

ARKANSAS BUDGET SYSTEM  
 AGENCY PROGRAM COMMENTARY  
 1999 - 2001

The operation and programs for the Contractors Licensing Board are prescribed by Act 150 of 1965, as amended, and also Act 162 of 1987, as amended.

More specifically, determining qualifications of applicants for contractors license and authorizing the issuance of new and renewal licenses. Investigating all alleged and factual violations of the contractors licensing law and contractors bond law, and bringing such to conclusion. Holding hearings, assessing penalties and meeting compliance as may be possible in the State of Arkansas. Having an annual roster of the licensed contractors printed and properly distributed, along with electronic distribution of the roster at the present time through the Contractors Licensing Board Web Page. Annual reports to the Governor that state the transactions of the Board and 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 forth by law are \$100.00 for an original license application and \$100.00 for a renewal license application as well. The current filing fee is \$100.00 for an original application, and \$50.00 for a renewal application if renewed on time. We currently have approximately 30 times per year in its normal course of business.

It is the desire of this Board and administration to effectively, efficiently, and economically comply with the legislative intent of the Acts. This will be the continuing effort of the Board, its staff and administration. The Contractors Licensing Board's present staff consists of 1 Administrator/Investigator, 4 Investigators, 3 Senior Clerk positions, 1 Junior Clerk position, 1 Attorney position, and 1 Education Coordinator. The Contractors Licensing Board presently has ten (10) of these positions filled.

The Contractors Licensing Board has made two specific requests in this budget. For budget needs and appropriation, we have requested \$14,500.00 for FY99 and \$12,000.00 for FY00 in Character 11 for the purposes of upgrading computer equipment and furniture. This request has previously been submitted to the Office of Information Technology and approved. Also we are requesting an upgrade of a position from a Jr. Clerk to a Sr. Clerk I position. Due to the combined duties that are shared in this office it is necessary to raise this position to make it more compatible in salary to the other positions in this office. Both of these requests are certainly valid and there is funding to meet these needs.

AGENCY Contractors Licensing Board	DIRECTOR     Howard Williams 	AGENCY PROGRAM COMMENTARY BR21	PAGE 90
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CONTRACTOR'S LICENSING BOARD  
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 1996

Assets				Liabilities			Total Equity
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total	Total Equity
\$ 1,104,760	\$ 485,045	\$ 406,836	\$ 1,996,641	\$ 0	\$ 19,953	\$ 19,953	\$ 1,976,688

  

Revenues				Expenditures				Other Sources (Uses)		
Inter-governmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	Other Sources (Uses)
\$ 0	\$ 0	\$ 677,708	\$ 75,192	\$ 752,900	\$ 351,012	\$ 0	\$ 6,189	\$ 172,659	\$ 529,860	\$

Findings

None.

Recommendations

None.

ARKANSAS BUDGET SYSTEM  
 EMPLOYMENT SUMMARY  
 AS REQUIRED BY ACT 358 OF 1993  
 (A.C.A 19-4-307)

AGENCY TITLE      224 - CONTRACTOR'S LICENSING BOARD

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	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>4</u>	<u>6</u>	<u>10</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>08/08/98</u> DATE			<u>0</u>	<u>0%</u>
			TOTAL MINORITIES	
			<u>10</u>	<u>100%</u>
			TOTAL EMPLOYEES	

*Howard Williams*  
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 AGENCY DIRECTOR

**CASH FUND BALANCE DESCRIPTION**

**AS OF JUNE 30, 1998**

**AGENCY:** Contractors Licensing Board 224

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
CLB Cash (311)	50,000	Checking	1st Commercial, L.R.	A.C.A. 17-25-205 - 17-25-402 fees shall be deposited in banks to be used by the Board in the manner prescribed by law.
	85,000	MMKT	1st Commercial, L.R.	
	6,500	MMKT	Mercantile, N.L.R.	STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES: A.C.A. 17-25-103 - 17-25-303 - 17-25-402 authorizes the agency to collect fees and penalties.
	135,000	2 - CD's	Capital Bank, L.R.	
	850,000	9 - CD's	1st National, Conway	
REVENUE RECEIPTS CYCLE: Fees and penalties are collected throughout the year.				FUND BALANCE UTILIZATION: These funds are used for operation of the agency and any necessary expenditure that may arise.
ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:
REVENUE RECEIPTS CYCLE:				FUND BALANCE UTILIZATION:

