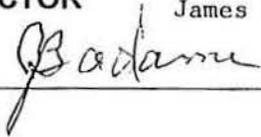


ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
AGENCY PROGRAM COMMENTARY
2003 - 2005

All amounts for expenditure codes listed on the Biennial Request Character Detail with the exception of Data Processing Supplies, Software/Licenses, Data Processing Equipment Maintenance and Data Processing Services have been increased by 5%. This increase is to allow this Commission to continue to operate at the same funding level when inflation is factored into the equation. This is at a time when the workload in 2002 has increased 35% over the prior five-year average workload. Increased efficiencies have allowed the Commission's mission to be completed in a timely and efficient manner without a request for additional staffing.

The request in the 2004-05 fiscal year for data processing supplies will allow the Commission to replace four of the remaining computers. There is a request for software/licenses, which is necessary in order to update the computer programs.

Expenditure code for Data Processing Equipment has been included to cover maintenance of the computers and systems that will no longer be provided by DIS. An additional \$15,000 is requested in Data Processing Services to cover the costs associated with the creation of a database that will be customized to the Commission's office functions. Due to the significant increase in the number of complaints being received and investigated, it has become necessary to implement an individualized database to facilitate completion of duties of the Commission in a timely manner that is fair to both the members of the Arkansas judiciary and the citizens of the State.

AGENCY AR Judicial Discipline & Disability Comm.	DIRECTOR James Badami 	AGENCY PROGRAM COMMENTARY	PAGE 311
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DIVISION OF LEGISLATIVE AUDIT
AUDIT OF:
JUDICIAL DISCIPLINE AND DISABILITY COMMISSION
FOR THE YEARS ENDED JUNE 30, 2000 AND 1999

Findings

Examination of the Agency's employee leave records revealed the following:

- a. Employees were accruing sick leave and annual leave at the same rate. Ark. Code Ann. 21-4-207 allows employees to accrue eight (8) hours of sick leave per month. Annual leave accrual rates, as set out in Ark. Code Ann. 21-4-204, vary between eight (8) and fifteen (15) hours per month depending upon years of service. The Agency has correctly adjusted the sick leave balances for all current employees. However, review of adjusted sick leave balances for two terminated employees revealed they had used 93 hours and 52 hours more sick leave than allowed according to State regulations. Based on the appropriate rates of pay, this resulted in overpayments to these employees of \$1,110.97 and \$1,260.19, respectively.
- b. One employee was allowed to accrue annual leave at a higher rate per month based upon prior years of service with the Pulaski County Municipal Court. This is not allowable according to State regulations and was not approved by Department of Finance and Administration – Office of Personnel Management. Recalculation of the annual leave balance received an error of 102 hours. Upon termination this employee received an overpayment for unused annual leave totaling \$1,382.14.
- c. One employee was allowed to use sick leave before it was earned. Agency records reflect negative sick leave balances for this employee ranging between negative three (3) hours and negative thirty-eight (38) hours from August 1999 through August 2000.

The Agency has requested reimbursement from former employees totaling \$3,753.30 for all the overpayments disclosed above.

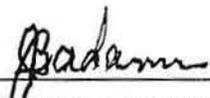
Recommendations

The Agency comply with State law regarding employee leave accrual and continue efforts to collect reimbursement for termination overpayments.

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

AGENCY TITLE: 0241 JUD DISC & DISABILITY COMM

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>3</u>	<u>1</u>	<u>4</u>	<u>67%</u>
BLACK EMPLOYEES	<u>0</u>	<u>2</u>	<u>2</u>	<u>33%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL EMPLOYED AS OF			<u>2</u>	<u>33%</u>
DATE			<u>TOTAL MINORITIES</u>	
			<u>6</u>	<u>100%</u>
			<u>TOTAL EMPLOYEES</u>	



 AGENCY DIRECTOR

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

STATE AGENCY PUBLICATIONS

Fiscal Year 2002-2003

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

AGENCY: Arkansas Judicial Discipline & Disability Commission **Agency #241**

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
Annual Report	A.C.A. 25-1-204		150	Required by law
Annual Mission Statement	A.C.A. 25-1-204		Less than 10	Required by law
				314

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name JUDICIAL DISCIPLINE & DISABILITY COMMISSION
 Agency Code 241
 Appropriation Name OPERATIONS
 Appropriation Code 913
 Fund Name State Central Services
 Fund Code HSC

