

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

Appropriation 227. Salaries

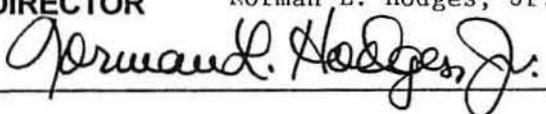
The agency is not requesting any '03 –'05 biennium increases beyond the base level of the FY03 budget, except for those recommended to the agency for inclusion by DF&A in Regular Salaries and Personal Services Matching, i.e., those normally included automatically in budgets and the proposed 2.7% Cost of Living Increase for each year of the biennium for all employees. Since the agency was not approved to participate in the CLIP Program (i.e., approved and funded for additional positions in order to create a career ladder for classified employees), the only way to acknowledge those staff members that exceed standards is to allow them to be eligible for a merit bonus based on annual agency established CLIP II evaluation process. Should each of the four classified staff exceed standards and the evaluator decides that each individual should receive the maximum 8% bonus, the agency requests that \$8,602.00 (based on 2.25% of total salary appropriation) be made available, in each year of the biennium, either as part of the biennial appropriation or with the understanding that the agency will be applying to the Merit Adjustment Fund for any bonus monies for exceptional performance by Claims Commission classified staff members.

Appropriation 227. Conference Fees & Travel

The agency requests no increase and requests that the current base amount of \$3,000.00 (established in 1993 and continued through the 2001-2003 biennium) be continued in both years of the '03 –'05 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, a continued appropriation is needed to cover expenses of attending meetings of professional and educational organizations and obtaining additional educational training to improve employee job performance.

Appropriation 227. Maintenance and General Operation

The agency is requesting to increase the FY'03 base of \$80,500.00 by \$2,500.00 (based on an inflation factor slightly over 3.1%) to \$83,000.00 in FY'04 to cover likely increased costs in postage, paper, copying, document imaging, archiving historical claims data, and an expected cost of having to purchase services from DIS to insure that the new (as of July 2001) Claims Tracking Database System operates efficiently. While continuing these Year 1 work items, the Commission in Year 2 (FY'05) of the biennium is requesting an additional \$5,000.00 (based on an inflation factor of slightly under 3.1%) to \$85,500.00 to, in addition to the above mentioned items,

AGENCY Arkansas State Claims Commission	DIRECTOR Norman L. Hodges, Jr. 	AGENCY PROGRAM COMMENTARY	PAGE 2
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ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
AGENCY PROGRAM COMMENTARY
2003 - 2005

initiate development of an agency page on the Internet so that public may be more quickly informed and served by the agency, which will necessitate the purchase of appropriate computer software. All updating of computer, printer and other hardware and software purchases will come from this funding area during the '03-'05 biennium. Also, as the agency's copier will be over ten years old in Year 2 of the biennium, costs associated with the procurement of a new copier system can be expected.

Appropriation 228. Death, Disability and Other Claims

The agency requests no increase from the \$1.3 million annual base of the current (and two previous) biennium's for each year of the 2003-2005 biennium.

AGENCY Arkansas State Claims Commission	DIRECTOR	AGENCY PROGRAM COMMENTARY	PAGE 3
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DIVISION OF LEGISLATIVE AUDIT
AUDIT OF:
ARKANSAS STATE CLAIMS COMMISSION
FOR THE YEAR ENDED JUNE 30, 2001

Findings

None

Recommendations

None

SA1036001

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
 EMPLOYMENT SUMMARY

Required by: A.C.A. 19-4-307

AGENCY TITLE: 0360 AR STATE CLAIMS COMM

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	4	1	5	56%
BLACK EMPLOYEES	1	2	3	33%
EMPLOYEES OF OTHER RACIAL MINORITIES	0	1	1	11%
TOTAL EMPLOYED AS OF			4	44%
08/05/2002				
DATE			TOTAL MINORITIES	
			9	100%
			TOTAL EMPLOYEES	

German L. Hoopes, Jr.
 AGENCY DIRECTOR

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
STATE AGENCY PUBLICATIONS

Fiscal Year 2002-2003

Required by: A.C.A. 25-1-204

AGENCY: Arkansas State Claims Commission **AGENCY #** 360

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
Rules & Regulations: State Claims Commission	ACA 19-10-205	General Assembly	1,000	Rules and Regs are updated every 2 years or following any session of the General Assembly during which laws affecting the State Claims Commission are enacted
Claims Commission Annual Report	ACA 25-1-103	General Assembly	filed w/ the Legislative Council and distributed as	Required by legislation and requested by auditors
			needed or requested	

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Department Appropriation Summary

