

DFA - MANAGEMENT SERVICES

Enabling Laws

Act 801 of 2007
Act 1182 of 2007
Act 367 of 2007
A.C.A. §19-4-101 - §19-4-2004

History and Organization

Mission Statement - The Management Services Division provides leadership and assistance to all state agencies to ensure the uniformity, accountability, and efficiency in the management of human, financial and material resources necessary for those agencies to perform their missions.

The Department of Finance and Administration (DFA) in its present organization form was created by Act 38 of 1971 during the 68th Arkansas General Assembly. Effective February 4, 1971, the Administration Department and its functions, powers and duties were transferred to the newly created Department of Finance and Administration.

The Department consists of two major Divisions: The Management Services Division and the Revenue Services Division. The Management Services Division is composed of the Offices of Accounting, Budget, Personnel Management, Procurement and Intergovernmental Services. Other offices that play a major role in State Government are the Office of Administrative Services, the Office of Internal Audit, the Office of Information Services, and the Employee Benefits Division. In addition, the Racing Commission and the Alcoholic Beverage Control Administration Division were also transferred to the newly created Department of Finance and Administration. Act 729 of 1981 transferred the Alcoholic Beverage Control Enforcement Division from the Department of Public Safety to the Department of Finance and Administration.

Central Administration activity of the Department of Finance and Administration oversees the departmental goal which is to instill good management practices in Arkansas State Government and to provide the money to run it. As the Chief Fiscal Officer of the State, the DFA Director is charged with the responsibility of making certain that expenditures, use of property, purchases, and use of personnel are carried out in accordance with the laws of the State. Most of the responsibilities in this area are directed and authorized by Act 876 of the 69th General Assembly (General Accounting and Budgetary Procedures Law, §19-4-101 et seq.).

Central Administration includes the Department of Finance and Administration top-level administration personnel and economic analysis. It is devoted to furthering the department goals with special emphasis placed upon services to agencies and citizens of the State.

The Department has two distinct functions within State Government. One function is to serve as the central collector of state revenues. The other function is to operate control management systems for State Government by providing assistance to all state agencies. This includes the management of their funds, personnel, and property, while exercising certain statutory controls over the agencies in these areas.

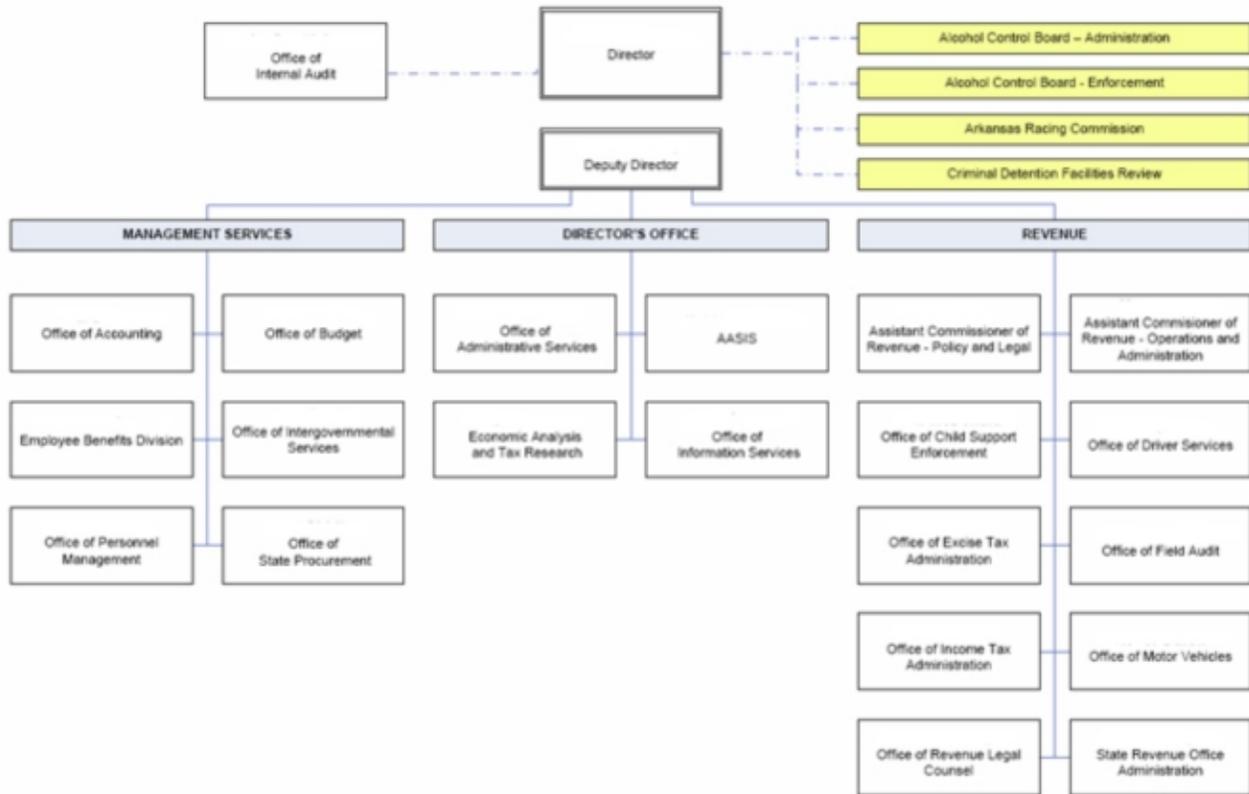
The Management Services Division has a primary goal of providing other agencies of State Government with services to assist them in meeting their primary goals and objectives. It continues to administer statutorily required controls in a manner that ensures agencies in State Government are operating legally, deriving maximum use of personnel, money and equipment available to them, and providing maximum service to the taxpayers. The Management Services Division has as its central objective the following program areas:

