

**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
2001 - 2003**

The Arkansas Towing & Recovery Board is a cash fund agency which receives its revenues from penalties assessed for violations, late filing fees, and fees for the license and vehicle safety permit issued to towing businesses.

The Board's operating expenditures have increased due to the large numbers of consent and non-consent towing businesses coming into compliance and because of the increased collaboration with law enforcement agencies. The Board will also have to reorder non-consent vehicle safety permits and the year tabs for its permit renewals.

The Board needs an additional appropriation for professional consulting services to help keep the members and their staff informed on procedural changes and issues effecting consumers pertaining to the towing industry as well as the towing industry itself.

With the new statewide system, AASIS, the Board will need additional funds to upgrade its current program basis as well as acquire new programs to assist in the computerizing the current manual processes in the office. In addition, the Board is in the process of establishing a website/page, additional monies will be needed in maintaining current information on this site as well as for the initial setup.

The current reserves and the projected revenues generated from the license and permit fees, late filing fees and the penalties paid by the members of the towing industry are believed to be sufficient to cover the Towing and Recovery Board's budget request.

AGENCY	DIRECTOR	AGENCY PROGRAM COMMENTARY	PAGE
Towing & Recovery Board	<i>Glenna Butler</i>	BR21	367

ARKANSAS TOWING AND RECOVERY BOARD
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1998

Assets

<u>Cash and Investments</u>	<u>Fixed</u>	<u>Other</u>	<u>Total</u>	<u>Current</u>	<u>Liabilities Long-Term</u>	<u>Total</u>	<u>Total Equity</u>
\$ 122,867	\$ 949	\$ 525	\$ 124,341	\$ 0	\$ 0	\$ 0	\$ 124,341

Revenues

<u>Intergovernmental</u>	<u>Federal</u>	<u>Licenses and Fees</u>	<u>Other</u>	<u>Total</u>
\$ 0	\$ 0	\$ 62,090	\$ 3,062	\$ 65,152

Expenditures

<u>Salaries and Matching</u>	<u>Grants and Aid</u>	<u>Capital</u>	<u>Other Operating</u>	<u>Total</u>	<u>Other Sources (Uses)</u>
\$ 11,704	\$ 0	\$ 0	\$ 17,400	\$ 29,104	\$ 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: Arkansas Towing & REcovery Board - 258

	Male	Female	Total	Percentage Of Total
White Employees	<u>0</u>	<u>2</u>	<u>2</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>08-05-00</u> Date			<u>0</u>	<u>0%</u>
			Total Minorities	
			<u>2</u>	<u>100%</u>
			Total Employees	

Dleanna Butler
 Agency Director

CASH FUND BALANCE DESCRIPTION
AS OF JUNE 30, 2000

AGENCY: Towing & Recovery Board

AGENCY #: 258

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
Cash 360	\$155,712.91	Checking	Simons First Bank Searcy, Arkansas	Sections of 2,3,4, and 5 of ACT 136 of 1999.
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES: A.C.A. 27-50-1203 (d) authorizes the Board to levy applicable towing businesses license fees, safety permit fees, and late filing 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:

STATE AGENCY PUBLICATIONS

2002-2003 Biennium

Act 1276 of 1999

AGENCY: Towing & Recovery Board

AGENCY # 258

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	12-1-105		1	In order to keep the consumers and members of the towing industry informed about the Board and its activities.

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
2001 - 2003**

The Towing and Recovery Board is a cash fund agency established under Arkansas Code Annotated §27-50-1203 to regulate Arkansas's towing industry. The Board is responsible for promulgating and administering rules and regulations for the industry, establishing licensing, insurance and safety equipment requirements for towing and related services and establishing tow truck safety requirements for vehicles utilized for commercial purposes. The Board issues towing business licenses and tow vehicle safety permits, assesses fees for late filings and investigates allegations of violations. Funding is derived 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 2001-03 biennial budget.

The Agency requests a Base Level of \$95,393 in FY02 and \$96,588 in FY03 which includes two (2) employees and a 2.6% payplan increase and Personal Services Matching above FY01 salary level. Change Levels include increases totaling \$3,623 and \$1,680 respectively each year of the biennium for Operating Expenses. Requests for increases include items such as telephone and data processing software directly related to Information Technology, printing costs, rent for non-state owned building space, and for the purchase of office machines. A request for an increase of \$4,200 each year of the biennium for Professional Fees and Services is made to help keep the Board informed of issues pertaining to the towing industry. Additional Capital Outlay is requested in the amount of \$1,500 each year for computer purchases.

