

BUDGET

HOUSE STATE AFFAIRS COMMITTEE

BUDGET

Through September 15, 1981

200 TRAVEL		\$ 0
300 CONTRACTUAL		
Telephone (Estimate) \$250/month x 2 months	\$ 500	
Office Space: Deposit @ \$625		
\$625/month x 2 months		
	<u>\$1,875</u>	\$2,375.00
400 COMMODITIES (See Attached)		\$ 484.86
500 EQUIPMENT (See Attached)		\$1,844.80
PETTY CASH: Stamps @ \$15.00; Keys @ \$7.00		\$ 22.00
		<u> </u>
	TOTAL	\$4,726.66

HOUSE STANDING COMMITTEE INTERIM BUDGET REQUEST 1981

sent 8/24/81

FROM: STATE AFFAIRS Committee

BUDGET

100 personal Services	\$	<u>38,121.00</u>
200 Travel	\$	<u>15,134.00</u>
300 Contractual	\$	<u>6,175.00</u>
400 Commodities	\$	<u>1,500.00</u>
500 Equipment	\$	<u>2,200.00</u>
TOTAL	\$	<u>63,130.00</u>

DETAILS:

100 Personal Services

Staffing Detail:

NAME: <u>Barbara Reither</u>	<u>15A</u>	RANGE x MONTHS	<u>6</u>	<u>\$12,810.</u>
NAME: <u>Beverly Powers</u>	<u>19A</u>	RANGE x	<u>4 1/2</u>	<u>14,185.</u>
NAME: <u>Kay Mitchell</u>	<u>21A</u>	RANGE x	<u>1</u>	<u>3,260.</u>

SUBTOTAL 30,255.
26% 7,866.
TOTAL 38,121

200 Travel; anticipated:

<u>NAME</u>	<u>DESTINATION</u>	<u>DATES</u>	
<u>1 Committee (7)</u>	<u>Anchorage</u>	<u>October</u>	<u>\$ 1,099 (Includes Per Diem)</u>
<u>2 "</u>	<u>"</u>	<u>November</u>	<u>\$ 1,099 "</u>
<u>3 "</u>	<u>Anch/Nome/Fbx</u>	<u>November</u>	<u>\$ 12,936</u>
<u>4</u>	<u>Kot/Anch</u>	<u>November</u>	<u>\$ 15,134</u>
		<u>TOTAL</u>	<u>\$ 15,134</u>

300 Contractual

Telephone:

Utility \$1,800 Phone # 272-5841
279-2832

Office Space:

Vendor Arctic Business Park I Location 600 W. 41st. Suite 201-A

Payment Arrangements \$625/Month + \$625 Deposit (returnable)

TOTAL: \$4,375

Anticipated special contract requests, including personal services or consulting: _____

400 Commodities

Office supplies anticipated \$1,500 (Includes duplicating)

500 Equipment

1. 2 Desks @ \$574.; 4 drawer file cab. @ \$209.00
1 Sec. chair @ \$73.73; 1 Ex. chair @ 95.60
2. 1 36'x72' folding table \$79.14; 2 bookcases @ \$218.82;
2 side chairs @ \$300; 1 answering machine \$300.00;
3. End table and small miscellaneous

Petty Cash:

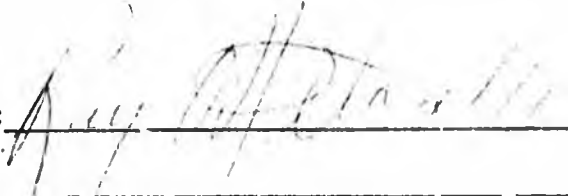
Yes / / No / /

Amount \$ 100.00 Custodian: Barbara Reither
Name

Travel Request Books:

Yes / / No / /

Custodian Ray Metcalfe
Name

SIGNATURE: 

Approval _____ Date: _____

Randy Phillips
Majority coalition liaison to the
Legislative Council



Alaska State Legislature

House of Representatives

Committee on State Affairs

Official Business

Pouch V
State Capitol
Juneau, Alaska 99811

May 5, 1982

MEMORANDUM

TO: Speaker Hayes

FROM: Rep. Metcalfe

SUBJECT: Free Conference

Should Free Conference Committees be appointed for consideration of Bills noted below, which are on the Priority List, request that I be named a member:

HB210

SB299

HB206

HB649

SB684

SB697

HB146

STATE AFFAIRS COMMITTEE

		1	2
500 EQUIPMENT		DEBIT	BALANCE
			\$ 2,200.00
1	7/21 EX CHAIR	YUKON	95.60
2	7/21 SEC. CHAIR	"	73.73
3	4 DRAWER FILE CABINET	"	209.10
4	2/3 TYPEWRITER STAND	"	91.96
5	7/27 BOOKCASE	"	109.41
6	7/27 BOOKCASE	"	109.41
7	7/31 LARGE FOLDING TABLE	"	79.14
8	2/13 2 C. CHAIRS	59 ea.	118.00
9	8/11 ANSWERING MACHINE	"	289.95
10	8/11 ADAPTER	"	5.50
11	7/21 2 DESKS	284.00 ea. CANNETTIS	574.00
12			
13	8/08 TELETYPE 21000 #91742 (ARCTIC/BUDGET)		89.00
14			355.20
15	7/5 TABLE + CONT. PACE #93618 (ARCTIC/BUDGET)		170.00
16			
17			
18			2014.80
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HOUSE STATE AFFAIRS INTERIM COMMITTEE

BUDGET

Through November 15, 1981

100 PERSONAL SERVICES

Kay Mitchell, 21-A x 1 month	\$ 3,260.00	
Beverly Powers, 19-A x 3 months	8,511.00	
Barbara Reither, 15-A x 4 months	<u>8,540.00</u>	
		\$28,822.00

200 TRAVEL

Metcalf, Round trip to Juneau		\$ 286.00
-------------------------------	--	-----------

300 CONTRACTUAL

Telephone (Estimated)	\$ 845.08	
Yukon Office Supply (Savin Copier)	557.60	
Arctic Business Park (Rent)	<u>3,354.00</u>	
		\$ 4,756.08

400 COMMODITIES (See Attached)		\$ 797.42
--------------------------------	--	-----------

500 EQUIPMENT (See Attached)		\$ 2,014.80
------------------------------	--	-------------

PETTY CASH		\$ 60.41
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TOTAL		<u>\$36,736.71</u>
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STATE AFFAIRS COMMITTEE

			1	2
	500 EQUIPMENT		DEBIT	BALANCE
				\$2,200.00
1	7/131 EX CHAIR	YAKON	95.60	
2	7/131 SEC. CHAIR	"	73.73	
3	4 DRAWER FILE CABINET	"	209.10	
4	1/13 TYPEWRITER STAND	"	9.196	
5	7/131 BOOKCASE	"	109.41	
6	7/131 FILING	"	109.41	
7	7/131 LARGE FOLDING TABLE	"	79.14	
8	8/13 2 OFF CHAIRS 59 ea.	"	118.00	
9	8/13 2 OFF CHAIRS 10-0-0-0-0-0	"	289.95	
10	8/11 BOARDER	"	5.50	
11	7/21 2 DESKS 287.00 ea	BARRETT	574.00	
12				
13	6/13 TABLE #31743 (ARCTIC/BUDGET)		89.00	355.00
14				
15	7/21 TABLE #32612 (ARCTIC/BUDGET)		170.00	
16				
17	TOTAL 11-15-81		2014.80	
18				
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HOUSE STATE AFFAIRS INTERIM COMMITTEE

BUDGET

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PETTY CASH		\$ 60.41
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TOTAL		<u><u>\$36,736.71</u></u>
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HOUSE STATE AFFAIRS COMMITTEE

1 2

YUKON OFFICE - SUPPLIES

		DEBIT	BALANCE
1			1500.00
2	8/14 P.C. NEEDLES, STAMPS, LINE PAPERS, LABEL GUN,		
3	STATIONERY TRAY, BANKERS NOTES, WASTE		
4	COPIES, NOTE BOOKS PENS, PENCILS, 2 RIBBONS,		
5	2 X CALENDAR - 1982, ETC. #A57826	94.60	
6			
7	8/14 PENS - STAMPER PAPER, INDY DIVIDERS,		
8	ETC. #A584520	6.48	
9			
10	9/14 RUBBER TYPING TAPE, TYPEWRITER ELEMENTS	119.52	
11	FOR BUSINESS, BIG BROTHER SUPPLY, #A584728		
12			
13	10/14 PENS - STAMPER PAPER, PENS		
14	STAMPER, #A514051	81.72	
15			
16	12/14 PENS - STAMPER PAPER, PENS ETC. #A592056	22.70	
17			
18	1/14 PENS - STAMPER PAPER, PENS	24.65	
19			
20	2/14 PENS - STAMPER PAPER, PENS, PAPER		
21	INDY DIVIDERS, #A594489	75.22	
22			
23	3/13 P.C. COPIES, LABELS, PULLITIV BOARDS		
24	#A600715	59.97	
25			1015.14
26	4/14 PENS - STAMPER PAPER, PENS, ETC		
27	#A600146	41.30	
28			
29	5/14 PENS - STAMPER PAPER, PENS, PAPER		
30	#A6124612015	96.50	
31	THROUGH 9-15-81 SUB. TOTAL		
32			
33	9/22 PENS - STAMPER PAPER, PENS, FOLDERS	17.68	
34	#A606675		
35		114.76	
36	10/14 PENS - LABELS	5.85	
37	#A61295	5.04	
38	11/14 PENS - LABELS PAPER, PENS, FOLDERS #A620623	105.69	
39	11/2 T-D PAPER FOR COVER	40.51	
40		797.42	702.58
	THROUGH 11-15-81		

FROM:

STATE AFFAIRS Committee

BUDGET

100 personal Services	\$	<u>38,121.00</u>
200 Travel	\$	<u>15,134.00</u>
300 Contractual	\$	<u>6,175.00</u>
400 Commodities	\$	<u>1,500.00</u>
500 Equipment	\$	<u>2,200.00</u>
TOTAL	\$	<u>63,130.00</u>

DETAILS:

100 Personal Services

Staffing Detail:

NAME: Barbara Reither	15A	RANGE x MONTHS	6	\$12,810.
Beverly Powers	19A		4 1/2	14,185.
NAME: Kay Mitchell	21A	RANGE x	1	<u>3,260.</u>

SUBTOTAL 30,255.
 26% 7,866.
 TOTAL 38,121

200 Travel; anticipated:

<u>NAME</u>	<u>DESTINATION</u>	<u>DATES</u>	
1 Committee (7)	Archorage	October	\$ 1,099 (Includes Per Diem)
2 "	"	November	\$ 1,099 "
3 "	Anch/Nome/Fbx Kot/Anch	November	12,936
4		TOTAL	\$ 15,134

300 Contractual

Telephone:

Utility \$1,800 Phone # 272-5841
 279-2832

Office Space:

Vendor Arctic Business Park I Location 600 W. 41st. Suite 201-A
 Payment Arrangements \$625/Month + \$625 Deposit (returnable)
 TOTAL: \$4,375

FINAL EXPENSE REPORT
HOUSE STATE AFFAIRS COMMITTEE
Chairman, Rep. Ray H. Metcalfe
(Through 31 January 1982)

