

mental units and programs, and fiscal relationships of the State and local governments.

OFFICE OF LEGISLATIVE AUDITS

Anthony J. Verdecchia, *Legislative Auditor*

301 W. Preston St.
Baltimore, MD 21201 (410) 225-1400

Functions of the Office of Legislative Audits began when the office of the State Auditor was established in 1902 within the Treasury Department (Chapter 257, Acts of 1902). In 1929, the office was assigned to the Division of Financial Review and Control, headed by the Comptroller of the Treasury (Chapter 226, sec. 45, Acts of 1929). When the Department of Fiscal Services was formed in 1968, the Division of Audits was created within the Department (Chapter 456, Acts of 1968). In 1992, the Division of Audits was reformed as the Office of Legislative Audits (Chapter 598, Acts of 1992).

The Office conducts 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 county and municipal governments and community colleges (Code State Government Article, secs. 2-1201 through 2-1222).

LEGISLATIVE SUPPORT SERVICES

LEGISLATIVE ACCOUNTING OFFICE

Mary F. Atwell, *Administrator*
(410) 841-3797

The Legislative Accounting Office prepares and administers the budget for the Senate, House of Delegates, and Office of Legislative Data Processing. 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 BILL ROOM

Robert J. Liberty, *Supervisor*
(410) 841-3840

The Legislative Bill Room stores and distributes legislative bills and resolutions. During the legislative session, bills are distributed to each legislator's office. Copies of bills may be obtained from the Bill Room.

LEGISLATIVE PRINT SHOP

Warren G. Higby, Jr., *Manager*
(410) 841-3832

The Legislative Print Shop prints a variety of documents that are part of the legislative process. Included are legislative 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 legislators, legislative committees, and agencies.

OFFICE OF LEGISLATIVE SERVICES & SUPPLIES

Andrea L. Gross, *Supervisor*
(410) 841-3549

The Office of Legislative Services and Supplies was formed in 1982. The Office orders and stocks supplies, purchases furniture and equipment, keeps inventory records, disposes of surplus equipment, relocates offices, and prepares rooms for General Assembly events.

OFFICE OF TELECOMMUNICATIONS

Margaret E. Kitts, *Supervisor*
(410) 841-3998

Created in 1982, the Office of Telecommunications is responsible for the telephone and telecommunications systems in the legislative complex. The Office also prepares the *General Assembly Telephone Directory*.

OFFICE OF LEGISLATIVE DATA PROCESSING

Robert M. Edwards, *Director*

Legislative Services Building
90 State Circle, Room G-15
Annapolis, MD 21401 (410) 841-3900
fax: (410) 841-3218

BUDGET (CODE BA0104, formerly 21.01.01.04)

Funds	FY1994 (actual)	FY1995 (actual)	FY1996 (approp.)
General	\$1,310,408	\$1,399,582	\$1,581,271
Special	\$ 199,666	\$ 194,488	\$ 150,000
Total Funds	\$1,510,074	\$1,594,070	\$1,731,271
Staff			
Authorized	9	8	10
Contractual (FTE)			
Total Staff			

MANDATED REPORTS

None