

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

The Arkansas State Board of Acupuncture and Related Techniques was created by Act 816 of 1997. The purpose of the Board is to protect the public from those persons who are untrained and unqualified to practice acupuncture and related techniques, to license those individuals who meet the qualifications of licensure under the Act, and to hear and resolve such disciplinary matters as may come before it. The Board is funded by license fees.

The Board evaluates qualifications of applicants and investigates complaints, allegations of practices violating the provisions of the Act.

The Arkansas State Board of Acupuncture and Related Techniques is requesting no changes to the base level appropriation for the period 2003-2005.

AGENCY Board of Acupuncture & Related Techniques	DIRECTOR <i>Michael E. Rault</i>	AGENCY PROGRAM COMMENTARY	PAGE <b>2</b>
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DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF:  
ARKANSAS BOARD OF ACUPUNCTURE AND RELATED TECHNIQUES  
FOR THE YEARS ENDED JUNE 30, 2000, 1999 AND 1998

Findings

Management failed to implement adequate internal controls over cash receipts and bank balances. Bank balances were not reconciled and transactions were not recorded in the Accounting Federal Grants Management (AFGM) System as required. In addition, some accounting records were not retained for audit purposes and the Agency did not maintain fidelity bond insurance coverage. These conditions have weakened management's ability to safeguard State funds.

Recommendations

Strengthen internal controls and implement procedures to insure compliance with State accounting procedures.

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

**AGENCY: Arkansas State Board of Acupuncture and Related Techniques (290)**

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
Cash - 390	\$8,764.45	Checking	Bank of America Little Rock, AR. Regions Bank	A.C.A. 17-102-109 establishes that the agency can use funds collected for expenses and to carry on the functions of the agency.
				<b>STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:</b> A.C.A. 17-102-204 authorizes the Board to collect fees.
				<b>REVENUE RECEIPTS CYCLE:</b> License fees and renewal fees are collected throughout the year.
				<b>FUND BALANCE UTILIZATION:</b> Funds are collected on an irregular basis throughout the year.
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: State Board of Acupuncture**

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
N/A				

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

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Act 816 of 1997 created the State Board of Acupuncture and Related Techniques. The Board is funded from fees charged by the Agency, as authorized by Arkansas Code §17-102-204. The purpose of the Board is to protect the public from those persons who are untrained and unqualified to practice acupuncture and related techniques.

The Board has requested a Base Level budget for each year of the biennium. The Base Level request is for \$4,000 and consists of agency Operating Expenses.

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

<b>AGENCY</b> Name: Board of Acupuncture and Related Techniques  Code: 290	<b>APPROPRIATION</b> Name: Cash Operations  Code: C13	<b>TREASURY FUND</b> Name: Acupuncture Board - Cash  Code: 390	<b>ANALYSIS OF BUDGET REQUEST</b>	<b>PAGE</b>  <b>6</b>
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**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM**  
Biennial Appropriation Summary

Agency Name BOARD OF ACUPUNCTURE AND RELATED TECHNOLOGIES  
 Agency Code 290  
 Appropriation Name Cash Operation  
 Appropriation Code C13  
 Fund Name Acupuncture Board - Cash  
 Fund Code 390

Character Name	Expenditures					Agency Request										Recommendations					
	2001-02		2002-03		2002-03		2003-04				2003-04		2004-05				Executive				
	Actual	Budget	Pos.	Authorized	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	2003-04	Pos.	2004-05	Pos.
Operating Expenses	0	4,000	0	4,000	0	4,000	0	0	0	4,000	0	4,000	0	0	0	4,000	0	4,000	0	4,000	0
Grand Total	0	4,000	0	4,000	0	4,000	0	0	0	4,000	0	4,000	0	0	0	4,000	0	4,000	0	4,000	0