15
Bank

	<u>EXPENDITURES</u>	<u>ENCUMBERED</u>	<u>TOTALS</u>
Total Unallocated Funds			\$63,130.00
100 Personal Services			
Regular Compensation	\$30,314.22		
AK Supplemental Benefit	1,858.29		
Public Employee Retirement	3,846.85		
Unemployment Insurance	333.48		
Group Health Insurance	1,376.91		
Work Comp. Insurance	169.79		
Terminal Leave Charge	242.52		
Personal SVC Transfr.	<u>1,489.72</u>		
TOTAL PERSONAL SERVICES			39,631.78
200 Travel and Moving			
Out-Session Transportation	1,342.13		
Out-Session Per Diem	<u>352.00</u>		
TOTAL TRAVEL AND MOVING			1,694.13
300 Contractual Services			
Long-distance Telephone	725.99		
Local Service Telephone	437.57		
Messenger Service	23.00		
Rents and Leases	3,979.00		
Office Copier Equipment		\$557.60	
Professional SVC NCE	<u>1,485.00</u>		
TOTAL CONTRACTUAL SERVICES	6,650.56	557.60	7,208.16
400 Supplies and Materials			
Duplicating Supplies	96.50		
Ofc/Library Sups. NCE	<u>758.14</u>		
TOTAL SUPPLIES AND MATERIALS			854.64
500 Machinery/Equipment			
Office Furniture	1,719.35		
Other Ofc Mach/Equip	<u>295.45</u>		
TOTAL MACHINE/EQUIPMENT			<u>2,014.80</u>
TOTAL HOUSE STATE AFFAIRS	\$50,845.91	\$557.60	\$11,726.00

File

Alaska State Legislature



House of Representatives

RAY METCALFE

POUCH V
JUNEAU, ALASKA 99811

P.O. BOX 4-2766
ANCHORAGE, ALASKA 99509

10 January 1982

TO: Rep. Randy Phillips, Coalition Liaison to
Legislative Council

FROM: Rep. Ray Metcalfe, Chairman
State Affairs Committee

SUBJECT: Interim Committee Report

DATE: 10 January 1982

Over the period of time between 16 November, the date of the last State Affairs Interim Committee Report and the windup of the Interim, the Committee spent the majority of its time reviewing the input it had received during Interim hearings as well as input received over the telephone and in personal conversations on several of the subjects of concern to the Committee.

The information received enabled the State Affairs Committee to plan for productive in-Session hearings on HB-618, HB-339, HB-340, HJR-28, HCR-17, HCR-18, and HCR-46. Additionally the information received will be of great assistance in enabling the Committee to streamline its activities in a manner that will be conducive to shorter session.

In addition to the above subjects, the State Affairs Committee worked with the preparation for drafting, introduction, and planning for hearing on two of Commonwealth North's proposals; one having to do with a capital investment fund and the other having to do with consolidation of loan programs.

The Committee and staff also gathered a good deal of information and had extensive discussions with leaders of the tourism industry with hopes of laying the groundwork for a comprehensive and worthwhile proposal for statewide tourism enhancement.

The Committee was required to forego its planned interaction with the tourism industry symposium mentioned in the last Interim Report as a result of the cancellation of the tourism industry's symposium.

As the Session drew near, the majority of the time was spent packing up the Anchorage office, preparing for the move to Juneau, and straightening up the State Affairs' Committee room which had been left in somewhat of a disarray as a result of the rapid move from office to office that accompanied the close of the previous Legislative Session.

Rep. Phillips

- 2 -

10 January 1982

The Committee Chairman spent his entire time from December 20 forward to the beginning of the Session assisting in the packing and unpacking of offices that accompanied the move from Anchorage to Juneau as well as interviewing a large number of applicants for legislative staff positions with the State Affairs Committee.

RHM/emc
Attachment

BUDGET
 HOUSE STATE AFFAIRS INTERIM COMMITTEE
 Through 31 December 1987

	Expenditures	Encumbered	Totals
100 Personal Services			
Reg. Compensation	\$26,975.00		
AN. Supplemental Benefit	1,653.60		
Public Employees Ret.	3,423.10		
Unemployment Insurance	276.75		
Group Health Insurance	1,376.91		
Work. Comp. Insurance	151.10		
Terminal Leave Chge.	215.80		
Pers. Svc Trans.	1,489.72		
Total Personal Services			\$35,561.98
200 Travel and Moving			
Out Session Transportation	\$ 1,342.13		
Out-Session Per Diem	<u>352.00</u>		
Total Travel and Moving			1,694.13
300 Contractual Services			
L. D. Telephone	\$ 504.49		
Local Service Telephone	383.67		
Rents and Leases	3,979.00		
Office Copier Equipment	<u> </u>	\$ 557.60	
Total Contractual Services			5,424.76
400 Supplies and Materials			
Duplicating Supplies	\$ 96.50		
Office Library Sups.	<u>758.14</u>		
Total Supplies & Materials			854.64
500 Machinery & Equipment			
Office Furniture	\$ 1,719.35		
Other Office Machine/Equip.	<u>295.45</u>		
Total Machinery/Equipment			<u>2,014.80</u>
Total State Affairs	\$44,992.71	\$ 557.60	\$45,550.31



Alaska State Legislature

House of Representatives

Committee on State Affairs

Official Business

5 March 1982

Pouch V
State Capitol
Juneau, Alaska 99811

M E M O R A N D U M

TO; Rep. John Fuller
Chairman, Rules Committee

FROM: Rep. Ray Metcalfe

SUBJECT: Request for Partitions

The State Affairs Committee is in need of some type of divider (cubical) so that our office may operate in a more efficient manner. Since our staff is in one area with the Committee Meeting area, it is rather difficult to maintain a smooth operation because of several telephone conversations taking place at the same time, scheduling hearings, appointments, etc., and it is very difficult to carry on the routine office assignments while Committee meetings are taking place in the office.

We are therefore requesting that three cubical-type partitions be purchased by the State Affairs Committee to alleviate the problem existing in our office. We would appreciate accomplishment of this alteration as soon as possible so that the present situation may be alleviated.

RM/emc

Ray: I am having the supply officer check into this and I will let you know my decision shortly. Jack

File



Alaska State Legislature

House of Representatives

Committee on State Affairs

Official Business

5 March 1982

Pouch V
State Capitol
Juneau, Alaska 99811

MEMORANDUM

TO: Rep. John Fuller
Chairman, Rules Committee

FROM: Rep. Ray Metcalfe

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RM/emc



Official Business

Alaska State Legislature

House of Representatives

Committee on State Affairs

8 March 1962

File
Pouch V
State Capitol
Juneau, Alaska 99811

MEMORANDUM

TO: Rep. John Fuller
Chairman, Rules Committee

FROM: Rep. Ray Metcalfe

SUBJECT: Dictation/Transcription Equipment

Approval is requested for Legislative Affairs Supply to purchase a Lanier Dictation/Transcription unit for this office. Since the beginning of this Session, Supply has provided us with a series of Dictaphone units, all of which have proven to be defective.

RM/emc



Alaska State Legislature

House of Representatives

Committee on State Affairs

File
(copy)
Pouch V
State Capitol
Juneau, Alaska 99811

Official Business

MEMORANDUM

DATE: 16 March 1982

TO: Rep. Randy Phillips
Majority Coalition Liaison to Legislative Council

FROM: Rep. Ray Metcalfe
Chairman, State Affairs Committee

SUBJECT: FINAL EXPENSE REPORT

Attached is Final State Affairs Expense Report. As you can see, my figures and those of the Legislative Affairs Accounting office agree. Also, I have a balance of \$11,726 in my budget as of this reporting date.

/emc
Attachment.

FINAL EXPENSE REPORT
 HOUSE STATE AFFAIRS COMMITTEE
 Chairman, Rep. Ray H. Metcalfe
 (Through 31 January 1982)

	<u>EXPENDITURES</u>	<u>ENCUMBERED</u>	<u>TOTALS</u>
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TOTAL MACHINE/EQUIPMENT			<u>2,014.80</u>
TOTAL HOUSE STATE AFFAIRS	\$50,845.91	\$557.60	\$11,726.00

*Rep. Randy Phillips
House State Affairs*



Alaska State Legislature

OFFICIAL BUSINESS

POUCH V
CAPITOL BUILDING
JUNEAU, ALASKA 99811

MEMORANDUM

TO: HOUSE INTERIM COMMITTEE CHAIRMEN

FROM: REPRESENTATIVE RANDY PHILLIPS *R.E.P.*
MAJORITY COALITION LIAISON TO LEGISLATIVE COUNCIL

DATE: MARCH 8, 1982

RE: FINAL EXPENSE REPORTS

According to the information I have received from Legislative Affairs Agency, Accounting Division, the final computer printouts containing budget information on interim committees' should be available by the end of this week.

Please have your budget reconciliation to my office by Monday, March 22, in order that I might close out my files on the 1981 interim committees.

If you have any questions, please do not hesitate to contact my office at 465-4949. *(JANET)*

cc: Speaker Hayes
Rules Chairman Fuller

MAR 9 1982

1982 POCKET DIRECTORY BIOGRAPHICAL INFORMATION

RETURN TO: Legislative Affairs Agency
Division of Public Services
1024 West 6th Avenue
Anchorage, Alaska 99501

RAY H. METCALFE
Box 4-2766, Anchorage 99509
Business: 277-9014
Occupation: Real estate
Party: Republican District: 11
Elected to House 1978, 1980



If all information is correct please initial here _____, otherwise please indicate appropriate changes below. PLEASE PRINT OR TYPE and sign below.

NAME _____

HOME ADDRESS _____

CITY _____ ZIP _____

PARTY AFFILIATION _____ BUSINESS PHONE _____

HOME PHONE _____ BUSINESS PHONE _____

OCCUPATION _____

NAME OF SPOUSE _____

LEGISLATIVE SERVICE:

ELECTED TO HOUSE _____ (list years)

ELECTED TO SENATE _____ (list years)

Signature

Number of Directories requested (approx.)

STATE OF ALASKA
THE LEGISLATURE

LEGISLATIVE AFFAIRS AGENCY

File

DIVISION OF PUBLIC SERVICES
1024 WEST SIXTH AVENUE
ANCHORAGE, ALASKA 99501
(907) 274-8518

POUCH Y - STATE CAPITOL
JUNEAU, ALASKA 99801

December 30, 1981

The Honorable Ray Metcalfe
Alaska House of Representatives
Pouch V
Juneau, Alaska 99811

Dear Representative Metcalfe:

Once again, the Public Services Division of the Legislative Affairs Agency is planning to publish a Legislative Pocket Directory. This directory, for use during the second session of the Twelfth Legislature, can be assured of accuracy with your assistance in reviewing the enclosed data.

Enclosed is a copy of your biographical information which appeared in the pocket directory for the 1981 session. Please review it, and use the accompanying form to make any corrections or additions. Whether or not you have any changes, please sign the form so that we know you have approved the information concerning you.

In order to assure that you have an adequate amount of directories for your use, would you please indicate on the enclosed form the approximate amount you desire. The 1981 distribution was 1,000 per legislator.

Please return the biographical material form to the above office address. A self-addressed, stamped envelope has been enclosed for your convenience.

Thank you for your assistance in expediting this publication; we have found it to be enormously popular with the public, and expect the usual heavy demand for it this session also.

Sincerely,

Charity B. Kadow

Charity B. Kadow, Director
Division of Public Services

CBK:lt

Enclosures

E. J. Anderson

Don Ch -

~~The Minutes for~~

~~In response to your letter~~

This is in response to your letter dated 11/30,
requesting photos and text material for the Leg. Packet
directors to be ^{10th by} second session.

My staff handle



Alaska State Legislature

House of Representatives

Committee on State Affairs

Official Business

Pouch V
State Capitol
Juneau, Alaska 99811

MEMORANDUM

DATE: 12 April 1982

TO: Rep. Randy Phillips
Majority Coalition Liaison to Legislative Council

FROM: Rep. Ray Metcalfe
Chairman, State Affairs Committee

SUBJECT: FINAL ACCOUNTING FOR INTERIM COMMITTEE

With reference to your memorandum of 1 April, my staff met with Accounting people and the attached printouts were given to show that our account is reconciled through 31 March. We had not received the February printout at the time our 22 March report was made to your office. With the printout showing our final accounting, through 31 March, we are forwarding the two printouts to you so that our account is now finalized and reconciled.

