

The Department also provides accounting, printing, bill distribution, telecommunication, and supply services to the General Assembly. In addition, the Department administers intern, page, and public affairs programs. Publications available from the Department include the nine-volume *Legislative Handbook* series and *Your Voice in Annapolis*.

#### DIVISION OF BUDGET REVIEW

Robert E. Brady, *Director*

841-3736

The Division of Budget Review studies and reviews the State's operating and capital budgets during all phases of their development by the Executive and adoption by the Legislature, including an annual analysis submitted to the General Assembly. Studies of the operation, administration, and effectiveness of State agencies and institutions are compiled. The Division prepares a short and long term forecast of State revenues and expenditures and an annual analysis of State bonded indebtedness. Under the Regulatory Program Evaluation Act of 1978, the Division also provides the evaluation reports required (Code State Government Article, sec. 2-1228).

#### DIVISION OF FISCAL RESEARCH

Joseph M. Coble, *Director*

841-3710

The Division of Fiscal Research provides staff support to the fiscal committees of the General Assembly and studies State and local financial matters and fiscal interrelationships. As required by law, it prepares fiscal notes on every bill or joint resolution, collects financial data on local governments, and publishes an annual report on local government finances. The Division also compiles an annual report on the fiscal impact of each legislative session (Code State Government Article, sec. 2-1234).

#### DIVISION OF AUDITS

Anthony J. Verdecchia, *Legislative Auditor*

301 W. Preston St.  
Baltimore, MD 21201

225-1400

The Office of Legislative Auditor was established as the Office of the State Auditor in 1902 and 1929 (Chapter 257, Acts of 1902; Chapter 226, Acts of 1929). The Office of Legislative Auditor is responsible for conducting post audits of a compliance or performance nature of all departments, agencies, and institutions of State government, including the offices of clerks of court and registers of wills. Upon direction by the General Assembly or the Joint Budget and Audit Committee, the Legislative Auditor may undertake a management audit of a State agency or program or an audit of a private organization that receives State funds. The Office also reviews the audit reports of all

local governments and community colleges (Code State Government Article, secs. 2-1201 through 2-1222).

#### LEGISLATIVE ACCOUNTING

Mary F. Atwell, *Administrator*

841-3797

The Legislative Accounting Office prepares and administers the budget for the Senate, House of Delegates, and support offices. The Office processes all travel expense reimbursements for legislators, oversees each legislator's district office account, and administers payroll, personnel records and employee benefit programs for legislators and their staffs.

#### LEGISLATIVE PRINT SHOP

Roy T. Dean, Jr., *Manager*

841-3832

The Legislative Print Shop is responsible for the printing of a variety of documents that are part of the legislative process. Included are the bills, joint resolutions, amendments, session laws, journals and rules of the Senate and House of Delegates, synopses of legislation, hearing schedules, fiscal notes, committee reports, staff studies, budget analyses, and other reports. The services of the Print Shop are available to the General Assembly, the committees, legislators, and staff agencies.

#### LEGISLATIVE BILL ROOM

Robert J. Liberty, *Supervisor*

841-3840

The Legislative Bill Room stores and distributes bills and resolutions. Bills are distributed to each legislative office during the legislative session. Additional copies may be obtained by legislators or the public upon request to the Bill Room.

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#### OFFICE OF LEGISLATIVE DATA PROCESSING

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Robert M. Edwards, *Director*

Legislative Services Building  
90 State Circle  
Annapolis, MD 21401

841-3900

The Office of Legislative Data Processing was created in 1981 to coordinate computer services for the General Assembly. The Office develops and supports legislative information systems, operates the General Assembly's data center, and provides coordination and technical assistance to the General Assembly and its staff agencies.

The Director is appointed by the President of the Senate and the Speaker of the House of Delegates.