- 1) Accounting - Provide efficient and responsible fiscal management of all state programs or activities. Maintain a financial system providing information on all transactions of all state agencies for accounting and management services, apply sound pre-auditing procedures and maintain the State's accounting system in a timely and accurate manner. Additionally, the Office of Internal Audit (OIA) has merged with the Office of Accounting. The main goal for the OIA is to provide agency management with objective, pro-active advice and value-added recommendations that assists them in the achievement of their goals and objectives and provide for strong accountability of state resources. To achieve this goal set forth for the OIA, a three-fold audit approach is utilized. This approach includes the performance of agency audits, Executive Order 98-04 "Compliance Audits and Special Reviews" that may be requested by agency management.
- 2) Budget - Develop, analyze, recommend, present and execute State budget matters, assist state agencies in budgetary matters and enforce the deficit prohibition law.
- 3) Personnel Management - Develop procedures and methods for the continued efficient operation of the Arkansas Personnel Management Program. Maintain personnel records for all classified agencies and payroll records for all state agencies. Provide broad spectrum training opportunities for state and local government employees and provide technical assistance and guidance to all state agencies.
- 4) Procurement - Implement the State procurement program and establish policies, procedures and controls for that program and administer a quality assurance program. Maintain a State surplus property program through the Marketing and Redistribution section.
- 5) Intergovernmental Services - Administer federal grants directed to local governments, state agencies and non-profit organizations for the improvement of narcotics and general law enforcement, drug treatment within state prisons, services for victims of crime, and prison construction. Provide an opportunity for organizations and individuals to review and comment on federally supported programs prior to their implementation.

The Office of Administrative Services has with it human resources, fiscal accounting, purchasing and asset management, Administration of Justice Fund, and state messenger service. This Office performs numerous management-related functions for the Department of Finance and Administration, the Governor's Office, and smaller boards and commissions.

The Employee Benefits Division makes available to State and Public School Employees group health and life insurance. State employees also have the option of selecting other optional benefits, including deferred compensation. The Division oversees that customer service is available from the vendors for the participating members.

The Office of Information Services (OIS) is responsible for management of departmental information technology (IT) resources. This encompasses the Management Services and Revenue Services Divisions, and the Office of Child Support Enforcement. Functional areas include administration (including DFA web site maintenance and the Quick Copy Center), applications development and maintenance, and operations and support (computer operations, and local area network and desktop support). OIS also administers the State Vehicle Management Information and Acquisition System.



