i>FY23 Base budget</i>		\$17,479,072
<i>Annualize pay act and benefits changes</i>		\$637,646
<i>Internal service fund increases (incl. new space)</i>		\$750,048
<i>Personnel changes</i>		\$190,703
<i>All other changes</i>		\$100,990
<b>FY23 Legislative Branch appropriation request</b>		<b>\$19,158,459</b>
<i>Dollar Change (FY22 BAA. to FY23)</i>		\$1,679,387
<i>Percent Change (FY22 BAA to FY23)</i>		9.6%

**Budget Pressures:**

1. **Annualize FY22 BAA items:** The fiscal year 2022 budget adjustment request for the legislative branch included three new operating budget requests totaling \$295,000. Two of the items were within the Joint Fiscal Office budget, the IT project review consultant at \$125,000 and the limited-service position at \$65,000 (full year cost of \$10
2. **Pay Act and Benefits changes:** Legislative staff and legislators received 4.15% salary increases in July 2021. Additionally, the state-share cost for employees participating in the defined benefit plan increased from 21.4% to 25.5% in FY22. Finally, health care premiums will increase by 7% on January 1, 2022 and 7% on January 1, 2023, which averages out to a 10.7% increase in FY23. All these increases have been included in the FY23 budget requests as increases needed to maintain base services. Taken alone, the pay act and benefits changes represent roughly a third of branch-wide budget growth from FY22 to FY23.
3. **Internal Service Fund changes:** Starting in FY23, the legislative branch will begin paying for new space that has been taken over by the branch in 2 and 4 Aiken, and at 109 and 133 State. Some of this cost will go down in future years as some space in 109 and 133 State will go back to the executive branch. Additionally, the cost for workers' compensation and various liability insurances has increased for the branch. Taken together these internal service fund cost increases represent almost half of budget growth from FY22 to FY23
4. **Personnel changes:** Budget pressures under this line item can be broken up into two categories.
  - a. Staffing changes - Legislative offices have undergone many staffing changes in FY22. In cases where new employees were hired to fill existing positions, the new individuals that have been hired are primarily opting into higher cost benefits packages than previous incumbents, or in the case of new positions, higher than budgeted.
  - b. New staff – This category includes full annual funding for the JFO limited-service position of \$105,000 (\$65,000 of this is funded in the FY22 BAA). JFO also converted a temporary position to a permanent part-time position with benefits. Finally, the new capitol police officer authorized in Act 74 of 2021 was recruited at a higher salary than originally budgeted.
5. **Other budget pressures:** The remaining budget pressures represent approx. \$100,000 of branch budget growth.
  - a. These pressures and are mainly tied to increased costs for information technology (IT) contracts and software licenses tied to current services. The IT department has mitigated some of these increases by reducing new projects, but some new funding is needed in FY23 to cover these costs. The remaining budget pressures can be attributed to minor increases in branch operating costs.

<b>Legislative Branch budgets – department breakdown</b>				
	<b>FY22</b>	<b>FY23</b>	<b>Change</b>	<b>Change</b>
<b>Department</b>	<b>Appropriation<sup>1</sup></b>	<b>Request</b>	<b>\$</b>	<b>%</b>
Legislature <sup>2</sup>	\$8,906,637	\$9,901,100	\$994,463	11.2%
Legislative Counsel	\$3,400,236	\$3,656,402	\$256,166	7.5%
Legislative IT	\$1,591,915	\$1,705,238	\$113,323	7.1%
Joint Fiscal Office	\$2,512,260	\$2,722,113	\$209,853	8.4%
Sgt. At Arms	\$1,068,024	\$1,173,606	\$105,582	9.9%
<b>Total</b>	<b>\$17,479,072</b>	<b>\$19,158,459</b>	<b>\$1,679,387</b>	<b>9.6%</b>

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<sup>1</sup> FY22 appropriations for the Legislature and the Joint Fiscal Office include the FY22 BAA supplemental appropriations.

<sup>2</sup> The Legislature's budget includes funding for the General Assembly, House Clerk, Senate Secretary, Leadership positions, Office of Legislative Operations, and the Office of Human Resources.

