

# GENERAL GOVERNMENT

Governor's Office.....	85
Secretary of the State .....	88
Lieutenant Governor's Office .....	94
State Elections Enforcement Commission .....	96
Ethics Commission .....	98
Freedom of Information Commission .....	100
Judicial Selection Commission .....	103
Commission on Fair and Open Government.....	105
State Properties Review Board.....	108
State Treasurer.....	110
State Comptroller.....	117
Department of Revenue Services.....	123
Division of Special Revenue .....	129
State Insurance and Risk Management Board.....	134
Gaming Policy Board.....	137
Office of Policy and Management.....	139
Department of Veterans' Affairs .....	146
Office of Workforce Competitiveness.....	151
Department of Administrative Services .....	154
Department of Information Technology .....	160
Department of Public Works .....	163
Attorney General.....	168
Office of the Claims Commissioner .....	171
Division of Criminal Justice.....	173
Criminal Justice Commission .....	179
State Marshal Commission.....	180

# GOVERNOR'S OFFICE

## AGENCY DESCRIPTION:

<http://www.state.ct.us/governor/>

The Governor is an elected constitutional officer whose responsibilities include: executive direction and supervision of the general administration of the state; appointment of commissioners of departments, members of boards and commissions, trustees and other

officials; presentation of the budget recommendations to the General Assembly; approval or veto of legislation passed by the General Assembly.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Annualization of FY 03 Reductions
- Remove Inflation
- Transfer Equipment to CEPF

2003-2004	2004-2005
-119,667	-119,667
-6,875	-13,958
-9,900	-9,900

## AGENCY PROGRAMS:

### Personnel Summary

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	28	8	-2	34	34	34	34	34
Other Positions Equated to Full Time General Fund			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
			Actual	Estimated	Requested	Recommended	Requested	Recommended
			2	2	2	2	2	2

### Agency Programs by Total Funds (Net of Reimbursements)

Direction and Supervision of the State TOTAL Agency Programs - All Funds Gross Less Turnover Less Unsettled Collective Brg Contract Costs Less Early Retirement Plan Accruals TOTAL Agency Programs - All Funds Net	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
	2,607,378	2,485,105	2,902,399	2,902,399	2,765,957	3,052,693	3,052,693	2,909,168
Summary of Funding								
General Fund Net	2,577,209	2,454,936	2,902,399	2,902,399	2,765,957	3,052,693	3,052,693	2,909,168
Bond Funds	30,169	30,169	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	2,607,378	2,485,105	2,902,399	2,902,399	2,765,957	3,052,693	3,052,693	2,909,168

## PROGRAM: OVERALL DIRECTION AND SUPERVISION OF THE STATE

### Statutory Reference:

C.G.S. Section 3-1

### Statement of Need and Program Objectives:

To direct and supervise the operation of state government.

### Program Description:

The Governor is responsible for the executive direction and supervision of the general administration of the state.

The office provides staff assistance and liaison in all areas of state government administration and direct agency programs and policies.

The cornerstone on which the Governor sets the fiscal policies is the submission of his budget recommendations to the General Assembly.

In odd-numbered years, the Governor makes operating and capital budget recommendations for the biennium and in even-numbered years, recommends adjustments to the biennial budget as necessary.

The Governor appoints commissioners to state agencies and appoints members of boards and commissions, trustees and other officials.

The Governor also has the power to approve, or veto, legislation passed by the General Assembly, including the authority to veto appropriation line items. A two-thirds vote by each house of the General Assembly is required to override any veto.

### Personnel Summary

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	28	8	-2	34	34	34	34	34
Other Positions Equated to Full Time General Fund			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
			Actual	Estimated	Requested	Recommended	Requested	Recommended
			2	2	2	2	2	2

Budget-in-Detail

<b>Financial Summary</b> (Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	2,056,349	1,973,443	2,346,940	2,346,940	2,270,652	2,478,179	2,478,179	2,401,891
Other Expenses	288,260	265,720	291,948	291,948	265,720	298,965	298,965	265,720
<u>Capital Outlay</u>								
Equipment	0	100	10,000	10,000	100	10,000	10,000	100
<u>Pmts to Other Than Local Governments</u>								
New England Governors' Conference	135,055	124,875	152,561	152,561	138,687	162,561	162,561	148,687
National Governors' Association	97,545	90,798	100,950	100,950	90,798	102,988	102,988	92,770
<b>TOTAL-General Fund</b>	<b>2,577,209</b>	<b>2,454,936</b>	<b>2,902,399</b>	<b>2,902,399</b>	<b>2,765,957</b>	<b>3,052,693</b>	<b>3,052,693</b>	<b>2,909,168</b>
<u>Additional Funds Available</u>								
Bond Funds	30,169	30,169	0	0	0	0	0	0
<b>TOTAL - All Funds</b>	<b>2,607,378</b>	<b>2,485,105</b>	<b>2,902,399</b>	<b>2,902,399</b>	<b>2,765,957</b>	<b>3,052,693</b>	<b>3,052,693</b>	<b>2,909,168</b>

Direction and Supervision of the State

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<b>Current Expenses by Minor Object</b>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	1,903,454	1,821,040	2,187,736	2,170,483	2,311,834	2,296,142
Other Positions	89,910	89,621	94,538	91,465	99,739	96,669
Other	62,985	62,782	64,666	8,704	66,606	9,080
<b>TOTAL-Personal Services Gross</b>	<b>2,056,349</b>	<b>1,973,443</b>	<b>2,346,940</b>	<b>2,270,652</b>	<b>2,478,179</b>	<b>2,401,891</b>
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs						
Less Early Retirement Plan Accruals						
<b>TOTAL-Personal Services Net</b>	<b>2,056,349</b>	<b>1,973,443</b>	<b>2,346,940</b>	<b>2,270,652</b>	<b>2,478,179</b>	<b>2,401,891</b>

Other Expenses-Contractual Services

Printing And Binding	2,372	2,186	2,412	2,186	2,480	2,186
Dues and Subscriptions	1,664	1,534	1,692	1,534	1,740	1,534
Rents, Storage & Leasing	59,417	54,772	59,281	54,772	59,803	54,772
Telecommunication Services	58,449	53,877	59,435	53,877	61,099	53,877
General Repairs	21,041	19,396	21,396	19,396	21,995	19,396
Motor Vehicle Expenses	17,897	16,497	18,199	16,497	18,709	16,497
Fees For Outside Professional Services	75	69	76	69	78	69
Fees For Non-Professional Services	13,927	12,838	14,162	12,838	14,559	12,838
DP Services, Rentals and Maintenance	28,602	26,366	29,084	26,366	29,899	26,366
Postage	8,870	8,177	9,020	8,177	9,273	8,177
Travel	15,260	14,068	15,518	14,068	15,953	14,068
Other Contractual Services	10,159	9,363	10,330	9,363	10,619	9,363

Other Expenses-Commodities

Agricultural, Horticultural, and Dairy	3,641	3,356	3,667	3,356	3,748	3,356
Books	1,986	1,830	2,019	1,830	2,076	1,830
Maintenance and Motor Vehicle Supplies	3,949	3,640	4,015	3,640	4,127	3,640
Office Supplies	32,824	30,260	33,378	30,260	34,312	30,260
Miscellaneous Commodities	4,717	4,348	4,797	4,348	4,931	4,348

Other Expenses-Sundry

Sundry - Other Items	3,410	3,143	3,467	3,143	3,564	3,143
<b>TOTAL-Other Expenses Gross</b>	<b>288,260</b>	<b>265,720</b>	<b>291,948</b>	<b>265,720</b>	<b>298,965</b>	<b>265,720</b>
Less Reimbursements						
<b>TOTAL-Other Expenses Net</b>	<b>288,260</b>	<b>265,720</b>	<b>291,948</b>	<b>265,720</b>	<b>298,965</b>	<b>265,720</b>

Pmts to Other Than Local Govts

New England Governors' Conference	135,055	124,875	152,561	138,687	162,561	148,687
National Governors' Association	97,545	90,798	100,950	90,798	102,988	92,770
<b>TOTAL-Pmts to Other Than Local Govts</b>	<b>232,600</b>	<b>215,673</b>	<b>253,511</b>	<b>229,485</b>	<b>265,549</b>	<b>241,457</b>

**Character & Major Object Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services Net	2,056,349	1,973,443	2,346,940	2,346,940	2,270,652	2,478,179	2,478,179	2,401,891
Other Expenses Net	288,260	265,720	291,948	291,948	265,720	298,965	298,965	265,720
Capital Outlay	0	100	10,000	10,000	100	10,000	10,000	100
Payments to Other Than Local Governments	232,600	215,673	253,511	253,511	229,485	265,549	265,549	241,457
<b>TOTAL-General Fund Net</b>	<b>2,577,209</b>	<b>2,454,936</b>	<b>2,902,399</b>	<b>2,902,399</b>	<b>2,765,957</b>	<b>3,052,693</b>	<b>3,052,693</b>	<b>2,909,168</b>
<u>Additional Funds Available</u>								
Bond Funds	30,169	30,169	0	0	0	0	0	0

TOTAL-All Funds Net

2,607,378

2,485,105

2,902,399

2,902,399

2,765,957

3,052,693

3,052,693

2,909,168

# SECRETARY OF THE STATE

## AGENCY DESCRIPTION:

<http://www.sots.state.ct.us/>

The Secretary of the State is an elected constitutional officer who is the repository and resource for a variety of public records and documents including legislative, all businesses, uniform commercial code, and elections.

The Secretary is the keeper of the Great Seal of the State, and the Commissioner of Elections

The Secretary grants commissions to notaries public, publishes the *State Register and Manual* (Blue Book) and licenses and regulates

certified public accountants and public accountants. The Secretary oversees compliance with the federal "Motor Voter" law and promotes other voter registration efforts in both the public and private sectors.

The Secretary's office also coordinates a number of programs designed to enhance citizen participation and involvement in schools and the community such as Youth Vote, Excellence in Citizenship Awards, and the Report and Conference on the State of Democracy in Connecticut.

## AGENCY PROGRAM INDEX

Management and Support Services	88	Records and Legislative Services	91
Commercial Recording	89	Regulation of Licensed Accountants	91
Elections/Campaign Financing	90		

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Remove Inflation	-35,195	-70,964
• Transfer Equipment to CEPF	-194,972	-54,000
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-112,786	-200,039
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-72,000	-77,000
• Layoffs Necessitated by Failure to Achieve Concessions	-205,230	-208,688
• Transfer Centralized Voter Registration System Costs to the Commercial Recording Fund	-617,000	-617,000

## AGENCY PROGRAMS:

<b>Personnel Summary</b>		As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<i>Permanent Full-Time Positions</i>		Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund		44	5	0	49	49	44	49	44
Private Contributions		58	0	0	58	58	55	58	55
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>		2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
		Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Management and Support Services		2,342,195	2,688,530	3,455,733	3,384,317	3,122,964	3,290,112	3,295,133	3,157,691
Commercial Recording		4,401,375	2,982,228	4,386,301	4,386,301	4,386,301	4,401,449	4,401,449	4,401,449
Elections/Campaign Financing		1,859,880	1,763,875	1,777,912	2,383,166	1,593,110	1,630,116	2,200,207	1,393,667
Records and Legislative Services		681,350	607,285	852,842	852,104	816,439	887,035	893,782	850,362
Regulation of Licensed Accountants		309,267	293,483	394,441	365,811	328,488	408,841	388,342	348,092
TOTAL Agency Programs - All Funds Gross		9,594,067	8,335,401	10,867,229	11,371,699	10,247,302	10,617,553	11,178,913	10,151,261
Less Turnover									
Less Unsettled Collective Brg Contract Costs		0	0	0	0	-112,786	0	0	-200,039
Less Early Retirement Plan Accruals									
TOTAL Agency Programs - All Funds Net		9,594,067	8,335,401	10,867,229	11,371,699	10,134,516	10,617,553	11,178,913	9,951,222
<b>Summary of Funding</b>									
General Fund Net		3,060,216	2,852,603	4,747,278	5,251,748	4,014,565	4,506,590	5,067,950	3,840,259
Bond Funds		196,875	282,798	146,500	146,500	146,500	55,000	55,000	55,000
Private Contributions		6,336,976	5,200,000	5,973,451	5,973,451	5,973,451	6,055,963	6,055,963	6,055,963
TOTAL Agency Programs - All Funds Net		9,594,067	8,335,401	10,867,229	11,371,699	10,134,516	10,617,553	11,178,913	9,951,222

## PROGRAM: MANAGEMENT AND SUPPORT SERVICES

### Statutory Reference:

C.G.S. Chapter 33; Article Third and Fourth State Constitution

### Statement of Need and Program Objectives:

To support the Secretary of the State in the organization, direction, and control of all office operations through the promotion of effective and

efficient delivery of office fiscal, personnel, procurement, and computerized information systems.

### Program Description:

Management and Support Services provides for the overall coordination of the office by performing budget, personnel, affirmative action, payroll, accounting, training, publication distribution/sales,

communication with the public, office intern and volunteer programs, and revenue deposit functions.

The Information Technology division is responsible for the planning, administration, support, development and maintenance of all computer systems and related applications within the agency. It also provides

support to the Centralized Voter Registration System, Connecticut Online Commercial Recording Database (CONCORD), Connecticut Finance Information System (CFIS), agency web site and all E-Government initiatives within the office.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Days to process vendor payment	2	2	2	2
General Statutes distributed and/or sold	450	5,000	500	5,000
Public & Special Acts distributed and/or sold	3,000	1,000	3,000	1,000
Revenue deposited/yr (\$M)	18.7	18.8	17.5	17.8

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions	20	2	0	22	22	20	22	20
General Fund	13	0	0	13	13	10	13	10

**Financial Summary**

(Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	952,501	1,123,554	1,192,912	1,193,728	1,137,448	1,249,302	1,251,814	1,188,737
Other Expenses	128,108	1	381,599	370,867	360,766	392,291	394,800	374,435
<b>Capital Outlay</b>								
Equipment	0	1,000	257,472	195,972	1,000	55,000	55,000	1,000
TOTAL-General Fund	1,080,609	1,124,555	1,831,983	1,760,567	1,499,214	1,696,593	1,701,614	1,564,172
<b>Additional Funds Available</b>								
Bond Funds	53,627	150,853	146,500	146,500	146,500	55,000	55,000	55,000
Private Contributions	1,207,959	1,413,122	1,477,250	1,477,250	1,477,250	1,538,519	1,538,519	1,538,519
TOTAL - All Funds	2,342,195	2,688,530	3,455,733	3,384,317	3,122,964	3,290,112	3,295,133	3,157,691

**Management and Support Services**

**PROGRAM: COMMERCIAL RECORDING**

**Statutory Reference:**

C.G.S. Titles 33, 34, 35 et al

**Statement of Need and Program Objectives:**

To make information available to the public regarding corporations, limited partnerships, limited liability companies, statutory trusts, limited liability partnerships, Uniform Commercial Code and trademarks by reviewing, recording, copying, computerizing, and certifying documents for and of public record.

**Program Description:**

The major activities and responsibilities of the program are as follows:

Generates and mails annual reports to business of record. Reviews submitted documents for compliance with statutes, including those governing corporations, limited liability companies, limited liability partnerships, trademark, public utility certificates of compliance, business trusts, railroad mortgages, and appointments of the Secretary of the State as statutory agent; receives records and forwards writs, summonses and complaints; creates and updates data records of

businesses; researches and answers written, telephone, and in person inquiries for information and status of businesses.

Expedited Services reviews documents submitted for filing, providing certified copies and legal existence certificates within twenty-four hours of receipt; verifies funds deposited at time of document review; reviews and records all Uniform Commercial Code documents such as financial statements, amendments, notices of attachment and vessel liens. Prepares abstracts or copies of recorded documents; creates and updates data records of the liens, researches and answers in writing and in person inquiries for information and status of filings. Identifies and investigates foreign businesses liable for penalties and past due license fees, if applicable, for transacting business in Connecticut prior to obtaining a certificate of authority to do so. Assesses penalties, monitors and processes payments, issues demand letters, reviews dispute letters, and recommends proceedings to be initiated by the Attorney General's Office.

The office also procures, replenishes, and distributes supplies, and mail, equipment and services within the agency and provides some copy services in-house.

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions	43	0	0	43	43	43	43	43
Private Contributions								

**Financial Summary**

(Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Other Expenses	108	0	0	0	0	0	0	0
TOTAL-General Fund	108	0	0	0	0	0	0	0
<b>Additional Funds Available</b>								
Private Contributions	4,401,267	2,982,228	4,386,301	4,386,301	4,386,301	4,401,449	4,401,449	4,401,449
TOTAL - All Funds	4,401,375	2,982,228	4,386,301	4,386,301	4,386,301	4,401,449	4,401,449	4,401,449

**Commercial Recording**

**PROGRAM: ELECTIONS/CAMPAIGN FINANCING**

**Statutory Reference:**

C.G.S. Sections 9-3 and 9-4 et al; Article Third State Constitution

**Statement of Need and Program Objectives:**

To preserve the integrity and ensure the accuracy of Connecticut's elections, primaries, and referenda through timely communications and training for election officials concerning their duties; approval of tamper resistant voting systems; monitoring implementation of absentee ballot and voter registration laws; tabulation of vote totals for state and district offices and coordination of voter registration and outreach efforts aimed at young people and other voters. To implement a statewide electronic elections management system to include an electronic campaign finance filer system, a centralized statewide voter registration system, electronic disclosure of campaign finance records, and use of electronic voting machines.

**Program Description:**

For the major municipal, state and federal election events, as well as the growing volume of referenda throughout the year, the Elections Division performs the following functions:

Oversees compliance with the federal "Motor Voter" act, which requires certain state agencies (e.g. Department of Motor Vehicles, Department of Social Services) to make voter registration available to clients. The Office also conducts an ongoing statewide voter registration campaign involving individuals and organizations in both the public and private sectors in efforts to increase the number of registered voters in Connecticut. The Office, as the advocate for greater citizen participation in our democracy, regularly issues a report of the State of Democracy in Connecticut, convenes conferences and meetings around the issue, offers educational programs in the area of citizenship at schools and colleges, and bestows citizenship awards on students and individuals.

Administers federal laws such as the National Voter Registration Act of 1993, the Federal Voting Rights Act, and relevant state statutes, by

advising state and local agencies which the act requires to notify clients of their right to register to vote and by coordinating a number of educational programs in schools and communities.

Responds to inquiries involving state election and primary law; provides advice to local officials in matters concerning home rule, charter revision, and local referenda.

Educates and trains registrars of voters, municipal clerks, moderators, and voting machine mechanics by conducting schools, convening conferences and distributing educational information.

Prescribes the content of all election and primary forms, prints and distributes absentee ballot materials and instructions to municipalities.

Verifies each municipality's printed absentee and sample ballots for accuracy and, where serious errors exist, orders the reprinting of such materials.

Coordinates elections and primaries by preparing and providing election calendars; counting petition signatures; providing town clerks and the general public with the official lists of candidates to be printed on the ballot; and tabulating, certifying, and distributing the official vote totals.

Receives records, and maintains campaign financing statement files for public access. Approximately 14,500 reports are received annually of which 3,200 require supplemental materials. There are approximately 1,000 ongoing committees that file with this office. During a state election year, this number increases to over 1,500 with the creation of candidate committees. Over 215,000 campaign finance reports representing 18 years are currently on file and available for inspection. Approximately \$16,000 has been collected in fees for late filing and copy charges. Beginning with the 2000 election cycle all campaign finance disclosure statements are available to view electronically through the Secretary of the State website.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Advisory legal opinions issued/yr	2,500	2,500	2,500	2,500
Informational Mailings distributed/yr	250,000	250,000	250,000	250,000
Exams administered/yr	1,200	1,200	1,200	1,200
Manuals/Handbooks distributed/yr	30,000	30,000	30,500	30,500
Primaries, elections/referenda supervised/yr	900	900	900	900
Absentee ballots sets distributed/yr	500,000	500,000	500,000	500,000
Mail-in registration distributed/yr	750,000	900,000	750,000	900,000
Request for information by telephone or written communication	50,000	50,000	50,000	50,000
Campaign Finance reports filed	8,000	16,000	8,000	15,000
Attendees at conferences conducted by this office and exams administered handbooks	4,000	4,000	4,000	4,000

**Personnel Summary**

Permanent Full-Time Positions	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	12	1	0	13	13	11	13	11

**Financial Summary**

(Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	777,146	931,930	880,981	880,981	725,064	915,193	915,193	760,205
Other Expenses	362,318	0	896,931	1,502,185	868,046	714,923	1,285,014	633,462
TOTAL-General Fund	1,139,464	931,930	1,777,912	2,383,166	1,593,110	1,630,116	2,200,207	1,393,667

**Additional Funds Available**

Bond Funds	122,097	131,945	0	0	0	0	0	0
Private Contributions	598,319	700,000	0	0	0	0	0	0
TOTAL - All Funds	1,859,880	1,763,875	1,777,912	2,383,166	1,593,110	1,630,116	2,200,207	1,393,667

**Elections/Campaign Financing**

## PROGRAM: RECORDS AND LEGISLATIVE SERVICES

### Statutory Reference:

C.G.S. Chapter 33

### Statement of Need and Program Objectives:

To increase the availability of information to the public by reviewing, recording, and filing a variety of documents including all bills, acts, and resolutions of the General Assembly; commissioning notaries public; publishing the *State Register and Manual* and other publications; collecting, recording, and filing information with timeliness and accuracy.

### Program Description:

The major activities and responsibilities of the program are as follows:

Reviews, records and files all General Assembly bills, acts, and resolutions; transmits all acts passed to the Governor; records executive action and returns vetoed bills and messages to the General Assembly. Certifies all legislation regarding appropriations, bond authorizations, and orders on the Treasurer. Prints and distributes acts taking effect before October 1st to the town clerks and courts. Notifies members of the General Assembly of veto and special sessions.

The Notary Public Unit reviews and processes applications for appointment, issues certificates, records name and address changes, and investigates complaints against notaries for misconduct. Prepares certificates evidencing the incumbency and term of elected or

appointed officials including notaries public, town clerks, judges, and other officials of the state and municipalities.

Compiles, publishes, and distributes the Connecticut State Register and Manual and prepares and publishes several informative booklets such as Documents of Connecticut Government.

Prepares permanent papers and records of the Secretary's office for storage and/or microfilming; stores and retrieves papers and records housed on the premises or at off-site locations; microfilms permanent papers and records of the Secretary's office; ensures preservation or destruction of records in accordance with public records laws; prepares indexes and guides to groups and series of records and maintains staff law library.

Records and files a variety of documents including approved agency regulations, schedules of state agency meetings, municipal ordinances and special acts, bonds of trading stamp companies, bonds of state officers and employees, extradition papers, and Governor's executive orders. Prepares plain and certified copies of documents on file with the division as provided by the Connecticut General Statutes.

Provides research services to the public with regard to documents and records filed with the office.

### Program Measure

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
5-yr Notaries commissioned/maintained/yr	50,258	52,000	52,000	52,000
General Assembly actions recorded/yr	1,840	4,000	2,500	4,000
Documents received and processed/yr	29,049	31,000	31,500	32,000
Register & Manuals distributed-sold/yr	12,000	12,000	12,000	12,000
Notary Appointments	3,400	3,500	3,600	3,600
Notary Renewals	6,775	10,165	10,460	10,324
Document Images microfilmed/scanned	581,474	600,000	549,000	613,000

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	8	1	0	9	9	9	9	9
Private Contributions	2	0	0	2	2	2	2	2

### Financial Summary (Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	426,603	502,635	534,189	534,189	504,189	556,443	556,443	524,443
Other Expenses	118,791	0	208,753	208,015	202,350	214,597	221,344	209,924
TOTAL-General Fund	545,394	502,635	742,942	742,204	706,539	771,040	777,787	734,367

### Additional Funds Available

Bond Funds	17,539	0	0	0	0	0	0	0
Private Contributions	118,417	104,650	109,900	109,900	109,900	115,995	115,995	115,995
TOTAL - All Funds	681,350	607,285	852,842	852,104	816,439	887,035	893,782	850,362

### Records and Legislative Services

## PROGRAM: REGULATION OF LICENSED ACCOUNTANTS

### Statutory Reference:

C.G.S. Chapter 389

### Statement of Need and Program Objectives:

To protect the users of services rendered by Connecticut licensed accountants by regulating the authorized practice of public accountancy by certified public accountants (CPA) and public accountants as well as the unauthorized practice of public accountancy by unlicensed individuals and firms.

### Program Description:

The Board has five distinct program areas: licensing, continuing education, quality review, examination and regulation and discipline.

The Board votes monthly to accept or reject requests, initial certification, licenses, registrations, and permits, after insuring that all

regulatory requirements have been met. Yearly the Board renews currently held licenses, registrations and permits.

Permit holders, as a condition of renewal, must undergo a peer review to determine compliance with technical standards. The results are reported to the Board for review and action. All licensees must report 40 hours of continuing education each year. Disclosure forms are received, reviewed and audited for compliance.

The Board administers the uniform national CPA exam. Certification requires fulfillment of education, exam and experience requirements.

Allegations of violations are received and investigated. Formal hearing, or settlements may result in suspension, revocation, reprimand, probation or censure of a respondent's Connecticut certificate, license or permit or the issuance of an Order of Immediate



Budget-in-Detail

Discontinuance in the case of unauthorized practice and use of title.

Civil penalties of up to \$1000 may be imposed.

<i>Program Measure</i>	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Licenses and Permits Issued Initial				
CPA Certificates	293	325	300	300
CPA Licenses	293	300	300	300
CPA Certificates Registered	272	175	300	300
Firm Permits	172	120	120	120
Renewal				
CPA Certificates Registered	1,865	1,700	1,900	1,900
CPA Licenses	3,570/43	3,500/40	3,600/40	3,600/40
Firm Permits	1,573	1,600	1,700	1,800
Exam Applicants	772	1,000	600	500
Written Complaints				
Received/Resolved	27/39	175/225	300/225	300/225
Pending	38	50	75	75
Disciplinary Hearings Held	0	5	15	15

<i>Personnel Summary</i>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	4	1	0	5	5	4	5	4

<i>Financial Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
<i>(Net of Reimbursements)</i>								
Personal Services	250,429	293,483	286,647	286,647	251,614	298,027	298,027	262,404
Other Expenses	44,212	0	107,794	79,164	76,874	110,814	90,315	85,688
TOTAL-General Fund	294,641	293,483	394,441	365,811	328,488	408,841	388,342	348,092
<i>Additional Funds Available</i>								
Bond Funds	3,612	0	0	0	0	0	0	0
Private Contributions	11,014	0	0	0	0	0	0	0
TOTAL - All Funds	309,267	293,483	394,441	365,811	328,488	408,841	388,342	348,092

Regulation of Licensed Accountants

AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	2,336,064	2,767,310	2,728,951	2,525,376	2,843,229	2,637,938
Other	38,419	51,792	131,228	58,389	140,076	62,191
Overtime	32,196	32,500	34,550	34,550	35,660	35,660
TOTAL-Personal Services Gross	2,406,679	2,851,602	2,894,729	2,618,315	3,018,965	2,735,789
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs	0	0	0	-112,786	0	-200,039
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	2,406,679	2,851,602	2,894,729	2,505,529	3,018,965	2,535,750
<i>Other Expenses-Contractual Services</i>						
Advertising	1,558	1	5,992	5,829	6,159	5,829
Printing And Binding	81,986	0	173,808	169,073	178,675	169,073
Dues and Subscriptions	15,782	0	19,448	18,920	19,994	18,922
Rents, Storage & Leasing	13,448	0	24,941	24,131	25,642	24,132
Telecommunication Services	15,508	0	70,932	69,000	72,918	69,000
General Repairs	19,476	0	49,098	47,760	50,473	47,760
Motor Vehicle Expenses	6,424	0	12,313	11,977	12,658	11,979
Fees For Outside Professional Services	264,903	0	411,299	390,342	427,507	390,344
Fees For Non-Professional Services	144	0	13,999	13,618	14,391	13,618
DP Services, Rentals and Maintenance	22,227	0	351,017	348,429	148,877	143,903
Postage	90,605	0	114,262	110,275	117,462	110,276
Travel	17,472	0	60,199	29,399	61,886	29,400
Other Contractual Services	13,444	0	24,685	24,011	25,377	24,012
<i>Other Expenses-Commodities</i>						
Agricultural, Horticultural, and Dairy	197	0	80	79	82	79
Books	50	0	1,643	637	1,690	638
Maintenance and Motor Vehicle Supplies	1,881	0	3,084	3,000	3,170	3,000
Office Supplies	79,088	0	228,747	215,004	235,307	215,005

Miscellaneous Commodities	5,425	0	12,069	11,740	12,407	11,740
<u>Other Expenses-Sundry</u>						
Sundry - Other Items	3,919	0	17,461	14,812	17,950	14,799
TOTAL-Other Expenses Gross	653,537	1	1,595,077	1,508,036	1,432,625	1,303,509
Less Reimbursements						
TOTAL-Other Expenses Net	653,537	1	1,595,077	1,508,036	1,432,625	1,303,509

**Character & Major Object Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	2,406,679	2,851,602	2,894,729	2,895,545	2,505,529	3,018,965	3,021,477	2,535,750
Other Expenses Net	653,537	1	1,595,077	2,160,231	1,508,036	1,432,625	1,991,473	1,303,509
Capital Outlay	0	1,000	257,472	195,972	1,000	55,000	55,000	1,000
TOTAL-General Fund Net	3,060,216	2,852,603	4,747,278	5,251,748	4,014,565	4,506,590	5,067,950	3,840,259
<u>Additional Funds Available</u>								
Bond Funds	196,875	282,798	146,500	146,500	146,500	55,000	55,000	55,000
Private Contributions	6,336,976	5,200,000	5,973,451	5,973,451	5,973,451	6,055,963	6,055,963	6,055,963
TOTAL-All Funds Net	9,594,067	8,335,401	10,867,229	11,371,699	10,134,516	10,617,553	11,178,913	9,951,222

# LIEUTENANT GOVERNOR'S OFFICE

## AGENCY DESCRIPTION:

<http://www.state.ct.us/otlg/>

The Lieutenant Governor is an elected constitutional officer who is charged with the following responsibilities: succeeding the Governor in the event the office becomes vacant during the Governor's term; operating the state government during the Governor's absence from

the state; providing overall assistance to the Governor; presiding over the state Senate and casting the tie-breaking vote when the Senate is equally divided.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Annualization of FY 03 Reductions
- Remove Inflation
- Transfer Equipment to CEPF

2003-2004	2004-2005
-7,687	-7,687
-1,421	-2,894
-9,900	-9,900

## AGENCY PROGRAMS:

<i>Personnel Summary</i>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	3	2	0	5	5	5	5	5
<i>Other Positions Equated to Full Time</i>			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			1	1	1	1	1	1
<b><i>Agency Programs by Total Funds (Net of Reimbursements)</i></b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Assisting in Supervision of the State	275,094	315,323	463,415	463,415	444,407	482,812	482,812	462,331
TOTAL Agency Programs - All Funds Gross	275,094	315,323	463,415	463,415	444,407	482,812	482,812	462,331
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	275,094	315,323	463,415	463,415	444,407	482,812	482,812	462,331
<b><i>Summary of Funding</i></b>								
General Fund Net	273,664	311,323	463,415	463,415	444,407	482,812	482,812	462,331
Bond Funds	1,430	4,000	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	275,094	315,323	463,415	463,415	444,407	482,812	482,812	462,331

## PROGRAM: ASSISTING IN SUPERVISION OF THE STATE

### Statutory Reference:

Connecticut State Constitution Article IV, Sections 17-19

### Statement of Need and Program Objectives:

To provide overall assistance to the Governor in the operation of state government.

### Program Description:

The Lieutenant Governor provides overall assistance to the Governor.

The Connecticut Constitution provides for the election of the Lieutenant Governor and conditions for the succession to the Office of Governor. In case of the governor's death, resignation, refusal to serve or removal from office, the lieutenant governor shall become governor

until the next regular election. In the case of the inability of the governor to exercise the powers and perform the duties of office, or in case of impeachment or absence from the state, the lieutenant governor shall exercise the powers and authority and perform the duties of governor until the disability is removed, or the governor is acquitted or returns.

The Lieutenant Governor is, by virtue of the office, president of the Senate. The Lieutenant Governor has a right to debate, when in committee of the whole and when the Senate is equally divided, the Lieutenant Governor may cast the tie-breaking vote.

### Personnel Summary

*Permanent Full-Time Positions*

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	3	2	0	5	5	5	5	5
<i>Other Positions Equated to Full Time</i>			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			1	1	1	1	1	1

<b>Financial Summary (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	228,845	264,703	400,306	400,306	397,787	418,230	418,230	415,711
Other Expenses	44,819	46,520	53,109	53,109	46,520	54,582	54,582	46,520
<b>Capital Outlay</b>								
Equipment	0	100	10,000	10,000	100	10,000	10,000	100
TOTAL-General Fund	273,664	311,323	463,415	463,415	444,407	482,812	482,812	462,331
<b>Additional Funds Available</b>								
Bond Funds	1,430	4,000	0	0	0	0	0	0
TOTAL - All Funds	275,094	315,323	463,415	463,415	444,407	482,812	482,812	462,331

## Assisting in Supervision of the State

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<b>Current Expenses by Minor Object</b>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<b>Personal Services</b>						
Permanent Fulltime Positions	201,542	232,821	367,319	364,800	382,990	380,471
Other Positions	23,313	27,223	28,881	28,881	30,640	30,640
Other	3,990	4,659	4,106	4,106	4,600	4,600
TOTAL-Personal Services Gross	228,845	264,703	400,306	397,787	418,230	415,711
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs						
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	228,845	264,703	400,306	397,787	418,230	415,711
<b>Other Expenses-Contractual Services</b>						
Printing And Binding	1,210	1,256	1,434	1,256	1,474	1,256
Dues and Subscriptions	20	21	24	21	25	21
Rents, Storage & Leasing	182	189	216	189	222	189
Telecommunication Services	2,158	2,240	2,559	2,240	2,631	2,240
Motor Vehicle Expenses	4,371	4,537	5,182	4,537	5,327	4,537
DP Services, Rentals and Maintenance	3,053	3,170	3,619	3,170	3,720	3,170
Postage	10,920	11,334	12,947	11,334	13,310	11,334
Travel	1,399	1,452	1,658	1,452	1,704	1,452
Other Contractual Services	613	636	727	636	747	636
<b>Other Expenses-Commodities</b>						
Agricultural, Horticultural, and Dairy	2,133	2,214	2,504	2,214	2,559	2,214
Books	3,725	3,866	4,416	3,866	4,540	3,866
Maintenance and Motor Vehicle Supplies	881	914	1,044	914	1,073	914
Office Supplies	8,657	8,985	10,262	8,985	10,550	8,985
Miscellaneous Commodities	3,997	4,149	4,739	4,149	4,872	4,149
<b>Other Expenses-Sundry</b>						
Sundry - Other Items	1,500	1,557	1,778	1,557	1,828	1,557
TOTAL-Other Expenses Gross	44,819	46,520	53,109	46,520	54,582	46,520
Less Reimbursements						
TOTAL-Other Expenses Net	44,819	46,520	53,109	46,520	54,582	46,520

<b>Character &amp; Major Object Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	228,845	264,703	400,306	400,306	397,787	418,230	418,230	415,711
Other Expenses Net	44,819	46,520	53,109	53,109	46,520	54,582	54,582	46,520
Capital Outlay	0	100	10,000	10,000	100	10,000	10,000	100
TOTAL-General Fund Net	273,664	311,323	463,415	463,415	444,407	482,812	482,812	462,331
<b>Additional Funds Available</b>								
Bond Funds	1,430	4,000	0	0	0	0	0	0
TOTAL-All Funds Net	275,094	315,323	463,415	463,415	444,407	482,812	482,812	462,331

# STATE ELECTIONS ENFORCEMENT COMMISSION

## AGENCY DESCRIPTION:

<http://www.seec.state.ct.us/>

The Elections Enforcement Commission is a non-partisan independent agency that has exclusive civil authority to enforce election laws. Its principal functions are to conduct investigations of complaints concerning violations of the laws governing elections, primaries and

referenda, monitor compliance with campaign financing laws by performing audits and dispense information that is necessary for compliance by regulated persons.

**The Elections Enforcement Commission is being downsized and merged with the Ethics Commission and the Freedom of Information Commission to create the new Commission on Fair and Open Government as part of the Governor's initiative to streamline state government.**

## RECOMMENDED SIGNIFICANT CHANGES

	<b>2003-2004</b>	<b>2004-2005</b>
<b>Reductions to Current Services</b>		
• Annualization of FY 03 Reductions	-3,963	-3,963
• Remove Inflation	-2,220	-4,502
• Transfer Equipment to CEPF	-5,200	-15,050
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-21,044	-52,131
• Minor Reductions in Personal Services and Other Expenses	-13,700	-13,700
• Downsize the Elections Enforcement Commission	-445,153	-466,278
<b>Reallocations or Transfers</b>		
• Merge the Elections Commission into the Commission on Fair and Open Government	-403,613	-394,251

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	11	0	0	11	11	0	11	0
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Election Law Enforcement and Control	818,548	862,965	907,315	894,893	0	966,646	949,875	0
TOTAL Agency Programs - All Funds Gross	818,548	862,965	907,315	894,893	0	966,646	949,875	0
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	818,548	862,965	907,315	894,893	0	966,646	949,875	0
<b>Summary of Funding</b>								
General Fund Net	789,137	853,465	907,315	894,893	0	966,646	949,875	0
Bond Funds	29,411	9,500	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	818,548	862,965	907,315	894,893	0	966,646	949,875	0

## PROGRAM: ELECTION LAW ENFORCEMENT AND CONTROL

### Statutory Reference:

C.G.S. Sections 9-7a, 9-7b and Chapter 150

### Statement of Need and Program Objectives:

To improve public confidence in our electoral process and in the conduct of those seeking or holding a public office in this state by monitoring compliance with and swift enforcement of the election laws.

### Program Description:

The Commission is the only administrative agency that conducts investigations of complaints concerning violations of state election laws. The procedures utilized by an investigation may include the issuance of subpoenas, examination of documents and conduct of hearings. Civil enforcement sanctions, including monetary fines, may be imposed directly by the Commission against violators of these laws.

### Program Measure

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Cases investigated, resolved	185	200	220	155
Committees" audited	218	250	250	175
Formal/informal opinions issued	190	200	225	160

Evidence of criminal conduct is referred to the Chief State's Attorney for prosecution.

The Commission monitors compliance with the campaign financing laws by auditing disclosure reports and disseminating information and advice to thousands of candidates, political action committees and political parties. Auditing of financial disclosure statements is intended to ensure that errors and omissions are promptly corrected and that violations are deterred.

The Commission also prepares and distributes campaign guides for compliance with election financing laws; conducts seminars for candidates, campaign treasurers, business, professional and labor organizations and other political action groups and party officials, renders formal and informal advisory opinions and rulings upon request and recommends revisions of election laws to the General Assembly.

