
ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995- 1997

The biennial budget priority request for FY96 and FY97 is as follows:

The first priority is a request for funds for two additional staff positions (Grade 99) needed for the Commission to meet its statutorily - mandated responsibilities, particularly the advisory, educational and informational functions. This request includes necessary supporting operations for the additional positions.

We are requesting reclassification of two of our three present staff positions. This request will allow us to bring our job descriptions and compensation levels in line with the duties that these employees are performing.

The priority request for additional appropriation for Professional Fees and Services is requested to allow the Commission to contract with a non-government attorney to prosecute repeated or flagrant violations of the ethics laws.

Additional Extra Help will be used to pay minimum wage for a Student Intern/Office Assistant on a part-time basis.

The Commission is requesting additional Conference and Travel to allow all new Commissioners and Commission Staff members to attend the annual COGEL Training Conference in order to prepare them for their duties.

A new line item (Statewide Computer Network) is requested to establish a state-wide computer reporting network that would link all county clerk's offices to the Commission office. This would enable the Commission to adequately perform its duties with regard to local (county, municipal, school district) candidates and officials without a significant increase in staff. This priority includes a request for one Information Systems Manager to develop and maintain the computer network.

<u>AGENCY</u>	<u>DIRECTOR</u>	<u>AGENCY PROGRAM COMMENTARY</u>	<u>PAGE</u>
Arkansas Ethics Commission	Amanda White	BR21	159

ARKANSAS ETHICS COMMISSION
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1992

	<u>Fund Type</u>	<u>Account Groups</u>		<u>Total</u>
	<u>Governmental</u>	<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	
Assets	\$ 4,249.22	\$ 21,889.57	\$ 9,033.75	\$ 35,172.54
Liabilities	270.85		9,033.75	9,304.60
Fund Equity	3,978.37	21,889.57		25,867.94
Revenues	160,401.00			160,401.00
Expenditures	156,496.59			156,496.59

Findings

None

Recommendations

None

SUMMARY
 STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 79TH GENERAL ASSEMBLY
 AGENCY: ARKANSAS ETHICS COMMISSION

PROGRAM AUTHORIZED	# POS. AUTH.	AUTHORIZED APPROPRIATION		STATUS
		FY 93-94	FY 94-95	
<u>APPROPRIATION: 192-Operations</u>				
Capital Outlay		\$1,500	\$1,500	The agency spent all the capital outlay in FY94 and have budgeted the entire amount in FY95.

ARKANSAS BUDGET SYSTEM DEPARTMENT APPROPRIATION SUMMARY

AGENCY TITLE		1993-95				1995-97				1995-97			
Ethics Commission(238)		Expenditures				Biennium Request				Executive Recommendation			
Appropriations		Actual	No. of	Budgeted	No. of	Year 1	No. of	Year 2	No. of	Year 1	No. of	Year 2	No. of
Code	Name	1993-94	Pos.	1994-95	Pos.	1995-96	Pos.	1996-97	Pos.	1995-96	Pos.	1996-97	Pos.
192	State Operations	\$121,440	3	\$169,637	3	\$634,399	6	\$367,826	6	\$247,457	5	\$244,066	5
TOTALS		\$121,440	3	\$169,637	3	\$634,399	6	\$367,826	6	\$247,457	5	\$244,066	5
Funding Sources			% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances													
General Revenues													
Special Revenues													
Federal Funds													
Const. & Fiscal Agency Fund													
State Central Services Fund		\$121,440	100.0%	\$169,637	100.0%	\$634,399	100.0%	\$367,826	100.0%	\$247,457	100.0%	\$244,066	100.0%
Non-Revenue Receipts													
Cash Funds													
Other													
Total Funding		121,440	100.0%	169,637	100.0%	634,399	100.0%	367,826	100.0%	247,457	100.0%	244,066	100.0%
Excess Appro./ (Funding)													
TOTAL		\$121,440		\$169,637		\$634,399		\$367,826		\$247,457		\$244,066	
DEPARTMENT				DIRECTOR					DEPARTMENT APPROPRIATION SUMMARY				
Ethics Commission(238)				Amanda White					BR 40				
									163				

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

The Arkansas Ethics Commission was established by Initiated Act 1 of 1988, as amended. The Commission is composed of five appointed members and has the responsibility of investigating alleged violations of this Act, hiring a staff and making recommendations to law enforcement authorities. During a portion of FY94 there was no staff at the Ethics Commission. Base level includes salaries, extra help, personal services matching and supporting operating expenses. Base level totals \$168,137 in FY96 and in FY97. Priority requests total \$466,262 in FY96 and \$199,689 in FY97.