If there is any further question, please do not hesitate to contact my office.

/emc
Attachments



Alaska State Legislature

OFFICIAL BUSINESS

POUCH V
CAPITOL BUILDING
JUNEAU, ALASKA 99811

MEMORANDUM

TO: REPRESENTATIVE RAY METCALFE
CHAIRMAN, HOUSE STATE AFFAIRS COMMITTEE

FROM: REPRESENTATIVE RANDY PHILLIPS *Rep*
MAJORITY COALITION LIAISON TO LEGISLATIVE COUNCIL

DATE: APRIL 1, 1982

RE: CLOSE OUT OF INTERIM BUDGET

As stated in my March 22 memorandum to you, there are some differences between your final interim report figures and those prepared by the Legislative Affairs Agency.

Receipt of reconciliation of these differences by April 8 would be appreciated. If you or your staff have any questions, please do not hesitate to contact me or Legislative Affairs' Accounting.

/jss

cc: Speaker Hayes
Rules Committee Chairman Fuller



Alaska State Legislature

OFFICIAL BUSINESS

POUCH V
CAPITOL BUILDING
JUNEAU, ALASKA 99811

MEMORANDUM

TO: REP. RAY METCALFE
CHAIRMAN, HOUSE STATE AFFAIRS COMMITTEE

FROM: REP. RANDY PHILLIPS ^{REP.}
MAJORITY COALITION LIAISON TO LEGISLATIVE COUNCIL

DATE: MARCH 22, 1982

RE: FINAL ACCOUNTING FOR INTERIM COMMITTEE

Thank you for your memorandum and accounting dated March 16, 1982.

In reviewing the February 28, 1982 figures from Legislative Affairs, I find that your accounting shows a figure of \$7,208.16 for contractual services while the accounting department shows \$6,801 plus \$29 encumbered or a total of \$6,830.. Would you please have your staff check this matter with the LAA accountants in order that your records or their records may be amended to account for the \$378.16? *-Yuckon? staff...*

Additionally, LAA records reflect expenditures of \$2,870 and encumbrances of \$299, for a total of \$3,169, in the commodities/equipment categories. Your records reflect a total of \$2,869.44 in these two categories, or a difference of \$299.56.

It would be appreciated if you could have your staff contact the LAA accounting division and clear up these matters and submit a revised final accounting as of February 28. If you have any questions, please do not hesitate to contact me.

cc: Speaker Hayes
Rules Committee Chairman Fuller

489	OFC/LIBRARY SUPS NCE	79.33	79.33	79.33	
	TOTAL SUPPLIES & MATERIALS		365.33	365.33	365.33-
FGRP	TOTAL HOUSE RULES	27,495.00	27,412.32	27,412.32	82.68
31-92-1-056	LEGIS & ELECT OPERAT OPERATIONS		HOUSE STATE AFFAIRS		
	FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.92.01.02.00 LEGISLATIVE COUNCIL LEADERSHIP				
000	UNALLOCATED FUNDS	52,293.00			
	TOTAL UNALLOCATED FUNDS	52,293.00			52,293.00
100	PERSONAL SERVICES				
111	REGULAR COMPENSATION		30,314.22	30,314.22	
181	AK SUPPLMNTL BENEFIT		1,858.29	1,858.29	
182	PUBLIC EMPLOYEE RET		3,846.85	3,846.85	
184	UNEMPLOYMENT INS.		333.48	333.48	
185	GROUP HEALTH INS.		1,376.91	1,376.91	
186	WORK COMP INSURANCE		169.79	169.79	
189	TERMINAL LEAVE CHRGE		242.52	242.52	
199	PERSONAL SVC TRANSFR		1,489.72	1,489.72	
	TOTAL PERSONAL SERVICES		39,631.78	39,631.78	39,631.78-
200	TRAVEL AND MOVING				
247	OUT SESSION TRANSPRT		1,342.13	1,342.13	
248	OUT SESSION PER DIEM		1,170.00	1,170.00	
	TOTAL TRAVEL AND MOVING		2,512.13	2,512.13	2,512.13-
300	CONTRACTUAL SERVICES				
311	LONG DISTANCE TELE		1,108.19	1,108.19	
312	LOCAL SERVICE TELE		491.47	491.47	
316	MESSENGER SERVICE		23.00	23.00	
325	ADVERTISING		48.22	48.22	
331	RENTS & LEASES		3,414.00	3,414.00	
345	OFFICE FURN & EQUIP		92.17	92.17	
367	OFFICE COPIER EQUIP		557.60	557.60	
397	FREIGHT EXPRESS/CART		1,245.46	1,245.46	
	TOTAL CONTRACTUAL SERVICES		6,980.11	6,980.11	6,980.11-

AACM2220-R01

CURRENT YEAR AUTHORIZATION BALANCES

PAGE4659

	AUTHORIZATION	FISCAL YEAR TO DISBURSEMENTS	DATE 03/31/82 TRANSFERS OUT	EXPENDITURES	RESTRICTIONS	BALANCE
LEGISLATIVE AFFAIRS
400 SUPPLIES & MATERIALS						
485 DUPLICATING SUPPLIES		96.50		96.50		
489 OFC/LIBRARY SUPS NCE		1,056.68		1,056.68		
TOTAL SUPPLIES & MATERIALS		1,153.18		1,153.18		1,153.18-
500 MACHINERY/EQUIPMENT						
552 OFFICE FURNITURE		1,719.35		1,719.35		
555 OTHER OFC MACH/EQUIP		295.45		295.45		
TOTAL MACHINERY/EQUIPMENT		2,014.80		2,014.80		2,014.80-
FGRP TOTAL HOUSE STATE AFFAIRS	52,293.00	52,292.00		52,292.00		1.00

Account: House State Affairs (056)
 Account Chair: Metcalf
 Account Authorization: Hayes

Funding Source/Amount: Ch 82, SLA 1981 \$ 74,000
House Closeout \$(21,707)
\$ 52,293

Lapsing date: 06/30/82

<u>Items</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances & Adjustments</u>	<u>Balance Available</u>	<u>%</u>
PERSONAL SERVICES		39,632			
TRAVEL & PER DIEM		1,694	968		
CONTRACTUAL		6,801	29		
COMMODITIES/EQUIPMENT UNALLOCATED		2,870	299		
	<u>52,293</u>				
TOTAL	52,293	<u>50,997</u>	1,296	-0-	-0-

FEB 20 1982

52,293

STATE OF ALASKA
THE LEGISLATURE
LEGISLATIVE AFFAIRS AGENCY

Pouch Y, State Capitol
Juneau, Alaska 99811

LA-A 45
Rev. 3-79

POSTAGE ACCOUNT

Date April 1, 1982

Rep. Ray Metcalfe

NAME

ADDRESS

Your current balance is \$ -11.12. It is estimated you will need \$ 100.00 to carry you through the session. If not, you will be notified.

Please make check payable to: Legislative Affairs Agency
Mail To: Pouch Y, Capitol Building
Juneau, Alaska 99811
Postage Account

If you have satisfied a prior request, please disregard this notice.

Thank You!

Emma
Emma Olsen

Mail Room

*Date: 8 April 1982
Check # 6209
Amount: \$ 100⁰⁰*



Alaska State Legislature

House of Representatives

Committee on State Affairs

Pouch V
State Capitol
Juneau, Alaska 99811

Official Business

MEMORANDUM

DATE: 19 April 1982

TO: Rep. John G. Fuller
Chairman, House Rules Committee

FROM: Rep. Ray Metcalfe
Chairman, House State Affairs Committee

SUBJECT: STAFF EMPLOYMENT

I have hired Chloe Haynes Wiersum as a Session Researcher to replace Ann Krekelberg, effective Monday, 19 April 1982 and she is to be paid for one-half day on that date.

Ann Krekelberg is to be paid for a half-day Monday, 19 April 1982, when her termination will become effective.

/emc
cc: Pam Calhoon
Personnel, Legislative Affairs Agency

HIGHLIGHTS OF PROPOSED LEGISLATIVE STAFFING

- each legislator will be entitled to 1 permanent secretary with the Speaker, Minority and Majority Leaders entitled to two;
- standing committee chairs will have a permanent "Professional Assistant" as well as the Speaker, Minority and Majority leaders plus 4 discretionary positions to be assigned by the leadership;
- session employees would received full medical benefits;
- session employees would receive \$2 per day longevity for up to 10 years (currently 5 years);
- permanent employees would move up one step for each year of experience with the legislature;
- only work experience in similar positions in the legislature entitle an employee to advance steps. A secretary who works 2 sessions and is then hired as a Professional Assistant would come in at the 1st step instead of the 3rd step;
- Legislative Finance and Budget and Audit do not fall under the provisions of this proposal. It is hoped, however, that they will comply with the permanent salary ranges.
- additional session employees are budgeted:
 - House: 44 legislative assistants, researchers
20 secretaries
 - Senate: 24 legislative assistants, researchers
14 secretaries

TEMPORARY SESSION EMPLOYEES
June 19, 1981

POSITION	RANGE	MONTHLY	DAILY RATE 7 DAYS A WEEK
Senate Secretary/Chief Clerk	22A	\$ 3,494	\$ 116.47
Legislative Assistant Asst. Secretary/Asst. Clerk Sgt. at Arms	19A	2,837	94.57
Legislative Researcher Assistant Engrosser Assistant Sgt. at Arms Lounge Supervisor Xerox Supervisor	17A	2,455	81.83
Session Secretary Lounge Attendant Xerox Operator	14A	1,995	66.50
Page	10A	1,564	52.13

1. All temporary employees would receive full medical benefits beginning next session.
2. Pay increase would be retroactive to the 95th day of this session.
3. Longevity pay of \$2.00 per day, up to 10 years.
4. All session employees on duty 7 days per week.

LEADERSHIP BUDGET - STAFF

June 19, 1981

PERMANENT POSITION	RANGE	MONTHLY	ANNUALLY	# FOR HOUSE	# FOR SENATE
PROFESSIONAL ASSISTANT (Hired at a 21A unless prior leg. experience only)	21A	\$ 3,260	\$ 39,120	16	16
PERMANENT SECRETARY (hired at a 15A unless prior leg. experience only)	15A	\$ 2,135	\$ 25,620	43	23
LEGISLATIVE COUNCIL - (1 P.A., 1 Perm. Sec.)				2	
ADMINISTRATIVE REG. & REVIEW - (1 P.A., 1 Perm. Sec.)				2	
TOTAL PERMANENT POSITIONS				63	39

1. The above salary schedule will be effective July 1, 1981. Current permanent employees will continue to be paid at the rate of pay they are receiving as of June 15, as long as they hold the same position.
2. Each Joint Committee established by Concurrent Resolution is authorized 1 Professional Assistant and 1 Permanent Secretary from their own budget.
3. These are the only authorized permanent positions for personal or committee staff exclusive of Budget and Audit and Finance. Any other staff shall be hired at session level salary ranges on a temporary basis.
4. Professional Assistants - 3 - Presiding Officer, Majority Leader, and Minority Leader
9 - 1 per standing committee
4 - Discretionary
5. Permanent Secretary - 1 per Legislator
3 - Presiding Officer, Majority and Minority