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>	11	0	0	11	11	0	11	0
General Fund								
<b>Financial Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	707,726	777,158	807,953	807,203	0	850,903	850,053	0
Other Expenses	80,411	75,307	84,462	81,490	0	86,743	83,772	0
<u>Capital Outlay</u>								
Equipment	1,000	1,000	14,900	6,200	0	29,000	16,050	0
TOTAL-General Fund	789,137	853,465	907,315	894,893	0	966,646	949,875	0
<u>Additional Funds Available</u>								
Bond Funds	29,411	9,500	0	0	0	0	0	0
TOTAL - All Funds	818,548	862,965	907,315	894,893	0	966,646	949,875	0

**Election Law Enforcement and Control****AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<b>Current Expenses by Minor Object</b>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	688,051	763,288	784,012	0	825,961	0
Other	17,938	12,540	22,191	0	23,092	0
Overtime	1,737	1,330	1,750	0	1,850	0
TOTAL-Personal Services Gross	707,726	777,158	807,953	0	850,903	0
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs						
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	707,726	777,158	807,953	0	850,903	0

Other Expenses-Contractual Services

Advertising	124	123	126	0	130	0
Printing And Binding	387	382	393	0	404	0
Dues and Subscriptions	2,046	2,017	2,073	0	2,131	0
Rents, Storage & Leasing	16,546	19,000	19,532	0	20,079	0
Telecommunication Services	4,346	4,284	4,404	0	4,527	0
General Repairs	433	427	439	0	451	0
Motor Vehicle Expenses	540	532	547	0	562	0
Fees For Outside Professional Services	3,237	3,700	3,804	0	3,911	0
Fees For Non-Professional Services	686	676	695	0	714	0
DP Services, Rentals and Maintenance	11,270	11,110	11,421	0	11,741	0
Postage	4,253	4,193	4,310	0	4,431	0
Travel	12,726	9,600	13,943	0	14,333	0
Other Contractual Services	1,882	1,855	1,907	0	1,960	0

Other Expenses-Commodities

Books	390	384	395	0	406	0
Office Supplies	21,545	16,024	18,473	0	18,934	0

Other Expenses-Sundry

Sundry - Other Items	0	1,000	2,000	0	2,029	0
TOTAL-Other Expenses Gross	80,411	75,307	84,462	0	86,743	0
Less Reimbursements						
TOTAL-Other Expenses Net	80,411	75,307	84,462	0	86,743	0

<b>Character &amp; Major Object Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	707,726	777,158	807,953	807,203	0	850,903	850,053	0
Other Expenses Net	80,411	75,307	84,462	81,490	0	86,743	83,772	0
Capital Outlay	1,000	1,000	14,900	6,200	0	29,000	16,050	0
TOTAL-General Fund Net	789,137	853,465	907,315	894,893	0	966,646	949,875	0
<u>Additional Funds Available</u>								
Bond Funds	29,411	9,500	0	0	0	0	0	0
TOTAL-All Funds Net	818,548	862,965	907,315	894,893	0	966,646	949,875	0

# ETHICS COMMISSION

## AGENCY DESCRIPTION:

<http://www.ethics.state.ct.us/>

The Ethics Commission administers and enforces a code of ethics for public officials and state employees (also covering officials and employees of the state's quasi-public agencies and state consultants) including conflict of interest provisions, post-state employment restrictions and financial disclosure requirements. It also administers

and enforces a code of ethics for lobbyists including a lobbyist registration and reporting requirement and a limitation on gifts from lobbyists to public officials, state employees and members of their staffs and families.

**The Ethics Commission is being downsized and merged with the Elections Enforcement Commission and the Freedom of Information Commission to create the new Commission on Fair and Open Government as part of the Governor's initiative to streamline state government.**

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2003-2004</u>	<u>2004-2005</u>
<b>Reductions to Current Services</b>		
• Annualization of FY 03 Reductions	-1,896	-1,896
• Remove Inflation	-2,925	-5,935
• Layoffs Necessitated by Failure to Achieve Concessions	-53,508	-53,508
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-25,742	-55,603
• Downsize the Ethics Commission	-347,399	-360,236
• Merge the Clerical and Fiscal Functions of the Elections, Ethics and Freedom of Information Commissions	-52,880	-55,945
<b>Reallocations or Transfers</b>		
• Merge the Ethics Commission into the Commission on Fair and Open Government	-438,076	-429,297

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions	10	0	0	10	10	0	10	0
General Fund								
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Ethics Code Public Employ & Lobbyists	994,683	899,676	923,502	922,426	0	964,705	962,420	0
TOTAL Agency Programs - All Funds Gross	994,683	899,676	923,502	922,426	0	964,705	962,420	0
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	994,683	899,676	923,502	922,426	0	964,705	962,420	0
<b>Summary of Funding</b>								
General Fund Net	994,683	899,676	923,502	922,426	0	964,705	962,420	0
TOTAL Agency Programs - All Funds Net	994,683	899,676	923,502	922,426	0	964,705	962,420	0

## PROGRAM: CODES OF ETHICS FOR PUBLIC EMPLOYEES AND LOBBYISTS

### Statutory Reference:

C.G.S. Chapter 10, Parts I and II

### Statement of Need and Program Objectives:

To build and maintain the confidence of Connecticut citizens in their government through administration and enforcement of a code of ethics for public officials and state employees and a code of ethics for lobbyists.

### Program Description:

The major activities of the commission are as follows:

Educate those subject to the codes and members of the public as to the codes' requirements. Obtain and make available for public inspection, statements revealing: the financial interests of designated public officials and senior state employees (except judges), their spouses and their dependent children and the income earned by state

marshals in their official capacity. Register lobbyists and provide means of identifying them while lobbying. Obtain from lobbyists and make available for public inspection, periodic financial reports disclosing lobbyists' receipts and expenditures in furtherance of lobbying. Notify each public official whose name, or the name of a family or staff member, appears in a lobbyist's financial report. Provide formal and informal interpretations of the codes of ethics when requested and advise those subject to the codes regarding compliance with them. Enforce the code of ethics for public officials and the code of ethics for lobbyists. Conduct random audits of lobbyist financial record.

Both statutes administered by the Ethics Commission operate on a calendar year basis. Lobbyists register for the biennium. Statements of financial interest cover a calendar year.

### Program Measure

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Statements of financial interests due	1,658	1,700	1,450	1,450
Lobbyists registered	1,000	3,200	3,300	3,300
Lobbyists financial reports due	8,000	8,000	8,500	8,500

Percentages of Req. Reports Filed Electronically	10%	65%	75%	75%
Written requests for advice	275	300	350	350
Enforcement proceedings completed	55	75	75	75
Publications distributed	25,000	15,000	10,000	10,000
Conduct random audits-lobbyist records	0	0	20	15

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	10	0	0	10	10	0	10	0
<b>Financial Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	646,108	754,681	772,610	772,610	0	809,594	809,594	0
Other Expenses	306,823	102,895	107,716	107,716	0	110,726	110,726	0
<u>Capital Outlay</u>								
Equipment	0	100	0	100	0	0	100	0
<u>Other Current Expenses</u>								
Lobbyist Electronic Filing Program	41,752	42,000	43,176	42,000	0	44,385	42,000	0
TOTAL-General Fund	994,683	899,676	923,502	922,426	0	964,705	962,420	0

**Ethics Code Public Employ & Lobbyists****AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<b>Current Expenses by Minor Object</b>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	625,325	723,520	753,356	0	786,321	0
Other	20,783	31,161	19,254	0	23,273	0
TOTAL-Personal Services Gross	646,108	754,681	772,610	0	809,594	0
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs						
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	646,108	754,681	772,610	0	809,594	0
<u>Other Expenses-Contractual Services</u>						
Printing And Binding	11,342	3,874	3,982	0	4,093	0
Dues and Subscriptions	1,194	408	419	0	431	0
Rents, Storage & Leasing	6,250	2,135	2,195	0	2,256	0
Telecommunication Services	6,502	2,221	2,283	0	2,347	0
Fees For Outside Professional Services	227,075	77,554	79,726	0	81,958	0
Fees For Non-Professional Services	1,293	442	454	0	467	0
DP Services, Rentals and Maintenance	12,744	4,352	4,474	0	4,599	0
Postage	5,699	1,946	2,000	0	2,056	0
Travel	5,284	1,804	1,855	0	1,907	0
<u>Other Expenses-Commodities</u>						
Agricultural, Horticultural, and Dairy	2,840	970	987	0	1,009	0
Books	1,118	382	393	0	404	0
Office Supplies	25,427	6,788	8,928	0	9,178	0
<u>Other Expenses-Sundry</u>						
Sundry - Other Items	55	19	20	0	21	0
TOTAL-Other Expenses Gross	306,823	102,895	107,716	0	110,726	0
Less Reimbursements						
TOTAL-Other Expenses Net	306,823	102,895	107,716	0	110,726	0
<u>Other Current Expenses</u>						
Lobbyist Electronic Filing Program	41,752	42,000	43,176	0	44,385	0
TOTAL-Other Current Expenses	41,752	42,000	43,176	0	44,385	0

<b>Character &amp; Major Object Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	646,108	754,681	772,610	772,610	0	809,594	809,594	0
Other Expenses Net	306,823	102,895	107,716	107,716	0	110,726	110,726	0
Capital Outlay	0	100	0	100	0	0	100	0
Other Current Expenses	41,752	42,000	43,176	42,000	0	44,385	42,000	0
TOTAL-General Fund Net	994,683	899,676	923,502	922,426	0	964,705	962,420	0



# FREEDOM OF INFORMATION COMMISSION

## AGENCY DESCRIPTION:

<http://www.state.ct.us/foi/>

The Freedom of Information Commission is charged with ensuring that the people of Connecticut have access to the records and meetings of

all public agencies and that all public agencies fully comply with the Freedom of Information Act.

**The Freedom of Information Commission is being downsized and merged with the Elections Enforcement Commission and the Ethics Commission to create the new Commission on Fair and Open Government as part of the Governor's initiative to streamline state government.**

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-2,226	-2,226
• Remove Inflation	-3,432	-6,966
• Transfer Equipment to CEPF	-13,995	-11,025
• Layoffs Necessitated by Failure to Achieve Concessions	-42,614	-42,614
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-36,364	-75,531
• Miscellaneous Reduction in Other Expenses	-10,000	-10,000
• Downsize the Freedom of Information Commission	-398,912	-432,010
• Merge the Clerical and Fiscal Functions of the Elections, Ethics and Freedom of Information Commission	-204,009	-211,608
<b>Reallocations or Transfers</b>		
• Merge the Freedom of Information Commission into the Commission on Fair and Open Government	-699,702	-679,213

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	16	0	0	16	16	0	16	0
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Admin & Enforce of Freedom of Info Act	1,282,189	1,333,829	1,442,331	1,411,254	0	1,499,148	1,471,193	0
TOTAL Agency Programs - All Funds Gross	1,282,189	1,333,829	1,442,331	1,411,254	0	1,499,148	1,471,193	0
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	1,282,189	1,333,829	1,442,331	1,411,254	0	1,499,148	1,471,193	0
<b>Summary of Funding</b>								
General Fund Net	1,261,852	1,333,829	1,442,331	1,411,254	0	1,499,148	1,471,193	0
Bond Funds	20,337	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	1,282,189	1,333,829	1,442,331	1,411,254	0	1,499,148	1,471,193	0

## PROGRAM: ADMINISTRATION AND ENFORCEMENT OF THE STATE'S FREEDOM OF INFORMATION ACT

### Statutory Reference:

C.G.S. Section 1-200 *et seq.*

### Statement of Need and Program Objectives:

To ensure that the people of Connecticut have access to the non-exempt records and meetings of all state, local and regional public agencies and to ensure that all public agencies fully comply with the state's Freedom of Information Act.

### Program Description:

The major activities of the Commission are as follows:

Hear and decide citizen complaints and requests for declaratory rulings by means of a speedy and inexpensive process designed to be used by laypersons. The objective of this activity is to resolve cases fairly, quickly and inexpensively. To this end, the commission attempts to resolve as many cases as possible without formal hearings by use of ombudsmans (mediators) and its statutory powers to summarily terminate meritless cases.

Inform and educate the public of their rights under the Freedom of Information Act; inform and educate public officials of their obligations under the Freedom of Information Act; provide information to legislators and other policy-makers and introduce and comment on proposed legislation.

The objective of this activity is not only to inform and educate people so that they understand their rights and obligations, but by providing these services, minimize the potential for disputes, thereby reducing the rate of growth in formal complaints to the commission, making the law more effective and the commission more efficient. The commission employs a wide variety of means in furtherance of this activity; it sponsors an annual conference, conducts numerous workshops and provides speakers. (In 2000, the commission conducted workshops and provided speakers on at least 50 occasions; in 2001, the commission conducted workshops and provided speakers on at least 50 occasions and was scheduled to conduct more than 60 in 2002). It responds to thousands of written and oral inquiries. It publishes and distributes current versions of the Freedom of Information Act and other literature about the act and the commission.

It has established a popular inter-active website ([www.state.ct.us/foi/](http://www.state.ct.us/foi/)), on which its decisions can be researched and downloaded. It sponsors symposia and studies concerning the Freedom of Information Act, compliance with that law and privacy rights. The commission is actively involved in policy initiatives and projects with other agencies concerning privacy, information technology and public records administration. It also has begun working cooperatively with statutorily authorized local Freedom of Information advisory boards and others who act as Freedom of Information liaisons for municipalities, school districts and state agencies. The Commission has conducted three, two-day workshops for advisory board members and liaisons.

Provide annual training opportunities for municipalities and regional agencies, including their Freedom of Information advisory boards and liaisons; school districts, including their liaisons; and all state agencies, including their liaisons.

Represent the commission, through staff counsel, in all court appeals and other litigation affecting the commission.

By statute, the commission's own staff attorneys represent the commission as counsel, including in court cases. The objective of this activity is for staff counsel to advise the commission and present the commission's legal position in court fully, competently and creatively so that its decisions and interests are upheld.

### Program Measure

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Contested Cases	566	625	670	670
Cases Settled by Ombudsman	239	320	370	370
Court Appeals and Other Litigation	11	15	15	15
Advisory Opinions	2	2	2	2
Education Programs and Speaking Engagements	65	75	75	35
Commission Meetings- Regular	24	24	24	24

### Personnel Summary

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
	16	0	0	16	16	0	16	0

### Financial Summary (Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,152,525	1,212,020	1,270,192	1,269,792	0	1,329,567	1,329,167	0
Other Expenses	108,327	120,809	141,139	126,467	0	145,081	130,001	0
<u>Capital Outlay</u>								
Equipment	1,000	1,000	31,000	14,995	0	24,500	12,025	0
TOTAL-General Fund	1,261,852	1,333,829	1,442,331	1,411,254	0	1,499,148	1,471,193	0
<u>Additional Funds Available</u>								
Bond Funds	20,337	0	0	0	0	0	0	0
TOTAL - All Funds	1,282,189	1,333,829	1,442,331	1,411,254	0	1,499,148	1,471,193	0

### Admin & Enforce of Freedom of Info Act

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

Current Expenses by Minor Object	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	1,138,429	1,197,146	1,237,020	0	1,293,767	0
Other	14,030	14,571	32,472	0	35,100	0
Overtime	66	303	700	0	700	0
TOTAL-Personal Services Gross	1,152,525	1,212,020	1,270,192	0	1,329,567	0
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs						
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	1,152,525	1,212,020	1,270,192	0	1,329,567	0
<u>Other Expenses-Contractual Services</u>						
Printing And Binding	703	799	821	0	844	0
Dues and Subscriptions	6,405	7,275	7,479	0	7,688	0
Rents, Storage & Leasing	16,308	18,522	19,041	0	19,574	0
Telecommunication Services	6,070	6,894	7,087	0	7,285	0
Fees For Outside Professional Services	11,711	13,301	28,000	0	28,784	0
Fees For Non-Professional Services	2,797	3,177	3,266	0	3,357	0
DP Services, Rentals and Maintenance	13,961	15,856	16,300	0	16,756	0
Postage	8,728	9,913	10,200	0	10,486	0
Travel	16,719	16,762	19,854	0	20,409	0
Other Contractual Services	2,749	3,122	3,209	0	3,299	0

Budget-in-Detail

Other Expenses-Commodities

Agricultural, Horticultural, and Dairy	1,105	1,255	1,278	0	1,306	0
Books	646	734	755	0	776	0
Office Supplies	20,425	23,199	23,849	0	24,517	0
TOTAL-Other Expenses Gross	108,327	120,809	141,139	0	145,081	0
Less Reimbursements						
TOTAL-Other Expenses Net	108,327	120,809	141,139	0	145,081	0

**Character & Major Object Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	1,152,525	1,212,020	1,270,192	1,269,792	0	1,329,567	1,329,167	0
Other Expenses Net	108,327	120,809	141,139	126,467	0	145,081	130,001	0
Capital Outlay	1,000	1,000	31,000	14,995	0	24,500	12,025	0
TOTAL-General Fund Net	1,261,852	1,333,829	1,442,331	1,411,254	0	1,499,148	1,471,193	0
<u>Additional Funds Available</u>								
Bond Funds	20,337	0	0	0	0	0	0	0
TOTAL-All Funds Net	1,282,189	1,333,829	1,442,331	1,411,254	0	1,499,148	1,471,193	0

# JUDICIAL SELECTION COMMISSION

## AGENCY DESCRIPTION:

The Judicial Selection Commission evaluates, investigates and recommends qualified candidates for consideration by the Governor for

nomination as judges for the superior court, appellate court and supreme court.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Annualization of FY 03 Reductions
- Remove Inflation
- Transfer Equipment to CEPF

	<u>2003-2004</u>	<u>2004-2005</u>
	-5,520	-5,520
	-493	-1,032
	-1,400	0

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	1	0	0	1	1	1	1	1
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Merit Selection of Judges	94,463	109,252	115,493	104,509	97,096	118,801	108,240	101,688
TOTAL Agency Programs - All Funds Gross	94,463	109,252	115,493	104,509	97,096	118,801	108,240	101,688
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	94,463	109,252	115,493	104,509	97,096	118,801	108,240	101,688
<b>Summary of Funding</b>								
General Fund Net	93,625	104,990	115,493	104,509	97,096	118,801	108,240	101,688
Bond Funds	838	4,262	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	94,463	109,252	115,493	104,509	97,096	118,801	108,240	101,688

## PROGRAM: MERIT SELECTION OF JUDGES

### Statutory Reference:

C.G.S. Section 51-44a

### Statement of Need and Program Objectives:

To recommend qualified candidates to the Governor for nomination as judges.

### Program Description:

The Judicial Selection Commission consists of 12 members: 2 from each of Connecticut's 5 congressional districts. No more than six members can be from the same political party and none can be an

elected or appointed state official or hold statewide political party office. Of the 12 members, 6 must not be attorneys.

The Commission seeks qualified candidates for consideration by the governor for nomination as judges for the superior court, appellate court and supreme court. It must evaluate incumbent judges who seek reappointment to the same court.

It also develops a listing of qualified candidates by investigating and interviewing the candidates, including incumbent judges seeking appointment to a different court.

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	1	0	0	1	1	1	1	1
<b>Financial Summary (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	72,117	85,199	92,273	81,789	77,305	95,042	86,381	81,897
Other Expenses	21,408	19,691	21,220	21,220	19,691	21,759	21,759	19,691
<b>Capital Outlay</b>								
Equipment	100	100	2,000	1,500	100	2,000	100	100
TOTAL-General Fund	93,625	104,990	115,493	104,509	97,096	118,801	108,240	101,688
<b>Additional Funds Available</b>								
Bond Funds	838	4,262	0	0	0	0	0	0
TOTAL - All Funds	94,463	109,252	115,493	104,509	97,096	118,801	108,240	101,688
<b>Merit Selection of Judges</b>								

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	69,732	82,233	89,218	74,250	91,895	78,750
Other	2,385	2,966	3,055	3,055	3,147	3,147
TOTAL-Personal Services Gross	72,117	85,199	92,273	77,305	95,042	81,897
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs						
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	72,117	85,199	92,273	77,305	95,042	81,897
<i>Other Expenses-Contractual Services</i>						
Advertising	221	213	219	213	225	213
Dues and Subscriptions	765	741	762	741	783	741
Rents, Storage & Leasing	4,814	4,661	4,792	4,661	4,926	4,661
Telecommunication Services	480	465	478	465	491	465
DP Services, Rentals and Maintenance	336	325	334	325	343	325
Postage	3,144	3,044	3,129	3,044	3,217	3,044
Travel	388	376	386	376	396	376
<i>Other Expenses-Commodities</i>						
Agricultural, Horticultural, and Dairy	9,073	7,749	8,943	7,749	9,140	7,749
Office Supplies	2,123	2,055	2,113	2,055	2,172	2,055
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	64	62	64	62	66	62
TOTAL-Other Expenses Gross	21,408	19,691	21,220	19,691	21,759	19,691
Less Reimbursements						
TOTAL-Other Expenses Net	21,408	19,691	21,220	19,691	21,759	19,691

<i>Character &amp; Major Object Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	72,117	85,199	92,273	81,789	77,305	95,042	86,381	81,897
Other Expenses Net	21,408	19,691	21,220	21,220	19,691	21,759	21,759	19,691
Capital Outlay	100	100	2,000	1,500	100	2,000	100	100
TOTAL-General Fund Net	93,625	104,990	115,493	104,509	97,096	118,801	108,240	101,688
<i>Additional Funds Available</i>								
Bond Funds	838	4,262	0	0	0	0	0	0
TOTAL-All Funds Net	94,463	109,252	115,493	104,509	97,096	118,801	108,240	101,688

# COMMISSION ON FAIR AND OPEN GOVERNMENT

## AGENCY DESCRIPTION:

<http://www.seec.state.ct.us/>

The Elections Enforcement Unit is a non-partisan independent agency that has exclusive civil authority to enforce election laws. Its principal functions are to conduct investigations of complaints concerning violations of the laws governing elections, primaries and referenda, monitor compliance with campaign financing laws by performing audits and dispense information that is necessary for compliance by regulated persons.

The Ethics Unit administers and enforces a code of ethics for public officials and state employees (also covering officials and employees of the state's quasi-public agencies and state consultants) including

conflict of interest provisions, post-state employment restrictions and financial disclosure requirements. It also administers and enforces a code of ethics for lobbyists including a lobbyist registration and reporting requirement and a limitation on gifts from lobbyists to public officials, state employees and members of their staffs and families.

The Freedom of Information Unit is charged with ensuring that the people of Connecticut have access to the records and meetings of all public agencies and that all public agencies fully comply with the Freedom of Information Act.

**The Ethics Commission, Elections Enforcement Commission and Freedom of Information Commission have been merged to create the new Commission on Fair and Open Government as part of the Governor's initiative to streamline state government.**

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Eliminate Funding for Unsettled Collective Bargaining Contracts

	2003-2004	2004-2005
	-83,150	-183,265

### Reallocations or Transfers

- Combine the Election, Ethics and Freedom of Information Commissions to Create Commission on Fair and Open Government

	1,624,541	1,686,026
--	-----------	-----------

## AGENCY PROGRAMS:

### Personnel Summary

#### Permanent Full-Time Positions

General Fund

As of 06/30/2002	2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
Filled	Vacant	Change	Total	Requested	Recommended	Requested
0	0	0	0	0	17	0
						17

### Agency Programs by Total Funds (Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Commission on Fair and Open Government	0	0	0	0	1,734,154	0	0	1,798,929
TOTAL Agency Programs - All Funds Gross	0	0	0	0	1,734,154	0	0	1,798,929
Less Turnover								
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-83,150	0	0	-183,265
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	0	0	0	0	1,651,004	0	0	1,615,664
<u>Summary of Funding</u>								
General Fund Net	0	0	0	0	1,651,004	0	0	1,615,664
TOTAL Agency Programs - All Funds Net	0	0	0	0	1,651,004	0	0	1,615,664

## PROGRAM: COMMISSION ON FAIR AND OPEN GOVERNMENT

### Statement of Need and Program Objectives:

To improve public confidence in our electoral process and in the conduct of those seeking or holding a public office in this state by monitoring compliance with and swift enforcement of the election laws. To build and maintain the confidence of Connecticut citizens in their government through administration and enforcement of a code of ethics for public officials and state employees and a code of ethics for lobbyists. To ensure that the people of Connecticut have access to the non-exempt records and meetings of all state, local and regional public agencies and to ensure that all public agencies fully comply with the state's Freedom of Information Act.

### Program Description:

The Elections Enforcement Unit conducts investigations of complaints concerning violations of state election laws. The procedures utilized by an investigation may include the issuance of subpoenas, examination of documents and conduct of hearings. Civil enforcement sanctions, including monetary fines, may be imposed directly by the Commission against violators of these laws. Evidence of criminal conduct is referred to the Chief State's Attorney for prosecution.

The unit monitors compliance with the campaign financing laws by auditing disclosure reports and disseminating information and advice to thousands of candidates, political action committees and political parties. Auditing of financial disclosure statements is intended to ensure that errors and omissions are promptly corrected and that violations are deterred.

It also prepares and distributes campaign guides for compliance with election financing laws; conducts seminars for candidates, campaign treasurers, business, professional and labor organizations and other political action groups and party officials, renders formal and informal advisory opinions and rulings upon request and recommends revisions of election laws to the General Assembly.

The Ethics Unit educates those subject to the codes and members of the public as to the codes' requirements. Obtains and makes available for public inspection, statements revealing: the financial interests of designated public officials and senior state employees (except judges), their spouses and their dependent children and the income earned by state marshals in their official capacity. Registers lobbyists and provides means of identifying them while lobbying. Obtains from lobbyists and makes available for public inspection, periodic financial

Budget-in-Detail

reports disclosing lobbyists' receipts and expenditures in furtherance of lobbying. Notifies each public official whose name, or the name of a family or staff member, appears in a lobbyist's financial report. Provides formal and informal interpretations of the codes of ethics when requested and advises those subject to the codes regarding compliance with them. Enforces the code of ethics for public officials and the code of ethics for lobbyists. Conducts random audits of lobbyist financial record. Lobbyists register for the biennium. Statements of financial interest cover a calendar year.

The Freedom of Information Unit hears and decides citizen complaints and requests for declaratory rulings. The objective of this activity is to resolve cases fairly, quickly and inexpensively. Informs and educates the public of their rights under the Freedom of Information Act; informs and educates public officials of their obligations under the Freedom of Information Act; provides information to legislators and other policy-makers and introduces and comments on proposed legislation. Staff counsel represent the commission on all freedom of information court appeals and other litigation.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Cases investigated, resolved	185	200	220	155
Committees <sup>a</sup> audited	218	250	250	175
Formal/informal opinions issued	190	200	225	160
Statements of financial interests due	1,658	1,700	1,450	1,450
Lobbyists registered	1,000	3,200	3,300	3,300
Lobbyists financial reports due	8,000	8,000	8,500	8,500
Percentages of Req. Reports Filed Electronically	10%	65%	75%	75%
Written requests for advice	275	300	350	350
Enforcement proceedings completed	55	75	75	75
Publications distributed	25,000	15,000	10,000	10,000
Conduct random audits-lobbyist records	0	0	20	15
Contested Cases	566	625	670	670
Cases Settled by Ombudsman	239	320	370	370
Court Appeals and Other Litigation	11	15	15	15
Advisory Opinions	2	2	2	2
Education Programs and Speaking Engagements	65	75	75	35
Commission Meetings- Regular	24	24	24	24

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions	0	0	0	0	0	17	0	17
General Fund	0	0	0	0	0	17	0	17

**Financial Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	0	0	0	0	1,399,243	0	0	1,464,018
Other Expenses	0	0	0	0	290,811	0	0	290,811
<u>Capital Outlay</u>								
Equipment	0	0	0	0	2,100	0	0	2,100
<u>Other Current Expenses</u>								
Lobbyist Electronic Filing Program	0	0	0	0	42,000	0	0	42,000
TOTAL-General Fund	0	0	0	0	1,734,154	0	0	1,798,929

**Commission on Fair and Open Government**

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

**Current Expenses by Minor Object**

	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	0	0	0	1,324,026	0	1,381,253
Other	0	0	0	73,917	0	81,465
Overtime	0	0	0	1,300	0	1,300
TOTAL-Personal Services Gross	0	0	0	1,399,243	0	1,464,018
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs	0	0	0	-83,150	0	-183,265
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	0	0	0	1,316,093	0	1,280,753

Other Expenses-Contractual Services

Advertising	0	0	0	123	0	123
Printing And Binding	0	0	0	5,055	0	5,055
Dues and Subscriptions	0	0	0	9,700	0	9,700
Rents, Storage & Leasing	0	0	0	39,657	0	39,657

Telecommunication Services	0	0	0	13,399	0	13,399
General Repairs	0	0	0	427	0	427
Motor Vehicle Expenses	0	0	0	532	0	532
Fees For Outside Professional Services	0	0	0	90,433	0	90,433
Fees For Non-Professional Services	0	0	0	4,295	0	4,295
DP Services, Rentals and Maintenance	0	0	0	31,318	0	31,318
Postage	0	0	0	16,052	0	16,052
Travel	0	0	0	30,392	0	30,392
Other Contractual Services	0	0	0	4,977	0	4,977
<i><u>Other Expenses-Commodities</u></i>						
Agricultural, Horticultural, and Dairy	0	0	0	2,225	0	2,225
Books	0	0	0	1,500	0	1,500
Office Supplies	0	0	0	39,907	0	39,907
<i><u>Other Expenses-Sundry</u></i>						
Sundry - Other Items	0	0	0	819	0	819
TOTAL-Other Expenses Gross	0	0	0	290,811	0	290,811
Less Reimbursements						
TOTAL-Other Expenses Net	0	0	0	290,811	0	290,811
<i><u>Other Current Expenses</u></i>						
Lobbyist Electronic Filing Program	0	0	0	42,000	0	42,000
TOTAL-Other Current Expenses	0	0	0	42,000	0	42,000

**Character & Major Object Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	0	0	0	0	1,316,093	0	0	1,280,753
Other Expenses Net	0	0	0	0	290,811	0	0	290,811
Capital Outlay	0	0	0	0	2,100	0	0	2,100
Other Current Expenses	0	0	0	0	42,000	0	0	42,000
TOTAL-General Fund Net	0	0	0	0	1,651,004	0	0	1,615,664



# STATE PROPERTIES REVIEW BOARD

## AGENCY DESCRIPTION:

The State Properties Review Board consists of six members appointed on a bi-partisan basis for overlapping four-year terms. The Speaker of the House and the President Pro Tempore of the Senate appoint three members jointly, and the Minority Leader of the House and the Minority

Leader of the Senate appoint three members jointly. The Board provides oversight for the Legislature of real estate transactions and related consultant contracts proposed by the Executive Branch.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2003-2004</u>	<u>2004-2005</u>
• Annualization of FY 03 Reductions	-3,287	-3,287
• Remove Inflation	-5,085	-6,795
• Transfer Equipment to CEPF	0	-8,900
• Layoffs Necessitated by Failure to Achieve Concessions	-49,470	-49,470
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-12,787	-23,680

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions	6	0	0	6	6	5	6	5
General Fund								
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Approve Prop Transactions & Cap Projs	526,621	539,999	533,722	527,422	469,580	568,652	556,652	475,413
TOTAL Agency Programs - All Funds Gross	526,621	539,999	533,722	527,422	469,580	568,652	556,652	475,413
Less Turnover								
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-12,787	0	0	-10,893
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	526,621	539,999	533,722	527,422	456,793	568,652	556,652	464,520
<b>Summary of Funding</b>								
General Fund Net	518,967	539,999	533,722	527,422	456,793	568,652	556,652	464,520
Bond Funds	7,654	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	526,621	539,999	533,722	527,422	456,793	568,652	556,652	464,520

## PROGRAM: APPROVE PROPOSED REAL ESTATE TRANSACTIONS AND CONSULTANT CONTRACTS

### Statutory Reference:

C.G.S. Sections 4b-3, 4b-23 and 13a-73

### Statement of Need and Program Objectives:

To ensure that the State's real estate transactions, farm development rights acquisitions and consultant contracts are in the best interest of the State and are made in conformance with State statutes and prudent business practices.

### Program Description:

In discharging its responsibilities, the Board: reviews and approves the acquisition, construction, development, and leasing of offices and other facilities for State agencies, the acquisition of land for

transportation systems, and the lease or sale of State-owned real estate to third parties; approves the selection of and contracts with architects, engineers and other consultants for major building projects, as proposed by Public Works; reviews, evaluates and approves the acquisition of development rights for farm land proposed by the Department of Agriculture under the Agricultural Land Preservation Pilot Program.

On average the Board approves over 600 proposed transactions each year in less than 8 calendar days, counting weekends and holidays. Typically, the Board saves the State taxpayers over \$1.0 million each year.

### Program Measure

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Items Reviewed	635	650	650	650
Savings Realized as a Result of the Board's Actions (\$)	1,617,272	1,000,000	1,000,000	1,000,000

### Personnel Summary

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions	6	0	0	6	6	5	6	5
General Fund								

<b>Financial Summary (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	344,271	360,705	339,756	339,756	290,286	358,376	358,376	296,119
Other Expenses	173,700	178,294	187,466	186,666	178,294	188,376	188,376	178,294
<u>Capital Outlay</u>								
Equipment	996	1,000	6,500	1,000	1,000	21,900	9,900	1,000
TOTAL-General Fund	518,967	539,999	533,722	527,422	469,580	568,652	556,652	475,413
<u>Additional Funds Available</u>								
Bond Funds	7,654	0	0	0	0	0	0	0
TOTAL - All Funds	526,621	539,999	533,722	527,422	469,580	568,652	556,652	475,413

Approve Prop Transactions & Cap Projs

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<b>Current Expenses by Minor Object</b>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	343,071	359,436	336,086	286,616	353,934	291,677
Other	1,200	1,269	3,670	3,670	4,442	4,442
TOTAL-Personal Services Gross	344,271	360,705	339,756	290,286	358,376	296,119
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs	0	0	0	-12,787	0	-10,893
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	344,271	360,705	339,756	277,499	358,376	285,226
<u>Other Expenses-Contractual Services</u>						
Dues and Subscriptions	831	1,000	1,028	1,000	1,057	1,000
Telecommunication Services	403	1,000	1,028	1,000	1,057	1,000
General Repairs	1,853	2,150	2,210	2,150	2,272	2,150
Motor Vehicle Expenses	0	175	180	175	185	175
Fees For Outside Professional Services	142,400	146,713	155,000	146,713	155,000	146,713
DP Services, Rentals and Maintenance	3,943	5,056	5,198	5,056	5,344	5,056
Travel	18,364	16,000	16,448	16,000	16,909	16,000
<u>Other Expenses-Commodities</u>						
Office Supplies	5,906	6,200	6,374	6,200	6,552	6,200
TOTAL-Other Expenses Gross	173,700	178,294	187,466	178,294	188,376	178,294
Less Reimbursements						
TOTAL-Other Expenses Net	173,700	178,294	187,466	178,294	188,376	178,294

<b>Character &amp; Major Object Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	344,271	360,705	339,756	339,756	277,499	358,376	358,376	285,226
Other Expenses Net	173,700	178,294	187,466	186,666	178,294	188,376	188,376	178,294
Capital Outlay	996	1,000	6,500	1,000	1,000	21,900	9,900	1,000
TOTAL-General Fund Net	518,967	539,999	533,722	527,422	456,793	568,652	556,652	464,520
<u>Additional Funds Available</u>								
Bond Funds	7,654	0	0	0	0	0	0	0
TOTAL-All Funds Net	526,621	539,999	533,722	527,422	456,793	568,652	556,652	464,520

# STATE TREASURER

## AGENCY DESCRIPTION:

<http://www.state.ct.us/ott>

The State Treasurer, elected for a term of four years as provided in the State Constitution, is responsible for the custody of the property and money of the state and pays out those monies on warrants drawn and presented by the State Comptroller.

The Treasurer invests any temporarily idle monies in the state's General Fund as well as the assets of the state pension and other trust funds.

With the approval of the State Bond Commission, the Treasurer administers the sale of state bonds and is responsible for the payment of principal and interest thereon. The Treasurer also manages the process of the borrowing of those funds, the repayment of which is a limited or contingent liability of the state.

With the permission of the Governor, the Treasurer may borrow through short-term notes, which are a full faith and obligation of the state and repay them as monies become available to do so.

The Treasurer also serves as the custodian for all unclaimed property remitted to the state. The Treasurer safeguards these assets, publicizes the names of the rightful owners and returns those assets to the owners as they come forward.

The Second Injury Fund, a workers' compensation fund financed by assessments on businesses, is also under the jurisdiction of the Treasurer.

## AGENCY PROGRAM INDEX

Administration	111	Second Injury Fund	114
Debt Management	111	Unclaimed Property and Escheats	114
Investment Services	112	Management Services	115
Cash Management	113		

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	2003-2004	2004-2005
• Annualization of FY 03 Reductions	-27,931	-27,931
• Remove Inflation	-11,480	-23,279
• Transfer Equipment to CEPF	-27,900	-18,900
• Layoffs Necessitated by Failure to Achieve Concessions	-49,188	-49,188
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-69,988	-150,386
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-40,676	-20,324

## AGENCY PROGRAMS:

Personnel Summary	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Permanent Full-Time Positions								
General Fund	45	8	0	53	53	52	53	52
Second Injury Fund	59	35	5	99	99	99	99	99
Unclaimed Property Fund	27	3	0	30	30	30	30	30
Investment Trust Funds	25	9	-5	29	29	29	29	29
Private Contributions	6	2	2	10	10	10	10	10
Other Positions Equated to Full Time								
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			3	6	6	6	6	6

### Agency Programs by Total Funds (Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Administration	1,871,801	2,070,824	2,193,353	2,195,206	2,128,389	2,292,583	2,298,639	2,228,311
Debt Management	40,123,426	24,555,760	4,254,364	4,223,864	4,217,722	4,284,312	4,283,812	4,276,281
Investment Services	60,645,660	52,231,116	53,797,449	53,797,449	53,797,449	55,410,773	55,410,773	55,410,773
Management Services	1,445,002	1,837,137	2,429,181	2,425,570	2,395,948	2,450,700	2,485,227	2,449,279
Cash Management	4,235,494	4,679,601	4,783,313	4,771,813	4,757,895	4,937,842	4,934,842	4,929,351
Unclaimed Property and Escheats	2,707,157	2,940,065	2,940,065	2,940,065	2,940,065	3,027,966	3,027,966	3,027,966
Second Injury Fund	24,752,421	19,108,332	18,815,218	18,815,218	18,815,218	18,608,964	18,608,964	18,608,964
TOTAL Agency Programs - All Funds Gross	135,780,961	107,422,835	89,212,943	89,169,185	89,052,686	91,013,140	91,050,223	90,930,925
Less Turnover	0	0	-491,397	-125,000	-125,000	-519,797	-125,000	-125,000
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-69,988	0	0	-150,386
Less Early Retirement Plan Accruals	0	0	0	0	-40,676	0	0	-20,324
TOTAL Agency Programs - All Funds Net	135,780,961	107,422,835	88,721,546	89,044,185	88,817,022	90,493,343	90,925,223	90,635,215
Summary of Funding								
General Fund Net	3,201,751	3,888,706	4,091,652	4,414,291	4,187,128	4,170,020	4,601,900	4,311,892

Second Injury Fund	7,886,841	8,614,734	8,869,103	8,869,103	8,869,103	9,133,674	9,133,674	9,133,674
Unclaimed Property Fund	3,040,244	3,322,420	3,333,816	3,333,816	3,333,816	3,433,454	3,433,454	3,433,454
Investment Trust Funds	60,510,964	52,790,653	54,373,623	54,373,623	54,373,623	56,004,082	56,004,082	56,004,082
Special Funds	1,037,509	1,066,373	1,099,625	1,099,625	1,099,625	1,133,815	1,133,815	1,133,815
Special Funds, Non-Appropriated	623,970	0	0	0	0	0	0	0
Bond Funds	16,844	24,000	0	0	0	0	0	0
Federal Contributions	8,999	9,269	9,547	9,547	9,547	9,833	9,833	9,833
Private Contributions	59,453,839	37,706,680	16,944,180	16,944,180	16,944,180	16,608,465	16,608,465	16,608,465
TOTAL Agency Programs - All Funds Net	135,780,961	107,422,835	88,721,546	89,044,185	88,817,022	90,493,343	90,925,223	90,635,215

## PROGRAM: ADMINISTRATION

### Statutory Reference:

C.G.S. Chapter 32 and Article Fourth of the State Constitution

### Statement of Need and Program Objectives:

To direct and support the operations of the Office of the State Treasurer by establishing long and short-term goals and objectives and coordinating and providing management services.