## FY2023 Legislature Program Budget

### PROGRAMS

	FY20	FY21	FY22 est.	FY23 req.
<b>Legislature</b>	1,360,218	1,530,160	1,662,274	<b>2,286,627</b>
Other Personal Services	19%	23%	18%	23%
Operating Expenses				
Internal Service Expenses				
<b>House of Representatives</b>	3,873,846	2,507,093	4,067,654	<b>4,231,654</b>
Member Salaries	54%	38%	45%	43%
Member Per Diems				
<b>Senate</b>	832,053	589,984	892,900	<b>928,900</b>
Member Salaries	12%	9%	10%	9%
Member Per Diems				
<b>General Staff</b>	211,285	190,059	543,997	<b>570,011</b>
Speaker/Pro Tem. Staff	3%	3%	6%	6%
HR Department				
<b>House Clerk</b>	475,015	524,637	516,685	<b>528,872</b>
	7%	8%	6%	5%
<b>Senate Secretary</b>	421,071	409,774	450,056	<b>461,204</b>
	6%	6%	5%	5%
<b>Legislative Operations</b>	-	792,930	855,420	<b>893,832</b>
	0%	12%	10%	9%
	7,173,487	6,544,637	8,988,986	<b>9,901,100</b>

### NARRATIVE & KEY CHANGES

FY22 Appropriation \$8,906,637 GF (includes FY22 BAA of \$105,000)

FY23 Budget Request \$9,901,100 GF (Gov. Rec.)

Percentage Change in Budget Request

\* Funding increase of \$994,463 (11.2%) (Gov.)

\* Excluding FY22 non-discretionary pay act, benefits and internal service increases \$40,060 (0.5%)(Gov.)

Budget Ups/Downs

\* Increase - Annualized pay act (+\$171k).

\* Increase - Retirement and Health increases (+\$55k).

\* Increase - Fee-for-space and other internal service fund costs (+\$729k)

\* Increase - committee staff hours and step increases (+\$15k)

\* Increase - other misc. (+\$25k)

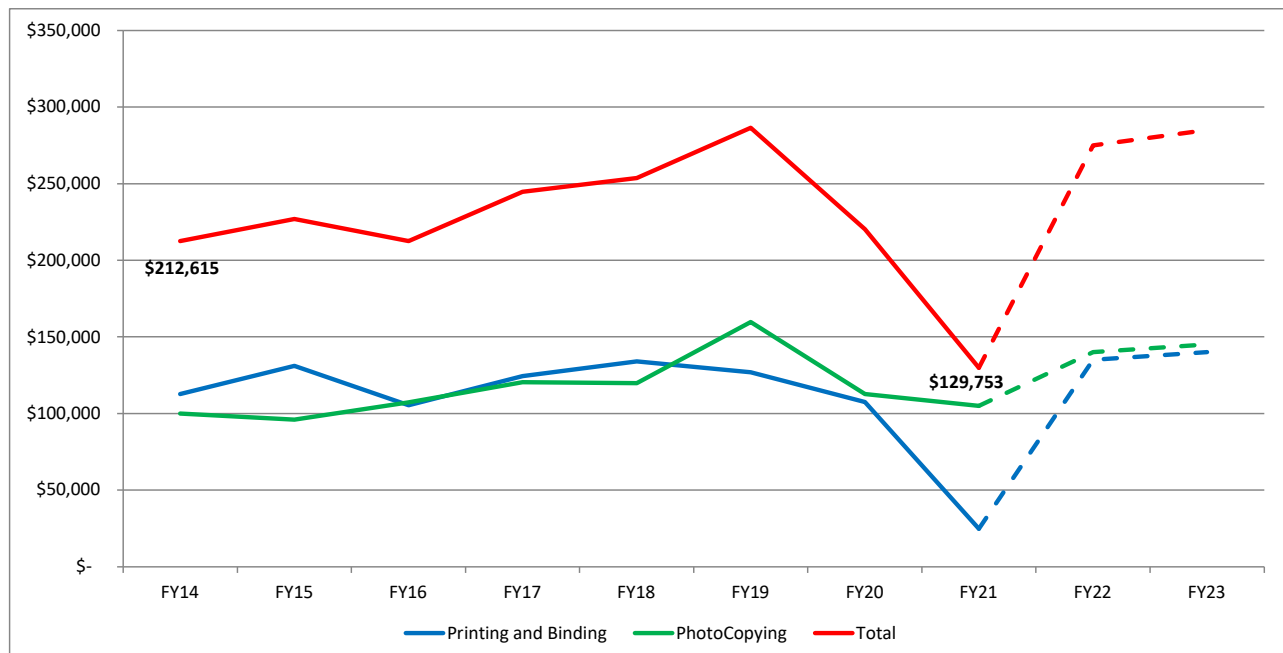
Carryforward

\* Carry-forward funding from FY21 and est. from FY22 has been tentatively allocated for various one-time initiatives - see supplemental budget sheet for Legislature.

