

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

The Arkansas Code Revision Commission is responsible for maintaining the Arkansas Code of 1987 Annotated. This includes monitoring compliance of the contract by the publisher, Lexis Law Publishing Company, including assisting and monitoring the publisher in the preparation of supplements to the Arkansas Code of 1987 Annotated, and conforming legislation after each regular and special session of the General Assembly for publication in the supplements to the Code.

Since 1989, the Commission has prepared acts of a general and permanent nature of each regular and special legislative session for codification and publication in the supplements to the Code. In 1997, the General Assembly reorganized the Commission and changed the way in which the Commission may codify legislation. Changes in the way in which legislation is drafted is being proposed by legislative committees which will affect the codification process and further changes in the way in which the Commission codifies legislation is being proposed.

At the 1994 and 1996 budget hearings, the Commission pointed out that the Code Revision Fund is being used up as a result of increasing expenses and flat revenues from the \$.25 court cost created in 1983 to support the work of the Commission. That trend has continued during the present biennium. The Commission estimates that the fund will be depleted before the end of the present biennium. The Commission's 1st change request proposes an increase in the State General Services Fund budget of \$50,580 to continue funding of some of the anticipated operating expenses currently budgeted in the Code Revision Fund appropriation. Primary examples of costs requested to be transferred to the State General Services appropriation include, among others, the cost of Office Rental (\$36,835) and telephone charges (\$4,650). These increases are partially offset by an overall decrease in the Code Revision Fund operating budget of \$30,360.

The Commission's 2nd change request is for the renewal of the funding for the salary and matching for a Secretary II position in the State General Services Fund (HUA) budget and for the renewal of the funding for the salary and matching for an extra help position in the Code Revision Fund (MCX) budget. Both of these items are in the Commission's present appropriation but due to funding limitations are not currently funded.

The Commission's 3rd change request is for a change in budget in both the Code Revision Fund and the State General Services Fund appropriations. The Commission is requesting a decrease of \$1,492 from the Code Revision Fund budget. This request reflects the expectation of a decrease in the need for books and mileage expenses and an increase in freight and hauling expenses. The Commission is requesting an increase of \$26,500 in the State General Services Fund budget. Of this amount, \$15,100 is requested to provide the same level of per diem compensation and reimbursement to legislative and non-legislative members of the Commission. Presently legislative members are authorized reimbursements but no funding was authorized in 1997. In addition, increases of \$7,400 are requested to take into account anticipated increases in expenses resulting from legislative changes to the codification process, copying costs, and travel. Finally, \$4,000 is requested to restore the FY99 authorized level for Capital Outlay.

<p>AGENCY</p> <p style="text-align: center;">ARKANSAS CODE REVISION COMMISSION</p>	<p>DIRECTOR</p> <p style="text-align: center;"> Vincent C. Henderson, II</p>	<p>AGENCY PROGRAM COMMENTARY BR21</p>	<p>PAGE</p> <p style="text-align: center;">77</p>
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ARKANSAS CODE REVISION 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			
\$ 80,005	\$ 110,844	\$ 25,728	\$ 216,577	\$ 0	\$ 25,728	\$ 25,728	\$ 190,849		

Revenues					Expenditures					Other Sources (Uses)
Inter-governmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 286,618	\$ 0	\$ 0	\$ 0	\$ 286,618	\$ 235,769	\$ 0	\$ 21,139	\$ 49,228	\$ 306,136	\$ 0

Findings	Recommendations
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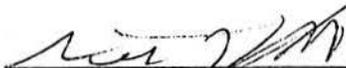
BOARD MEMBERS ATTENDANCE - Review of the minutes of the Arkansas Code Revision Commission indicated that one (1) board member had been absent for three (3) or more consecutive regular meetings. According to Ark. Code Ann. 25-17-211, any board member who is absent from three (3) consecutive regular meetings, for any reason other than illness of the board member, forfeits his membership on the board.

