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LITERATURE RETRIEVAL DIVISION

December 20, 1983

Notes to the 1983 Estimated Annualized Costs and Budget for 1984

- (1) TOTAL ESTIMATED COST: The total estimated cost is the total of all operating payments and includes the operating expenses plus prepaid expenses, security deposits and capital expenditures prior to amortization for federal income tax purposes.
- (2) SALARIES: The 1984 budget of \$1,647,950 provides for 80 positions, which is five more than had been budgeted for 1983. Three of the additional positions are for professional employees, and the other two are for support functions. The 1984 budget also includes a pool for salary increases totalling \$70,000.

The total of the 1984 budget and the 1983 expense approximates the total expenditure for these two years that had been projected.

1983 Estimated Actual	\$1,326,835
1984 Budget	<u>1,647,950</u>
	\$2,974,785

Projections of February 1983

1983 Projection	\$1,458,365
1984 Projection	<u>1,545,900</u>
	3,004,265

There were 92 positions in the 1982 budget, 88 positions in the 1981 and 1980 budgets, and 63 positions in the 1979 budget. Thus, the staffing requirements for the Literature Retrieval Division continue to be maintained at 1979-1980 levels. This accomplishment largely is attributable to the introduction of automated systems.

- (3) PAYROLL TAXES:

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F.I.C.A.: 7.0% of the first \$37,800	\$110,478
N.Y. State Unemployment Insurance: 3.1% of the first \$7,000	17,010
Federal Unemployment Insurance: 3.5% of the first \$7,000	19,205
N.Y. State Disability Insurance: \$140.44 per employee per year	11,235
	\$157,928

The 1984 budget for N.Y. State Disability Insurance is considerably greater than had been anticipated. This is because N.Y. State viewed LS, Inc. as a new corporation and, therefore, would not accept their prior experience with Literature Retrieval Division employees in the determination of our premium.