

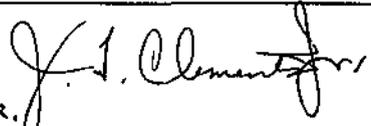
ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
AGENCY PROGRAM COMMENTARY
2003 - 2005

This Agency is continuing to experience increases in the workload caused by the increased number of applicants and the level of service required to process renewals as well as the imposition of the AASIS system into our work environment. In the last Biennium, we requested 2 extra help positions and received one. The inability to obtain the service of an investigator has created a serious backlog in the resolution of complaints brought before this Board. The services of one extra-help position did assist in shortening the processing time for renewal of licenses. It is requested that a permanent Administrative Assistant, II position be established in FY2004 and FY2005 at a salary of \$22,085 and \$23,189, respectfully, so that we may continue this capability. It is proposed that the extra-help position, in FY2004-FY2005, be used by an investigator to begin reducing our backlog of complaints. The separation of duties, both financially, as required by Legislative Audit, and administratively, as required by AASIS, is a burden on agencies with small staffs such as this one. Accordingly, the approval of the permanent position and the extra-help appropriation are critical in meeting the needs of this Board.

The above stated requirements to separate duties for financial and administrative duties for financial and administrative purposes require additional training and skill. The Agency is requesting the following three position reclassifications: Engineers & Land Surveyors Clerk – Stenographer to an Administrative Assistant II with a 5% increase each year; Engineers & Land Surveyors Assistant Secretary to an Assistant Executive Director with a 5% increase each year; and Engineers & Land Surveyors Secretary/Treasurer to Executive Director with increases to \$79,000 (FY04) and \$81,133 (FY05). It is the objective of the Board to increase the appropriation level for the Executive Director to the level of the Chief Executive position of other Boards and Commissions with similar duties and responsibilities. These increases are based upon a survey of the salaries of other Boards and Commissions.

This Board must also incur an annual expense of about \$6,850 to establish and maintain a "high speed" connection to the Department of Information Systems (DIS) for efficient access to AASIS and other DIS support services. This is reflected in our Information Technology Plan.

The above described changes will enable us to better serve our registrants and assure the protection and safety of our citizens.

AGENCY 236 - Arkansas State Board of Registration for Professional Engineers and Land Surveyors	DIRECTOR  J. T. Clements Jr.	AGENCY PROGRAM COMMENTARY	PAGE 198
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DIVISION OF LEGISLATIVE AUDIT
AUDIT OF:
ARKANSAS STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS
FOR THE YEAR ENDED JUNE 30, 2001

Findings	Recommendations
None	None

SA0723601

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

AGENCY: 236 - Arkansas State Board of Registration for Professional Engineers and Land Surveyors

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
Cash	\$324,750.10	4-CD's	Capitol Bank, Little Rock, AR	A.C.A. 17-30-203 authorizes the agency to use fees collected to reimburse expenses and pay the necessary expenses of the agency
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES: A.C.A. 17-30-203 & A.C.A. 17-48-203 authorizes the agency to collect civil penalties, application, exam, and renewal fees
				REVENUE RECEIPTS CYCLE: Application and exam fees and civil penalties are collected throughout the year. Most renewal fees are collected in December and January.
				FUND BALANCE UTILIZATION: Funds are collected on irregular basis throughout the year with most renewal fees collected in December and January. The agency maintains approximately one year operating fund in reserve.
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: Arkansas Board of Registration for Professional Engineers and Land Surveyors

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
Rules of Professional Conduct and Roster	17-30-305 (c)		10,000 once every biennium	To notify every registrant of the rules of professional conduct, as provided by 17-30-203
Newsletter	17-30-203 (b)(4)		10,000 two times a year	To keep registrants appraised of the current changes in their professions, as well, as proposed rule changes and the results of disciplinary actions taken by the Board.
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ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
ANALYSIS OF BUDGET REQUEST
2003 - 2005

Act 202 of 1925 created the Arkansas State Board of Registration for Professional Engineers and Land Surveyors. The purpose of the Board is to insure the public through regulations that professional engineers or land surveyors will provide competent services to the citizens of the State. The Board is funded from application, certificate, and renewal fees charged pursuant to Arkansas Code Annotated §17-30-304. The FY03 budgeted amount of \$268,299 consists of Regular Salaries and Personal Services Matching for three positions (Secretary/Treasurer, Assistant Secretary, and Clerk-Stenographer), Extra Help, Operating Expenses, Conference Fees & Travel and Professional Fees & Services. The Agency requests a Base Level of \$272,497 in FY04 and \$275,526 in FY05 which 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.

