

MAINE STATE LEGISLATURE

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(New Title)
New Draft of: H. P. 1317, L. D. 1713

ONE HUNDRED AND SIXTH LEGISLATURE

Legislative Document

No. 1911

H. P. 1484

House of Representatives, May 7, 1973

Reported by Mr. Gahagan from the Committee on State Government and printed under Joint Rules No. 18.

E. LOUISE LINCOLN, Clerk

STATE OF MAINE

**IN THE YEAR OF OUR LORD NINETEEN HUNDRED
SEVENTY-THREE**

**AN ACT Relating to Consolidating Reports of State Departments and
Agencies.**

Be it enacted by the People of the State of Maine, as follows:

Sec. 1. R. S., T. 5, §§ 43-45, additional. Title 5 of the Revised Statutes is amended by adding 3 new sections to read as follows:

§ 43. Reports

The executive head of each state agency shall, on or before October 1st, annually, deliver to the Governor a typewritten report of the activities of such agency during the fiscal year ended the preceding June 30th. The Governor shall immediately cause such reports to be edited with regard to contents, arrangements and brevity and shall cause them to be printed in accordance with statute and published in convenient form for distribution as a public document no later than December 1st. Copies of such document shall be distributed to each elected state officer and each member of the Legislature, or in the even-numbered years, to each such officer and member elected to take office the following January.

§ 44. Report provisions

The report of each agency shall include in summary from but not be limited to:

1. The date when the agency was established;
2. The statutory authority of the agency;

3. The address of the agency's central office ;
4. The names, titles and telephone numbers of the principal administrative officers ;
5. An organizational chart of the agency ;
6. The average number of full-time employees ;
7. The number of employees authorized by the previous Legislature and a summary by month of the actual number of employees ;
8. Recurring operating expenditures ;
9. The identification of all funds and accounts relating to an agency, with their beginning and ending balances, this shall include all federal funds and all funds from any other source ;
10. A description of each program.

A department made up of several distinct units shall provide overall summary information for the department and summary information for each bureau, division, commission, agency and institutional unit, as appropriate.

§ 45. Descriptions of expenditures

Descriptions of expenditures under all funds and accounts shall be made in using the following categories and subcategories :

1. Personal services :
 - A. Wages and salaries ;
 - B. Retirement.
2. All other :
 - A. Commodities ;
 - B. Grants, subsidies and pensions ;
 - C. Transfers to other funds ;
 - D. Computer services ;
 - E. All other rents ;
 - F. All other contractual services.
3. Capital expenditures :
 - A. Buildings and improvements ;
 - B. Equipment ;
 - C. Purchases of land.

Sec. 2. Appropriation. There is appropriated to the Department of Finance and Administration from the General Fund the sum of \$11,500 to carry out the purposes of this Act. The breakdown shall be as follows :

	1973-74	1974-75
FINANCE AND ADMINISTRATION, DEPARTMENT OF		
All Other	\$7,500	\$4,000

FISCAL NOTE

It is estimated that there would be savings in excess of \$10,000 per year in printing costs.

STATEMENT OF FACT

The purpose of this new draft is to improve the reporting of state agencies by consolidating all reports into one volume and to provide useful information in a detailed manner.