

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

The Arkansas State Board of Physical Therapy is responsible for assuring those individuals who are attesting to provide physical therapy services are qualified to do so. The operations of the Board are funded from the receipts of fees charged by the agency.

**Change Level 1**

Request for (1) Extra Help position \$10,771 of each fiscal year. (\$10,000 for Extra Help plus additional \$771 in matching costs. During three to four months of each year in the renewal process an additional individual is needed to assist with clerical duties to help expedite the continuing education and renewal processing.

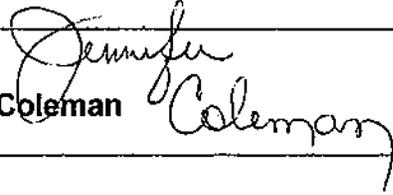
**Change Level 2**

- Character (02) for Maintenance and Operations: Details: Office Equipment Maintenance of \$1,700 annually
- Other Repairing and Servicing Expenses of \$1,800 annually
- Office Supplies of \$1,500 annual for Total (02) increase of \$5,000 annually

**Change Level 3**

- Character (02) for Travel costs: Details (02) of \$1,000 annually for mileage; \$1,000 for meals & lodging annually and \$1,000 for Conference Seminar Fees. Request is made in response to budgeting for consumer member representation at national meeting. The Board and the Federation of State Boards of Physical Therapy encourage participation by all 53 jurisdictions. Total conference seminar fees & travel increase of \$3,000 annually
- Total change level for (02) is \$8,000 annually.

Change Level request totals \$18,771 each fiscal year.

<b>AGENCY</b> AR State Board of Physical Therapy	<b>DIRECTOR</b> Jennifer Coleman 	<b>AGENCY PROGRAM COMMENTARY</b>	<b>PAGE</b> 314
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DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF:  
ARKANSAS STATE BOARD OF PHYSICAL THERAPY  
FOR THE YEAR ENDED JUNE 30, 2001

Findings	Recommendations
None	None

SA0724701

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

AGENCY TITLE: 0246 AR ST ED OF PHYSICAL THERAPY

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	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	0	2	2	100%
BLACK EMPLOYEES	0	0	0	0%
EMPLOYEES OF OTHER RACIAL MINORITIES	0	0	0	0%
TOTAL EMPLOYED AS OF			0	0%
DATE			TOTAL MINORITIES	
			2	100%
			TOTAL EMPLOYEES	

  
 AGENCY DIRECTOR

**CASH FUND BALANCE DESCRIPTION**  
**AS OF JUNE 30, 2002**

**AGENCY: Arkansas State Board of Physical Therapy (246)**

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
346	\$103,689.48 \$29,770.86 \$143,262.69	Checking CD's Treasury	Metropolitan Bank Ozark National Bank Money Management Trust Fund	A.C.A. 17-93-203 provides for the disposition of funds.
				<b>STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:</b> A.C.A. 17-93-203 authorizes the agency to collect fees.
				<b>REVENUE RECEIPTS CYCLE:</b> Annual renewal fees are due by March of each year. Other funds are collected on an irregular basis.
				<b>FUND BALANCE UTILIZATION:</b> Funds are expended for the purpose of regulating, licensing and examining physical therapists and physical therapist assistants.
ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
				<b>STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:</b>
				<b>REVENUE RECEIPTS CYCLE:</b>
				<b>FUND BALANCE UTILIZATION:</b>

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

**Fiscal Year 2002-2003**

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

**AGENCY:** AR State Board of Physical Therapy

**AGENCY #:** 246

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
Directory	A.C.A.17-93-202		1,800	Communication with providers and licensees
Newsletter			1,800	Annual communication vehicle for distribution list of individuals with suspended licenses and those with disciplinary actions.

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

The Arkansas State Board of Physical Therapy was created by Act 1232 of 1991. The primary duties of the Board include the licensure of Physical Therapists and Physical Therapy Assistants through examination. The Board is a cash agency funded from licensure and renewal fees charged pursuant to subchapter 2 of Arkansas Code §17-93. The Board utilizes these funds to finance two Regular Salary positions and provide operating expenses for the administration of the laws governing individuals who provide physical therapy services.

