

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

The Arkansas Manufactured Home Commission will continue to operate at the same level for the 1999 - 2001 biennium, taking into account the salary percentage increases, the Career Ladder reclassification. The only exception will be the purchase of office equipment replacements and upgrades on computer hardware and software.

AGENCY Arkansas Manufactured Home Commission	DIRECTOR Whit Waller <i>Whit Waller</i>	AGENCY PROGRAM COMMENTARY BR21	PAGE 271
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ARKANSAS MANUFACTURED HOME COMMISSION
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			
\$ 756,578	\$ 65,485	\$ 34,722	\$ 856,785	\$ 4,553	\$ 7,620	\$ 12,173	\$ 844,612		

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	\$ 287,978	\$ 120,946	\$ 408,924	\$ 176,880	\$ 0	\$ 3,195	\$ 152,852	\$ 332,927	\$ 94

Findings

COMMISSION MEMBERS' ATTENDANCE - The review of the Arkansas Manufactured Home Commission members' attendance revealed that one (1) member missed three (3) consecutive meetings during the period February 4, 1997 through August 5, 1997.

Ark. Code Ann. 25-17-211(b), as amended by Act 219 of 1997, states, "A board or commission member shall be subject to removal from the board or commission in the event the member shall fail to present to the Governor a satisfactory excuse for his absence. Unexcused absences from three (3) successive regular meetings, without attending any intermediary called special meetings, shall constitute sufficient cause for removal."

Recommendations

Remind the Commission members of the attendance requirements of Ark. Code Ann. 25-17-211, as amended by Act 219 of 1997.

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

AGENCY TITLE 305 - ARK MFG'D HOME COMM

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>4</u>	<u>2</u>	<u>6</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>
<u>08/08/98</u> DATE			<u>TOTAL MINORITIES</u>	
			<u>6</u>	<u>100%</u>
			<u>TOTAL EMPLOYEES</u>	



 AGENCY DIRECTOR

ARKANSAS BUDGET SYSTEM DEPARTMENT APPROPRIATION SUMMARY

AGENCY TITLE Manufactured Home Commission (305)		1997-99 Expenditures				1999-01 Biennium Request				1999-01 Executive Recommendation			
Appropriations		Actual	No. of	Budgeted	No. of	Year 1	No. of	Year 2	No. of	Year 1	No. of	Year 2	No. of
Code	Name	1997-98	Pos.	1998-99	Pos.	1999-00	Pos.	2000-01	Pos.	1999-00	Pos.	2000-01	Pos.
089	Manufactured Home Commission	240,294	7	290,528	7	312,268	7	318,569	7	306,268	7	312,569	7
235	Investment and Claims	45,168	0	150,000	0	150,000	0	150,000	0	150,000	0	150,000	0
TOTALS		\$285,462	7	\$440,528	7	\$462,268	7	\$468,569	7	\$456,268	7	\$462,569	7
Funding Sources			% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances		\$808,799	64.8%	\$962,670	69.1%	\$952,142	68.9%	\$919,874	68.2%	\$952,142	68.8%	\$925,874	68.2%
General Revenues													
Special Revenue		330,797	26.5%	280,000	20.1%	280,000	20.3%	280,000	20.7%	280,000	20.3%	280,000	20.7%
Federal Funds													
Merit Adjustment Fund													
Unfunded Appropriation													
Budget Stabilization Trust													
Cash Funds													
Trust Funds		108,536	8.7%	150,000	10.8%	150,000	10.8%	150,000	11.1%	150,000	10.9%	150,000	11.1%
Total Funding		1,248,132	100.0%	1,392,670	100.0%	1,382,142	100.0%	1,349,874	100.0%	1,382,142	100.0%	1,355,874	100.0%
Excess Appro./ (Funding)		(962,670)		(952,142)		(919,874)		(881,305)		(925,874)		(893,305)	
TOTAL		\$285,462		\$440,528		\$462,268		\$468,569		\$456,268		\$462,569	
DEPARTMENT MANUFACTURED HOME COMMISSION (305)					DIRECTOR WHIT WALLER					DEPARTMENT APPROPRIATION SUMMARY BR 40			

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

The Arkansas Manufactured Home Commission is funded from the receipt of fees charged by the Agency, as authorized by Arkansas Code §20-25-101 et seq. The Commission' Base Level operations of \$306,268 for FY00 and \$312,569 for FY01 includes seven positions and supporting operating appropriation. Base Level includes a cost of living increase of 2.8% each year over the FY99 salary levels, and related Personal Services Matching costs. The Agency has requested \$6,000 each year for Capital Outlay to purchase office equipment and computers. The Department has requested a Business Controller II position be reclassified through the Career Ladder Incentives Program (CLIP). The (CLIP) requests reflected in agency budgets are intended to provide appropriate job classifications which may be utilized to promote classified employees who complete competency-based criteria during the biennium.