The Executive Recommendation provides for Base Level and the Agency Request for Operating Expenses totaling \$3,623 in FY02 and \$1,680 in FY03 and \$1,500 each year of the biennium for Capital Outlay.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF	PAGE
Name: Towing & Recovery Board Code: 258	Name: Towing & Recovery Board Code: A28	Name: Towing and Recovery Board Code: 360	BUDGET REQUEST BR20	372

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----			00-01			-----01-02 FISCAL YEAR-----			-----02-03 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	99-00	00-01	AUTHORIZED	CHANGE		TOTAL	CHANGE		TOTAL	EXECUTIVE		LEGISLATIVE				
	ACTUAL	BUDGETED	APPRO	BASE	LEVEL	REQUEST	BASE	LEVEL	REQUEST	01-02	02-03	01-02	02-03			
REGULAR SALARIES	37,049	38,133	38,133	39,123	0	39,123	40,139	0	40,139	39,123	40,139					
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2					
PERSONAL SERV MATCHING	12,480	12,654	13,210	12,858	0	12,858	13,037	0	13,037	12,858	13,037					
OPERATING EXPENSES	25,617	37,412	37,412	37,412	3,623	41,035	37,412	1,680	39,092	41,035	39,092					
PROFESSIONAL FEES AND SER	2,750	3,000	3,000	3,000	4,200	7,200	3,000	4,200	7,200	3,000	3,000					
CAPITAL OUTLAY	2,970	0	0	0	1,500	1,500	0	1,500	1,500	1,500	1,500					
DATA PROCESSING	701	3,000	3,000	3,000	0	3,000	3,000	0	3,000	3,000	3,000					
TOTAL	81,567	94,199	94,755	95,393	9,323	104,716	96,588	7,380	103,968	100,516	99,768					
PROPOSED FUNDING SOURCES			*****													
FUND BALANCES	155,649	165,926	*****	169,165		169,165	159,114		159,114	169,165	163,314					
GENERAL REVENUES			*****													
SPECIAL REVENUES			*****													
FEDERAL FUNDS			*****													
STATE CENTRAL SERVICES FUND			*****													
NON-REVENUE RECEIPTS			*****													
CASH FUNDS	91,844	97,438	*****	85,342	9,323	94,665	86,285	7,380	93,665	94,665	93,665					
OTHER			*****													
TOTAL FUNDING	247,493	263,364	*****	254,507	9,323	263,830	245,399	7,380	252,779	263,830	256,979					
EXCESS APPRO/ (FUNDING)	(165,926)	(169,165)	*****	(159,114)		(159,114)	(148,811)		(148,811)	(163,314)	(157,211)					
TOTAL	81,567	94,199	*****	95,393	9,323	104,716	96,588	7,380	103,968	100,516	99,768					

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

Actual and/or Budgeted amounts exceed Authorized in various line items due to a transfer from Cash Fund Holding Account.

APPROPRIATION SUMMARY

BR 215

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		2001 - 03 BIENNIIUM REQUESTS						RECOMMENDATIONS						
					ACTUAL	BUDGETED	FY 2001 - 02			FY 2002 - 03			EXECUTIVE		LEGISLATIVE				
					99-00	00-01	REQUEST			REQUEST			2001-02	2002-03	2001-02	2002-03			
000		360	258 A28	B	81,567 2	94,199 2	95,393 2			96,588 2			95,393 2		96,588 2				
001		360	258 A28 100 TOWING	C01			1,788 0			738 0			1,788		738				
<p>An additional appropriation is being requested due to the increased workload in the office, the reordering of non-consent vehicles safety permits, as well as for inflationary reasons.</p>																			
002		360	258 A28 100 TOWING	C02			4,200 0			4,200 0									
<p>An additional appropriation is requested for the professional consulting services to help keep the Board informed on the current consumer issues pertaining to the towing industry, as well as, the towing industry, itself.</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
 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	-----2001 - 03 BIENNIIUM REQUESTS-----				-----R E C O M M E N D A T I O N S-----								
					-----EXPENDITURES-----		-----FY 2001 - 02-----		-----FY 2002 - 03-----		-----EXECUTIVE-----		-----LEGISLATIVE-----				
					---ACTUAL---	---BUDGETED---	-----REQUEST-----	-----REQUEST-----	2001-02	2002-03	2001-02	2002-03					
					99-00	00-01											
003		360	258 A28 A90 INFORMATION TECHNOLOGY	C08			2,135 0		2,242 0			2,135	2,242				
<p>An additional appropriation is being requested to help complete the computerization of the office, as well as help in the maintenance of the Board's Website/page project.</p>																	
004		360	258 A28 100 TOWING	C03			1,200 0		200 0			1,200	200				
<p>An additional appropriation is being requested to replace non-owned office furniture and equipment.</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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