Character Name	Expenditures					Agency Request										Recommendations					
	2001-02		2002-03		2002-03		2003-04				2004-05		2004-05				Legislative				
	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	262,103	269,199	6	269,199	6	278,468	6	0	0	278,468	6	283,932	6	0	0	283,932	6	0	0	0	0
Personal Serv Match	64,260	65,297	0	65,459	0	69,067	0	0	0	69,067	0	70,388	0	0	0	70,388	0	0	0	0	0
Operating Expenses	62,688	65,565	0	65,565	0	65,565	0	7,891	0	73,456	0	65,565	0	14,655	0	80,220	0	0	0	0	0
Travel-Conferences	7,547	8,125	0	8,125	0	8,125	0	405	0	8,530	0	8,125	0	810	0	8,935	0	0	0	0	0
Capital Outlay	6,970	6,500	0	6,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prof. Fees & Serv.	13,330	98,550	0	98,550	0	98,550	0	4,928	0	103,478	0	98,550	0	9,855	0	108,405	0	0	0	0	0
Data Processing	382	1,200	0	1,200	0	1,200	0	15,000	0	16,200	0	1,200	0	0	0	1,200	0	0	0	0	0
Mileage-Investigator	1,649	5,080	0	5,080	0	5,080	0	152	0	5,232	0	5,080	0	305	0	5,385	0	0	0	0	0
Grand Total	418,929	519,516	6	519,678	6	524,055	6	28,378	0	552,431	6	532,840	6	25,625	0	558,465	6	0	0	0	0

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	418,929	519,516	*****	*****	*****	524,055	*****	28,378	*****	552,431	*****	532,840	*****	25,625	*****	558,465	*****	0	*****	0	*****
Total Funding	418,929	519,516	*****	*****	*****	524,055	*****	28,378	*****	552,431	*****	532,840	*****	25,625	*****	558,465	*****	0	*****	0	*****
Excess Approp(Funding)	0	0	*****	*****	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****
Grand Total	418,929	519,516	*****	*****	*****	524,055	*****	28,378	*****	552,431	*****	532,840	*****	25,625	*****	558,465	*****	0	*****	0	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name JUDICIAL DISCIPLINE & DISABILITY COMMISSION
 Agency Code 241
 Appropriation Name OPERATIONS
 Appropriation Code 913
 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	262,103	269,199	6	269,199	6
Personal Serv Match	5010003	64,260	65,297	0	65,459	0
Operating Expenses	5020002	62,688	65,565	0	65,565	0
Travel-Conferences	5050009	7,547	8,125	0	8,125	0
Capital Outlay	5120011	6,970	6,500	0	6,500	0
Prof. Fees & Serv.	5060010	13,330	98,550	0	98,550	0
Data Processing	5090012	382	1,200	0	1,200	0
Mileage-Investigator	5900046	1,649	5,080	0	5,080	0
Grand Total		418,929	519,516	6	519,678	6

Funding Sources						
Name	Code					
State Central Services Fund	4000035	418,929	519,516	*****	*****	*****
Total Funding		418,929	519,516	*****	*****	*****
Excess Approl/(Funding)		0	0	*****	*****	*****
Grand Total		418,929	519,516	*****	*****	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name JUDICIAL DISCIPLINE & DISABILITY COMMISSION
 Agency Code 241
 Appropriation Name OPERATIONS
 Appropriation Code 913
 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	276,468	6	0	0	276,468	6	283,932	6	0	0	283,932	6
Personal Serv Match	5010003	69,067	0	0	0	69,067	0	70,388	0	0	0	70,388	0
Operating Expenses	5020002	65,565	0	7,891	0	73,456	0	65,565	0	14,655	0	80,220	0
Travel-Conferences	5050009	8,125	0	405	0	8,530	0	8,125	0	810	0	8,935	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0	0	0	0
Prof. Fees & Serv.	5060010	98,550	0	4,928	0	103,478	0	98,550	0	9,855	0	108,405	0
Data Processing	5090012	1,200	0	15,000	0	16,200	0	1,200	0	0	0	1,200	0
Mileage-Investigator	5900046	5,080	0	152	0	5,232	0	5,080	0	305	0	5,385	0
Grand Total		524,055	6	28,376	0	552,431	6	532,840	6	25,625	0	558,465	6

Funding Sources													
Name	Code												
State Central Services Fund	4000035	524,055	*****	28,376	*****	552,431	*****	532,840	*****	25,625	*****	558,465	*****
Total Funding		524,055	*****	28,376	*****	552,431	*****	532,840	*****	25,625	*****	558,465	*****
Excess Appr/(Funding)		0	*****	0	*****	0	*****	0	*****	0	*****	0	*****
Grand Total		524,055	*****	28,376	*****	552,431	*****	532,840	*****	25,625	*****	558,465	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name JUDICIAL DISCIPLINE & DISABILITY COMMISSION
 Agency Code 241
 Appropriation Name OPERATIONS
 Appropriation Code 913
 Fund Name STATE CENTRAL SERVICES
 Fund Code HSC

Character		Recommendations							
		Executive				Legislative			
Name	Code	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	5010000					0	0	0	0
Personal Serv Match	5010003					0	0	0	0
Operating Expenses	5020002					0	0	0	0
Travel-Conferences	5050009					0	0	0	0
Capital Outlay	5120011					0	0	0	0
Prof. Fees & Serv.	5060010					0	0	0	0
Data Processing	5090012					0	0	0	0
Mileage-Investigator	5900046					0	0	0	0
Grand Total						0	0	0	0

Funding Sources									
Name	Code	Executive		Legislative		Executive		Legislative	
State Central Services Fund	4000035		*****		*****	0	*****	0	*****
Total Funding			*****		*****	0	*****	0	*****
Excess Appro/(Funding)			*****		*****	0	*****	0	*****
Grand Total			*****		*****	0	*****	0	*****