CLASSIFICATION TITLE	FY 82 PAY RANGE	FY 81 PAY RANGE	CURRENT YEAR -				BUDGET YEAR			
			NO. OF POS.	NO OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT	NO. OF POS.	NO OF MONTHS	MONTHLY SALARY	
1		2	3	4	5	6	7	8	9	
1 HOUSE OF REPRESENTATIVES										
2										
3 CHIEF CLERK	22 A	110	1				1			
4 ASSISTANT CHIEF CLERKS	19 A	83	2				4			
5 ASSISTANT ENGROSSER	17 A	73	1				1			
6 SGT AT ARMS	19 A	83	1				1			
7 ASSISTANT SGT. AT ARMS	17 A	70/73	1				1			
8 CHIEF CLERK PAGE	10 A	50	1				1			
9 PAGES	10 A	50	7				7			
10 LEGISLATIVE AIDES (LA's & RESEARCHERS)	19A/17A	83/73	57				44			
11 SESSION SECRETARIES	14 A	63	41				20			
12 LOUNGE ATTENDANT	14 A	63	1				1			
13 XEROX OPERATOR	14 A	63	1				1			
14										
15										
16										
17										
18										
19										
20										
21										
22										
23	TOTAL TEMP. POS, MO & SALARY COSTS									
24	CY/CALC. of BENEFITS (as % of salary costs) MULT. TOT. AMT. LINE 23 x .09, ENTER AMT.									
25	CY/CALC. of BENEFITS (as % of salary costs) MULT. TOT. AMT. LINE 23 x TOT. VARI. RATE.									
26	FY 01 TOTAL SALARY & BENEFITS LINE 23 + LINE 24									
27	FY 02 TOTAL SALARY & BENEFITS LINE 23 + LINE 25									

AGENCY _____

PROGRAM _____

FY _____

Non-Permanent

COMPONENT _____

CLASSIFICATION TITLE	FY 82 PAY RANGE	FY 81 PAY RANGE	CURRENT YEAR				BUDGET YEAR		
			NO. OF POS.	NO OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT	NO. OF POS.	NO OF MONTHS	MONTHLY SALARY
			3	4	5	6	7	8	9
1 SENATE									
2									
3 SENATE SECRETARY	22 A	110	1				1		
4 ASSISTANT SENATE SECRETARY	19 A	83	2				3		
5 ASSISTANT ENGROSSER	17 A	73	1				1		
6 SGT. AT ARMS	19 A	83	1				1		
7 ASSISTANT SGT. AT ARMS	17 A	70/73	1				1		
8 SENATE SECRETARY PAGE	10 A	50	1				1		
9 PAGES	10 A	50	4				5		
10 LEGISLATIVE AIDES (IA's & Researchers)	19A/17A	83/73	32				24		
11 SESSION SECRETARIES	14 A	63	28				14		
12 LOUNGE SUPERVISOR	17 A	73	1				1		
13 XEROX SUPERVISOR	17 A	73	1				1		
14									
15									
16									
17									
18									
19									
20									
21									
22									
23 TOTAL TEMP. POS. NO & SALARY COSTS									
24 CY/CALC. of BENEFITS (as % of salary costs) MULT. TOT. AMT. LINE 23 x .05. ENTER AMT.									
25 BY/CALC. of BENEFITS (as % of salary costs) MULT. TOT. AMT. LINE 23 x TOT. VAR. RATE,									
26 FY 01 TOTAL SALARY & BENEFITS LINE 23 + LINE 24									
27 FY 02 TOTAL SALARY & BENEFITS LINE 23 + LINE 25									

AGENCY _____

PROGRAM _____

FY

Non-Permanent

COMPONENT _____

BASE SCHEDULE

BARGAINING UNIT - (X) PARTIALLY EXEMPT

MONTHLY - HOURLY 01/01/81

RANGE NO.	STEP (A)	STEP B	STEP C	STEP D	STEP E	STEP F	LONGEVITY INCREMENTS OF FINAL STEP				RANGE NO.
							J	K	L	M	
05 MONTHLY 37.5 H/W	1,181.00 7.27	1,213.00 7.46	1,249.00 7.69	1,284.00 7.90	1,319.00 8.12	1,354.00 8.33	1,400.00 8.62	1,449.00 8.92	1,499.00 9.22	1,550.00 9.56	05
06 MONTHLY 37.5 H/W	1,249.00 7.69	1,284.00 7.90	1,319.00 8.12	1,354.00 8.33	1,393.00 8.57	1,433.00 8.82	1,481.00 9.11	1,534.00 9.44	1,586.00 9.76	1,641.00 10.10	06
07 MONTHLY 37.5 H/W	1,319.00 8.12	1,354.00 8.33	1,393.00 8.57	1,433.00 8.82	1,475.00 9.08	1,521.00 9.36	1,571.00 9.67	1,627.00 10.01	1,684.00 10.36	1,744.00 10.73	07
08 MONTHLY 37.5 H/W	1,393.00 8.57	1,433.00 8.82	1,475.00 9.08	1,521.00 9.36	1,564.00 9.62	1,613.00 9.93	1,668.00 10.26	1,726.00 10.62	1,787.00 11.00	1,849.00 11.38	08
09 MONTHLY 37.5 H/W	1,475.00 9.08	1,521.00 9.36	1,564.00 9.62	1,613.00 9.93	1,662.00 10.23	1,708.00 10.51	1,766.00 10.87	1,828.00 11.25	1,892.00 11.64	1,958.00 12.05	09
10 MONTHLY 37.5 H/W	1,564.00 9.62	1,613.00 9.93	1,662.00 10.23	1,708.00 10.51	1,761.00 10.84	1,814.00 11.16	1,877.00 11.55	1,943.00 11.96	2,011.00 12.38	2,083.00 12.82	10
11 MONTHLY 37.5 H/W	1,662.00 10.23	1,708.00 10.51	1,761.00 10.84	1,814.00 11.16	1,870.00 11.51	1,928.00 11.86	1,995.00 12.28	2,063.00 12.70	2,135.00 13.14	2,216.00 13.64	11
12 MONTHLY 37.5 H/W	1,761.00 10.84	1,814.00 11.16	1,870.00 11.51	1,928.00 11.86	1,995.00 12.28	2,063.00 12.70	2,135.00 13.14	2,213.00 13.62	2,291.00 14.10	2,378.00 14.63	12
13 MONTHLY 37.5 H/W	1,870.00 11.51	1,928.00 11.86	1,995.00 12.28	2,063.00 12.70	2,135.00 13.14	2,213.00 13.62	2,291.00 14.10	2,378.00 14.63	2,455.00 15.11	2,548.00 15.68	13
14 MONTHLY 37.5 H/W	1,928.00 12.28	2,063.00 12.70	2,135.00 13.14	2,213.00 13.62	2,291.00 14.10	2,378.00 14.63	2,455.00 15.11	2,548.00 15.68	2,640.00 16.25	2,736.00 16.84	14
15 MONTHLY 37.5 H/W	2,135.00 13.14	2,213.00 13.62	2,291.00 14.10	2,378.00 14.63	2,455.00 15.11	2,548.00 15.68	2,640.00 16.25	2,736.00 16.84	2,837.00 17.46	2,935.00 18.06	15
16 MONTHLY 37.5 H/W	2,291.00 14.10	2,378.00 14.63	2,455.00 15.11	2,548.00 15.68	2,640.00 16.25	2,736.00 16.84	2,837.00 17.46	2,935.00 18.06	3,039.00 18.70	3,153.00 19.40	16
17 MONTHLY 37.5 H/W	2,455.00 15.11	2,548.00 15.68	2,640.00 16.25	2,736.00 16.84	2,837.00 17.46	2,935.00 18.06	3,039.00 18.70	3,153.00 19.40	3,260.00 20.06	3,382.00 20.81	17
18 MONTHLY 37.5 H/W	2,640.00 16.25	2,736.00 16.84	2,837.00 17.46	2,935.00 18.06	3,039.00 18.70	3,153.00 19.40	3,260.00 20.06	3,382.00 20.81	3,494.00 21.50	3,623.00 22.30	18
19 MONTHLY 37.5 H/W	2,837.00 17.46	2,935.00 18.06	3,039.00 18.70	3,153.00 19.40	3,260.00 20.06	3,382.00 20.81	3,494.00 21.50	3,623.00 22.30	3,746.00 23.05	3,882.00 23.89	19
20 MONTHLY 37.5 H/W	3,039.00 18.70	3,153.00 19.40	3,260.00 20.06	3,382.00 20.81	3,494.00 21.50	3,623.00 22.30	3,746.00 23.05	3,882.00 23.89	4,022.00 24.75	4,170.00 25.66	20

*Ketchikan
Juneau
Anchorage*

Permanent Secretary

16 H/W

SALARY SCHEDULE

STATE OF ALASKA

SCHEDULE A

BASE SCHEDULE

TRAINING UNIT - (X) PARTIALLY EXEMPT

MONTHLY - HOURLY 01/01/81

AGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M	RANGE NO.
37.5 H/W	3,260.00 20.06	3,382.00 20.81	3,494.00 21.50	3,623.00 22.30	3,746.00 23.05	3,882.00 23.89	4,022.00 24.75	4,170.00 25.66	4,321.00 26.59	4,483.00 27.59	4,648.00 28.60	4,819.00 29.66	5,000.00 30.74	21
37.5 H/W	3,494.00 21.50	3,623.00 22.30	3,746.00 23.05	3,882.00 23.89	4,022.00 24.75	4,170.00 25.66	4,321.00 26.59	4,483.00 27.59	4,648.00 28.60	4,819.00 29.66	5,000.00 30.74	5,184.00 31.90	5,371.00 33.05	22
37.5 H/W	3,746.00 23.05	3,882.00 23.89	4,022.00 24.75	4,170.00 25.66	4,321.00 26.59	4,483.00 27.59	4,648.00 28.60	4,819.00 29.66	5,000.00 30.74	5,184.00 31.90	5,371.00 33.05	5,575.00 34.31	5,770.00 35.51	23
37.5 H/W	4,022.00 24.75	4,170.00 25.66	4,321.00 26.59	4,483.00 27.59	4,648.00 28.60	4,819.00 29.66	5,000.00 30.74	5,184.00 31.90	5,371.00 33.05	5,575.00 34.31	5,770.00 35.51	6,000.00 36.75	6,240.00 38.05	24
37.5 H/W	4,321.00 26.59	4,483.00 27.59	4,648.00 28.60	4,819.00 29.66	5,000.00 30.74	5,184.00 31.90	5,371.00 33.05	5,575.00 34.31	5,770.00 35.51	6,000.00 36.75	6,240.00 38.05	6,495.00 39.45	6,765.00 40.91	25
37.5 H/W	4,648.00 28.60	4,819.00 29.66	5,000.00 30.74	5,184.00 31.90	5,371.00 33.05	5,575.00 34.31	5,770.00 35.51	6,000.00 36.75	6,240.00 38.05	6,495.00 39.45	6,765.00 40.91	7,050.00 42.43	7,365.00 44.01	26
37.5 H/W	5,000.00 30.74	5,184.00 31.90	5,371.00 33.05	5,575.00 34.31	5,770.00 35.51	6,000.00 36.75	6,240.00 38.05	6,495.00 39.45	6,765.00 40.91	7,050.00 42.43	7,365.00 44.01	7,695.00 45.51	8,040.00 46.60	27
37.5 H/W	5,371.00 33.05	5,575.00 34.31	5,770.00 35.51	6,000.00 36.75	6,240.00 38.05	6,495.00 39.45	6,765.00 40.91	7,050.00 42.43	7,365.00 44.01	7,695.00 45.51	8,040.00 46.60	8,395.00 47.70	8,760.00 48.89	28
37.5 H/W	5,770.00 35.51	6,000.00 36.75	6,240.00 38.05	6,495.00 39.45	6,765.00 40.91	7,050.00 42.43	7,365.00 44.01	7,695.00 45.51	8,040.00 46.60	8,395.00 47.70	8,760.00 48.89	9,135.00 50.00	9,520.00 51.11	29
37.5 H/W	6,183.00 38.05	6,495.00 39.45	6,825.00 40.91	7,170.00 42.43	7,530.00 44.01	7,905.00 45.51	8,295.00 46.60	8,700.00 47.70	9,120.00 48.89	9,555.00 50.00	10,005.00 51.11	10,455.00 52.22	10,920.00 53.44	30

Professional Asst

MEMORANDUM

State of Alaska

TO: Rep Ray Metcalfe

FROM: Emma Olsen
Mailroom


DATE:

SUBJECT:

4-14-82

Mail out

Large mail out from your office today was \$279.35.

