

ARKANSAS PSYCHOLOGY BOARD

Enabling Laws

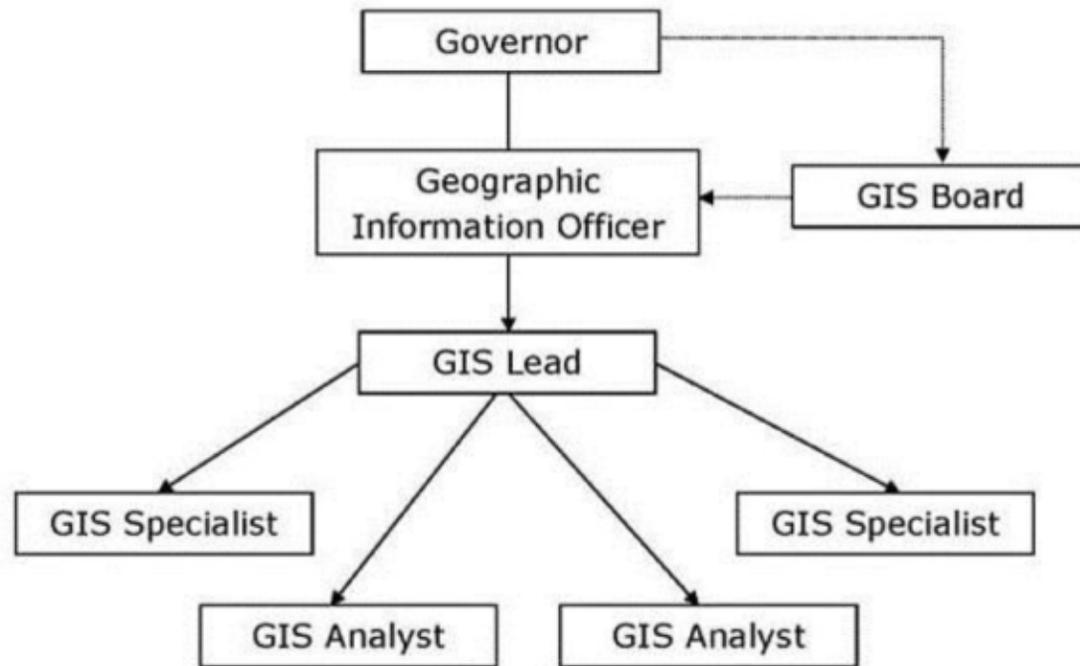
Act 106 of 2012
A.C.A. §17-97-101, et seq.

History and Organization

The Arkansas Board of Examiners in Psychology was created by Act 129 of 1955 to regulate the practice of Psychology. The original Act has been amended several times. Act 113 of 1977 added a Consumer Representative to the Board; Act 939 of 1979 added another professional to the Board specifying one member to be a Psychological Examiner; Act 131 of 1983 added a Senior Citizen Representative to the Board; Act 955 of 1995 replaced one academic Psychologist with an additional Psychological Examiner; Act 1482 of 2003 added another academic Psychologist and also renamed the Board to the Arkansas Psychology Board; and most recently Act 1262 of 2005 added the registration of Psychological Technicians.

The major responsibility of the Arkansas Psychology Board is to ensure the citizens of Arkansas are protected from misrepresentation, unethical practice, and/or incompetence in the practice of psychology. The Board is charged by law with regulating the practice of psychology within the State of Arkansas, including, but not limited to, examining and passing upon the qualifications of applicants for the practice of psychology. The Board performs two major functions. The first involves approving the credentials of applicants and then administering both written and oral examinations. The second primary function performed by the Board involves the investigation of possible ethical violations or allegations of incompetent or fraudulent practices.

The Board is charged by law with administering its duties consistent with the Act under which it was organized and authorized to regulate the practice of psychology consistent with the Administrative Procedures Act and in the interest of the public of the State of Arkansas. The Board is now composed of nine individuals: Five Psychologists (doctoral level practitioners), two Psychological Examiners (master's level practitioners), one Consumer Representative, and one Senior Citizen Representative. All members receive reimbursement for actual expenses incurred, but no other remuneration. The Board employs three full time staff members who serve as the Board's Executive Director and Licensing Coordinator.



Agency Commentary

The Arkansas Psychology Board’s major responsibility is to ensure that the people of the state are protected from misrepresentation, unethical practice, and/or incompetence in the practice of psychology. Funding for this appropriation consists of fees received from licensees and applicants throughout the year.

The Board is requesting to continue one (1) pool position that was requested and approved during FY12.

The Board is requesting an increase in Operating Expenses each year in the amount of \$11,997 to cover the increased cost of copies and office supplies. The Board is also requesting an increase in Professional Fees in the amount of \$19,998 each year to cover investigator fees due to increased number of complaints and increased fees for the database.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS PSYCHOLOGY BOARD
FOR THE YEAR ENDED JUNE 30, 2010

Findings

The Agency operates out of a bank account and uses an in-house database system to record the majority of its receipts; however, the Agency failed to implement adequate controls to ensure that all receipts were accounted for properly.

- During the course of the engagement, the Agency discovered undeposited checks totaling \$2,118. These checks, received in April 2009, were for various services, including professional examination and license registration fees. Because of the length of time that had passed, the Agency did not deposit the checks upon discovery. However, the Agency indicated that it will attempt to obtain replacement checks for the examination and registration fees.
- A review of 40 receipts from the database revealed the following:
 - o One receipt number had been deleted without explanation.
 - o Two receipts were not deposited timely, in accordance with board policy. One receipt, issued for \$100, was held for 48 days, and the other, issued for \$325, was held for 184 days before deposit into the bank account.
 - o Five receipts, totaling \$625, were part of larger deposits into the bank account but were not recorded as deposits in AASIS until the following month.

