

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

Appropriation 227. Salaries

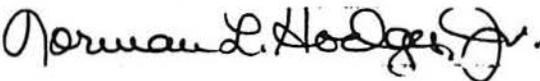
The agency is not requesting any increases beyond the base level of the FY99 budget except for those recommended to the agency for inclusion by DF&A in Regular Salaries and Personal Services Matching, i.e., those normally included automatically in budgets and the 2.8% Cost of Living Increase for each year of the biennium for all employees. Also, as suggested in DF&A's June 17, 1998, memo, the Claims Commission requests the latitude to participate in the Career Ladder Incentive Program (CLIP I and II) on behalf of our classified and technical employees, if and when it is approved by the Committee on Uniform Classification and Compensation, the Legislative Council and the General Assembly. To participate would require the agency's three (3) Secretary II (Grade 13) positions to be listed as Administrative Secretary (Grade 14) positions under the CLIP I category. The one (1) Administrative Officer position would be provided for under the CLIP II category.

Appropriation 227. Capitol Outlay

The agency requests that the current base amount of \$5,500.00, established by the 1993 General Assembly session - and continued in subsequent bienniums including the 1997-99 biennium, be re-established for both years of the 1999-01 biennium. In Year 1, the agency's major purchase plans include the replacement of four electronic typewriters, bought in 1989, and the purchase of a flat-bed scanner for use in achieving claims records. In Year 2, the agency plans to replace the then 7 year old FAX machine and purchase replacements for other aging office equipment and furniture. Without continued upgrading and replacement of aging equipment, the agency would find it difficult to stay on top of the ever-increasing number of claims being filed.

Appropriation 227. Conference Fee and Travel

The agency requests that the current base amount of \$3,000.00, established in 1993 and continued through 1997-99 biennium, be re-established for both years of the 1999-01 biennium. In order that agency employees continue to enhance their skills and have the opportunity to attain specialized certifications which augments our capacity to better accomplish our agency's mission, an appropriation is needed to cover expenses of professional and educational training, travel and development of these persons for improved job performance.

<p>AGENCY</p> <p>ARKANSAS STATE CLAIMS COMMISSION</p>	<p>DIRECTOR Norman L. Hodges</p> 	<p>AGENCY PROGRAM COMMENTARY</p> <p>BR21</p>	<p>PAGE</p> <p>66</p>
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**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1999 - 2001**

Appropriation 227. Maintenance and General Operation

The agency is requesting to increase the small FY99 base of \$66,100.00 to \$73,000.00; of this \$6,900.00 increase, \$4,500.00 to pay for the SBS-announced increased rent of \$1.25 per square foot in each year of the 1999-01 biennium for the agency's existing office space in Main Street Mall, \$500.00 is to pay for the USPS-announced increased postage rate which impacts our postage budget [from the FY99 base of \$5,200.00 to \$5,700.00], and the remaining \$1,900.00 will be spent on anticipated cost increases of miscellaneous M&O items, and to fund the development and maintenance of an agency page on the Internet so that the public may be more quickly informed and served by the agency. Of the \$73,000.00 annual M&O requested, \$39,600.00 is exclusively for agency rent, leaving all other M&O expenses, including the mandated postage increase, to come out of the remaining amount.

Appropriation 228. Death, Disability and Other Claims

The agency requests the current \$1.3 million base amount be re-established for both years of the 1999-01 biennium, as the agency was able to pay the increased number of claims within the \$1.3 million appropriated for each year in the 1997-99 biennium. With the merging several years ago of all separate claim payment funds, which previously separately covered death and disability claims, small controversial claims and non-controversial claims, there is no longer any rational basis for categorizing these areas [as was previously needed for accounting purposes] as all claims are now paid out of a single fund.

<p>AGENCY ARKANSAS STATE CLAIMS COMMISSION</p>	<p>DIRECTOR Norman L. Hodges <i>Norman L. Hodges, Jr.</i></p>	<p>AGENCY PROGRAM COMMENTARY BR21</p>	<p>PAGE 67</p>
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ARKANSAS STATE CLAIMS 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	Total Equity
\$ 24,498	\$ 57,938	\$ 476,501	\$ 558,937	\$ 0	\$ 474,863	\$ 474,863	\$ 84,074

Revenues				Expenditures				Other Sources (Uses)		
Inter-governmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	Other Sources (Uses)
\$ 1,038,252	\$ 0	\$ 0	\$ 428,922	\$ 1,467,174	\$ 252,980	\$ 0	\$ 5,657	\$ 1,184,677	\$ 1,443,314	\$ 0

Findings	Recommendations
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None

None

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

AGENCY TITLE 360 - ARK STATE CLAIMS COMM

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>4</u>	<u>2</u>	<u>6</u>	<u>60%</u>
BLACK EMPLOYEES	<u>1</u>	<u>3</u>	<u>4</u>	<u>40%</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>4</u>	<u>40%</u>
DATE			<u>TOTAL MINORITIES</u>	
			10	<u>100%</u>
			<u>TOTAL EMPLOYEES</u>	