**ARKANSAS BUDGET SYSTEM  
ANALYSIS OF BUDGET REQUEST  
1999 - 2001**

The Contractor's Licensing Board is responsible for determining qualifications of applicants for contractor's license and authorizing the issuance of new and renewal licenses. The Board investigates all alleged and factual violations of the contractor's licensing law and contractor's bond law as well as holding hearings and assessing penalties to ensure compliance. The Contractor's Licensing Board is funded from the receipt of fees charged for examination, issuance, and renewal of commercial contractor's licenses and penalties associated with violations of regulations. Expenditures from the cash fund are solely dependent on the availability of funds.

Base Level includes a cost of living increase of 2.8% each year over the FY99 salary levels, related Personal Services Matching costs, supporting Maintenance & General Operations, Grants/Aids, Investments, and Refunds/Reimbursements. An increase of \$6,702 in FY00 and \$6,889 in FY01 in Salaries and Personal Services Matching is to upgrade a Jr. Clerk position to a Sr. Clerk I position to more accurately reflect the position's job duties. An increase of \$14,500 in FY00 and \$12,000 in FY01 in Capital Outlay is to upgrade computer equipment and purchase furniture.

The Executive Recommendation provides for Agency Request.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Contractor's Licensing Board  Code: 224	Name: Contractor's Licensing Board-Cash  Code: A03	Name: Contractor's Licensing Board-Cash  Code: 311	BR20	<b>94</b>

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----			-----99-00 FISCAL YEAR-----			-----00-01 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	97-98	98-99	98-99	BASE	CHANGE	TOTAL	BASE	CHANGE	TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED							99-00	00-01	99-00	00-01
REGULAR SALARIES	349,004	405,800	404,228	425,241	5,693	430,934	437,143	5,852	442,995	430,934	442,995		
NUMBER OF POSITIONS	10	11	11	11	0	11	11	0	11	11	11		
PERSONAL SERV MATCHING	86,338	100,881	105,099	110,817	1,009	111,826	112,932	1,037	113,969	111,826	113,969		
OPERATING EXPENSES	170,638	178,981	178,981	178,981	0	178,981	178,981	0	178,981	178,981	178,981		
CONF FEES & TRAVEL	5,342	4,700	4,700	4,700	0	4,700	4,700	0	4,700	4,700	4,700		
PROF FEES & SERVICES	28,901	23,000	23,000	23,000	0	23,000	23,000	0	23,000	23,000	23,000		
CAPITAL OUTLAY	11,457	7,500	7,500	0	14,500	14,500	0	12,000	12,000	14,500	12,000		
GRANTS/AIDS	47,560	50,000	50,000	50,000	0	50,000	50,000	0	50,000	50,000	50,000		
INVESTMENTS	50,000	156,504	208,084	156,504	0	156,504	156,504	0	156,504	156,504	156,504		
REFUNDS/REIMBURSEMENTS	10,000	50,000	50,000	50,000	0	50,000	50,000	0	50,000	50,000	50,000		
<b>TOTAL</b>	<b>759,240</b>	<b>977,366</b>	<b>1,031,592</b>	<b>999,243</b>	<b>21,202</b>	<b>1,020,445</b>	<b>1,013,260</b>	<b>18,889</b>	<b>1,032,149</b>	<b>1,020,445</b>	<b>1,032,149</b>		
<b>PROPOSED FUNDING SOURCES</b>			*****										
<b>FUND BALANCES</b>	<b>1,124,751</b>	<b>1,204,777</b>	*****	<b>877,411</b>		<b>877,411</b>	<b>506,966</b>		<b>506,966</b>	<b>877,411</b>	<b>506,966</b>		
<b>GENERAL REVENUES</b>			*****										
<b>SPECIAL REVENUES</b>			*****										
<b>FEDERAL FUNDS</b>			*****										
<b>STATE CENTRAL SERVICES FUND</b>			*****										
<b>NON-REVENUE RECEIPTS</b>			*****										
<b>CASH FUNDS</b>	<b>839,266</b>	<b>650,000</b>	*****	<b>628,798</b>	<b>21,202</b>	<b>650,000</b>	<b>631,111</b>	<b>18,889</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>		
<b>OTHER</b>			*****										
<b>TOTAL FUNDING</b>	<b>1,964,017</b>	<b>1,854,777</b>	*****	<b>1,506,209</b>	<b>21,202</b>	<b>1,527,411</b>	<b>1,138,077</b>	<b>18,889</b>	<b>1,156,966</b>	<b>1,527,411</b>	<b>1,156,966</b>		
<b>EXCESS APPRO/ (FUNDING)</b>	<b>( 1,204,777)</b>	<b>( 877,411)</b>	*****	<b>( 506,966)</b>		<b>( 506,966)</b>	<b>( 124,817)</b>		<b>( 124,817)</b>	<b>( 506,966)</b>	<b>( 124,817)</b>		
<b>TOTAL</b>	<b>759,240</b>	<b>977,366</b>	*****	<b>999,243</b>	<b>21,202</b>	<b>1,020,445</b>	<b>1,013,260</b>	<b>18,889</b>	<b>1,032,149</b>	<b>1,020,445</b>	<b>1,032,149</b>		

