

**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1999 - 2001**

The Arkansas Towing and Recovery Board is a cash fund agency which receives its funding from fees levied on towing businesses.

The Board's operating expenditures have increased with the increasing numbers of towing businesses complying. An appropriation for a second position to help with the additional workload is being requested.

Additional appropriation is needed for per diem and for travel reimbursement to allow the Board to meet more frequently and to conduct public forums across the state.

The Board needs additional appropriation to utilize the services of a court reporter at bimonthly formal hearings, and for professional services in keeping the members informed of the issues which affect the towing industry.

The Board will need additional appropriation to upgrade and expand capabilities of its data processing equipment and provide training for staff.

The established reserves and the projected revenues generated by license and permit fees and fines paid by members of the towing industry are believed to be sufficient to cover the Towing and Recovery Board's budget requests.

AGENCY TOWING AND RECOVERY BOARD	DIRECTOR <i>Glenna Butler</i> GLENNA BUTLER	AGENCY PROGRAM COMMENTARY BR21	PAGE 260
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ARKANSAS TOWING AND RECOVERY BOARD
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1996

Assets				Liabilities			Total Equity
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total	
\$ 49,475	\$ 0	\$ 0	\$ 49,475	\$ 0	\$ 0	\$ 0	\$ 49,475

Revenues				Expenditures				Other Sources (Uses)		
Inter-governmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 0	\$ 0	\$ 48,195	\$ 0	\$ 48,195	\$ 1,000	\$ 0	\$ 0	\$ 6,676	\$ 7,676	\$ 0

Findings

None.

Recommendations

None.

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

AGENCY TITLE 258 - TOWING & RECOVERY BOARD

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>0</u>	<u>1</u>	<u>1</u>	<u>100%</u>
BLACK EMPLOYEES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL EMPLOYED AS OF			<u>0</u>	<u>0%</u>
08/08/98			<u>TOTAL MINORITIES</u>	
DATE			<u>1</u>	<u>100%</u>
			<u>TOTAL EMPLOYEES</u>	

Gleanna Butler

 AGENCY DIRECTOR
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CASH FUND BALANCE DESCRIPTION
AS OF JUNE 30, 1998

AGENCY: ARKANSAS TOWING AND RECOVERY BOARD

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
Cash (360)	\$122,803.00	Checking	Mercantile Bank North Little Rock, Arkansas	Sections 2,3,4 and 5 of Act 26 of 1997
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES: A.C.A. 27-50-1203(d) authorizes the Board to levy applicable towing business license fees and safety permit fees. A.C.A 27-50-1204(d) authorizes the Board to prescribe monetary penalties.
				REVENUE RECEIPTS CYCLE: Funds are collected throughout the year.
				FUND BALANCE UTILIZATION: Warrants are written as necessary for Board expenditures with the balance remaining on deposit in the interest-bearing account.
ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:
				REVENUE RECEIPTS CYCLE:
				FUND BALANCE UTILIZATION:

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001**

The Towing and Recovery Board is a cash fund agency which receives its operational funding from fees levied on towing businesses. To effectively carry out the duties and mission of the agency, the Board is requesting additional appropriation in the 1999-2001 biennial budget.

An additional staff position is requested to assist in handling the agency's increased workload. The Operating Expense line item request of \$12,008 in FY00 and \$14,598 in FY01 will provide for the increase in postage, office space, office supplies and equipment, printing and other related expenses as well as for increased expenditures for the additional position. Additional expenses of \$4,800 each year in Professional Fees and Services are requested to allow the board to utilize a court reporter during formal hearings and to retain services of a professional consultant to assist the Board in keeping track of proposed legislation which affects the towing industry and motorists who travel Arkansas' public highways. Capital Outlay of \$4,000 for FY00 is requested to purchase two personal computers and a printer. Data Processing of \$3,000 is requested each year for servicing the data processing equipment, upgrading the computer software, and training the staff.

The Executive Recommendation provides for Base Level, which includes a cost of living increase of 2.8% over the FY99 salary level, and related Personal Services Matching costs. The Operating Expenses, Capital Outlay and Data Processing line items are recommended as requested. The Executive Recommendation provides \$3,000 in appropriation for the Professional Fees and Services line item for the court reporter. The additional staff position is not recommended. Expenditure of appropriation is contingent upon available funding.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF	PAGE
Name: Towing & Recovery Board	Name: Towing & Recovery Board	Name: Towing and Recovery Board	BUDGET REQUEST	
Code: 258	Code: A28	Code: 360	BR20	264

