

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

The Arkansas Ethics Commission ("AEC") has nine (9) employees and is charged with administering and enforcing certain ethics, conflicts of interest, lobbying, campaign, campaign finance, and ballot question laws within the State of Arkansas. For the 2003-2005 biennial budget period, the AEC is seeking a new title and a 20% salary increase for the position of Executive Secretary.

The new title is requested in order to more accurately reflect the duties and responsibilities of the position. While such duties include those of an assistant or secretary to the Director, the paramount duties of the position are fiscal and personnel management. The new title requested is Executive Secretary/Fiscal Officer.

The AEC also requests a 20% salary increase for the position of Executive Secretary/Fiscal Officer. This increase would bring the salary in line with positions of administrative/fiscal responsibility in agencies of similar size and appropriation as well as with the position's importance to the operations of the AEC. The requested increase will raise the salary to \$37,378 in Fiscal Year 2004 and, with the 2.7% COLA increase, to \$38,387 in Fiscal Year 2005.

The duties and responsibilities of this position have grown in recent years and additional salary is needed to retain current staff and, should the need arise, to attract and retain a qualified replacement. The AEC is making this request in an effort to retain a very qualified member of its staff and avoid potential pitfalls involved in finding a replacement. It is imperative that the person in this position be properly educated/trained, self-motivated, and highly trusted. Without greater salary flexibility, it is doubtful that the AEC will be able to keep this position filled with an employee meeting these requirements.

In summary, the AEC seeks an increase totaling \$5,389 in FY04 and \$5,534 in FY05. This is a total increase of \$10,923 for the biennium. The AEC's baseline budget for FY03 is \$583,966.

<b>AGENCY</b> Arkansas Ethics Commission	<b>DIRECTOR</b>  Graham F. Sloan	<b>AGENCY PROGRAM COMMENTARY</b>	<b>PAGE</b> 180
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DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF:  
ARKANSAS ETHICS COMMISSION  
FOR THE YEAR ENDED JUNE 30, 2001

Findings	Recommendations
None	None

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

EMPLOYMENT SUMMARY

Required by: A.C.A. 19-4-307

AGENCY TITLE: 0238 AR ETHICS COMM

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	3	5	8	89%
BLACK EMPLOYEES	0	1	1	11%
EMPLOYEES OF OTHER RACIAL MINORITIES	0	0	0	0%
TOTAL EMPLOYED AS OF			1	11%
			TOTAL MINORITIES	
			9	100%
			TOTAL EMPLOYEES	

08/05/2002  
DATE

  
AGENCY DIRECTOR

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM**  
**STATE AGENCY PUBLICATIONS**

Fiscal Year 2002-2003  
 Required by: A.C.A. 25-1-204

**AGENCY: Arkansas Ethics Commission**

**Agency # 238**

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
N/A				

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

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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.

The Base Level request 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 a title change and extraordinary salary increase for the Executive Secretary. The new title requested is Executive Secretary/Fiscal Officer. The 20% salary increase and Personal Services Matching costs total \$6,343 for FY04 and \$6,514 for FY05.

The Executive Recommendation provides for the new title request of Executive Secretary/Fiscal Officer with a salary of \$33,900 in FY04 and \$34,815 in FY05 along with Personal Services Matching costs.

<b>AGENCY</b> Name: AR Ethics Commission  Code: 238	<b>APPROPRIATION</b> Name: Ethics Commission- Operations  Code: 192	<b>TREASURY FUND</b> Name: State Central Services  Code: HSC	<b>ANALYSIS OF          BUDGET REQUEST</b>	<b>PAGE</b>  184
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ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Biennial Appropriation Summary

Agency Name ARKANSAS ETHICS COMMISSION  
 Agency Code 238  
 Appropriation Name OPERATIONS  
 Appropriation Code 192  
 Fund Name State Central Services  
 Fund Code HSC

