



# **PERFORMANCE AUDIT REPORT**

## **Estimated Costs For Additional Embellished Parchment Copies Of House Resolutions**

**A Report to the Legislative Post Audit Committee  
By the Legislative Division of Post Audit  
State of Kansas  
February 1987**

# **Legislative Post Audit Committee**

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## **Legislative Division of Post Audit**

**THE LEGISLATIVE POST** Audit Committee and its audit agency, the Legislative Division of Post Audit, are the audit arm of Kansas government. The programs and activities of State government now cost about \$5 billion a year. As legislators and administrators try increasingly to allocate tax dollars effectively and make government work more efficiently, they need information to evaluate the work of governmental agencies. The audit work performed by Legislative Post Audit helps provide that information.

We conduct our audit work in accordance with applicable government auditing standards set forth by the U.S. General Accounting Office. These standards pertain to the auditor's professional qualifications, the quality of the audit work, and the characteristics of professional and meaningful reports. The standards also have been endorsed by the American Institute of Certified Public Accountants and adopted by the Legislative Post Audit Committee.

The Legislative Post Audit Committee is a bipartisan committee comprising five senators and five representatives. Of the Senate members, three are appointed by the President of the Senate and two are appointed by the Senate Minority Leader. Of the Representatives, three are appointed by the Speaker of the House and two are appointed by the Minority Leader.

Audits are performed at the direction of the Legislative Post Audit Committee. Legislators or

committees should make their requests for performance audits through the Chairman or any other member of the Committee. Copies of all completed performance audits are available from the Division's office.

### **LEGISLATIVE POST AUDIT COMMITTEE**

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Senator Joe Warren

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February 1987

**ESTIMATED COSTS FOR  
ADDITIONAL EMBELLISHED PARCHMENT COPIES OF  
HOUSE RESOLUTIONS  
Legislative Division of Post Audit**

Newly adopted permanent Rule 3908 of the Kansas House of Representatives specifies that, unless otherwise directed by the Speaker, not more than five copies of any enrolled House resolution and any enrolled House concurrent resolution may be printed on embellished parchment and shall be distributed as directed by the resolution. Additional copies of any House resolution may be printed on embellished parchment and mailed at the expense of the member requesting these copies.

In response to legislative concerns in this area, the Legislative Post Audit Committee directed the Legislative Division of Post Audit to conduct a special audit determining the costs incurred in printing, mailing, and recovering costs for embellished parchment copies of House resolutions beyond the first five copies.

The auditors discussed the procedures for producing and distributing copies of House resolutions with representatives of the State agencies involved. The estimated costs of those procedures are summarized below:

Documents	\$ .30 for each sheet
Mailing Tubes	.37 for each tube
Postage	Actual postage cost
Handling Costs	.83 per mailing tube
Accounting Costs	3.22 per resolution

**Cost of producing the documents.** According to personnel at the Division of Printing, the embellished parchment itself is prepared in lots of 2,000 sheets. Preparation involves cutting the paper to the proper size and printing a colored background on the cut paper. When a resolution is passed and embellished parchment copies are needed, the appropriate number of sheets are printed with the resolution. Division of Printing personnel estimate the cost of any additional printed embellished parchment copies of House resolutions to be 30 cents each. Almost all of this amount is for the paper and its preparation. Because the initial setup for printing the first five copies of a resolution can be used for printing additional copies, the cost of printing those additional copies is minimal.

**Cost of mailing the documents.** According to personnel in the Office of the Clerk of the House and in Legislative Administrative Services, the cost of mailing includes the cost of mailing tubes, the cost of postage, and the cost of handling by the Clerk's Office. The mailing tubes used are from stock that was purchased some time ago and no invoice is available to determine the cost of these tubes. However, the auditors were able to obtain a quoted price from a vendor of 32

cents each. Postage costs vary from about 50 cents to about \$2 per mailing tube, depending on the destination of the mailing and how many copies are sent to the same address. The amount recovered from a requesting member of the House could be based on either actual postage or an "average" rate such as \$1 per tube mailed. The auditors analyzed information provided by the Clerk's Office and arrived at estimated handling costs of 83 cents per tube mailed. Handling consists of placing the appropriate number of resolutions in a mailing tube and addressing the tube.

**Cost of accounting for amounts owed.** Recovering the costs for additional resolution copies will be the responsibility of Legislative Administrative Services, which will therefore incur certain administrative costs. In addition, the State Treasurer's Office and the Division of Accounts and Reports will incur certain costs in processing the receipts for additional resolution copies through the State's accounting system. Analysis of information provided by these three agencies resulted in an estimated cost for accounting of \$3.22 per resolution, regardless of how many copies are requested and how they are distributed. Of that total, \$2.49 is for Legislative Administrative Services and 73 cents is for the State Treasurer's Office. The amount for the Division of Accounts and Reports is negligible.

The auditors found that the cost of sending additional copies of resolutions depends not only on the number of copies but also on the number of places to which they will be sent. For example, the cost of sending 12 additional copies of a resolution to one address would be about \$9, while the cost of sending six additional copies of a resolution to six different addresses would be about \$15. The difference in cost is mainly due to the number of tubes mailed.