Agency Commentary

The Management Services Division of the Department of Finance and Administration has a primary goal of providing other agencies of State Government with services to assist them in meeting their primary goals and objectives. It continues to administer statutorily required controls in a manner that ensures agencies in State Government are operating legally, deriving maximum use of personnel, money and equipment available to them, while providing maximum service to the taxpayer.

The Agency is requesting the following for the 2009-2011 biennium:

Appropriation 1GA

- Reallocate Operating Expenses, Conference & Travel Fees and Professional Fees appropriation in the amount to Refunds/Reimbursements and additional appropriation to provide rebates back to State Agencies.

Appropriation 252

- Reallocate Data Processing to Operating Expenses to properly classify expenses.

Appropriation 272

- Restore two currently authorized clerical positions for unanticipated needs that may occur throughout the Management Services Division;
- A decrease of \$300,000 each year to discontinue the Data Processing line item;
- Transfer of 21 positions from Agency 0630 - DFA Revenue Services; and
- Move five positions from the State Technology Planning, which is funded from General Revenue (HUA).

Appropriation 278

- The Employee Benefits Division is requesting two additional Registered Nurses positions to continue the expansion of services to members and implement a series of member health education and learning programs.

Appropriation 34Z

- Restore appropriation and general revenue funding in the amount of \$359,196 each year for the required state match by the Department of Justice.

Appropriation 35Z

- Move five positions from the State Technology Planning, which is funded from General Revenue (HUA) to Appropriation 272 funded from State Central Services

Appropriation 584

- In conjunction with the implementation of the statewide pay plan study, the Agency is requesting to transfer the AASIS Administrator position currently contracted with the DIS into the DFA structure. This will allow for more efficient and effective management of the ASC by DFA management.

Appropriation 907

- Additional appropriation to provide rebates back to State Agencies for computer related purchases.

The Agency is also requesting to discontinue the appropriations for the Local Law Enforcement Block Grant (1RN) and the Comprehensive Annual Financial Report (583).

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 DEPARTMENT OF FINANCE AND ADMINISTRATION
 FOR THE YEAR ENDED JUNE 30, 2007

Findings	Recommendations
None	None

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
DEPARTMENT OF FINANCE AND ADMINISTRATION
EMPLOYEE BENEFITS DIVISION

FOR THE YEAR ENDED JUNE 30, 2007

Findings	Recommendations
None	None

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS TREASURER OF STATE
AUDITOR OF STATE
DEPARTMENT OF FINANCE AND ADMINISTRATION
FUND RECONCILIATION REPORT

FOR THE YEAR ENDED JUNE 30, 2007

Findings	Recommendations
None	None

Performance Audit Findings

Employee Benefits Division (EBD) – Arkansas Department of Finance and Administration
(July 1, 2003 – June 30, 2005) - Issued 11-10-2006

Findings and Conclusions:

- In plan years 2004 and 2005, EBD paid \$4 million and \$12 million, respectively, from the Trust Fund to maintain employee premium costs.
- In fiscal years 2004 and 2005, penalties assessed to all health plan providers totaled \$35,000, with \$31,500 of the penalties assessed to QualChoice.
- EBD experienced a scope limitation related to health claims paid to Blue Cross Blue Shield (BCBS). BCBS does not provide EBD with physician contract information which is necessary for EBD to perform automated claims audits.
- 9 exceptions were noted in the testing of 2004 and 2005 mail order claims resulting in an error rate of 6.4% and 5.1% respectively. EBD stated the providers were notified and the claims were to be reprocessed.

Recommendations:

- EBD continue pursuit of a remedy to the scope limitation concerning BCBS claims audits to provide for the proper safeguarding of assets.