### Performance metrics

#### Legislative Printing and Copying Costs

(10 year snapshot)



**FY2023 Legislative Budget**

2/15/2022

	<b>FY20 Actual</b>	<b>FY21 Actual</b>	<b>FY22 Budgeted</b>	<b>FY22 Estimated</b>	<b>FY23 Request</b>	
Session Length (weeks)	29	18	18	18	18	
Full-time positions	7	13	13	14	14	
Part-time/Session positions	8	28	28	28	28	
<b>SOURCES OF FUNDS</b>						
1 General fund appropriation	8,119,372	8,691,089	8,801,637	8,906,637	9,901,100	11.2%
2 Pay Act	114,000	56,000		171,000		
3 27th pay period	-					
4 Retirement increase				30,000		
5 <b>TOTAL SOURCES</b>	<b>8,233,372</b>	<b>8,747,089</b>	<b>8,801,637</b>	<b>9,107,637</b>	<b>9,901,100</b>	<b>8.7%</b>
<b>USES OF FUNDS</b>						
<b>Personal Services</b>						
6 Member session salaries	3,085,577	2,608,493	2,435,350	2,536,413	2,536,413	
7 Special session salaries						
8 Member interim meetings salaries	95,404	60,865	100,000	105,000	105,000	
9 Member FICA	275,770	272,524	253,535	264,141	264,141	
10 Leg staff salaries	761,826	1,365,777	1,575,975	1,676,971	1,702,135	
11 Leg staff benefits (incl. UI, WC)	305,804	563,436	637,114	681,798	746,019	
12 Contract services/consultants	1,667	9,732	20,000	20,000	25,000	
13 Interns/Other personal services	8,644	7,783	10,000	10,000	11,500	
14 <b>Subtotal Personal Services</b>	<b>4,534,693</b>	<b>4,888,610</b>	<b>5,031,974</b>	<b>5,294,323</b>	<b>5,390,208</b>	
<b>Operating Expenses</b>						
15 Equipment, repairs & maintenance	21,868	19,435	30,000	30,000	30,000	
16 Fee for space charge	538,452	814,066	533,888	533,888	1,245,148	
17 Organization dues	281,372	175,777	300,000	415,000	310,000	
18 Communications	38,471	32,690	10,000	20,000	10,000	
19 Advertising	-	1,020	6,000	6,000	6,000	
20 Printing and binding	107,481	24,843	135,000	135,000	140,000	
21 Copying	112,681	104,910	140,000	140,000	145,000	
22 Postage and mailing	1,988	7,634	4,000	4,000	4,000	
23 Other insurance	5,628	12,061	14,520	14,520	25,015	
24 Registrations for meetings	9,590	825	20,000	20,000	20,000	
25 Member session expenses (in-state)	1,165,866	860,268	2,140,000	1,940,000	2,140,000	
26 Member interim expenses (in state)	35,093	5,008	70,000	70,000	70,000	
27 Special session expenses	-	-	-	-	-	
28 Leg staff in-state expenses	31,076	21,352	34,000	34,000	34,000	
29 Members out-state travel (conferences)	44,295	2,591	45,000	45,000	45,000	
30 Leg staff out-state travel (conferences)	14,957	-	15,000	15,000	15,000	
31 Non-employee expenses	11,990	-	15,000	15,000	13,500	
32 Office supplies, books, other payments	58,969	49,621	81,500	81,500	81,500	
33 Administrative (audit, Vision, ADS)	159,016	166,688	175,755	175,755	176,729	
34 <b>Subtotal Operating Expenses</b>	<b>2,638,794</b>	<b>2,298,787</b>	<b>3,769,663</b>	<b>3,694,663</b>	<b>4,510,892</b>	
35 <b>TOTAL USES</b>	<b>7,173,487</b>	<b>7,187,397</b>	<b>8,801,637</b>	<b>8,988,986</b>	<b>9,901,100</b>	
36 <b>OPERATING BALANCE</b>	<b>1,059,885</b>	<b>1,559,692</b>	<b>-</b>	<b>118,651</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>						
37 Carry forward	630,495	1,451,659	2,104,796	3,304,112	212,212	
38 Carry forward reversion	(200,000)	(350,000)	(395,000)	(435,000)		
39 EV charging station x 2	(38,721)					
40 COVID reserve			(100,000)	(250,000)		
41 Space costs - 109 and 133 State			(500,000)			
42 Various one-time costs (separate sheet)				(1,330,000)	(75,000)	
43 Statehouse expansion				(1,500,000)		
44 <b>CRF Reimbursement for PY expenses</b>		<b>728,765</b>		<b>304,450</b>		
45 Redistricting Expense (software)		(74,315)				
46 New Member Orientation		(11,690)			(25,000)	
47 <b>NET BALANCE</b>	<b>1,451,659</b>	<b>3,304,112</b>	<b>1,109,796</b>	<b>212,212</b>	<b>112,212</b>	

