
ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

The operation and programs for the Contractors Licensing Board are perscribed by Act 150 of 1965 as amended. More specifically determining qualifications of applicants for contractors license and authorizing the issuance of new and renewal licenses, investigating all alledged and factual violations of the licensing law and bringing such to conclusion, holding hearings, assessing penalties and bringing those into compliance as may be possible in the State of Arkansas, having an annual roster of licensed contractors in the state printed and properly distributed, annually reporting to the governor and the state the transactions of the Board with a copy of such report filed with the Secretary of State. The cost and expenses of the administration of this act are solely by the fees and violation penalties received by this Board. The maximum filing fees as set by law are \$100.00 for an original license and \$100.00 for a renewal of a license. The current filing fee is \$100.00 for an original and \$50.00 for a renewal which is renewed on time. We currently have approximately 4,100 licensed in the State of Arkansas which shows a slight increase over previous years. The Contractors Licensing Board will meet approximately 30 times per year in its normal course of business. It is the opinion of the Board that the administration of the state contractors licensing law has effectively, efficiently and economically complied with the legislative intent of the statutes. This will be the continuing efforts of the Board and its staff. The Contractors Licensing Boards present staff consists of 1 Administrator/Investigator, 4 Investigators and 3 Senior Clerk positions. Approximately 50% of the violations found of the licensing law are on out of state or non resident contractors doing business in the State of Arkansas. The Contractors Licensing Board also has the responsibility of administering and enforcing Act 37, the Contractors Bond Law, consisting of a \$10,000.00 Surety Bond of which insures proper compliance with the tax responsibilities to the State of Arkansas and local jurisdictions.

<u>AGENCY</u> CONTRACTORS LICENSING BOARD	<u>DIRECTOR</u> HOWARD WILLIAMS	<u>AGENCY PROGRAM COMMENTARY</u> BR21	<u>PAGE</u> 141
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CONTRACTOR'S LICENSING BOARD
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1993

	Fund Types		Account Groups		Total
	Governmental	Fiduciary	General Fixed Assets	General Long-Term Debt	
Assets	\$ 821,452.95	\$ 20,000.00	\$ 481,318.38	\$ 12,904.24	\$ 1,335,675.57
Liabilities	2,795.64			12,904.24	15,699.88
Fund Equity	818,657.31	20,000.00	481,318.38		1,319,975.69
Revenues	517,716.64	10,000.00			527,716.64
Expenditures	419,311.54				419,311.54

Findings

BURGLARIES - During the audit of the Contractor's Licensing Board for the year ended June 30, 1993, we noted that the Board reported burglaries occurring on August 7, 1992 and November 2, 1992 in which the following items were taken:

Property No.	Description	Cost
187	Pocket recorder, Norelco	\$ 177.45
289	Micro cassette recorder, GE	47.22
188	Computer, Wang	2,886.42
190	Computer, Wang	2,886.42
212	Microwave oven, Emerson	125.96
246	Micro recorder, Norelco	197.40
248	Recording adapter for telephone	21.00
249	Recording adapter for telephone	21.00
272	Recording adapter for telephone	41.95
291	Micro cassette recorder, GE	39.83
292	Micro cassette recorder, GE	39.84
293	9 telephones from Ultracom system	2,030.00
315	Portable electric heater	17.69
316	Portable electric heater	17.68
369	Printer, Epson computer	393.52
370	Computer base unit, Hyundai	1,050.15

Recommendations

Our findings in these matters are being reported in accordance with Ark. Code Ann. 10-4-111.

CONTRACTOR'S LICENSING BOARD
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1993

	Findings (Continued)	Recommendations (Continued)
BURGLARIES (Continued)		
Property		
<u>No.</u>	<u>Description</u>	<u>Cost</u>
371	Monitor, computer color	\$ 293.80
372	Hard drive for computer	425.06
375	Cable for printer	10.55
None	Portable heater and garbage can	<u>65.00</u>
Total		<u>\$10,787.94</u>

A Little Rock City Police Department investigation of the burglaries was inconclusive as to identity of the burglars. Subsequent to the burglaries, the Agency received reimbursement totaling \$10,850.14 from the Hartford Insurance Company, which was deposited to the Agency's bank account on December 3, 1992.