In order for the agency to meet its mandated responsibilities, two additional unclassified positions and supporting operating expenses have been requested for the biennium. Total cost is \$85,985 in FY96 and \$82,252 in FY97. The remaining priorities are as follows: (1) reclassification of existing employees to reflect current job duties and responsibilities (\$3,042 in FY96 and \$3,121 in FY97); (2) Maintenance and General Operating expenses of \$3,835 in FY96 and \$6,585 in FY97 to provide training for new staff members and commission members; (3) Professional Fees and Services of \$45,000 each year to allow the agency to retain a non-government attorney to prosecute repeated and flagrant violations of the ethics law; and (4) additional Extra Help and Personal Services Matching of \$3,552 each year to hire student interns or temporary office staff.

The agency is also requesting a special line item entitled "Statewide Computer Network" in the amount of \$265,000 for the biennium. This request would be used to set up a computer network system with a computer and scanner in each county clerks' office thereby simplifying the reporting requirements and making the information available to the agency staff through a dial-up telephone access. The Commission feels that the network system would enable it to adequately perform its duties with regard to local candidates and officials without having to significantly increase its staff. Special language has been requested to provide carry forward of any balances remaining at the end of the first fiscal year. An additional position (Information Systems Manager-Grade 99) and capital outlay has been requested to develop and maintain the computer network. Total cost is \$52,884 in FY96 and \$51,561 in FY97. The agency has been working with the Department of Computer Services on the development and general design requirements.

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: Arkansas Ethics Commission Code: 238	Name: State Operations Code: 192	Name: State Central Services Code: HSC	BR20	164

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

The Executive Recommendation provides for continuation of existing operations plus the addition of two office personnel, operating expenses of \$7,000 each year, and capital outlay of \$5,000 in FY96 for a total of \$79,320 in FY96 and \$75,929 in FY97. The request for the "Statewide Computer Network" has been denied. Costs included in the Agency Request under "SALARY/MATCHING COST FOR BASE POSITIONS (P13)" reflect the appropriation needed for personal services above the Base Level and a 2.5% payplan increase on July 1 of each year of the biennium along with the accompanying employee matching requirements. The Executive Recommendation for the State Payplan will be presented for Legislative Recommendation as scheduled on December 7, 1994.

<u>AGENCY</u> Name: Arkansas Ethics Commission Code: 238	<u>APPROPRIATION</u> Name: State Operations Code: 192	<u>TREASURY FUND</u> Name: State Central Services Code: HSC	<u>ANALYSIS OF BUDGET REQUEST</u> BR20	<u>PAGE</u> 165
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ARKANSAS BUDGET SYSTEM

01 02 03 04 05 06 07 08 09 10 11 12 13 14

CHARACTER TITLE	-----EXPENDITURES-----			-----95-96 FISCAL YEAR-----			-----96-97 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	93-94	94-95	94-95	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO							95-96	96-97	95-96	96-97
REGULAR SALARIES	70,008	103,088	103,834	103,088	98,410	201,498	103,088	103,446	206,534	154,672	155,961		
NUMBER OF POSITIONS	3	3	3	3	3	6	3	3	6	5	5		
EXTRA HELP	1,496	1,500	1,500	1,500	3,300	4,800	1,500	3,300	4,800	1,500	1,500		
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2		
PERSONAL SERV MATCHING	12,805	26,303	25,345	26,303	29,552	55,855	26,303	30,443	56,746	42,039	42,359		
OPERATING EXPENSES	32,952	32,246	35,000	32,246	10,000	42,246	32,246	12,500	44,746	39,246	39,246		
CONF FEES & TRAVEL	2,680	5,000	5,000	5,000	5,000	10,000	5,000	5,000	10,000	5,000	5,000		
PROF FEES & SERVICES	0	0	0	0	45,000	45,000	0	45,000	45,000				
CAPITAL OUTLAY	1,499	1,500	1,500	0	10,000	10,000	0	0	0	5,000			
STATEWIDE COMPUTER NETWORK	0	0	0	0	265,000	265,000	0	0	0				
TOTAL	121,440	169,637	172,179	168,137	466,262	634,399	168,137	199,689	367,826	247,457	244,066		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES			*****										
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND	121,440	169,637	*****	168,137	466,262	634,399	168,137	199,689	367,826	247,457	244,066		
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
OTHER			*****										
TOTAL FUNDING	121,440	169,637	*****	168,137	466,262	634,399	168,137	199,689	367,826	247,457	244,066		
EXCESS APPRO/ (FUNDING)			*****										
TOTAL	121,440	169,637	*****	168,137	466,262	634,399	168,137	199,689	367,826	247,457	244,066		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 238 ARKANSAS ETHICS COMMISSION
 APPRO 192 STATE OPERATIONS
 FUND HSC STATE CENTRAL SERV-(000)

The FY95 Budgeted amounts in Regular Salaries and/or Personal Services Matching may exceed the Authorized amounts due to the implementation of the pay plan during the 1993-95 biennium.