## Legislative carry-forward tracking

Joint Fiscal Office

2/15/2022

Use	FY21	FY22	FY23	notes
<b>GF carry-forward - beginning of year</b>	<b>1,451,659.00</b>	<b>3,304,111.00</b>	<b>212,212.00</b>	
reversion	(350,000.00)	(140,000.00)		
redistricting	(74,315.00)			
CRF reimb. Of PY expenses	728,765.00	304,450.00		
New member orientation	(11,690.00)		(25,000.00)	
Retirement FY21 actuarial		(40,000.00)		FY 22 work funded with separate appropriation in Act 74 - \$200,000
Health regulatory analysis (Kinzer)				funded in BAA, no CF needed
ARPA outreach		(40,000.00)		
IT Project review		(125,000.00)		
legislative chair off-session pay		(45,000.00)	(45,000.00)	
HR assistant		(105,000.00)		
JFO limited-service position		(65,000.00)		JFO will cover remaining cost
NCSL pay study		(30,000.00)		
HR items		(30,000.00)	(15,000.00)	salary ranges, legal retainer, sexual harassment training
Statehouse code study		(15,000.00)		from the Sgt. At Arms
legislative facility coordinator		(45,000.00)	(15,000.00)	Tricia Harper - contract currently through 08/2022
Child care study		(400,000.00)		no funding provided in Act 45 for study
CRF projects after Dec. 30		(250,000.00)		for uncompleted projects after 12/30
2-4 Aiken improvements		(685,000.00)		\$185k for 2 Aiken 3rd fl, and \$500k for 4 Aiken
Statehouse expansion (BAA)		(1,500,000.00)		Backfill with ARPA?
yearly budget surplus/(deficit)	1,559,692.00	118,651.00		<i>FY22 operating surplus is estimated</i>
<b>GF carry-forward - end of year</b>	<b>3,304,111.00</b>	<b>212,212.00</b>	<b>112,212.00</b>	
<i>Other potential non-GF</i>				
FFF study bldg. modifications		(2,500,000.00)		CRF funds in Act 74
building addition planning			(1,500,000.00)	ARPA capital projects?
other?			(685,000.00)	2-4 Aiken; capital bill or ARPA?
Non-GF total	-	(2,500,000.00)	(2,185,000.00)	