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 Change Level Requests total \$18,771 each fiscal year. The Board's request reflects the following changes:

- ◆ One (1) Extra Help position with associated matching costs totaling \$10,771 each fiscal year. This position will be utilized as needed to provide clerical support for licensure and educational activities.
- ◆ Additional Operating Expenses totaling \$8,000 each fiscal year for office equipment maintenance and repairs, office supplies and travel reimbursement expenses to allow board members to attend meetings of the National Federation of State Boards of Physical Therapy.

The Executive Recommendation provides for Base Level and one (1) Extra Help position with salary and associated matching costs totaling \$5,386 each fiscal year. Expenditure of appropriation is contingent upon available funding.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Arkansas State Board of Physical Therapy  Code: 246	Name: Physical Therapy Operations  Code: B47	Name: Physical Therapy Board Cash  Code: 346		<b>319</b>

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

Agency Name                    ARKANSAS STATE BOARD OF PHYSICAL THERAPY  
 Agency Code                    246  
 Appropriation Name            Physical Therapy Operations  
 Appropriation Code            B47  
 Fund Name                      Physical Therapy Board Cash  
 Fund Code                      346

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	79,226	81,085	2	81,085	2
Extra Help	5010001	0	0	0	0	0
Personal Serv Match	5010003	19,925	20,240	0	20,288	0
Operating Expenses	5020002	58,986	85,033	0	87,033	0
Travel-Conferences	5050009	1,423	3,489	0	3,489	0
Prof. Fees & Serv.	5060010	0	2,000	0	2,000	0
Data Processing	5090012	0	2,000	0	0	0
<b>Grand Total</b>		<b>159,560</b>	<b>193,847</b>	<b>2</b>	<b>193,895</b>	<b>2</b>

Funding Sources						
Name	Code					
Fund Balance	4000005	241,281	276,721	*****	*****	*****
Cash Funds	4000045	195,000	200,000	*****	*****	*****
Total Funding		436,281	476,721	*****	*****	*****
Excess Appr/(Funding)		(276,721)	(282,874)	*****	*****	*****
<b>Grand Total</b>		<b>159,560</b>	<b>193,847</b>	<b>*****</b>	<b>*****</b>	<b>*****</b>

Various Maintenance and General Operation line items may be greater than the authorized appropriation due to budget classification transfers processed in FY03.

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

Agency Name            ARKANSAS STATE BOARD OF PHYSICAL THERAPY  
 Agency Code            246  
 Appropriation Name     Physical Therapy Operations  
 Appropriation Code     B47  
 Fund Name               Physical Therapy Board Cash  
 Fund Code               346

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	83,274	2	0	0	83,274	2	85,523	2	0	0	85,523	2
Extra Help	5010001	0	0	10,000	1	10,000	1	0	0	10,000	1	10,000	1
Personal Serv Match	5010003	21,468	0	771	0	22,239	0	21,866	0	771	0	22,637	0
Operating Expenses	5020002	85,033	0	8,000	0	93,033	0	85,033	0	8,000	0	93,033	0
Travel-Conferences	5050009	3,489	0	0	0	3,489	0	3,489	0	0	0	3,489	0
Prof. Fees & Serv.	5060010	2,000	0	0	0	2,000	0	2,000	0	0	0	2,000	0
Data Processing	5090012	2,000	0	0	0	2,000	0	2,000	0	0	0	2,000	0
<b>Grand Total</b>		<b>197,264</b>	<b>2</b>	<b>18,771</b>	<b>1</b>	<b>216,035</b>	<b>3</b>	<b>199,911</b>	<b>2</b>	<b>18,771</b>	<b>1</b>	<b>218,682</b>	<b>3</b>