ARKANSAS BUDGET SYSTEM

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

CHARACTER TITLE	-----EXPENDITURES-----			-----99-00 FISCAL YEAR-----			-----00-01 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	97-98	98-99	98-99	99-00		00-01		00-01		EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO	BASE	CHANGE LEVEL	TOTAL REQUEST	BASE	CHANGE LEVEL	TOTAL REQUEST	99-00	00-01	99-00	00-01
REGULAR SALARIES	9,951	20,516	20,459	21,501	15,600	37,101	22,103	16,050	38,133	21,501	22,103		
NUMBER OF POSITIONS	1	1	1	1	1	2	1	1	2	1	1		
PERSONAL SERV MATCHING	1,756	3,626	6,632	7,035	5,991	13,026	7,143	6,067	13,210	7,035	7,143		
OPERATING EXPENSES	16,679	33,176	22,814	22,814	12,008	34,822	22,814	14,598	37,412	34,822	37,412		
PROFESSIONAL FEES AND SER	668	4,200	0	0	4,800	4,800	0	4,800	4,800	3,000	3,000		
CAPITAL OUTLAY	0	12,500	0	0	4,000	4,000	0	0	0	4,000	0		
DATA PROCESSING	0	0	0	0	3,000	3,000	0	3,000	3,000	3,000	3,000		
TOTAL	29,054	74,018	49,085	51,350	45,399	96,749	52,060	44,495	96,555	73,350	72,650		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	86,420	122,291	*****	143,750		143,750	142,584		142,584	143,750	165,975		
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS	64,035	95,575	*****	50,176	45,399	95,575	51,080	44,495	95,575	95,575	95,575		
OTHER			*****										
TOTAL FUNDING	151,255	217,776	*****	193,934	45,399	239,333	193,664	44,495	238,159	239,333	261,550		
EXCESS APPRO/ (FUNDING)	(122,291)	(143,758)	*****	(142,584)		(142,584)	(141,604)		(141,604)	(165,975)	(100,022)		
TOTAL	29,054	74,018	*****	51,350	45,399	96,749	52,060	44,495	96,555	73,350	72,650		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 258 ARKANSAS TOWING AND RECOVERY BOARD
 APPRO A28 CASH OPERATIONS
 FUND 360 ARK TOWING & RECOVERY BOARD-(258)

APPROPRIATION SUMMARY

The FY99 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 1997-99 biennium.

BR 215

Budgeted exceeds Authorized in Various Line Items due to a transfer from Cash Fund Holding Account.

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19

PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----1999 - 01 BIENNIUM REQUESTS-----				-----R E C O M M E N D A T I O N S-----										
				-----EXPENDITURES-----		-----FY 1999 - 00-----		-----FY 2000 - 01-----		-----EXECUTIVE-----		-----LEGISLATIVE-----						
				---ACTUAL---	---BUDGETED---	---REQUEST---	---REQUEST---	1999-00	2000-01	1999-00	2000-01							
			97-98	98-99														
	360	258 A28	B	29,054 1	74,018 1	51,350 1	52,060 1	51,350 1	52,060 1									
	360	258 A28	C01			27,899 1	30,995 1	6,308	8,898									
<p>Additional appropriation is being requested in the operating expenses due to the increase in the workload of the agency. On account of the workload increase, a second staff position is being requested.</p>																		
	360	258 A28	C02			6,700 0	6,700 0	6,700	6,700									
<p>Additional appropriation is being requested to assist the Board with their travel reimbursement and to allow for the Board to utilize court reporters during formal hearings.</p>																		

T 007 REGULATORY BOARDS AND COMMISSIONS
 258 ARKANSAS TOWING AND RECOVERY BOARD
 RO A28 CASH OPERATIONS
 D 360 ARK TOWING & RECOVERY BOARD-(258)

RANK BY APPROPRIATION
 BR 264

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1999 - 01 BIENNIAL REQUESTS						R E C O M M E N D A T I O N S					
					ACTUAL	BUDGETED	FY 1999 - 00		FY 2000 - 01				EXECUTIVE		LEGISLATIVE			
					97-98	98-99	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01		
103		360	258 A28	C03			2,800	0			2,800	0			1,000	1,000		
<p>Additional appropriation is being requested to advertise legal notices of proposed regulations, to pay witness fees, and to utilize professional services in keeping the members informed of the issues that affect the towing industry.</p>																		
004		360	258 A28	C08			8,000	0			4,000	0			8,000	4,000		
<p>Additional appropriation is being requested to purchase data processing equipment. Staff will need to be trained on the computer software and hardware.</p>																		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 258 ARKANSAS TOWING AND RECOVERY BOARD
 APPRO A28 CASH OPERATIONS
 FUND 360 ARK TOWING & RECOVERY BOARD-(258)

RANK BY APPROPRIATION
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