

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
AGENCY PROGRAM COMMENTARY
2003 - 2005

The Operation and programs for The Contractors Licensing Board are prescribed by Act 150 of 1965, as amended, Act 162 of 1987, as amended, and Act 950 of 1999.

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 at the present time through the Contractors Licensing Board Web Page. Annual reports to the governor that state the transactions of the Board and 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 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 9,000 licensed contractors who are qualified to perform work in the State of Arkansas. The Contractors Licensing Board will meet approximately 24 times per year in its normal course of business. The Residential Committee meets 12 times per year.

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 efforts of the Board, its staff and administration. The Contractors Licensing Board's present staff consists of 1 Administrator/Investigator, 6 Investigators, 4 Senior Clerk positions, 2 Junior Clerk positions, 1 Attorney position and 1 Education Coordinator. The Contractors Licensing Board presently has 15 of these positions filled.

The Contractors Licensing Board has made two specific requests in this budget. For budget needs and appropriation we have requested \$16,500 for FY 2004 for FY 2005 in Character 11 for the purposes of upgrading computer equipment and furniture. An additional \$55,000 in maintenance and operation because of added cost of new building at 4100 Richards Road, North Little Rock and added cost of administrating residential licensing law.

AGENCY Contractors Licensing Board	DIRECTOR  Howard Williams	AGENCY PROGRAM COMMENTARY	PAGE 133
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DIVISION OF LEGISLATIVE AUDIT
AUDIT OF:
CONTRACTORS LICENSING BOARD
FOR THE YEARS ENDED JUNE 30, 2001 AND 2000

Findings

Recommendations

None

None

SA0722401

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
 EMPLOYMENT SUMMARY
 Required by: A.C.A. 19-4-307

AGENCY TITLE: 0224 CONTRACTOR'S LICENSING BD

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>7</u>	<u>7</u>	<u>14</u>	<u>93%</u>
BLACK EMPLOYEES	<u>0</u>	<u>1</u>	<u>1</u>	<u>7%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL EMPLOYED AS OF			<u>1</u>	<u>7%</u>
DATE	<u>08/05/2002</u>		<u>TOTAL MINORITIES</u>	
			<u>15</u>	<u>100%</u>
			<u>TOTAL EMPLOYEES</u>	

Howard Wilkerson

 AGENCY DIRECTOR

**CASH FUND BALANCE DESCRIPTION
AS OF JUNE 30, 2002**

AGENCY:

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
CLB Cash (311)	\$175,000	Checking	Regions;Little Rock, AR	A.C.A. 17-25-205 - 17-25-402 Fees shall be deposited in banks to be used by Board in the manner prescribed by law.
	\$1,525,000	Management Fund	State Treasury	STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES: A.C.A. 17-25-103 17-25-303 17-25-402 Authorizes agency to collect fees and penalties.
				REVENUE RECEIPTS CYCLE: Fees and penalties are collected throughout the year.
				FUND BALANCE UTILIZATION: Fees are set at maximum of \$100.00 - It will be necessary in future to use these surplus funds for normal operations.
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 PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
STATE AGENCY PUBLICATIONS

Fiscal Year 2002-2003

Required by: A.C.A. 25-1-204

AGENCY: Contractor's Licensing Board

NAME OF PUBLICATION	STATUTORY AUTHORIZATION	PUBLICATION REQUIRED FOR GOVERNOR AND/OR GENERAL ASSEMBLY ONLY	NUMBER OF COPIES PUBLISHED	REASON(S) FOR CONTINUED PUBLICATION AND DISTRIBUTION
Contractor's Licensing Law & Rules & Regulations	Act 150 of 1965 as amended	No	9,000	Public Use
Residential Licensing Law & Rules & Regulations	Act 150 of 1965 as amended	No	5000	Public Use
Roster New Letters	Act 150 of 1965 Board Request	No No	1,200 9,500	Public Use Public Information
Applications	Act 150	No	3,500	Public Use
Contractor's Bond Law	Act 162 of 1987 as amended	No	9,000	Public Use

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
ANALYSIS OF BUDGET REQUEST
2003 - 2005

The Contractor's Licensing Board is responsible for determining qualifications of applicants for contractor's licenses 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 funds are solely dependent on the availability of funds.

