

**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1997 - 1999**

The State Board of Massage Therapy was created to regulate the practice of massage therapy, the instruction of massage therapy, and the operation of massage therapy schools, clinics, or offices. Funding for the Board's operations are provided by the collections of fees.

Attempts by DFA Staff to contact individuals associated with the Board of Massage Therapy were unsuccessful at the time of printing. The Budget Information presented represents a Base that was calculated from the FY97 Budget submitted in May, 1996. The FY98 Base is \$50,510. For FY99 the Base is \$50,740.

There were no priorities submitted for this Board.

AGENCY	DIRECTOR	AGENCY PROGRAM COMMENTARY	PAGE
STATE BOARD OF MASSAGE THERAPY	VACANT	BR21	216

ARKANSAS STATE BOARD OF MASSAGE THERAPY
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1994

	<u>Fund Type</u> Governmental	<u>Account Group</u> General Fixed Assets	<u>Total</u>
Assets	\$ 30,992.89	\$ 5,131.33	\$ 36,124.22
Liabilities	161.30		161.30
Fund Equity	30,831.59	5,131.33	35,962.92
Revenues	37,810.26		37,810.26
Expenditures	31,609.24		31,609.24

Findings

1. CASH RECEIPTS JOURNAL - The following deficiencies were noted:
 - a. The amount of funds recorded in the cash receipts journal did not support deposits in the Board's bank accounts. Deposits totaling \$4,177.81, excluding interbank transfers, were not recorded in the journal.
 - b. The amount of funds received could not be reconciled to the number of licenses issued to practicing massage therapists.
2. BOARD MEETING MINUTES - Minutes of one (1) board meeting could not be located for audit purposes.
3. INADEQUATE DOCUMENTATION - Adequate supporting documentation for three (3) vouchers amounting to \$540.02 could not be provided for audit.
4. EXCESS STATE INCOME TAX WITHHOLDING - A check in the amount of \$80.00 made payable to a vendor was mistakenly submitted to the Department of Finance and Administration and considered part of the deposit of State income tax withholding normally made by the Board.

Recommendations

- Record all funds received by the Board in the cash receipts journal so that all of the deposits are substantiated by the accounting records.
- Identify in the cash receipts journal the type of license issued and the year for which it applies, and reconcile the amount of funds received to the number of licenses issued.
- Maintain on file a copy of board minutes for all meetings.
- Maintain all supporting documentation of expenditures for audit purposes in accordance with the State Accounting Procedures Manual.
- Seek reimbursement of the excess payment from the Department of Finance and Administration.

Audited by Division of Legislative Audit
SA0724594

ARKANSAS BUDGET SYSTEM
 EMPLOYMENT SUMMARY
 AS REQUIRED BY ACT 358 OF 1993
 (A.C.A 19-4-307)

AGENCY TITLE

245 - Board of Massage Therapy

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	_____	_____	_____	_____
BLACK EMPLOYEES	_____	_____	_____	_____
EMPLOYEES OF OTHER RACIAL MINORITIES	_____	_____	_____	_____
TOTAL EMPLOYED AS OF				
08/10/96				
DATE			TOTAL MINORITIES	_____
			TOTAL EMPLOYEES	_____

 AGENCY DIRECTOR

Position is currently vacant.

