

**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
2001 - 2003**

The Board of Examiners in Counseling is requesting increases for the 2001-2003 budget years to effectively carry out the agency's mission and responsibilities. The Board of Examiners in Counseling operates to protect the citizens of Arkansas at a cost only level and does not expect to have the fee increases difference from the FY2000 fee schedule.

The budget requests reflect realistic projections for efficient operations of the Board and are summarized as follows: (1) Operating Expenses increased by \$1,800 to handle increase in rent of non-state office space. (2) Capital Outlay increased to continue the Department of Information Systems completion of Technology Plan for the most efficient use of office for services to clients and to meet the Governor's mandates for technology usage and to allow the full implementation of AASIS. (3) Professional Services decreased due to the projected number of Administrative Hearings requiring legal stenographers and other outside legal advisors decreased. (4) A decrease in Testing due to a more cost effective testing method having been implemented and reduced costs.

Projected fee receipts will provide revenue to meet the costs of budget requests.

AGENCY Board of Examiners in Counseling	DIRECTOR 	AGENCY PROGRAM COMMENTARY BR21	PAGE 146
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ARKANSAS BOARD OF EXAMINERS IN COUNSELING
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1998

Assets					Liabilities			Total Equity	
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total			
\$ 135,579	\$ 12,667	\$ 12	\$ 148,258	\$ 531	\$ 0	\$ 531	\$ 147,727		

Revenues					Expenditures					Other Sources (Uses)
Intergovernmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 0	\$ 0	\$ 124,295	\$ 4,455	\$ 128,750	\$ 41,174	\$ 0	\$ 0	\$ 43,117	\$ 84,291	\$ 0

Findings

None.

Recommendations

None.

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

AGENCY TITLE 228 - ST BD OF EXAMINERS IN COUNSELING

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>0</u>	<u>2</u>	<u>2</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>08/05/00</u> DATE			<u>0</u>	<u>0%</u>
			TOTAL MINORITIES	<u>0%</u>
			<u>2</u>	<u>100%</u>
			TOTAL EMPLOYEES	

David R. Thomas
 AGENCY DIRECTOR

CASH FUND BALANCE DESCRIPTION
AS OF JUNE 30, 2000

AGENCY: Arkansas Board of Examiners in Counseling (228)

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
Counseling Board 336	\$74,809	Checking	Farmers Bank Magnolia, AR	A.C.A. Code 17-27-101 establishes that the agency can use funds to be used for necessary expenses to carry out provisions of Act 593 of 1979 and Act 244 of 1997.
	\$10,000	CD	Farmers Bank Magnolia, AR	STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES: A.C.A. Code 17-27-101 establishes that the agency can impose license fees and provide for the use of funds .
	\$51,535	Savings	Arkansas Money Managemnt Trust Fund Little Rock, AR	REVENUE RECEIPTS CYCLE: Fees are collected for expenses through the year. License renewals are every two years.
				FUND BALANCE UTILIZATION: Since funds are dependent on renewals and expenses paid for services, collections cannot be exactly projected. Funds are used for printing, travel of the Board, and any capital expenditures.
ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:
				REVENUE RECEIPTS CYCLE:
				FUND BALANCE UTILIZATION:

2001-2003 Biennium

Act 1276 of 1999

AGENCY: Arkansas Board of Examiners in Counseling AGENCY # 228

NAME OF PUBLICATION	STATUTORY AUTHORIZATION ACT # OR A.C.A.	REQUIRED FOR GOVERNOR AND/OR GENERAL ASSEMBLY ONLY	NUMBER OF COPIES PUBLISHED & DISTRIBUTED	REASON(S) FOR CONTINUED PUBLICATION AND DISTRIBUTION
Board Minutes	Act 241 of 1981 Act 1006 of 1993		16	Distribution to Board members and Legislative Council Libratry. This could be obtained from the agency's web site and save time for staff, copying and postage.
Annual Report and Mission Statement	ACA 25-1-105		4	Distributed to meet statutory requirement.
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**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
2001 – 2003**

The Board of Examiners in Counseling is established under Arkansas Code Annotated § 17-27-201 and consists of eight (8) members appointed by the Governor. The Board is authorized to adopt rules, regulations and procedures to carry out the duties authorized; is required to adopt the Code of Ethics of the American Counseling Association and any revisions or additions deemed appropriate by the board to govern appropriate practice or behavior relative to counseling services; is required to adopt the Code of Ethics of the American Association of Marriage and Family Therapy to govern licensed marriage and family therapists and licensed associate marriage and family therapists; and is required to charge an application fee determined by the board. Additionally, the Board is authorized to accept grants from foundations and institutions to carry out its functions and hire assistants as are necessary to perform its activities. The Board has purview over Professional Counselors, Associate Counselors, Marriage and Family Therapists, Associate Marriage and Family Therapists. Arkansas Code annotated §17-27-313 requires that each first-time applicant for a license issued by the Arkansas Board of Examiners in Counseling apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check to be conducted by the Federal Bureau of Investigation.