\*\*costs in red lettering not included in budgets presented to HAC in february

FY2023 Legislative Counsel

2/14/2022

with Ops

	FY20 Actual	FY21 Actual	FY22 Budgeted	FY22 Estimated	FY23 Request	
Full-Time Positions	27	23	24	24	24	
Part-Time/Session Positions	23	3	5	3	5	
<b>SOURCES OF FUNDS</b>						
1 General fund appropriation	3,772,167	3,187,533	3,400,236	3,400,236	3,656,402	7.5%
2 Pay Act	88,850	81,000		95,000		
3 27th pay period						
4 Retirement rate increase				36,000		
5 <b>TOTAL SOURCES</b>	<b>3,861,017</b>	<b>3,268,533</b>	<b>3,400,236</b>	<b>3,531,236</b>	<b>3,656,402</b>	<b>3.5%</b>
<b>USES OF FUNDS</b>						
Personal Services						
6 Full-Time Staff Salaries	2,205,870	2,004,519	2,009,259	2,027,651	2,134,870	
7 NEW - Paralegal			83,000			
8 Session Staff Salaries	383,858	84,273	136,000	75,250	141,250	
9 Overtime	6,894	2,911		3,000		
10 FICA/Medicare	188,536	150,819	164,112	160,872	174,124	
11 Health insurance	470,640	400,351	410,895	387,792	496,615	
12 Retirement	333,183	299,472	286,112	345,683	398,393	
13 Dental	26,697	23,465	23,594	21,854	25,961	
14 Life insurance	7,320	6,343	6,444	6,393	8,102	
15 Disability	4,640	3,108	4,621	4,568	3,629	
16 Employee assistance program	842	710	736	800	792	
17 Worker's Compensation	9,585	5,090	4,950	4,950	5,948	
18 Unemployment Compensation	17,294	14,510	5,000	5,000	5,000	
19 Catamount Health	3,774	4,247	1,000	1,000	1,000	
20 Other personal services	-	-	4,344	4,344	5,610	
21 <b>Subtotal Personal Services</b>	<b>3,659,133</b>	<b>2,999,820</b>	<b>3,140,067</b>	<b>3,049,157</b>	<b>3,401,294</b>	
Operating Expenses						
22 Fee for space	192,443	187,364	201,267	201,267	204,242	
23 VISION	32,290	27,284	22,462	22,462	15,603	
24 Single Audit allocation	3,628	3,053			500	
25 Insurances	-	13,712	10,299	10,299	17,963	
26 Advertising	430	50	1,000	1,000	1,000	
27 Licensing	6,300	1,149	5,800	5,800	5,800	
28 Books & Subscriptions	2,712	187	500	500	500	
29 Office Supplies	2,629	744	2,500	2,500	1,500	
30 Office Equipment	19,497	573			1,000	
31 In-State Travel	1,658	426	2,000	2,000	2,000	
32 Out-of-State Travel	3,563	-	5,000	5,000	5,000	
33 Other payments, adjustments	1,924	1,948				
34 <b>Subtotal Operating Expenses</b>	<b>267,073</b>	<b>236,491</b>	<b>250,828</b>	<b>250,828</b>	<b>255,108</b>	
35 <b>TOTAL USES</b>	<b>3,926,206</b>	<b>3,236,311</b>	<b>3,390,895</b>	<b>3,299,985</b>	<b>3,656,402</b>	
36 <b>OPERATING BALANCE</b>	<b>(65,189)</b>	<b>32,222</b>	<b>9,341</b>	<b>231,251</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>						
37 Carry forward	233,937	118,748	155,279	172,926	195,068	
38 Carry forward reversion	(50,000)		(50,000)	(50,000)		
39 Rescission						
40 <b>CRF reimbursement</b>		<b>21,956</b>				
41 Reimbursement from LEG				9,890		
42 FY22 Limited-service position				(95,000)		
43 One-time personnel expense				(34,000)		
44 Session staff - Redistricting maps				(25,000)		
45 LC office transition reserve					(50,000)	
46 COVID reserve			(15,000)	(15,000)	(15,000)	
47 <b>NET BALANCE</b>	<b>118,748</b>	<b>172,926</b>	<b>99,620</b>	<b>195,068</b>	<b>130,068</b>	