Funding Sources Name	2001-02 Actual	2002-03 Budget	2002-03 Pos.	2002-03 Authorized	2002-03 Pos.	2003-04 Base Level	2003-04 Pos.	2003-04 Change Level	2003-04 Pos.	2003-04 Total	2003-04 Pos.	2004-05 Base Level	2004-05 Pos.	2004-05 Change Level	2004-05 Pos.	2004-05 Total	2004-05 Pos.	2003-04	2003-04 Pos.	2004-05	2004-05 Pos.
Fund Balance	8,764	8,764	*****	*****	*****	6,764	*****	0	*****	6,764	*****	12,764	*****	0	*****	12,764	*****	6,764	*****	12,764	*****
Cash Funds	0	2,000	*****	*****	*****	10,000	*****	0	*****	10,000	*****	4,000	*****	0	*****	4,000	*****	10,000	*****	4,000	*****
Total Funding	8,764	10,764	*****	*****	*****	16,764	*****	0	*****	16,764	*****	16,764	*****	0	*****	16,764	*****	16,764	*****	16,764	*****
Excess Appor(Funding)	(8,764)	(6,764)	*****	*****	*****	(12,764)	*****	0	*****	(12,764)	*****	(12,764)	*****	0	*****	(12,764)	*****	(12,764)	*****	(12,764)	*****
Grand Total	0	4,000	*****	*****	*****	4,000	*****	0	*****	4,000	*****	4,000	*****	0	*****	4,000	*****	4,000	*****	4,000	*****

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

Agency Name                   BOARD OF ACUPUNCTURE AND RELATED TECHNOLOGIES  
 Agency Code                   290  
 Appropriation Name           Cash Operations  
 Appropriation Code           C13  
 Fund Name                     Acupuncture Board - Cash  
 Fund Code                     390

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Operating Expenses	5020002	0	4,000	0	4,000	0
Grand Total		0	4,000	0	4,000	0

Funding Sources						
Name	Code					
Fund Balance	4000005	8,764	8,764	*****	*****	*****
Cash Funds	4000045	0	2,000	*****	*****	*****
Total Funding		8,764	10,764	*****	*****	*****
Excess Appro/(Funding)		(8,764)	(6,764)	*****	*****	*****
Grand Total		0	4,000	*****	*****	*****

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 Appropriation Name    Cash Operations  
 Appropriation Code    C13  
 Fund Name             Acupuncture Board - Cash  
 Fund Code             390

Character		Agency Request											
		2003-04						2004-05					
		Name	Code	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.
Operating Expenses	5020002	4,000	0	0	0	4,000	0	4,000	0	0	0	4,000	0
Grand Total		4,000	0	0	0	4,000	0	4,000	0	0	0	4,000	0

Funding Sources													
Name	Code	2003-04						2004-05					
Fund Balance	4000005	6,764	*****	0	*****	6,764	*****	12,764	*****	0	*****	12,764	*****
Cash Funds	4000045	10,000	*****	0	*****	10,000	*****	4,000	*****	0	*****	4,000	*****
Total Funding		16,764	*****	0	*****	16,764	*****	16,764	*****	0	*****	16,764	*****
Excess Appro/(Funding)		(12,764)	*****	0	*****	(12,764)	*****	(12,764)	*****	0	*****	(12,764)	*****
Grand Total		4,000	*****	0	*****	4,000	*****	4,000	*****	0	*****	4,000	*****

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

Agency Name                   BOARD OF ACUPUNCTURE AND RELATED TECHNOLOGIES  
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 Appropriation Name           Cash Operations  
 Appropriation Code           C13  
 Fund Name                     Acupuncture Board - Cash  
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Character		Recommendations							
		Executive				Legislative			
		2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Operating Expenses	5020002	4,000	0	4,000	0	0	0	0	0
Grand Total		4,000	0	4,000	0	0	0	0	0

Funding Sources									
Name	Code	2003-04		2004-05		2003-04		2004-05	
Fund Balance	4000005	6,764	*****	12,764	*****	0	*****	0	*****
Cash Funds	4000045	10,000	*****	4,000	*****	0	*****	0	*****
Total Funding		16,764	*****	16,764	*****	0	*****	0	*****
Excess Appro/(Funding)		(12,764)	*****	(12,764)	*****	0	*****	0	*****
Grand Total		4,000	*****	4,000	*****	0	*****	0	*****