Funding Sources													
Name	Code												
Fund Balance	4000005	282,874	*****	0	*****	282,874	*****	266,839	*****	0	*****	266,839	*****
Cash Funds	4000045	181,229	*****	18,771	*****	200,000	*****	181,229	*****	18,771	*****	200,000	*****
<b>Total Funding</b>		<b>464,103</b>	<b>*****</b>	<b>18,771</b>	<b>*****</b>	<b>482,874</b>	<b>*****</b>	<b>448,068</b>	<b>*****</b>	<b>18,771</b>	<b>*****</b>	<b>466,839</b>	<b>*****</b>
Excess Appr/(Funding)		(266,839)	*****	0	*****	(266,839)	*****	(248,157)	*****	0	*****	(248,157)	*****
<b>Grand Total</b>		<b>197,264</b>	<b>*****</b>	<b>18,771</b>	<b>*****</b>	<b>216,035</b>	<b>*****</b>	<b>199,911</b>	<b>*****</b>	<b>18,771</b>	<b>*****</b>	<b>218,682</b>	<b>*****</b>

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

Agency Name                    ARKANSAS STATE BOARD OF PHYSICAL THERAPY  
 Agency Code                    246  
 Appropriation Name            Physical Therapy Operations  
 Appropriation Code            B47  
 Fund Name                      Physical Therapy Board Cash  
 Fund Code                      346

Character		Recommendations							
		Executive				Legislative			
Name	Code	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	5010000	83,274	2	85,523	2	0	0	0	0
Extra Help	5010001	5,000	1	5,000	1	0	0	0	0
Personal Serv Match	5010003	21,854	0	22,252	0	0	0	0	0
Operating Expenses	5020002	85,033	0	85,033	0	0	0	0	0
Travel-Conferences	5050009	3,489	0	3,489	0	0	0	0	0
Prof. Fees & Serv.	5060010	2,000	0	2,000	0	0	0	0	0
Data Processing	5090012	2,000	0	2,000	0	0	0	0	0
<b>Grand Total</b>		<b>202,650</b>	<b>3</b>	<b>205,297</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Funding Sources									
Name	Code								
Fund Balance	4000005	282,874	*****	280,224	*****	0	*****	0	*****
Cash Funds	4000045	200,000	*****	200,000	*****	0	*****	0	*****
<b>Total Funding</b>		<b>482,874</b>	<b>*****</b>	<b>480,224</b>	<b>*****</b>	<b>0</b>	<b>*****</b>	<b>0</b>	<b>*****</b>
<b>Excess Appro/(Funding)</b>		<b>(280,224)</b>	<b>*****</b>	<b>(274,927)</b>	<b>*****</b>	<b>0</b>	<b>*****</b>	<b>0</b>	<b>*****</b>
<b>Grand Total</b>		<b>202,650</b>	<b>*****</b>	<b>205,297</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 STATE BOARD OF PHYSICAL THERAPY  
 Agency Code 246  
 Appropriation Name Physical Therapy Operations  
 Appropriation Code B47  
 Fund Name Physical Therapy Board Cash  
 Fund Code 346

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	159,560		193,847	2	197,264	2	199,911	2	197,264	2	199,911	2	0	0	0	0
1	The Board is requesting one Extra Help position to assist with clerical duties during the license renewal process. This position will allow the Board to operate without utilizing temporary employment services.	C01	202210 Ed Phy Therapy Pay	0		0	0	10,771	0	10,771	0	5,386	0	5,386	0	0	0	0	0
		C01	Total	0		0	0	10,771	0	10,771	0	5,386	0	5,386	0	0	0	0	0
2	The Board is requesting an increase in Operating Expense for office supplies, equipment maintenance and repairs to support board activities.	C02	202220 Ed Phy Therapy Oper	0		0	0	5,000	0	5,000	0	0	0	0	0	0	0	0	0
		C02	Total	0		0	0	5,000	0	5,000	0	0	0	0	0	0	0	0	0
3	The Board is requesting an Increase in Operating Expense for travel, conference seminar fees, mileage, meals and lodging to provide consumer member representation at national meetings.	C03	202220 Ed Phy Therapy Oper	0		0	0	3,000	0	3,000	0	0	0	0	0	0	0	0	0
		C03	Total	0		0	0	3,000	0	3,000	0	0	0	0	0	0	0	0	0
		Grand Total	Total	159,560		193,847	2	214,035	2	216,662	2	202,650	2	205,297	2	0	0	0	0