FY2023 Legislative Information Technology

2/14/2022

	FY20 Actual	FY21 Actual	FY22 Budgeted	FY22 Estimated	FY23 Request	
Full-Time Positions	7	7	8	8		
Part-Time/Session Positions	1	1	1	1		
<b>SOURCES OF FUNDS</b>						
1 General fund appropriation	1,412,146	1,419,819	1,591,915	1,591,915	1,705,238	7.1%
2 Pay Act	23,150	27,000		28,000		
3 27th pay period						
4 Retirement increase				17,000		
5 <b>TOTAL SOURCES</b>	<b>1,435,296</b>	<b>1,446,819</b>	<b>1,591,915</b>	<b>1,636,915</b>	<b>1,705,238</b>	<b>4.2%</b>
<b>USES OF FUNDS</b>						
Personal Services						
6 Full-Time Staff Salaries	492,198	564,907	541,216	608,116	649,293	
7 New position	-	-	132,000	-	-	
8 Session Staff Salaries	10,822	-	15,096	15,724	15,724	
9 Overtime	372	380	-	500	500	
10 FICA/Medicare	36,661	41,062	42,558	47,724	50,874	
11 Health insurance	101,649	120,014	120,014	134,841	151,384	
12 Retirement	90,228	102,067	97,003	126,481	137,433	
13 Dental	5,027	6,494	6,653	7,354	5,971	
14 Life insurance	2,004	2,281	2,284	2,566	3,253	
15 Disability	770	774	1,245	1,399	1,104	
16 Employee assistance program	198	220	224	256	264	
17 Worker's Compensation	-	-	1,000	1,000	1,030	
18 Unemployment Compensation	-	-	1,500	1,500	1,460	
19 Catamount Health	-	498	500	500	500	
20 Other personal services	-	-	2,500	2,500	3,094	
21 <b>Subtotal Personal Services</b>	<b>739,929</b>	<b>838,698</b>	<b>963,793</b>	<b>950,461</b>	<b>1,021,884</b>	
Operating Expenses						
22 Fee for space	488	-	34,448	34,448	34,957	
23 VISION	-	4,077	6,385	6,385	5,310	
24 Single Audit allocation	-	-	-	-	500	
25 Insurances	-	-	3,432	3,432	3,535	
26 Advertising	3,784	-	1,000	1,000	1,000	
27 Licensing	40	600	-	-	-	
28 Books & Subscriptions	1,150	82	500	500	500	
29 Office Supplies	1,384	774	500	500	-	
30 Office Equipment	1,428	-	500	500	-	
31 In-State Travel	-	34	-	-	-	
32 Out-of-State Travel	-	-	2,500	2,500	2,500	
33 ADS Internet	87,177	90,320	86,922	86,922	88,027	
34 ADS Telephone	44,036	25,836	54,000	92,000	61,927	
35 Telecommunications	18,405	7,534	26,281	9,000	8,809	
36 IT Contracts and Services	164,241	91,038	73,340	152,743	139,235	
37 Hardware	162,765	48,985	78,309	133,640	61,073	
38 Software Licenses	69,553	32,940	134,543	187,385	183,984	
39 IT & Data Processing Supplies	24,442	5,049	23,600	25,140	23,878	
40 Training	7,905	449	10,000	10,000	10,000	
41 Repair & Maintenance	77,340	30,440	82,521	59,546	53,119	
42 Other payments, adjustments	6,397	6,911	-	-	5,000	
43 <b>Subtotal Operating Expenses</b>	<b>670,535</b>	<b>345,069</b>	<b>618,781</b>	<b>805,641</b>	<b>683,354</b>	
44 <b>TOTAL USES</b>	<b>1,410,464</b>	<b>1,183,767</b>	<b>1,582,574</b>	<b>1,756,102</b>	<b>1,705,238</b>	
45 <b>OPERATING BALANCE</b>	<b>24,832</b>	<b>263,052</b>	<b>9,341</b>	<b>(119,187)</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>						
46 Carry forward	48,618	73,450	281,347	388,400	74,213	
47 Carry forward reversion			(120,000)	(120,000)		
48 Rescission						
49 IT project reserve			(60,000)	(75,000)	(50,000)	
50 CRF Reimbursement		51,898				
51 Intrusion prevention hardware			(25,000)			
52 Completion of FY21 budgeted projects			(64,700)			
53 <b>NET BALANCE</b>	<b>73,450</b>	<b>388,400</b>	<b>20,988</b>	<b>74,213</b>	<b>24,213</b>	



