

AR STATE BOARD OF CHIROPRACTIC EXAMINERS

Enabling Laws

Act 262 of 2012
A.C.A. §17-81-101

History and Organization

The Arkansas State Board of Chiropractic Examiners was created by Act 126 of 1915 to create a safeguard for the public health and welfare of the citizens of Arkansas by providing for the licensure and examination of any person practicing or offering to practice Chiropractic in the state. The Arkansas State Board of Chiropractic Examiners Board is a cash agency funded from examination and license renewal fees charged pursuant to subchapter 3 of Arkansas Code Annotated §17-81.

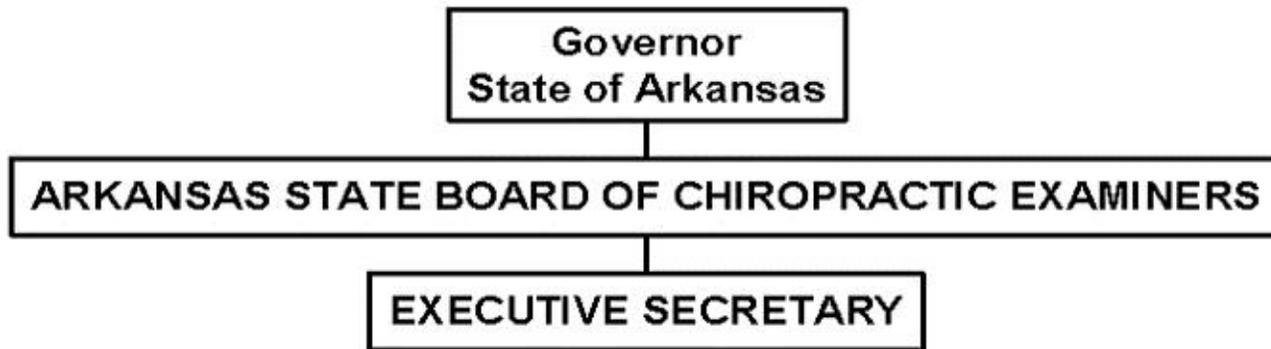
The Arkansas State Board of Chiropractic Examiners was authorized by Act 706 of 1971, for the following purposes:

1. Licensing of qualified Doctors of Chiropractic by Examination.
2. Annual renewal of the license holders both the resident and non-resident.
3. Make suitable bylaws for carrying out its duties.
4. Adopt and revise rules and regulations.
5. To serve as a regulatory, judicial, and disciplinary body for chiropractic practitioners in terms of laws and regulations.

Board Member Functions:

The Board consists of seven members, five of whom must be licensed chiropractors practicing in Arkansas for a period of 5 years, one consumer member and one senior citizen member.

1. Prepare and maintain a current roster of license holders.
2. Empowered to establish the criteria that credentialing candidates must meet.
3. Receive and investigate consumer complaints relating to legal and ethical violations by Doctors of Chiropractic. Conduct disciplinary proceedings.
4. Empowered to make by-laws, rules and regulations for the operation in accordance with the Chiropractic Practice Act.



Agency Commentary

Mission Statement: The State Board of Chiropractic Examiners was created by Act 126 of 1915, as a regulatory board to provide for the licensing and examination of chiropractors, ensuring that any person practicing or offering to practice chiropractic in the state is qualified and licensed, and to safeguard the public health and welfare of the citizens of Arkansas.

The Board is requesting Base Level of \$142,380 in each year of the biennium. In addition to Base Level, the Board requests: 1) a \$6,000 increase in Operating Expenses for Board Member travel, and 2) a \$2,000 increase in Conference and Travel for staff travel. Both requests are due to a higher number of Board Members participating in/traveling to the national meetings.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 ARKANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS
 FOR THE YEAR ENDED JUNE 30, 2010

Findings

The Agency was unable to provide supporting documentation for 38 of 91 expenditures. Documentation was lacking for 24 expenditures with a value of \$15,703, 13 expenditures with a value of \$6,400, and one expenditure with a value of \$62 in fiscal years 2008, 2009, and 2010, respectively.

Recommendations

Improve record keeping practices with respect to the maintenance of source documentation. Review the Department of Finance and Administration’s Financial Management Guide and Ark. Code Ann. §§ 19-4-521 - 19-4-525 for guidance on the classification of appropriations and proper coding of expenditures.