RAY METCALFE		6.19
PH. 344-1130 OR 277-9014		
P. O. BOX 4-2766		
ANCHORAGE, AK 99509		4/17 19 82
		89.72
		1252
PAY TO THE ORDER OF	Legislative Affairs Agency	\$ 279 ³⁵
	Two Hundred Seventy-nine & 35/100	DOLLARS
 METROPOLITAN OFFICE ANCHORAGE, AK 99510		
MEMO <i>Franny 1755 ped @ 374</i>		
⑆ 125200727⑆ 2312 386316⑈ 6218⑈		

To Constituent Mail - See copy of letter attached.

Alaska State Legislature



House of Representatives

RAY METCALFE

POUCH V
JUNEAU, ALASKA 99811

P.O. BOX 4-2766
ANCHORAGE, ALASKA 99509

March 25, 1982

Dear Constituent:

I understand that you are utilizing an Alaskan Student Loan for your college education or training. While I do not know whether you plan to apply for another loan for the 1982-1983 school year, I do wish to bring to your attention that forms for renewal applications are available. The deadline for this year's applications to be filed is May 15.

Demands upon the Student Loan Program have exceeded the funds appropriated for each of the past two years. Consequently, students who have filed applications after the deadline (which is May 15 for 1982) have had to wait for a supplemental appropriation to be enacted by the Legislature before receiving funds requested and for which they were eligible. If you plan to use this program for next year's education, the application process should be begun now, and I enclose an application form for your use.

I do expect that the loan program will be generously funded by the Legislature again this year. Due to the growing popularity of the program, it probably will be utilized to the maximum extent by those who file by the deadline. Those who do not file by May 15 probably will have difficulty obtaining loan funds for which they are otherwise qualified. The best way to ensure that you have the money you need in time for Fall school registration is to initiate your application immediately and have it completed and filed before May 15 rolls around.

If I might be of assistance on this or any other topic of concern, please contact me. My telephone number in Juneau is 465-4947 or 4963. You may send public service messages to me, without charge, from the Anchorage Legislative Information Office, 1024 W. 6th Avenue (279-3668). I hope your school year is proceeding to your satisfaction and offer you my regards and best wishes for your future.

Sincerely,

A handwritten signature in cursive script that reads "Ray Metcalfe".

Ray Metcalfe
Member, House of Representatives
District 11, South Anchorage

RM/bje
Enclosure



Alaska State Legislature

7

House of Representatives

Committee on State Affairs

Pouch V
State Capitol
Juneau, Alaska 99811

Official Business

MEMORANDUM

DATE: 27 April 1982

TO: Rep. John G. Fuller
Chairman, House Rules Committee

FROM: Rep. Ray Metcalf
Chairman, House State Affairs Committee

SUBJECT: STAFF EMPLOYMENT

Please remove Chloe Wiersum, Session Researcher (replacement for Ann Krekelberg) from my staff employment roster effective with close of business Saturday, 24 April 1982--her termination date. Mrs. Wiersum failed to report for work 21 April. Her performance when she did report was unsatisfactory which necessitated her immediate replacement.

I hired Marti Menz as a Session Secretary to replace Donna Dimond (replacement for Barbara Estus) effective as of 8:00 a.m., 27 April 1982.

Effective 8:00 a.m., 27 April 1982, Donna Dimond will assume the duties of Chloe Wiersum as a Session Researcher.

I am sorry for any inconvenience caused by the foregoing Staff changes in my Committee, but because of the necessity for a timely flow of the clerical work yet to be accomplished, it was necessary to maintain the status quo.

Please notify the Legislative Affairs Personnel office as to the adjustment needed to be made in Donna Dimond's salary warrant which she received for the period 1 April through 15 April 1982, to reflect a classification change from Senate Page through 1 April and a change from Senate Page to Session Secretary effective 2 April, when she became employed on the House State Affairs Committee staff.

RM/emc



Official Business

Alaska State Legislature

House of Representatives

Committee on State Affairs

7
Pouch V
State Capitol
Juneau, Alaska 99811

5 May 1982

MEMORANDUM

TO: Alice Jackinsky
Accounting

FROM: Beth Cameron
Researcher
House State Affairs Committee

SUBJECT: PETTY CASH CLOSEOUT

Please find attached Petty Cash envelope containing receipt for all cash expended during the INTERIM so that you may finalize the subject account.

/emc
Attachment

HOUSE STATE AFFAIRS COMMITTEE

BUDGET

Through September 15, 1981

200 TRAVEL		\$ 0
300 CONTRACTUAL		
Telephone (Estimate) \$250/month x 2 months	\$ 500	
Office Space: Deposit @ \$625		
\$625/month x 2 months		
	<u>\$1,875</u>	\$2,375.00
400 COMMODITIES (See Attached)		\$ 484.86
500 EQUIPMENT (See Attached)		\$1,844.80
PETTY CASH: Stamps @ \$15.00; Keys @ \$7.00		\$ 22.00
		<hr/> <hr/>
	TOTAL	\$4,726.66

STATE OF ALASKA
THE LEGISLATURE

POUCH 7 - STATE CAPITOL
JUNEAU, ALASKA 99811
907-465-3800

LEGISLATIVE AFFAIRS AGENCY

MEMORANDUM

March 19, 1982

TO: HOUSE AND SENATE INTERIM COMMITTEES

FROM: Wally Harrison, Director *W*
Administrative Services

SUBJECT: Closeout of Committees

The February 28 working budget reflects the closeout of the interim committees per instructions of the Senate President and Speaker of the House.

The expenditure column reflects actual expenditures recorded on the monthly expenditure journals. The encumbrances and adjustments column reflects all activity against those accounts that had not been entered into the computer as of March 1. These items will process during March. If you have any questions about these accounts, please contact Accounting at 465-3852.

As part of the closeout of these accounts, we are requesting that TR books and petty cash accounts also be closed out. Below are items from your committee that are outstanding:

Petty Cash: Amount \$ 100.00 Custodian: Mitchell

TR Books: Nos. 6

WH:mm

Account: House State Affairs (056)
 Account Chair: Metcalfe
 Account Authorization: Hayes

Funding Source/Amount: Ch 82, SLA 1981 \$ 74,000
 House Closeout \$(21,707)
 \$ 52,293

Lapsing date: 06/30/82

Items	Budget	Expenditures	Encumbrances & Adjustments	Balance Available	%
PERSONAL SERVICES		39,632			
TRAVEL & PER DIEM		1,694	968		
CONTRACTUAL		6,801	29		
COMMODITIES/EQUIPMENT UNALLOCATED	52,293	2,870	299		
TOTAL	52,293	50,997	1,296	-0-	-0-

FEB 2 1982

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V3103393 020182JUNEAU & DOUGLAS	361 31921056 311	896679 17	305.50
TR008034 ARCTIC BUS PK	363 31921056 331	22	565.00-
V3103412 021982IBM CORPORATION	361 31921056 345	903548 25	92.17
V3103454 022382SAVIN CORPORATION	D0733631 371 31921056 367	904115 23	120.00-
V3103454 022382SAVIN CORPORATION	D0733431 371 31921056 367	904115 28	77.60-
V3103454 022382SAVIN CORPORATION	D0733631 371 31921056 367	904115 23	120.00-
V3103454 022382SAVIN CORPORATION	D0733631 371 31921056 367	904115 28	120.00-
V3103454 022382SAVIN CORPORATION	D0733631 371 31921056 367	904115 28	120.00-
V3103454 022382SAVIN CORPORATION	D0733631 371 31921056 367	19	1,485.00-
V3103402 012682WT 885379	369 31921056 389	897319 18	197.65
V3103317 020282BEKINS	361 31921056 397	897319 18	697.25
V3103317 011882BEKINS	361 31921056 397	897319 18	350.56
V3103317 123081BEKINS	361 31921056 397		

TOTAL UNALLOCATED FUNDS		74,000.00			74,000.00
100	PERSONAL SERVICES <i>Calaver</i>				
111	REGULAR COMPENSATION	26,975.00		26,975.00	
181	AK SUPPLMNTL BENEFIT	1,653.60		1,653.60	
182	PUBLIC EMPLOYEE RET	3,423.10		3,423.10	
184	UNEMPLOYMENT INS.	296.75		296.75	
185	GROUP HEALTH INS.	1,376.91		1,376.91	
186	WORK COMP INSURANCE	151.10		151.10	
189	TERMINAL LEAVE CHRGE	215.80		215.80	
199	PERSONAL SVC TRANSFR	1,489.72		1,489.72	
TOTAL PERSONAL SERVICES		35,581.98		35,581.98	35,581.98-
200	TRAVEL AND MOVING				
247	OUT SESSION TRANSPRT	1,342.13		1,342.13	
248	OUT SESSION PER DIEM	352.00		352.00	
TOTAL TRAVEL AND MOVING		1,694.13		1,694.13	1,694.13-
300	CONTRACTUAL SERVICES				
311	LONG DISTANCE TELE	504.49		504.49	
312	LOCAL SERVICE TELE	383.67		383.67	
331	RENTS & LEASES	3,979.00		3,979.00	
367	OFFICE COPIER EQUIP				557.60
TOTAL CONTRACTUAL SERVICES		4,867.16		4,867.16	557.60
400	SUPPLIES & MATERIALS				
485	DUPLICATING SUPPLIES	96.50		96.50	
489	OFC/LIBRARY SUPS NCE	758.14		758.14	
TOTAL SUPPLIES & MATERIALS		854.64		854.64	854.64-
500	MACHINERY/EQUIPMENT				

AACM2220-R01

CURRENT YEAR AUTHORIZATION BALANCES

PAGE4235

	AUTHORIZATION	FISCAL YEAR TO DISBURSEMENTS	DATE 12/31/81	TRANSFERS OUT	EXPENDITURES	RESTRICTIONS	BALANCE
LEGISLATIVE AFFAIRS							
552 OFFICE FURNITURE		1,719.35			1,719.35		
555 OTHER OFC MACH/EQUIP		295.45			295.45		
TOTAL MACHINERY/EQUIPMENT		2,014.80			2,014.80		2,014.80-
FGRP TOTAL HOUSE STATE AFFAIRS	74,000.00	45,012.71			45,012.71	45,012.71 557.60 45,570.31	28,429.69
PR122381	360	31921056	111	24			5,395.00
PR122381	360	31921056	181	24			330.72
PR122381	360	31921056	182	24			684.62
PR122381	360	31921056	184	24			59.35
PR122381	360	31921056	185	24			305.98
PR122381	360	31921056	186	24			30.22
PR123181	362	31921056	189	31			43.16
V3102991 113081PROFESSIONAL TRAVE	361	31921056	247 <i>transfr</i>	872849 31			1,056.13
AVC10081 FW9305187	362	31921056	248 <i>per det</i>				352.00
FW305366 111781MUNICIPALITY OF AN	362	31921056	311 <i>i.D</i>				86.43
FW305366 111781MUNICIPALITY OF AK	362	31921056	312 <i>local</i>				53.90