Remind the board 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 332 - AR CODE REVISION COM

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>3</u>	<u>6</u>	<u>9</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 08/08/98			<u>0</u>	<u>0%</u>
DATE			TOTAL MINORITIES	
			<u>9</u>	<u>100%</u>
			TOTAL EMPLOYEES	



 AGENCY DIRECTOR

ARKANSAS BUDGET SYSTEM DEPARTMENT APPROPRIATION SUMMARY

AGENCY TITLE Arkansas Code Revision Commission (332)		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.
1FA	Arkansas Code Revision Commission	\$ 148,105	2	\$ 135,118	2	\$ 113,023	2	\$ 115,478	2	\$ 113,023	2	\$ 115,478	2
223	State Operations	248,399	7	280,339	7	393,074	8	401,048	8	355,117	7	362,544	7
TOTALS		\$ 396,504	9	\$ 415,457	9	\$ 506,097	10	\$ 516,526	10	\$ 468,140	9	\$ 478,022	9
Funding Sources			% of		% of		% of		% of		% of		% of
Fund Balances		\$ 44,234	10.6%	\$ 20,314	4.9%	\$ 605	0.1%	\$ 2,991	0.6%	\$ 605	0.1%	\$ 2,991	0.6%
General Revenues		248,399	59.6%	278,525	66.9%	391,657	77.2%	399,591	77.1%	354,535	75.4%	361,946	75.4%
Special Revenues													
Federal Funds													
Const. & Fiscal Agency Fund													
State Central Services Fund													
Non-Revenue Receipts													
Merit Adjustment Fund				1,814	0.4%								
Miscellaneous Fund		124,185	29.8%	115,409	27.8%	115,409	22.7%	115,409	22.3%	115,409	24.5%	115,409	24.0%
Total Funding		416,818	100.0%	416,062	100.0%	507,671	100.0%	517,991	100.0%	470,549	100.0%	480,346	100.0%
Excess Appro./ (Funding)		(20,314)		(605)		(1,574)		(1,465)		(2,409)		(2,324)	
TOTAL		\$ 396,504		\$ 415,457		\$ 506,097		\$ 516,526		\$ 468,140		\$ 478,022	
DEPARTMENT				DIRECTOR					DEPARTMENT APPROPRIATION SUMMARY				
Arkansas Code Revision Commission (332)				Vincent C. Henderson II					BR 40				

Fund Balances are skewed due to unfunded appropriation associated with implementation of the Career Ladder Incentive Program (CLIP).
Miscellaneous Funds are revenues received from court costs from the State Administration of Justice Fund.

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

Of the biennial budget request for the Arkansas Code Revision Commission appropriation for the Arkansas Code Revision Commission (ACRC), Change Level requests reflect reductions to Base Level of (\$25,393) for each year of the new biennium. Base Level includes a cost of living increase of 2.8% each year over the FY99 salary levels, and related Personal Services Matching costs. **This appropriation is funded from a portion of those funds remitted by the cities and counties from court costs and filing fees for deposit into the State Administration of Justice Fund. In accordance with Arkansas Code §16-10-310, an appropriate distribution of revenue is then made to the Arkansas Code Revision Fund for the purpose and as regulated by Arkansas Code §1-2-305 (Arkansas Code Revision Fund).** This appropriation bears the majority of support for the Commission's M & O budget.

In accordance with a pattern of rising expenditures and relatively flat court costs revenues as well as dwindling fund balances, the Commission is requesting a reduction of Base Level totaling \$30,360 each year in the Operating Expenses and Conference Fees & Travel line items of this appropriation. A corresponding increase of \$30,360 each year is requested in State Operations (App. 223), funded from the State General Services Fund (HUA). **According to ACRC, the transfer of costs to State Operations is necessary due to projections that funds will no longer be available at the levels necessary to support the basic operating expenses of the Commission in the 1999-01 biennium.** In fact, rental costs and certain other M & O expenses are not fully budgeted in FY99 due to lack of available funding. In order to resolve this problem, ACRC plans to submit a FY99 Supplemental Appropriation request for additional appropriation and general revenue funding in amounts sufficient to allow State Operations (App. 223) to support these costs for the balance of the fiscal year. The biennial request for State Operations includes the transfer of these M & O costs as well as anticipated increases in the basic expenses of the Commission.

Further Base Level reductions are requested of \$2,832 in Operating Expenses and \$160 each year in Conference Fees & Travel in anticipation of decreased costs as a result of the new contract the Commission has entered into with Lexus Law Publishing. The only M & O increase requested is \$1,500 each year in Operating Expenses to support additional freight, hauling, and moving expenses anticipated as a result of possible legislative changes to the operations of the Commission. All of the M & O requests reflected above result in a net reduction of \$31,852 each year.