After the burglary on August 7, 1992, the Agency had security bars placed on all outside windows. After the burglary of November 2, 1992, the Agency had a burglar alarm security system installed.

ARKANSAS BUDGET SYSTEM
EMPLOYMENT SUMMARY
AS REQUIRED BY ACT 358 OF 1993

AGENCY TITLE CONTRACTOR'S LICENSING BOARD

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>4</u>	<u>4</u>	<u>8</u>	<u>100%</u>
BLACK EMPLOYEES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EMPLOYED AS OF <u>Sept 7, 1994</u> DATE			<u>8</u>	<u>100%</u>
			<u>0</u>	<u>0</u>
			TOTAL MINORITIES	
			<u>8</u>	<u>100%</u>
			TOTAL EMPLOYEES	

Howard Williams
HOWARD WILLIAMS, Administrator
 AGENCY DIRECTOR

SUMMARY
STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 79TH GENERAL ASSEMBLY
AGENCY: CONTRACTOR'S LICENSING BOARD

PROGRAM AUTHORIZED	# POS. AUTH.	AUTHORIZED APPROPRIATION		STATUS
		FY 93-94	FY 94-95	
<u>APPROPRIATION: A03 - CONTRACTOR'S LICENSING - CASH</u>				
Capital Outlay		\$7,500	\$7,500	The Board expended \$5,473 in FY94 to replace office equipment including video and audio equipment. The entire \$7,500 is budgeted in FY95.
Refunds		\$50,000	\$50,000	The Board was provided \$50,000 both years of the biennium to be used to return surety bonds to contractors should the need arise. None of this appropriation was used in FY94. All of the appropriation is budgeted in FY95.

ARKANSAS BUDGET SYSTEM DEPARTMENT APPROPRIATION SUMMARY

AGENCY TITLE		1993-95 Expenditures				1995-97 Biennium Request				1995-97 Executive Recommendation			
Appropriations		Actual 1993-94	No. of Pos.	Budgeted 1994-95	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.
Code	Name												
A03	Contractor's Licensing	\$603,796	8	\$749,188	9	\$853,370	9	\$861,637	9	\$839,188	9	\$839,188	9
TOTALS		\$603,796	8	\$749,188	9	\$853,370	9	\$861,637	9	\$839,188	9	\$839,188	9
Funding Sources			% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances		\$878,461	61.3%	\$829,738	61.9%	\$590,418	49.6%	\$336,916	36.0%	\$590,418	49.6%	\$351,098	36.9%
General Revenues													
Special Revenues													
Federal Funds													
Const. & Fiscal Agency Fund													
State Central Services Fund													
Non-Revenue Receipts													
Cash Funds		455,073	31.7%	400,000	29.9%	400,000	33.6%	400,000	42.7%	400,000	33.6%	400,000	42.1%
Investments		100,000	7.0%	109,868	8.2%	199,868	16.8%	199,868	21.3%	199,868	16.8%	199,868	21.0%
Total Funding		1,433,534	100.0%	1,339,606	100.0%	1,190,286	100.0%	936,784	100.0%	1,190,286	100.0%	950,966	100.0%
Excess Appro./ (Funding)		(829,738)		(590,418)		(336,916)		(75,147)		(351,098)		(111,778)	
TOTAL		\$603,796		\$749,188		\$853,370		\$861,637		\$839,188		\$839,188	
DEPARTMENT CONTRACTOR'S LICENSING BOARD (224)				DIRECTOR Howard Williams					DEPARTMENT APPROPRIATION SUMMARY BR 40				
									146				

ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997

The Contractor's Licensing Board is funded from the receipt of fees charged by the agency to license commercial contracts and penalties associated with violations of regulations. The Board is not requesting a fee increase. Expenditures from the cash fund is dependent on the availability of funds.

The base level for the biennium is \$741,688 and supports nine (9) positions. The actual FY94 expenditures totalled \$603,796. \$749,188 is budgeted for FY95.

The Board is requesting priorities in two areas. \$7,500 is requested in Capital Outlay to restore appropriation not carried forward in the base. This is for the replacement of office equipment and cameras and video equipment which is used extensively in investigations and hearings.

The second request is for \$90,000 in appropriation each year in the investment line item. This will allow the agency the flexibility to invest any funds which may be available.

The Executive Recommendation is the Agency request.