Dec 81

74 000 in Budget

4/13

7

45570.31 Spent

28229.67 Bal

Prepared By	Initials	Date
Approved By		

Account No.	Description	Amount	Encumbrance	Balance
1001	Little (with)			
2	Personal Services			
3	Reg. Compensation	26975.00		
4	Alt. Lengths Benefits	16536.00		
5	Public Employees Ret.	34231.00		
6	Unemployment Ins.	29675.00		
7	Emp. Health Ins.	1376.91		
8	Inst. Comp. Ins.	151.10		
9	Terminal Benefit Plan	21582.00		
10	Pers. Inc. Benefit	1489.75		
11	Other Personal Services			
12	Travel and Printing			
13	Post Service Printing	1342.13		
14	Out-Station Printing	352.00		
15	Other Travel and Printing			
16	Contractual Services			
17	Ad. Svc.	3044.90		
18	Special Service Svc.	3836.70		
19	Rents & Renewal	3919.00		
20	Office Copies & Equipment			
21	Other Contractual Services	5376.60		
22				
23				
24	Supplies & Mats	96.00		
25	Replicatory Supplies	258.12		
26	Office Printing Supplies			
27	Other Supplies & Mats			
28				
29				
30	Printing & Equipment	1119.35		
31	Office Supplies	2954.50		
32	Other Office Material			
33	Other Office Material			
34	Other Office Material			
35	Other Office Material			
36				
37				
38				
39				
40				

(45,570.31)

1571.60

28429.69

14,000.00
 45,570.31
 28,429.69

Account: House State Affairs (056)

Funding Source/Amt: Ch 82, SLA 1981 \$ 74,000

Lapsing date: 06/30/82

Account Chair: Metcalfe

Account Authorization: Hayes

<u>Items</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances & Adjustments</u>	<u>Balance Available</u>	<u>\$</u>
PERSONAL SERVICES	38,121	39,632		(1,511)	
TRAVEL & PER DIEM	15,134	1,694		13,440	
CONTRACTUAL	6,175	6,650	558	(1,033)	
COMMODITIES/EQUIPMENT	3,700	2,870		830	
UNALLOCATED	10,870			10,870	
TOTAL	74,000	50,846	558	22,596	31

JAN 31 1982

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REC'D FEB 10 1982

PR010782	360	31921056	111	08	3,142.12
PR012282	360	31921056	111	25	197.10
PR010782	360	31921056	181	08	192.61
PR012282	360	31921056	181	25	12.08
PR010782	360	31921056	182	08	398.74
PR012282	360	31921056	182	25	25.01
PR010782	360	31921056	184	08	34.56
PR012282	360	31921056	184	25	2.17
PR010782	360	31921056	186	08	17.59
PR012282	360	31921056	186	25	1.10
PR013182	362	31921056	189	29	26.72
FW323582 122181MUNICIPALITY OF AN	362	31921056	311	13	185.80
V3103101 010182JUNEAU & DOUGLAS	361	31921056	311	14	35.70
FW323582 122181MUNICIPALITY OF AN	362	31921056	312	13	53.90
FW323747 123181ALAKSA AIRLINES	362	31921056	316	14	23.00
V3103204 012082ACTION SECRETARIAL	361	31921056	389	26	1,485.00
				878662	
				885379	

FUND 100 ACCOUNT 7200 BUDGET COMPONENT 09.92.01.02.00 LEGISLATIVE COUNCIL LEADERSHIP					
000	UNALLOCATED FUNDS	74,000.00			
TOTAL UNALLOCATED FUNDS		74,000.00			74,000.00
100	PERSONAL SERVICES				
111	REGULAR COMPENSATION	30,314.22	30,314.22		
181	AK SUPPLMNTL BENEFIT	1,858.29	1,858.29		
182	PUBLIC EMPLOYEE RET	3,846.85	3,846.85		
184	UNEMPLOYMENT INS.	333.48	333.48		
185	GROUP HEALTH INS.	1,376.91	1,376.91		
186	WORK COMP INSURANCE	169.79	169.79		
189	TERMINAL LEAVE CHRGE	242.52	242.52		
199	PERSONAL SVC TRANSFR	1,489.72	1,489.72		
TOTAL PLRSONAL SERVICES		39,631.78	39,631.78		39,311.78-
200	TRAVEL AND MOVING				
247	OUT SESSION TRANSPRT	1,342.13	1,342.13		
248	OUT SESSION PER DIEM	352.00	352.00		
TOTAL TRAVEL AND MOVING		1,694.13	1,694.13		1,694.13-
300	CONTRACTUAL SERVICES				
311	LONG DISTANCE TELE	725.99	725.99		
312	LOCAL SERVICE TELE	437.57	437.57		
316	MESSENGER SERVICE	23.00	23.00		
331	RENTS & LEASES	3,979.00	3,979.00		
367	OFFICE COPIER EQUIP			557.60	
389	PROFESSIONAL SVC NCE	1,485.00	1,485.00		
TOTAL CONTRACTUAL SERVICES		6,650.56	6,650.56	557.60	7,208.16-
400	SUPPLIES & MATERIALS				
485	DUPLICATING SUPPLIES	96.50	96.50		
489	OFC/LIBRARY SUPS NCE	758.14	758.14		
TOTAL SUPPLIES & MATERIALS		854.64	854.64		854.64-
500	MACHINERY/EQUIPMENT				
552	OFFICE FURNITURE	1,719.35	1,719.35		
555	OTHER OFC MAC./EQUIP	295.45	295.45		
TOTAL MACHINERY/EQUIPMENT		2,014.80	2,014.80		2,014.80-
FGRP TOTAL HOUSE STATE AFFAIRS		74,000.00	50,845.91	557.60	22,596.49

REC'D FEB 16 1982

PR092381		360	31921056	181		24		530.72
PR092381		360	31921056	182		24		684.62
PR092381		360	31921056	184		24		59.35
PR092381		360	31921056	185		24		305.98
PR092381		360	31921056	186		24		30.22
PR093081		362	31921056	189		30		43.16
V3102616	090181JUNEAU & DOUGLAS	361	31921056	311	802980	16		Phone - 22.75
V3102630	092381ARCTIC BUSINESS PA	361	31921056	331	809631	24		- 625.00
V3102630	092381ARCTIC BUSINESS PA	361	31921056	331	809631	24		- 625.00
V3102630	092381ARCTIC BUSINESS PA	361	31921056	331	809631	24		- 229.00
V3102630	092381ARCTIC BUSINESS PA	361	31921056	331	809631	24		423.36-
V3102664	092481YUKON OFFICE SUPPL	361	31921056	489	810395	25		94.62
V3102665	092481YUKON OFFICE SUPPL	361	31921056	489	810397	25		6.48
V3102665	092481YUKON OFFICE SUPPL	361	31921056	489	810397	25		82.62
V3102665	092481YUKON OFFICE SUPPL	361	31921056	489	810398	25		22.70
V3102665	092481YUKON OFFICE SUPPL	361	31921056	489	810397	25		114.61
V3102665	092481YUKON OFFICE SUPPL	361	31921056	489	810398	25		24.65
V3102665	092481YUKON OFFICE SUPPL	361	31921056	489	810397	25		112.44
V3102666	092481YUKON OFFICE SUPPL	361	31921056	489	810399	25		75.22
V3102573	082781BARRETT OFFICE SUP	361	31921056	552	796098	04		574.00
V3102585	082481YUKON OFFICE SUPPL	361	31921056	552	799302	11		282.83
V3102585	082481YUKON OFFICE SUPPL	361	31921056	552	799302	11		95.60
V3102586	083181YUKON OFFICE SUPPL	361	31921056	552	799305	11		109.41
V3102586	083181YUKON OFFICE SUPPL	361	31921056	552	799304	11		109.41
V3102604	090981ARCTIC OFFICE MACH	361	31921056	552	804316	18		89.00
V3102664	092481YUKON OFFICE SUPPL	361	31921056	552	810395	25		79.14
V3102664	092481YUKON OFFICE SUPPL	361	31921056	552	810395	25		91.96
V3102664	092481YUKON OFFICE SUPPL	361	31921056	552	810396	25		118.00
V3102665	092481YUKON OFFICE SUPPL	361	31921056	555	810397	25		295.45

Account: House State Affairs (056)
 Account Chair: Metcalfe
 Account Authorization: Hayes

Funding Source/Amount: Ch 82, SLA 1981 \$ 74,000

Lapsing date: 06/30/82

Metcalfe

<u>Items</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances & Adjustments</u>	<u>Balance Available</u>	<u>%</u>
PERSONAL SERVICES	38,121	15,035	3,425	19,661	
TRAVEL & PER DIEM	15,134	286		14,848	
CONTRACTUAL	6,175	2,752		3,423	
COMMODITIES/EQUIPMENT	3,700	2,378		1,322	
UNALLOCATED	10,870			10,870	
TOTAL	74,000	20,451	3,425	50,124	68

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056-HOUSE STATE AFFAIRS-METCALFE

	0%	25	50	75	100%	AMOUNT/ % LEFT
100	-----					38,121 19,661
PERSONAL SRVC	-----					18,460 051%
200	-----					15,134 14,848
TRAVEL	-----					286 098%
300	-----					6,175 3,423
CONTRACTUAL	-----					2,752 055%
400	-----					3,700 1,322
COM 500 EQUIP	-----					2,378 035%
000	-----					10,870 10,870
UNALL CATED	-----					0 100%
999	-----					74,000 50,124
TOTALS	-----					23,876 067%

(BLUE=EXPENDITURES AND ENCUMBRANCES) (RED=AUTHORIZED BUDGET) THROUGH 0981

PR112481		360	31921056	181	25		684.62
PR112481		360	31921056	182	25		59.35
PR112481		360	31921056	184	25		705.98
PR112481		360	31921056	185	25		30.22
PR112481		360	31921056	186	25		43.16
PR113081		362	31921056	189	30		91.60
FW274349	102381MUNICIPALITY OF AN	362	31921056	311	06		88.40
FW274349	102381MUNICIPALITY OF AN	362	31921056	312	06		625.00
V3102828	112081ARCTIC BUSINESS PA	361	31921056	331	24	846979	96.50
V3102812	111681YUKON OFFICE SUPPL	361	31921056	485	24	846753	5.85
FW305103	110281BARRETT'S	362	31921056	489	18		59.97
V3102813	111781YUKON OFFICE SUPPL	361	31921056	489	24	846755	

DEPARTMENT	LEGISLATIVE AFFAIRS	PROGRAM	LEGIS & ELECT OPERAT	PAGE	2326								
DIVISION	OPERATIONS	MONTHLY EXPENDITURE JOURNAL AACM2110-R03			11/30/81								
DOCUMENT	DESCRIPTION	REFERENCE	TXN	COLLOC	OBJ	REC	ACT	PROJ	WARRANT	DAY	AUTHORIZATION	ENCUMBRANCES	EXPENDITURE
V3102813	111781YUKON OFFICE SUPPL		361	31921056	489				846756	24			17.68
V3102813	111781YUKON OFFICE SUPPL		361	31921056	489				846755	24			41.30
JV820348	HOUSE INTERIM		110	31921056	000					06		74,000.00	
PR081381			360	31921056	111					14			3,260.00
PR082581			360	31921056	111					26			2,135.00
PR081381			360	31921056	181					14			199.84
PR082581			360	31921056	181					26			130.88
PR081381			360	31921056	182					14			413.69
PR082581			360	31921056	182					26			270.93
PR081381			360	31921056	184					14			35.86
PR082581			360	31921056	184					26			23.49
PR082581			360	31921056	185					26			152.99
PR081381			360	31921056	186					14			18.26
PR082581			360	31921056	186					26			11.96
PR083181			362	31921056	189					28			43.16
AV002872	RECTHER JULY		362	31921056	199					21			1,309.73
AV002872	MITCHELL JULY		362	31921056	199					21			179.99
V3102496	080681PROFESSIONAL TRAVE		361	31921056	247				789903	27			286.00
V3102461	072881ARCTIC BUSINESS PA		361	31921056	331				771038	05			625.00
V3102461	072881ARCTIC BUSINESS PA		361	31921056	331				771038	05			423.36
V3102535	082081ARCTIC BUSINESS PA		361	31921056	331				788216	25			625.00