APPROPRIATION SUMMARY

BR 215

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-----		-----1995 - 97 BIENNIUM REQUESTS-----						-----R E C O M M E N D A T I O N S-----					
					---ACTUAL---	---BUDGETED---	-----FY 1995 - 96-----			-----FY 1996 - 97-----			-----EXECUTIVE-----		-----LEGISLATIVE-----			
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97			
000		HSC	238 192	B	121,440 3	169,637 3	168,137 3					168,137 3	168,137 3					
000		HSC	238 192 SALARY/MATCHING COST FOR BASE POSITIONS	P13			6,964 0				10,118 0							
Additional appropriation required above the Base Level for payment of salaries and anticipated personal services matching requirements for all current positions.																		
001		HSC	238 192	P01	0 0	0	85,985 2				79,752 2	79,320 2	75,929 2					
<p>This priority is to request salaries and personal services matching for a staff attorney (Grade 99) and a Secretary (Grade 99) for the 1995-97 biennium. This request also includes supporting operations necessary for these additional staff members, including training costs (Conference fees and Travel) and Capital Outlay for office furniture and equipment (two sets of office furniture, two telephones, two computers, and one printer). These additional requested positions are necessary in order for the Commission to adequately perform its statutorily-mandated functions and to fulfill the informational and educational responsibilities to public officials, lobbyists, candidates, etc.</p>																		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 238 ARKANSAS ETHICS COMMISSION
 APPRO 192 STATE OPERATIONS

FUND HSC STATE CENTRAL SERV-(000)

RANK BY APPROPRIATION

BR 264

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		1995 - 97 BIENNIIUM REQUESTS		R E C O M M E N D A T I O N S									
					ACTUAL 93-94	BUDGETED 94-95	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE					
							REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97						
002		HSC	238 192	P10		0	3,042	3,121										
<p>This priority is to request reclassification of two of the three presently funded Grade 99 staff positions. The activities and responsibilities of the present Investigator, and the background and experience of the employee holding this position, merit a change in status to Director of Compliance, with a corresponding increase in salary level. The present Executive Secretary performs all personnel, payroll and purchasing functions for the agency, as well as oversees that part of our program dealing with reporting compliance by ballot and legislative question committees. For these reasons, this employee should be reclassified as Program Administrator, with a slight increase in salary.</p>																		
002		HSC	238 192	P11		0	0	0										
<p>This priority is to request a position title change of the Ethics Commission Attorney to the Ethics Commission Director.</p>																		
003		HSC	238 192	P02		0	52,387	55,137										
<p>This priority is to request additional appropriation for Professional Fees and Services to be utilized on an as-needed basis for contractual services of an attorney to represent the Commission should the need arise to prosecute repeated or flagrant violations of the ethics laws. Additional funds for Extra Help to pay a student intern to assist with general office activities is included in this request. Also included in this priority is a request for additional Conference and Travel funds to pay for necessary training opportunities to adequately prepare new members for service on the Commission.</p>																		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
AGY 238 ARKANSAS ETHICS COMMISSION
APPRO 192 STATE OPERATIONS
FUND HSC STATE CENTRAL SERV-(000)

RANK BY APPROPRIATION
BR 264

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		1995 - 97 BIENNIIUM REQUESTS				RECOMMENDATIONS							
					ACTUAL 93-94	BUDGETED 94-95	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE					
							REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97	1995-96	1996-97				
004		HSC	238 192	P03		0 0	317,884 1	51,561 1										

This priority request is needed to set up a computer network that would simplify and automate reporting of compliance by those candidates who file campaign finance reports with the county clerks, as well as public officials and lobbyists who file disclosure forms on the county level. This request is to cover the estimated cost of setting up a microcomputer and a scanner in every county that would make data available to the Commission staff through dial-up telephone access. This request also includes an additional position (Information Systems Manager). This staff person would be responsible for developing and maintaining the statewide computer network.

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
AGY 238 ARKANSAS ETHICS COMMISSION
APPRO 192 STATE OPERATIONS
FUND HSC STATE CENTRAL SERV-(1000)

RANK BY APPROPRIATION
BR 264