### Program Description:

The Executive Office is responsible for overall policy, planning and general administration designed to: enhance the financial integrity and soundness of Treasury operations; provide direction and leadership in carrying out Treasury functions and foster economic well-being of the state and its citizens and businesses within the confines of fiduciary standards. Specific activities include legislative affairs and public information, responsible investment relations, management services, legal services, community outreach and development of financial literacy programs.

The main objective of the Executive Office is to ensure that the Treasury adheres to the highest order of public values, fiscal prudence and ethics in the conduct of the people's business.

The Policy Unit administers the state's corporate governance program, which was launched in fiscal year 2000, marking Connecticut's re-emergence – for the first time in five years — as an active, responsible institutional investor with the most comprehensive series of proxy voting policies in the state's history.

Connecticut's shareholder activism includes both exercising proxy voting responsibility and taking steps such as filing shareholder resolutions and supporting resolutions filed by other shareholders on issues including: independence of the board of directors, electing board members, executive compensation, global working conditions, board diversity and the environment.

Personnel Summary	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Permanent Full-Time Positions								
General Fund	15	3	0	18	18	17	18	17
Second Injury Fund	2	0	0	2	2	2	2	2
Investment Trust Funds	0	0	5	5	5	5	5	5
Other Positions Equated to Full Time			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	3	3	3	3	3
Financial Summary	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
(Net of Reimbursements)	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	1,195,353	1,450,677	1,541,509	1,545,362	1,496,174	1,621,830	1,629,886	1,580,698
Other Expenses	146,122	113,802	125,531	125,531	113,802	129,042	129,042	113,802
Capital Outlay								
Equipment	1,000	1,000	8,000	6,000	100	8,000	6,000	100
TOTAL-General Fund	1,342,475	1,565,479	1,675,040	1,676,893	1,610,076	1,758,872	1,764,928	1,694,600
Additional Funds Available								
Second Injury Fund	88,259	100,107	104,112	104,112	104,112	107,190	107,190	107,190
Unclaimed Property Fund	78,005	88,827	92,492	92,492	92,492	95,236	95,236	95,236
Investment Trust Funds	181,760	312,411	321,709	321,709	321,709	331,285	331,285	331,285
Special Funds, Non-Appropriated	176,325	0	0	0	0	0	0	0
Bond Funds	4,977	4,000	0	0	0	0	0	0
TOTAL - All Funds	1,871,801	2,070,824	2,193,353	2,195,206	2,128,389	2,292,583	2,298,639	2,228,311

### Administration

## PROGRAM: DEBT MANAGEMENT

### Statutory Reference:

Section 3-13

### Statement of Need and Program Objectives:

To raise funds for all State capital projects through issuance of State bonds in the financial markets. To qualify as much State borrowing for exemption from federal taxes as law permits. To manage the State's existing debt portfolio and meet all bond requirements in a manner that minimizes State interest payments and maximizes return on related State investments.

### Program Description:

The State of Connecticut finances a wide array of capital projects and programs through the issuance of general obligation bonds backed by the general taxing power of the State. The projects include construction or repair of state offices, institutions, colleges and universities and prisons. The programs include loans or grants for housing, school construction, economic development, venture capital, community care facilities, development rights for farmland and open space acquisition.

Special tax obligation bonds, backed by a dedicated stream of gasoline tax and motor vehicle fines, fees and related charges, are issued to fund the non-federal share of the Transportation Infrastructure Renewal Program including mass transit facilities and highway projects.

The Division manages the issuance of the general and special obligation bonds of the University of Connecticut under a ten-year capital management program to rebuild and refurbish the University of Connecticut. That program, which began in 1995, was extended to 2015 by the 2002 General Assembly in a third phase that will include the University Health Center.

The Debt Management Division has developed several revenue bonding programs that are not included in the program measures. The Clean Water Fund bonding program enhances the State's Clean Water Fund, which provides grants and loans to finance the planning, design and construction of water quality projects throughout the State including projects to improve water quality in Long Island Sound. Other specialized bonding programs include the Second Injury Fund Bonding Program, the Connecticut Unemployment Revenue Bond Program, the Bradley International Airport bonding program and the Rate Reduction Bonding program for electric utility stranded costs.

Elements of the bond issuance process include: preparing an official statement to disclose all pertinent information regarding the state's economy and fiscal condition to underwriters and bond investors; making presentations to Moody's, Standard and Poor's and Fitch to obtain a credit rating on each issue; reviewing with bond and tax attorneys individual projects which may be included in a bond issue to assure that each qualifies for the federal tax exemption; structuring the issue for market acceptance; pricing the issue by competitive bid or negotiated sale and investing and releasing bond proceeds in accordance with bond indenture and federal tax requirements.

Elements of the effective management of the State's existing debt portfolio include: arranging for payment of principal and interest; projecting, budgeting and reporting debt service requirements; screening existing debt portfolio for refunding opportunities; defeasing, redeeming or calling existing bonds as appropriate; coordinating with other agencies and the Legislature regarding the State's bonding programs; communicating with individual and institutional investors and, complying with tax, disclosure and bond indenture requirements under the various bonding programs.

### Personnel Summary

	As of 06/30/2002		2002-2003 Change	2002-2003 Total	2003-2004 Requested	2003-2004 Recommended	2004-2005 Requested	2004-2005 Recommended
	Filled	Vacant						
<i>Permanent Full-Time Positions</i>								
General Fund	4	1	0	5	5	5	5	5
Private Contributions	2	0	0	2	2	2	2	2

### Financial Summary

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	362,311	442,802	448,250	418,250	418,250	435,020	435,020	435,020
Other Expenses	38,983	45,009	49,651	49,651	45,009	51,040	51,040	45,009
<i>Capital Outlay</i>								
Equipment	0	0	2,000	1,500	0	2,000	1,500	0
TOTAL-General Fund	401,294	487,811	499,901	469,401	463,259	488,060	487,560	480,029
<i>Additional Funds Available</i>								
Second Injury Fund	253,695	236,690	245,291	245,291	245,291	252,604	252,604	252,604
Special Funds	1,037,509	1,066,373	1,099,625	1,099,625	1,099,625	1,133,815	1,133,815	1,133,815
Bond Funds	0	2,000	0	0	0	0	0	0
Private Contributions	38,421,929	22,753,617	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
<b>Federal Contributions</b>								
66468 Wastewater Operator Training Grt	8,999	9,269	9,547	9,547	9,547	9,833	9,833	9,833
TOTAL - All Funds	40,123,426	24,555,760	4,254,364	4,223,864	4,217,722	4,284,312	4,283,812	4,276,281
<b>Debt Management</b>								

## PROGRAM: INVESTMENT SERVICES

### Statutory Reference:

C. G. S. Section 3-13a

### Statement of Need and Program Objectives:

To maximize the investment return over time on pension assets within an acceptable degree of risk so that benefit payments over time, when due, can be made to all beneficiaries and contributions required from state and municipal plan sponsors are minimized.

### Program Description:

Under the direction of the Treasurer and with the advice of the Investment Advisory Council, which is made up of state union representatives and gubernatorially and legislatively appointed members, the Pension Funds Management division manages the Connecticut Combined Investment Funds for the benefit of five pension funds and several trust funds involving approximately 160,000 active and retired participants. The pension funds are the Teachers' Retirement Fund, State Employees' Retirement Fund, Municipal Employees' Retirement Fund, Probate Court Retirement Fund and the Judges and Compensation Commissioners' Retirement Fund.

The Treasurer maintains seven active investment funds in which the pension and trust funds' cash flow is invested through the purchase of units. The investment funds that comprise the Combined Investment Funds are the Cash Reserve Account (CRA) - money

market instruments; the Mutual Equity Fund (MEF) - domestic stocks; the Mutual Fixed Income Fund (MFIF) - bonds and other fixed income securities; the Real Estate Fund (REF) - equity commercial real estate funds; the International Stock Fund (ISF) - international stocks and bonds; the Private Investment Fund (PIF) and the Commercial Mortgage Fund (CMF).

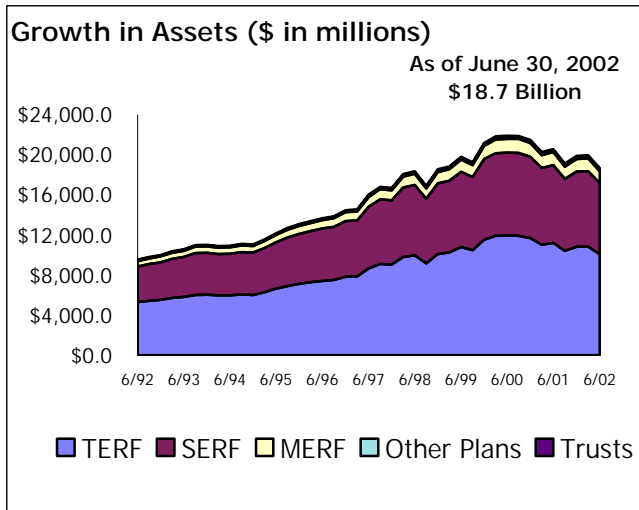
The investment funds are externally managed with performance oversight maintained by the Pension Funds Management division.

The principal activities involved in attaining the program's goals are the appropriate allocation of each pension fund's cash flow into the investment funds and the supervision of external portfolio managers to ensure superior long-term investment results. The allocation process includes cash flow projections and formulating and reviewing short and long-term investment policy, implementing policy with cash flow and redemption of assets and monitoring performance. The program is also charged with ensuring that all investments are in compliance with state statutes, pertinent investment guidelines, which are encompassed by the Investment Policy Statement, which is posted on the Treasury Web site and the Treasurer's corporate governance policies, including the voting of proxies to maximize long-term shareholder value.

Despite the overall downturn in the state and national economy, the state pension fund performed in the top 1% of all funds with assets in

excess of \$1 billion over the last four years. And, while the Funds experienced investment losses in fiscal year 2002, it nevertheless achieved an investment gain of \$500 million over the past four years and has paid out \$2.8 billion in benefits to retirees.

**Outcome Measure:**



**Personnel Summary**

Permanent Full-Time Positions	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Investment Trust Funds	22	9	-10	21	21	21	21	21

**Financial Summary (Net of Reimbursements)**

Additional Funds Available	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Investment Trust Funds	60,198,635	52,231,116	53,797,449	53,797,449	53,797,449	55,410,773	55,410,773	55,410,773
Special Funds, Non-Appropriated	447,025	0	0	0	0	0	0	0
<b>TOTAL - All Funds</b>	<b>60,645,660</b>	<b>52,231,116</b>	<b>53,797,449</b>	<b>53,797,449</b>	<b>53,797,449</b>	<b>55,410,773</b>	<b>55,410,773</b>	<b>55,410,773</b>

**PROGRAM: CASH MANAGEMENT**

**Statutory Reference:**

C. G. S. Section 3-13

**Statement of Need and Program Objectives:**

To protect State deposits through strong internal operations and use of financially strong banks. To maximize investment balances, while meeting the State's obligations, by speeding deposits, controlling disbursements, minimizing banking costs and balances and providing accurate cash forecasts. To achieve as high a level of current income in the Treasurer's Short-Term Investment Fund (STIF), which is an investment pool for the operating cash of state and local governments, as is consistent safety of principal and the provision of liquidity. To prudently invest more stable fund balances for longer periods and higher yields, including in banks that meet standards for financial strength and community support. To provide responsive services to STIF investors, including municipalities and local entities. To improve operating efficiency through more use of electronic payments, electronic data interchange (EDI), credit card payments and automation. To provide technical assistance and help with banking services to State agencies and others.

**Program Description:**

The Cash Management Division is responsible for managing the State's cash movements, banking relationships, the Short-Term Investment Fund (STIF) and the Community Reinvestment Initiative (CRI), in which funds are invested in Connecticut banks that meet financial and community reinvestment support standards.

The Bank Control and Reconciliation Unit operates the State's cash accounting system to record and track the State's internal and external cash flow. The unit is also responsible for the reconciliation of 24 Treasury bank accounts with more than 3 million annual transactions, administers stop payments and check reissues and processes State payroll and vendor checks.

The Cash Control Unit forecasts daily and long-term cash availability, funds disbursement accounts, concentrates cash from depository banks, sweeps idle cash into short-term investment vehicles to maximize investment balances and executes electronic transfers.

The Short-Term Investments Unit invests STIF assets, monitors custodian activity and prepares quarterly and annual reports. During fiscal 2002, an average of \$4.1 billion was invested in STIF. The unit also administers 1,084 STIF accounts for 60 State agencies and authorities and 251 municipal and local entities. In addition, the unit manages the Grant Express program that enables municipalities to deposit certain grant payments directly into their STIF accounts. Finally, the unit provides market data used in negotiating CRI investment interest rates.

The Client Services Unit consults with state agencies on initiatives to speed the deposit of funds, identifies mechanisms to reduce banking costs, reviews requests by State agencies for new bank accounts, maintains records of the State's bank accounts, manages CRI records and reviews bank invoices and compensation. The unit also manages the insurance collateral program in conjunction with the Department of Insurance through which companies writing insurance policies in the State are required to deposit securities and funds in accounts totaling a

Budget-in-Detail

fixed percentage of the policies' value. As of June 30, 2002, approximately \$494 million in securities were pledged to the program

and \$42 million was deposited in STIF.

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	15	2	0	17	17	17	17	17
Private Contributions	4	2	2	8	8	8	8	8
			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			2	2	2	2	2	2

**Financial Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
<i>(Net of Reimbursements)</i>								
Personal Services	991,535	1,213,410	1,206,591	1,196,591	1,196,591	1,261,841	1,261,841	1,261,841
Other Expenses	17,153	18,599	20,517	20,517	18,599	21,090	21,090	18,599
<i>Capital Outlay</i>								
Equipment	0	0	13,500	12,000	0	6,000	3,000	0
TOTAL-General Fund	1,008,688	1,232,009	1,240,608	1,229,108	1,215,190	1,288,931	1,285,931	1,280,440
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	620	0	0	0	0	0	0	0
Bond Funds	0	8,000	0	0	0	0	0	0
Private Contributions	3,226,186	3,439,592	3,542,705	3,542,705	3,542,705	3,648,911	3,648,911	3,648,911
TOTAL - All Funds	4,235,494	4,679,601	4,783,313	4,771,813	4,757,895	4,937,842	4,934,842	4,929,351
<b>Cash Management</b>								

**PROGRAM: SECOND INJURY FUND**

**Statutory Reference:**

Chapter 568, Part E; Section 31-349 and 31-354

**Statement of Need and Program Objectives:**

To relieve employers from liabilities under the Workers' Compensation Act by providing benefits for certain types of workers' compensation claims.

**Program Description:**

The Second Injury Fund ("the Fund"), administered by the Office of the Treasurer, is a State-run workers' compensation insurance fund that pays lost wages and medical benefits to qualified injured workers. The Fund manages and has liability for workers' compensation claims which involve; an uninsured employer or a bankrupt employer who fails

to secure workers' compensation insurance; a pro rata liability for indemnity payments paid to any worker who had more than one employer at the time of injury; benefits to widows and dependents when the deceased died as a result of a work related injury and COLA payments for certain types of claims.

The Second Injury Fund operations are financed by assessments on Connecticut employers. Insured employers pay a surcharge on their workers' compensation insurance policies based on annual standard premiums. The assessment for self-insured employers is based on workers' compensation loss costs for medical and indemnity benefits incurred in the prior calendar year.

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
Second Injury Fund	55	35	5	95	95	95	95	95

**Financial Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
<i>(Net of Reimbursements)</i>								
<i>Additional Funds Available</i>								
Second Injury Fund	7,017,817	7,678,332	7,902,218	7,902,218	7,902,218	8,137,964	8,137,964	8,137,964
Private Contributions	17,734,604	11,430,000	10,913,000	10,913,000	10,913,000	10,471,000	10,471,000	10,471,000
TOTAL - All Funds	24,752,421	19,108,332	18,815,218	18,815,218	18,815,218	18,608,964	18,608,964	18,608,964
<b>Second Injury Fund</b>								

**PROGRAM: UNCLAIMED PROPERTY AND ESCHEATS**

**Statutory Reference:**

C. G. S. Chapter 32, Part III; Section 3-56a through 3-76

**Statement of Need and Program Objectives:**

To locate and reunite owners with their unclaimed property and to ensure that all unclaimed property as defined by statute is rendered to the state for safeguarding. To administer Connecticut's unclaimed property and escheats statutes. To deposit into the General Fund for the use of the state those funds collected in excess of claims paid and certain costs incident to the collection and recovery of such funds and property.

**Program Description:**

Under Connecticut General Statutes, the Treasurer is custodian for all unclaimed property remitted to the state. A primary activity of the Division is to reunite owners with their property, administered through outreach efforts and advertising of its *Name It and Claim It* program. Another core activity of the Division is its *Holder Outreach* program. Targeted to businesses and organizations, this program promotes compliance with the statutory obligation to report and remit unclaimed property to the State Treasurer's Office by the annual March 31<sup>st</sup> deadline. The Division encourages a positive relationship between state government and the business community, emphasizing the key

role each plays as partners in upholding unclaimed property laws and strengthening consumer protection for the citizens of our state.

The Division administers the statutes and is authorized and required to: ensure that unclaimed or abandoned property is transferred to the Treasurer; safeguard all unclaimed property; examine holder records

and maintain permanent files; insure that all unclaimed property as defined by statute is rendered to the state for safeguarding; process claims filed; conduct audits to ensure holder reporting compliance; pay rightful owners without deduction for costs incurred and pay interest to rightful owners as required.

### Personnel Summary

Permanent Full-Time Positions Unclaimed Property Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	25	3	0	28	28	28	28	28

### Financial Summary

(Net of Reimbursements) Additional Funds Available Unclaimed Property Fund TOTAL - All Funds Unclaimed Property and Escheats	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
	2,707,157	2,940,065	2,940,065	2,940,065	2,940,065	3,027,966	3,027,966	3,027,966
	2,707,157	2,940,065	2,940,065	2,940,065	2,940,065	3,027,966	3,027,966	3,027,966

## PROGRAM: MANAGEMENT SERVICES

### Statutory Reference:

C.G.S. Chapter 32 and Article Fourth of the State Constitution

### Statement of Need and Program Objectives:

To provide support services for Pension Funds Management, Cash Management, Debt Management, Unclaimed Property and the Second Injury Fund; to increase operating efficiencies within the Treasury and to ensure compliance with state statutes and regulations.

### Program Description:

These services include the coordination of short and long range planning and project management services. The Management Services unit also includes the personnel, information services and business office services activities.

Personnel Services establishes and implements personnel standards and procedures; processes and maintains personnel records and administers the Treasury's training and employee assistance programs.

Information Services furnishes overall LAN system management and support; maintains all electronic data processing equipment; formulates system standards and controls and provides analysis, application development and program support services.

Business Office Services performs the accounting, purchasing, payroll and property requirements of the Treasury; prepares the agency budget; oversees allocation of resources to meet operational requirements and establishes and maintains business control over internal operations of all Treasury divisions.

### Personnel Summary

Permanent Full-Time Positions General Fund Second Injury Fund Unclaimed Property Fund Investment Trust Funds	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	11	2	0	13	13	13	13	13
	2	0	0	2	2	2	2	2
	2	0	0	2	2	2	2	2
	3	0	0	3	3	3	3	3

### Other Positions Equated to Full Time

General Fund	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Actual	Estimated	Requested	Recommended	Requested	Recommended
	1	1	1	1	1	1

### Financial Summary

(Net of Reimbursements) Personal Services Other Expenses Capital Outlay Equipment TOTAL-General Fund Additional Funds Available Second Injury Fund Unclaimed Property Fund Investment Trust Funds Bond Funds Private Contributions TOTAL - All Funds Management Services	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
	320,677	398,590	931,561	929,450	929,450	911,689	947,716	947,716
	128,617	204,817	225,939	225,939	204,817	232,265	232,265	204,817
	0	0	10,000	8,500	0	10,000	8,500	0
	449,294	603,407	1,167,500	1,163,889	1,134,267	1,153,954	1,188,481	1,152,533
	527,070	599,605	617,482	617,482	617,482	635,916	635,916	635,916
	255,082	293,528	301,259	301,259	301,259	310,252	310,252	310,252
	130,569	247,126	254,465	254,465	254,465	262,024	262,024	262,024
	11,867	10,000	0	0	0	0	0	0
	71,120	83,471	88,475	88,475	88,475	88,554	88,554	88,554
	1,445,002	1,837,137	2,429,181	2,425,570	2,395,948	2,450,700	2,485,227	2,449,279



## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	2,794,722	3,414,446	3,927,276	3,881,941	4,117,462	4,076,330
Other Positions	37,398	36,548	37,613	37,613	38,260	38,260
Other	37,707	54,485	163,022	120,911	74,658	110,685
Overtime	49	0	0	0	0	0
TOTAL-Personal Services Gross	2,869,876	3,505,479	4,127,911	4,040,465	4,230,380	4,225,275
Less Reimbursements						
Less Turnover	0	0	-491,397	-125,000	-519,797	-125,000
Less Unsettled Collective Brg Contract Costs	0	0	0	-69,988	0	-150,386
Less Early Retirement Plan Accruals	0	0	0	-40,676	0	-20,324
TOTAL-Personal Services Net	2,869,876	3,505,479	3,636,514	3,804,801	3,710,583	3,929,565

*Other Expenses-Contractual Services*

Advertising	2,766	3,124	3,446	3,124	3,542	3,124
Printing And Binding	1,511	1,729	1,907	1,729	1,960	1,729
Dues and Subscriptions	40,343	40,634	44,823	40,634	46,077	40,634
Rents, Storage & Leasing	69,395	77,626	85,631	77,626	88,028	77,626
Telecommunication Services	42,662	46,058	50,810	46,058	52,232	46,058
General Repairs	5,315	5,686	6,273	5,686	6,449	5,686
Motor Vehicle Expenses	6,220	6,029	6,651	6,029	6,837	6,029
Fees For Outside Professional Services	11,694	13,509	14,902	13,509	15,319	13,509
Fees For Non-Professional Services	33,433	36,215	39,949	36,215	41,068	36,215
DP Services, Rentals and Maintenance	30,213	34,903	38,502	34,903	39,580	34,903
Postage	9,507	10,983	12,116	10,983	12,456	10,983
Travel	30,823	30,230	33,346	30,230	34,279	30,230
Other Contractual Services	7,513	7,846	8,654	7,846	8,895	7,846

*Other Expenses-Commodities*

Agricultural, Horticultural, and Dairy	353	322	351	322	359	322
Books	572	612	675	612	694	612
Maintenance and Motor Vehicle Supplies	1,331	1,258	1,389	1,258	1,428	1,258
Medical Supplies	146	169	186	169	191	169
Office Supplies	29,652	31,459	34,703	31,459	35,674	31,459

*Other Expenses-Sundry*

Sundry - Other Items	7,426	33,835	37,324	33,835	38,369	33,835
TOTAL-Other Expenses Gross	330,875	382,227	421,638	382,227	433,437	382,227
Less Reimbursements						
TOTAL-Other Expenses Net	330,875	382,227	421,638	382,227	433,437	382,227

*Character & Major Object Summary*

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	2,869,876	3,505,479	3,636,514	3,964,653	3,804,801	3,710,583	4,149,463	3,929,565
Other Expenses Net	330,875	382,227	421,638	421,638	382,227	433,437	433,437	382,227
Capital Outlay	1,000	1,000	33,500	28,000	100	26,000	19,000	100
TOTAL-General Fund Net	3,201,751	3,888,706	4,091,652	4,414,291	4,187,128	4,170,020	4,601,900	4,311,892
<i>Additional Funds Available</i>								
Second Injury Fund	7,886,841	8,614,734	8,869,103	8,869,103	8,869,103	9,133,674	9,133,674	9,133,674
Unclaimed Property Fund	3,040,244	3,322,420	3,333,816	3,333,816	3,333,816	3,433,454	3,433,454	3,433,454
Investment Trust Funds	60,510,964	52,790,653	54,373,623	54,373,623	54,373,623	56,004,082	56,004,082	56,004,082
Special Funds	1,037,509	1,066,373	1,099,625	1,099,625	1,099,625	1,133,815	1,133,815	1,133,815
Special Funds, Non-Appropriated	623,970	0	0	0	0	0	0	0
Bond Funds	16,844	24,000	0	0	0	0	0	0
Federal Contributions	8,999	9,269	9,547	9,547	9,547	9,833	9,833	9,833
Private Contributions	59,453,839	37,706,680	16,944,180	16,944,180	16,944,180	16,608,465	16,608,465	16,608,465
TOTAL-All Funds Net	135,780,961	107,422,835	88,721,546	89,044,185	88,817,022	90,493,343	90,925,223	90,635,215

# STATE COMPTROLLER

## AGENCY DESCRIPTION:

<http://www.osc.state.ct.us/>

The State Comptroller is one of six constitutional state officers to hold office for a term of four years. The Office of the Comptroller was established in 1786 and derives its main authority from Article IV of the State Constitution which states: "The comptroller shall adjust and settle all public accounts and demands, except grants and orders of the general assembly. He shall prescribe the mode of keeping and

rendering all public accounts." The Connecticut General Statutes amplify this language, defining a range of specific responsibilities of the Office of the State Comptroller (OSC). The Office of the Comptroller carries out a variety of functions to fulfill these constitutional and statutory obligations.

## AGENCY PROGRAM INDEX

Management Services	117	Payroll Services	120
Budget and Financial Analysis	118	Retirement and Benefit Services	120
Information Technology	119	Accounts Payable	121
Policy Services Division	119		

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-218,373	-218,373
• Remove Inflation	-89,788	-182,088
• Transfer Equipment to CEPF	-129,650	-35,900
• Layoffs Necessitated by Failure to Achieve Concessions	-887,757	-919,463
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-510,044	-998,954
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-145,185	-145,185
• Eliminate Unfunded Positions from the Authorized Position Count	0	0

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	250	27	0	277	277	244	277	244
Private Contributions	9	2	0	11	11	11	11	11
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Management Services	24,819,111	3,477,478	4,347,121	4,354,030	4,249,226	4,556,998	4,568,171	4,433,174
Budget and Financial Analysis	4,573,478	2,374,490	2,126,942	2,126,942	1,941,666	2,206,472	2,206,472	2,009,503
Information Technology	11,167,388	3,062,780	3,096,181	3,096,181	2,666,524	3,102,014	3,102,014	2,734,339
Policy Services Division	901,944	986,469	1,103,603	1,103,603	1,045,715	1,157,323	1,157,323	1,096,720
Payroll Services	1,837,993	1,807,760	1,787,472	1,787,472	1,759,755	1,857,125	1,857,125	1,820,944
Retirement and Benefit Services	6,610,651	5,511,223	5,829,927	5,829,927	5,646,794	6,075,732	6,116,489	5,907,350
Accounts Payable	1,778,464	1,948,348	2,145,604	2,145,604	1,808,511	2,238,811	2,238,811	1,888,551
TOTAL Agency Programs - All Funds Gross	51,689,029	19,168,548	20,436,850	20,443,759	19,118,191	21,194,475	21,246,405	19,890,581
Less Turnover	0	0	-64,350	-64,350	-64,350	-56,750	-56,750	-56,750
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-510,044	0	0	-998,954
Less Early Retirement Plan Accruals	0	0	0	0	-145,185	0	0	-145,185
TOTAL Agency Programs - All Funds Net	51,689,029	19,168,548	20,372,500	20,379,409	18,398,612	21,137,725	21,189,655	18,689,692
<b>Summary of Funding</b>								
General Fund Net	18,581,820	19,168,548	20,372,500	20,379,409	18,398,612	21,137,725	21,189,655	18,689,692
Special Funds, Non-Appropriated	33,078,491	0	0	0	0	0	0	0
Bond Funds	28,718	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	51,689,029	19,168,548	20,372,500	20,379,409	18,398,612	21,137,725	21,189,655	18,689,692

## PROGRAM: MANAGEMENT SERVICES DIVISION

### Statutory Reference:

Article Fourth, State Constitution; CGS Sections 3-112, 3-112a, 3-119, and 3-121 through 3-123e

### Statement of Need and Program Objectives:

To provide policy and program direction for the administrative functions of the Office of the State Comptroller. To develop, implement and

execute the agency budget, including miscellaneous appropriations assigned to the Comptroller. To serve as the administrative services arm of the Office of the Claims Commissioner.

### Program Description:

The Management Services Division is responsible for a broad array of functions as follows:

Budget-in-Detail

Prepares, analyzes and monitors OSC's budget and miscellaneous appropriations; prepares and monitors the budget for the Office of the Claims Commissioner (OCC); reviews vendor payments made from the operating budgets of the OSC and OCC; pays refunds of payments, disability and death benefits to state fire and police officers and the dependents of state employees and grant payments to cities and towns; provides comprehensive support services for OSC and OCC, including courier, security, facility management, telephone and parking and administers statewide tuition, travel and training programs. Reviews these programs to ensure conformance to contractual, regulatory and statutory obligations; manages the administrative process for adjudicated claims in conjunction with the Office of the

Attorney General; manages a comprehensive Employee Assistance Program; manages the office's internal and external training programs for staff; develops and maintains the Affirmative Action Plan for the office; provides the communication link with staff on agency policy matters; monitors developments in the General Assembly affecting the agency's budget and other programs under its jurisdiction; maintains the state's property inventory control records and retains securities on state construction contracts; administers the state's insurance program for fire, health and liability claims in conjunction with the State Insurance and Risk Management Board and provides management analysis and review of state employee travel.

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	36	27	0	63	70	53	70	53
<b>Financial Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,317,222	2,503,997	3,268,836	3,275,745	3,275,745	3,448,520	3,459,693	3,459,693
Other Expenses	782,410	973,481	1,078,285	1,078,285	973,481	1,108,478	1,108,478	973,481
TOTAL-General Fund	3,099,632	3,477,478	4,347,121	4,354,030	4,249,226	4,556,998	4,568,171	4,433,174
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	21,719,479	0	0	0	0	0	0	0
TOTAL - All Funds	24,819,111	3,477,478	4,347,121	4,354,030	4,249,226	4,556,998	4,568,171	4,433,174
<b>Management Services</b>								

**PROGRAM: BUDGET AND FINANCIAL ANALYSIS DIVISION**

**Statutory Reference:**

Article Fourth, State Constitution; and Sections 3-112 and 3-115 of the General Statutes

**Statement of Need and Program Objectives:**

To record and analyze state expenditures and receipts. To monitor agency spending from appropriated accounts to ensure compliance with established accounting and budgeting procedures. To work with relevant agencies to correct problems when financial reporting discrepancies are discovered.

**Program Description:**

The Budget and Financial Analysis Division performs the following functions:

Prepares monthly financial statements on the financial position of the state and its funds in accordance with the Generally Accepted Accounting Principles (GAAP) and Connecticut's budget reporting standards; prepares Comptroller's monthly summary letter to the Governor with accompanying analysis; monitors agency commitments and expenditures through the appropriation accounting process and the initiation and recording of accounts and transactions; provides detailed financial information for local, state and federal agencies; maintains and improves a state-of-the-art accounting system for the state's

financial records; manages the state's encumbrance and expenditure records in accordance with procedures developed with the Administrator of Public Records; enforces the statutory, regulatory and accounting requirements prescribed by federal and state law; Publishes via Internet, Comptroller's numbered memoranda to agencies, Comptroller's annual employee health care planner and software policy manual; monitors weekly negative balance reports to identify and resolve expenditure issues at applicable agencies; provides research and policy analysis on a range of topics with significant financial impact to the state; e.g., Medicaid managed care, health care access for the uninsured and uncompensated care and factors affecting local property tax; prepares Comptroller's Annual Report on Connecticut's Economic Health, the Comprehensive Annual Financial Report (GAAP) basis and the Budgetary Basis (statutory) Financial Report; prepares the statewide cost allocation plan for the U.S. Department of Health and Human Services; establishes and negotiates fringe benefit cost recovery rate; develops the per capita cost rate for state humane institutions and Department of Correction facilities; calculates billing rates for state institutions for Medicare, Medicaid and other third-party payers; prepares Medicare and Medicaid cost reports for state institutions, including the settlement of audit adjustments and develops and monitors state agencies' indirect cost proposals.

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	28	0	0	28	25	22	25	22
<b>Financial Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,017,849	2,188,027	1,921,657	1,921,657	1,755,203	1,995,439	1,995,439	1,823,040
Other Expenses	133,910	186,463	205,285	205,285	186,463	211,033	211,033	186,463
TOTAL-General Fund	2,151,759	2,374,490	2,126,942	2,126,942	1,941,666	2,206,472	2,206,472	2,009,503
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	2,421,719	0	0	0	0	0	0	0
TOTAL - All Funds	4,573,478	2,374,490	2,126,942	2,126,942	1,941,666	2,206,472	2,206,472	2,009,503
<b>Budget and Financial Analysis</b>								

## PROGRAM: INFORMATION TECHNOLOGY DIVISION

### Statutory Reference:

Article Fourth, State Constitution and Sections 3-112, 3-113, 3-119, and 3-121 through 3-123c of the General Statutes

### Statement of Need and Program Objectives:

To implement and support the information technology (IT) infrastructure for the Office of the State Comptroller. To assist the Comptroller in strategic IT planning, coordinate procurement of IT resources and represent the office on major statewide system initiatives.

### Program Description:

The Information Technology Division (ITD) provides local area network (LAN) planning, administration and support, personal computer (PC) installation and troubleshooting, training in desktop software

applications and help desk support for all PC users. The ITD operates OSC's data center, providing Unisys mainframe processing services and support, including production control, input/output control, data and system security and the laser printing of reports and negotiable documents. ITD's internet group is responsible for developing and maintaining the Comptroller's internet website. The group is continually expanding the information available and the number of users it supports. The group also maintains the office's intranet.

The Director of the Division assists the Comptroller in strategic IT planning, coordinates the OSC's procurement of IT hardware, software and services and is currently serving as one of the directors of the Core-CT project, which will modernize and integrate the State's core financial and administrative systems.

### Program Measure

Program Measure	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Mainframe Computer Availability	99.90%	99.90%	99.90%	99.90%
Local Area Network Availability	99.90%	99.90%	99.90%	99.90%

### Personnel Summary

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
	34	0	0	34	30	26	30	26

### Financial Summary

(Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,110,327	2,288,304	2,114,887	2,114,887	1,892,948	2,190,629	2,190,629	1,960,763
Other Expenses	844,678	773,476	851,544	851,544	773,476	875,385	875,385	773,476
<u>Capital Outlay</u>								
Equipment	1,000	1,000	129,750	129,750	100	36,000	36,000	100
<u>Other Current Expenses</u>								
Core Financial Systems	314,686	0	0	0	0	0	0	0
State Employees Retirement Data Base	109,438	0	0	0	0	0	0	0
TOTAL-General Fund	3,380,129	3,062,780	3,096,181	3,096,181	2,666,524	3,102,014	3,102,014	2,734,339
<u>Additional Funds Available</u>								
Special Funds, Non-Appropriated	7,758,541	0	0	0	0	0	0	0
Bond Funds	28,718	0	0	0	0	0	0	0
TOTAL - All Funds	11,167,388	3,062,780	3,096,181	3,096,181	2,666,524	3,102,014	3,102,014	2,734,339

### Information Technology

## PROGRAM: POLICY SERVICES DIVISION

### Statutory Reference:

Article Fourth, State Constitution and CGS Sections 3-112 and 3-115

### Statement of Need and Program Objectives:

To provide overall policy and program direction to the work of the Office of the State Comptroller and its subsidiary programs. To maintain and monitor the state's accounting procedures by reviewing reports of the Auditors of Public Accounts and other auditing agencies, monitoring irregularities and inefficiencies, prescribing accounting methods for state agencies and establishing policies for maintaining inventory records of state property, the purchasing card and trustee funds.

### Program Description:

The Policy Services Division is responsible for establishing and monitoring accounting and financial policies, as well as the following:

provides policy direction to the department through regular meetings with division directors and project coordinators; provides direction to agencies through audit reviews, special studies and investigations of state agencies and functions; develops new programs and projects, initially managing them in close contact with the relevant divisions and agencies; monitors developments in the General Assembly affecting the OSC; develops and promulgates complex accounting systems and procedures to maximize accountability, standardization and cost effectiveness; monitors agency compliance with these systems and procedures; reviews reports of the Auditors of Public Accounts to ensure agency compliance with auditing recommendations; conducts independent audits each year to supplement the work of the Auditors of Public Accounts and establishes procedures for state property inventory control records (including software management), trustee funds, internal control, purchasing card and bank account establishment.

### Program Measure

Program Measure	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Percentage of Agencies Visited	50%	55%	47%	55%
Number of Audits Completed	52	60	40	60

Budget-in-Detail

**Personnel Summary**

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	13	0	0	13	14	13	14	13

**Financial Summary  
(Net of Reimbursements)**

Personal Services Other Expenses TOTAL-General Fund	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
	887,785	962,658	1,077,389	1,077,389	1,021,904	1,130,375	1,130,375	1,072,909
	13,934	23,811	26,214	26,214	23,811	26,948	26,948	23,811
	901,719	986,469	1,103,603	1,103,603	1,045,715	1,157,323	1,157,323	1,096,720

**Additional Funds Available**

Special Funds, Non-Appropriated	225	0	0	0	0	0	0	0
TOTAL - All Funds	901,944	986,469	1,103,603	1,103,603	1,045,715	1,157,323	1,157,323	1,096,720

**Policy Services Division**

**PROGRAM: PAYROLL SERVICES DIVISION**

**Statutory Reference:**

Article Fourth, State Constitution and Sections 3-112, 3-119, 5-260, 5-261 and 5-262 of the General Statutes

**Statement of Need and Program Objectives:**

To pay all state employees, handle all payroll deductions, maintain records on payroll taxes and deposit federal and state income tax withholding and social security contributions. To pre-audit and issue state employee reports, maintain wage execution records and administer savings bonds and direct deposit programs.

**Program Description:**

The Payroll Services Division is responsible for many functions including the following: pre-audits and issues approximately 71,000 employee checks on a bi-weekly basis. Of this number, approximately 63% are direct deposit. This equals over 1.8 million transactions per year. Processes Vendor payments to 730 vendors that provide service to the state employees. This equals over 19,000 transactions per year.

In FY 2000-01, the division processed a total of 4,205 Payroll distributions, which produced 1,120,440 direct deposit transactions and 686,997 payroll checks for an average of 71,104 employee checks and direct deposits issued each bi-weekly payroll cycle.