The Executive Recommendation provides for Base Level, as well as the Business Controller I to be reclassified through the CLIP program.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Manufactured Home Commission Code: 305	Name: Manufactured Home Commission Code: 089	Name: Manufactured Home Standards (305) Code: SHM	BR20	275

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 ACTUAL	98-99 BUDGETED	98-99 AUTHORIZED APPRO	BASE	CHANGE LEVEL	TOTAL REQUEST	BASE	CHANGE LEVEL	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE	
										99-00	00-01	99-00	00-01
REGULAR SALARIES	156,143	182,382	182,814	191,224	0	191,224	196,578	0	196,578	191,224	196,578		
NUMBER OF POSITIONS	7	7	7	7	0	7	7	0	7	7	7		
PERSONAL SERV MATCHING	42,832	49,564	63,056	56,462	0	56,462	57,409	0	57,409	56,462	57,409		
OPERATING EXPENSES	40,879	44,848	44,848	44,848	0	44,848	44,848	0	44,848	44,848	44,848		
CONF FEES & TRAVEL	360	10,684	10,684	10,684	0	10,684	10,684	0	10,684	10,684	10,684		
PROF FEES & SERVICES	80	3,050	3,050	3,050	0	3,050	3,050	0	3,050	3,050	3,050		
CAPITAL OUTLAY	0	0	0	0	6,000	6,000	0	6,000	6,000	0	0		
TOTAL	240,294	290,528	309,452	306,268	6,000	312,268	312,569	6,000	318,569	306,268	312,569		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	79,698	170,111	*****	159,583		159,583	127,315		127,315	159,583	133,315		
GENERAL REVENUES			*****										
SPECIAL REVENUES	330,797	289,000	*****	274,000	6,000	289,000	274,000	6,000	289,000	289,000	289,000		
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
OTHER			*****										
TOTAL FUNDING	410,495	450,111	*****	433,583	6,000	439,583	401,315	6,000	407,315	439,583	413,315		
EXCESS APPRO/ (FUNDING)	(170,111)	(159,583)	*****	(127,315)		(127,315)	(88,746)		(88,746)	(133,315)	(100,746)		
TOTAL	240,294	290,528	*****	306,268	6,000	312,268	312,569	6,000	318,569	306,268	312,569		

DEPT 009 OTHER BOARDS AND COMMISSIONS
 AGY 305 ARKANSAS MANUFACTURED HOME COMMISSION
 APPRO 089 ARKANSAS MANUFACTURED HOME COMMISSION
 FUND SHM MANUFACTURED HOME STANDARDS-(305)

APPROPRIATION SUMMARY

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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-----				-----RECOMMENDATIONS-----								
					ACTUAL 97-98	BUDGETED 98-99	-----FY 1999 - 00-----		-----FY 2000 - 01-----		-----EXECUTIVE-----		-----LEGISLATIVE-----						
							REQUEST	REQUEST			1999-00	2000-01	1999-00	2000-01					
000		SHH	305 089	B	240,294 7	290,528 7	306,268 7		312,569 7			306,268 7	312,569 7						
001		SHH	305 089	C01			6,000 0		6,000 0										
					This Change Level request is to purchase office equipment (i.e., computer hardware and software) and furniture to accommodate the new computer hardware.														
002		SHH	305 089	C09			0 0		0 0										
					The Change Level request is for the Career Ladder Incentive Program (CLIP) implemented by the Office of Personnel Management.														

DEPT 009 OTHER BOARDS AND COMMISSIONS
 AGY 305 ARKANSAS MANUFACTURED HOME COMMISSION
 APPRO 089 ARKANSAS MANUFACTURED HOME COMMISSION
 FUND SHH MANUFACTURED HOME STANDARDS-(305)

RANK BY APPROPRIATION
 BR 264

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

The Arkansas Manufactured Home Commission requests Base Level appropriation for payment of claims and investments, received from manufacturers, dealers and installers for license renewal, in the amount of \$150,000 each year. The current fund balance has increased over the last twenty years due to growth in the manufactured home industry and investing the proceeds of the trust fund.

The Executive Recommendation provides for Base Level.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Manufactured Home Commission Code: 305	Name: Investment and Claims Code: 235	Name: Manufactured Housing Recovery (305) Code: THR	BR20	278

ARKANSAS BUDGET SYSTEM

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

CHARACTER TITLE	-----EXPENDITURES-----			98-99 AUTHORIZED APPRO			-----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 ACTUAL	98-99 BUDGETED		BASE	CHANGE LEVEL	TOTAL REQUEST	BASE	CHANGE LEVEL	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE				
										99-00	00-01	99-00	00-01			
INVESTMENTS	45,168	150,000	150,000	150,000	0	150,000	150,000	0	150,000	150,000	150,000					
TOTAL	45,168	150,000	150,000	150,000	0	150,000	150,000	0	150,000	150,000	150,000					
PROPOSED FUNDING SOURCES			*****													
FUND BALANCES	729,191	792,559	*****	792,559		792,559	792,559		792,559	792,559	792,559					
GENERAL REVENUES			*****													
SPECIAL REVENUES			*****													
FEDERAL FUNDS			*****													
STATE CENTRAL SERVICES FUND			*****													
NON-REVENUE RECEIPTS			*****													
CASH FUNDS			*****													
TRUST	108,536	150,000	*****	150,000		150,000	150,000		150,000	150,000	150,000					
TOTAL FUNDING	837,727	942,559	*****	942,559		942,559	942,559		942,559	942,559	942,559					
EXCESS APPRO/ (FUNDING)	(792,559)	(792,559)	*****	(792,559)		(792,559)	(792,559)		(792,559)	(792,559)	(792,559)					
TOTAL	45,168	150,000	*****	150,000		150,000	150,000		150,000	150,000	150,000					

DEPT 009 OTHER BOARDS AND COMMISSIONS
 AGY 305 ARKANSAS MANUFACTURED HOME COMMISSION
 APPRO 235 INVESTMENTS AND CLAIMS
 FUND THR MANUFACTURED HOUSING RECOVERY-(305)

APPROPRIATION SUMMARY

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