Character Name	Expenditures					Agency Request										Recommendations					
	2001-02		2002-03		2002-03		2003-04				2004-05						Executive				
	Actual	Budget	Pos.	Authorized	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	348,186	374,715	9	374,712	9	384,832	9	5,389	0	390,221	9	395,222	9	5,534	0	400,758	9	388,743	9	397,184	9
Extra Help	0	1,500	2	1,500	2	1,500	2	0	0	1,500	2	1,500	2	0	0	1,500	2	1,500	2	1,500	2
Personal Serv Match	88,452	92,927	0	94,387	0	98,509	0	954	0	99,484	0	100,350	0	980	0	101,330	0	98,848	0	100,897	0
Operating Expenses	96,761	108,387	0	108,387	0	108,387	0	0	0	108,387	0	108,387	0	0	0	108,387	0	108,387	0	108,387	0
Travel-Conferences	3,911	5,000	0	5,000	0	5,000	0	0	0	5,000	0	5,000	0	0	0	5,000	0	5,000	0	5,000	0
Capital Outlay	3,874	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Total</b>	<b>541,185</b>	<b>582,509</b>	<b>11</b>	<b>583,968</b>	<b>11</b>	<b>598,208</b>	<b>11</b>	<b>6,343</b>	<b>0</b>	<b>604,552</b>	<b>11</b>	<b>610,439</b>	<b>11</b>	<b>6,514</b>	<b>0</b>	<b>618,953</b>	<b>11</b>	<b>600,458</b>	<b>11</b>	<b>612,748</b>	<b>11</b>

Funding Sources Name	2001-02 Actual	2002-03 Budget	2002-03 Pos.	2002-03 Authorized	2002-03 Pos.	2003-04 Base Level	2003-04 Pos.	2003-04 Change Level	2003-04 Pos.	2003-04 Total	2003-04 Pos.	2004-05 Base Level	2004-05 Pos.	2004-05 Change Level	2004-05 Pos.	2004-05 Total	2004-05 Pos.	2003-04	2004-05
State Central Services Fund	541,185	582,509	*****	*****	*****	598,208	*****	6,343	*****	604,552	*****	610,439	*****	6,514	*****	618,953	*****	600,458	612,748
Total Funding	541,185	582,509	*****	*****	*****	598,208	*****	6,343	*****	604,552	*****	610,439	*****	6,514	*****	618,953	*****	600,458	612,748
Excess Appro(Funding)	0	0	*****	*****	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	0
<b>Grand Total</b>	<b>541,185</b>	<b>582,509</b>	<b>*****</b>	<b>*****</b>	<b>*****</b>	<b>598,208</b>	<b>*****</b>	<b>6,343</b>	<b>*****</b>	<b>604,552</b>	<b>*****</b>	<b>610,439</b>	<b>*****</b>	<b>6,514</b>	<b>*****</b>	<b>618,953</b>	<b>*****</b>	<b>600,458</b>	<b>612,748</b>

**THE FY03 BUDGET AMOUNT IN REGULAR SALARIES EXCEEDS THE AUTHORIZED AMOUNT DUE TO SALARY ADJUSTMENTS DURING THE 2001-03 BIENNIUM**

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

Agency Name                    ARKANSAS ETHICS COMMISSION  
 Agency Code                    238  
 Appropriation Name            OPERATIONS  
 Appropriation Code            192  
 Fund Name                      STATE CENTRAL SERVICES  
 Fund Code                      HSC

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	348,186	374,715	9	374,712	9
Extra Help	5010001	0	1,500	2	1,500	2
Personal Serv Match	5010003	88,452	92,927	0	94,387	0
Operating Expenses	5020002	96,761	108,367	0	108,367	0
Travel-Conferences	5050009	3,911	5,000	0	5,000	0
Capital Outlay	5120011	3,874	0	0	0	0
<b>Grand Total</b>		<b>541,185</b>	<b>582,509</b>	<b>11</b>	<b>583,966</b>	<b>11</b>

Funding Sources						
Name	Code					
State Central Services Fund	4000035	541,185	582,509	*****	*****	*****
<b>Total Funding</b>		<b>541,185</b>	<b>582,509</b>	<b>*****</b>	<b>*****</b>	<b>*****</b>
Excess Appro/(Funding)		0	0	*****	*****	*****
<b>Grand Total</b>		<b>541,185</b>	<b>582,509</b>	<b>*****</b>	<b>*****</b>	<b>*****</b>

The FY03 Budget amounts in Regular Salaries and/or Personal Services Matching may exceed the authorized amounts due to salary or matching rate adjustments during the 2001-03 biennium.