Findings and Conclusions:

- Blue Cross Blue Shield (BCBS) does not provide EBD with physician contract information which is necessary for EBD to perform automated claims audits. As an alternative, EBD stated in July 2007 they would begin using "Usual and Customary" charges provided by their actuary to electronically review all claims and identify extraordinary items for a more detailed review.
- The EBD staff turnover rate declined from 42.9% in 2005 to 20.5% in 2006.
- After continuous decline from \$41.4 million in fiscal year 2001, the Arkansas State Employees (ASE) Benefits Fund rebounded from less than \$20 million to \$23.2 million at June 30, 2006.

Note: As of June 30, 2008, EBD had not initiated the comparison of BCBS claims with "Usual and Customary" charges. Also, the ASE Benefits Fund again declined in 2007 to \$13 million as of June 30, 2007.

Recommendations:

N/A

Employment Summary

	Male	Female	Total	%
White Employees	104	186	290	77 %
Black Employees	19	58	77	20 %
Other Racial Minorities	5	5	10	3 %
	Total Minorities		87	23 %
	Total Employees		377	100 %

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
Annual Budget Instruction Packet	None	N	N	200	Assist State Agencies in the preparation of annual operations budgets. Electronic copy available on DFA Website.

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
Biennial Budget Book	None	N	N	25	Contains detailed information regarding agency changes, funding and positions for each agency, as well as capital projects. Assist State Agencies in the preparation of annual operations budgets. Electronic copy available on DFA Website.
Biennial Budget Instruction Packet	A.C.A. 19-4-304	N	N	200	Provide information and assistance to state agencies in the preparation of biennial budget requests. Electronic copy available on DFA Website.
Biennial Budget Manuals	A.C.A. 19-4-305	Y	N	3,450	Compile agency requests and Governor's recommendations for Legislative Council/Joint Budget Committee. Electronic copy available on DFA Website.
COBRA Packets	None	N	N	18,000	Federal legislation requires former employees or dependents have insurance benefits after termination of group benefits. Continuing coverage information is provided to individuals.
Comprehensive Annual Financial Report (CAFR)	A.C.A. 19-5-517	N	N	400	To provide the detailed information of the State's financial status and to ensure proper handling of the taxpayers' money.
EBD Buzz	None	N	N	350,000	Newsletter to be sent quarterly on insurance updates and information.
Enrollment Guide for Arkansas Public School Employees	None	N	N	1	Federal legislation requires that employees have an annual open enrollment. The enrollment guide provides information regarding open enrollment, rates and benefit changes. Electronic copy available on DFA website.
Enrollment Guide for Arkansas State and Public School Retired Employees	None	N	N	1	Federal legislation requires that employees have an annual open enrollment. The enrollment guide provides information regarding open enrollment, rates and benefit changes. Electronic copy available on DFA website.

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
Enrollment Guide for Arkansas State Employees	None	N	N	1	Federal legislation requires that employees have an annual open enrollment. The enrollment guide provides information regarding open enrollment, rates and benefit changes. Electronic copy available on DFA website.
Facts about the Arkansas State Budget	None	N	N	1,000	Informational brochure for the public. Electronic copy available on DFA Website.
Summary Plan Description	None	N	N	1	The Department of Labor requires that a summary of the plan be provided to all employees. The summary plan description describes insurance benefits for the State and Public School Employees enrolled in the plan. Electronic copy available on DFA website.

