

ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1999 - 2001

The Arkansas State Board of Registered Interior Designers is requesting a decrease in appropriation for the 1999-2001 biennium. As a result of the increase of the extra help appropriation for FY99, the Board anticipates its balance to be \$1,000.00 on June 30, 1999. With receipts estimated at \$2,600.00, the Board is budgeting \$3,528.00. The budget has been adjusted in extra help, operating expenses, and matching fund categories.

AGENCY Arkansas State Board of Registered Interior Designers	DIRECTOR Paige Smith Cox 	AGENCY PROGRAM COMMENTARY BR21	PAGE 226
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STATE BOARD OF REGISTERED INTERIOR DESIGNERS
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			
\$ 7,144	\$ 0	\$ 0	\$ 7,144	\$ 0	\$ 0	\$ 0	\$ 7,144		

Revenues				Expenditures					Other Sources (Uses)	
Inter-governmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 0	\$ 0	\$ 3,240	\$ 0	\$ 3,240	\$ 0	\$ 0	\$ 0	\$ 3,038	\$ 3,038	\$ 0

Findings

CASH TRANSACTIONS - Review of the cash transactions for the two bank accounts of the State Board of Registered Interior Designers revealed the following:

- a. (Inadequate documentation for receipts and timely deposit of cash was retained for audit.) The only record of the receipt of cash totaling \$3,240.00 provided for audit was the listing of checks written on bank deposit tickets.
- b. (A cash receipts journal to classify fee revenue was not retained for audit.)
- c. (All transactions of the Agency were not recorded in the Accounting Federal Grants Management (AFGM) System.) The transactions of the State Board of Registered Interior Designers donation cash fund for the year ended June 30, 1996, consisted only of operating expenditures of the Agency totaling \$740.00, thereby making the transactions subject to the provisions of the General Accounting and Budgetary Procedures Law.
- d. The AFGM Fund Analysis Report was not being reconciled monthly to the true cash balances of the Agency.
- e. (Travel Expense Reimbursement Forms (TR-1) were not used as part of the documentation of board member travel expenses.)

The General Accounting and Budgetary Procedures Law and the State Accounting Procedures Manual require State agencies to properly account for all cash fund transactions.

Audited by Division of Legislative Audit
SA0723096

() Noted in previous year's audit report.

Recommendations

Review and comply with the General Accounting and Budgetary Procedures Law and the State Accounting Procedures Manual regarding the operation and accountability of cash funds.

CASH FUND BALANCE DESCRIPTION AS OF JUNE 30, 1998

AGENCY: Arkansas State Board of Registered Interior Designers

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
Cash 340	\$4,709.13	Checking	Superior Federal Bank Little Rock	<p>The Board was established by the 79th General Assembly and was authorized cash appropriations for operations by the 80th General Assembly under statute 17-52-101.</p> <p>STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES: The Board's Regulatory Authority is Arkansas statute 17-52-101 and A.C.A. 25-15-201.</p> <p>REVENUE RECEIPTS CYCLE: Fees are collected throughout the year.</p> <p>FUND BALANCE UTILIZATION: Funds shall be used for operating expenses and for an Executive Secretary.</p>
ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
				<p>STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:</p> <p>REVENUE RECEIPTS CYCLE:</p> <p>FUND BALANCE UTILIZATION:</p>

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

The Arkansas State Board of Registered Interior Designers is charged with the responsibility of regulating and registering interior designers in the State of Arkansas. The Board receives income from fees collected for information, application, and registration fees.

During FY99, the Extra Help was increased from \$2,000 to \$4,000 due to an increased workload. Included in Base Level is Operating Expenses as well as one extra help position that provides secretarial support and processes annual dues. The Board anticipates an income reduction in the 1999-01 biennium due to the increase in Extra Help for FY99, the Board's decision to abolish certain fees, and the number of renewals decreasing. The Board is requesting a reduction in its operating appropriation from \$6,648 to \$3,528 each year of the biennium to offset this income reduction.

The Executive Recommendation provides for Base Level. Expenditure of appropriation is dependent upon available funding.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: State Board of Registered Interior Designers Code: 230	Name: Registered Interior Designers - Cash Operations Code: B41	Name: Registered Interior Designers Code: 340	BR20	229

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	CHANGE		TOTAL	CHANGE		TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO	BASE	LEVEL	REQUEST	BASE	LEVEL	REQUEST	99-00	00-01	99-00	00-01
EXTRA HELP	2,000	4,000	2,000	2,000	0	2,000	2,000	0	2,000	2,000	2,000		
PERSONAL SERVICES MATCHING	1	1	1	1	0	1	1	0	1	1	1		
PERSONAL SERV MATCHING	136	328	153	153	0	153	153	0	153	153	153		
OPERATING EXPENSES	1,905	2,120	3,903	1,175	0	1,175	1,175	0	1,175	1,175	1,175		
FEES & TRAVEL	0	200	950	200	0	200	200	0	200	200	200		
TOTAL	4,041	6,648	7,096	3,528	0	3,528	3,528	0	3,528	3,528	3,528		
PROPOSED FUNDING SOURCES			*****										
BALANCES	5,887	5,629	*****	1,581		1,581	653		653	1,581	653		
GENERAL REVENUES			*****										
SALES REVENUES			*****										
GENERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
REVENUE RECEIPTS			*****										
FUNDS	3,783	2,600	*****	2,600		2,600	2,600		2,600	2,600	2,600		
RESERVE			*****										
GENERAL FUNDING	9,670	8,229	*****	4,101		4,101	3,253		3,253	4,101	3,253		
STATE APPROPRIATION (FUNDING)	(5,629)	(1,581)	*****	(653)		(653)	275		275	(653)	275		
TOTAL	4,041	6,648	*****	3,528		3,528	3,528		3,528	3,528	3,528		

- 007 REGULATORY BOARDS AND COMMISSIONS
- 230 STATE BOARD OF REGISTERED INTERIOR DESIGNERS
- 0 B41 CASH OPERATIONS
- 340 REGISTERED INTER DESIGNERS BD-(230)

APPROPRIATION SUMMARY

The FY99 Budgeted amounts in Extra Help and/or Personal Services Matching may exceed the Authorized amounts due to a transfer from the DFA Cash Holding Account.

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