In order to restore the FY99 authorized level in terms of both Extra Help positions and dollars, the Commission is requesting one (1) Extra Help position and \$6,000 in appropriation each year. Due to funding restrictions, only one (1) Extra Help

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE
Name: Arkansas Code Revision Commission	Name: Arkansas Code Revision Commission	Name: Arkansas Code Revision Commission	BUDGET REQUEST	81
Code: 332	Code: 1FA	Code: MCX	BR20	

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

position was budgeted for FY99. ACRC contends the additional position is needed to provide additional research, proof editing, and clerical support for increased workloads expected as the result of changes proposed to the codification process.

The Executive Recommendation provides for Agency Request which includes appropriation for a 2.8% Cost of Living Allowance for all positions on July 1 of each year of the biennium along with accompanying employee matching requirements.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE
Name: Arkansas Code Revision Commission	Name: Arkansas Code Revision Commission	Name: Arkansas Code Revision Commission	BUDGET REQUEST	82
Code: 332	Code: 1FA	Code: MCX	BR20	

ARKANSAS BUDGET SYSTEM

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	98-99	98-99	BASE	CHANGE	TOTAL	BASE	CHANGE	TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED							99-00	00-01	99-00	00-01
REGULAR SALARIES	68,830	71,044	72,141	74,462	0	74,462	76,547	0	76,547	74,462		76,547	
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2		2	
EXTRA HELP	6,000	6,000	12,000	6,000	6,000	12,000	6,000	6,000	12,000	12,000		12,000	
NUMBER OF POSITIONS	1	1	2	1	1	2	1	1	2	2		2	
PERSONAL SERV MATCHING	19,484	20,222	19,719	20,102	459	20,561	20,472	459	20,931	20,561		20,931	
OPERATING EXPENSES	51,388	33,352	49,924	33,352	-27,352	6,000	33,352	-27,352	6,000	6,000		6,000	
CONF FEES & TRAVEL	2,403	4,500	4,500	4,500	-4,500	0	4,500	-4,500	0	0		0	
TOTAL	148,105	135,118	158,284	138,416	(25,393)	113,023	140,871	(25,393)	115,478	113,023		115,478	
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	44,234	20,314	*****	605		605	2,991		2,991	605		2,991	
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
MISCELLANEOUS FUNDS	124,105	115,409	*****	115,409		115,409	115,409		115,409	115,409		115,409	
TOTAL FUNDING	168,419	135,723	*****	116,014		116,014	118,400		118,400	116,014		118,400	
EXCESS APPRO/ (FUNDING)	(20,314)	(605)	*****	22,402	(25,393)	(2,991)	22,471	(25,393)	(2,922)	(2,991)		(2,922)	
TOTAL	148,105	135,118	*****	138,416	(25,393)	113,023	140,871	(25,393)	115,478	113,023		115,478	

DEPT 009 OTHER BOARDS AND COMMISSIONS
 AGY 332 ARKANSAS CODE REVISION COMMISSION
 APPRO 1FA OPERATIONS
 FUND MCX ARKANSAS CODE REVISION-(332)

The FY99 Budgeted amounts in Regular Salaries and/or Personal Services Matching may exceed the Authorized amounts due to the implementation of the pay plan during the 1997-99 biennium.

