

ARKANSAS STATE BOARD OF MASSAGE THERAPY

Enabling Laws

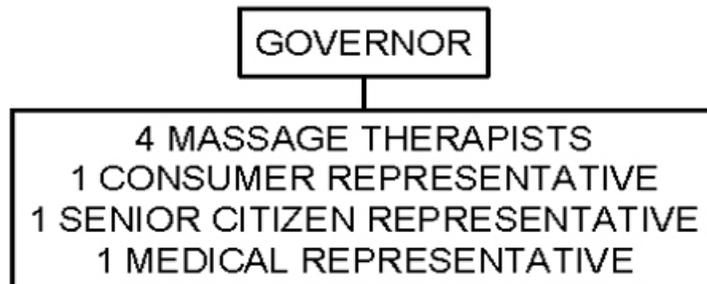
Act 90 of 2007
A.C.A. §19-5-1215

History and Organization

The Arkansas State Board of Massage Therapy was created with the intent to upgrade the standards of practice and education of massage therapy and regulate the practice of massage therapy in the State of Arkansas.

The Board consists of seven (7) members appointed by the Governor for a term of three years. Four members are licensed to practice massage therapy. One member represents the elderly, one member represents the public, and one member represents the medical field.

The Board has statutory authority to examine and inspect at least once each year all massage therapy schools, offices, and clinics in the State. The Board is required to administer an examination for each new applicant and may hold other licensing examinations from time to time. Licenses are issued annually for Massage Therapists, Master Massage Therapists, Massage Therapy Instructors, Massage Therapy Schools, and Massage Therapy Clinics and expire on June 30 of each year.



Agency Commentary

The Arkansas State Board of Massage Therapy is requesting an increase in Operating Expenses each year of the biennium. This increase includes the purchase of a new computer and software in 2009-2010 and the purchase of a new computer, software, and printer in 2010-2011. An increase for membership in the Federation of State Board of Massage Therapy is also requested. Membership in this professional organization will provide the Board with legal counsel as well as legal defensibility of the exam being used by State Massage Boards.

Additional board member expenses are needed to allow board members to perform related activities to include inspections of schools. One new school has been established in Pine Bluff.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BOARD OF MASSAGE THERAPY

FOR THE YEAR ENDED JUNE 30, 2007

Findings

The Agency again failed to maintain proper financial documentation, mark invoices to prevent duplicate payment and travel reimbursements are still not approved by the Agency's disbursing officer. Our review of the Agency's one hundred and ninety-four (194) operating disbursements totaling \$77,744 for the two (2) years ended June 30, 2007 revealed the following:

- Forty (40) disbursements totaling \$16,948 did not have a detailed vendor invoice or any other form of documentation to support the payment;
- Sixty-one (61) travel reimbursements totaling \$6,426 had deficiencies, such as inaccurate calculations, wrong mileage rates, undocumented incidentals, absence of dates traveled or lack of approval;
- The Agency disbursed \$8,068 for three (3) cellular telephones. The business purpose of these disbursements was not clearly documented and we noted extensive personal use of the cellular telephones; and
- Two (2) overpayments were made to vendors totaling \$467.

Inadequate documentation, lack of management review and ineffective board oversight of disbursement activity could lead to misappropriation of assets.

Recommendations

Strengthen record retention and documentation practices, mark invoices to prevent duplicate payments and review and comply with State travel guidelines.

Employment Summary

	Male	Female	Total	%
White Employees	0	2	2	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			2	100 %

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
None	N/A	N	N	0	N/A

Agency Position Usage Report

FY2006 - 2007						FY2007 - 2008						FY2008 - 2009					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Total	Total	Filled	Unfilled			Total	Total	Filled	Unfilled	
2	2	0	2	0	0.00 %	2	2	0	2	0	0.00 %	2	2	0	2	0	0.00 %

Analysis of Budget Request

Appropriation: 428 - Massage Board Operations

Funding Sources: MMT - Massage Therapy Board

The Arkansas State Board of Massage Therapy was created to upgrade the standards of practice and education of massage therapy and regulate the practice of massage therapy in the State of Arkansas. The Board has statutory authority to examine and inspect all massage therapy schools, offices, and clinics in the State. The Board is required to hold at least one examination each year, and may hold other examinations from time to time. Certificates of registration are issued annually for Massage Therapists, Master Massage Therapists, Massage Therapy Instructors, Massage Therapy schools, and Massage Therapy offices or clinics.

Base Level positions were changed from unclassified to classified to reflect the recommendations of the Pay Plan Study and salaries were adjusted accordingly. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipends payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

In addition to the Base Level appropriation of \$141,454 in FY2010 and \$143,266 in FY2011, the Board is requesting \$1,700 in FY2010 and \$2,200 in FY2011 in Operating Expenses to replace computers, software and a printer as referenced in the Agency's Information Technology Plan.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 428 - Massage Board Operations

Funding Sources: MMT - Massage Therapy Board

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2009-2010			2010-2011		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	68,461	67,198	66,598	69,444	69,444	69,444	70,969	70,969	70,969
#Positions		2	2	2	2	2	2	2	2	2
Personal Services Matching	5010003	20,552	20,662	21,568	22,920	22,920	22,920	23,207	23,207	23,207
Operating Expenses	5020002	48,223	49,090	49,090	49,090	50,790	50,790	49,090	51,290	51,290
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		137,236	136,950	137,256	141,454	143,154	143,154	143,266	145,466	145,466
Funding Sources										
Fund Balance	4000005	245,766	219,769		197,819	197,819	197,819	171,365	169,665	169,665
Cash Fund	4000045	111,239	115,000		115,000	115,000	115,000	115,000	115,000	115,000
Total Funding		357,005	334,769		312,819	312,819	312,819	286,365	284,665	284,665
Excess Appropriation/(Funding)		(219,769)	(197,819)		(171,365)	(169,665)	(169,665)	(143,099)	(139,199)	(139,199)
Grand Total		137,236	136,950		141,454	143,154	143,154	143,266	145,466	145,466

Actual and Budget exceeds Authorized in Regular Salaries due to salary adjustments during the 2007-2009 biennium.

Change Level by Appropriation

Appropriation: 428 - Massage Board Operations

Funding Sources: MMT - Massage Therapy Board

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	141,454	2	141,454	100.0	143,266	2	143,266	100.0
C08	Technology	1,700	0	143,154	101.2	2,200	0	145,466	101.5

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	141,454	2	141,454	100.0	143,266	2	143,266	100.0
C08	Technology	1,700	0	143,154	101.2	2,200	0	145,466	101.5

Justification

C08	Change Level Request is for the purchase of a computer and software in FY10 and a computer, software and a printer in FY11 as referenced in the Board's IT Plan under the section titled "Purchases."
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