Reither Mitchell

Account: House State Affairs (056)

Account Chair: Metcalfe

Account Authorization: H&as

Funding Source/Amount: Ch 82, SLA 1981 \$ 74,000

Lapsing date: 06/30/82

AUG 31 1981

<u>Items</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances & Adjustments</u>	<u>Balance Available</u>	<u>%</u>
PERSONAL SERVICES	38,121	8,186	3,425	26,510	
TRAVEL & PER DIEM	15,134	286		14,848	
CONTRACTUAL	6,175	1,673		4,502	
COMMODITIES/EQUIPMENT	3,700			3,700	
UNALLOCATED	10,870			10,370	
TOTAL	74,000	10,145	3,425	60,430	81

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House State Affairs Budget Allocation

056-HOUSE STATE AFFAIRS-METCALFE

	0%	25	50	75	100%	AMOUNT/ % LEFT
100	✓	✓	✓	✓	✓	38,121 26,510
PERSONAL SRVC	✓	✓	✓	✓	✓	11,611 069%
200	✓	✓	✓	✓	✓	15,134 14,848
TRAVEL	✓	✓	✓	✓	✓	286 098%
300	✓	✓	✓	✓	✓	6,175 4,502
CONTRACTUAL	✓	✓	✓	✓	✓	1,673 072%
400	✓	✓	✓	✓	✓	3,700 3,700
COM 500 EQUIP	✓	✓	✓	✓	✓	0 100%
000	✓	✓	✓	✓	✓	10,870 10,870
UNALLOCATED	✓	✓	✓	✓	✓	0 100%
999	✓	✓	✓	✓	✓	74,000 60,430
TOTALS	✓	✓	✓	✓	✓	13,570 081%

(BLUE=EXPENDITURES AND ENCUMBRANCES) (RED=AUTHORIZED BUDGET) THROUGH 0881

Account: House State Affairs (056)
 Account Chair: Metcalfe
 Account Authorization: Hayes

Funding Source/Amount: Ch 82, SLA 1981 \$ 74,000

Lapsing date: 06/30/82

Metcalfe
 JUN 30 1982

<u>Items</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbrances & Adjustments</u>	<u>Balance Available</u>	<u>%</u>
PERSONAL SERVICES	38,121	28,733	3,425	5,963	
TRAVEL & PER DIEM	15,134	286		14,848	
CONTRACTUAL	6,175	4,727	558	890	
COMMODITIES/EQUIPMENT	3,700	2,870		830	
UNALLOCATED	10,870			10,870	
TOTAL	74,000	36,616	3,983	33,401	45

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File - House State Affairs, Budget Allocation

056-HOUSE STATE AFFAIRS-METCALFE

	0%	25	50	75	100%	AMOUNT/ % LEFT
SRVC						38,121 5,963
						32,158 015%
						15,134 14,848
						286 098%
						6,175 890
UAL						5,285 014%
						3,700 830
EQUIP						2,870 022%
						10,870 10,870
ATED						0 100%
						74,000 33,401
						40,599 045%

(EXPENDITURES AND ENCUMBRANCES) (RED=AUTHORIZED BUDGET) THROUGH 1181

INSTRUCTIONS: Please fill out completely. If material to be duplicated is a form or form letter, attach master to this duplication request. If reprint, attach legible sample. Submit to Records Management, Dept. of Administration (Mail Stop 0207) for approval and Forms Control registration. DO NOT SEND non-form material (procedures, instructions, bulletins, memos, etc.) for approval; route such material directly to Central Duplicating.

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 IF YOU HAVE ANY QUESTIONS, CONTACT THE STATE DISTRIBUTION CENTER, DOCUMENTS LIBRARIAN AT 465-2942.

FORM NO.	TITLE <i>House STATE AFFAIRS ENVP</i>	DATE REQUESTED <i>MAR 8</i>	
DEPARTMENT <i>Legislative AFFAIRS</i>	DIVISION	DATE REQUIRED <i>Per R. 1.1. 1978</i>	
CONTACT FOR INFORMATION <i>Leo</i>	DEPARTMENT AUTHORIZATION <i>Leo</i>		
PHONE <i>3863</i>	MAIL STOP <i>3101</i>	RECORDS MANAGEMENT	
USAGE	AGENCY REQUISITION NO.	REVISED/NEW	
NO. OF MASTERS <i>1</i>	ORIGINAL SIZE <input type="checkbox"/> 8 1/2 x 11"	OTHER:	
NO. OF COPIES <i>1000</i>	FINISHED SIZE <input type="checkbox"/> 8 1/2 x 11"	OTHER:	
COLOR AND TYPE OF PAPER <input type="checkbox"/> 90# <input type="checkbox"/> 20# <input type="checkbox"/> WHITE <input type="checkbox"/> OTHER:		DATE STAMP	
PRINTING		<i>286d</i>	
One Side	Collate		Drill
Back-to-Back	Staple		Pad
Tumbled	Fold		Trim
SPECIAL INSTRUCTIONS: <i># 10 white envelopes w/window</i>			

MASTERS	UNITS	RATE	EXT.	COLLATE	UNITS	RATE	EXT.
COPYTRON				12 OR UNDER			
11 x 17				OVER 12			
FILM	<i>1</i>	1.50		MISC.			<i>1.50</i>
METAL	<i>1</i>	1.50		STAPLING			
				FOLDING			
				DRILLING			
IMPRESSIONS				TRIMMING			
8 1/2 x 11				PADDING			
8 1/2 x 13 or 14				TOTAL CHARGES			<i>22.00</i>
11 x 17				AGENCY ACCOUNTING CODE:			
COVER PRINTED	<i>1000</i>	<i>1.15</i>	<i>15.00</i>				
NOT PRINTED				OPERATOR: PRESS- <i>RODOLFO ALANS</i>			
DATE COMPLETED:	<i>3-15-78</i>			OPERATOR: BINDERY-			

INSTRUCTIONS: Please fill out completely. If material to be duplicated is a form or form letter, attach master to this duplication request. If reprint, attach legible sample. Submit to Records Management, Dept. of Administration (Mail Stop 0207) for approval and Forms Control registration. DO NOT SFND non-form material (procedures, instructions, bulletins, memos, etc.) for approval; route such material directly to Central Duplicating.

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FORM NO.	TITLE <i>HOUSE STATE AFFAIRS EQUIP</i>	DATE REQUESTED
DEPARTMENT <i>LEG. AFFAIRS</i>	DIVISION	DATE REQUIRED
CONTACT FOR INFORMATION <i>LEO</i>	DEPARTMENT AUTHORIZATION	
PHONE <i>3863</i>	MAIL STOP <i>3101</i>	RECORDS MANAGEMENT
USAGE	AGENCY REQUISITION NO.	REVISED/NEW
NO. OF MASTERS <i>1</i>	ORIGINAL SIZE <input type="checkbox"/> 8 1/2 x 11"	OTHER: TYPESETTING <input type="checkbox"/> YES <input type="checkbox"/> NO
NO. OF COPIES <i>1000</i>	FINISHED SIZE <input type="checkbox"/> 8 1/2 x 11"	OTHER: LAYOUT <input type="checkbox"/> YES <input type="checkbox"/> NO
COLOR AND TYPE OF PAPER <input type="checkbox"/> 90# <input type="checkbox"/> 20# <input type="checkbox"/> WHITE <input type="checkbox"/> OTHER:		DATE STAMP <i>2861</i>
PRINTING		
One Side	Collate	
Back-to-Back	Staple	Pad
Tumbled	Fold	Trim
SPECIAL INSTRUCTIONS: <i>#10 ENVELOPES / WINDOW</i>		

MASTERS	UNITS	RATE	EXT.	COLLATE	UNITS	RATE	EXT.
COPYTRON				12 OR UNDER			
11 x 17				OVER 12			
FILM				MISC.			
METAL				STAPLING			
				FOLDING			
				DRILLING			
IMPRESSIONS				TRIMMING			
8 1/2 x 11				PADDING			
8 1/2 x 13 or 14				TOTAL CHARGES			<i>12 12</i>
11 x 17				AGENCY ACCOUNTING CODE:			
COVER PRINTED			<i>1.12</i>				
NOT PRINTED				OPERATOR: PRESS - <i>GEORGE ALAMS</i>			
DATE COMPLETED:			<i>-15-12</i>	OPERATOR: BINDERY -			

DIVISION OPERATIONS

MONTHLY EXPENDITURE JOURNAL AACM2110-R03

03/31/82

DOCUMENT	DESCRIPTION	REFERENCE	TXN	COLLOC	REC	ACT	PROJ	WARRANT	DAY	AUTHORIZATION	ENCUMBRANCES	EXPENDITURE
FW358222	030482MUNICIPALITY OF AN		362	31921052	311				25			106.94
FW265926	021582MUNICIPALITY OF AN		362	31921052	312				09			55.39
V3103540	030282ALASKA AIRLINES		361	31921052	397			910672	09			93.50
JV824315	TO-014		110	31921053	000				31	29,414.00-		
FW265958	021582TERRY MARTIN		362	31921053	248				02			675.00
V3103559	013182YUKON OFFICE SUPPL		361	31921053	489			912979	11			96
V3103559	013182YUKON OFFICE SUPPL		361	31921053	489			912979	11			48
JV824315	TO-014		110	31921054	000				31	16,457.00-		
AV014827	BOYER DEC		362	31921054	199				23			2,539.60-
AV014828	ROBINSON JAN		362	31921054	199				23			1,799.41
AV014829	MANLY JAN		362	31921054	199				23			3,216.25
JV824315	TO-014		110	31921055	000				31	46,505.00-		
AV014829	PAX JAN		362	31921055	199				23			2,016.83
V3103542	030182ALASKA AIRLINES		361	31921055	247			910676	09			292.00
V3103591	030182JUNEAU & DOUGLAS		361	31921055	311			914313	15			15.30-
JV824315	TO-014		110	31921056	000				31	21,707.00-		
FW358051	022382RAY METCALFE		362	31921056	248				08			845.00
TR009350	PER DIEM REIM		363	31921056	248				30			27.00-
FW265793	020282MUNIC OF ANCHORAGE		362	31921056	311				02			76.70
FW265793	020282MUNIC OF ANCHORAGE		362	31921056	312				02			53.90
FW358341	031582THE ANCH TIMES		362	31921056	325				30			48.22
AV014824	FW92659559-METCALFE		362	31921056	394				23			150.00-
FW265959	021582RESOURCE DEVELOPME		362	31921056	394				04			150.00
V3103559	013182YUKON OFFICE SUPPL		361	31921056	489			912979	11			40.50
V3103560	013182YUKON OFFICE SUPPL		361	31921056	489			912981	11			137.76
V3103560	013182YUKON OFFICE SUPPL		361	31921056	489			912981	11			9.69
V3103560	013182YUKON OFFICE SUPPL		361	31921056	489			912981	11			4.91
V3103560	013182YUKON OFFICE SUPPL		361	31921056	489			912981	11			105.68
JV824315	TO-014		110	31921057	000				31	62,090.00-		
FW358094	022582STEVEN SOENKSEN		362	31921057	212				12			243.75
FW358145	030182VALDEZ AIRLINES		362	31921057	247				12			376.00
AV014823	FW9265896		362	31921057	311				23			54.75-
AV014823	FW9265896		362	31921057	311				23			60.25-
FW265896	020982COPPER VALLEY TELE		362	31921057	311				02			54.75
FW358095	021982COPPER VALLEY TELE		362	31921057	311				16			287.39
FW358006	021982COPPER VALLEY TELE		362	31921057	311				16			666.53
FW265896	020982COPPER VALLEY TELE		362	31921057	312				02			60.25
FW358006	021982COPPER VALLEY TELE		362	31921057	312				16			61.50
FW358194	030282AK AERONTICL INDUS		362	31921057	379				12			210.14
V3103540	030282ALASKA AIRLINES		361	31921057	397			910672	09			528.80
V3103541	030282ALASKA AIRLINES		361	31921057	397			910673	09			377.40
V3103541	030282ALASKA AIRLINES		361	31921057	397			910673	09			35.00
V3103541	030282ALASKA AIRLINES		361	31921057	397			910673	09			23.00
V3103559	013182YUKON OFFICE SUPPL		361	31921057	489			912980	11			72.90
V3103560	013182YUKON OFFICE SUPPL		361	31921057	489			912982	11			46.96
V3103560	013182YUKON OFFICE SUPPL		361	31921057	489			912982	11			41.00
V3103560	013182YUKON OFFICE SUPPL		361	31921057	489			912981	11			6.39
JV824315	TO-014		110	31921058	000				31	20,603.00-		
JV824315	TO-014		110	31921059	000				31	33,876.00-		
AV014825	FRY JAN		362	31921059	199				23			671.25-
AV014825	SHELLEY JAN		362	31921059	199				23			891.35-