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Findings

In addition, in fiscal year 2010, two conference/travel related expenditures with a total value of \$2,439 were erroneously coded to maintenance and general operations (general ledger) accounts and appropriation classification as follows:

- \$1,350 in conference fees were recorded as association member dues.
- \$1,089 in travel expenditures were recorded as credit card payments.

The appropriation for conference and travel expenditures was not sufficient to include these expenditures had they been coded correctly.

Bank reconciliations for the Bank of America account were not prepared correctly in fiscal years 2008 and 2009 up until the account was closed in December 2008. The account register balance on the reconciliations was \$1,383 less than the register balance on the actual register. The Agency was unable to explain the variance.

Recommendations

Continue to strengthen internal controls related to cash on deposit.

State Contracts Over \$25,000 Awarded To Minority Owned Businesses Fiscal Year 2012

None

Employment Summary

	Male	Female	Total	%
White Employees	0	1	1	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			1	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		
ASBCE Newsletter	A.C.A. 1781206	N	N	600	At the board's direction, distribute information of the board's proceedings and actions for the past year.

Agency Position Usage Report

FY2010 - 2011						FY2011 - 2012					FY2012 - 2013						
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %

Analysis of Budget Request

Appropriation: 85F - Operations

Funding Sources: NCH - Cash in Treasury

The Arkansas State Board of Chiropractic Examiners was created by Act 126 of 1915. This Board was created to safeguard the public health and welfare of the citizens of Arkansas by providing for the licensure and examination of any person practicing or offering to practice chiropractic in the State. The Board is a cash agency funded from examination and license renewal fees charged pursuant to subchapter 3 of Arkansas Code Annotated §17-81. The Board utilizes these funds to finance one (1) Regular Salary position, one (1) Extra Help position and provide operating expenses for the administration of the laws governing the practice of chiropractic.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Change Level of \$8,000 each year reflects the following:

A \$6,000 increase in Operating Expenses to allow board members to attend the annual national and regional meetings.

A \$2,000 increase in Conference and Travel Expenses to allow staff to attend the annual national and regional meetings.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

Appropriation Summary

Appropriation: 85F - Operations
Funding Sources: NCH - Cash in Treasury

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			2013-2014			2014-2015		
	2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	57,399	54,181	55,153	54,181	54,181	54,181	54,181	54,181	54,181
#Positions	1	1	1	1	1	1	1	1	1
Extra Help 5010001	9,419	8,256	8,256	8,256	8,256	8,256	8,256	8,256	8,256
#Extra Help	1	1	1	1	1	1	1	1	1
Personal Services Matching 5010003	18,975	18,198	17,467	18,503	18,503	18,503	18,503	18,503	18,503
Operating Expenses 5020002	53,701	56,044	50,044	50,044	56,044	56,044	50,044	56,044	56,044
Conference & Travel Expenses 5050009	3,760	5,396	3,396	3,396	5,396	5,396	3,396	5,396	5,396
Professional Fees 5060010	3,005	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
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	146,259	150,075	142,316	142,380	150,380	150,380	142,380	150,380	150,380

Funding Sources									
Fund Balance 4000005	204,050	204,967		199,892	199,892	199,892	202,512	194,512	194,512
Cash Fund 4000045	147,176	145,000		145,000	145,000	145,000	145,000	145,000	145,000
Total Funding	351,226	349,967		344,892	344,892	344,892	347,512	339,512	339,512
Excess Appropriation/(Funding)	(204,967)	(199,892)		(202,512)	(194,512)	(194,512)	(205,132)	(189,132)	(189,132)
Grand Total	146,259	150,075		142,380	150,380	150,380	142,380	150,380	150,380

FY13 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2011-2013 biennium.
 Budget exceeds Authorized Appropriation in Operating Expenses and Conference and Travel Expenses due to a transfer from the Cash Fund Holding Account.

Change Level by Appropriation

Appropriation: 85F - Operations
Funding Sources: NCH - Cash in Treasury

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	142,380	1	142,380	100.0	142,380	1	142,380	100.0
C01	Existing Program	8,000	0	150,380	105.6	8,000	0	150,380	105.6

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	142,380	1	142,380	100.0	142,380	1	142,380	100.0
C01	Existing Program	8,000	0	150,380	105.6	8,000	0	150,380	105.6

Justification

C01	The Board is requesting an increase in Operating Expenses of \$6,000, and an increase of \$2,000 in Conference and Travel Expenses, to allow Board and staff members to attend the annual national and regional meetings.
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