**Program Measure**

Number of Payroll Checks Percentage of Checks on Direct Deposit Percentage of Checks Cut On Time	2001-2002	2002-2003	2003-2004	2004-2005
	Actual	Estimated	Projected	Projected
	1,807,437	1,843,586	1,843,586	1,843,586
	63%	65%	65%	65%
	100%	100%	100%	100%

**Personnel Summary**

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	25	0	0	25	24	24	24	24

**Financial Summary  
(Net of Reimbursements)**

Personal Services Other Expenses TOTAL-General Fund	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
	1,413,901	1,533,143	1,485,138	1,485,138	1,485,138	1,546,327	1,546,327	1,546,327
	424,092	274,617	302,334	302,334	274,617	310,798	310,798	274,617
	1,837,993	1,807,760	1,787,472	1,787,472	1,759,755	1,857,125	1,857,125	1,820,944

**Payroll Services**

**PROGRAM: RETIREMENT AND BENEFIT SERVICES DIVISION**

**Statutory Reference:**

Article Fourth, State Constitution and C.G.S. Sections 3-119, 3-123a, 5-257, 5-259, 5-259b, 5-259c, 5-264 and 5-264a

**Statement of Need and Program Objectives:**

To administer and maintain the records and accounts of the State Employees' Retirement System and other state pension plans except the Teachers' Retirement System. To administer State employee benefits and the State deferred compensation plan.

**Program Description:**

As the agent of the State Employees Retirement Commission, the Retirement and Benefit Services Division administers all state pension plans except the Teachers' Retirement System, providing a comprehensive package of services ranging from pre-retirement counseling to post-mortem accounting.

The division also administers state employee benefits and manages the state deferred compensation plan. In addition, the division is

responsible for providing staff support to the Health Care Cost Containment Committee and administers continuation coverage (COBRA) for terminated employees and/or their dependents.

The division also performs the following:

Provides counseling services to members of the pension plans it administers; manages computer, accounting, investigatory, payroll, training, recordkeeping and compliance activities attendant to the state's complex retirement programs; analyzes and implements statutory, collectively-bargained and federally-mandated revisions to the pension plans within its jurisdiction; plans and develops new products and services and conducts, as part of this effort, research and analysis of retirement conditions and trends; provides direction for plan design, benefit administration and interpretation and policy for all state insurance benefits, including medical, surgical, hospital and life insurance and negotiates with providers to supply insurance, monitors providers and monitors utilization and costs.

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	83	0	0	83	82	80	82	80
Private Contributions	9	2	0	11	11	11	11	11
<b>Financial Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	4,490,634	4,776,677	5,023,218	5,023,218	4,912,248	5,246,980	5,287,737	5,172,804
Other Expenses	921,866	714,976	787,139	787,139	714,976	809,182	809,182	714,976
<i>Other Current Expenses</i>								
Death Benefits for State Employees	600	0	0	0	0	0	0	0
<i>Pmts to Other Than Local Governments</i>								
Governmental Accounting Standards Bd	19,570	19,570	19,570	19,570	19,570	19,570	19,570	19,570
TOTAL-General Fund	5,432,670	5,511,223	5,829,927	5,829,927	5,646,794	6,075,732	6,116,489	5,907,350
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	1,177,981	0	0	0	0	0	0	0
TOTAL - All Funds	6,610,651	5,511,223	5,829,927	5,829,927	5,646,794	6,075,732	6,116,489	5,907,350

**Retirement and Benefit Services****PROGRAM: ACCOUNTS PAYABLE DIVISION****Statutory Reference:**

Article Fourth, State Constitution and Sections 3-112, 3-113 and 3-117 of the General Statutes

**Statement of Need and Program Objectives:**

To provide, maintain and modify an integrated, state-of-the-art central accounting system for the state's accounting function and maintain expenditure integrity through audits of encumbrances and payment claims. To decentralize, as appropriate, the expenditure audit and payment authorization with the goal of lowering costs through the reduction in processing time and availing of the discounts available for timely payments.

**Program Description:**

The Accounts Payable Division performs the following functions: approve the state's assumption of obligations and the reservation of corresponding funds from the agencies' appropriations; decentralize,

as appropriate, the expenditure audit and payment authorization with the goal of lowering costs; provide detailed financial information needed by municipal, state and federal agencies; respond to freedom of information requests for vendor data; manage the state's encumbrance and expenditure records in adherence to retention requirements; require the maintenance of the state's financial records in accordance with federal and state law and regulation and generally accepted accounting principles for such records; facilitate the payments to municipalities from statutory grant programs; provide town payment reports to auditors of municipalities to facilitate payment/receipt reconciliation; process payments to and maintain the files on over 60,000 vendors that provide goods and services to the state; maintain a vendor payment offset system for the recovery of delinquent state and federal taxes and court-ordered judgments and provide technical accounting and information system support in the upgrading of the state's core financial system.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Number of Checks Cut	645,245	671,000	618,000	620,000
Percentage of Transactions Using Electronic Funds Transfer	5%	6%	6%	7%
Dollar Value of Accounts Payable	\$8.3 billion	\$8.6 billion	\$7.9 billion	\$8.0 billion

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	31	0	0	31	32	26	32	26
<b>Financial Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,758,577	1,906,889	2,099,961	2,099,961	1,767,052	2,191,891	2,191,891	1,847,092
Other Expenses	19,341	41,459	45,643	45,643	41,459	46,920	46,920	41,459
TOTAL-General Fund	1,777,918	1,948,348	2,145,604	2,145,604	1,808,511	2,238,811	2,238,811	1,888,551
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	546	0	0	0	0	0	0	0
TOTAL - All Funds	1,778,464	1,948,348	2,145,604	2,145,604	1,808,511	2,238,811	2,238,811	1,888,551

**Accounts Payable**

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	14,268,738	15,370,777	16,015,536	15,131,688	16,697,269	15,826,736
Other Positions	170,026	255,617	270,369	270,369	286,996	286,996
Other	425,508	467,742	635,181	638,181	695,896	698,896
Overtime	132,023	65,559	70,000	70,000	70,000	70,000
TOTAL-Personal Services Gross	14,996,295	16,159,695	16,991,086	16,110,238	17,750,161	16,882,628
Less Reimbursements						
Less Turnover	0	0	-64,350	-64,350	-56,750	-56,750
Less Unsettled Collective Brg Contract Costs	0	0	0	-510,044	0	-998,954
Less Early Retirement Plan Accruals	0	0	0	-145,185	0	-145,185
TOTAL-Personal Services Net	14,996,295	16,159,695	16,926,736	15,390,659	17,693,411	15,681,739
<i>Other Expenses-Contractual Services</i>						
Advertising	1,391	2,330	2,570	2,330	2,642	2,330
Printing And Binding	45,748	46,968	51,811	46,968	53,262	46,968
Dues and Subscriptions	17,277	21,574	23,798	21,574	24,465	21,574
Rents, Storage & Leasing	37,658	72,409	79,875	72,409	82,111	72,409
Telecommunication Services	98,283	105,771	116,678	105,771	119,945	105,771
General Repairs	27,041	30,893	34,078	30,893	35,032	30,893
Motor Vehicle Expenses	13,039	11,788	13,005	11,788	13,370	11,788
Fees For Outside Professional Services	280,560	366,009	403,754	366,009	415,059	366,009
Fees For Non-Professional Services	21,346	15,842	17,476	15,842	17,965	15,842
DP Services, Rentals and Maintenance	1,877,008	1,537,543	1,696,096	1,537,543	1,743,587	1,537,543
Postage	437,721	465,950	514,000	465,950	528,392	465,950
Travel	12,654	23,342	25,752	23,342	26,471	23,342
Other Contractual Services	30,175	5,498	6,066	5,498	6,236	5,498
<i>Other Expenses-Commodities</i>						
Books	1,119	3,448	3,804	3,448	3,910	3,448
Maintenance and Motor Vehicle Supplies	1,692	2,330	2,570	2,330	2,642	2,330
Office Supplies	195,379	240,710	265,533	240,710	272,969	240,710
Miscellaneous Commodities	32	0	0	0	0	0
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	42,108	35,878	39,578	35,878	40,686	35,878
TOTAL-Other Expenses Gross	3,140,231	2,988,283	3,296,444	2,988,283	3,388,744	2,988,283
Less Reimbursements						
TOTAL-Other Expenses Net	3,140,231	2,988,283	3,296,444	2,988,283	3,388,744	2,988,283
<i>Other Current Expenses</i>						
Core Financial Systems	314,686	0	0	0	0	0
Death Benefits for State Employees	600	0	0	0	0	0
State Employees Retirement Data Base	109,438	0	0	0	0	0
TOTAL-Other Current Expenses	424,724	0	0	0	0	0
<i>Pmts to Other Than Local Govts</i>						
Governmental Accounting Standards Bd	19,570	19,570	19,570	19,570	19,570	19,570
TOTAL-Pmts to Other Than Local Govts	19,570	19,570	19,570	19,570	19,570	19,570

<i>Character &amp; Major Object Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	14,996,295	16,159,695	16,926,736	16,933,645	15,390,659	17,693,411	17,745,341	15,681,739
Other Expenses Net	3,140,231	2,988,283	3,296,444	3,296,444	2,988,283	3,388,744	3,388,744	2,988,283
Capital Outlay	1,000	1,000	129,750	129,750	100	36,000	36,000	100
Other Current Expenses	424,724	0	0	0	0	0	0	0
Payments to Other Than Local Governments	19,570	19,570	19,570	19,570	19,570	19,570	19,570	19,570
TOTAL-General Fund Net	18,581,820	19,168,548	20,372,500	20,379,409	18,398,612	21,137,725	21,189,655	18,689,692
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	33,078,491	0	0	0	0	0	0	0
Bond Funds	28,718	0	0	0	0	0	0	0
TOTAL-All Funds Net	51,689,029	19,168,548	20,372,500	20,379,409	18,398,612	21,137,725	21,189,655	18,689,692

# DEPARTMENT OF REVENUE SERVICES

## AGENCY DESCRIPTION:

<http://www.drs.state.ct.us>

The Department of Revenue Services ascertains the correctness of state taxes paid and insures compliance with the tax laws and regulations of the State of Connecticut. It also researches and estimates the effects of various taxing options proposed by policy makers. The agency is organized into four programs designed to accomplish these objectives:

Management Services consists of the department's administration, information, appellate and legal functions which provide technical, legal, taxpayer information, assistance, support services and records management needs to the entire department and the general public.

Operations consists of two functions: operations and information services. This program internally accounts for all tax documents and payments and serves the data processing needs of the agency.

Audit administers audit compliance and administrative programs for Connecticut taxes.

Collection and Enforcement assures that all tax, penalty and interest due the state are paid.

## AGENCY PROGRAM INDEX

Management Services	124	Information Services Division	126
Operations	125	Audit	126
Operations Division	125	Collection and Enforcement	127

## RECOMMENDED SIGNIFICANT CHANGES

	2003-2004	2004-2005	
<b>Reductions to Current Services</b>			
• Annualization of FY 03 Reductions	-202,503	-202,503	
• Remove Inflation	-279,211	-496,956	
• Transfer Equipment to CEPF	-275,100	-234,710	
• Layoffs Necessitated by Failure to Achieve Concessions	-5,162,101	-5,193,917	
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-2,284,843	-4,933,998	
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-209,743	-216,035	
<b>Within Current Services</b>			
• Integrated Tax Administration System	370,000	990,000	
<i>Funding is provided for additional data capture requirements for corporation quarterly and individual withholding tax returns.</i>			
<b>New or Expanded Services</b>			
• Add Positions to Implement Tobacco Settlement Agreement	76,954	79,678	82,467

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	792	40	-1	831	831	715	831	715
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Management Services	10,742,322	10,191,727	10,714,039	10,651,425	9,339,807	11,006,566	11,699,105	10,331,807
Collection and Enforcement	30,053,125	7,696,908	8,232,652	8,184,752	7,405,903	8,554,802	8,508,702	7,717,128
Operations								
Operations Division	15,006,628	15,759,029	17,549,383	17,525,383	16,064,303	18,350,392	18,324,892	16,766,044
Information Services Division	5,576,320	5,589,358	6,884,789	6,863,789	26,391,681	7,128,095	7,100,405	26,638,418
TOTAL Program	20,582,948	21,348,387	24,434,172	24,389,172	42,455,984	25,478,487	25,425,297	43,404,462
Audit	21,812,122	23,089,443	25,152,802	25,103,302	23,384,996	26,163,661	26,123,161	24,354,460
TOTAL Agency Programs - All Funds Gross	83,190,517	62,326,465	68,533,665	68,328,651	82,586,690	71,203,516	71,756,265	85,807,857
Less Turnover	0	0	-885,596	-885,596	-885,596	-912,164	-912,164	-912,164
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-2,284,843	0	0	-4,933,998
Less Early Retirement Plan Accruals	0	0	0	0	-209,743	0	0	-216,035
TOTAL Agency Programs - All Funds Net	83,190,517	62,326,465	67,648,069	67,443,055	79,206,508	70,291,352	70,844,101	79,745,660
<b>Summary of Funding</b>								
General Fund Net	58,572,282	62,326,465	67,648,069	67,443,055	59,106,508	70,291,352	70,844,101	59,645,660
Special Funds, Non-Appropriated	24,008,002	0	0	0	0	0	0	0
Bond Funds	455,995	0	0	0	20,100,000	0	0	20,100,000
Federal Contributions	41,134	0	0	0	0	0	0	0
Private Contributions	113,104	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	83,190,517	62,326,465	67,648,069	67,443,055	79,206,508	70,291,352	70,844,101	79,745,660



## PROGRAM: MANAGEMENT SERVICES

**Statutory Reference:**

C.G.S. Title 12

**Statement of Need and Program Objectives:**

To set department policy and direction; to allocate, manage and monitor programs and resources; to provide support services and legal and research assistance within the department and to legislators, the Governor's office and the public.

**Program Description:**

The Executive Office sets departmental policy and direction; oversees legislative activities and legislatively mandated programs; determines public relations policy; and handles relations with the Governor's office, legislature and taxpayers. It administers the department's taxpayer records confidentiality and internal audit programs.

The Legal Division serves as in-house legal counsel to the department. The division is responsible for drafting regulations and legislation, issuing rulings to taxpayers and tax practitioners, on all Connecticut taxes, consulting and assisting the Office of the Attorney General with litigation of tax appeals and all other litigation to which the department is a party, issuing legal opinions to the commissioner and other department officials on the proper interpretation of Connecticut tax statutes, reviewing issues of tax policy and representing the commissioner in all succession tax litigation.

The Taxpayer Services Division promotes voluntary taxpayer compliance through public information, taxpayer education and assistance activities. Assistance activities include responding to taxpayer inquiries received by telephone, letter, in person and by e-mail. Employees assist in completing State applications, returns and offer preparation and electronic filing of Federal and State income tax returns. The division provides speakers about state taxes to organizations and businesses. It offers workshops to new business owners throughout the state. The division is also responsible for responding to requests from taxpayers and other state agencies for

copies of taxpayers' tax returns and other confidential information and for administering exemption programs for farmers, fishermen and nonprofit organizations. The division maintains and updates the Department's internet site.

The Research Unit analyzes, prepares and disseminates the statistics generated by the Department, including preparation of the Annual Report and statistical overview of the Income Tax. The unit acts as liaison with the Connecticut General Assembly and is responsible for the submission of the Department's legislative package as well as working with the various committees of cognizance to facilitate other legislative initiatives. In addition, the unit coordinates the disbursement of funds to the Connecticut Tourism Districts, administers the Neighborhood Assistance Act Tax Credit Program and responds to requests for information from other states as well as Connecticut's legislative and executive branches of government.

The Appellate Division receives, acknowledges and reviews all taxpayer protests (after final billing) of audit assessments and of corporate officer and successor liability impositions. It also reviews taxpayer protests of proposed disallowance of claims for refund. This division conducts hearings of appeals and is the final administrative adjudicator of the issues presented. It works closely with taxpayers, their legal and accounting representatives, other divisions of the department and the Office of the Attorney General.

The Administrative Services staff prepares and administers the agency budget, controls and monitors expenses and assists top management in strategic planning. It also oversees all procurement, printing, budgetary, accounting and facilities management for the agency. Its Education Unit establishes, implements and evaluates personnel training and educational programs to help support management effectiveness, technical expertise and personal development of agency employees. The Personnel and Payroll units administer the rules, regulations, contracts and directives concerning state employment and recruit the staff for the agency.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Taxpayer Inquiries	240,607	288,728	269,455	269,455
Training programs/Individuals trained	108/6,034	40/5,500	44/6,000	50/6,500
Appeals Hearings	767	750	800	800
Taxpayer Appeals - Received/Resolved	1,216/1,169	1,300/1,215	1,400/1,225	1,425/1,225
Dollar resolved/yr (\$000)	113,118	110,000	110,000	115,000
Percentage of caseload resolved that do not require litigation (%)	96%	94%	94%	94%
Taxpayer rulings issued within 120 days of receipt of a sufficiently completed ruling request	204	100	100	100

**Personnel Summary**

Permanent Full-Time Positions	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	108	8	-1	115	115	91	115	91

**Financial Summary**

(Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	8,208,287	8,650,911	8,491,140	8,502,859	7,419,791	8,864,317	8,881,534	7,791,791
Other Expenses	1,575,246	1,540,816	2,080,899	2,139,066	1,919,016	2,124,249	2,808,571	2,539,016
<b>Capital Outlay</b>								
Equipment	0	0	142,000	9,500	1,000	18,000	9,000	1,000
TOTAL-General Fund	9,783,533	10,191,727	10,714,039	10,651,425	9,339,807	11,006,566	11,699,105	10,331,807
<b>Additional Funds Available</b>								
Special Funds, Non-Appropriated	900,291	0	0	0	0	0	0	0
Bond Funds	57,788	0	0	0	0	0	0	0
<b>Federal Contributions</b>								
20205 Highway Planning & Construction	710	0	0	0	0	0	0	0
TOTAL - All Funds	10,742,322	10,191,727	10,714,039	10,651,425	9,339,807	11,006,566	11,699,105	10,331,807

**Management Services**

## PROGRAM: OPERATIONS

**Statutory Reference:**

C.G.S. Title 12

**Statement of Need and Program Objectives:**

To process and deposit revenues from 40 different state taxes in a timely manner and to administer and maintain the agency's Information Services System.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Tax Returns processed/year (000)	5,100	5,300	5,500	5,600
Permits/decals issued (000)	56	60	61	61
Refunds processed	1,065,000	1,075,000	1,085,000	1,095,000
Payments on billings	280,000	285,000	299,000	309,000
Amount of payments on billings (\$000)	387,000	397,000	417,000	427,000
Tax return errors resolved within quarterly filing cycle (%)	90	90	90	90
Tax refunds issued without interest expense (%)	99	99.1	99.2	99.3
New systems designed/implemented	11	7	8	8

**Personnel Summary**

Permanent Full-Time Positions

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	280	11	0	291	291	248	291	248

**Financial Summary**

(Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	14,028,365	15,099,210	17,753,189	17,753,189	16,039,397	18,645,662	18,645,662	16,921,307
Other Expenses	6,225,146	6,249,177	6,491,083	6,491,083	6,316,587	6,669,625	6,669,625	6,383,155
Capital Outlay	0	0	189,900	144,900	0	163,200	110,010	0
TOTAL-General Fund	20,253,511	21,348,387	24,434,172	24,389,172	22,355,984	25,478,487	25,425,297	23,304,462

**Additional Funds Available**

Bond Funds	310,927	0	0	0	20,100,000	0	0	20,100,000
Federal Contributions	267	0	0	0	0	0	0	0
Private Contributions	18,243	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net Operations	20,582,948	21,348,387	24,434,172	24,389,172	42,455,984	25,478,487	25,425,297	43,404,462

## SUBPROGRAM: OPERATIONS DIVISION

**Statutory Reference:**

C.G.S. Title 12

**Statement of Need and Program Objectives:**

To rapidly process and deposit all state tax revenues which finance the operations of the entire state government.

**Program Description:**

Annually, more than \$10 billion from more than 40 different tax sources are deposited on the day of receipt. The processing of 5.1 million tax returns involves the following key activities:

Registering taxpayers and issuing tax registration numbers, permits, licenses and motor carrier tax decals; processing incoming tax returns and payments and depositing revenues on day of receipt; verifying tax returns and creating bills and delinquencies to ensure collection of all revenues due to the state; verifying the timely issuance of any refunds; generating various reports on tax collection revenues; developing tax forms and publications and entering data and controlling all types of tax returns, corrections, registrations and accounts receivable batches.

**Personnel Summary**

Permanent Full-Time Positions

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	218	9	0	227	227	192	227	192

**Financial Summary**

(Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	11,639,351	12,461,601	14,104,808	14,104,808	12,766,875	14,814,795	14,814,795	13,468,616
Other Expenses	3,310,121	3,297,428	3,389,275	3,389,275	3,297,428	3,483,697	3,483,697	3,297,428
Capital Outlay	0	0	55,300	31,300	0	51,900	26,400	0
TOTAL-General Fund	14,949,472	15,759,029	17,549,383	17,525,383	16,064,303	18,350,392	18,324,892	16,766,044

**Additional Funds Available**

Bond Funds	38,646	0	0	0	0	0	0	0
Private Contributions	18,243	0	0	0	0	0	0	0
Federal Contributions	267	0	0	0	0	0	0	0
20205 Highway Planning & Construction	267	0	0	0	0	0	0	0
TOTAL - All Funds	15,006,628	15,759,029	17,549,383	17,525,383	16,064,303	18,350,392	18,324,892	16,766,044

**Operations Division**

## SUBPROGRAM: INFORMATION SERVICES DIVISION

**Statutory Reference:**

C.G.S. Title 12

**Statement of Need and Program Objectives**

To effectively support the department in the efficient and cost effective administration of taxes through the use of technology. To further develop and maintain all agency Information Systems and supporting technology. To enhance the capacity of other agency programs to

secure additional tax revenue by supplying vital information through a management information system.

**Program Description:**

All divisions of the agency depend on the Information Services Division for: Systems design, development and implementation; Data communications network; Technical support for data processing, office automation, word processing and personal computers; Technological Training; Equipment evaluation, acquisition and maintenance; and Storage and retrieval of records.

**Personnel Summary**

Permanent Full-Time Positions

General Fund

As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
62	2	0	64	64	56	64	56

**Financial Summary**

(Net of Reimbursements)

Personal Services

Other Expenses

Capital Outlay

Equipment

TOTAL-General Fund

Additional Funds Available

Bond Funds

TOTAL - All Funds

Information Services Division

2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
2,389,014	2,637,609	3,648,381	3,648,381	3,272,522	3,830,867	3,830,867	3,452,691
2,915,025	2,951,749	3,101,808	3,101,808	3,019,159	3,185,928	3,185,928	3,085,727
0	0	134,600	113,600	0	111,300	83,610	0
5,304,039	5,589,358	6,884,789	6,863,789	6,291,681	7,128,095	7,100,405	6,538,418
272,281	0	0	0	20,100,000	0	0	20,100,000
5,576,320	5,589,358	6,884,789	6,863,789	26,391,681	7,128,095	7,100,405	26,638,418

## PROGRAM: AUDIT

**Statutory Reference:**

C.G.S. Title 12 and Chapters 216, 217 and 218

**Statement of Need and Program Objectives:**

To determine the accuracy of tax reporting through a comprehensive field and office audit of targeted accounts in order to maximize tax revenue and induce compliance among the entire taxpayer population.

**Program Description:**

The Audit Division is organized to administer audit programs for approximately 40 state taxes. The division performs the following functions:

Performs field audits of Connecticut and out-of-state based taxpayers to determine, by independent verification, the extent of their tax obligation to the state. The division operates seven field audit units and conducts more than 4,300 field audits annually resulting in more than \$300 million in assessments. For FY2001-2002, a single field audit case resulted in a \$100 million assessment. Typically, field audit cases result in approximately \$200 million in assessments annually.

Conducts office audits of Connecticut and out-of-state based taxpayers to determine the extent of their tax obligation to the state. The division conducts more than 83,000 office audits annually resulting in more than \$119 million in assessments.

Develops computer and manual audit selection programs that analyze the total population of tax returns to determine the most eligible candidates for audit and maintains automated and centralized control programs to develop pertinent audit and statistical information.

Directs agency, interagency and interstate compliance programs that include liaison and reciprocal agreements with the federal government, other state governments, other Connecticut agencies and private organizations.

Assists taxpayers in the preparation of tax returns and the maintenance of related tax records. Reviews, verifies and processes claims for tax refunds and credits.

Conducts a discovery program for investigations, special projects and analysis of tax specific and industry specific issues that results in an additional \$25 million per year in state revenue based on compliance from newly found taxpayers.

Monitors internal activities to review and evaluate the division's compliance with established policies, procedures and performance standards. Develops and administers an EDP Audit Program and administers all aspects of Inheritance taxation.

**Program Measure**

Field Audit Assessments (\$000) \*\*

Office Audit Assessments (\$000)

Field Audits Conducted (#)

Office Audit Cases Conducted (#)

Total refunds (#)

Total refunds (\$000)

Assessments per Field Audit (\$) \*\*

Assessments per Office Audit (\$)

2001-2002	2002-2003	2003-2004	2004-2005
<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
308,841	164750	156500	148675
119126	124750	118500	112575
4374	4490	4700	4935
83960	73280	70000	66500
1122	1100	1000	1000
28472	28400	25500	25500
70608	36693	33298	30127
1419	1702	1693	1693

**Personnel Summary**

Permanent Full-Time Positions

General Fund

As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
305	17	0	322	322	289	322	289

<b>Financial Summary</b> <b>(Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	20,132,139	21,646,622	23,548,632	23,548,632	21,939,375	24,525,691	24,525,691	22,910,739
Other Expenses	1,470,068	1,425,169	1,464,370	1,464,370	1,425,169	1,504,670	1,504,670	1,425,169
<b>Capital Outlay</b>								
Equipment	5,562	1,000	119,800	70,300	3,800	113,300	72,800	1,900
<b>Other Current Expenses</b>								
Collection and Litigation Contingency	5,979	16,652	20,000	20,000	16,652	20,000	20,000	16,652
TOTAL-General Fund	21,613,748	23,089,443	25,152,802	25,103,302	23,384,996	26,163,661	26,123,161	24,354,460
<b>Additional Funds Available</b>								
Bond Funds	80,228	0	0	0	0	0	0	0
Private Contributions	88,970	0	0	0	0	0	0	0
<b>Federal Contributions</b>								
20205 Highway Planning & Construction	29,176	0	0	0	0	0	0	0
TOTAL - All Funds	21,812,122	23,089,443	25,152,802	25,103,302	23,384,996	26,163,661	26,123,161	24,354,460

**Audit****PROGRAM: COLLECTION AND ENFORCEMENT****Statutory Reference:**

C.G.S. Title 12

**Statement of Need and Program Objectives:**

To ensure the collection of overdue state taxes and enforce compliance by those who do not voluntarily pay taxes through an efficient, comprehensive and highly visible collection and enforcement program.

**Program Description:**

Through a progression of specific collection, compliance and enforcement procedures, 100 employees collect more than \$100,000,000 in overdue revenue annually.

The office collection agents conduct the first level of the collection process. The agents are primarily responsible for initiating telephone contact to resolve overdue accounts prior to referring cases to the next level. Upon identification, chronic debtors or high-risk cases are immediately referred for enforcement action. Additionally, more than 350,000 overdue notices are mailed annually. The agents respond to

inquiries, complaints and requests for repayment schedules initiated by the taxpayer in response to those mailings.

Each year approximately 10,000 overdue accounts are referred to the next level in the collection process. This would include collection of tax warrants, permit suspension hearings, imposition of security bonds and filing of tax liens and bankruptcy proofs of claims. The division's compliance/enforcement efforts begin at this level. These efforts include on-site investigations of citizen complaints pertaining to tax violations; routine inspections of problematic vendors; and follow-up of leads gained through audit examinations, other state regulatory agencies and advertisements. These civil-related matters are performed by revenue agents assigned to the Field Section.

The last level in this process involves criminal matters. Criminal investigations are referred to enforcement agents in the Special Investigation Section. Their activities may lead to arrests in cases involving operating without valid permits, bad checks, refusal to file/pay or filing of fraudulent returns and smuggling of contraband fuel, cigarettes and alcohol.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Revenue collected (\$000)	141,296	116,000	112,000	110,000
Tax debtor contacts	276,466	250,000	250,000	250,000
Field inspections	46,077	40,000	40,000	40,000
New Registrants	5,166	5,100	4,600	4,200
Criminal investigations opened	692	650	600	600
Arrests	114	110	100	100
Tax Warrants	11,099	11,000	11,000	11,000
Permit Suspension Hearings	965	1,200	1,500	1,500
Percentage of overdue taxpayers to known taxpayer base (%) ***	2.70%	2.50%	2.50%	2.50%

**Personnel Summary**

<b>Permanent Full-Time Positions</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	99	4	0	103	103	87	103	87

**Financial Summary**

<b>(Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	6,252,168	6,733,050	7,133,075	7,133,075	6,442,045	7,448,559	7,448,559	6,753,270
Other Expenses	514,383	554,743	570,277	570,277	554,743	586,243	586,243	554,743
<b>Capital Outlay</b>								
Equipment	0	0	99,300	51,400	0	90,000	43,900	0
<b>Other Current Expenses</b>								
Collection and Litigation Contingency	154,939	409,115	430,000	430,000	409,115	430,000	430,000	409,115
TOTAL-General Fund	6,921,490	7,696,908	8,232,652	8,184,752	7,405,903	8,554,802	8,508,702	7,717,128
<b>Additional Funds Available</b>								
Special Funds, Non-Appropriated	23,107,711	0	0	0	0	0	0	0
Bond Funds	7,052	0	0	0	0	0	0	0
Private Contributions	5,891	0	0	0	0	0	0	0



# DIVISION OF SPECIAL REVENUE

## AGENCY DESCRIPTION:

<http://www.state.ct.us/dosr>

The mission of the Division of Special Revenue is to ensure the highest degree of integrity in the conduct of all forms of legalized gambling within the State of Connecticut and the Federally recognized Tribal Nations within the State.

## AGENCY PROGRAM INDEX

Off-Track Betting	129	Charitable Games	131
Gambling Regulation	130	Management Services	131

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-33,485	-33,485
• Remove Inflation	-57,283	-116,105
• Transfer Equipment to CEPF	-154,596	-134,596
• Layoffs Necessitated by Failure to Achieve Concessions	-508,308	-519,593
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-341,258	-683,767
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-62,966	-65,501
• Change Gaming Study Requirement from 7 Years to 10 Years	-600,000	0
• Eliminate State Support for Greyhound Testing	-486,000	-499,650

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	139	27	-4	162	162	152	162	152
Private Contributions	28	0	2	30	30	30	30	30
<i>Other Positions Equated to Full Time</i>			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			7	7	7	7	7	7

<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Management Services	6,616,249	7,226,223	8,818,644	8,782,700	7,586,258	8,496,820	8,555,318	7,946,150
Off-Track Betting	5,510,200	5,786,653	0	0	0	0	0	0
Gambling Regulation	2,956,647	2,893,933	9,003,028	8,793,398	8,323,193	9,143,015	8,933,079	8,465,954
Charitable Games	1,245,778	1,313,245	1,385,757	1,425,757	1,252,732	1,443,382	1,483,382	1,256,246
TOTAL Agency Programs - All Funds Gross	16,328,874	17,220,054	19,207,429	19,001,855	17,162,183	19,083,217	18,971,779	17,668,350
Less Turnover	0	0	-457,690	-185,000	-185,000	-493,749	-200,000	-200,000
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-341,258	0	0	-683,767
Less Early Retirement Plan Accruals	0	0	0	0	-62,966	0	0	-65,501
TOTAL Agency Programs - All Funds Net	16,328,874	17,220,054	18,749,739	18,816,855	16,572,959	18,589,468	18,771,779	16,719,082
<b>Summary of Funding</b>								
General Fund Net	8,500,610	9,309,781	10,775,073	10,842,189	8,598,293	10,514,512	10,696,823	8,644,126
Special Funds, Non-Appropriated	4,708,447	4,807,000	4,865,000	4,865,000	4,865,000	4,872,000	4,872,000	4,872,000
Bond Funds	307,079	84,180	0	0	0	0	0	0
Private Contributions	2,812,738	3,019,093	3,109,666	3,109,666	3,109,666	3,202,956	3,202,956	3,202,956
TOTAL Agency Programs - All Funds Net	16,328,874	17,220,054	18,749,739	18,816,855	16,572,959	18,589,468	18,771,779	16,719,082

## PROGRAM: OFF-TRACK BETTING

### Statutory Reference:

C.G.S. Sections 12-571, 12-572, 12-575 and 12-576

### Statement of Need and Program Objectives:

To ensure the integrity of the Off-Track Betting ("OTB") system by monitoring compliance with statutes and regulations pertaining to the operation of the system in the State of Connecticut, by overseeing the

day-to-day operations and betting activity at all OTB facilities. Division staff monitor facilities for public safety issues, ensure that the facilities comply with the prohibition against minors entering the premises and post information pertaining to the availability of treatment for chronic gambling. Staff also assesses and collects applicable taxes and makes payments to host municipalities and oversee all signal transmissions within and outside of the State.

**Program Description:**

The Off-Track Betting operation presently includes fourteen OTB facilities, (seven non-simulcast and seven simulcast facilities) telephone betting and the totalizator hub for all OTB wagering. OTB section employees are located at the Division of Special Revenue central office in Newington, the hub site in New Haven and all OTB facilities located throughout the State.

The central office staff ensure compliance with the regulations that govern the OTB operation, simulcasting and telephone betting. Compliance includes the enforcement of rules for each of the wagering

pools and approval of the procedures which govern common-pool wagering with out-of-state tracks or with locations outside of the United States and the manual merging of pools from within and outside of the State.

The field staff ensures compliance with applicable statutes, regulations and policies. Hub liaison officers monitor the closing of wagering pools, report on totalizator and race control incidents and monitor currency exchange rates.

This program has been merged into the Gambling Regulation Program.

**Program Measure**

Off-Track Betting General Fund Revenue (\$M) (included as Gambling Regulation Revenue effective fiscal 2004)

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
	5.7	5.8	0	0

**Personnel Summary**

Permanent Full-Time Positions  
General Fund

As of 06/30/2002	2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<u>Filled</u> <u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
22      0	0	22	0	0	0	0

**Financial Summary**

(Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	918,027	1,090,517	0	0	0	0	0	0
Other Expenses	16,516	16,266	0	0	0	0	0	0
TOTAL-General Fund	934,543	1,106,783	0	0	0	0	0	0
<b>Additional Funds Available</b>								
Special Funds, Non-Appropriated	4,503,744	4,605,000	0	0	0	0	0	0
Private Contributions	71,913	74,870	0	0	0	0	0	0
TOTAL - All Funds	5,510,200	5,786,653	0	0	0	0	0	0

Off-Track Betting

**PROGRAM: GAMBLING REGULATION**

**Statutory Reference:**

C.G.S. Section 12-574

**Statement of Need and Program Objectives:**

To ensure the integrity of licensed gambling activities by monitoring compliance with statutes, regulations and agreements governing the operation and management of casino gambling, the Connecticut Lottery and greyhound racing. Field staff oversees the daily operation of gambling facilities, inspect the premises of lottery agents and ensure compliance with restrictions on the presence of minors at gambling facilities. Staff also verify that the facilities post information pertaining to the availability of treatment for chronic gambling.

**Program Description:**

The Casino Section of the Gambling Regulation Program has liaison officers stationed at the casinos. The casino liaison officers are responsible for monitoring compliance with gaming procedures and Tribal-State Agreements relating to video facsimile ("slot") machines.

Lottery regulatory functions include ensuring compliance with the statutes, regulations and official procedures including on-site inspection of approximately 3,000 lottery agent sites. Central office regulatory staff has the authority to initiate hearings for violations. The

regulatory staff also coordinates and reviews tests for lottery products and betting systems; review all procedures; review denials of lottery agent applications for licensure; and provide testimony at administrative hearings.

The Pari-Mutuel central office staff ensures compliance with the statutes and regulations and implements safeguards against fraudulent practices and abuse or threats against any patron. The central office responds to written complaints and pari-mutuel inquiries.

Pari-mutuel field staff maintain high visibility at the facilities in order to resolve complaints, detect and report any violations, or any activity which endangers the safety of the patrons at the facilities. The field staff serves on the Board of Judges and hears cases involving ejection of patrons and requests for reinstatement. They conduct inspections of the kennels and observe the selection of greyhounds for each race and post position, as well as the weighing-in of each dog. To ensure compliance with regulations against drug use, the field staff collects urine specimens from the greyhounds. In addition, the field staff judges the official results of each greyhound race.

The Off-Track Betting program has been merged with this program.

**Program Measure**

Gambling Regulation -State share of parimutuel revenue (\$M)

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
	0.3	0.2	6.1	6.1

**Personnel Summary**

Permanent Full-Time Positions  
General Fund  
Private Contributions

As of 06/30/2002	2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<u>Filled</u> <u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
16      14	-4	26	48	48	48	48
28      0	2	30	30	30	30	30

Other Positions Equated to Full Time General Fund	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
	3	3	3	3	3	3

<b>Financial Summary</b> (Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,258,970	1,178,802	2,508,935	2,311,022	2,311,022	2,624,861	2,426,948	2,426,948
Other Expenses	538,754	538,504	584,177	572,460	102,255	601,238	589,215	122,090
TOTAL-General Fund	1,797,724	1,717,306	3,093,112	2,883,482	2,413,277	3,226,099	3,016,163	2,549,038
<b>Additional Funds Available</b>								
Special Funds, Non-Appropriated	183,626	180,000	4,843,000	4,843,000	4,843,000	4,850,000	4,850,000	4,850,000
Private Contributions	975,297	996,627	1,066,916	1,066,916	1,066,916	1,066,916	1,066,916	1,066,916
TOTAL - All Funds	2,956,647	2,893,933	9,003,028	8,793,398	8,323,193	9,143,015	8,933,079	8,465,954
<b>Gambling Regulation</b>								

## PROGRAM: CHARITABLE GAMES

### Statutory Reference:

C.G.S. Chapter 98

### Statement of Need and Program Objectives:

To ensure the integrity of authorized charitable gaming activities, including the sale of sealed tickets.

### Program Description:

The Charitable Games Program sells sealed tickets, issues registrations and/or permits for authorized charitable gaming activities and assures compliance with applicable statutes and regulations through field oversight. The program's functions are divided between central office administrative operations and field activities.

Central office staff review registration and permit applications to ensure conformance with statutory and regulatory requirements. Staff members design and develop sealed ticket games, distribute and sell sealed tickets to charitable organizations and account for revenue derived from registration and permit fees and sealed ticket sales. Central office staff also initiate administrative proceedings for statutory and regulatory violations reported by the field staff.

Field staff inspect the conduct of charitable gaming activities and audit the books and records of permittees. Field staff are liaisons between the central office and the permittees, assisting the permittees in complying with applicable rules and maintain high visibility at the events they inspect. They also report statutory and regulatory violations.

### Program Measure

Charitable Games total revenue (\$M)	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
	1.3	1.3	1.3	1.3

### Personnel Summary

Permanent Full-Time Positions  
General Fund

As of 06/30/2002	2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<u>Filled</u> <u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
17      3	0	20	20	18	20	18

<b>Financial Summary</b> (Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	846,173	949,377	977,167	977,167	882,349	1,023,267	1,023,267	919,348
Other Expenses	399,605	363,868	408,590	448,590	370,383	420,115	460,115	336,898
TOTAL-General Fund	1,245,778	1,313,245	1,385,757	1,425,757	1,252,732	1,443,382	1,483,382	1,256,246
<b>Charitable Games</b>								

## PROGRAM: MANAGEMENT SERVICES

### Statutory Reference:

C.G.S. Section 12-559

### Program Description:

This program supports operational units as summarized below.