The Board is requesting extraordinary salary increases and title changes for the Secretary/Treasurer (92.4%) (Executive Director), Assistant Secretary (5%) (Assistant Executive Director), and Clerk-Stenographer (5%) (Administrative Assistant II). The Board is also requesting a new position, Administrative Assistant II, which is currently a supplemental position. Personal Services Matching allows for the increases and new position in Regular Salaries. The request in Data Processing is for the cost of leasing a high-speed dedicated line and equipment for a more adequate connection to the Department of Information Systems.

The Executive Recommendation provides for Base Level and the following additions: One new position (Administrative Assistant II) with the salary of \$21,601 in FY04 and \$22,184 in FY05 and associated Personal Services Matching. All title changes are recommended, however, no extraordinary salary increases are included. The Agency Request for Data Processing is also recommended. Expenditure of appropriation is contingent upon available funding.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: State Board of Registration for Professional Engineers and Land Surveyors Code: 236	Name: Professional Engineers and Land Surveyors - Operations Code: 857	Name: Engineers and Surveyors Code: NES		203

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS
 Agency Code 236
 Appropriation Name Professional Engineers and Land Surveyors - Operations
 Appropriation Code 857
 Fund Name Engineers and Land Surveyors
 Fund Code NES

Commitment Item		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	88,290	92,792	3	92,792	3
Extra Help	5010001	8,788	10,000	1	10,000	1
Personal Serv Match	5010003	25,070	26,035	0	26,088	0
Operating Expenses	5020002	140,578	122,801	0	120,301	0
Travel-Conferences	5050009	2,123	7,927	0	7,927	0
Capital Outlay	5120011	0	0	0	2,500	0
Prof. Fees & Serv.	5060010	2,237	8,744	0	8,744	0
Data Processing	5090012	0	0	0	0	0
Grand Total		267,086	268,299	4	268,352	4

Funding Sources						
Name	Code					
Fund Balance	4000005	94,949	130,087	*****	*****	*****
Cash Funds	4000045	302,224	289,262	*****	*****	*****
Total Funding		397,173	419,349	*****	*****	*****
Excess Appro/(Funding)		(130,087)	(151,050)	*****	*****	*****
Grand Total		267,086	268,299	*****	*****	*****

Operating expenses actual expenditures and budget exceed authorized appropriation due to budget classification transfers.

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Rank by Appropriation

Agency Name STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS
 Agency Code 236
 Appropriation Name Professional Engineers and Land Surveyors - Operations
 Appropriation Code 857
 Fund Name Engineers and Land Surveyors
 Fund Code NES

Rank	Justification	Designation	Cost Center	2001-02	2002-03		Agency Request			Executive Recommendation			Legislative Recommendation					
				Actual	Budget	Pos.	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
		BL Base Level	Total	267,086	268,299	3	272,498	3	275,526	3	272,498	3	275,526	3	0	0	0	0
1	Addition of 1 Administrative Assistant II. This is currently a supplemental position for FY2003. Position is needed to meet the continuing increase in the administrative workload of the agency due to the increasing numbers of registrants and the reporting of continuing education of 5,000 Professional Engineers.	C01	188230 Land Srv-Paying Acct	0	0	0	29,356	1	30,658	1	28,787	1	29,473	1	0	0	0	0
		C01	Total	0	0	0	29,356	1	30,658	1	28,787	1	29,473	1	0	0	0	0
1	Increase of Data Processing for the cost of new communication services \$4,700 cost of leasing high speed dedicated line and \$2,150 for the cost of leasing connecting equipment to provide for more adequate connection to the Department of Information Systems	C08 Technology	188230 Operations	0	0	0	6,850	0	6,850	0	6,850	0	6,850	0	0	0	0	0
		C08 Technology	Total	0	0	0	6,850	0	6,850	0	6,850	0	6,850	0	0	0	0	0
1	Reclassification of 3 positions. Secretary/Treasurer to Executive Director; Assistant Secretary to Assistant Executive Director; Clerk-Stenographer to Administrative Assistant II. This request is due to separation of duties, both financially, as required by Legislative Audit, and administratively, as required by increasing responsibilities of the office and skills needed with the use of AASIS. The objective of the Board is to bring the Executive Director to the level of other Boards and Commissions with similar duties. The increase in salary for the Assistant Executive Director and Administrative Assistant II will amount to 5% increase each year.	C10 Reclass	188230 Land Srv-Paying Acct	0	0	0	44,753	0	47,434	0	0	0	0	0	0	0	0	0
		C10 Reclass	Total	0	0	0	44,753	0	47,434	0	0	0	0	0	0	0	0	0
		Grand Total	Total	267,086	268,299	3	353,457	4	360,466	4	308,134	4	311,849	4	0	0	0	0