APPROPRIATION SUMMARY

BR 215

ARKANSAS BUDGET SYSTEM

FACTOR 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	98-99	98-99	BASE	CHANGE	TOTAL	BASE	CHANGE	TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED							99-00	00-01	99-00	00-01
SALARIES OF POSITIONS	191,294 7	214,574 7	229,928 8	224,980 7	17,111 1	242,091 8	231,278 7	17,589 1	248,867 8	225,475 7	231,786 7		
SERV MATCHING	53,055	60,560	64,814	62,440	6,258	68,698	63,553	6,343	69,896	62,527	63,643		
CG EXPENSES	4,050	5,205	9,750	5,205	67,910	73,115	5,205	67,910	73,115	63,115	63,115		
CS & TRAVEL	0	0	500	0	5,170	5,170	0	5,170	5,170	0	0		
CS & SERVICES	0	0	0	0	0	0	0	0	0	0	0		
CUTLAY	0	0	4,000	0	4,000	4,000	0	4,000	4,000	4,000	4,000		
CESSING	0	0	0	0	0	0	0	0	0	0	0		
	248,399	280,339	308,992	292,625	100,449	393,074	300,036	101,012	401,048	355,117	362,544		
PROPOSED FUNDING SOURCES			*****										
ICES			*****										
VENUES	248,399	278,525	*****	292,625	99,032	391,657	300,036	99,555	399,591	354,535	361,946		
VENUES			*****										
INDS			*****										
RAL SERVICES FUND			*****										
IE RECEIPTS			*****										
ent Fund		1,814	*****										
ING	248,399	280,339	*****	292,625	99,032	391,657	300,036	99,555	399,591	354,535	361,946		
RO/ (FUNDING)			*****		1,417	1,417		1,457	1,457	582	598		
	248,399	280,339	*****	292,625	100,449	393,074	300,036	101,012	401,048	355,117	362,544		

- 9 OTHER BOARDS AND COMMISSIONS
- 2 ARKANSAS CODE REVISION COMMISSION
- 3 STATE OPERATIONS
- 1 STATE GENERAL SERVICES(000)

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-----		-----1999 - 01 BIENNIUM 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		HUA	332 223	B	248,399 7	280,339 7	292,625 7			300,036 7				293,207 7	300,634 7			
001		HUA	332 223	C02			50,580 0			50,580 0				46,410	46,410			
<p>This change request totals an additional \$50,580 each year in M & O costs. Of these costs, \$20,220 each year represents increases in M & O to meet anticipated costs for basic operating needs. The balance of the request (\$30,360 each year) is requested as a transfer of M & O costs currently borne by the Code Revision Fund appropriation to the State General Services Fund appropriation. A corresponding reduction in the Code Revision Fund appropriation is reflected. The increases requested in the State General Services Fund appropriation is necessary in light of the fact that court costs revenue has continued to decline and inordinate utilization of Code Revision Fund balances have depleted revenues to such an extent that available funds are no longer sufficient to support the operating needs of the Commission.</p>																		
002		HUA	332 223	C01			21,952 1			22,475 1								
<p>This change request is for the restoration of a currently authorized Grade 13 Secretary II position. Due to a decrease in funding during the 1998 fiscal year, this position was not budgeted. However, this position is needed in order to provide additional clerical support for the increased workload anticipated in light of proposed changes in the way in which legislation will be codified.</p>																		

DEPT 009 OTHER BOARDS AND COMMISSIONS
AGY 332 ARKANSAS CODE REVISION COMMISSION
APPRO 223 STATE OPERATIONS
UND HUA STATE GENERAL SERVICES(000)

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	-----EXPENDITURES-----		-----1999 - 01 BIENNIUM REQUESTS-----				-----RECOMMENDATIONS-----								
					---ACTUAL---	---BUDGETED---	-----FY 1999 - 00-----		-----FY 2000 - 01-----		-----EXECUTIVE-----		-----LEGISLATIVE-----						
					97-98	98-99	REQUEST		REQUEST		1999-00	2000-01	1999-00	2000-01					
003		HUA	332 223	C03			26,500 0		26,500 0			15,500	15,500						
<p>This change request of an increase of \$26,500 in the State General Services Fund appropriation is necessary to provide the same level of compensation and reimbursement to legislative and non-legislative members of the Commission. This increase would also address anticipated growth in expenses resulting from changes to the codification process, copying costs, travel, and the restoration of the FY99 authorized level for Capital Outlay for each year of the 1999-01 biennium.</p>																			
004		HUA	332 223	C09			1,417 0		1,457 0										
<p>This change request is for the implementation of the Career Ladder Incentive Program for the employees identified as deserving of promotions and salary adjustments. This request is made in order to have the flexibility to promote employees to a higher level within the Career Ladder classifications once they have met the established competency-based criteria.</p>																			

DEPT 009 OTHER BOARDS AND COMMISSIONS
 AGENCY 332 ARKANSAS CODE REVISION COMMISSION
 APPROPRIATION 223 STATE OPERATIONS
 FUND HUA STATE GENERAL SERVICES(000)

RANK BY APPROPRIATION

BR 264