Recommendations

Establish and implement adequate internal controls and procedures to ensure that all receipts are properly recorded, deposited, and reconciled with other accounting information and systems.

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

None

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 %

Cash Fund Balance Description as of June 30, 2012

Fund Account	Balance	Type	Location
3230000	\$170,990	Investment & Checking	Treasury Money Mgmt. and US Bank

Statutory/Other Restrictions on use:

Board operations and processing license applications and renewals.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-97-101 et seq., fees for copying and services, license application, examination, and license renewal.

Revenue Receipts Cycle:

Most license and renewal receipts occur during May through July of each year.

Fund Balance Utilization:

For administrative expenses of board operations.

Fund Account	Balance	Type	Location
PEP0100	\$3,231	Payroll	Treasury

Statutory/Other Restrictions on use:

Board operations and processing license applications and renewals.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-97-101 et seq., fees for copying and services, license application, examination, and license renewal.

Revenue Receipts Cycle:

Most license and renewal receipts occur during May through July each year.

Fund Balance Utilization:

For payroll.

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
ABEP Directory	None	N	N	1,000	Required by the Rules and Regulations Section 1.3.E(2-6).
ABEP Newsletter	None	N	N	900	Required by the Rules and Regulations Section 1.3.F

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		
2	2	1	3	-1	0.00 %	2	2	1	3	-1	0.00 %	2	2	1	3	-1	0.00 %

Total Budgeted positions exceed Authorized amount due to positions authorized from the Central Growth Pool.

Analysis of Budget Request

Appropriation: A31 - Cash Operations

Funding Sources: 323 - Psychology Examiners - Cash

A.C.A. §17-97-201 established the State Board of Examiners in Psychology. The Board is a cash agency funded from the fees collected primarily for application, testing and renewal. The Board is responsible for regulating the practice of psychology in the State of Arkansas by ensuring that Arkansans are protected from misrepresentation, unethical practices, and/or incompetence in the practice of psychology. This goal is accomplished by licensing psychologists and psychological examiners, registering psychological technicians, and investigating complaints.

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 Agency is requesting a total Change Level of \$70,809 in appropriation for each of the biennium to provide for the following:

- The continuation of one (1) pool position which approved during FY12; thereby increasing Regular Salaries by \$27,794 and Personal Services Matching by \$11,020 for each of the biennium.
- An increase in Operating Expenses in the amount of \$11,997 for each year of the biennium to cover the increased cost of copies and office supplies.
- An increase in Professional Fees in the amount of \$19,998 for each year of the biennium to cover the cost of investigator fees due to the increased number of complaints and increases in database fees.

The Executive Recommendation provides for Base Level.

Appropriation Summary

Appropriation: A31 - Cash Operations
Funding Sources: 323 - Psychology Examiners - Cash

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	2013-2014			2014-2015		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	74,897	93,532	69,806	65,738	93,532	65,738	65,738	93,532	65,738
#Positions		3	3	2	2	3	2	2	3	2
Personal Services Matching	5010003	25,019	34,514	23,440	24,270	35,290	24,270	24,270	35,290	24,270
Operating Expenses	5020002	91,429	72,846	60,849	60,849	72,846	60,849	60,849	72,846	60,849
Conference & Travel Expenses	5050009	0	3,000	4,000	3,000	3,000	3,000	3,000	3,000	3,000
Professional Fees	5060010	8,333	44,725	24,727	24,727	44,725	24,727	24,727	44,725	24,727
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		199,678	248,617	182,822	178,584	249,393	178,584	178,584	249,393	178,584
Funding Sources										
Fund Balance	4000005	116,708	174,221		174,221	174,221	174,221	245,637	174,828	245,637
Cash Fund	4000045	257,191	248,617		250,000	250,000	250,000	250,000	250,000	250,000
Total Funding		373,899	422,838		424,221	424,221	424,221	495,637	424,828	495,637
Excess Appropriation/(Funding)		(174,221)	(174,221)		(245,637)	(174,828)	(245,637)	(317,053)	(175,435)	(317,053)
Grand Total		199,678	248,617		178,584	249,393	178,584	178,584	249,393	178,584

FY13 Positions and Budget amounts in Regular Salaries and Personal Services Matching exceed the authorized amounts due to transfers from the Central Growth Pool during the 2011-2013 biennium. FY13 Budget amounts exceeds Authorized Appropriation in Operating Expenses and Professional Fees due to a transfer from the Cash Fund Holding Account.

Change Level by Appropriation

Appropriation: A31 - Cash Operations
Funding Sources: 323 - Psychology Examiners - Cash

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	178,584	2	178,584	100.0	178,584	2	178,584	100.0
C01	Existing Program	31,995	0	210,579	117.9	31,995	0	210,579	117.9
C06	Restore Position/Approp	38,814	1	249,393	139.7	38,814	1	249,393	139.7

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	178,584	2	178,584	100.0	178,584	2	178,584	100.0
C01	Existing Program	0	0	178,584	100.0	0	0	178,584	100.0
C06	Restore Position/Approp	0	0	178,584	100.0	0	0	178,584	100.0

Justification

C01	Represents the total requested increase in Operating Expenses and Professional Fees that result from the increased cost of offices supplies, copying and investigator fees.
C06	Represents the increase in Regular Salaries and Personal Services Matching associated with the continuation of the FY12 approved additional pool position.