### Executive Management:

Directs efforts of all agency units and provides management oversight of agency operations including human resources, affirmative action and legal/legislative. In addition, Administrative Hearings are conducted for individuals who are denied gaming licenses or licensees who are found in violation of the statutes, regulations or Tribal-State Agreements.

Integrity Assurance/Technical Services Administration Unit audits all licensed legalized gambling entities including the casinos, the Connecticut Lottery Corporation ("CLC") and the pari-mutuel associations. The unit produces accounting and financial reports on State revenues from the casino slot machines, pari-mutuel wagering

and charitable gaming. The auditing section of the unit performs acceptance-testing on the wagering systems of the CLC and the pari-mutuel industry. The unit also manages the agency information systems. Support services include maintaining the Division's database of all casino, lottery and pari-mutuel licensees and all Charitable Games permittees.

The Licensing and Security Administration Unit has administrative authority over the gambling license issuance process and is responsible for upholding statutes and regulations as the law enforcement component of Division operations.

The Unit processes all initial applications and annual renewals for lottery retailers and lottery employees, the owners, vendors and employees of pari-mutuel facilities and all gambling-related vendors and employees at the casinos. More than 21,000 license applications are processed annually for over 16,000 casino employees, almost 3,000 lottery retailers and vendors and 2,000 occupational licensees.



**Budget-in-Detail**

Security personnel conduct initial criminal history checks on all individuals applying for gambling licenses and track all applications sent to the Connecticut State Police for background investigation reports. Security staff investigate violations of the statutes and regulations and testify at administrative hearings and in courts of law. They oversee all lottery drawings and the production of lottery instant ticket games. The Unit maintains liaisons with Federal, State and local law enforcement agencies.

gambling and conducts business planning and various studies to assure efficient operation of the Division. Additionally, the Team performs statistical analyses, researches gaming issues and serves as a technical resource by maintaining up-to-date information on the ever-changing gambling industry.

**Business Management** provides operational support for all components of the Division including budget preparation, purchasing, general fund accounting, building and grounds maintenance and related services.

**The Planning and Research Team** assists in implementing initiatives and programs, coordinates studies pertaining to the effects of legalized

**Personnel Summary**

<i>Permanent Full-Time Positions</i>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	84	10	0	94	94	86	94	86

*Other Positions Equated to Full Time*  
General Fund

2001-2002	2002-2003	2003-2004	2003-2004	2003-2004	2003-2004	2004-2005	2004-2005
<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Requested</u>	<u>Recommended</u>
4	4	4	4	4	4	4	4

**Financial Summary**

<b>(Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	3,685,392	4,273,534	4,932,254	5,026,310	4,612,820	5,186,598	5,295,096	4,879,422
Other Expenses	836,173	897,913	1,536,944	1,536,944	908,588	967,486	967,486	908,588
<b>Capital Outlay</b>								
Equipment	1,000	1,000	284,696	154,696	100	184,696	134,696	100
TOTAL-General Fund	4,522,565	5,172,447	6,753,894	6,717,950	5,521,508	6,338,780	6,397,278	5,788,110
<b>Additional Funds Available</b>								
Special Funds, Non-Appropriated	21,077	22,000	22,000	22,000	22,000	22,000	22,000	22,000
Bond Funds	307,079	84,180	0	0	0	0	0	0
Private Contributions	1,765,528	1,947,596	2,042,750	2,042,750	2,042,750	2,136,040	2,136,040	2,136,040
TOTAL - All Funds	6,616,249	7,226,223	8,818,644	8,782,700	7,586,258	8,496,820	8,555,318	7,946,150

**Management Services**

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<b>Current Expenses by Minor Object</b>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<b>Personal Services</b>						
Permanent Fulltime Positions	5,867,763	8,219,628	9,265,436	8,762,986	9,646,298	9,138,952
Other Positions	365,041	375,202	388,271	388,271	403,793	403,793
Other	380,459	378,734	417,939	506,137	433,761	530,012
Overtime	95,299	98,157	101,673	101,673	105,837	105,837
TOTAL-Personal Services Gross	6,708,562	9,071,721	10,173,319	9,759,067	10,589,689	10,178,594
Less Reimbursements	0	-1,579,491	-1,754,963	-1,952,876	-1,754,963	-1,952,876
Less Turnover	0	0	-457,690	-185,000	-493,749	-200,000
Less Unsettled Collective Brg Contract Costs	0	0	0	-341,258	0	-683,767
Less Early Retirement Plan Accruals	0	0	0	-62,966	0	-65,501
TOTAL-Personal Services Net	6,708,562	7,492,230	7,960,666	7,216,967	8,340,977	7,276,450
<b>Other Expenses-Contractual Services</b>						
Advertising	2,039	2,039	2,096	2,039	2,155	2,039
Printing And Binding	3,458	3,458	3,555	3,458	3,654	3,458
Dues and Subscriptions	13,024	13,024	13,389	13,024	13,764	13,024
Utility Services	76,907	80,624	82,998	80,624	85,267	80,624
Rents, Storage & Leasing	124,923	129,138	132,752	129,138	136,470	129,138
Telecommunication Services	48,736	52,479	53,949	52,479	55,460	52,479
General Repairs	119,652	122,603	126,036	122,603	129,566	122,603
Motor Vehicle Expenses	110,956	120,140	123,503	120,139	126,962	120,139
Fees For Outside Professional Services	381,059	381,793	995,695	381,794	406,775	368,144
DP Services, Rentals and Maintenance	306,189	320,705	329,685	320,705	338,917	320,705
Postage	31,149	33,331	34,265	33,331	35,225	33,331
Travel	93,328	110,404	113,498	110,404	116,675	110,404
Other Contractual Services	308,340	469,575	525,650	23,575	540,411	23,575
<b>Other Expenses-Commodities</b>						
Books	2,413	2,413	2,480	2,413	2,550	2,413
Maintenance and Motor Vehicle Supplies	43,398	43,851	45,079	43,851	46,341	43,851

Medical Supplies	82	82	84	82	86	82
Fuel	6,790	6,791	6,879	6,790	7,009	6,790
Office Supplies	116,893	117,640	120,934	117,641	124,319	117,641
Miscellaneous Commodities	1,712	1,712	1,760	1,712	1,809	1,712
TOTAL-Other Expenses Gross	1,791,048	2,011,802	2,714,287	1,565,802	2,173,415	1,552,152
Less Reimbursements	0	-195,251	-184,576	-184,576	-184,576	-184,576
TOTAL-Other Expenses Net	1,791,048	1,816,551	2,529,711	1,381,226	1,988,839	1,367,576

<i>Character &amp; Major Object Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	6,708,562	7,492,230	7,960,666	8,129,499	7,216,967	8,340,977	8,545,311	7,276,450
Other Expenses Net	1,791,048	1,816,551	2,529,711	2,557,994	1,381,226	1,988,839	2,016,816	1,367,576
Capital Outlay	1,000	1,000	284,696	154,696	100	184,696	134,696	100
TOTAL-General Fund Net	8,500,610	9,309,781	10,775,073	10,842,189	8,598,293	10,514,512	10,696,823	8,644,126
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	4,708,447	4,807,000	4,865,000	4,865,000	4,865,000	4,872,000	4,872,000	4,872,000
Bond Funds	307,079	84,180	0	0	0	0	0	0
Private Contributions	2,812,738	3,019,093	3,109,666	3,109,666	3,109,666	3,202,956	3,202,956	3,202,956
TOTAL-All Funds Net	16,328,874	17,220,054	18,749,739	18,816,855	16,572,959	18,589,468	18,771,779	16,719,082

# STATE INSURANCE AND RISK MANAGEMENT BOARD

## AGENCY DESCRIPTION:

<http://www.irmb.state.ct.us/>

The State Insurance and Risk Management Board determines the method by which the State will insure or self-insure itself against loss. After determining in which situations the State should be an insurer, the Board determines how much and what types of insurance to purchase. It considers the appropriateness of deductibles, self-insured retentions and other concepts and then enters a bid process to secure all commercially placed insurance contracts.

The Board serves as the focal point of all risk management and insurance matters affecting the State. The Board identifies and addresses the State's unique exposures by developing risk management tools to help reduce the cost of risk to the State. Some of these techniques include large loss review meetings, training sessions for State personnel, property inspections and accident review meetings. Board members receive no compensation for the performance of their duties.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Eliminate Funding for Unsettled Collective Bargaining Contracts

	<u>2003-2004</u>	<u>2004-2005</u>
	-1,600	-300
	-5,732	-15,111

## AGENCY PROGRAMS:

<i>Personnel Summary</i>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	3	0	0	3	3	3	3	3
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	<u>2001-2002 Actual</u>	<u>2002-2003 Estimated</u>	<u>2003-2004 Requested</u>	<u>Current Services</u>	<u>2003-2004 Recommended</u>	<u>2004-2005 Requested</u>	<u>Current Services</u>	<u>2004-2005 Recommended</u>
Insurance on Properties & Surety Bonds	9,903,419	13,383,363	15,910,252	15,907,852	15,906,252	18,786,930	18,785,730	18,785,430
TOTAL Agency Programs - All Funds Gross	9,903,419	13,383,363	15,910,252	15,907,852	15,906,252	18,786,930	18,785,730	18,785,430
Less Turnover								
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-5,732	0	0	-15,111
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	9,903,419	13,383,363	15,910,252	15,907,852	15,900,520	18,786,930	18,785,730	18,770,319
<b>Summary of Funding</b>								
General Fund Net	8,230,112	10,926,363	13,660,252	13,657,852	13,650,520	16,282,930	16,281,730	16,266,319
Special Transportation Fund Net	1,673,307	2,457,000	2,250,000	2,250,000	2,250,000	2,504,000	2,504,000	2,504,000
TOTAL Agency Programs - All Funds Net	9,903,419	13,383,363	15,910,252	15,907,852	15,900,520	18,786,930	18,785,730	18,770,319

## PROGRAM: INSURANCE ON STATE PROPERTIES AND SURETY BONDS FOR STATE OFFICIALS & EMPLOYEES

### Statutory Reference:

C.G.S. Sections 4a-19, 4a-20, 4a-20a and 4a-21

### Statement of Need and Program Objectives:

To protect the state against loss by providing and promoting a coordinated risk management program within the state.

### Program Description:

The principal duties of the State Insurance and Risk Management Board are:

Determining the method by which the state shall insure itself against losses by the purchase of insurance. Obtaining the broadest coverage at the most reasonable costs. Directing negotiations for the purchase of such insurance and determine the applicability of deductibles and self-insurance. Designating the agent of record and selecting companies from which the insurance coverage shall be purchased. Negotiating all elements of insurance premiums and the agent's

commission and/or fee for service. Establishing specifications and request bids for each insurance contract through the agent of record. Identifying the most effective and economical methods to reduce the state's losses through exposure identification, loss control, risk transfer or risk assumption.

Some of the risk management devices, which the board has utilized, are large loss review, loss control surveys, training sessions for state personnel, monthly accident review committees and defensive driving programs. The board has undertaken initiatives to develop and implement a more proactive risk management program. As statutorily required, the board continues to assess the feasibility of self-insurance (including deductibles and retentions) as a possible alternative to commercial insurance.

The major areas of coverage under the board's purview are real and personal property insurance, liability insurance and surety bonds for state officials and employees.

### Program Measure

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Motor Vehicle Liability (000)	5,649	4,915	7,434	8,083
Fire, Extended Coverage (000)	2,385	4,787	6,285	8,201
Liability (000)	2,732	3,230	3,897	4,363
All Other (000)	924	982	1,039	1,288

<b>Personnel Summary</b> Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
	3	0	0	3	3	3	3	3

<b>Financial Summary</b> (Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	209,509	218,583	232,984	232,984	232,984	248,182	248,182	248,182
Other Expenses	7,888,700	10,555,632	13,306,968	13,306,968	13,306,968	15,747,898	15,747,898	15,747,898
<u>Capital Outlay</u>								
Equipment	0	1,000	5,000	2,600	1,000	2,500	1,300	1,000
<u>Other Current Expenses</u>								
Surety Bonds State Officials & Emps	131,903	151,148	115,300	115,300	115,300	284,350	284,350	284,350
Other Expenses	<u>1,673,307</u>	<u>2,457,000</u>	<u>2,250,000</u>	<u>2,250,000</u>	<u>2,250,000</u>	<u>2,504,000</u>	<u>2,504,000</u>	<u>2,504,000</u>
TOTAL-Special Transportation Fund	9,903,419	13,383,363	15,910,252	15,907,852	15,906,252	18,786,930	18,785,730	18,785,430

**Insurance on Properties & Surety Bonds**

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<b>Current Expenses by Minor Object</b>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	208,283	216,766	231,167	231,167	244,122	244,122
Other	1,226	1,817	1,817	1,817	4,060	4,060
TOTAL-Personal Services Gross	<u>209,509</u>	<u>218,583</u>	<u>232,984</u>	<u>232,984</u>	<u>248,182</u>	<u>248,182</u>
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs	0	0	0	-5,732	0	-15,111
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	<u>209,509</u>	<u>218,583</u>	<u>232,984</u>	<u>227,252</u>	<u>248,182</u>	<u>233,071</u>
<u>Other Expenses-Contractual Services</u>						
Printing And Binding	4,985	5,911	6,077	6,077	6,247	6,247
Dues and Subscriptions	1,129	1,339	1,376	1,376	1,415	1,415
Telecommunication Services	203	240	247	247	254	254
General Repairs	367	505	519	519	534	534
Insurance	7,566,163	12,354,115	15,907,175	15,907,175	18,774,450	18,774,450
Fees For Outside Professional Services	303,900	360,411	370,503	370,503	380,877	380,877
Postage	100	119	122	122	125	125
Travel	2,002	4,078	4,192	4,192	4,310	4,310
Other Contractual Services	620	735	756	756	777	777
<u>Other Expenses-Commodities</u>						
Agricultural, Horticultural, and Dairy	638	757	771	771	788	788
Books	424	503	517	517	531	531
Office Supplies	<u>8,169</u>	<u>9,618</u>	<u>9,888</u>	<u>9,888</u>	<u>10,165</u>	<u>10,165</u>
TOTAL-Other Expenses Gross	<u>7,888,700</u>	<u>12,738,331</u>	<u>16,302,143</u>	<u>16,302,143</u>	<u>19,180,473</u>	<u>19,180,473</u>
Less Reimbursements	0	-2,182,699	-2,995,175	-2,995,175	-3,432,575	-3,432,575
TOTAL-Other Expenses Net	<u>7,888,700</u>	<u>10,555,632</u>	<u>13,306,968</u>	<u>13,306,968</u>	<u>15,747,898</u>	<u>15,747,898</u>
<u>Other Current Expenses</u>						
Surety Bonds State Officials & Emps	<u>131,903</u>	<u>151,148</u>	<u>115,300</u>	<u>115,300</u>	<u>284,350</u>	<u>284,350</u>
TOTAL-Other Current Expenses	<u>131,903</u>	<u>151,148</u>	<u>115,300</u>	<u>115,300</u>	<u>284,350</u>	<u>284,350</u>

## AGENCY FINANCIAL SUMMARY - SPECIAL TRANSPORTATION FUND

<b>Current Expenses by Minor Object</b>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Other Expenses-Contractual Services</u>						
Insurance	1,673,307	2,457,000	2,250,000	2,250,000	2,504,000	2,504,000
TOTAL-Other Expenses Gross	<u>1,673,307</u>	<u>2,457,000</u>	<u>2,250,000</u>	<u>2,250,000</u>	<u>2,504,000</u>	<u>2,504,000</u>
Less Reimbursements						
TOTAL-Other Expenses Net	<u>1,673,307</u>	<u>2,457,000</u>	<u>2,250,000</u>	<u>2,250,000</u>	<u>2,504,000</u>	<u>2,504,000</u>

Budget-in-Detail

<i>Character &amp; Major Object Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	209,509	218,583	232,984	232,984	227,252	248,182	248,182	233,071
Other Expenses Net	7,888,700	10,555,632	13,306,968	13,306,968	13,306,968	15,747,898	15,747,898	15,747,898
Capital Outlay	0	1,000	5,000	2,600	1,000	2,500	1,300	1,000
Other Current Expenses	131,903	151,148	115,300	115,300	115,300	284,350	284,350	284,350
TOTAL-General Fund Net	8,230,112	10,926,363	13,660,252	13,657,852	13,650,520	16,282,930	16,281,730	16,266,319
Other Expenses Net	1,673,307	2,457,000	2,250,000	2,250,000	2,250,000	2,504,000	2,504,000	2,504,000
TOTAL-Special Transportation Fund Net	1,673,307	2,457,000	2,250,000	2,250,000	2,250,000	2,504,000	2,504,000	2,504,000

# GAMING POLICY BOARD

## AGENCY DESCRIPTION:

The Gaming Policy Board works in cooperation with the Division of Special Revenue to implement and administer provisions covering the conduct and operation of legalized gaming. The board's responsibilities include: establishing jai alai competition and greyhound racing meeting dates in the state and approving the

associated types of pari-mutuel wagering; advising and assisting the executive director of the Division of Special Revenue; advising the Governor on statewide plans and goals for legalized gaming; and approving administrative regulations covering activities such as charitable gaming.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Annualization of FY 03 Reductions
- Remove Inflation

	<u>2003-2004</u>	<u>2004-2005</u>
	-170	-170
	-95	-192

## AGENCY PROGRAMS:

<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Development of Gaming Policy	3,181	3,230	3,495	3,495	3,230	3,592	3,592	3,230
TOTAL Agency Programs - All Funds Gross	3,181	3,230	3,495	3,495	3,230	3,592	3,592	3,230
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	3,181	3,230	3,495	3,495	3,230	3,592	3,592	3,230
<i>Summary of Funding</i>								
General Fund Net	3,181	3,230	3,495	3,495	3,230	3,592	3,592	3,230
TOTAL Agency Programs - All Funds Net	3,181	3,230	3,495	3,495	3,230	3,592	3,592	3,230

## PROGRAM: DEVELOPMENT OF GAMING POLICY

### Statutory Reference:

C.G.S. Chapter 226 and 226b

### Statement of Need and Program Objectives:

To protect the public interest by ensuring the highest standard of legalized gambling regulation and to continue to maintain public trust by working in cooperation with the Division of Special Revenue.

### Program Description:

The Gaming Policy Board works in cooperation with the Division of Special Revenue to implement and administer the statutory and regulatory provisions governing legalized gambling.

The Gaming Policy Board consists of five members appointed by the Governor with the advice and consent of both houses of the General Assembly. Not more than three members of the Board at any one time shall be members of the same political party. They serve a term of four years. The Executive Director serves on the Board ex officio without voting rights.

To insure the highest standard of legalized gambling regulation at least four of the Board members must have training or experience in at least one of the following fields: corporate finance, economics, law, accounting, law enforcement computer science, or the pari-mutuel industry. At least two of these fields must be represented on the Board at any one time.

The Gaming Policy Board meets on a routine schedule in order to keep abreast of the status of authorized gambling activities. The Board approves requests of pari-mutuel licensees for types of wagering permitted. In addition, the Board approves, suspends or revokes association or affiliate licenses, sets greyhound racing performance dates and advises and assists the Executive Director. The Board approves Division contracts for goods and services. They approve regulations prior to adoption and they hear all appeals taken under subsection (j) of section 12-574 and section 12-802b of the general statutes.

<i>Financial Summary (Net of Reimbursements)</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Other Expenses	3,181	3,230	3,495	3,495	3,230	3,592	3,592	3,230
TOTAL-General Fund	3,181	3,230	3,495	3,495	3,230	3,592	3,592	3,230
Development of Gaming Policy								

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Other Expenses-Contractual Services</i>						
Fees For Outside Professional Services	2,450	2,448	2,691	2,448	2,766	2,448
Postage	97	104	107	104	110	104
Travel	621	664	683	664	702	664
<i>Other Expenses-Commodities</i>						
Office Supplies	13	14	14	14	14	14
TOTAL-Other Expenses Gross	3,181	3,230	3,495	3,230	3,592	3,230
Less Reimbursements						
TOTAL-Other Expenses Net	3,181	3,230	3,495	3,230	3,592	3,230

<i>Character &amp; Major Object Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Other Expenses Net	3,181	3,230	3,495	3,495	3,230	3,592	3,592	3,230
TOTAL-General Fund Net	3,181	3,230	3,495	3,495	3,230	3,592	3,592	3,230

# OFFICE OF POLICY AND MANAGEMENT

## AGENCY DESCRIPTION:

<http://www.opm.state.ct.us/>

The Office of Policy and Management (OPM) serves as a staff agency reporting directly to the Governor, providing the information and analysis required to formulate public policy for the state and assisting state agencies and municipalities in implementing policy decisions on the Governor's behalf.

The objectives of OPM are to: provide the staff functions of budget, management, planning, intergovernmental relations and labor relations through a single agency; encourage the integration of planning, budgeting and program analysis; provide necessary staff support to the Governor on policy analysis, development and implementation and seek long-term improvements in the management of state agencies.

The Office of Policy and Management is headed by a secretary and a deputy secretary who advise the Governor with the assistance of division heads for Administration, Budget and Financial Management, Finance, Intergovernmental Policy, Labor Relations, Policy Development and Planning and Strategic Management. Much of OPM's work is affected by external forces such as general economic, environmental and social conditions, state-federal relations, natural disasters and the energy supply and demand outlook.

OPM performs various fiscal functions to monitor, implement and report on the state's budget throughout the fiscal year. OPM prepares the Governor's biennial budget, including the state's capital budget, for submission to the legislature in odd-numbered years. OPM prepares

the Governor's budget adjustments for the second half of the biennium which are submitted in even-numbered years.

Major agency initiatives the past year included implementation of rescission and reduction plans to mitigate the state's 2001-02 deficit; oversight of the City of Waterbury, which resulted in over a \$1 million surplus for Fiscal Year 2002; implementation of assisted living initiatives to provide alternatives to nursing home care; state preparedness activities in the wake of the September 11, 2001 terrorist acts; implementation of the Core-CT project, which will replace the state's existing financial and human resource systems; oversight of the High Efficiency Licensing Program, which resulted in the launching of the Department of Consumer Protection's on-line licensing renewal system and development of economic development projects in downtown Hartford and East Hartford.

Areas in which OPM is facilitating interagency coordination include urban policy (with particular focus on distressed municipalities), crime prevention and youth development, land use and physical resources, prison overcrowding and alternative sanctions, health care access, human capital development to match Connecticut's workers and their skills to available jobs, water resources conservation, job creation and economic development and the purchase of human services.

OPM also performs grants management and intergovernmental review and provides technical assistance to municipalities.

## AGENCY PROGRAM INDEX

Office of Secretary & Admin Support	140	Intergovernmental Policy	143
Policy Dvlpmnt, Coord & Implementation	141		

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-12,513,970	-12,513,970
• Remove Inflation	-779,938	-1,599,722
• Transfer Equipment to CEPF	-46,000	-363,500
• Layoffs Necessitated by Failure to Achieve Concessions	-920,775	-920,775
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-269,813	-527,380
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-195,000	-207,000
• Eliminate property tax exemption for the disabled.	-452,500	-477,500
<i>Property tax assistance is available to persons with disabilities under Elderly Homeowners and Renters grants.</i>		
• Reduce M&E Account	-20,000,000	-20,000,000
<i>Make various changes to this grant to bring it back to basic idea of how the grant was designed to support the purchase of Machinery.</i>		
• Eliminate Non-income Qualified Veterans from the Additional Vets Program	-5,433,807	-5,223,200
• Reduce funding for Various Grant accounts	-3,344,611	-3,344,611
<i>Reduce or eliminate account balances for Drugs Don't Work, Leadership, Education, Athletics in Partnership, Children and Youth Program Development, Justice Assistance, Neighborhood Youth Centers and Boys and Girls Clubs grants.</i>		
• Cap Distressed Municipalities Program	-3,048,800	-6,248,800
<i>Cap expenditures at FY 2003 estimated expenditure levels.</i>		
• Reduce Elderly Homeowner's Program	-2,223,101	-4,266,101
<i>Cap Circuit Breaker Program at current (FY 03) expenditure levels.</i>		
<b>Reallocations or Transfers</b>		
• Reallocate Funding from OPM for General Fund Pickup of Federal Grants	-536,435	-536,435
<i>Funding is transferred to the Judicial Department and the Division of Criminal Justice.</i>		





<b>Financial Summary</b> <b>(Net of Reimbursements)</b>	2001-2002 <u>Actual</u>	2002-2003 <u>Estimated</u>	2003-2004 <u>Requested</u>	Current <u>Services</u>	2003-2004 <u>Recommended</u>	2004-2005 <u>Requested</u>	Current <u>Services</u>	2004-2005 <u>Recommended</u>
Personal Services	2,941,036	3,104,722	3,684,240	3,703,260	3,703,260	3,846,051	3,885,248	3,885,248
Other Expenses	1,742,307	1,046,788	1,076,036	1,076,036	1,046,788	1,106,128	1,106,128	1,046,788
<u>Capital Outlay</u>								
Equipment	0	0	411,500	47,000	1,000	0	364,500	1,000
<u>Other Current Expenses</u>								
Lease Option for Adriaen's Landing	7,527,082	0	0	0	0	0	0	0
Litigation Settlement Costs	1,020,610	0	0	0	0	0	0	0
Hospital Grant and Assistance Pgm	499,725	0	0	0	0	0	0	0
High Eff Licensing Pgm (HELP)	214,626	0	0	0	0	0	0	0
<u>Pmts to Other Than Local Governments</u>								
Arts Grants	8,431,000	0	0	0	0	0	0	0
Miscellaneous Grants	2,070,000	0	0	0	0	0	0	0
<u>Pmts to Local Governments</u>								
Relocate Hartford City Offices	5,850,000	0	0	0	0	0	0	0
Capital City Economic Development	750,000	712,500	771,000	771,000	712,500	792,588	792,588	712,500
TOTAL-General Fund	31,046,386	4,864,010	5,942,776	5,597,296	5,463,548	5,744,767	6,148,464	5,645,536
<u>Additional Funds Available</u>								
Special Funds, Non-Appropriated	282,290,572	118,479,844	60,916,199	60,916,199	60,916,199	27,958,099	27,958,099	27,958,099
Bond Funds	2,284,280	1,117,314	0	0	0	0	0	0
Private Contributions	2,610,508	81,587,920	13,004,000	13,004,000	13,004,000	8,115,547	8,115,547	8,115,547
TOTAL - All Funds	318,231,746	206,049,088	79,862,975	79,517,495	79,383,747	41,818,413	42,222,110	41,719,182
<b>Office of Secretary &amp; Admin Support</b>								

**PROGRAM: POLICY DEVELOPMENT, COORDINATION AND IMPLEMENTATION**

**Statutory Reference:**

C.G.S. Section 4-65a

**Statement of Need and Program Objectives:**

To assist the Governor, Secretary and state agencies in making policy decisions and in effectively deploying current and future financial and other resources by planning, formulating, coordinating, implementing and evaluating programs and policies that address state needs.

**Program Description:**

Five divisions of the Office of Policy and Management participate in a comprehensive program of resource allocation, planning, policy analysis, management improvement, financial management improvement and program evaluation that assists the Governor and the Secretary in formulating and implementing strategies, priorities and programs.

Budget and Financial Management Division develops and implements the state's fiscal and program policies through the formulation of the Governor's Operating and Capital Budget Proposals and the execution of the budget as enacted by the General Assembly and signed by the Governor; provides ongoing comprehensive analyses, evaluation and recommendations to the Governor and the Secretary regarding the financial and programmatic implications of public policies and manages and coordinates the implementation of these financial and programmatic policies among state agencies.

Office of Finance evaluates the core financial management policies and practices in all state agencies and oversees the project to replace the State's core financial and human resource systems.

Office of Labor Relations delivers timely and effective labor relations and collective bargaining services on behalf of the state employer for state employees in the executive branch, other than the constituent units of Higher Education, the State Board of Education and the Division of Criminal Justice; represents the State during the contract grievance process, contract negotiation, midterm bargaining and interest arbitration for executive branch State employee bargaining units and represents the State in coalition negotiations on statewide issues such as pensions and health care benefits.

Policy Development and Planning Division improves the effectiveness of state services by ensuring the efficient use of resources through

research, policy development and interagency coordination; identifies and analyzes issues in areas such as drug abuse prevention, education and treatment, long term care financing, health and human services, crime, prison overcrowding and youth initiatives as alternatives to violence and delinquency; develops and recommends plans and policies such as the State Conservation and Development Policies Plan, the State Capital and Facility Plan and studies related to prevention funding, criminal justice, housing and homelessness.

Strategic Management Division identifies, researches and analyzes trends that are and will be the driving forces shaping the future and develops recommendations on how the delivery of state services must change in response to these trends; reduces state expenditures for energy through innovative procurement and conservation strategies and manages state and federal assistance programs such as energy conservation grants to schools, hospitals and non-profit agencies; evaluates agency operations and recommends changes in organizational structure and business processes in order to increase productivity; develops, in consultation with state agencies, quantifiable outcome measures for programs, services and grants administered or provided by state agencies and coordinates and integrates the efforts of state agencies in the implementation of cross agency service delivery systems, such as the Governor's High Efficiency Licensing Program initiative, designed to enhance customer service to individuals and businesses.

**Outcome Measure:**

<u>High Efficiency Licensing Program</u> The Program provides a one-stop source of information for State residents seeking licensing and permitting information.				
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Number of agencies capable of performing Internet-based electronic licensing transactions	2	3	4	5
Number of fillable forms available on the Connecticut Licensing Info Center Website	300	460	640	640







Drug Enforcement Program	14,903,051	3,500,000	6,682,002	1,850,000	6,869,098	1,850,000
P.I.L.O.T. New Mfg Machine & Equipment	76,459,029	48,138,750	71,890,000	47,663,750	69,000,000	44,313,750
Interlocal Agreements	117,500	0	80,000	48,500	25,000	25,000
Capital City Economic Development	750,000	712,500	771,000	712,500	792,588	712,500
One-Time LOCIP Grant	29,378	0	0	0	0	0
Waste Water Treatmt Facility Host Town	250,000	0	257,000	0	264,196	0
TOTAL-Pmts to Local Governments	167,851,014	92,672,390	126,184,002	80,815,482	128,232,882	77,162,589

<i>Character &amp; Major Object Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	13,456,364	14,235,674	14,503,013	15,300,009	13,914,421	15,130,162	15,982,607	14,327,452
Other Expenses Net	2,703,377	2,101,556	2,200,142	2,200,142	2,101,556	2,261,693	2,261,693	2,101,556
Capital Outlay	4,810	1,000	411,500	47,000	1,000	0	364,500	1,000
Other Current Expenses	17,214,611	3,048,249	8,387,915	10,037,915	3,610,300	8,530,342	10,180,342	3,613,152
Payments to Other Than Local Governments	24,849,027	13,336,435	14,384,941	15,393,164	13,808,223	14,787,719	16,518,039	14,530,320
Payments to Local Governments	167,851,014	92,672,390	126,184,002	123,862,502	80,815,482	128,232,882	125,482,882	77,162,589
TOTAL-General Fund Net	226,079,203	125,395,304	166,071,513	166,840,732	114,250,982	168,942,798	170,790,063	111,736,069
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	283,624,505	130,231,503	60,916,199	60,916,199	60,916,199	27,958,099	27,958,099	27,958,099
Bond Funds	32,356,044	32,775,642	30,305,000	30,305,000	30,305,000	305,000	305,000	305,000
Federal Contributions	20,755,922	28,658,063	23,256,195	23,256,195	23,256,195	21,971,209	21,971,209	21,971,209
Private Contributions	4,326,529	82,903,495	14,363,420	14,363,420	14,363,420	9,531,831	9,531,831	9,531,831
TOTAL-All Funds Net	567,142,203	399,964,007	294,912,327	295,681,546	243,091,796	228,708,937	230,556,202	171,502,208

# DEPARTMENT OF VETERANS' AFFAIRS

## AGENCY DESCRIPTION:

<http://www.state.ct.us/ctva/>

The Department of Veterans' Affairs (DVA) combines a program of advocacy and assistance with the Veterans' Home and Hospital in Rocky Hill. The department's mission is to serve Connecticut veterans by advocating for veterans' interests and assisting them in

obtaining entitlements and benefits through the Office of Advocacy and Assistance program. In addition, the agency provides direct health, social and rehabilitative services through the Veterans' Hospital Services and the Residential and Rehabilitative Services programs.

## AGENCY PROGRAM INDEX

Office of the Commissioner	146	Veterans' Health Care Services	148
Office of Advocacy and Assistance	147	Residential and Rehabilitative Svcs	149

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-109,566	-109,566
• Remove Inflation	-85,259	-315,326
• Transfer Equipment to CEPF	-334,600	-343,100
• Layoffs Necessitated by Failure to Achieve Concessions	-1,183,163	-1,183,163
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-270,469	-465,741
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-125,000	-125,000

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<b>Permanent Full-Time Positions</b>								
General Fund	316	29	10	355	355	329	355	329
<b>Other Positions Equated to Full Time</b>								
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			96	94	96	94	96	94

<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Office of the Commissioner	13,071,976	12,542,950	13,021,836	13,017,523	12,177,867	13,523,166	13,457,638	12,479,164
Office of Advocacy and Assistance	1,000,513	1,110,912	1,182,296	1,190,520	1,066,324	1,240,839	1,250,287	1,120,862
Veterans' Health Care Services	15,899,194	16,817,731	18,431,716	18,495,919	17,790,310	19,182,218	19,181,699	18,348,062
Residential and Rehabilitative Svcs	1,826,192	1,684,051	1,757,027	1,768,078	1,740,211	1,807,006	1,819,545	1,800,366
<b>TOTAL Agency Programs - All Funds Gross</b>	<b>31,797,875</b>	<b>32,155,644</b>	<b>34,392,875</b>	<b>34,472,040</b>	<b>32,774,712</b>	<b>35,753,229</b>	<b>35,709,169</b>	<b>33,748,454</b>
Less Turnover	0	0	-75,000	-240,356	-240,356	-75,000	-256,468	-256,468
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-270,469	0	0	-465,741
Less Early Retirement Plan Accruals	0	0	0	0	-125,000	0	0	-125,000
<b>TOTAL Agency Programs - All Funds Net</b>	<b>31,797,875</b>	<b>32,155,644</b>	<b>34,317,875</b>	<b>34,231,684</b>	<b>32,138,887</b>	<b>35,678,229</b>	<b>35,452,701</b>	<b>32,901,245</b>
<b>Summary of Funding</b>								
General Fund Net	27,858,637	28,506,511	31,303,575	31,217,384	29,124,587	32,661,429	32,435,901	29,884,445
Soldiers, Sailors and Marines' Fund Net	244,000	247,500	249,300	249,300	249,300	251,800	251,800	251,800
Special Funds, Non-Appropriated	99,450	0	0	0	0	0	0	0
Bond Funds	318,790	0	0	0	0	0	0	0
Private Contributions	3,276,998	3,401,633	2,765,000	2,765,000	2,765,000	2,765,000	2,765,000	2,765,000
<b>TOTAL Agency Programs - All Funds Net</b>	<b>31,797,875</b>	<b>32,155,644</b>	<b>34,317,875</b>	<b>34,231,684</b>	<b>32,138,887</b>	<b>35,678,229</b>	<b>35,452,701</b>	<b>32,901,245</b>

## PROGRAM: OFFICE OF THE COMMISSIONER

### Statutory Reference:

C.G.S. Section 27-102l through 27-137

### Statement of Need and Program Objectives:

To guide the development of agency policy as well as providing administrative direction and support. To ensure compliance with laws, rules and regulations governing the operations of the department through the establishment, revision and distribution of agency policies and by reviewing the procedures used to implement those policies.

### Program Description:

The Office of the Commissioner provides overall administrative support to all agency programs through human resource activities such as personnel and payroll and provides fiscal/administrative services such as: budgeting; accounting; third-party patient Medicaid and Medicare billing; veterans accounts; information technologies support in automated systems planning, development and installation; telecommunications; material management and administration of grants.

The office makes one-time payments of \$150.00 to apply against the funeral costs of eligible veterans and pays the costs of transporting and erecting headstones provided by the federal government. In addition, the Office of the Commissioner provides comprehensive short and

long-term planning services, ensures compliance with affirmative action law and regulation and is responsible for safety compliance and security.

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	132	8	0	140	140	129	140	129
<i>Other Positions Equated to Full Time</i>			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			6	6	6	6	6	6
<b>Financial Summary</b>								
(Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	7,761,458	7,363,482	7,842,103	7,898,890	7,462,545	8,161,921	8,226,493	7,781,308
Other Expenses	3,382,189	3,545,835	3,436,583	3,436,583	3,340,272	3,529,095	3,529,095	3,320,306
<b>Capital Outlay</b>								
Equipment	0	1,000	369,100	308,000	1,000	455,600	325,500	1,000
<b>Pmts to Other Than Local Governments</b>								
Burial Expenses	1,650	4,500	1,800	1,800	1,800	1,800	1,800	1,800
Headstones	242,350	243,000	247,500	247,500	247,500	250,000	250,000	250,000
TOTAL-Soldiers, Sailors and Marines' Fund	11,387,647	11,157,817	11,897,086	11,892,773	11,053,117	12,398,416	12,332,888	11,354,414
<b>Additional Funds Available</b>								
Special Funds, Non-Appropriated	39,617	0	0	0	0	0	0	0
Bond Funds	313,713	0	0	0	0	0	0	0
Private Contributions	1,330,999	1,385,133	1,124,750	1,124,750	1,124,750	1,124,750	1,124,750	1,124,750
TOTAL - All Funds	13,071,976	12,542,950	13,021,836	13,017,523	12,177,867	13,523,166	13,457,638	12,479,164
<b>Office of the Commissioner</b>								

**PROGRAM: OFFICE OF ADVOCACY AND ASSISTANCE**

**Statutory Reference:**

C.G.S. Sections 27-1021 through 27-137

**Statement of Need and Program Objectives:**

To provide comprehensive assistance and formal representation to veterans, their spouses and/or eligible dependents in obtaining rights, benefits and privileges to which they may be entitled under federal, state and local laws.

**Program Description:**

Connecticut has a total veteran population of approximately 300,000 men and women. Federal and state laws relative to the health and financial care of veterans and dependents are varied and complex.

The Office of Advocacy and Assistance (OAA) has six regional offices and provides advice, assistance and formal representation to the state's veterans in obtaining comprehensive rights, benefits and privileges to which they may be entitled under law. OAA has developed a *Guide to Benefits for Connecticut Veterans* that has been in great demand throughout the state. OAA service officers have assisted thousands of veterans and brought tens of millions in new federal dollars into the state in the form of increased benefits to Connecticut veterans and their families.

These federal benefits for veterans provide a direct savings to the state where the clients are Medicaid recipients and in other cases serve to delay the time when clients may be forced to rely more heavily on state funded services. A substantial portion of the federal benefits gained for Connecticut veterans in previous years continue to be paid.

Under the OAA legislative mandate, the agency prepares studies and collects information concerning facilities and services available to veterans and conducts interviews in health care facilities to ascertain

which benefits veterans are receiving or should receive. The agency cooperates with service organizations in disseminating information and furnishing counsel to resident veterans concerning the availability of educational training and retraining facilities; health, medical, rehabilitation and housing facilities and services; employment and reemployment services and other rights, benefits or privileges. The agency assists in the establishment, preparation and presentation of claims pursuant to rights, benefits or privileges accruing to veterans; cooperates with all public and private agencies securing or offering services or benefits to veterans and provides formal representation in disputed claims with the U.S. Department of Veterans' Affairs.