Armand L. Helges, Jr.
 AGENCY DIRECTOR

ARKANSAS BUDGET SYSTEM DEPARTMENT APPROPRIATION SUMMARY

AGENCY TITLE	1997-99				1999-01				1999-01			
State Claims Commission	Expenditures				Biennium Request				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.
227 General Operations	\$360,885	10	\$373,279	10	\$416,354	10	\$424,817	10	\$416,354	10	\$424,817	10
228 Various Claims	942,787		1,300,000		1,300,000		1,300,000		1,300,000		1,300,000	
TOTALS	\$1,303,672	10	\$1,673,279	10	\$1,716,354	10	\$1,724,817	10	\$1,716,354	10	\$1,724,817	10
Funding Sources		% of		% of		% of		% of		% of		% of
		Total		Total		Total		Total		Total		Total
Fund Balances												
General Revenues												
Special Revenues												
Federal Funds												
Constitutional Officers Fund												
State Central Services Fund	360,885	27.7%	373,279	22.3%	416,354	24.3%	424,817	24.6%	416,354	24.3%	424,817	24.6%
Non-Revenue Receipts												
Cash Funds												
Miscellaneous Revolving Funds	942,787	72.3%	1,300,000	77.7%	1,300,000	75.7%	1,300,000	75.4%	1,300,000	75.7%	1,300,000	75.4%
Total Funding	1,303,672	100.0%	1,673,279	100.0%	1,716,354	100.0%	1,724,817	100.0%	1,716,354	100.0%	1,724,817	100.0%
Excess Appro./ (Funding)									0		0	
TOTAL	\$1,303,672		\$1,673,279		\$1,716,354		\$1,724,817		\$1,716,354		\$1,724,817	
DEPARTMENT STATE CLAIMS COMMISSION				DIRECTOR Norman Hodges				DEPARTMENT APPROPRIATION SUMMARY BR 40				

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

This appropriation provides for the personal services and operating expenses of the State Claims Commission. The Commission is a quasi-judicial body established to hear claims against the State of Arkansas and its agencies, boards, commissions, and institutions, unless otherwise exempted by statute. The Commission consists of a staff of 10 positions, including 5 commissioners appointed by the Governor.

Base Level includes a cost of living increase of 2.8% each year over the FY99 salary levels, related Personal Services Matching costs, and supporting Maintenance & General Operations. The Agency is requesting three Secretary II (Grade 13) positions adjusted to Administrative Secretary (Grade 14) positions under the Career Ladder Incentive Program at no additional cost. Change Level requests total \$12,400 each year of the biennium and consist of the following:

- ◆ \$6,900 in Operating Expenses each year for increases in rent, postage, and anticipated development and maintenance of an agency web page, and
- ◆ \$5,500 in Capital Outlay each year for the purchase of four electronic typewriters, the purchase of a scanner for the use in archiving claims records, as well as to replace a fax machine and other aging equipment and furniture.

The Executive Recommendation provides for Agency Request. The Career Ladder Incentive Program (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 may reflect an adjustment in the requested CLIP levels for certain positions. These changes are to indicate the maximum job classification to which an employee would be expected to progress within the new biennium, based on the experience and other competency-based criteria required under the Program.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE
Name: State Claims Commission Code: 360	Name: General Operations Code: 227	Name: State Central Services Code: HSC	BUDGET REQUEST BR20	71

ARKANSAS BUDGET SYSTEM

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
REGULAR SALARIES	235,336	245,276	248,355	257,048	0	257,048	264,242	0	264,242	257,048	264,242		
NUMBER OF POSITIONS	10	10	10	10	0	10	10	0	10	10	10		
PERSONAL SERV MATCHING	51,051	53,403	74,100	77,806	0	77,806	79,075	0	79,075	77,806	79,075		
OPERATING EXPENSES	66,100	66,100	66,100	66,100	6,900	73,000	66,100	6,900	73,000	73,000	73,000		
CONF FEES & TRAVEL	2,900	3,000	3,000	3,000	0	3,000	3,000	0	3,000	3,000	3,000		
CAPITAL OUTLAY	5,498	5,500	5,500	0	5,500	5,500	0	5,500	5,500	5,500	5,500		
TOTAL	360,885	373,279	397,055	403,954	12,400	416,354	412,417	12,400	424,817	416,354	424,817		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES			*****										
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND	360,885	373,279	*****	403,954	12,400	416,354	412,417	12,400	424,817	416,354	424,817		
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
OTHER			*****										
TOTAL FUNDING	360,885	373,279	*****	403,954	12,400	416,354	412,417	12,400	424,817	416,354	424,817		
EXCESS APPRO/ (FUNDING)			*****										
TOTAL	360,885	373,279	*****	403,954	12,400	416,354	412,417	12,400	424,817	416,354	424,817		