FY2023 Joint Fiscal Office Budget

2/14/2022

	FY20 Actual	FY21 Actual	FY22 Budgeted	FY22 Estimated w/ BAA	FY23 Request	
Full-time positions	13	14	15	16	16	
Part-time/Session positions	3	1	1	1	1	
<b>SOURCES OF FUNDS</b>						
1 General fund appropriation	2,023,053	2,093,770	2,322,260	2,512,260	2,722,113	8.4%
2 Pay Act	48,000	49,000		64,000		
3 Retirement increase				19,000		
4 27th pay period						
5 <b>TOTAL SOURCES</b>	<b>2,071,053</b>	<b>2,142,770</b>	<b>2,322,260</b>	<b>2,595,260</b>	<b>2,722,113</b>	<b>4.9%</b>
<b>USES OF FUNDS</b>						
Personal Services						
6 Salaries	1,135,340	1,327,956	1,375,938	1,360,979	1,477,893	
7 Temp. Employees - Salary/FICA	118,940	511	38,130	13,745		
8 Limited-service position				65,000	105,000	
9 FICA/Medicare	84,410	99,054	104,139	104,115	113,059	
10 Health insurance	154,958	184,608	213,911	182,924	240,152	
11 Retirement	146,351	167,121	194,201	230,834	254,531	
12 Dental	8,851	9,937	11,504	10,547	13,648	
13 Life insurance	4,007	4,520	5,276	4,902	6,402	
14 Disability	2,607	1,937	3,349	3,130	2,512	
15 Employee assistance program	377	426	480	512	528	
16 WC and Catamount	2,175	4,040	4,867	4,867	5,750	
17 Contract - Kavet	190,066	144,859	170,000	170,000	175,000	
18 Contract - IT Project review				125,000	125,000	
19 Contract - Brighton	7,952	-	-	-	-	
20 Contract - Office IT general	548	-	3,500	3,500	3,500	
21 Contract - JFO website		12,595	13,500	13,500	13,500	
22 Other personal services	27,543	16,367	12,500	12,500	15,000	
23 <b>Subtotal Personal Services</b>	<b>1,884,124</b>	<b>1,973,931</b>	<b>2,151,295</b>	<b>2,306,055</b>	<b>2,551,475</b>	
Operating Expenses						
24 Hardware & Software	34,109	34,348	35,000	35,000	40,000	
25 Office Supplies and Equipment	1,888	5,554	4,000	8,500	5,000	
26 Fee for space	48,411	49,515	52,708	52,708	53,487	
27 Advertising	1,783	3,738	2,000	5,500	2,500	
28 Printing & copying	1,446	1,116	1,500	1,500	1,500	
29 Dues & subscriptions	23,469	13,020	23,000	20,000	20,000	
30 Registrations	3,177	118	3,000	3,000	3,000	
31 Insurances	3,201	6,949	7,655	7,655	11,755	
32 In state travel expenses	1,512	-	1,500	1,500	1,500	
33 Out of state travel expenses & training	5,484	-	12,000	12,000	15,000	
34 Accounting (audit/VISION)	12,178	13,552	14,260	14,260	13,896	
35 Other payments, adjustments	5,387	4,445	5,000	5,000	3,000	
36 <b>Subtotal Operating Expenses</b>	<b>142,046</b>	<b>132,354</b>	<b>161,623</b>	<b>166,623</b>	<b>170,638</b>	
37 <b>TOTAL USES</b>	<b>2,026,170</b>	<b>2,106,285</b>	<b>2,312,918</b>	<b>2,472,678</b>	<b>2,722,113</b>	
38 <b>OPERATING BALANCE</b>	<b>44,883</b>	<b>36,485</b>	<b>9,342</b>	<b>122,582</b>	<b>-</b>	
<b>ONE-TIME ACTIVITIES</b>						
39 Carry forward	140,042	97,985	118,380	181,968	107,250	
40 Carry forward reversion	(30,000)	(25,000)	(50,000)	(50,000)		
41 Blue House Group (JFO website/projects)	(14,760)		(10,000)	(10,000)	(10,000)	
42 One-time IT/Budget system back-up			(11,300)	(11,300)	(5,000)	
43 NCSL Eastern States Conference	(7,500)					
44 CRF reimbursement for FY20 expenses		72,497				
45 One-time personnel expense			(30,000)	(56,000)		
46 Deb Brighton FY22-23 contract				(45,000)	(10,000)	
47 Steve Klein FY22 contract				(25,000)		
48 Becky Replacement	(34,680)					
49 <b>NET BALANCE</b>	<b>97,985</b>	<b>181,968</b>	<b>26,422</b>	<b>107,250</b>	<b>82,250</b>	

