

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

The Board of Examiners in Counseling is requesting increases for the 2003-2005 budget years to effectively carry out the agency 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 different from the FY2003 fee schedule.

The budget requests reflect realistic projections for efficient operations of the Board and are summarized as follows: (1) Regular Salaries and Personal Services Matching for a Counseling Board Secretary I to establish an existing Supplemental Position. (2) Overtime to pay for hours worked over the maximum compensatory time allowed. Both requests are due to the increasing workload of the office.

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

<b>AGENCY</b> 0228 – Board of Examiners in Counseling	<b>DIRECTOR</b> 	<b>AGENCY PROGRAM COMMENTARY</b>	<b>PAGE</b> 160
--	---	----------------------------------	--------------------

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF:  
ARKANSAS STATE BOARD OF EXAMINERS IN COUNSELING  
FOR THE YEARS ENDED JUNE 30, 2000 AND 1999

Findings

None

Recommendations

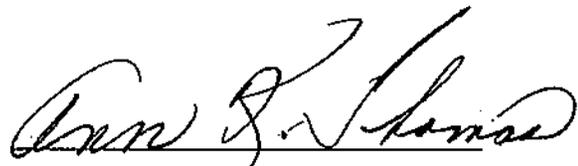
None

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

AGENCY TITLE: 0228 ST BD OF EXAMINERS 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>0</u>	<u>0%</u>
	<u>12/31/9999</u>			
	DATE		TOTAL MINORITIES	
			<u>2</u>	<u>100%</u>
			TOTAL EMPLOYEES	

  
 AGENCY DIRECTOR

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

**AGENCY:** 0228 - BOARD OF EXAMINERS IN COUNSELING

<b>FUND BALANCE UTILIZATION</b>				<b>STATUTORY/OTHER RESTRICTIONS ON USE:</b> 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.
<b>FUND ACCT.</b>	<b>BALANCE</b>	<b>TYPE</b>	<b>LOCATION</b>	
Checking Account (Fund 3360000)	\$79,398.02	Checking	Farmers Bank & Trust Magnolia	
Money Management Trust	\$75,234.79	Trust Fund	Arkansas State Treasury	
Payroll Paying (Fund PEC0100)	\$4,508.19	Payroll	Arkansas State Treasury	
				<b>STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:</b> A.C.A. Code 17-27-101 establishes that the agency can impose license fees and provide for the use of funds.
				<b>REVENUE RECEIPTS CYCLE:</b>  Fees for license renewals are billed April 1st each year.
				<b>FUND BALANCE UTILIZATION:</b>  Deposited in State Treasury Money Management
<b>FUND BALANCE UTILIZATION</b>				<b>STATUTORY/OTHER RESTRICTIONS ON USE:</b>
<b>FUND ACCT.</b>	<b>BALANCE</b>	<b>TYPE</b>	<b>LOCATION</b>	
				<b>STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:</b>
				<b>REVENUE RECEIPTS CYCLE:</b>
				<b>FUND BALANCE UTILIZATION:</b>

**STATE AGENCY PUBLICATIONS**

**Fiscal Year 2002-2003**

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

**AGENCY:** Board of Examiners in Counseling

**AGENCY #:** 0228

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 Library
Annual Report and Mission Statement	A C A 25-1-105		4	Distributed to meet statutory requirement

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

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.

The agency Base Level request for this appropriation is \$155,548 in FY2004 and \$156,887 in FY2005 with two (2) budgeted Base Level positions. The Base Level request includes a 2.7% salary increase each year over the FY2003 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.

The agency Change Level request for this appropriation is \$31,695 for FY2004 and \$32,365 for FY2005. This request consists of one (1) new Counseling Board Secretary I with salary and matching appropriation and the establishment of an Overtime line item in the amount of \$3,000, for each year of the biennium.

The Executive Recommendation provides for the Base Level request and the Counseling Board Secretary I with salary and associated matching appropriation for each year of the biennium. Expenditure of appropriation is contingent upon available funding.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF	PAGE
<b>Name: Board of Examiners in Counseling</b>  <b>Code: 228</b>	<b>Name: Board of Examiners in Counseling</b>  <b>Code: A82</b>	<b>Name: Examiners in Counseling Board</b>  <b>Code: 336</b>	<b>BUDGET REQUEST</b>	<b>165</b>

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM**  
**Biennial Appropriation Summary**

Agency Name                   BOARD OF EXAMINERS IN COUNSELING  
 Agency Code                   228  
 Appropriation Name           Board of Examiners in Counseling - Operations  
 Appropriation Code           A82  
 Fund Name                     Examiners in Counseling Board - Cash  
 Fund Code                     336

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	38,413	41,030	2	41,030	2
Extra Help	5010001	18,518	19,000	2	19,000	2
Personal Serv Match	5010003	14,780	14,648	0	14,648	0
Overtime	5010006	0	0	0	0	0
Operating Expenses	5020002	51,465	62,760	0	62,760	0
Capital Outlay	5120011	1,356	5,000	0	5,000	0
Prof. Fees & Serv.	5060010	3,323	10,000	0	10,000	0
Data Processing	5090012	0	5,000	0	5,000	0
Testing	5900046	0	1,000	0	1,000	0
<b>Grand Total</b>		<b>127,855</b>	<b>158,438</b>	<b>4</b>	<b>158,438</b>	<b>4</b>

Funding Sources						
Name	Code					
Fund Balance	4000005	120,464	159,141	*****	*****	*****
Cash Funds	4000045	166,532	92,394	*****	*****	*****
<b>Total Funding</b>		<b>286,996</b>	<b>251,535</b>	<b>*****</b>	<b>*****</b>	<b>*****</b>
<b>Excess Appr/(Funding)</b>		<b>(159,141)</b>	<b>(93,097)</b>	<b>*****</b>	<b>*****</b>	<b>*****</b>
<b>Grand Total</b>		<b>127,855</b>	<b>158,438</b>	<b>*****</b>	<b>*****</b>	<b>*****</b>

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM**  
Biennial Rank by Appropriation

Agency Name      BOARD OF EXAMINERS IN COUNSELING  
 Agency Code      228  
 Appropriation Name      Board of Examiners in Counseling - Operations  
 Appropriation Code      A82  
 Fund Name      Examiners in Counseling Board - Cash  
 Fund Code      336

Rank	Justification	Designation		Cost Center		2001-02	2002-03		Agency Request			Executive Recommendation			Legislative Recommendation					
		BL	Base Level	Total		Actual	Budget	Pos.	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
				Total		127,855	158,438	2	155,548	2	156,887	2	155,548	2	156,887	2	0	0	0	0
1	Addition of 1 Counseling Board Secretary I. This is currently a supplemental position for FY2003. This position is needed to meet the continuing increase in the administrative workload of the agency due to the increasing numbers of registrants. Investigating complaints per the request of the Attorney General's Office, and the reporting of continuing education of the current 420 registrants and 300 new applicants. Additionally, overtime to pay for hours worked over the maximum compensatory time allowed.	C01		180220      Counsel Exam Oper		0	0	0	31,695	1	32,365	1	28,161	1	28,831	1	0	0	0	0
		C01		Total		0	0	0	31,695	1	32,365	1	28,161	1	28,831	1	0	0	0	0
		Grand Total		Total		127,855	158,438	2	187,243	3	189,252	3	183,709	3	185,718	3	0	0	0	0