SUMMARY

STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 80TH GENERAL ASSEMBLY

AGENCY: STATE BOARD OF MASSAGE THERAPY

PROGRAM AUTHORIZED	# POS. AUTH.	ADDITIONAL AUTHORIZED APPROPRIATION		STATUS
		FY 95-96	FY 96-97	
<u>Appropriation: A06 - State Board of Massage Therapy</u>				
Additional Part-time Staffing (Extra Help and Matching)		\$5,124	\$5,684	The increase was authorized for additional part-time staffing at the Board's office in Little Rock to meet workload demands. In FY96, 95% of the total authorized for part-time staffing was utilized.
Operating Expenses		\$8,175	\$13,175	The increase allowed for projected increases in office rent, utilities, Board Member expenses, and other operating costs. Expenditures in FY96 totaled \$22,993 or 97% of the authorized amount.
Professional Fees		\$2,500	\$3,000	This authorization provided for the anticipated increase in the contract for examiners to perform testing. Expenditures were limited to \$2,291 or 64% of the total for the Line Item. It is fully budgeted in FY97.
Capital Outlay		\$2,500	\$3,500	The authorization was spent in FY96 to purchase a computer. It is fully budgeted in FY97, and will be utilized to further upgrade office equipment.

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1997 - 1999**

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There were no priorities submitted for this Board.

The expenditure of appropriation is dependent upon available funding.

The Executive Recommendation provides for Base Level, which includes appropriation for a 2.8% Cost of Living Allowance for positions on July 1 of each year of the biennium along with accompanying employee matching requirements.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF	PAGE
Name:	Name:	Name:	BUDGET REQUEST	
State Bd. of Massage Therapy	Cash Operations	Massage Therapy-Cash		220
Code: 245	Code: A06	Code: 317	BR20	

ARKANSAS BUDGET SYSTEM

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

CHARACTER TITLE	-----EXPENDITURES-----			96-97			-----97-98 FISCAL YEAR-----			-----98-99 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	95-96	96-97	AUTHORIZED	BASE	PRIORITY	TOTAL	BASE	PRIORITY	TOTAL	EXECUTIVE		LEGISLATIVE				
	ACTUAL	BUDGETED	APPRO							PROGRAMS	REQUEST	PROGRAMS	REQUEST	97-98	98-99	97-98
REGULAR SALARIES	0	6,694	6,332	7,017	0	7,017	7,213	0	7,213	7,017	7,213					
NUMBER OF POSITIONS	0	1	1	1	0	1	1	0	1	1	1					
EXTRA HELP	6,399	6,240	7,280	6,240	0	6,240	6,240	0	6,240	6,240	6,240					
NUMBER OF POSITIONS	1	1	1	1	0	1	1	0	1	1	1					
PERSONAL SERV MATCHING	660	1,662	1,689	4,733	0	4,733	4,767	0	4,767	4,733	4,767					
OPERATING EXPENSES	22,993	28,440	28,615	28,440	0	28,440	28,440	0	28,440	28,440	28,440					
PROF FEES & SERVICES	2,291	4,080	4,080	4,080	0	4,080	4,080	0	4,080	4,080	4,080					
CAPITAL OUTLAY	2,500	3,500	3,500	0	0	0	0	0	0							
TOTAL	34,843	50,616	51,496	50,510	0	50,510	50,740	0	50,740	50,510	50,740					
PROPOSED FUNDING SOURCES			*****													
FUND BALANCES	39,471	53,219	*****	51,194		51,194	49,275		49,275	51,194	49,275					
GENERAL REVENUES			*****													
SPECIAL REVENUES			*****													
FEDERAL FUNDS			*****													
STATE CENTRAL SERVICES FUND			*****													
NON-REVENUE RECEIPTS			*****													
CASH FUNDS	48,591	48,591	*****	48,591		48,591	48,591		48,591	48,591	48,591					
OTHER			*****													
TOTAL FUNDING	88,062	101,810	*****	99,785		99,785	97,866		97,866	99,785	97,866					
EXCESS APPRO/ (FUNDING)	(53,219)	(51,194)	*****	(49,275)		(49,275)	(47,126)		(47,126)	(49,275)	(47,126)					
TOTAL	34,843	50,616	*****	50,510		50,510	50,740		50,740	50,510	50,740					

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 245 ARKANSAS STATE BOARD OF MASSAGE THERAPY
 APPRO A06 CASH OPERATIONS
 FUND 317 MASSAGE THERAPY BD-(245)

APPROPRIATION SUMMARY

BR 215

The FY97 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 1995-97 biennium.