This appropriation authorizes expenditures for all operations of the Board to include the administration of examinations and licensure. The Board processes its payroll through the State Treasury, but maintains all other operating funds in a financial institution. Fees are collected from initial licensure and biannual renewal of licenses.

Base Level totals \$158,418 in FY02 and \$159,638 in FY03, which includes a payplan increase of 2.6% each year above the 2001 fiscal year salary levels for all incumbents plus appropriate Personal Services Matching costs. The Agency requests a Change Level of \$9,800 in FY02 and a reduction of \$1,200 in FY03. Through an internal reallocation of existing resources, the Agency requests a reduction in Professional Fees and Services and Testing by \$4,000 each in FY02 and FY03. Requests for increases include Operating Expenses and Capital Outlay.

The Executive Recommendation provides for the Agency Request.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF	PAGE
Name: Board of Examiners in Counseling Code: 228	Name: Board of Examiners in Counseling Code: A82	Name: Examiners in Counseling Board Code: 336	BUDGET REQUEST BR20	151

CHARACTER TITLE	-----EXPENDITURES-----			-----01-02 FISCAL YEAR-----			-----02-03 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	99-00	00-01	00-01	01-02		02-03		02-03		EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO	BASE	CHANGE LEVEL	TOTAL REQUEST	BASE	CHANGE LEVEL	TOTAL REQUEST	01-02	02-03	01-02	02-03
REGULAR SALARIES	37,819	38,980	38,980	39,992	0	39,992	41,038	0	41,038	39,992	41,038		
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2		
EXTRA HELP	11,793	19,000	19,000	19,000	0	19,000	19,000	0	19,000	19,000	19,000		
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2		
PERSONAL SERV MATCHING	13,505	14,799	14,814	14,466	0	14,466	14,648	0	14,648	14,466	14,648		
OPERATING EXPENSES	53,750	60,960	60,960	60,960	1,800	62,760	60,960	1,800	62,760	62,760	62,760		
PROF FEES & SERVICES	1,154	14,000	14,000	14,000	-4,000	10,000	14,000	-4,000	10,000	10,000	10,000		
CAPITAL OUTLAY	12,484	7,000	7,000	0	16,000	16,000	0	5,000	5,000	16,000	5,000		
DATA PROCESSING	4,133	5,000	5,000	5,000	0	5,000	5,000	0	5,000	5,000	5,000		
TESTING	1,380	5,000	5,000	5,000	-4,000	1,000	5,000	-4,000	1,000	1,000	1,000		
TOTAL	136,018	164,739	164,754	158,418	9,000	168,218	159,638	(1,200)	158,438	168,218	158,438		
PROPOSED FUNDING SOURCES			XXXXXXXXXXXX										
FUND BALANCES	127,872	62,845	XXXXXXXXXXXX	41,331		41,331	16,338		16,338	41,331	16,338		
GENERAL REVENUES			XXXXXXXXXXXX										
SPECIAL REVENUES			XXXXXXXXXXXX										
FEDERAL FUNDS			XXXXXXXXXXXX										
STATE CENTRAL SERVICES FUND			XXXXXXXXXXXX										
NON-REVENUE RECEIPTS			XXXXXXXXXXXX										
CASH FUNDS	70,991	143,225	XXXXXXXXXXXX	133,425	9,800	143,225	191,200	(1,200)	190,000	143,225	190,000		
OTHER			XXXXXXXXXXXX										
TOTAL FUNDING	198,863	206,070	XXXXXXXXXXXX	174,756	9,800	184,556	207,538	(1,200)	206,338	184,556	206,338		
EXCESS APPRO/ (FUNDING)	(62,845)	(41,331)	XXXXXXXXXXXX	(16,338)		(16,338)	(47,900)		(47,900)	(16,338)	(47,900)		
TOTAL	136,018	164,739	XXXXXXXXXXXX	158,418	9,000	168,218	159,638	(1,200)	158,438	168,218	158,438		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 228 STATE BOARD OF EXAMINERS IN COUNSELING
 APPRO A82 CASH OPERATIONS
 FUND 356 EXAMINERS IN COUNSELING BOARD(228)

APPROPRIATION SUMMARY

Actual and/or Budgeted amounts exceed Authorized in various line items due to a transfer from Cash Fund Holding Account.