## FY2023 Sergeant at Arms Budget

February 14, 2022

	FY20 Actual	FY21 Actual	FY22 Budgeted	FY22 Estimated	FY23 Budgeted	
<i>Full-Time Positions</i>	7	7	8	8	8	
<i>Part-Time/Session Positions</i>	18	18	18	18	18	
<b>SOURCES OF FUNDS</b>						
1    General fund appropriation	870,204	951,819	1,068,024	1,068,024	1,173,606	9.9%
2    Pay Act	33,000	28,000		30,000		
3    Retirement rate increase				23,000		
4    27th pay period						
5 <b>TOTAL SOURCES</b>	<b>903,204</b>	<b>979,819</b>	<b>1,068,024</b>	<b>1,121,024</b>	<b>1,173,606</b>	<b>4.7%</b>
<b>USES OF FUNDS</b>						
Personal Services						
6    Salaries	440,438	453,117	452,516	529,839	536,282	
7    Additional Officer (salary/benefits)		-	80,000			
8    Overtime	22,117	8,178	20,000	20,000	20,000	
9    Temporary employees (includes pages)	90,128	44,538	130,931	128,387	135,403	
10    FICA/Medicare	41,684	37,741	44,634	50,355	51,384	
11    Health insurance	76,025	95,271	87,573	117,405	140,857	
12    Retirement	96,392	102,000	96,839	133,682	136,752	
13    Dental	6,369	7,063	7,063	7,211	8,445	
14    Life insurance	1,475	1,514	1,472	1,782	2,146	
15    Disability	1,008	728	1,041	1,219	912	
16    Employee assistance program	219	220	224	256	264	
17    Workers' Comp and Catamount	3,493	6,419	7,598	7,598	8,832	
18    Unemployment				2,500	2,500	
19    Sheriffs	12,365	8,310	15,000	15,000	15,000	
20    Other Personal Services	-	-	-	10,000	5,000	
21 <b>Subtotal Personal Services</b>	<b>791,712</b>	<b>765,099</b>	<b>944,891</b>	<b>1,025,234</b>	<b>1,063,777</b>	
Operating Expenses						
22    Fee for space	7,659	7,338	13,951	13,951	7,999	
23    Uniforms	12,999	15,166	6,500	10,000	6,500	
24    Dues & other miscellaneous	2,174	1,815	2,000	2,000	2,000	
25    Communications	18,096	25,720	21,000	21,000	23,000	
26    Office Supplies and Equipment	7,880	3,793	4,500	4,500	4,500	
27    Other Insurances	1,186	2,639	2,900	2,900	4,490	
28    Legislative page expenses	6,840	-	15,000	12,000	15,000	
29    Travel and Training	9,943	3,283	5,000	5,000	5,000	
30    Accounting (audit, Vision)	6,291	6,897	6,941	6,941	7,340	
31    Body Cameras - annual lease	-	-	21,000	19,000	19,000	
32    Security/Safety equipment	14,958	20,053	15,000	15,000	15,000	
33 <b>Subtotal Operating Expenses</b>	<b>88,027</b>	<b>86,704</b>	<b>113,792</b>	<b>112,292</b>	<b>109,829</b>	
34 <b>TOTAL USES</b>	<b>879,739</b>	<b>851,804</b>	<b>1,058,683</b>	<b>1,137,526</b>	<b>1,173,606</b>	
35 <b>OPERATING BALANCE</b>	<b>23,465</b>	<b>128,015</b>	<b>9,341</b>	<b>(16,502)</b>	<b>-</b>	
<b>ONE-TIME USES</b>						
36    Previous Year Balance Forward	52,223	57,163	129,442	201,634	90,132	
37    Carryforward Reversion		-	(60,000)	(60,000)		
38    Unemployment Reserve		(1,680)	(5,000)			
39    Security Equipment	(18,525)	18,136				
40 <b>CRF Reimbursement</b>						
41    New officer training/outfit/equipment		-	(15,000)	(15,000)	(30,000)	
42    Security Reserve		-	(20,000)	(20,000)	(20,000)	
43 <b>NET BALANCE</b>	<b>57,163</b>	<b>201,634</b>	<b>38,783</b>	<b>90,132</b>	<b>40,132</b>	