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360

Appropriation		2001-02		2002-03		Agency Request				Executive Recommendation			
Code	Name	Actual		Budget	Pos.	2003-04		2004-05		2003-04		2004-05	
						Pos.	Pos.	Pos.	Pos.	Pos.	Pos.	Pos.	Pos.
227	Claims Operations	424,698		443,671	10	459,134	10	470,801	10	456,634	10	465,801	10
228	Various Claims	866,911		1,300,000	0	1,300,000	0	1,300,000	0	1,300,000	0	1,300,000	0
Grand Total		1,291,609		1,743,671	10	1,759,134	10	1,770,801	10	1,756,634	10	1,765,801	10

Funding Sources		Actual	% of Total	Budget	% of Total	AR Year 1	% of Total	AR Year 2	% of Total	ER Year 1	% of Total	ER Year 2	% of Total
Name	Code												
State Central Services	4000035	424,698	32.9	443,671	25.4	459,134	26.1	470,801	26.6	456,634	26.0	465,801	26.4
Misc. Revolving Fund	4000060	866,911	67.1	1,300,000	74.6	1,300,000	73.9	1,300,000	73.4	1,300,000	74.0	1,300,000	73.6
Total Funding		1,291,609	100.0	1,743,671	100.0	1,759,134	100.0	1,770,801	100.0	1,756,634	100.0	1,765,801	100.0
Excess Appro/(Funding)		0		0		0		0		0		0	
Grand Total		1,291,609		1,743,671		1,759,134		1,770,801		1,756,634		1,765,801	

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

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.

The Base Level request includes a 2.7% salary increase each year over the FY03 salary levels for all incumbents plus associated Personal Services Matching. Included in Personal Services Matching is a \$33 per month increase in the monthly contribution for State employee's health insurance for a total state contribution of \$280 per month per budgeted employee.

Change Level requests total \$2,500 in FY04 and \$5,000 in FY05 for Operating Expenses to cover anticipated increases in postage, paper, copying, document imaging, archiving historical claims data, and an expected cost of having to purchase services from DIS to insure that the new Claims Tracking Database System operates efficiently.

The Executive Recommendation provides for Base Level only.

AGENCY Name: AR State Claims Commission Code: 360	APPROPRIATION Name: AR State Claims Commission-Operations Code: 227	TREASURY FUND Name: State Central Services Code: HSC	ANALYSIS OF BUDGET REQUEST	PAGE 8
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ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360
 Appropriation Name Claims Commission Operations
 Appropriation Code 227
 Fund Name State Central Services
 Fund Code HSC

Character Name	Expenditures						Agency Request										Recommendations					
	2001-02		2002-03		2002-03		2003-04				Total		2004-05				2003-04		Executive		2004-05	
	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.	
Regular Salaries	274,651	280,866	10	278,093	10	288,450	10	0	0	288,450	10	296,238	10	0	0	296,238	10	288,450	10	296,238	10	
Personal Serv Match	77,341	79,305	0	78,887	0	84,684	0	0	0	84,684	0	86,064	0	0	0	86,064	0	84,684	0	86,064	0	
Operating Expenses	65,228	80,500	0	75,000	0	80,500	0	2,500	0	83,000	0	80,500	0	5,000	0	85,500	0	80,500	0	80,500	0	
Travel-Conferences	2,133	3,000	0	3,000	0	3,000	0	0	0	3,000	0	3,000	0	0	0	3,000	0	3,000	0	3,000	0	
Capital Outlay	5,346	0	0	5,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total	424,698	443,671	10	440,480	10	456,634	10	2,500	0	459,134	10	465,801	10	5,000	0	470,801	10	456,634	10	465,801	10	

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.
State Central Services Fund	424,698	443,671	*****	*****	*****	456,634	*****	2,500	*****	459,134	*****	465,801	*****	5,000	*****	470,801	*****	456,634	*****	465,801	*****
Total Funding	424,698	443,671	*****	*****	*****	456,634	*****	2,500	*****	459,134	*****	465,801	*****	5,000	*****	470,801	*****	456,634	*****	465,801	*****
Excess Appro/(Funding)	0	0	*****	*****	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****
Grand Total	424,698	443,671	*****	*****	*****	456,634	*****	2,500	*****	459,134	*****	465,801	*****	5,000	*****	470,801	*****	456,634	*****	465,801	*****

THE FY03 BUDGETED AMOUNT IN REGULAR SALARIES EXCEEDS THE AUTHORIZED AMOUNT DUE TO SALARY ADJUSTMENTS DURING THE 2001-03 BIENNIUM.
 THE FY03 BUDGETED AMOUNT IN PERSONAL SERVICES MATCHING EXCEEDS THE AUTHORIZED AMOUNT DUE TO MATCHING RATE ADJUSTMENTS DURING THE 2001-03 BIENNIUM.
 BUDGET EXCEEDS AUTHORIZED IN OPERATING EXPENSES DUE TO A BUDGET CLASSIFICATION TRANSFER.