**Outcome Measure:**

<i>New federal veterans' benefits acquired for Connecticut veterans, families and dependents (In Millions):</i>	
Actual SFY 1999 .....	\$14.4
Actual SFY 2000 .....	\$17.5
Actual SFY 2001 .....	\$25.8
Projected SFY 2002 .....	\$26.3
Projected SFY 2003 .....	\$26.9
Projected SFY 2004 .....	\$27.4

**Program Measure**

Applications filed on behalf of veterans:				
Compensation	926	950	950	950
Pension	390	400	400	400
Death Pension	166	175	180	180
Dependency Indemnity Compensation	31	35	40	40
Burial Benefit	12	20	20	20

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Applications filed on behalf of veterans:				
Compensation	926	950	950	950
Pension	390	400	400	400
Death Pension	166	175	180	180
Dependency Indemnity Compensation	31	35	40	40
Burial Benefit	12	20	20	20



Budget-in-Detail

**Personnel Summary**

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	21	0	1	22	22	19	22	19

**Financial Summary  
(Net of Reimbursements)**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	946,815	1,055,077	1,135,774	1,143,998	1,019,950	1,194,170	1,203,618	1,074,514
Other Expenses	5,051	5,035	5,272	5,272	5,124	5,419	5,419	5,098
TOTAL-General Fund	951,866	1,060,112	1,141,046	1,149,270	1,025,074	1,199,589	1,209,037	1,079,612
<b>Additional Funds Available</b>								
Private Contributions	48,647	50,800	41,250	41,250	41,250	41,250	41,250	41,250
TOTAL - All Funds	1,000,513	1,110,912	1,182,296	1,190,520	1,066,324	1,240,839	1,250,287	1,120,862

Office of Advocacy and Assistance

**PROGRAM: VETERANS' HEALTH CARE SERVICES**

**Statutory Reference:**

C.G.S. Sections 27-102l through 27-126

**Statement of Need and Program Objectives:**

To deliver to Connecticut veterans a responsive system of inpatient and long-term health care and clinical support.

**Program Description:**

The Veterans' Hospital Services program is a major element of the State Department of Veterans' Affairs. The program fulfills the promise to Connecticut's veterans "To Serve Those Who Served" by offering a progressive, caring, continuum of health care, social and rehabilitative services dedicated to excellence.

The hospital is licensed by the State Department of Public Health for 300 chronic disease beds.

Programs include general medical care, Alzheimer's and related dementia, hospice care, respite care, detox and a formal long-term substance abuse rehabilitation program. Primary care clinics are available in-house for domicile and hospital patients.

The Special Care Unit is designed to provide a safe and supportive environment for veterans in the moderate stages of Alzheimer's disease or similar dementia.

The Respite Care Program offers scheduled, temporary care to eligible veterans who are receiving care at home by family members.

The Hospice Program provides for special medical, psychological and spiritual needs of the terminally ill.

A veteran requesting care at the Rocky Hill facility must be a resident of the State of Connecticut. A veteran must have a minimum of 90 days service in time of war to be eligible, unless separated from service earlier because of a service-connected disability rated by the Federal Department of Veterans' Affairs (VA). Applications for admission are required in advance. A fact sheet detailing admission requirements is available, along with a general information booklet. Under federal regulations, the Federal VA partially reimburses the State of Connecticut on a per diem basis for the care of eligible veterans at Rocky Hill. In addition, many veterans receive Federal VA benefits directly as a result of limited assets and their need for medical care. Federal Medicare funds are also generated through the care of hospital patients over 65 years of age and others determined to be eligible. The Veterans' Hospital Services program is a Medicaid provider. A recently developed interdisciplinary group's goal is to facilitate ways to maximize reimbursement to the State of Connecticut by improving patient services, streamlining operational functioning, improving the admissions process and insuring that users get requisite reports. This will result in significant reimbursement to the state and further enhances the capability of the facility at Rocky Hill to provide high quality rehabilitative and long-term care services at a low net cost to Connecticut taxpayers.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	Actual	Estimated	Projected	Projected
Patient Days in Hospital	61142	62000	62500	62500
Total Clinic Visits	7847	7800	7825	7825
Dental Treatments	9412	9400	9500	9500
Total X-Rays (Films)	2249	2200	2250	2250
Total Laboratory Analyses	140079	140000	140500	140500
Cardiopulmonary Tests & Treatments	49144	48500	49000	49000
Social Work Units of Service Programs	22715	22500	23000	23000
Pharmacy Transactions:				
Total Medication Orders Processed	166273	165000	167500	167500
Total Prescriptions Dispensed	84071	84500	85000	85000

**Personnel Summary**

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	142	18	9	169	169	157	169	157

Other Positions Equated to Full Time  
General Fund

2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
Actual	Estimated	Requested	Recommended	Requested	Recommended
90	88	90	88	90	88

**Financial Summary  
(Net of Reimbursements)**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	11,458,902	12,703,291	13,492,561	13,590,264	12,982,754	14,027,972	14,138,953	13,520,519
Other Expenses	2,712,309	2,383,870	3,500,405	3,500,405	3,402,306	3,637,496	3,637,496	3,422,293

Capital Outlay

Equipment	0	0	33,500	0	0	111,500	0	0
TOTAL-General Fund	14,171,211	15,087,161	17,026,466	17,090,669	16,385,060	17,776,968	17,776,449	16,942,812
<u>Additional Funds Available</u>								
Special Funds, Non-Appropriated	59,833	0	0	0	0	0	0	0
Bond Funds	3,928	0	0	0	0	0	0	0
Private Contributions	1,664,222	1,730,570	1,405,250	1,405,250	1,405,250	1,405,250	1,405,250	1,405,250
TOTAL - All Funds	15,899,194	16,817,731	18,431,716	18,495,919	17,790,310	19,182,218	19,181,699	18,348,062

**Veterans' Health Care Services**

**PROGRAM: RESIDENTIAL AND REHABILITATIVE SERVICES**

**Statutory Reference:**

C.G.S. Sections 27-102l through 27-126

**Statement of Need and Program Objectives:**

To provide veterans with a domiciliary level of care, substance abuse treatment and associated services to facilitate rehabilitation and a return to independent living whenever possible.

**Program Description:**

The basic philosophy of the Residential and Rehabilitative Services (RRS) program is to facilitate rehabilitation of all its admittees to the greatest extent possible and at the fastest rate possible. This is accomplished through the Veterans Improvement Program (VIP). Rehabilitation includes substance abuse treatment, educational and vocational services, job service and transitional living. The ultimate goal is to return as many patients as possible to society as sober, productive citizens, capable of independent living.

The Veterans Educational Center (VEC) is the focal point and catalyst for the VIP. The VEC is a collaboration between the Connecticut DVA, the community-technical colleges of Connecticut, the Center for Business Services at Capitol Community-Technical College and the Town of Rocky Hill. The mission of these programs is to provide the education, skills-building and support services required for veterans to achieve independence and integration into the community. Job-training certificate programs, college-credit general education courses and enrichment courses are offered to eligible veterans, along with counseling and job-search skills, under the guidance of a vocational rehabilitation counselor.

The Residential and Rehabilitative Services program also offers a Prospective Apprenticeship Program, a "head start" for those interested in skilled trades, such as plumber, heating technician, electrician, locksmith, painter, mason and more.

The Substance Abuse Rehabilitation Program provides education, motivation and environmental support for veterans seeking recovery from the effects of substance abuse.

A transitional living component is available for those who have completed the VIP courses of treatment and who have obtained full time employment. An alternative living facility is available to discharged residents who have successfully completed transitional living.

The domicile is certified by the Federal Department of Veterans' Affairs and has 500 licensed beds.

An extensive rehabilitative initiative has been developed within the RRS program. The main goal is to return veterans to their respective communities with the financial, educational and vocational resources to be successful. The department has tracked the percentage of those program participants who have successfully returned to the community.

**Outcome Measure:**

An extensive rehabilitative initiative has been developed within the RRS program. The main goal is to return veterans to their respective communities with the financial, educational and vocational resources to be successful. The department has tracked the percentage of those program participants who have successfully returned to the community:	
<u>Percentage Returned to the Community</u>	
SFY 1999 .....	27%
SFY 2000 .....	29%
SFY 2001 .....	30%
<u>Projected Percentage Returned to the Community</u>	
SFY 2002 .....	31%
SFY 2003 .....	32%
SFY 2004 .....	33%

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	Actual	Estimated	Projected	Projected
Domicile Occupancy Rate (%)	232/388 (60%)	252/388 (65%)	272/388 (70%)	272/388 (70%)
Veterans' Recovery Unit (%)	53/84 (63%)	55/84 (65%)	60/84 (71%)	60/84 (71%)
Transitional Living Unit (%)	12/23 (52%)	15/26 (58%)	18/26 (69%)	18/26 (69%)
Alternative Living Unit (%)	13/21 (61%)	16/21 (76%)	18/21 (86%)	18/21 (86%)

**Personnel Summary**

Permanent Full-Time Positions	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	21	3	0	24	24	24	24	24

**Financial Summary (Net of Reimbursements)**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	1,583,067	1,439,825	1,526,153	1,537,204	1,537,204	1,584,865	1,597,404	1,597,404
Other Expenses	8,846	9,096	9,524	9,524	9,257	9,791	9,791	9,212

Capital Outlay

Equipment	0	0	27,600	27,600	0	18,600	18,600	0
TOTAL-General Fund	1,591,913	1,448,921	1,563,277	1,574,328	1,546,461	1,613,256	1,625,795	1,606,616
<u>Additional Funds Available</u>								
Bond Funds	1,149	0	0	0	0	0	0	0
Private Contributions	233,130	235,130	193,750	193,750	193,750	193,750	193,750	193,750
TOTAL - All Funds	1,826,192	1,684,051	1,757,027	1,768,078	1,740,211	1,807,006	1,819,545	1,800,366

**Residential and Rehabilitative Svcs**

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	15,132,701	15,250,868	16,455,375	15,521,947	17,144,060	16,209,012
Other Positions	3,235,668	3,740,810	3,871,973	3,792,213	4,007,736	3,927,976
Other	2,616,534	2,785,827	2,845,405	2,845,405	2,951,725	2,951,725
Overtime	765,339	802,750	842,888	842,888	885,032	885,032
TOTAL-Personal Services Gross	21,750,242	22,580,255	24,015,641	23,002,453	24,988,553	23,973,745
Less Reimbursements	0	-18,580	-19,050	0	-19,625	0
Less Turnover	0	0	-75,000	-240,356	-75,000	-256,468
Less Unsettled Collective Brg Contract Costs	0	0	0	-270,469	0	-465,741
Less Early Retirement Plan Accruals	0	0	0	-125,000	0	-125,000
TOTAL-Personal Services Net	21,750,242	22,561,675	23,921,591	22,366,628	24,893,928	23,126,536

Other Expenses-Contractual Services

Utility Services	759,274	702,534	770,111	731,964	795,043	731,964
Rents, Storage & Leasing	155,644	146,657	159,624	152,801	164,093	152,801
Telecommunication Services	81,102	96,339	104,856	100,374	107,792	100,374
General Repairs	263,834	247,357	269,227	257,719	276,765	257,719
Motor Vehicle Expenses	101,053	99,172	107,940	103,326	110,962	103,326
Fees For Outside Professional Services	2,817,438	2,628,565	2,446,573	2,407,573	2,554,157	2,407,573
Fees For Non-Professional Services	178,796	175,236	190,730	182,576	196,071	182,576
DP Services, Rentals and Maintenance	23,157	23,612	25,700	24,602	26,420	24,602
Other Contractual Services	259,123	249,187	271,218	259,626	278,812	259,626

Other Expenses-Commodities

Agricultural, Horticultural, and Dairy	1,173,792	1,117,165	1,203,967	1,163,963	1,230,454	1,163,963
Law Enforcement, Clothing/Personal Supplies	1,927	2,834	3,084	2,952	3,171	2,952
Maintenance and Motor Vehicle Supplies	288,935	230,577	250,963	240,236	257,990	240,236
Medical Supplies	0	0	1,149,501	1,131,177	1,181,687	1,131,177
Fuel	0	226,679	0	0	0	0

Other Expenses-Sundry

Sundry - Other Items	4,320	4,722	5,140	4,920	5,284	4,920
TOTAL-Other Expenses Gross	6,108,395	5,950,636	6,958,634	6,763,809	7,188,701	6,763,809
Less Reimbursements	0	-6,800	-6,850	-6,850	-6,900	-6,900
TOTAL-Other Expenses Net	6,108,395	5,943,836	6,951,784	6,756,959	7,181,801	6,756,909

## AGENCY FINANCIAL SUMMARY - SOLDIERS, SAILORS AND MARINES' FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<u>Pmts to Other Than Local Govts</u>						
Burial Expenses	1,650	4,500	1,800	1,800	1,800	1,800
Headstones	242,350	243,000	247,500	247,500	250,000	250,000
TOTAL-Pmts to Other Than Local Govts	244,000	247,500	249,300	249,300	251,800	251,800

*Character & Major Object Summary*

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services Net	21,750,242	22,561,675	23,921,591	23,930,000	22,366,628	24,893,928	24,910,000	23,126,536
Other Expenses Net	6,108,395	5,943,836	6,951,784	6,951,784	6,756,959	7,181,801	7,181,801	6,756,909
Capital Outlay	0	1,000	430,200	335,600	1,000	585,700	344,100	1,000
TOTAL-General Fund Net	27,858,637	28,506,511	31,303,575	31,217,384	29,124,587	32,661,429	32,435,901	29,884,445
Payments to Other Than Local Governments	244,000	247,500	249,300	249,300	249,300	251,800	251,800	251,800
TOTAL-Soldiers, Sailors and Marines' Fund Net	244,000	247,500	249,300	249,300	249,300	251,800	251,800	251,800

Additional Funds Available

Special Funds, Non-Appropriated	99,450	0	0	0	0	0	0	0
Bond Funds	318,790	0	0	0	0	0	0	0
Private Contributions	3,276,998	3,401,633	2,765,000	2,765,000	2,765,000	2,765,000	2,765,000	2,765,000
TOTAL-All Funds Net	31,797,875	32,155,644	34,317,875	34,231,684	32,138,887	35,678,229	35,452,701	32,901,245

# OFFICE OF WORKFORCE COMPETITIVENESS

## AGENCY DESCRIPTION:

The Office of Workforce Competitiveness (OWC) was established in law by PA 00-192. The Act recognizes how essential a skilled workforce is to Connecticut's continued economic health and development. The OWC, headed by a Director who reports directly to the Governor, provides: liaison between the Governor and various federal, state and local entities involved in workforce development issues; staff support to the Connecticut Employment and Training Commission (CETC) and the Governor's JOBS Cabinet

The CETC, which is a partnership of appointed private and public sector volunteers, oversees the development of statewide workforce development policy. The Governor's JOBS Cabinet guides the implementation of integrated, coordinated, multi-agency education and training programs and services that are responsive to customers and labor force needs. A major task of the OWC is to oversee implementation of the federal Workforce Investment Act of 1998 on behalf of the Governor, the JOBS Cabinet and the CETC.

**The functions of the Office of Workforce Competitiveness are being merged with the Department of Economic and Community Development to effect economies.**

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-319,847	-319,847
• Remove Inflation	-100,776	-204,390
• Transfer Equipment to CEPF	-40,110	-40,110
• Reduce Funding for CETC Workforce	-310,000	-310,000
<b>Reallocations or Transfers</b>		
• Reallocate the Office of Workforce Competitiveness to DECD	-3,501,864	-3,549,100

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	5	0	0	5	5	0	5	0
<i>Other Positions Equated to Full Time</i>			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			3	3	5	0	5	0

<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Office of Workforce Competitiveness	6,799,923	3,482,054	4,265,003	4,272,597	0	4,394,396	4,423,447	0
TOTAL Agency Programs - All Funds Gross	6,799,923	3,482,054	4,265,003	4,272,597	0	4,394,396	4,423,447	0
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	6,799,923	3,482,054	4,265,003	4,272,597	0	4,394,396	4,423,447	0
<b>Summary of Funding</b>								
General Fund Net	6,772,373	3,482,054	4,265,003	4,272,597	0	4,394,396	4,423,447	0
Bond Funds	4,550	0	0	0	0	0	0	0
Private Contributions	23,000	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	6,799,923	3,482,054	4,265,003	4,272,597	0	4,394,396	4,423,447	0

## PROGRAM: OFFICE OF WORKFORCE COMPETITIVENESS

### Statutory Reference:

PA 00-192

### Statement of Need and Program Objectives:

To initiate, coordinate and collaborate in the development of a comprehensive, statewide workforce development strategy that responds to the needs of current and future workers, as well as the state's employers.

### Program Description:

The Office of Workforce Competitiveness (OWC) tests and demonstrates model workforce development strategies to improve programs and services for youths, students, job seekers, workers and employers; and assists the Workforce Investment Boards, the CETC

and the JOBS Cabinet, in building their capacity to meet the various requirements and responsibilities of the Workforce Investment Act (WIA).

On behalf of the CETC and the JOBS Cabinet, the office: supports and guides an Information Technology workforce development strategic planning and implementation initiative involving the education community and the state's employers; supports the CETC Youth Committee in its policy guidance and oversight of the implementation of a comprehensive and integrated strategy for workforce and career development for youth, with particular attention to those who are at risk, out of school, or involved with the justice system; coordinates and facilitates the design, development and implementation of a comprehensive One-Stop delivery system in the State of Connecticut;

Budget-in-Detail

coordinates and facilitates the design of the Connecticut Career Choices program which builds career pathways for students in emerging and growth industries and facilitates the development of

innovative workforce development programs, including job funnel initiatives.

**Personnel Summary**

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	5	0	0	5	5	0	5	0

Other Positions Equated to Full Time General Fund	2001-2002	2002-2003	2003-2004	2003-2004	2003-2004	2004-2005	2004-2005
	Actual	Estimated	Requested	Requested	Recommended	Requested	Recommended
	3	3	3	5	0	5	0

**Financial Summary**

(Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	493,605	509,169	521,294	521,294	0	547,073	547,073	0
Other Expenses	685,117	483,586	506,240	513,834	0	520,381	549,432	0
<b>Capital Outlay</b>								
Equipment	299	1,710	42,000	42,000	0	42,000	42,000	0
<b>Other Current Expenses</b>								
CETC Workforce	4,276,615	2,487,589	3,195,469	3,195,469	0	3,284,942	3,284,942	0
Jobs Funnel Projects	772,037	0	0	0	0	0	0	0
School to Work	544,700	0	0	0	0	0	0	0
TOTAL-General Fund	6,772,373	3,482,054	4,265,003	4,272,597	0	4,394,396	4,423,447	0
<b>Additional Funds Available</b>								
Bond Funds	4,550	0	0	0	0	0	0	0
Private Contributions	23,000	0	0	0	0	0	0	0
TOTAL - All Funds	6,799,923	3,482,054	4,265,003	4,272,597	0	4,394,396	4,423,447	0

Office of Workforce Competitiveness

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

**Current Expenses by Minor Object**

Personal Services	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Actual	Estimated	Requested	Recommended	Requested	Recommended
Permanent Fulltime Positions	461,196	197,607	203,307	0	209,407	0
Other Positions	7,538	285,657	282,835	0	299,806	0
Other	24,871	25,905	35,152	0	37,860	0
TOTAL-Personal Services Gross	493,605	509,169	521,294	0	547,073	0
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs						
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	493,605	509,169	521,294	0	547,073	0

**Other Expenses-Contractual Services**

Printing And Binding	338	500	514	0	528	0
Dues and Subscriptions	334	500	514	0	528	0
Rents, Storage & Leasing	43,855	44,500	45,746	0	47,027	0
Telecommunication Services	20,422	23,000	23,644	0	24,306	0
General Repairs	144	500	514	0	528	0
Fees For Outside Professional Services	340,126	362,086	381,388	0	392,067	0
Fees For Non-Professional Services	1,458	1,500	1,542	0	1,585	0
Postage	5,451	6,000	6,168	0	6,341	0
Travel	9,770	11,500	11,822	0	12,152	0
Other Contractual Services	200	1,000	1,028	0	1,056	0

**Other Expenses-Commodities**

Agricultural, Horticultural, and Dairy	3,445	5,000	5,090	0	5,202	0
Books	98	589	605	0	622	0
Office Supplies	8,967	10,500	10,794	0	11,096	0
Miscellaneous Commodities	29	15,911	16,357	0	16,815	0

**Other Expenses-Sundry**

Sundry - Other Items	250,480	500	514	0	528	0
TOTAL-Other Expenses Gross	685,117	483,586	506,240	0	520,381	0
Less Reimbursements						
TOTAL-Other Expenses Net	685,117	483,586	506,240	0	520,381	0

**Other Current Expenses**

CETC Workforce	4,276,615	2,487,589	3,195,469	0	3,284,942	0
Jobs Funnel Projects	772,037	0	0	0	0	0
School to Work	544,700	0	0	0	0	0
TOTAL-Other Current Expenses	5,593,352	2,487,589	3,195,469	0	3,284,942	0

<i>Character &amp; Major Object Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	493,605	509,169	521,294	521,294	0	547,073	547,073	0
Other Expenses Net	685,117	483,586	506,240	513,834	0	520,381	549,432	0
Capital Outlay	299	1,710	42,000	42,000	0	42,000	42,000	0
Other Current Expenses	5,593,352	2,487,589	3,195,469	3,195,469	0	3,284,942	3,284,942	0
TOTAL-General Fund Net	6,772,373	3,482,054	4,265,003	4,272,597	0	4,394,396	4,423,447	0
<i>Additional Funds Available</i>								
Bond Funds	4,550	0	0	0	0	0	0	0
Private Contributions	23,000	0	0	0	0	0	0	0
TOTAL-All Funds Net	6,799,923	3,482,054	4,265,003	4,272,597	0	4,394,396	4,423,447	0

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## AGENCY DESCRIPTION:

<http://www.das.state.ct.us/>

The Department of Administrative Services (DAS) coordinates the purchase of goods and services; provides document management services; provides policy direction and support for statewide human resources administration; distributes surplus property; orders and distributes federally donated foods; manages the state's fleet of

vehicles; investigates and collects money owed for care received in state institutions and assists state agencies with communications, affirmative action, human resources and fiscal services.

## AGENCY PROGRAM INDEX

Office of the Commissioner	155	Strategic Leadership Center	156
Human Resources	155	Business Enterprises	157
Financial Services Center	156		

## RECOMMENDED SIGNIFICANT CHANGES

	2003-2004	2004-2005
<b>Reductions to Current Services</b>		
• Annualization of FY 03 Reductions	-211,311	-211,311
• Remove Inflation	-86,610	-173,594
• Transfer Equipment to CEPF	-119,125	-214,105
• Layoffs Necessitated by Failure to Achieve Concessions	-700,281	-715,926
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-569,294	-1,109,181
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-300,000	-300,000
• Reduce Personal Services Account for Vacant and Unnecessary Positions	-580,800	-580,800
<b>Reallocations or Transfers</b>		
• Transfer Position to the Department of Motor Vehicles	-35,030	-37,267

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	264	48	-5	307	307	278	307	278
General Services	113	30	0	143	143	124	143	124
Private Contributions	4	0	0	4	4	0	4	0
			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<i>Other Positions Equated to Full Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			26	20	20	20	20	20

<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Office of the Commissioner	1,971,774	2,427,009	2,746,583	2,719,935	2,564,075	2,891,013	2,858,847	2,691,067
Human Resources	10,667,336	10,713,577	11,886,899	11,614,401	11,365,162	12,294,038	11,991,422	11,716,362
Financial Services Center	8,098,940	8,240,684	9,330,586	9,250,985	8,737,862	9,696,164	9,592,821	9,053,556
Strategic Leadership Center	5,641,016	4,510,266	5,150,670	4,794,358	4,320,474	5,373,174	5,087,999	4,489,585
Business Enterprises	36,223,032	36,898,233	37,293,764	37,281,938	36,940,887	37,475,555	37,454,073	37,101,589
TOTAL Agency Programs - All Funds Gross	62,602,098	62,789,769	66,408,502	65,661,617	63,928,460	67,729,944	66,985,162	65,052,159
Less Turnover	0	0	-500,000	-750,000	-750,000	-500,000	-750,000	-750,000
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-569,294	0	0	-1,109,181
Less Early Retirement Plan Accruals	0	0	0	0	-300,000	0	0	-300,000
TOTAL Agency Programs - All Funds Net	62,602,098	62,789,769	65,908,502	64,911,617	62,309,166	67,229,944	66,235,162	62,892,978
<b>Summary of Funding</b>								
General Fund Net	27,186,817	27,393,184	30,592,328	29,595,443	26,992,992	31,893,770	30,898,988	27,556,804
Special Funds, Non-Appropriated	20,935	0	0	0	0	0	0	0
Bond Funds	624,706	98,527	0	0	0	0	0	0
General Services	34,411,280	34,956,174	34,956,174	34,956,174	34,956,174	34,956,174	34,956,174	34,956,174
Federal Contributions	147,965	100,421	110,000	110,000	110,000	120,000	120,000	120,000
Private Contributions	210,395	241,463	250,000	250,000	250,000	260,000	260,000	260,000
TOTAL Agency Programs - All Funds Net	62,602,098	62,789,769	65,908,502	64,911,617	62,309,166	67,229,944	66,235,162	62,892,978

## PROGRAM: OFFICE OF THE COMMISSIONER

**Statutory Reference:**

C.G.S. Sections 4a-1, 4a-2

**Statement of Need and Program Objectives:**

To direct and support the DAS business centers and to provide communications and affirmative action services as well as legal and business advice.

**Program Description:**

The Communications Office provides communications and media support to all DAS businesses and to numerous other state agencies.

The Business Advisory Group (BAG) provides legal support to DAS, employment policy information and affirmative action services to other state agencies and works with the Human Resources Business Center to provide training to state agencies through the Human Resources Learning Center. BAG also operates a master insurance program that provides insurance to local housing authorities and an Owner-Controlled Insurance Program for state construction projects to reduce insurance costs and promote worker safety.

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	19	3	-1	21	21	18	21	18
General Services	4	0	0	4	4	4	4	4

**Financial Summary****(Net of Reimbursements)**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	1,328,807	1,710,951	1,998,414	1,990,835	1,855,805	2,134,027	2,120,064	1,982,797
Other Expenses	234,768	288,600	318,211	318,211	299,727	327,028	327,028	299,727
<i>Other Current Expenses</i>								
Loss Control Risk Management	4,651	47,500	50,000	30,931	28,585	50,000	31,797	28,585
TOTAL-General Fund	1,568,226	2,047,051	2,366,625	2,339,977	2,184,117	2,511,055	2,478,889	2,311,109
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	20,935	0	0	0	0	0	0	0
Bond Funds	1,450	0	0	0	0	0	0	0
General Services	381,163	379,958	379,958	379,958	379,958	379,958	379,958	379,958
TOTAL - All Funds	1,971,774	2,427,009	2,746,583	2,719,935	2,564,075	2,891,013	2,858,847	2,691,067

Office of the Commissioner

## PROGRAM: HUMAN RESOURCES BUSINESS CENTER

**Statutory Reference:**

C.G.S. Section 5-200

**Statement of Need and Program Objectives:**

To assist state agencies through the delivery of cost effective, innovative and timely human resource services and products.

**Program Description:**

The Human Resources Business Center designs and manages human resource systems; administers the statewide Workers' Compensation System; provides quality control and auditing of personnel transactions

and provides comprehensive services in the areas of organizational design, classification, staffing, objective job evaluation, compensation, human resource planning, workforce development and the administration of human resource laws and regulations.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	Actual	Estimated	Projected	Projected
Workers Compensation payments - all agencies	60.0 M	73.4 M	79.2 M	83.9 M

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	54	13	-1	66	66	62	66	62
General Services	0	1	0	1	1	1	1	1
Private Contributions	4	0	0	4	4	0	4	0

*Other Positions Equated to Full Time*

	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund	6	6	6	6	6	6

**Financial Summary****(Net of Reimbursements)**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	3,733,910	4,004,065	4,911,196	4,892,570	4,704,800	5,127,954	5,094,402	4,905,514
Other Expenses	428,084	428,512	472,612	472,612	445,160	485,784	485,784	445,160
<i>Other Current Expenses</i>								
Loss Control Risk Management	200,453	361,657	665,691	411,819	380,572	687,161	423,350	380,572
Employees' Review Board	50,200	52,630	55,400	55,400	52,630	55,400	55,400	52,630
Placement and Training	329,064	0	0	0	0	0	0	0
Quality of Work-Life	116,518	344,750	350,000	350,000	350,000	350,000	350,000	350,000



Budget-in-Detail

W. C. Administrator	5,549,004	5,280,500	5,182,000	5,182,000	5,182,000	5,327,739	5,322,486	5,322,486
TOTAL-General Fund	10,407,233	10,472,114	11,636,899	11,364,401	11,115,162	12,034,038	11,731,422	11,456,362
<u>Additional Funds Available</u>								
Bond Funds	2,898	0	0	0	0	0	0	0
General Services	46,810	0	0	0	0	0	0	0
Private Contributions	210,395	241,463	250,000	250,000	250,000	260,000	260,000	260,000
TOTAL - All Funds	10,667,336	10,713,577	11,886,899	11,614,401	11,365,162	12,294,038	11,991,422	11,716,362

Human Resources

PROGRAM: FINANCIAL SERVICES CENTER

Statutory Reference:

C.G.S. Section 4a-12

Statement of Need and Program Objectives:

To provide comprehensive financial management services to DAS as well as to small agencies and to maximize revenue through the collection of money owed the state.

Program Description:

The Financial Services Center provides budgeting, accounting, purchasing and property management services to DAS and to small agencies. The Financial Services Center (FSC) captures revenue by

investigating, billing and collecting for services provided by the Department of Mental Health and Addiction Services, the Department of Children and Families, the Department of Mental Retardation, the Department of Veterans' Affairs as well as the Department of Education's School Based Child Health Program. FSC administers approximately 1200 trust accounts on behalf of individuals residing in state facilities and collects the re-payment of public assistance benefits paid by the Department of Social Services through the filing of liens against causes of action and the filing of claims against estates of current and past recipients of aid.

Program Measure

	2001-2002	2002-2003	2003-2004	2004-2005
Dollars collected	<u>Actual</u> 744 M	<u>Estimated</u> 708 M	<u>Projected</u> 747 M	<u>Projected</u> 747 M

Personnel Summary

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	110	20	-1	129	129	119	129	119
General Services	11	1	0	12	12	7	12	7
Other Positions Equated to Full Time			2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
General Fund			<u>Actual</u> 9	<u>Estimated</u> 6	<u>Requested</u> 6	<u>Recommended</u> 6	<u>Requested</u> 6	<u>Recommended</u> 6

Financial Summary

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	6,555,115	6,829,780	7,805,301	7,775,700	7,303,710	8,152,559	8,099,216	7,619,404
Other Expenses	591,757	601,587	663,368	663,368	624,835	681,688	681,688	624,835
Other Current Expenses								
Disabilities Outreach Program	50,000	0	50,000	0	0	50,000	0	0
Refunds of Collections	17,733	49,400	52,000	52,000	49,400	52,000	52,000	49,400
TOTAL-General Fund	7,214,605	7,480,767	8,570,669	8,491,068	7,977,945	8,936,247	8,832,904	8,293,639
Additional Funds Available								
Bond Funds	89,854	0	0	0	0	0	0	0
General Services	760,677	759,917	759,917	759,917	759,917	759,917	759,917	759,917
Federal Contributions								
34002 Labor Management Cooperation	33,804	0	0	0	0	0	0	0
TOTAL - All Funds	8,098,940	8,240,684	9,330,586	9,250,985	8,737,862	9,696,164	9,592,821	9,053,556

Financial Services Center

PROGRAM: STRATEGIC LEADERSHIP CENTER

Statutory Reference:

C.G.S. Sections 4a-2and 5-199c

Statement of Need and Program Objectives:

To support and encourage continuous quality improvement throughout DAS by coordinating strategic planning activities, applying quality improvement tools and methods, developing and tracking performance measures and standards, auditing agency programs and developing and implementing management information solutions.

Program Description:

The Strategic Leadership Center coordinates Human Resources strategic planning activities in an effort to anticipate and meet the

personnel requirements of state agencies; coordinates the development and tracking of the agency business plan; applies process and quality improvement techniques and practices including project management, process mapping and the assessment and improvement of customer and employee satisfaction; measures and tracks agency performance; audits internal operations, tracks progress and monitors follow-up activities based on recommendations made by the auditor's of public accounts and, in cooperation with the Department of Information Technology, provides MIS support and automation solutions.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Employee satisfaction- % of DAS employees who are satisfied or very satisfied	53%	55.5%	65.0%	65.0%
DAS customer satisfaction - % agency customers satisfied	90%	95%	>90%	>90%

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	39	8	-1	46	46	41	46	41
<i>Other Positions Equated to Full Time</i>								
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			6	3	3	3	3	3

**Financial Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	3,346,500	3,395,153	3,571,997	3,558,450	3,269,365	3,754,361	3,729,796	3,438,476
Other Expenses	877,430	884,581	975,783	975,783	919,104	1,003,098	1,003,098	919,104
<u>Capital Outlay</u>								
Equipment	1,000	1,000	462,890	120,125	1,000	475,715	215,105	1,000
<u>Other Current Expenses</u>								
Hospital Billing System	896,837	131,005	140,000	140,000	131,005	140,000	140,000	131,005
TOTAL-General Fund	5,121,767	4,411,739	5,150,670	4,794,358	4,320,474	5,373,174	5,087,999	4,489,585
<u>Additional Funds Available</u>								
Bond Funds	510,873	98,527	0	0	0	0	0	0
General Services	8,376	0	0	0	0	0	0	0
TOTAL - All Funds	5,641,016	4,510,266	5,150,670	4,794,358	4,320,474	5,373,174	5,087,999	4,489,585

**Strategic Leadership Center****PROGRAM: BUSINESS ENTERPRISES****Statutory Reference:**

C.G.S. Sections 4a-4, 4a-5, 4a-50, 4a-51, 4a-67 and 4a-68

**Statement of Need and Program Objectives:**

To design, produce and deliver high quality, cost effective support services and products.

**Program Description:**

Business Enterprises is responsible for managing the statewide procurement of goods and services and related activities such as contract administration, quality assurance and advocacy for small and

minority businesses; providing vehicles to state agencies and establishing fleet policies; providing document management services including distribution and metering of US Postal Service mail, courier service for interdepartmental mail and printing, duplicating and addressing services; ordering and distributing federally donated foods to schools and charitable institutions and operating the Property Distribution Center, which recycles and disposes of surplus state property and distributes federal surplus property to state agencies, municipalities and eligible non-profit organizations.

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	42	4	-1	45	45	38	45	38
General Services	98	28	0	126	126	112	126	112
<i>Other Positions Equated to Full Time</i>								
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			5	5	5	5	5	5

**Financial Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,649,985	2,755,675	3,118,358	3,106,532	2,779,951	3,283,186	3,261,704	2,930,653
Other Expenses	225,001	225,838	249,107	249,107	234,637	256,070	256,070	234,637
TOTAL-General Fund	2,874,986	2,981,513	3,367,465	3,355,639	3,014,588	3,539,256	3,517,774	3,165,290
<u>Additional Funds Available</u>								
Bond Funds	19,631	0	0	0	0	0	0	0
General Services	33,214,254	33,816,299	33,816,299	33,816,299	33,816,299	33,816,299	33,816,299	33,816,299
<b>Federal Contributions</b>								
10550 Food Distribution	114,161	100,421	110,000	110,000	110,000	120,000	120,000	120,000
TOTAL - All Funds	36,223,032	36,898,233	37,293,764	37,281,938	36,940,887	37,475,555	37,454,073	37,101,589

**Business Enterprises**



TOTAL-All Funds Net	<u>62,602,098</u>	<u>62,789,769</u>	<u>65,908,502</u>	<u>64,911,617</u>	<u>62,309,166</u>	<u>67,229,944</u>	<u>66,235,162</u>	<u>62,892,978</u>
---------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

# DEPARTMENT OF INFORMATION TECHNOLOGY

## AGENCY DESCRIPTION:

<http://www.doit.state.ct.us/>

The Department of Information Technology (DOIT) was created in July 1997 to provide statewide leadership in the effective use of information technology (IT), to build a statewide IT infrastructure to support the integration of information systems and to direct the development of IT systems to meet business needs from a statewide perspective.

DOIT's mission is to effectively manage information technology in the State to ensure that the state's use of technology maximizes the effectiveness of core state programs and takes full advantage of all efficiencies which current and future technology may provide.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	2003-2004	2004-2005
• Remove Inflation	-48,413	-94,742
• Layoffs Necessitated by Failure to Achieve Concessions	-106,234	-112,703
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-14,093	-27,152
• Reduce Funding for the Automated Personnel System Account	-194,597	-194,597

## AGENCY PROGRAMS:

### Personnel Summary

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Permanent Full-Time Positions								
General Fund	17	1	-1	17	17	17	17	17
Technical Services	240	33	0	273	273	256	273	256

### Other Positions Equated to Full Time

	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund	1	1	1	1	1	1

### Agency Programs by Total Funds (Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Information and Technology	101,039,285	104,947,138	128,364,133	121,661,097	110,461,853	108,696,645	98,990,360	97,738,318
TOTAL Agency Programs - All Funds Gross	101,039,285	104,947,138	128,364,133	121,661,097	110,461,853	108,696,645	98,990,360	97,738,318
Less Turnover								
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-14,093	0	0	-27,152
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	101,039,285	104,947,138	128,364,133	121,661,097	110,447,760	108,696,645	98,990,360	97,711,166

### Summary of Funding

General Fund Net	19,325,213	7,594,827	14,843,838	8,140,802	7,777,465	17,991,782	8,285,497	7,856,303
Bond Funds	7,886,029	21,457,083	35,500,000	35,500,000	25,500,000	10,500,000	10,500,000	10,500,000
Technical Services	73,827,044	75,894,201	78,019,239	78,019,239	77,169,239	80,203,778	80,203,778	79,353,778
Private Contributions	999	1,027	1,056	1,056	1,056	1,085	1,085	1,085
TOTAL Agency Programs - All Funds Net	101,039,285	104,947,138	128,364,133	121,661,097	110,447,760	108,696,645	98,990,360	97,711,166

## PROGRAM: INFORMATION AND TECHNOLOGY

### Statutory Reference:

Public Act 97-9, June 18 Special Session

### Statement of Need and Program Objectives:

To establish the State of Connecticut as a leader in the effective use of information technology (IT); to direct the development of IT systems to meet the common business and technology needs of multiple state agencies; to consolidate technologies and IT services and establish statewide technology standards and to build an information infrastructure for the use of citizens and public agencies.

### Program Description:

The Department of Information Technology has responsibility for the planning of agency telecommunications and information systems and advising agencies on the use of information technology in meeting business objectives.

In discharging its responsibilities, the Department: develops statewide technology standards for incorporation into agency technology

operations and planning, which will ensure consistency across the enterprise, minimize incompatibility between state agency technology systems and improve the state's ability to use new technologies to improve operations in a cost-effective manner; plays a leadership role in a long-term overhaul of the state's core financial systems, which will integrate human-resource, payroll and financial work for all agencies; plays a leadership role in the creation of a statewide education network to provide schools with access to educational resources via a high-speed network; develops technology solutions by working with agencies to meet administrative needs such as time and attendance, accounting and telephone billing and provides central computer processing and mainframe support and other forms of technology support including local/wide area networks, data warehousing and information centers. The Department is focusing on building, developing and applying resources to deliver web-enabled services to state agencies and the public.