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2007-2008		2008-2009		2008-2009		2009-2010					2010-2011						
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
1DF Victims of Crime Justice Assistance - Federal	6,622,846	6	12,718,944	6	12,718,944	6	12,716,448	6	12,716,448	6	12,716,448	6	12,722,300	6	12,722,300	6	12,722,300	6
1GA Purchase / Corporate Travel Card Program	769,786	0	1,600,000	0	1,600,000	0	1,600,000	0	2,000,000	0	2,000,000	0	1,600,000	0	2,000,000	0	2,000,000	0
251 Dept Justice Non-Victim Assist Grants-State	450,625	0	1,085,000	0	1,185,000	0	1,085,000	0	1,085,000	0	1,085,000	0	1,085,000	0	1,085,000	0	1,085,000	0
252 Dept Justice Non-Victim Assist Grants-Fed	3,132,738	6	9,836,867	5	9,836,867	5	9,848,029	5	9,848,029	5	9,848,029	5	9,852,629	5	9,852,629	5	9,852,629	5
272 DFA Management Services - Operations	16,453,124	275	18,445,779	283	18,445,779	285	19,375,691	283	20,689,980	311	20,689,980	311	19,684,990	283	21,027,579	311	21,027,579	311
274 Marketing and Redistribution	965,604	15	1,246,559	15	1,246,559	15	1,267,979	15	1,267,979	15	1,267,979	15	1,278,861	15	1,278,861	15	1,278,861	15
277 Quick Copy Service Center	108,995	2	428,836	2	504,697	2	439,029	2	439,029	2	439,029	2	440,907	2	440,907	2	440,907	2
278 Employee Benefits Division	2,591,471	35	2,953,217	35	2,953,217	35	3,005,286	35	3,104,142	37	3,104,142	37	3,041,130	35	3,142,023	37	3,142,023	37
279 Data Processing	19,222,443	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0
2HG Personnel Management - Employee Awards	107	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0
34Z Victims of Crime Justice Assistance - State	0	0	0	0	359,196	0	0	0	359,196	0	359,196	0	0	0	359,196	0	359,196	0
35Z Information Technology Planning	366,686	4	522,671	5	522,671	5	504,319	5	0	0	0	0	510,040	5	0	0	0	0
574 Statewide Payroll Paying	0	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0
584 AASIS - Operations	3,922,947	58	4,609,638	60	4,609,638	60	4,863,974	60	5,011,732	61	5,011,732	61	4,935,205	60	5,083,338	61	5,083,338	61
907 DFA Management Services - Misc Cash	805,052	14	1,784,197	14	1,695,701	14	1,797,071	14	2,297,071	14	2,297,071	14	1,808,004	14	2,308,004	14	2,308,004	14
NOT REQUESTED FOR THE BIENNIUM																		
1RN Local Law Enfrmcnt Block Grant	53,020	0	807,012	0	807,012	0	0	0	0	0	0	0	0	0	0	0	0	0
583 Comprehensive Annual Financial Report	0	0	0	0	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	55,412,424	415	2,185,263,988	425	2,186,767,561	427	2,186,535,106	425	2,188,850,886	451	2,188,850,886	451	2,186,991,346	425	2,189,332,117	451	2,189,332,117	451

Funding Sources		%		%		%		%		%		%		%		%		%	
Fund Balance	4000005	1,902,803	3.3	2,152,081	0.1			1,340,431	0.1	1,340,431	0.1	1,340,431	0.1	825,381	0.0	825,381	0.0	825,381	0.0
General Revenue	4000010	850,612	1.5	1,607,671	0.1			1,589,319	0.1	1,444,196	0.1	1,444,196	0.1	1,595,040	0.1	1,444,196	0.1	1,444,196	0.1
Federal Revenue	4000020	9,825,543	17.1	23,362,823	1.1			22,564,477	1.0	22,564,477	1.0	22,564,477	1.0	22,574,929	1.0	22,574,929	1.0	22,574,929	1.0
State Central Services	4000035	42,054,412	73.0	56,040,914	2.6			57,277,231	2.6	58,838,134	2.7	58,838,134	2.7	57,693,605	2.6	59,285,220	2.7	59,285,220	2.7
Non-Revenue Receipts	4000040	3,804,491	6.6	2,997,942	0.1			3,339,029	0.2	3,739,029	0.2	3,739,029	0.2	3,340,907	0.2	3,740,907	0.2	3,740,907	0.2
Cash Fund	4000045	1,106,853	1.9	1,250,000	0.1			1,250,000	0.1	1,750,000	0.1	1,750,000	0.1	1,750,000	0.1	2,250,000	0.1	2,250,000	0.1
Agency Payroll Paying Accounts	4000085	0	0.0	2,100,000,000	96.0			2,100,000,000	96.0	2,100,000,000	95.9	2,100,000,000	95.9	2,100,000,000	96.0	2,100,000,000	95.9	2,100,000,000	95.9
DFA Motor Vehicle Acquisition	4000184	107,526	0.2	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Grant/SubGrant Refunds	4000273	7,202	0.0	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Interest	4000300	65,358	0.1	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Inter-agency Fund Transfer	4000316	(57,442)	(0.1)	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
M & R Sales	4000340	28,267	0.0	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0