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ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360
 Appropriation Name Claims Commission Operations
 Appropriation Code 227
 Fund Name State Central Services
 Fund Code HSC

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	274,651	280,866	10	278,093	10
Personal Serv Match	5010003	77,341	79,305	0	78,887	0
Operating Expenses	5020002	65,228	80,500	0	75,000	0
Travel-Conferences	5050009	2,133	3,000	0	3,000	0
Capital Outlay	5120011	5,346	0	0	5,500	0
Grand Total		424,698	443,671	10	440,480	10

Funding Sources						
Name	Code					
State Central Services Fund	4000035	424,698	443,671	*****	*****	*****
Total Funding		424,698	443,671	*****	*****	*****
Excess Appro/(Funding)		0	0	*****	*****	*****
Grand Total		424,698	443,671	*****	*****	*****

The FY03 Budget amounts in Regular Salaries and/or Personal Services Matching exceed the authorized amounts due to the implementation of the pay plan during the 2001-03 biennium.

Budget exceeds Authorized in Operating Expenses due to a Budget Classification Transfer.

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360
 Appropriation Name Claims Commission Operations
 Appropriation Code 227
 Fund Name State Central Services
 Fund Code HSC

Character		Agency Request											
		2003-04						2004-05					
Name	Code	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.
Regular Salaries	5010000	288,450	10	0	0	288,450	10	296,238	10	0	0	296,238	10
Personal Serv Match	5010003	84,684	0	0	0	84,684	0	86,064	0	0	0	86,064	0
Operating Expenses	5020002	80,500	0	2,500	0	83,000	0	80,500	0	5,000	0	85,500	0
Travel-Conferences	5050009	3,000	0	0	0	3,000	0	3,000	0	0	0	3,000	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		456,634	10	2,500	0	459,134	10	465,801	10	5,000	0	470,801	10

Funding Sources													
Name	Code	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.
State Central Services Fund	4000035	456,634	*****	2,500	*****	459,134	*****	465,801	*****	5,000	*****	470,801	*****
Total Funding		456,634	*****	2,500	*****	459,134	*****	465,801	*****	5,000	*****	470,801	*****
Excess Approl/(Funding)		0	*****	0	*****	0	*****	0	*****	0	*****	0	*****
Grand Total		456,634	*****	2,500	*****	459,134	*****	465,801	*****	5,000	*****	470,801	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360
 Appropriation Name Claims Commission Operations
 Appropriation Code 227
 Fund Name State Central Services
 Fund Code HSC

Character		Recommendations							
		Executive				Legislative			
		2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	5010000	288,450	10	296,238	10	0	0	0	0
Personal Serv Match	5010003	84,684	0	86,064	0	0	0	0	0
Operating Expenses	5020002	80,500	0	80,500	0	0	0	0	0
Travel-Conferences	5050009	3,000	0	3,000	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0
Grand Total		456,634	10	465,801	10	0	0	0	0

Funding Sources									
Name	Code								
State Central Services Fund	4000035	456,634	*****	465,801	*****	0	*****	0	*****
Total Funding		456,634	*****	465,801	*****	0	*****	0	*****
Excess Appro/(Funding)		0	*****	0	*****	0	*****	0	*****
Grand Total		456,634	*****	465,801	*****	0	*****	0	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Rank by Appropriation

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360
 Appropriation Name Claims Commission Operations
 Appropriation Code 227
 Fund Name State Central Services
 Fund Code HSC

Rank	Justification	Designation	Cost Center	2001-02	2002-03		Agency Request			Executive Recommendation			Legislative Recommendation					
				Actual	Budget	Pos.	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
		BL Base Level	Total	424,698	443,671	10	456,634	10	465,801	10	456,634	10	465,801	10	0	0	0	0
1	This request is for Operating Expenses to cover anticipated increases in postage, paper, copying, document imaging, archiving historical claims data, and an expected cost of having to purchase services from DIS to insure that the new Claims Tracking Database System operates efficiently.	C01	300210 Claims Comm Oper	0	0	0	2,500	0	5,000	0	0	0	0	0	0	0	0	0
			Total	0	0	0	2,500	0	5,000	0	0	0	0	0	0	0	0	0
		Grand Total	Total	424,698	443,671	10	459,134	10	470,801	10	456,634	10	465,801	10	0	0	0	0

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

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.