**Program Measure**

	2001-2002 <u>Actual</u>	2002-2003 <u>Estimated</u>	2003-2004 <u>Projected</u>	2004-2005 <u>Projected</u>
State E-mail Accounts	6,000	19,000	29,000	39,000
E-mail Processed (millions per year)	15.6	20.8	30	36.
Search Engine Inquiries	10,000/day	15,000/day	30,000/day	36,000/day
Millions of Instructions Per Second (MIPS) Capability	240	480	570	660
Total bandwidth available in the DOIT Enterprise Network (Mbps)	393,307,200	650,035,200	975,035,200	1,300,035,300
Total number of IP devices in the DOIT Enterprise Network	33,425	41,850	63,850	85,850
Total number of Routers in the Network	224	426	550	700

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<b>Permanent Full-Time Positions</b>								
General Fund	17	1	-1	17	17	17	17	17
Technical Services	240	33	0	273	273	256	273	256
<b>Other Positions Equated to Full Time</b>								
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			1	1	1	1	1	1

**Financial Summary**

(Net of Reimbursements)	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,507,623	1,597,916	1,635,858	1,635,858	1,635,858	1,704,349	1,704,349	1,704,349
Other Expenses	4,850,042	4,102,944	4,912,009	4,653,864	4,632,097	4,936,975	4,671,601	4,630,897
<b>Capital Outlay</b>								
Equipment	1,000	1,000	0	100	100	0	100	100
<b>Other Current Expenses</b>								
CT Education Technology Initiatives	5,528,281	0	6,000,000	0	0	9,000,000	0	0
Automated Personnel System	1,794,749	1,892,967	1,945,971	1,850,980	1,523,503	2,000,458	1,909,447	1,548,109
Commission for Educational Technology	112,969	0	350,000	0	0	350,000	0	0
Admin-Comm Educational Technology	94,989	0	0	0	0	0	0	0
Health Insurance Portability/Accountabilit	1,392,879	0	0	0	0	0	0	0
Year 2000 Conversion	4,042,681	0	0	0	0	0	0	0
TOTAL-General Fund	19,325,213	7,594,827	14,843,838	8,140,802	7,791,558	17,991,782	8,285,497	7,883,455
<b>Additional Funds Available</b>								
Bond Funds	7,886,029	21,457,083	35,500,000	35,500,000	25,500,000	10,500,000	10,500,000	10,500,000
Technical Services	73,827,044	75,894,201	78,019,239	78,019,239	77,169,239	80,203,778	80,203,778	79,353,778
Private Contributions	999	1,027	1,056	1,056	1,056	1,085	1,085	1,085
TOTAL - All Funds	101,039,285	104,947,138	128,364,133	121,661,097	110,461,853	108,696,645	98,990,360	97,738,318

**Information and Technology**

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

**Current Expenses by Minor Object**

	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<b>Personal Services</b>						
Permanent Fulltime Positions	1,457,689	1,577,520	1,584,841	1,584,841	1,646,516	1,646,516
Other Positions	13,795	29,194	31,766	31,766	32,719	32,719
Other	36,139	39,000	77,251	77,251	84,114	84,114
TOTAL-Personal Services Gross	1,507,623	1,645,714	1,693,858	1,693,858	1,763,349	1,763,349
Less Reimbursements	0	-47,798	-58,000	-58,000	-59,000	-59,000
Less Turnover						
Less Unsettled Collective Brg Contract Costs	0	0	0	-14,093	0	-27,152
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	1,507,623	1,597,916	1,635,858	1,621,765	1,704,349	1,677,197
<b>Other Expenses-Contractual Services</b>						
Advertising	24,560	20,777	21,359	5,796	21,957	5,796
Printing And Binding	530	448	461	448	474	448
Dues and Subscriptions	3,152	2,666	2,740	2,666	2,816	2,666
Utility Services	444,886	376,356	0	0	0	0
Rents, Storage & Leasing	3,722,045	3,854,501	5,268,921	5,252,413	5,285,254	5,252,413
General Repairs	52,287	44,233	45,472	24,233	46,745	24,233
Fees For Outside Professional Services	181,871	153,856	158,164	0	162,593	0
Fees For Non-Professional Services	37,550	31,766	32,655	31,766	33,569	31,766

**Budget-in-Detail**

DP Services, Rentals and Maintenance	443	375	386	375	397	375
Travel	11,705	9,903	10,181	4,903	10,466	4,903
Other Contractual Services	363,598	307,589	73,318	11,321	75,371	11,321
<i>Other Expenses-Commodities</i>						
Office Supplies	6,880	5,823	5,986	5,823	6,154	5,823
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	535	453	466	453	479	453
TOTAL-Other Expenses Gross	4,850,042	4,808,746	5,620,109	5,340,197	5,646,275	5,340,197
Less Reimbursements	0	-705,802	-708,100	-708,100	-709,300	-709,300
TOTAL-Other Expenses Net	4,850,042	4,102,944	4,912,009	4,632,097	4,936,975	4,630,897
<i>Other Current Expenses</i>						
CT Education Technology Initiatives	5,528,281	0	6,000,000	0	9,000,000	0
Automated Personnel System	1,794,749	1,892,967	1,945,971	1,523,503	2,000,458	1,548,109
Commission for Educational Technology	112,969	0	350,000	0	350,000	0
Admin-Comm Educational Technology	94,989	0	0	0	0	0
Health Insurance Portability/Accountabilit	1,392,879	0	0	0	0	0
Year 2000 Conversion	4,042,681	0	0	0	0	0
TOTAL-Other Current Expenses	12,966,548	1,892,967	8,295,971	1,523,503	11,350,458	1,548,109

**Character & Major Object Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	1,507,623	1,597,916	1,635,858	1,635,858	1,621,765	1,704,349	1,704,349	1,677,197
Other Expenses Net	4,850,042	4,102,944	4,912,009	4,653,864	4,632,097	4,936,975	4,671,601	4,630,897
Capital Outlay	1,000	1,000	0	100	100	0	100	100
Other Current Expenses	12,966,548	1,892,967	8,295,971	1,850,980	1,523,503	11,350,458	1,909,447	1,548,109
TOTAL-General Fund Net	19,325,213	7,594,827	14,843,838	8,140,802	7,777,465	17,991,782	8,285,497	7,856,303
<i>Additional Funds Available</i>								
Bond Funds	7,886,029	21,457,083	35,500,000	35,500,000	25,500,000	10,500,000	10,500,000	10,500,000
Technical Services	73,827,044	75,894,201	78,019,239	78,019,239	77,169,239	80,203,778	80,203,778	79,353,778
Private Contributions	999	1,027	1,056	1,056	1,056	1,085	1,085	1,085
TOTAL-All Funds Net	101,039,285	104,947,138	128,364,133	121,661,097	110,447,760	108,696,645	98,990,360	97,711,166

# DEPARTMENT OF PUBLIC WORKS

## AGENCY DESCRIPTION:

<http://www.state.ct.us/dpw/>

The Department of Public Works' mission is to be the leader in providing quality facilities and in delivering cost-effective, responsive, timely services to state agencies in the areas of design, construction, facilities management, leasing and property disposition.

The Department of Public Works (DPW) is responsible for the design and construction of nearly all major capital projects, maintenance of security standards for most facilities housing offices and equipment of the state, leasing and property acquisitions for most state agencies as well as facility management, maintenance and security of state buildings in the greater Hartford area and surplus property statewide.

The department is also mandated to assist agencies and departments with long-term facilities planning and the preparation of cost estimates for such plans.

DPW provides facility related services to the majority of Connecticut's state agencies and commissions. Many DPW services, such as security, parking and snow and ice removal, also benefit the public who visit the facilities. It is the policy of DPW to work in close cooperation with its client agencies to ensure that the finished product reflects the needs of the agency and facilitates the delivery of services to their client.

## AGENCY PROGRAM INDEX

Management and Planning	164	Leasing and Property Transfer	165
Facilities Management	164	Facilities Design & Construction	165

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	2003-2004	2004-2005
• Annualization of FY 03 Reductions	-1,231,978	-1,231,978
• Remove Inflation	-543,858	-1,117,879
• Transfer Equipment to CEPF	-116,500	-128,500
• Layoffs Necessitated by Failure to Achieve Concessions	-587,780	-604,170
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-143,086	-291,986
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-30,000	-30,000
• Relocate Elected Officials from 55 Elm St. to 20 Church St. Hartford	0	-394,600

*A significant increase in space and reduced costs necessitate this move.*

### Reallocations or Transfers

• Reallocate Funding for Operation of 61 Woodland Street, Hartford <i>Transfer funds from Community Technical Colleges to the Department of Public Works.</i>	516,293	516,293
• Transfer Funding for Authorized Position Count of DPW <i>Reallocate \$75,538 from the agency's Facilities Design Expenses account to the Personal Services account.</i>	0	0
• Reallocate Moving Expenses from BESB and CDHI to Public Works <i>Reallocate Moving Expenses from the Board of Education and Services for the Blind and the Commission on the Deaf and Hearing Impaired to the Department of Public Works.</i>	95,000	15,000

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	151	31	-1	181	181	169	181	169
Bond Funds	77	0	0	77	77	68	77	68
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Management and Planning	4,467,176	4,222,205	5,501,583	5,160,923	4,825,423	5,813,717	5,462,813	5,084,877
Facilities Management	25,635,009	23,745,577	27,941,865	25,723,436	24,837,801	28,772,627	26,507,953	27,444,906
Leasing and Property Transfer	7,358,128	8,005,298	9,399,509	9,187,757	8,890,069	9,448,168	9,236,416	6,081,565
Facilities Design & Construction	15,070,424	7,937,515	8,185,426	7,730,602	6,785,564	8,660,560	7,763,738	6,818,700
TOTAL Agency Programs - All Funds Gross	52,530,737	43,910,595	51,028,383	47,802,718	45,338,857	52,695,072	48,970,920	45,430,048
Less Turnover	0	0	-388,071	-388,071	-388,071	-405,268	-405,268	-405,268
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-143,086	0	0	-291,986
Less Early Retirement Plan Accruals	0	0	0	0	-30,000	0	0	-30,000
TOTAL Agency Programs - All Funds Net	52,530,737	43,910,595	50,640,312	47,414,647	44,777,700	52,289,804	48,565,652	44,702,794
<b>Summary of Funding</b>								
General Fund Net	47,426,003	40,044,956	46,319,849	43,549,008	41,507,099	47,527,343	44,700,013	41,432,193
Bond Funds	5,104,734	3,865,639	4,320,463	3,865,639	3,270,601	4,762,461	3,865,639	3,270,601
TOTAL Agency Programs - All Funds Net	52,530,737	43,910,595	50,640,312	47,414,647	44,777,700	52,289,804	48,565,652	44,702,794



## PROGRAM: MANAGEMENT AND PLANNING

### Statutory Reference:

C.G.S. Section 4b-1

### Statement of Need and Program Objectives:

To manage the staff and activities of the Department of Public Works to ensure the responsive and cost effective implementation of the state's facilities space management and capital development program plans by setting departmental policy, standards and priorities and managing internal processes.

### Program Description:

This program consists of the Commissioner's Office, the Chief Deputy Commissioner's Office, the Deputy Commissioner's Office, the Communications Unit, the Office of Diversity Programs and the Risk Management Division.

The Communications Unit is responsible for providing public information, client agency communications, internal information and general communications support throughout the department.

The Office of Diversity Programs is responsible for preparing and implementing the department's affirmative action plan as well as providing training on issues relevant to the workplace. In addition the office is responsible for verifying agency and contractor compliance with nondiscrimination laws and for monitoring the small business set-aside program and contractors' affirmative action plans. This office also coordinates the efforts of the Diversity Leadership Council (DLC), which serves as a DPW employee advisory committee.

The Risk Management Division is responsible for identifying and mitigating financial or programmatic risk to DPW. The Human Resource Unit, Statewide Security Unit, Financial Management Unit,

Quality and Process Improvement Unit and the Information Technology Unit report to the Director of Risk Management.

The Human Resources Unit is responsible for developing and administering personnel policies, processing personnel actions, recruitment, labor relations and liaison with the statewide personnel system.

The Statewide Security Unit develops and implements security standards, policies and procedures and standardizes equipment and systems to provide an adequate level of security to the employees and the public and to state assets at all nonexempt state-owned and leased facilities. It also administers the statewide workplace violence online reporting system and helps other state agencies manage incidents.

The Quality and Process Improvement Unit supports other units in the agency to address ongoing customer service improvement and business improvement activities. The process management staff may take a leadership role in specific improvement efforts at the request of the core business managers and/or senior management.

The Financial Management Unit provides purchasing, accounts payable and inventory control services, accounting for Capital Project Fund construction, renovation and repair projects, as well as Capital and Operating budget development, reporting and monitoring. The unit solicits bids for all contracts for construction, remodeling or demolition of state buildings and solicits lease proposals.

The Information Technology Unit is responsible for preparing and implementing the annual Information Technology Plan, coordinating purchase and installation of hardware and software and providing technical support services for DPW's automated systems.

### Personnel Summary

Permanent Full-Time Positions  
General Fund

As of 06/30/2002	2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005	
Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
56	15	-1	70	70	64	70	64

### Financial Summary

(Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	2,451,418	2,545,298	3,246,736	2,942,576	2,820,590	3,400,291	3,150,887	3,023,812
Other Expenses	757,001	617,087	634,365	634,365	617,087	652,126	652,126	617,087
<u>Capital Outlay</u>								
Equipment	0	0	141,000	104,500	1,000	223,000	121,500	1,000
<u>Other Current Expenses</u>								
Facilities Design Expenses	1,258,757	1,059,820	1,479,482	1,479,482	1,386,746	1,538,300	1,538,300	1,442,978
TOTAL-General Fund	4,467,176	4,222,205	5,501,583	5,160,923	4,825,423	5,813,717	5,462,813	5,084,877

Management and Planning

## PROGRAM: FACILITIES MANAGEMENT

### Statutory Reference:

C.G.S. Section 4b-1

### Statement of Need and Program Objectives:

To ensure that state employees and the visiting public have a clean, safe and healthy environment in which to work or visit by providing facilities management services such as building maintenance, housekeeping and security for nearly all state-owned and one leased office building in the greater Hartford area and several regional locations occupied by the executive branch. Services are also provided for other facilities that are transferred to the department for management while being sold or transferred to other agencies.

### Program Description:

The Facilities Management Division administers the operation, maintenance and security of 6.9 million square feet of state owned buildings. Buildings are located throughout the Hartford/Wethersfield area and major cities in the state including Mystic, Newtown and Waterbury. The Facilities Management Division is responsible for the long term management of the asset including the physical integrity of

property, containment of overall operating expenditures, oversight of the preventative maintenance program as well as recommended capital expenditures, administration of contracts for property management and service contracts, standardization of equipment installed at buildings, standardization of procedures, participation in relocation of agencies within DPW managed buildings and oversight of security personnel, procedures and equipment.

The Facilities Management Division works closely with the OPM Asset Management Division regarding campus closure and re-use scenarios. The division interacts with the DPW client teams and statewide programs unit regarding planning and implementation of facility renovations, monitoring and implementation of energy savings programs and asbestos abatement and removal in DPW facilities. Active participation in the state's design/build program is helping to reduce long-term maintenance and operation costs. The division also works closely with the DAS Small Business Set-aside Program providing contracting opportunities to vendors certified by the program.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Operating and Maintenance costs per sq. ft. Hartford area (\$M)	7.81	7.91	7.84	8.0

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions	71	12	0	83	83	77	83	77
General Fund								

**Financial Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	3,253,118	3,009,013	3,909,412	3,619,253	3,409,821	4,076,834	3,840,430	3,624,739
Other Expenses	17,096,988	15,356,483	18,805,954	16,877,684	16,716,506	19,306,558	17,278,288	19,094,506
<b>Capital Outlay</b>								
Equipment	1,000	1,000	13,000	13,000	0	8,000	8,000	0
<b>Other Current Expenses</b>								
Management Services	5,281,742	5,204,275	5,031,573	5,031,573	4,529,548	5,189,257	5,189,257	4,533,683
Facilities Design Expenses	2,161	174,806	181,926	181,926	181,926	191,978	191,978	191,978
TOTAL-General Fund	25,635,009	23,745,577	27,941,865	25,723,436	24,837,801	28,772,627	26,507,953	27,444,906
<b>Facilities Management</b>								

## PROGRAM: LEASING AND PROPERTY TRANSFER

**Statutory Reference:**

C.G.S. Sections 4b-30 and 4b-21

**Statement of Need and Program Objectives:**

To acquire adequate leased facilities of all types for use and occupancy by all state agencies (except the Labor Department and the University of Connecticut) using established state standards and departmental procedures to procure the most economically advantageous terms and conditions. To acquire, sell and transfer real property based on sound economic principles pursuant to the best interests of the state. To lease out state facilities to private parties, where appropriate.

**Program Description:**

At the end of FY '02, this division administered approximately 226 leases with an annual rent roll in excess of \$40 million for approximately 2,987,106 square feet. Objectives are achieved by:

assisting state agencies in determining office space requirements; maintaining an up-to-date statewide inventory of available office space; advertising for office space requirements in excess of 2,500 square feet; conducting extensive site searches for suitable office space to meet agency requirements; negotiating to obtain the best transaction possible; preparing lease proposals for the approval of the Office of Policy and Management and the State Properties Review Board; preparing lease documents for the approval of the Attorney General; performing on-site inspections to ensure renovations are performed in accordance with the approved plans and specifications and lease terms; acquiring, selling, or transferring real property to meet agency requirements; ensuring quality control of lease files; performing lease compliance activities for all leased facilities and leasing state-owned property to private and non profit groups when appropriate.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Average cost per sq. ft. of space leased by the state (\$)	13.47	14.28	15.03	15.9
Cost of sq. ft. Hartford (\$)	13.07	14.37	16.42	16.44

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions	10	2	0	12	12	12	12	12
General Fund								

**Financial Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	578,050	529,828	711,839	711,839	711,839	741,699	741,699	741,699
Other Expenses	76,427	49,273	50,654	50,654	49,273	52,072	52,072	49,273
<b>Other Current Expenses</b>								
Rents and Moving	6,498,178	7,272,940	8,473,811	8,256,597	7,968,811	8,486,517	8,269,303	5,128,917
Capitol Day Care Center	154,196	103,788	112,309	117,771	109,250	115,454	120,916	109,250
Facilities Design Expenses	51,277	49,469	50,896	50,896	50,896	52,426	52,426	52,426
TOTAL-General Fund	7,358,128	8,005,298	9,399,509	9,187,757	8,890,069	9,448,168	9,236,416	6,081,565
<b>Leasing and Property Transfer</b>								

## PROGRAM: FACILITIES DESIGN AND CONSTRUCTION

**Statutory Reference:**

C.G.S. Section 4b-1

**Statement of Need and Program Objectives:**

To manage the planning, design and construction of state-owned facilities, which provide adequate, efficient and environmentally sound

buildings, including associated utilities and site improvements. To provide technical assistance to agency facility managers, including all state-managed institutions.

**Program Description:**

Under this program, the department provides technical assistance and oversight of the design and construction of state projects including: client teams, statewide programs, technical support, special projects, energy management, construction and claims management.

Client Plans and Programs Teams provide client agencies with a single point of contact with the DPW. The four agency teams are empowered to move horizontally throughout the department to gather the technical, administrative, financial, facilities management and lease assistance required to respond to any client agency issue which falls under the department's statutory purview.

A second but important function the client teams provide either with in-house staff or a hired 3<sup>rd</sup> party is construction overview. This construction administration duty is essential to ensure compliance with the intended design and adherence to the established schedule and budget. The construction administrator is responsible for monitoring the status of all assigned projects and reporting the status, when processing change orders and provisions of final completion when accomplished.

The Statewide Services Sections offer services that can review preliminary, basic and final design plans submitted by consultants and also perform in some instances design of smaller projects where immediate need arises. They also assist agencies in emergency situations and with design problems on the construction site. These sections also ensure participation in energy conservation programs and life cycle cost analysis with the Office of Policy and Management and provide project support in the implementation of the Clean Air Act. Additionally, they are involved in programs that administer energy conservation, asbestos removal, lead paint removal and underground fuel tank removal.

The Special Projects Section oversees and administers the minor capital program projects and the major capital improvement projects (Agency Administered) which cost \$500,000 or less (\$2,000,000 or less for the higher education units). In addition, the section enforces all guarantees and bonds on all state projects undertaken under DPW.

The Claims Management Section assists the Office of the Attorney General in processing project claims and develops techniques for the department to avoid future claims.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Construction projects in process at start of FY	138	106	86	74
Construction projects started in FY	29	30	30	30
Construction projects completed in FY	61	50	42	35
Value of projects completed in FY (\$M)	85	175	160	150

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	14	2	0	16	16	16	16	16
Bond Funds	77	0	0	77	77	68	77	68

**Financial Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	136,370	141,177	145,453	145,453	145,453	149,838	149,838	149,838
<i>Other Current Expenses</i>								
Minor Capital Improvements	1,170,514	0	0	0	0	0	0	0
Cap Proj Revolving Fnd Deficit Payment	5,268,958	0	0	0	0	0	0	0
Facilities Design Expenses	3,389,848	3,930,699	3,719,510	3,719,510	3,369,510	3,748,261	3,748,261	3,398,261
TOTAL-General Fund	9,965,690	4,071,876	3,864,963	3,864,963	3,514,963	3,898,099	3,898,099	3,548,099
<i>Additional Funds Available</i>								
Bond Funds	5,104,734	3,865,639	4,320,463	3,865,639	3,270,601	4,762,461	3,865,639	3,270,601
TOTAL - All Funds	15,070,424	7,937,515	8,185,426	7,730,602	6,785,564	8,660,560	7,763,738	6,818,700
<b>Facilities Design &amp; Construction</b>								

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	6,198,852	6,088,916	7,761,429	6,879,692	8,105,368	7,319,794
Other	124,930	106,400	222,011	178,011	233,294	190,294
Overtime	95,174	115,000	115,000	115,000	115,000	115,000
TOTAL-Personal Services Gross	6,418,956	6,310,316	8,098,440	7,172,703	8,453,662	7,625,088
Less Reimbursements	0	-85,000	-85,000	-85,000	-85,000	-85,000
Less Turnover	0	0	-388,071	-388,071	-405,268	-405,268
Less Unsettled Collective Brg Contract Costs	0	0	0	-143,086	0	-291,986
Less Early Retirement Plan Accruals	0	0	0	-30,000	0	-30,000
TOTAL-Personal Services Net	6,418,956	6,225,316	7,625,369	6,526,546	7,963,394	6,812,834
<i>Other Expenses-Contractual Services</i>						
Advertising	63,567	51,884	53,337	51,884	54,830	51,884
Printing And Binding	32,539	21,078	21,669	21,078	22,275	21,078
Dues and Subscriptions	5,262	4,864	5,001	4,864	5,141	4,864
Utility Services	6,526,225	6,620,724	6,729,218	6,620,724	6,848,442	6,620,724

Rents, Storage & Leasing	116,339	85,931	88,337	85,931	90,811	85,931
Telecommunication Services	118,101	174,293	179,173	174,293	184,190	174,293
General Repairs	835,262	787,966	810,029	787,966	832,710	787,966
Motor Vehicle Expenses	61,749	53,503	55,001	53,503	56,541	53,503
Fees For Outside Professional Services	9,173,476	7,990,038	11,289,387	9,350,061	11,627,873	11,728,061
Fees For Non-Professional Services	234,619	254,549	261,677	254,549	269,004	254,549
DP Services, Rentals and Maintenance	276,562	283,986	291,938	283,986	300,114	283,986
Postage	8,977	8,106	8,333	8,106	8,566	8,106
Travel	14,719	11,187	11,500	11,187	11,822	11,187
Other Contractual Services	87,900	70,366	72,336	70,366	74,362	70,366
<i>Other Expenses-Commodities</i>						
Agricultural, Horticultural, and Dairy	27,489	30,805	31,441	30,805	32,182	30,805
Books	3,241	0	0	0	0	0
Law Enforcement, Clothing\Personal Supplies	546	4,864	5,000	4,864	5,140	4,864
Maintenance and Motor Vehicle Supplies	87,400	73,661	75,724	73,661	77,844	73,661
Medical Supplies	805	0	0	0	0	0
Fuel	6,253	1,764	1,787	1,764	1,821	1,764
Office Supplies	79,232	84,308	86,668	84,308	89,095	84,308
Miscellaneous Commodities	145,430	128,161	131,749	128,161	135,438	128,161
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	24,723	30,805	31,668	30,805	32,555	30,805
TOTAL-Other Expenses Gross	17,930,416	16,772,843	20,240,973	18,132,866	20,760,756	20,510,866
Less Reimbursements	0	-750,000	-750,000	-750,000	-750,000	-750,000
TOTAL-Other Expenses Net	17,930,416	16,022,843	19,490,973	17,382,866	20,010,756	19,760,866
<i>Other Current Expenses</i>						
Minor Capital Improvements	1,170,514	0	0	0	0	0
Management Services	5,281,742	5,204,275	5,031,573	4,529,548	5,189,257	4,533,683
Cap Proj Revolving Fnd Deficit Payment	5,268,958	0	0	0	0	0
Rents and Moving	6,498,178	7,272,940	8,473,811	7,968,811	8,486,517	5,128,917
Capitol Day Care Center	154,196	103,788	112,309	109,250	115,454	109,250
Facilities Design Expenses	4,702,043	5,214,794	5,431,814	4,989,078	5,530,965	5,085,643
TOTAL-Other Current Expenses	23,075,631	17,795,797	19,049,507	17,596,687	19,322,193	14,857,493

**Character & Major Object Summary**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	6,418,956	6,225,316	7,625,369	7,031,050	6,526,546	7,963,394	7,477,586	6,812,834
Other Expenses Net	17,930,416	16,022,843	19,490,973	17,562,703	17,382,866	20,010,756	17,982,486	19,760,866
Capital Outlay	1,000	1,000	154,000	117,500	1,000	231,000	129,500	1,000
Other Current Expenses	23,075,631	17,795,797	19,049,507	18,837,755	17,596,687	19,322,193	19,110,441	14,857,493
TOTAL-General Fund Net	47,426,003	40,044,956	46,319,849	43,549,008	41,507,099	47,527,343	44,700,013	41,432,193
<i>Additional Funds Available</i>								
Bond Funds	5,104,734	3,865,639	4,320,463	3,865,639	3,270,601	4,762,461	3,865,639	3,270,601
TOTAL-All Funds Net	52,530,737	43,910,595	50,640,312	47,414,647	44,777,700	52,289,804	48,565,652	44,702,794

# ATTORNEY GENERAL

## AGENCY DESCRIPTION:

<http://www.cslib.org/attygen/>

The primary missions of the Office of the Attorney General are: to provide legal services and representation for state agencies and officials in order to facilitate the efficient and effective provision of services by preventing legal problems from impeding state operations and to initiate affirmative litigation in order to protect the rights and welfare of citizens of the state and the public policies of Connecticut.

To further these missions, the office has initiated a series of structural and procedural measures designed to maximize the delivery of its services. These measures include:

Organization of staff into sixteen legal departments, to allow for effective administrative oversight and maximum staff interaction

resulting in shared knowledge; acquisition of automated systems for legal research, case tracking and word processing, to allow for the highest quality of office product and timeliness and to make available current information for workload management; constant improvement of law library collections and reference services, to produce the highest quality legal work; centralized managerial control of the quality, timeliness and consistency of advisory opinions and litigation; emphasis on recruitment and training of staff, to assure that the office is competitive with private sector law firms in the quality of its staff and services and emphasis on affirmative litigation in order that state revenues be maximized and that the interests of the state and its citizens be protected.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Annualization of FY 03 Reductions
- Remove Inflation
- Transfer Equipment to CEPF
- Layoffs Necessitated by Failure to Achieve Concessions
- Eliminate Funding for Unsettled Collective Bargaining Contracts
- Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan

	2003-2004	2004-2005
	-85,727	-85,727
	-37,276	-75,596
	-223,900	-103,900
	-467,408	-467,408
	-451,088	-766,852
	-350,000	-350,000

## AGENCY PROGRAMS:

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	317	13	0	330	330	318	330	318
Special Transportation Fund	10	1	0	11	11	11	11	11
Consumer Counsel and Public Utility Fund	5	0	0	5	5	5	5	5
Second Injury Fund	14	16	0	30	30	30	30	30
Federal Contributions	2	0	0	2	2	2	2	2
Private Contributions	9	6	0	15	15	15	15	15

### Other Positions Equated to Full Time

	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund	16	16	16	16	16	16

### Agency Programs by Total Funds (Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Legal Services	39,930,626	32,900,623	36,700,038	36,020,309	35,205,998	38,172,385	37,501,654	36,769,023
TOTAL Agency Programs - All Funds Gross	39,930,626	32,900,623	36,700,038	36,020,309	35,205,998	38,172,385	37,501,654	36,769,023
Less Turnover	0	0	-400,000	-400,000	-400,000	-400,000	-400,000	-400,000
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-451,088	0	0	-766,852
Less Early Retirement Plan Accruals	0	0	0	0	-350,000	0	0	-350,000
TOTAL Agency Programs - All Funds Net	39,930,626	32,900,623	36,300,038	35,620,309	34,004,910	37,772,385	37,101,654	35,252,171

### Summary of Funding

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
General Fund Net	26,539,415	27,546,623	30,892,038	30,212,309	28,596,910	32,202,385	31,531,654	29,682,171
Second Injury Fund	1,751,182	1,804,000	1,860,000	1,860,000	1,860,000	1,915,000	1,915,000	1,915,000
Special Funds, Non-Appropriated	423,212	0	0	0	0	0	0	0
Bond Funds	86,284	105,000	0	0	0	0	0	0
Federal Contributions	232,009	224,000	230,500	230,500	230,500	240,000	240,000	240,000
Private Contributions	10,898,524	3,221,000	3,317,500	3,317,500	3,317,500	3,415,000	3,415,000	3,415,000
TOTAL Agency Programs - All Funds Net	39,930,626	32,900,623	36,300,038	35,620,309	34,004,910	37,772,385	37,101,654	35,252,171

## PROGRAM: LEGAL SERVICES

### Statutory Reference:

Sections 3-124 and 3-131

### Statement of Need and Program Objectives:

To facilitate the efficient and effective provision of state services by preventing legal problems from impeding state operations. To advocate before the courts and administrative boards the rights and welfare of citizens of the state and the public policies of Connecticut.

### Program Description:

The Office of the Attorney General is organized into one administrative and sixteen legal departments. Each legal department is based in the Hartford area and consists of attorneys, secretaries and in most cases paralegals and/or investigators. Each department provides the full range of legal services to a group of state agencies. Each also initiates affirmative litigation as appropriate.

Each of the sixteen departments provides the entire range of legal services to groups of related state agencies. These legal services consist primarily of counseling and representation. The counseling function includes the rendering of informal advice and preparation of formal opinions, as well as the drafting and review of regulations, contracts and other instruments for legal sufficiency. The representation function involves representing all state agencies, employees, elected and appointed officials in all phases of litigation in federal and state courts and before administrative tribunals and includes administrative appeals and indemnification of state employees.

The Office of the Attorney General brings suit on behalf of state agencies and officials to enforce the public policies of Connecticut in such areas as consumer protection, the environment, health services, child support and protection, civil rights and collections.

Consumer protection involves such areas as antitrust enforcement, regulation of charitable solicitations and enforcement of banking and insurance laws.

Environment includes protection of the natural resources of Connecticut and the related health and well-being of Connecticut's citizens.

Health services includes regulation of health care institutions and providers.

Child support and protection includes representation of the state in the collection of child support payments under the Title IV-D program and the establishment of paternity cases involving the welfare and safety of children.

Civil rights includes enforcement of laws concerning discrimination in such areas as housing and employment.

Collections includes all efforts to maximize state revenues through pursuit of taxes and other funds due the state.

The central management of the Office of the Attorney General includes an administrative staff and a business office.

The administrative staff oversees, directs and manages the other two subprograms of the office, affirmative litigation and the provision of legal services, including contract review and issuance of advisory opinions. In addition, this staff provides education to the public on legal issues, formulates proposed legislation, maintains the law libraries of the office, recruits and trains personnel, maintains the computer system and plans and develops systems to improve the efficiency and effectiveness of the office.

Under the direction of the administrative staff, the business office performs the functions of payroll, purchasing, accounting, facilities management and preparation of the budget.

### Program Measure

	2001-2002 Actual	2002-2003 Estimated	2003-2004 Projected	2004-2005 Projected
Formal written opinions and informal written advices rendered	1,200	1,200	1,200	1,200
Court Cases Completed	23,723	26,000	26,000	26,000
Legal documents examined	15,734	16,000	16,000	16,000
General Fund dollars collected (000)	333,943	340,000	345,000	345,000

### Personnel Summary

	As of 06/30/2002		2002-2003 Change	2002-2003 Total	2003-2004 Requested	2003-2004 Recommended	2004-2005 Requested	2004-2005 Recommended
	Filled	Vacant						
Permanent Full-Time Positions								
General Fund	317	13	0	330	330	318	330	318
Special Transportation Fund	10	1	0	11	11	11	11	11
Consumer Counsel and Public Utility Fund	5	0	0	5	5	5	5	5
Second Injury Fund	14	16	0	30	30	30	30	30
Federal Contributions	2	0	0	2	2	2	2	2
Private Contributions	9	6	0	15	15	15	15	15

### Other Positions Equated to Full Time

	2001-2002 Actual	2002-2003 Estimated	2003-2004 Requested	2003-2004 Recommended	2004-2005 Requested	2004-2005 Recommended
General Fund	16	16	16	16	16	16

### Financial Summary

	2001-2002 Actual	2002-2003 Estimated	2003-2004 Requested	Current Services	2003-2004 Recommended	2004-2005 Requested	Current Services	2004-2005 Recommended
<b>(Net of Reimbursements)</b>								
Personal Services	24,865,822	26,372,508	29,340,538	28,695,082	28,227,674	30,738,561	30,098,103	29,630,695
Other Expenses	1,524,733	1,173,115	1,607,500	1,693,227	1,570,224	1,643,824	1,729,551	1,568,228
<b>Capital Outlay</b>								
Equipment	1,000	1,000	344,000	224,000	100	220,000	104,000	100
<b>Other Current Expenses</b>								
Computer System Upgrade	147,860	0	0	0	0	0	0	0
<b>TOTAL-General Fund</b>	<b>26,539,415</b>	<b>27,546,623</b>	<b>31,292,038</b>	<b>30,612,309</b>	<b>29,797,998</b>	<b>32,602,385</b>	<b>31,931,654</b>	<b>31,199,023</b>
<b>Additional Funds Available</b>								
Second Injury Fund	1,751,182	1,804,000	1,860,000	1,860,000	1,860,000	1,915,000	1,915,000	1,915,000
Special Funds, Non-Appropriated	423,212	0	0	0	0	0	0	0
Bond Funds	86,284	105,000	0	0	0	0	0	0
Private Contributions	10,898,524	3,221,000	3,317,500	3,317,500	3,317,500	3,415,000	3,415,000	3,415,000
<b>Federal Contributions</b>								
66802 Hazardous Subst Response Tr Fund	164,913	170,000	175,000	175,000	175,000	183,000	183,000	183,000
93777 Cert Health Care Providers	67,096	54,000	55,500	55,500	55,500	57,000	57,000	57,000
<b>TOTAL - All Funds</b>	<b>39,930,626</b>	<b>32,900,623</b>	<b>36,700,038</b>	<b>36,020,309</b>	<b>35,205,998</b>	<b>38,172,385</b>	<b>37,501,654</b>	<b>36,769,023</b>

### Legal Services

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	22,985,009	24,702,699	26,418,921	25,955,057	27,615,812	27,155,946
Other Positions	1,228,517	1,318,842	1,310,600	1,310,600	1,409,000	1,409,000
Other	644,157	686,967	1,947,017	1,298,017	2,059,749	1,411,749
Overtime	8,139	0	10,000	10,000	10,000	10,000
TOTAL-Personal Services Gross	24,865,822	26,708,508	29,686,538	28,573,674	31,094,561	29,986,695
Less Reimbursements	0	-336,000	-346,000	-346,000	-356,000	-356,000
Less Turnover	0	0	-400,000	-400,000	-400,000	-400,000
Less Unsettled Collective Brg Contract Costs	0	0	0	-451,088	0	-766,852
Less Early Retirement Plan Accruals	0	0	0	-350,000	0	-350,000
TOTAL-Personal Services Net	24,865,822	26,372,508	28,940,538	27,026,586	30,338,561	28,113,843

### Other Expenses-Contractual Services

Advertising	2,734	2,259	3,695	3,632	3,700	3,632
Printing And Binding	94,318	57,870	95,000	93,380	97,660	93,380
Dues and Subscriptions	320,537	234,640	294,000	287,430	302,232	291,043
Rents, Storage & Leasing	206,119	171,374	211,000	206,202	215,508	206,202
Telecommunication Services	138,988	116,751	140,000	136,731	143,920	136,731
General Repairs	12,835	20,594	13,000	12,423	13,364	12,423
Motor Vehicle Expenses	20,112	16,705	20,000	19,532	20,560	19,532
Fees For Outside Professional Services	27,564	10,502	57,955	57,661	59,581	57,661
Fees For Non-Professional Services	70,664	63,341	71,000	69,226	72,988	69,226
DP Services, Rentals and Maintenance	252,667	145,664	396,000	390,159	407,088	393,368
Postage	101,286	92,623	104,000	101,407	106,912	101,407
Travel	123,800	189,426	126,000	120,058	129,528	120,058
Other Contractual Services	12,388	17,227	12,550	12,068	12,883	12,068

### Other Expenses-Commodities

Agricultural, Horticultural, and Dairy	202	167	200	197	204	197
Maintenance and Motor Vehicle Supplies	5,055	4,173	5,000	4,883	5,140	4,883
Office Supplies	134,051	101,133	137,500	134,668	141,350	135,216
Miscellaneous Commodities	1,413	1,166	1,100	1,067	206	201
TOTAL-Other Expenses Gross	1,524,733	1,245,615	1,688,000	1,650,724	1,732,824	1,657,228
Less Reimbursements	0	-72,500	-80,500	-80,500	-89,000	-89,000
TOTAL-Other Expenses Net	1,524,733	1,173,115	1,607,500	1,570,224	1,643,824	1,568,228

### Other Current Expenses

Computer System Upgrade	147,860	0	0	0	0	0
TOTAL-Other Current Expenses	147,860	0	0	0	0	0

### *Character & Major Object Summary*

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	24,865,822	26,372,508	28,940,538	28,295,082	27,026,586	30,338,561	29,698,103	28,113,843
Other Expenses Net	1,524,733	1,173,115	1,607,500	1,693,227	1,570,224	1,643,824	1,729,551	1,568,228
Capital Outlay	1,000	1,000	344,000	224,000	100	220,000	104,000	100
Other Current Expenses	147,860	0	0	0	0	0	0	0
TOTAL-General Fund Net	26,539,415	27,546,623	30,892,038	30,212,309	28,596,910	32,202,385	31,531,654	29,682,171

### Additional Funds Available

Second Injury Fund	1,751,182	1,804,000	1,860,000	1,860,000	1,860,000	1,915,000	1,915,000	1,915,000
Special Funds, Non-Appropriated	423,212	0	0	0	0	0	0	0
Bond Funds	86,284	105,000	0	0	0	0	0	0
Federal Contributions	232,009	224,000	230,500	230,500	230,500	240,000	240,000	240,000
Private Contributions	10,898,524	3,221,000	3,317,500	3,317,500	3,317,500	3,415,000	3,415,000	3,415,000
TOTAL-All Funds Net	39,930,626	32,900,623	36,300,038	35,620,309	34,004,910	37,772,385	37,101,654	35,252,171

# OFFICE OF THE CLAIMS COMMISSIONER

## AGENCY DESCRIPTION:

The Claims Commissioner is charged with the responsibility to hear and determine claims against the State and may make awards up to \$7,500 on any given claim. The commissioner makes recommendations to the General Assembly on those claims, which

exceed \$7,500. The Claims Commissioner may authorize a suit against the State if a claim presents an issue of law or fact under which the State, if it were a private person, could be liable.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Annualization of FY 03 Reductions
- Remove Inflation

<u>2003-2004</u>	<u>2004-2005</u>
-7,101	-7,101
-1,435	-2,909

## AGENCY PROGRAMS:

### Personnel Summary

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	4	0	0	4	4	4	4	4

### Agency Programs by Total Funds (Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Claims Adjudication and Administration	402,631	397,360	405,864	413,565	405,029	418,231	428,562	418,552
TOTAL Agency Programs - All Funds Gross	402,631	397,360	405,864	413,565	405,029	418,231	428,562	418,552
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	402,631	397,360	405,864	413,565	405,029	418,231	428,562	418,552
<u>Summary of Funding</u>								
General Fund Net	402,631	397,360	405,864	413,565	405,029	418,231	428,562	418,552
TOTAL Agency Programs - All Funds Net	402,631	397,360	405,864	413,565	405,029	418,231	428,562	418,552

## PROGRAM: CLAIMS ADJUDICATION AND ADMINISTRATION

### Statutory Reference:

C.G.S. Chapter 53

### Statement of Need and Program Objectives:

To receive, hear and adjudicate claims against the State and to authorize payment of claims within the commission's jurisdiction. To recommend other claims for consideration by the legislature or grant permission for claimants to institute suit against the State.