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Biennial Appropriation Summary

Agency Name            ARKANSAS ETHICS COMMISSION  
 Agency Code            238  
 Appropriation Name    OPERATIONS  
 Appropriation Code    192  
 Fund Name              STATE CENTRAL SERVICES  
 Fund Code              HSC

Character		Agency Request											
		2003-04						2004-05					
		Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.
Regular Salaries	5010000	384,832	9	5,389	0	390,221	9	395,222	9	5,534	0	400,756	9
Extra Help	5010001	1,500	2	0	0	1,500	2	1,500	2	0	0	1,500	2
Personal Serv Match	5010003	98,509	0	954	0	99,464	0	100,350	0	980	0	101,330	0
Operating Expenses	5020002	108,367	0	0	0	108,367	0	108,367	0	0	0	108,367	0
Travel-Conferences	5050009	5,000	0	0	0	5,000	0	5,000	0	0	0	5,000	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		598,208	11	6,343	0	604,552	11	610,439	11	6,514	0	616,953	11

Funding Sources													
Name	Code	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.
State Central Services Fund	4000035	598,208	*****	6,343	*****	604,552	*****	610,439	*****	6,514	*****	616,953	*****
Total Funding		598,208	*****	6,343	*****	604,552	*****	610,439	*****	6,514	*****	616,953	*****
Excess Appro/(Funding)		0	*****	0	*****	0	*****	0	*****	0	*****	0	*****
Grand Total		598,208	*****	6,343	*****	604,552	*****	610,439	*****	6,514	*****	616,953	*****

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

Agency Name                    ARKANSAS ETHICS COMMISSION  
 Agency Code                    238  
 Appropriation Name            OPERATIONS  
 Appropriation Code            192  
 Fund Name                      STATE CENTRAL SERVICES  
 Fund Code                      HSC

Character		Recommendations							
		Executive				Legislative			
		2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	5010000	386,743	9	397,184	9	0	0	0	0
Extra Help	5010001	1,500	2	1,500	2	0	0	0	0
Personal Serv Match	5010003	98,848	0	100,697	0	0	0	0	0
Operating Expenses	5020002	108,367	0	108,367	0	0	0	0	0
Travel-Conferences	5050009	5,000	0	5,000	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0
<b>Grand Total</b>		<b>600,458</b>	<b>11</b>	<b>612,748</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Funding Sources									
Name	Code								
State Central Services Fund	4000035	600,458	*****	612,748	*****	0	*****	0	*****
<b>Total Funding</b>		<b>600,458</b>	<b>*****</b>	<b>612,748</b>	<b>*****</b>	<b>0</b>	<b>*****</b>	<b>0</b>	<b>*****</b>
<b>Excess Appro/(Funding)</b>		<b>0</b>	<b>*****</b>	<b>0</b>	<b>*****</b>	<b>0</b>	<b>*****</b>	<b>0</b>	<b>*****</b>
<b>Grand Total</b>		<b>600,458</b>	<b>*****</b>	<b>612,748</b>	<b>*****</b>	<b>0</b>	<b>*****</b>	<b>0</b>	<b>*****</b>

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Biennial Rank by Appropriation

Agency Name ARKANSAS ETHICS COMMISSION  
 Agency Code 238  
 Appropriation Name OPERATIONS  
 Appropriation Code 192  
 Fund Name STATE CENTRAL SERVICES  
 Fund Code HSC

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		541,185	582,509	9	598,208	9	610,439	9	598,208	9	610,439	9	0	0	0	0
1	This request is necessary to retain current expertise in fiscal and administrative management and to more accurately reflect the duties and responsibilities of the position.	C10	Reclass	190210 Ethics Operations		0	0	0	6,343	0	6,514	0	2,249	0	2,309	0	0	0	0	0
		C10	Reclass	Total		0	0	0	6,343	0	6,514	0	2,249	0	2,309	0	0	0	0	0
		Grand Total		Total		541,185	582,509	9	604,552	9	616,953	9	600,458	9	612,748	9	0	0	0	0