Base Level includes \$1,300,000 each year of the 2003-2005 biennium. The Agency is requesting continuation of Base Level for the biennium.

The Executive Recommendation provides for Agency Request.

AGENCY Name: AR State Claims Commission Code: 360	APPROPRIATION Name: Various Claims Code: 228	TREASURY FUND Name: Miscellaneous Revolving Code: MTA	ANALYSIS OF BUDGET REQUEST	PAGE 13
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ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360
 Appropriation Name Various Claims
 Appropriation Code 228
 Fund Name Miscellaneous Revolving Fund
 Fund Code MTA

Character Name	Expenditures					Agency Request										Recommendations							
	2001-02		2002-03		Pos.	2003-04					2004-05					Executive							
	Actual	Budget	Authorized	Pos.		Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	2003-04	Pos.	2004-05	Pos.		
Claims	866,911	1,300,000	0	1,300,000	0	1,300,000	0	0	0	1,300,000	0	1,300,000	0	0	0	1,300,000	0	1,300,000	0	1,300,000	0	1,300,000	0
Grand Total	866,911	1,300,000	0	1,300,000	0	1,300,000	0	0	0	1,300,000	0	1,300,000	0	0	0	1,300,000	0	1,300,000	0	1,300,000	0	1,300,000	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 Executive	2003-04 Pos.	2004-05 Executive	2004-05 Pos.
Misc. Revolving Fund	866,911	1,300,000	*****	*****	*****	1,300,000	*****	0	*****	1,300,000	*****	1,300,000	*****	0	*****	1,300,000	*****	1,300,000	*****	1,300,000	*****
Total Funding	866,911	1,300,000	*****	*****	*****	1,300,000	*****	0	*****	1,300,000	*****	1,300,000	*****	0	*****	1,300,000	*****	1,300,000	*****	1,300,000	*****
Excess Appro(Funding)	0	0	*****	*****	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****	0	*****
Grand Total	866,911	1,300,000	*****	*****	*****	1,300,000	*****	0	*****	1,300,000	*****	1,300,000	*****	0	*****	1,300,000	*****	1,300,000	*****	1,300,000	*****

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ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360
 Appropriation Name Various Claims
 Appropriation Code 228
 Fund Name Miscellaneous Revolving Fund
 Fund Code MTA

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Claims	5110015	866,911	1,300,000	0	1,300,000	0
Grand Total		866,911	1,300,000	0	1,300,000	0

Funding Sources							
Name	Code						
Miscellaneous Revolving Fund	4000060	866,911	1,300,000	*****	*****	*****	*****
Total Funding		866,911	1,300,000	*****	*****	*****	*****
Excess Appro/(Funding)		0	0	*****	*****	*****	*****
Grand Total		866,911	1,300,000	*****	*****	*****	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360
 Appropriation Name Various Claims
 Appropriation Code 228
 Fund Name Miscellaneous Revolving Fund
 Fund Code MTA

Character		Agency Request											
		2003-04						2004-05					
Name	Code	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.
Claims	5110015	1,300,000	0	0	0	1,300,000	0	1,300,000	0	0	0	1,300,000	0
Grand Total		1,300,000	0	0	0	1,300,000	0	1,300,000	0	0	0	1,300,000	0

Funding Sources													
Name	Code	2003-04						2004-05					
Miscellaneous Revolving Fund	4000060	1,300,000	*****	0	*****	1,300,000	*****	1,300,000	*****	0	*****	1,300,000	*****
Total Funding		1,300,000	*****	0	*****	1,300,000	*****	1,300,000	*****	0	*****	1,300,000	*****
Excess Appro/(Funding)		0	*****	0	*****	0	*****	0	*****	0	*****	0	*****
Grand Total		1,300,000	*****	0	*****	1,300,000	*****	1,300,000	*****	0	*****	1,300,000	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS STATE CLAIMS COMMISSION
 Agency Code 360
 Appropriation Name Various Claims
 Appropriation Code 228
 Fund Name Miscellaneous Revolving Fund
 Fund Code MTA

Character		Recommendations							
		Executive				Legislative			
Name	Code	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Claims	5110015	1,300,000	0	1,300,000	0	0	0	0	0
Grand Total		1,300,000	0	1,300,000	0	0	0	0	0

Funding Sources									
Name	Code								
Miscellaneous Revolving Fund	4000060	1,300,000	*****	1,300,000	*****	0	*****	0	*****
Total Funding		1,300,000	*****	1,300,000	*****	0	*****	0	*****
Excess Appro/(Funding)		0	*****	0	*****	0	*****	0	*****
Grand Total		1,300,000	*****	1,300,000	*****	0	*****	0	*****