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

The FY99 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 1997-99 biennium.

APPROPRIATION SUMMARY  
 BR 215

ARKANSAS BUDGET SYSTEM  
PROGRAM/SERVICE INFORMATION LIST  
RANK BY APPROPRIATION

	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION		D E S	-----EXPENDITURES-----		-----1999 - 01 BIENNIUM REQUESTS-----						-----RECOMMENDATIONS-----					
					---ACTUAL--- --BUDGETED---		-----FY 1999 - 00-----		-----FY 2000 - 01-----		-----EXECUTIVE-----		-----LEGISLATIVE-----					
					97-98	98-99	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01						
	311	224	A03	B	759,240 10	977,366 11	999,243 11			1,013,260 11			1,005,945 11	1,020,149 11				
	311	224	A03	C10			6,702 0			6,889 0								
<p>The Contractors Licensing Board is submitting a request to upgrade a Jr. Clerk position to that of a Sr. Clerk I position. The justification for upgrading this position lies within the organization of this office in that the work load has become such that we can no longer keep duties segregated to the point of failing to meet the needs of each employee. The Jr. Clerk position shares the duties and responsibilities of the other three employees and should share the same responsibility of salary scheduling as well.</p>																		
	311	224	A03	C08			12,500 0			10,000 0			12,500	10,000				
<p>The Contractors Licensing Board has submitted a Biennial Budget Request in Character 11 for the specific purpose of upgrading necessary data processing equipment of which has been presented and approved by the Office of Information Technology in the amount of \$12,500 for the first year of the biennium, and \$10,000 for the second year.</p>																		

T 007 REGULATORY BOARDS AND COMMISSIONS  
224 CONTRACTOR'S LICENSING BOARD  
RO A03 CASH OPERATIONS  
D 311 CONTRACTORS LICENSING BOARD CASH(224)

RANK BY APPROPRIATION  
BR 264

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-----		-----1999 - 01 BIENNIUM REQUESTS-----				-----RECOMMENDATIONS-----							
					ACTUAL 97-98	BUDGETED 98-99	-----FY 1999 - 00-----		-----FY 2000 - 01-----		-----EXECUTIVE-----		-----LEGISLATIVE-----					
							REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01						
003		311	224 A03	C01			2,000 0	2,000 0	2,000	2,000								

The Contractors Licensing Board is also requesting \$2,000 for each year for the purposes of upgrading office furniture and equipment within Character 11 as well.

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

RANK BY APPROPRIATION  
BR 264