BR 215

	01	02	03	04	05	06	07	08	09	10	11	12	13	14		
CHARACTER TITLE	-----EXPENDITURES-----			00-01			-----01-02 FISCAL YEAR-----			-----02-03 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	99-00	00-01	AUTHORIZED	CHANGE		TOTAL	CHANGE		TOTAL	EXECUTIVE		LEGISLATIVE				
	ACTUAL	BUDGETED	APPRO	BASE	LEVEL	REQUEST	BASE	LEVEL	REQUEST	01-02	02-03	01-02	02-03			
REGULAR SALARIES	37,819	38,980	38,980	39,992	0	39,992	41,030	0	41,030	39,992	41,030					
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2					
EXTRA HELP	11,793	19,000	19,000	19,000	0	19,000	19,000	0	19,000	19,000	19,000					
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2					
PERSONAL SERV MATCHING	13,505	14,799	14,814	14,466	0	14,466	14,648	0	14,648	14,466	14,648					
OPERATING EXPENSES	53,750	60,960	60,960	60,960	1,800	62,760	60,960	1,800	62,760	62,760	62,760					
PROF FEES & SERVICES	1,154	14,000	14,000	14,000	-4,000	10,000	14,000	-4,000	10,000	10,000	10,000					
CAPITAL OUTLAY	12,484	7,000	7,000	0	16,000	16,000	0	5,000	5,000	16,000	5,000					
DATA PROCESSING	4,133	5,000	5,000	5,000	0	5,000	5,000	0	5,000	5,000	5,000					
TESTING	1,380	5,000	5,000	5,000	-4,000	1,000	5,000	-4,000	1,000	1,000	1,000					
TOTAL	136,018	164,739	164,754	158,418	9,800	168,218	159,638	(1,200)	158,438	168,218	158,438					
PROPOSED FUNDING SOURCES			*****													
FUND BALANCES	134,076	131,108	*****	123,669		123,669	109,551		109,551	123,669	109,551					
GENERAL REVENUES			*****													
SPECIAL REVENUES			*****													
FEDERAL FUNDS			*****													
STATE CENTRAL SERVICES FUND			*****													
NON-REVENUE RECEIPTS			*****													
CASH FUNDS	133,050	157,300	*****	144,300	9,800	154,100	176,300		176,300	154,100	176,300					
OTHER			*****													
TOTAL FUNDING	267,126	288,408	*****	267,969	9,800	277,769	285,851		285,851	277,769	285,851					
EXCESS APPRO/ (FUNDING)	(131,108)	(123,669)	*****	(109,551)		(109,551)	(126,213)	(1,200)	(127,413)	(109,551)	(127,413)					
TOTAL	136,018	164,739	*****	158,418	9,800	168,218	159,638	(1,200)	158,438	168,218	158,438					

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 228 STATE BOARD OF EXAMINERS IN COUNSELING
 APPRO A82 CASH OPERATIONS
 FUND 336 EXAMINERS IN COUNSELING BOARD(228)

The Appropriation Summary (BR215) initially submitted for the Cash Operations appropriation of the State Board of Examiners in Counseling was in error. Amounts reported for beginning and ending fund balances as well as the receipts for FY2000 were incorrect and consequently resulted in understated fund balance projections for the 2001-2003 biennium. The error was due primarily to a misunderstanding of the appropriate procedures used to move funds between the agency's payroll paying and cash operations fund accounts. This summary also includes revised Cash Funds receipts projections of the agency for FY01 and each year of the 2001-2003 biennium.

APPROPRIATION SUMMARY
 BR 215
REVISED
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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-----		-----2001 - 03 BIENNIIUM REQUESTS-----						-----RECOMMENDATIONS-----					
					---ACTUAL---	---BUDGETED---	-----FY 2001 - 02-----			-----FY 2002 - 03-----			-----EXECUTIVE-----		-----LEGISLATIVE-----			
					99-00	00-01	REQUEST		REQUEST		2001-02	2002-03	2001-02	2002-03				
000		336	228 A82	B	136,018 2	164,739 2	158,418 2					159,638 2			158,418 2	159,638 2		
001		336	228 A82 100 STATE BOARD OF EXAMINERS IN	C01			1,800 0					1,800 0			1,800	1,800		
<p>Operating Expenses increased by \$1,800 to handle increase in rent of non-state owned office space.</p>																		
002		336	228 A82 A90 INFORMATION TECHNOLOGY	C08			16,000 0					5,000 0			16,000	5,000		
<p>Capital Outlay increased to continue the Department of Information Systems completion of Technology plan for the most efficient use of service to clients and to meet the Governor's mandates for technology usage.</p>																		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 228 STATE BOARD OF EXAMINERS IN COUNSELING
 APPRO A82 CASH OPERATIONS

RANK BY APPROPRIATION

BR 264

FUND 336 EXAMINERS IN COUNSELING BOARD(228)

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		2001 - 03 BIENNIIUM REQUESTS		RECOMMENDATIONS										
					ACTUAL	BUDGETED	FY 2001 - 02		FY 2002 - 03		EXECUTIVE		LEGISLATIVE						
					99-00	00-01	REQUEST	REQUEST	2001-02	2002-03	2001-02	2002-03							
003		336	228 A02 100 STATE BOARD OF EXAMINERS IN	C02			-4,000 0			-4,000 0				-4,000	-4,000				
<p>Professional Services decreased due to the projected number of Administrative Hearings requiring legal stenographers and other outside legal advisers decreased.</p>																			
004		336	228 A02 100 STATE BOARD OF EXAMINERS IN	C03			-4,000 0			-4,000 0				-4,000	-4,000				
<p>A decrease in Testing is due to a more cost effective testing method been implemented and reduced costs.</p>																			

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 228 STATE BOARD OF EXAMINERS IN COUNSELING
 APPRO A02 CASH OPERATIONS

RANK BY APPROPRIATION

BR 264

FUND 336 EXAMINERS IN COUNSELING BOARD(228)