

8/8/56

Memorandum to Law Revision Commission

Subject: Budget for 1957-58

Mr. Stephani of the Department of Finance has requested us to submit our budget for 1957-58 as soon as possible.

Attached is a proposed budget for 1957-58, showing comparative figures for each of our prior years of operation, together with a brief statement relating to the items for 1957-58.

SUPPORT EXPENDITURES DETAIL	NO. OF POSITIONS				ACTUAL	ACTUAL	BUDGETED	PROPOSED
	54-55 (Filled)	55-56 (Filled)	56-57 (Auth.)	57-58 (Auth.)	1954-55	1955-56	1956-57	1957-58
SALARIES AND WAGES								
Commission members (7) per diem	-	-	-	-	\$1,380	\$1,040	\$3,360	\$2,000
Executive Secretary (one-half time)	1	1	1	1	6,000	6,300	6,900	6,900
Assistant Counsel	-	-	-	1	-	-	-	6,060
Junior Counsel	0.4	1	1	1	1,790	4,721	5,474	4,980
Senior Stenographer-Clerk	1	0.8	-	-	3,470	3,175	-	-
Senior Legal Stenographer	-	0.2	1	1	-	682	4,550	4,780
Intermediate Stenographer-Clerk	-	0.2	1	1	-	427.17	3,372	3,484
Totals, Salaries & Wages	2.4	3.2	4	5	12,640	16,345.17	23,656	28,204
OPERATING EXPENSES								
Office					590.80	959.67	600	1,000
Printing & Binding					939.94	875.92	6,000	6,000
Traveling-in-State					3,083.17	2,161.14	8,540	4,000
Travel-out-of-State					-	379.25	500	500
Telephone and Telegraph:								
Exchange charges					512.12	262.43	250	265
Long distance					-	281.49	300	300
Postage					217.60	330.50	500	350
Research Services					4,529.02	16,754.69	21,800	15,000
Subscriptions					-	259.75	-	300
Revision Education Code					11,617.63	-	-	-
Totals, Operating Expenses					21,490.28	22,264.84	38,490	25,715
EQUIPMENT								
Office - additional					69.09	1,516.26	200	550
TOTALS, SUPPORT					<u>34,199.37</u>	<u>40,126.27</u>	<u>62,346</u>	<u>54,469</u>

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EXPLANATION OF PROPOSED
BUDGET FOR 1957-58

1. SALARIES AND WAGES.

Commission Members (7) per diem (\$2,000): This item has been reduced by \$1,360 in view of the fact that per diem charges have run considerably less than estimated in previous years.

Executive Secretary (\$6,900): Same as for 1956-57.

Assistant Counsel (\$6,060): This figure is fixed on the assumption that we will establish the Assistant Counsel position as of November 1, 1956 and fill it immediately; thus the salary will be \$505 for the first four months of fiscal year 1957-58 and \$530 for the remaining eight months.

Junior Counsel (\$4,980): This figure is fixed at the beginning rate for the Junior Counsel position on the assumption that the position will not be filled until the beginning of 1957-58.

Senior Legal Stenographer (\$4,780): This figure takes into account regular increases in the pay for this position.

Intermediate Stenographer-Clerk (\$3,484): This figure is fixed on the assumption that we will begin a full time Intermediate Stenographer-Clerk as of November 1, 1956; thus the rate will be \$281 for the first four months of 1957-58 and \$295 for the remaining eight months.

2. OPERATING EXPENSES.

Office (\$1,000): This figure has been increased to \$1,000 because our expenses in 1955-56 were almost that much.

Printing and Binding (\$6,000): This figure is based on the assumption that the recommendations made in my memorandum on printing of reports will be accepted.

Traveling-in-State (\$4,000): This figure is reduced from \$8,540 because our travel expense in 1954-55 and 1955-56 ran considerably less than we had anticipated.

Traveling-out-of-State (\$500): This figure is the same as for 1956-57.

Telephone and Telegraph. (a) Exchange charges (\$265): This figure has been increased slightly to cover charges at the present rate. (b) Long Distance (\$300): This is the same as for 1956-57.

Postage (\$350): This figure has been reduced from \$500 because expenses have run less than anticipated.

Research Services (\$15,000): This is a rough estimate for present purposes based on the assumption that the commission will recommend approximately fifteen topics and that most of them will be somewhat broader in scope than topics in previous years so that the cost of research will average about \$1,000 per topic. The 1956-57 figure was based on the assumption that research would cost approximately \$800 per topic.

Subscriptions (\$300): This is slightly larger than the cost of subscriptions in 1955-56 on the assumption that other members of the commission may desire subscriptions in future years.

3. EQUIPMENT.

Office - additional (\$550): This item assumes that the position of Assistant Counsel will be established and includes \$300 for the purpose of buying office equipment for an additional person. It also includes \$250 for files which we find we must acquire at a rate of approximately two per year.

Respectfully submitted,

John R. McDonough, Jr.
Executive Secretary