### Program Description:

The Claims Commissioner makes recommendations to the General Assembly on those claims which exceed \$7,500, annually at the start of a legislative session, maintains caseloads, schedules and conducts hearings, receives motions, makes findings and issues orders. During the last three fiscal years, awards were issued at an average of \$143,460 per year.

### Personnel Summary

Permanent Full-Time Positions General Fund	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	4	0	0	4	4	4	4	4

### Financial Summary (Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	223,894	242,577	238,171	245,772	238,671	249,064	259,295	252,194
Other Expenses	34,105	51,258	52,693	52,693	51,258	54,167	54,167	51,258
<u>Capital Outlay</u>								
Equipment	0	100	0	100	100	0	100	100
<u>Other Current Expenses</u>								
Adjudicated Claims	144,632	103,425	115,000	115,000	115,000	115,000	115,000	115,000
TOTAL-General Fund	402,631	397,360	405,864	413,565	405,029	418,231	428,562	418,552
Claims Adjudication and Administration								



## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	218,773	236,866	229,171	231,671	239,264	244,394
Other	5,121	5,711	6,500	6,500	7,300	7,300
Overtime	0	0	2,500	500	2,500	500
TOTAL-Personal Services Gross	223,894	242,577	238,171	238,671	249,064	252,194
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs						
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	223,894	242,577	238,171	238,671	249,064	252,194
<i>Other Expenses-Contractual Services</i>						
Printing And Binding	343	517	531	517	546	517
Rents, Storage & Leasing	2,990	4,494	4,620	4,494	4,749	4,494
Telecommunication Services	920	1,383	1,422	1,383	1,462	1,383
General Repairs	63	95	98	95	101	95
Fees For Outside Professional Services	20,160	30,299	31,147	30,299	32,019	30,299
Fees For Non-Professional Services	13	20	21	20	22	20
DP Services, Rentals and Maintenance	2,196	3,301	3,393	3,301	3,487	3,301
Postage	4,222	6,345	6,523	6,345	6,706	6,345
Other Contractual Services	94	138	142	138	146	138
<i>Other Expenses-Commodities</i>						
Maintenance and Motor Vehicle Supplies	187	281	289	281	297	281
Office Supplies	2,917	4,385	4,507	4,385	4,632	4,385
TOTAL-Other Expenses Gross	34,105	51,258	52,693	51,258	54,167	51,258
Less Reimbursements						
TOTAL-Other Expenses Net	34,105	51,258	52,693	51,258	54,167	51,258
<i>Other Current Expenses</i>						
Adjudicated Claims	144,632	103,425	115,000	115,000	115,000	115,000
TOTAL-Other Current Expenses	144,632	103,425	115,000	115,000	115,000	115,000

<i>Character &amp; Major Object Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	223,894	242,577	238,171	245,772	238,671	249,064	259,295	252,194
Other Expenses Net	34,105	51,258	52,693	52,693	51,258	54,167	54,167	51,258
Capital Outlay	0	100	0	100	100	0	100	100
Other Current Expenses	144,632	103,425	115,000	115,000	115,000	115,000	115,000	115,000
TOTAL-General Fund Net	402,631	397,360	405,864	413,565	405,029	418,231	428,562	418,552

# DIVISION OF CRIMINAL JUSTICE

## AGENCY DESCRIPTION:

<http://www.csa.o.state.ct.us>

The Division of Criminal Justice is constitutionally charged with the investigation and prosecution of all criminal matters in the Superior Court. Pursuant to Article 23 of the Connecticut Constitution, the Division's mission is to contribute to the due process of criminal law and to achieve justice. Article 23, enacted by the voters in 1984, established the Division as an Executive Branch agency and transferred it from the Judicial Branch.

The Chief State's Attorney, as administrative head of the agency, is responsible for planning and establishing agency policy and administering the operations and activities of the central office and over 50 prosecutor's offices throughout the state. These offices are grouped into thirteen Judicial Districts, each supervised by a State's Attorney with the assistance of Supervisory Assistant State's Attorneys, who supervise Geographical Area prosecutors and Supervisory Juvenile Prosecutors who supervise larger Juvenile Matters offices.

The Division is organized into three major activity areas: investigation and prosecution, appellate and collateral litigation and management and support services. These program areas include: prosecution of all felonies, misdemeanors, infractions, motor vehicle offenses and violations arising under state statutes; investigation and prosecution of particular crimes and offenses of statewide scope and/or requiring special expertise and representation of the state in all appellate, post-trial and post conviction proceedings related to criminal matters.

The Division has expanded its activities in the areas of health and social service fraud, gun violence prosecution, computer crime, neighborhood prosecution, domestic violence, youth violence, teen pregnancy, drunk driving and elder abuse. Such crimes often require specialized knowledge and resources. The addition of juvenile

prosecution to the Division's repertoire of duties continues to present specialized issues. The Division attained jurisdiction over juvenile prosecution as a result of Public Act No. 95-225, transferring all Juvenile Prosecutors and staff from the Judicial Branch as of July 1, 1996. Juvenile offenders provide new challenges to prosecutors in that some juveniles may best be diverted to rehabilitative programs to avoid judicial action and detention. However, some juvenile offenders commit crimes serious enough to warrant their transfer to the adult docket. This category of prosecution thus requires the continuing attention of the State's Attorneys.

As a means to improve its efficiency, the Division continues to increase its information technology by providing greater connectivity within the agency, allowing prosecutors and inspectors to share information more easily with each other, as well as with other local, state and federal agencies and resources. Similarly, the agency is working with the Department of Information Technology to identify new methods of document management.

The Division enhanced its continuing education program and has taken steps to enhance the skill of its lawyers by instituting an in-service training program for all prosecutors. This program includes cost-free access to the National Training Center of the National College of District Attorneys where the curriculum includes all aspects of prosecution. Further, the Division plans and participates in regional training exercises with New York and New England states. The Division also sponsors regular training on aspects of Connecticut law, ethics and forensic sciences. Similar training opportunities are provided for inspectors and support staff throughout the state.

## AGENCY PROGRAM INDEX

Investigation and Prosecution	174	Management and Support Services	177
Appellate and Collateral Litigation	176		

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2003-2004</u>	<u>2004-2005</u>
• Annualization of FY 03 Reductions	-156,649	-156,649
• Remove Inflation	-92,266	-199,132
• Transfer Equipment to CEPF	-385,396	-360,396
• Layoffs Necessitated by Failure to Achieve Concessions	-1,444,874	-1,485,576
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-982,311	-2,128,970
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-160,000	-160,000

### Reallocations or Transfers

• Reallocate Funding from the Drug Enforcement Program	284,675	284,675
--	---------	---------

### New or Expanded Services

	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>
• Pickup the Expiring Elder Abuse Prosecution Program	0	132,190	136,156

## AGENCY PROGRAMS:

### Personnel Summary

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Permanent Full-Time Positions								
General Fund	507	19	0	526	526	505	526	507
Federal Contributions	18	0	-18	0	0	0	0	0
Private Contributions	13	0	-9	4	4	4	4	4

### Agency Programs by Total Funds (Net of Reimbursements)

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Investigation and Prosecution	35,482,686	36,927,293	39,196,882	38,881,301	37,421,820	40,352,023	40,052,203	38,603,553
Appellate and Collateral Litigation	2,916,594	3,016,528	3,213,587	3,205,548	3,105,548	3,362,201	3,352,743	3,252,802
Management and Support Services	4,070,680	4,272,625	4,311,240	4,243,124	4,008,095	4,441,362	4,366,892	4,130,595
TOTAL Agency Programs - All Funds Gross	42,469,960	44,216,446	46,721,709	46,329,973	44,535,463	48,155,586	47,771,838	45,986,950

## Budget-in-Detail

Less Turnover	0	0	-387,822	-387,822	-387,822	-406,594	-406,594	-406,594
Less Unsettled Collective Brg Contract Costs	0	0	0	0	-982,311	0	0	-2,128,970
Less Early Retirement Plan Accruals	0	0	0	0	-160,000	0	0	-160,000
<b>TOTAL Agency Programs - All Funds Net</b>	<b>42,469,960</b>	<b>44,216,446</b>	<b>46,333,887</b>	<b>45,942,151</b>	<b>43,005,330</b>	<b>47,748,992</b>	<b>47,365,244</b>	<b>43,291,386</b>
<i>Summary of Funding</i>								
General Fund Net	39,037,373	41,180,977	43,612,276	43,220,540	40,283,719	45,633,242	45,249,494	41,175,636
Special Funds, Non-Appropriated	381,359	0	0	0	0	0	0	0
Bond Funds	198,410	0	0	0	0	0	0	0
Federal Contributions	1,486,276	1,628,672	1,315,612	1,315,612	1,315,612	773,896	773,896	773,896
Private Contributions	1,366,542	1,406,797	1,405,999	1,405,999	1,405,999	1,341,854	1,341,854	1,341,854
<b>TOTAL Agency Programs - All Funds Net</b>	<b>42,469,960</b>	<b>44,216,446</b>	<b>46,333,887</b>	<b>45,942,151</b>	<b>43,005,330</b>	<b>47,748,992</b>	<b>47,365,244</b>	<b>43,291,386</b>

## PROGRAM: INVESTIGATION AND PROSECUTION

### Statutory References:

C.G.S. Sections 51-276, 51-286e, 54-821-m and 54-36h

### Statement of Need and Program Objectives:

To represent the people of the State of Connecticut in the investigation and prosecution of all felonies, misdemeanors and motor vehicle offenses against the laws of the State of Connecticut and the ordinances of local government after arrest by state or local law enforcement officials.

### Program Description:

Thirteen Judicial District (JD) State's Attorneys' Offices handle major felonies. Twenty-three Geographic Area (GA) Offices are responsible for lesser felonies and misdemeanors, including motor vehicle and criminal infractions. Thirteen Juvenile Matters Offices are responsible for juvenile crimes.

Prosecutors in Connecticut are assigned to specific office locations and the process of handling cases is the same in both JD and GA locations.

Throughout the process, significant time may be spent in negotiation with defense counsel, with the anticipated result being that many cases are resolved without a jury or court trial. In capital cases, prosecution requires the attention of more than one prosecutor and centralized research assistance is provided by Appellate Bureau staff who specialize in capital litigation.

In addition to the ongoing review of filed criminal cases, substantial prosecutor time must be devoted, on a daily basis, to the review and issuance of arrest, re-arrest and search warrants, as well as post-conviction actions, such as sentence review and the collection of forfeited bail bonds. The Division is responsible for the extradition of prisoners from other states and for bringing in witnesses needed for trial who reside in other states.

The volume of capital felony prosecutions in the state has significantly increased. As of September 2002, some 19 capital cases were pending in the state's courts. Of this number, some 16 cases were pending in the Superior Court and 3 were on appeal because of their inherent complexity.

Certain statutory provisions add to time and staff constraints on the offices. The Division is required to inform victims of all steps in the prosecution of cases and Connecticut's speedy trial law requires that all incarcerated defendants be tried within eight months of arrest.

Juvenile Prosecution: The addition of juvenile prosecution to the Division's responsibilities on July 1, 1996, has brought with it the full gamut of offenses, from truancy to capital crimes. (See Public Act 95-225.) The transfer of jurisdiction from the Judicial Branch now permits prosecutors to have access to all juvenile records, so that the transfer of the most serious juvenile offenders to the adult docket may be made with the benefit of complete information about the offender. Juvenile matters are handled by Juvenile Prosecutors in courthouses separate from Judicial District facilities, although recently constructed courthouses now provide facilities for both adult and juvenile matters prosecutors. In some cases, Divisional juvenile court jurisdictions cross Judicial District boundaries, thus requiring supervision by more than one State's Attorney. The Office of the Chief State's Attorney provides statewide coordination of juvenile matters. The Division of Criminal Justice has taken substantial steps to improve the effectiveness of juvenile prosecution by the hiring of additional Juvenile Investigators and Juvenile Prosecutors to cope with the state's growing juvenile matters docket.

Domestic Violence Prosecution: Through federal and state funding, the Division of Criminal Justice has enhanced its prosecution of domestic violence in Bridgeport, Hartford, New Haven, Stamford and Waterbury where prosecutors are given specialized training and handle domestic violence cases exclusively. They work with judicial, police and social service agencies to create a global approach that recognizes the special needs of victims and the importance of accountability for offenders. This approach includes a specialized Statutory Rape Unit, which focuses on the victimization of young females by older males, both through investigation and prosecution, but also by outreach programs designed to prevent teen pregnancy.

Drug Prosecution: The Division receives state funds for drug prosecution programs. An important factor in the prosecution of drug cases is that, unlike other crimes, there is a strong treatment element associated with the use of drugs. Prosecutors are often called on to make very complex decisions concerning incarceration or treatment in cases that involve drugs. Thus it is imperative that dedicated prosecutors are assigned to drug enforcement. The Statewide Drug Prosecution Unit is an important part of the Division of Criminal Justice's response to the drug problem because it supplies these necessary resources to six State's Attorney's Offices for the purpose of responding to the most serious of drug cases and directing others to appropriate treatment.

Drug Asset Forfeiture: The state is permitted by state law to pursue proceeds of illicit drug trafficking and accomplishes this through civil action in which the Division seeks forfeiture of the proceeds to the state through legal standards different than those used in criminal actions. Through a specialized civil proceeding, the state seeks court orders for the forfeiture of such funds as a means to deter criminal activity. These proceeds, in turn, provide support for ongoing law enforcement activities and programs for local and state agencies.

Housing Court: Prosecutors assigned to Housing Matters prosecutions deal with criminal cases in the state's urban areas and deal with issues including fire code violations, lead paint abatement and building code violations. These amount to about 200 prosecutions per year, with a like number negotiated to resolution. The position of Housing Court Prosecutor has become very specialized, with knowledge of building codes now necessary.

Community Court: This specialized session of the Superior Court in Hartford was created in 1997 by the state legislature. Through an innovative partnership between the Judicial Branch, city officials and the Division of Criminal Justice, this court handles "quality of life" offenses which otherwise would be assigned to the regular court docket. These crimes and violations are targeted because of their impact on the public safety of citizens and their contribution to the deterioration of many neighborhoods. From November, 1998 through August 31, 2002, the Division prosecuted over 28,000 cases, resulting in some 105,000 hours of community service, 8,413 referrals to human service providers and over 1,250 referrals to Hartford-area mediation.

Office of the Chief State's Attorney conducts investigations and prosecutions on a statewide basis in a number of different specialized areas. Pre-arrest activities are organized based on their highly technical, complex or statewide nature. In the majority of cases that fall into these areas, referrals will be made from state or local police departments or the State's Attorney's Offices throughout the state.

The Asset Forfeiture Bureau works in conjunction with prosecutors handling drug-related prosecutions by filing civil actions for the forfeiture to the state of property or assets used in the commission of

the drug-related crime. The Bureau thus provides income to the state through forfeited assets and, further, sends the strong message to criminals that the fruits of their crimes will be used for future law enforcement efforts to combat drug trafficking. In recent years approximately \$1.1 million has been collected annually in drug asset forfeitures.

The Nuisance Abatement Unit currently has four prosecutors assigned to it. Since Unit inception, these prosecutors have developed three programs related to nuisance abatement and quality of life issues and have produced training materials and literature used in educating law enforcement agencies and community watch groups. The first program is centered on the effective use of Public Act 98-220, which authorizes state prosecutors to bring civil "nuisance" actions against persons and property that are involved in certain types of illegal activity (drug trafficking, illegal gambling, prostitution, obscenity involving minors, illegal liquor sales, "chop shops" and others inciting injury to persons or property.) The second program, Multi-Agency Response to Community HotSpots (M.A.R.C.H.), addresses problem properties through targeted administrative inspections. The third program, Landlord Intervention Program (LIP), affords the cooperating landlord an opportunity to correct problems at their properties with the assistance of the local police and the Chief State's Attorney's Office.

The Statewide Prosecution Bureau consists of Assistant State's Attorneys and Inspectors who investigate and prosecute criminal violations relating to public corruption, economic fraud, environmental laws, election laws and other designated matters. In addition, this Bureau provides assistance to local State's Attorneys' Offices as needed, to ensure adequate coverage of the courts and serves to assist in the prosecution of pre-arrest matters. Units within the Bureau, such as the Statewide Prosecution Unit for the Environment, focus on particular offenses and legislative mandates.

The Elder Abuse Unit was established in the Office of the Chief State's Attorney in 2000. The creation of this unit recognizes the increasing incidence of crimes against the elderly, ranging from telemarketing scams to outright physical abuse. Prosecutors and Investigators assigned to this Unit work with other local, state and federal agencies to ferret out such abuses of the aged and vertically prosecute them. In 2002, the Unit added a second prosecutor specializing in spousal abuse issues.

The Medicaid Fraud Control Unit, created in 1978, protects the State of Connecticut and its citizens by investigating and prosecuting fraud

committed by health care professionals and facilities that provide services paid for by the Connecticut Medicaid program. In addition, the Unit investigates and prosecutes abuse and neglect of patients by Medicaid providers as well as misappropriation of patients' personal funds. The Medicaid Fraud Control Unit is headed by a director who reports directly to the Deputy Chief State's Attorney for Operations.

The Gang and Continuing Criminal Activities Bureau is charged with the vertical prosecution of gang-related crimes across the state, as well as other organized criminal activity, through use of the state's CORA (Corrupt Organization and Racketeering Act) laws. The Bureau staff works closely with other law enforcement agencies.

The Health and Social Service Fraud Bureau has the broad responsibility of investigating and prosecuting offenses related to social services recipient and provider fraud, private health care fraud and workers' compensation fraud. Through designated units, these areas are investigated and prosecuted by experienced staff, who work closely with other state agencies, such as the Department of Social Services.

The Statutory Rape Unit, which is one of the newer units in the Health and Social Service Fraud Bureau, targets older men who sexually assault underage girls. The statewide Unit is the first of its kind in the United States and, working in conjunction with the Governor's Office, the Department of Social Services and other agencies, seeks not only to prosecute offenders, but also to deter such activity, prevent teenage pregnancy and encourage girls to report such sexual assaults.

The Witness Protection Unit was formally created in 1999 as a result of Public Act 99-40 and implements the Leroy Brown, Jr. and Karen Clarke Witness Protection Program. The Unit administers a statewide program, in cooperation with the State's Attorneys and local, state and federal law enforcement agencies, to identify and protect witnesses in criminal proceedings where there is evidence of substantial danger that the witness may suffer from intimidation or retaliatory violence. Through a variety of means, tailored to the unique circumstances presented by each witness, the Witness Protection Unit coordinates protection to such witnesses so that both their safety and the administration of justice are preserved. Services rendered include temporary relocation, semi-permanent relocation in or outside Connecticut and police protection. Since its inception, the Unit has handled 204 witness protection matters and has assisted 540 persons with some form of protection.

### ***Program Measure***

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
<b>ADULT PROSECUTION:</b>				
Active pending cases-JD (July 1)	2,931	3,323	3,300	3,300
Active pending cases-GA (July 1) - includes motor vehicle	113,635	117,499	117,000	117,000
Cases added-JD	3,209	3,300	3,300	3,300
Cases added-GA - includes motor vehicle	227,588	240,000	240,000	240,000
Pending Cases per FT JD prosecutor	34	39	40	40
Pending Cases per FT GA prosecutor	1,015	1,049	1,060	1,060
Trials-JD	158	175	180	180
Dispositions-JD	2,817	3,000	3,000	3,000
Dispositions-GA	352,407	350,000	350,000	350,000
<b>JUVENILE PROSECUTION:</b>				
Delinquency Case In-Take	15,873	16,000	16,500	16,500
Delinquency Case Disposals	15,336	15,570	16,000	16,000
Family With Service Needs In-Take	4,876	5,000	5,200	5,200
Family With Service Needs Disposals	4,572	4,700	4,900	4,900
Youth in Crisis - New Cases	943	1,600	1,700	1,700
Youth in Crisis - Disposed Cases	767	1,400	1,500	1,500
<b>STATEWIDE ACTIVITY:</b>				
Investigations Opened	815	800	800	800
Investigations Closed	810	790	790	790
Fines (\$)	674,480	75,000	75,000	75,000
Restitution (\$)	4,029,902	4,200,000	4,200,000	4,200,000
<b>DRUG ASSET FORFEITURE:</b>				
New Cases	1,178	1,200	1,200	1,200
Cases Disposed Of	396	400	400	400

## Budget-in-Detail

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	433	16	0	449	449	431	449	433
Federal Contributions	17	0	-17	0	0	0	0	0
Private Contributions	13	0	-9	4	4	4	4	4
<b>Financial Summary</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	29,233,452	31,189,311	33,126,685	33,054,579	32,060,125	34,752,937	34,664,858	33,744,345
Other Expenses	1,584,978	1,540,125	1,612,306	1,601,892	1,530,848	1,657,322	1,646,905	1,532,595
<b>Capital Outlay</b>								
Equipment	503,054	347,700	533,840	320,779	1,000	511,340	324,096	1,000
<b>Other Current Expenses</b>								
Forensic Sex Evidence Exams	222,275	316,593	342,586	342,586	316,593	352,178	352,178	316,593
Training and Education	32,451	41,124	44,500	44,500	42,673	45,746	45,746	43,704
Expert Witnesses	219,554	173,444	260,000	240,000	230,150	270,800	256,720	240,150
Medicaid Fraud Control	587,593	589,351	667,519	667,519	630,985	764,845	764,845	728,311
<b>TOTAL-General Fund</b>	<b>32,383,357</b>	<b>34,197,648</b>	<b>36,587,436</b>	<b>36,271,855</b>	<b>34,812,374</b>	<b>38,355,168</b>	<b>38,055,348</b>	<b>36,606,698</b>
<b>Additional Funds Available</b>								
Special Funds, Non-Appropriated	381,359	0	0	0	0	0	0	0
Private Contributions	1,358,618	1,406,797	1,405,999	1,405,999	1,405,999	1,341,854	1,341,854	1,341,854
<b>Federal Contributions</b>								
16523 Juvenile Accountability Grants	404,118	218,309	227,041	227,041	227,041	0	0	0
16579 Byrne Formula Grant Program	542,056	584,449	437,112	437,112	437,112	125,736	125,736	125,736
16586 Violent Offender/Truth in Senten	276,240	480,090	499,294	499,294	499,294	519,265	519,265	519,265
16590 Gts to Encourage Arrest Policies	82,174	0	0	0	0	0	0	0
16609 Community Prosecution/Safe Neigh	54,764	40,000	40,000	40,000	40,000	10,000	10,000	10,000
<b>TOTAL - All Funds</b>	<b>35,482,686</b>	<b>36,927,293</b>	<b>39,196,882</b>	<b>38,881,301</b>	<b>37,421,820</b>	<b>40,352,023</b>	<b>40,052,203</b>	<b>38,603,553</b>
<b>Investigation and Prosecution</b>								

## PROGRAM: APPELLATE AND COLLATERAL LITIGATION

**Statutory Reference:**

C.G.S. Sections 51-276, 51-277, 51-279 and 51-279b

**Statement of Need and Program Objectives:**

To participate on behalf of the state in all appellate, post-trial and post-conviction proceedings arising out of the initiation of any criminal action, whether or not the proceedings are denominated civil or criminal for other purposes. To provide research in matters of criminal law and legislation to further specific prosecutorial action and agency policy.

**Program Description:**

Criminal prosecution and investigation generates numerous pre- or post-arrest activities that involve extensive legal research and specialized skills. The Appellate Bureau's activities include: handling direct appeals in criminal cases, whether in the state or federal appellate court system; representing the state in state and federal habeas corpus matters referred to it by the field offices; conducting legal research to assist Division personnel as well as responding to state and municipal law enforcement agencies' information requests; coordinating capital research and litigation on a statewide basis; providing representation of agency interests in collateral litigation, such as habeas corpus and subpoenas of agency personnel and implementing the agency's responsibility in the collection of bonds forfeited in criminal cases.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
State Supreme & Appellate Court Appeals Pending	775	702	702	702
Habeas Corpus, State and Federal Court Pending	340	350	350	350
U.S. Supreme Court Appeals Pending	12	11	11	11
Bond Forfeiture Collections	7,140,900	7,000,000	7,000,000	7,000,000
Witness Protection Cases Assisted	66	80	80	80

**Personnel Summary**

<i>Permanent Full-Time Positions</i>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	36	1	0	37	37	36	37	36

**Financial Summary**  
**(Net of Reimbursements)**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,660,257	2,775,529	2,961,091	2,954,646	2,865,755	3,102,633	3,094,770	3,012,589

Other Expenses	243,683	235,733	246,798	245,204	234,329	253,710	252,115	234,616
<u>Capital Outlay</u>								
Equipment	8,500	0	0	0	0	0	0	0
<u>Other Current Expenses</u>								
Training and Education	4,154	5,266	5,698	5,698	5,464	5,858	5,858	5,597
TOTAL-General Fund	2,916,594	3,016,528	3,213,587	3,205,548	3,105,548	3,362,201	3,352,743	3,252,802

**Appellate and Collateral Litigation****PROGRAM: MANAGEMENT AND SUPPORT SERVICES****Statutory Reference:**

C.G.S. Sections 51-276 and 54-142h

**Statement of Need and Program Objectives:**

To direct and coordinate the policy, planning and administration of the Division of Criminal Justice. To ensure that the personnel, payroll, budgeting, accounting, information technology, training and service requirements of the central office and 50 geographically disparate field offices are met in a timely and efficient manner.

**Program Description:**

Management and Support Services coordinates a variety of activities and services that respond to the programmatic and logistical demands of the Division. The responsibilities include:

Establishes and enforces policy for the Division, develops and supports legislation related to the criminal justice process, coordinates training and develops manuals related to new issues in prosecution and the law, implements collective bargaining agreements and coordinates all grant applications and awards.

Planning, implementation and service delivery for budget, payroll, purchasing, accounting, auditing, data systems, inventory control, communications and personnel functions, including labor relations, are handled in the central office. Financial and personnel records are maintained for each office location and in aggregate.

Providing information technology policies and strategies in conjunction with the Department of Information Technology, such as: planning for

major infrastructure improvements to allow greater connectivity between all prosecutor offices and the Office of the Chief State's Attorney, establish electronic means for document management and legal research and implement CJIS (Criminal Justice Information System) initiatives as they occur. The increasing use of information technology has enabled the agency to come closer to "paperless" processing of many accounting, human resources, purchasing and payroll functions.

Delivering in-service training on issues of criminal law, ethics and forensic science, as well as diversity training, workplace violence training and management training. The Division has prepared a criminal records manual for police departments and has conducted training sessions for police records officers. For example, the Division published a "Search & Seizure" legal guide for police and prosecutors throughout the state.

Providing the Employee Assistance Program (EAP) in conjunction with the University of Connecticut. Other activities performed by Management Services include: processing complaints concerning Division personnel; coordinating prisoner transportation for extradition; planning facilities for field offices; records retention; managing the agency's fleet of vehicles; coordinating firearms training and law enforcement related purchases and organizing and conducting training sessions for prosecutors and support staff. The Division is required by statute to conduct random audits of agencies retaining criminal records to insure that these agencies comply with state law.

**Program Measure**

	2001-2002	2002-2003	2003-2004	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Purchase orders/Invoices processed	123/3,998	125/4,000	125/4,000	125/4,000
Service transfers	243	225	225	225
Payroll changes	4,006	4,000	4,000	4,000
TRAINING:				
# of Professional Development Training Experiences	307	310	310	310
# of Employees Provided Diversity Training	11	15	15	15
# of Employees Trained in Sexual Harassment Prevention	8	12	12	12
# of Sexual Assault Exams Subsidized by State	756	775	775	775

**Personnel Summary**

	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	38	2	0	40	40	38	40	38
Federal Contributions	1	0	-1	0	0	0	0	0

**Financial Summary  
(Net of Reimbursements)**

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,454,215	2,521,161	2,694,434	2,688,569	2,607,683	2,803,806	2,796,700	2,722,435
Other Expenses	884,201	869,073	927,653	921,661	880,786	952,664	946,676	880,968
<u>Capital Outlay</u>								
Equipment	110,946	14,903	140,960	84,701	0	88,960	56,384	0
<u>Other Current Expenses</u>								
Witness Protection	244,438	514,663	400,000	400,000	372,913	440,000	411,200	372,913
Training and Education	26,272	33,295	36,028	36,028	34,548	37,037	37,037	35,384
Expert Witnesses	17,350	13,706	0	0	0	0	0	0
TOTAL-General Fund	3,737,422	3,966,801	4,199,075	4,130,959	3,895,930	4,322,467	4,247,997	4,011,700
<u>Additional Funds Available</u>								
Bond Funds	198,410	0	0	0	0	0	0	0
Private Contributions	7,924	0	0	0	0	0	0	0
<b>Federal Contributions</b>								
16523 Juvenile Accountability Grants	27,455	0	0	0	0	0	0	0
16579 Byrne Formula Grant Program	7,507	0	0	0	0	0	0	0
16609 Community Prosecution/Safe Neigh	32	199,000	0	0	0	0	0	0



# CRIMINAL JUSTICE COMMISSION

## AGENCY DESCRIPTION:

<http://www.cjc.state.ct.us>

The Criminal Justice Commission is composed of the Chief State's Attorney and six members nominated by the Governor and appointed by the General Assembly. The commission is charged with making

certain prosecutorial appointments as required by statute or at the request of the Chief State's Attorney.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Annualization of FY 03 Reductions
- Remove Inflation

<u>2003-2004</u>	<u>2004-2005</u>
-59	-59
-33	-67

## AGENCY PROGRAMS:

<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Enhance Oper-Div of Criminal Justice	544	1,136	1,195	1,228	1,136	1,228	1,262	1,136
TOTAL Agency Programs - All Funds Gross	544	1,136	1,195	1,228	1,136	1,228	1,262	1,136
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	544	1,136	1,195	1,228	1,136	1,228	1,262	1,136
<i>Summary of Funding</i>								
General Fund Net	544	1,136	1,195	1,228	1,136	1,228	1,262	1,136
TOTAL Agency Programs - All Funds Net	544	1,136	1,195	1,228	1,136	1,228	1,262	1,136

## PROGRAM: ENHANCE THE OPERATION OF THE DIVISION OF CRIMINAL JUSTICE

### Statutory Reference:

Section 51-275a

### Statement of Need and Program Objectives:

To appoint well qualified individuals to certain prosecutorial positions as required by statute or at the request of the Chief State's Attorney.

### Program Description:

The Criminal Justice Commission appoints the Chief State's Attorney, two deputy chief state's attorneys and a state's attorney for each judicial district and may fill any prosecutor vacancy at the request of the Chief State's Attorney or State's Attorneys.

<i>Financial Summary (Net of Reimbursements)</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Other Expenses	544	1,136	1,195	1,228	1,136	1,228	1,262	1,136
TOTAL-General Fund	544	1,136	1,195	1,228	1,136	1,228	1,262	1,136
Enhance Oper-Div of Criminal Justice								

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Other Expenses-Contractual Services</i>						
Other Contractual Services	544	1,136	1,195	1,136	1,228	1,136
TOTAL-Other Expenses Gross	544	1,136	1,195	1,136	1,228	1,136
Less Reimbursements						
TOTAL-Other Expenses Net	544	1,136	1,195	1,136	1,228	1,136

<i>Character &amp; Major Object Summary</i>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Other Expenses Net	544	1,136	1,195	1,228	1,136	1,228	1,262	1,136
TOTAL-General Fund Net	544	1,136	1,195	1,228	1,136	1,228	1,262	1,136



# STATE MARSHAL COMMISSION

## AGENCY DESCRIPTION:

The State Marshal Commission is an independent agency charged with overseeing the administration of the state marshals.

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-2,750	-2,750
• Remove Inflation	-1,540	-3,124
• Transfer Equipment to CEPF	-2,400	-2,900
• Increase Funds Provided Through the State Marshal Annual Fee	-62,500	-62,500
<i>Increase fee from \$250 to \$500. Change the State Marshal Account from a non-lapsing to a lapsing account; increase the amount available to support the Commission expenditures from \$250,000 to \$312,500.</i>		

## AGENCY PROGRAMS:

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	4	0	0	4	4	4	4	4
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
State Marshal Commission	246,473	475,733	489,916	463,064	456,374	501,858	476,066	467,292
TOTAL Agency Programs - All Funds Gross	246,473	475,733	489,916	463,064	456,374	501,858	476,066	467,292
Less Turnover								
Less Unsettled Collective Brg Contract Costs								
Less Early Retirement Plan Accruals								
TOTAL Agency Programs - All Funds Net	246,473	475,733	489,916	463,064	456,374	501,858	476,066	467,292
<b>Summary of Funding</b>								
General Fund Net	208,659	225,733	239,916	213,064	143,874	251,858	226,066	154,792
Private Contributions	37,814	250,000	250,000	250,000	312,500	250,000	250,000	312,500
TOTAL Agency Programs - All Funds Net	246,473	475,733	489,916	463,064	456,374	501,858	476,066	467,292

## PROGRAM: STATE MARSHALS

### Statutory Reference:

PA 00-99; Sections 8, 150-152

### Statement of Need or Program Objective:

To oversee the administration of the state marshals providing legal execution and service of process throughout the State.

### Program Description:

The State Marshal Commission consists of 8 voting members. One member of the commission is appointed by each, the Supreme Court Chief Justice (whose appointee must be a judge), the House Speaker, the Senate president pro tempore, the House and Senate majority and minority leaders, and the Governor (who appoints the chairperson).

The chairperson serves a three-year term and no more than four members (excluding the chairperson) can belong to the same political party. At least three of the seven non-judicial members (excluding the chairperson) must not be members of any state bar. No member can be a state marshal, but two state marshals from the State Marshal Advisory Board serve as non-voting members.

The commission sets professional standards, training requirements and minimum fees for execution and service of process. It must also review and audit the records and accounts of state marshals.

The commission also adopts rules for conduct of the commission's internal affairs and for the application and investigation requirements for filling state marshal vacancies and conducts hearings for the removal of state marshals.

<b>Personnel Summary</b>	As of 06/30/2002		2002-2003	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	4	0	0	4	4	4	4	4
<b>Financial Summary (Net of Reimbursements)</b>	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	167,895	173,383	178,376	154,024	91,524	189,234	164,942	102,442
Other Expenses	35,764	52,250	56,540	56,540	52,250	58,124	58,124	52,250
<b>Capital Outlay</b>								
Equipment	5,000	100	5,000	2,500	100	4,500	3,000	100

TOTAL-General Fund	208,659	225,733	239,916	213,064	143,874	251,858	226,066	154,792
<i>Additional Funds Available</i>								
Private Contributions	37,814	250,000	250,000	250,000	312,500	250,000	250,000	312,500
TOTAL - All Funds	246,473	475,733	489,916	463,064	456,374	501,858	476,066	467,292

## State Marshal Commission

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2001-2002	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	159,259	164,743	169,376	89,392	179,734	99,958
Other	8,636	8,640	9,000	2,132	9,500	2,484
TOTAL-Personal Services Gross	167,895	173,383	178,376	91,524	189,234	102,442
Less Reimbursements						
Less Turnover						
Less Unsettled Collective Brg Contract Costs						
Less Early Retirement Plan Accruals						
TOTAL-Personal Services Net	167,895	173,383	178,376	91,524	189,234	102,442

*Other Expenses-Contractual Services*

Advertising	975	1,000	1,542	1,500	1,585	1,500
Printing And Binding	560	775	1,028	1,000	1,057	1,000
Rents, Storage & Leasing	5,016	6,000	6,168	6,000	6,341	6,000
Telecommunication Services	2,022	3,000	3,084	3,000	3,170	3,000
General Repairs	1,066	1,500	2,056	2,000	2,114	2,000
Fees For Outside Professional Services	3,000	4,613	4,742	4,613	4,875	4,613
DP Services, Rentals and Maintenance	2,869	4,500	4,626	4,500	4,756	4,500
Postage	3,000	5,000	5,140	5,000	5,284	5,000
Travel	38	1,000	1,028	1,000	1,056	1,000
Other Contractual Services	263	500	1,028	750	1,057	750

*Other Expenses-Commodities*

Books	1,187	2,000	2,056	1,500	2,114	1,500
Office Supplies	7,207	12,362	13,762	11,387	14,147	11,387
Miscellaneous Commodities	8,561	10,000	10,280	10,000	10,568	10,000
TOTAL-Other Expenses Gross	35,764	52,250	56,540	52,250	58,124	52,250
Less Reimbursements						
TOTAL-Other Expenses Net	35,764	52,250	56,540	52,250	58,124	52,250

*Character & Major Object Summary*

	2001-2002	2002-2003	2003-2004	Current	2003-2004	2004-2005	Current	2004-2005
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	167,895	173,383	178,376	154,024	91,524	189,234	164,942	102,442
Other Expenses Net	35,764	52,250	56,540	56,540	52,250	58,124	58,124	52,250
Capital Outlay	5,000	100	5,000	2,500	100	4,500	3,000	100
TOTAL-General Fund Net	208,659	225,733	239,916	213,064	143,874	251,858	226,066	154,792
<i>Additional Funds Available</i>								
Private Contributions	37,814	250,000	250,000	250,000	312,500	250,000	250,000	312,500
TOTAL-All Funds Net	246,473	475,733	489,916	463,064	456,374	501,858	476,066	467,292