The Base Level request includes a 2.7% salary increase each year over the FY03 salary levels for all incumbents plus associated increases in Personal Services Matching. Included in Personal Services Matching is a \$33 per month increase in the monthly contribution for State employee's health insurance for a total state contribution of \$280 per month per budgeted employee. Change Level requests include one additional position for a Senior Clerk, increases in Operating Expenses for the additional costs associated with a larger facility, and Capital Outlay for furniture and equipment replacement.

The Executive Recommendation provides for the agency request, with the exception of the additional position. Expenditure of appropriation is contingent upon available funding.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Contractor's Licensing Board Code: 224	Name: Contractor's Licensing Board - Operations Code: A03	Name: Contractor's Licensing Board - Cash Code: 311		138.

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name CONTRACTOR'S LICENSING BOARD
 Agency Code 224
 Appropriation Name Contractor's Licensing - Operations
 Appropriation Code A03
 Fund Name Contractor's Licensing - Cash
 Fund Code 311

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	553,041	608,258	15	608,258	15
Personal Serv Match	5010003	141,805	151,978	0	154,919	0
Operating Expenses	5020002	202,005	203,181	0	203,181	0
Travel-Conferences	5050009	5,074	5,900	0	5,900	0
Capital Outlay	5120011	14,514	16,500	0	16,500	0
Prof. Fees & Serv.	5060010	27,458	28,000	0	28,000	0
Grants/Aid	5100004	99,750	100,000	0	100,000	0
Refunds/Reimburse	5110014	30,200	50,000	0	50,000	0
Investments	5120013	178	156,504	0	156,504	0
Special Maintenance	5120032	1,224,378	0	0	0	0
Grand Total		2,298,402	1,320,321	15	1,323,262	15

Funding Sources						
Name	Code					
Fund Balance	4000005	2,310,187	1,035,381	*****	*****	*****
Cash Funds	4000045	1,023,596	1,100,000	*****	*****	*****
Total Funding		3,333,783	2,135,381	*****	*****	*****
Excess Appro/(Funding)		(1,035,381)	(815,060)	*****	*****	*****
Grand Total		2,298,402	1,320,321	*****	*****	*****

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Character Name	Code	Agency Request											
		2003-04						2004-05					
		Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.
Regular Salaries	5010000	624,681	15	41,562	1	666,243	16	641,547	15	42,684	1	684,231	16
Personal Serv Match	5010003	181,031	0	10,721	0	171,752	0	164,018	0	10,919	0	174,937	0
Operating Expenses	5020002	203,181	0	55,000	0	258,181	0	203,181	0	55,000	0	258,181	0
Travel-Conferences	5050009	5,900	0	0	0	5,900	0	5,900	0	0	0	5,900	0
Capital Outlay	5120011	0	0	16,500	0	16,500	0	0	0	16,500	0	16,500	0
Prof. Fees & Serv.	5060010	28,000	0	0	0	28,000	0	28,000	0	0	0	28,000	0
Grants/Aid	5100004	100,000	0	0	0	100,000	0	100,000	0	0	0	100,000	0
Refunds/Reimburse	5110014	50,000	0	0	0	50,000	0	50,000	0	0	0	50,000	0
Investments	5120013	156,504	0	0	0	156,504	0	156,504	0	0	0	156,504	0
Special Maintenance	5120032	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		1,329,297	15	123,783	1	1,453,080	16	1,349,150	15	125,103	1	1,474,253	16

Funding Sources													
Name	Code												
Fund Balance	4000005	815,060	*****	0	*****	815,060	*****	461,980	*****	0	*****	461,980	*****
Cash Funds	4000045	976,217	*****	123,783	*****	1,100,000	*****	974,897	*****	125,103	*****	1,100,000	*****
Total Funding		1,791,277	*****	123,783	*****	1,915,060	*****	1,436,877	*****	125,103	*****	1,561,980	*****
Excess Appro/(Funding)		(461,980)	*****	0	*****	(461,980)	*****	(87,727)	*****	0	*****	(87,727)	*****
Grand Total		1,329,297	*****	123,783	*****	1,453,080	*****	1,349,150	*****	125,103	*****	1,474,253	*****