DEPT 010 SEPARATE AGENCIES
 AGY 360 ARKANSAS STATE CLAIMS COMMISSION
 APPRO 227 GENERAL OPERATIONS
 FUND HSC STATE CENTRAL SERV-(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	BUDGETED	-----FY 1999 - 00-----			-----FY 2000 - 01-----			-----EXECUTIVE-----		-----LEGISLATIVE-----			
					97-98	98-99	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01			
000		HSC	360 227	B	360,885 10	373,279 10	403,954 10					412,417 10			403,954 10	412,417 10		
001		HSC	360 227	C01			11,400 0					11,400 0			11,400	11,400		
<p>A \$5,900 increase is largely to pay for additional expenses imposed upon the agency: escalation of rent from \$9.25 to \$11.00 a square foot by SBS; the \$0.01 increase per 3 ounce envelope, permitted this year by the US Postal Service, is reflected in the previous base level for postage. to re-establish the previous base level of \$5,500 for Character 11 for each year in the biennium. Year 1: Major purchases include replacement of four (4) electronic typewriters bought in 1989, and the purchase of a scanner for use in archiving claims records. Year 2: Replace the fax machine and other aging office equipment and furniture.</p>																		
002		HSC	360 227	C08			1,000 0					1,000 0			1,000	1,000		
<p>An increase of \$1,000 in Character 02 is being requested for anticipated development and maintenance of an agency page on the Internet so that the public may be more quickly informed and served by the agency.</p>																		

DEPT 010 SEPARATE AGENCIES
 AGY 360 ARKANSAS STATE CLAIMS COMMISSION
 APPRO 227 GENERAL OPERATIONS
 FUND HSC STATE CENTRAL SERV-(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 BIENNIIUM REQUESTS						RECOMMENDATIONS					
					ACTUAL	BUDGETED	FY 1999 - 00			FY 2000 - 01			EXECUTIVE		LEGISLATIVE			
					97-98	98-99	REQUEST	REQUEST	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01				
003		HSC	360 227	C09			0					0						

The Claims Commission requests the latitude to participate in the Career Ladder Incentive Program (CLIP I and II) on behalf of our classified and technical employees. To participate would require the agency's three (3) Secretary II (Grade 13) positions to be listed as Administrative Secretary (Grade 14) positions under CLIP I category. The one (1) Admini Officer position would be provided for under CLIP II category.

DEPT 010 SEPARATE AGENCIES
 AGY 360 ARKANSAS STATE CLAIMS COMMISSION
 APPRO 227 GENERAL OPERATIONS
 FUND HSC STATE CENTRAL SERV-(000)

RANK BY APPROPRIATION
 BR 264

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

This appropriation provides for the payment of Small Controversial Claims, Non-Controversial Claims, and Death Benefit Awards to the surviving spouses and/or dependent children of policemen, firemen, correctional officers, and specified state employees killed in the official line of duty. Payment of the claims is from the Miscellaneous Revolving Fund.

The Agency is requesting continuation of the Base Level appropriation for the 1999-01 Biennium.

The Executive Recommendation provides for Agency Request.

AGENCY Name: State Claims Commission Code: 360	APPROPRIATION Name: Various Claims Code: 228	TREASURY FUND Name: Miscellaneous Revolving Code: MTA	ANALYSIS OF BUDGET REQUEST BR20	PAGE 75
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ARKANSAS BUDGET SYSTEM

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

CHARACTER TITLE	-----EXPENDITURES-----			98-99			-----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	AUTHORIZED APPRO	BASE	CHANGE LEVEL	TOTAL REQUEST	BASE	CHANGE LEVEL	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE				
										99-00	00-01	99-00	00-01			
CLAIMS	942,787	1,300,000	1,300,000	1,300,000	0	1,300,000	1,300,000	0	1,300,000	1,300,000	1,300,000					
TOTAL	942,787	1,300,000	1,300,000	1,300,000	0	1,300,000	1,300,000	0	1,300,000	1,300,000	1,300,000					
PROPOSED FUNDING SOURCES			*****													
UNDEVELOPED BALANCES			*****													
GENERAL REVENUES			*****													
SPECIAL REVENUES			*****													
FEDERAL FUNDS			*****													
STATE CENTRAL SERVICES FUND			*****													
NON-REVENUE RECEIPTS			*****													
ASH FUNDS			*****													
MISCELLANEOUS REVOLVING	942,787	1,300,000	*****	1,300,000		1,300,000	1,300,000		1,300,000	1,300,000	1,300,000					
TOTAL FUNDING	942,787	1,300,000	*****	1,300,000		1,300,000	1,300,000		1,300,000	1,300,000	1,300,000					
EXCESS APPRO/ (FUNDING)			*****													
TOTAL	942,787	1,300,000	*****	1,300,000		1,300,000	1,300,000		1,300,000	1,300,000	1,300,000					

EPT 010 SEPARATE AGENCIES
 GY 360 ARKANSAS STATE CLAIMS COMMISSION
 PPRO 228 VARIOUS CLAIMS
 UND HTA MISCELLANEOUS REVOLVING-(000)

APPROPRIATION SUMMARY

BR 215