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>CASH FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: Contractor's Licensing Board Code: 224	Name: Contractor's Licensing Board-Cash Code: A03	Name: Contractor's Licensing Board-Cash Code: 311	BR20	147

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----		94-95	-----95-96 FISCAL YEAR-----			-----96-97 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	93-94	94-95	AUTHORIZED	BASE	PRIORITY	TOTAL	BASE	PRIORITY	TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	APPRO							95-96	96-97	95-96	96-97
REGULAR SALARIES	233,900	273,660	268,295	273,660	6,839	280,499	273,660	13,846	287,506	273,660	273,660		
NUMBER OF POSITIONS	8	9	9	9	0	9	9	0	9	9	9		
PERSONAL SERV MATCHING	54,318	72,479	70,100	72,479	7,343	79,822	72,479	8,603	81,082	72,479	72,479		
OPERATING EXPENSES	142,968	162,981	162,981	162,981	0	162,981	162,981	0	162,981	162,981	162,981		
CONF FEES & TRAVEL	4,339	4,700	4,700	4,700	0	4,700	4,700	0	4,700	4,700	4,700		
PROF FEES & SERVICES	12,798	18,000	18,000	18,000	0	18,000	18,000	0	18,000	18,000	18,000		
CAPITAL OUTLAY	5,473	7,500	7,500	0	7,500	7,500	0	7,500	7,500	7,500	7,500		
GRANTS/AIDS	50,000	50,000	50,000	50,000	0	50,000	50,000	0	50,000	50,000	50,000		
INVESTMENTS	100,000	109,868	125,000	109,868	90,000	199,868	109,868	90,000	199,868	199,868	199,868		
REFUNDS/REIMBURSEMENTS	0	50,000	50,000	50,000	0	50,000	50,000	0	50,000	50,000	50,000		
TOTAL	603,796	749,188	756,576	741,688	111,682	853,370	741,688	119,949	861,637	839,188	839,188		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	878,461	829,738	*****	590,418		590,418	336,916		336,916	590,418	351,098		
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS	455,073	400,000	*****	378,318	21,682	400,000	370,051	29,949	400,000	400,000	400,000		
INVESTMENTS	100,000	109,868	*****	109,868	90,000	199,868	109,868	90,000	199,868	199,868	199,868		
TOTAL FUNDING	1,433,534	1,339,606	*****	1,078,604	111,682	1,190,286	816,835	119,949	936,784	1,190,286	950,966		
EXCESS APPRO/ (FUNDING)	(829,738)	(590,418)	*****	(336,916)		(336,916)	(75,147)		(75,147)	(351,098)	(111,778)		
TOTAL	603,796	749,188	*****	741,688	111,682	853,370	741,688	119,949	861,637	839,188	839,188		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 224 CONTRACTOR'S LICENSING BOARD
 APPRO A03 CONTRACTOR'S LICENSING -- CASH
 FUND 311 CONTRACTORS LICENSING BOARD CASH(224)

The FY95 Budgeted amounts in Regular Salaries and/or Personal Services Matching may exceed the Authorized amounts due to the implementation of the pay plan during the 1993-95 biennium.

APPROPRIATION SUMMARY
 BR 215

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1995 - 97 BIENNium REQUESTS				R E C O M M E N D A T I O N S								
					ACTUAL	BUDGETED	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE						
					93-94	94-95	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97							
000		311	224 A03	B	603,796 8	749,188 9	741,688 9			741,688 9				741,688 9		741,688 9			
000		311	224 A03 SALARY/MATCHING COST FOR BASE POSITIONS	P13			14,182 0			22,449 0									
Additional appropriation required above the Base Level for payment of salaries and anticipated personal services matching requirements.																			
001		311	224 A03	P01		0 0	97,500 0			97,500 0				97,500		97,500			
It is necessary to have the ability to replace and upgrade equipment during the year. We use a great deal of camera and sound equipment during our investigation and enforcement process. The Character 13 request is made in order that we may make proper investments of any surplus cash funds available. This Character is not an expenditure, only a transfer.																			

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 224 CONTRACTOR'S LICENSING BOARD
 APPRO A03 CONTRACTOR'S LICENSING -- CASH

RANK BY APPROPRIATION

BR 264

FUND 311 CONTRACTORS LICENSING BOARD CASH(224)