Account: House State Affairs (056)

Account Chair: Metcalfe

Account Authorization: Hayes

Funding Source/Amount: Ch 82, SLA 1981 \$ 74,000

House Closeout \$(21,707)

\$ 52,293

Lapsing date: 06/30/82

MAR 31 1982

Items	Budget	Expenditures	Encumbrances & Adjustments	Balance Available	%
PERSONAL SERVICES		39,632			
TRAVEL & PER DIEM		2,512			
CONTRACTUAL		6,980	60		
COMMODITIES/EQUIPMENT UNALLOCATED	52,293	3,168			
TOTAL	52,293	52,292	60	(59)	-0-

5 - B

STATE OF ALASKA
THE LEGISLATURE

LEGISLATIVE AFFAIRS AGENCY

POUCH Y, STATE CAPITOL
JUNEAU, ALASKA 99811
465-3800

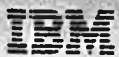
INTER-AGENCY ROUTING SLIP

TO Rep. Metcalfe

REMARKS:

FROM hs-acctg DATE 5-24-82

LAA 25



REMIT TO: P. O. BOX 5826, SAN MATEO, CA 94402
 INQUIRE AT: 2525 C STREET, ANCHORAGE, AK 99503

INVOICE NUMBER

No 3274810

OFF. NO

- 26A

PROD.	MACHINE SERIAL	HOURS		CODE	QUAN.	PARTS NAME	TOTAL PRICE
		TRAVEL	LABOR				
219	301615117	2 10	6 10			ADJ 11" KEYBOARD SPRINGS	

CUSTOMER NAME
AKST LEGISLATURE

ADDRESS
POUCH V
RM 102, CAPITOL BLDG.

CITY, STATE
JUNEAU, AK. 99811

ZIP
99811

CUSTOMER REFERENCE

GOVERNMENT SERVICE BO OVERTIME
 FED. STATE LOCAL CODE INVOICE

SERVICE AGREEMENT SOLD

TOTAL PARTS 0

INVOICE NUMBER OFF. NO.
3274810 -26A

TOTAL HOURS 6

MINIMUM CHARGE OR X LABOR RATE PER HOUR \$ 85.00

TOTAL LABOR 85.00

CUSTOMER SIGNATURE
X Ruth Cameron

PRINT SIGNATURE

MILES AT 31 EACH PLUS OTHER EXPENSE

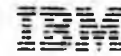
STATE TAX COUNTY TAX CITY TAX TOTAL TAX 0

PAID CHECK NO TOTAL AMOUNT
8531

IBM REPRESENTATIVE SIGNATURE
K. E. LAYTON 353927

EMPLOYEE SERIAL NO

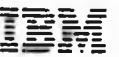
SUBJECT TO TERMS ON REVERSE SIDE



OFFICE PRODUCTS DIVISION
SERVICE INVOICE

ORIGINAL INVOICE

PLEASE RETURN REMITTANCE COPY WITH THIS AMOUNT



REMIT TO: P. O. BOX 5826, SAN MATEO, CA 94402
 INQUIRE AT: 2525 C STREET, ANCHORAGE, AK 99503

INVOICE NUMBER

No 3273017

OFF. NO

- 26A

PROD	MACHINE SERIAL	HOURS		CODE	QUAN	PARTS NAME	TOTAL PRICE
		TRAVEL	LABOR				
28	011016425	3 10	9 10			LUBE MOTOR PULLEY LUBE C. CIRCUIT & CLEAN	

CUSTOMER NAME
House State Affairs

ADDRESS
POUCH Y

CITY, STATE
JUNEAU AK.

ZIP
99811

CUSTOMER REFERENCE

GOVERNMENT SERVICE BO OVERTIME
 FED. STATE LOCAL CODE INVOICE

SERVICE AGREEMENT SOLD

TOTAL PARTS 0

INVOICE NUMBER OFF. NO.
3273017 -26A

TOTAL HOURS 12

MINIMUM CHARGE OR X LABOR RATE PER HOUR \$ 90.00

TOTAL LABOR 90.00

CUSTOMER SIGNATURE
X Barbara J. Reither

PRINT SIGNATURE
BARBARA J. REITHER

MILES AT 31 EACH PLUS 0 OTHER EXPENSE

STATE TAX COUNTY TAX CITY TAX TOTAL TAX 0

PAID CHECK NO TOTAL AMOUNT
9217

IBM REPRESENTATIVE SIGNATURE
K. E. LAYTON 353927

EMPLOYEE SERIAL NO

SUBJECT TO TERMS ON REVERSE SIDE



OFFICE PRODUCTS DIVISION
SERVICE INVOICE

ORIGINAL INVOICE

PLEASE RETURN REMITTANCE COPY WITH THIS AMOUNT

HOUSE STANDING COMMITTEE INTERIM BUDGET REQUEST 1981

FROM: State Affairs Committee

BUDGET

100 personal Services \$ 29,110.00
 200 Travel \$ 17,792.00
 300 Contractual \$ 6,175.00
 400 Commodities \$ 1,500.00
 500 Equipment \$ 2,300.00
 TOTAL \$ 56,877.00

DETAILS:

100 Personal Services

Staffing Detail:

NAME: Barbara J. Reither RANGE x MONTHS \$ 12,810.00

NAME: _____ RANGE x MONTHS \$ 16,300.00

200 Travel; anticipated:

<u>NAME</u>	<u>DESTINATION</u>	<u>DATES</u>	<u>COSTS</u>
1 <u>Committee</u> Specializing	<u>Anchorage</u>	<u>Sept</u>	\$ <u>1,099.00</u> <i>Including Per Diem</i>
2 <u>"</u>	<u>"</u>	<u>Nov.</u>	\$ <u>"</u>
3 <u>Committee</u>	<u>Fairbanks</u>	<u>Oct.</u>	\$ <u>2,658.00</u>
4 _____	<u>Arctic Name / FBX Kot, ANC.</u>	<u>Oct.</u>	\$ <u>13,936.00</u>

300 Contractual

Telephone:

Utility Anchorage \$ 1,800.00 Phone # 272-5841
279-2832

Office Space:

Vendor Arctic Business Park I Location 600 W 41st. Suite 201-A

Payment Arrangements \$625/month + \$625 deposit (returnable)

HOUSE STANDING COMMITTEE INTERIM BUDGET REQUEST 1981

FROM: State Affairs Committee

BUDGET

100 personal Services \$ 29,110.00
 200 Travel \$ 17,792.00
 300 Contractual \$ 5,815.00
 400 Commodities \$ 800.00
 500 Equipment \$ 23,000.00
 TOTAL \$ 56,187.00

DETAILS:

100 Personal Services

Staffing Detail:

NAME: Barbara J. Reither RANGE x MONTHS \$ 12,810.00

NAME: _____ RANGE x MONTHS \$ 16,500.00

200 Travel; anticipated:

NAME	DESTINATION	DATES	COSTS
<u>Committee</u> 1 <u>Ken Fanning</u>	<u>Anchorage</u>	<u>Sept</u>	\$ <u>2,493.00</u> (Includes Per diem)
2 <u>"</u>	<u>"</u>	<u>Nov.</u>	\$ <u>"</u>
3 <u>Com</u>	<u>FBX</u>	<u>Oct.</u>	\$ <u>2,658.00</u>
4 <u>"</u>	<u>Dillingham</u>	<u>Oct</u>	\$ <u>2,971.00</u>
<u>"</u>	<u>Arctic/Com/Per diem/</u> <u>KOT, ANC</u>	<u>"</u>	\$ <u>12,936</u>

*Angus Spiller
Brewer*

300 Contractual

Telephone:

Utility 0 storage \$ 1,800.00 Phone # 272-5841
279-2832

Office Space:

Vendor Arctic Business Park I Location 600 W 41st, Suite 201-A

Payment Arrangements \$625/month + \$625 deposit (returnable)

(#3,750 / interim + 625.00)

4,375.00

*113
48*

9639 - Bur(9)

~~9~~

1,071, ea x 7 members = 7497.00 Tickets

Per dien

4809. ~~x 7~~ Per

7497.00

12,306.00

Ami 67. day x 7

Koty { 88 day
88

Fairby { 88 88
67.

Ami { 67.
67.

687 x 7 = 4809.00
~~687~~ 7497.00
12,306.00

Yukon Mike Gogolowski - Savin
840 - 99.⁰⁰ - 1800.⁰⁰ Free .02 after

John 289.95 - w/ Calling Unit
 199.95 w/o Calling Unit

Answering Machine
Staple Puller
Desk Doodle Pad
Organizer for Desk Top
Small Folding Table
Clock

Bradley -

2

What Bills

Where

When - Nov.

Committee (7)

Committee (7)

Committee
 Travel x 3 to Anchorage = 744.
 Per Diem @ 7 * 5 (3/day) = 1005.

To FBX 5 members & 2 staff

5 RT to ^{ANC} FBX @ \$172. = 860.00 Tickets
 7 @ \$67 = 469.00 PER DIEM

\$ 2,658.00
 TRAVEL & PD
 FOR FBX

ANCH HR

Miller: SOW/ANC RT = 286.00

Brown: FBX/ANC RT = \$172.00

Finn: " " " " "

\$ 630.00 Travel

7 @ 67 = 469.00

\$ 1,099.00

2 hr in Anch = 1,099 x 2 = \$2,198.00

Combined 3 hearings = \$7,054.00
 travel & per diem

HAIRES
Suka
Ketchikan

ANC/home/FBX/KOT/ANC

Per Diem for 7 members = \$4,809.00
7497

775.00

12,306

2.
 1,488.00
 1,005.00
 916.00

Cash. 47/day per diem = $1,005.00 \times 3 = 3,015.00$

Ken Fanning
 - Dixon
 - Miller
 - Abbott
 - Metcalfe
 - Farkas - Cash
 - Jensen - Cash
 172.00
 286.00
 328.00
 Cash - George

Barbara Retire 15A x 6 = ~~10,675.00~~
 2135
 12,810
 21A x 5 3200 = 16,300.00

100 Personal Services

B. Riether	15 A x 6	12,810.00
B. Powers	19 A x 4 1/2	14,185.00
K. Mitchell	21 A x i	<u>3,260.00</u>
Sub	TOTAL	<u>30,255.00</u>
	x 26% Benefits	<u>7,866.30</u>
	TOTAL	38,121.30

200 TRAVEL

300 Contractual