Funding Sources		%		%		%		%		%		%		%		%
Transfer to DFA Disbursing	4000610	(2,078,100)	(3.6)	0	0.0											
Total Funds		57,617,525	100.0	2,187,411,431	100.0											
Excess Appropriation/(Funding)		(2,152,081)		(1,340,431)												
Grand Total		55,412,424		2,186,071,000												

Budget amount exceeds authorized amount due to salary adjustments during the 2007-2009 biennium (907).

Actual number of positions exceed the Authorized number due to the flexibility inherent in the authorization of all positions through one salary section in the appropriation act (252).

Agency Position Usage Report

FY2006 - 2007						FY2007 - 2008						FY2008 - 2009					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
395	358	35	393	2	9.37 %	427	375	50	425	2	12.18 %	427	377	48	425	2	11.71 %

Analysis of Budget Request

Appropriation: 1DF - Victims of Crime Justice Assistance - Federal

Funding Sources: FVD - Victims of Crime Justice Assistance

This federally funded appropriation for the Victims of Crime Justice Assistance Program includes salary, operating expenses and the administration of federal funds received through the Victims of Crime Act (VOCA), STOP Violence Against Women and Family Violence Prevention and the Family Violence Prevention and Services Act (FVPSA). The program provides for statewide violence prevention activities.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study and salaries are adjusted accordingly. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

Base Level for this appropriation represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 1DF - Victims of Crime Justice Assistance - Federal

Funding Sources: FVD - Victims of Crime Justice Assistance

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2007-2008	2008-2009	2008-2009	2009-2010			2010-2011		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	189,599	219,704	219,704	215,937	215,937	215,937	220,866	220,866	220,866
#Positions		6	6	6	6	6	6	6	6	6
Extra Help	5010001	0	6,272	6,272	6,272	6,272	6,272	6,272	6,272	6,272
#Extra Help		0	1							
Personal Services Matching	5010003	63,811	70,749	70,749	72,020	72,020	72,020	72,943	72,943	72,943
Overtime	5010006	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Operating Expenses	5020002	24,754	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Conference & Travel Expenses	5050009	3,549	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Professional Fees	5060010	0	74,219	74,219	74,219	74,219	74,219	74,219	74,219	74,219
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	6,321,473	12,134,375	12,134,375	12,134,375	12,134,375	12,134,375	12,134,375	12,134,375	12,134,375
Refunds/Reimbursements	5110014	19,660	78,125	78,125	78,125	78,125	78,125	78,125	78,125	78,125
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		6,622,846	12,718,944	12,718,944	12,716,448	12,716,448	12,716,448	12,722,300	12,722,300	12,722,300
Funding Sources										
Federal Revenue	4000020	6,622,846	12,718,944		12,716,448	12,716,448	12,716,448	12,722,300	12,722,300	12,722,300
Total Funding		6,622,846	12,718,944		12,716,448	12,716,448	12,716,448	12,722,300	12,722,300	12,722,300
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		6,622,846	12,718,944		12,716,448	12,716,448	12,716,448	12,722,300	12,722,300	12,722,300

Analysis of Budget Request

Appropriation: 1GA - Purchase / Corporate Travel Card Program

Funding Sources: MPC - Purchase & Travel Card Program Fund

This appropriation is funded by a miscellaneous revolving fund and is used for rebates from vendor banks, distribution to participating agencies and for operating expenses connected with the administration of the Purchase and Corporate Travel Card Program.

Arkansas Agency Travel Card Program

The Department of Finance and Administration (DFA) - Office of State Procurement (OSP), State Agencies and Institutions of Higher Education have developed and implemented the Arkansas Agency Travel Card Program for employees that have valid business related travel expenses. The Office of State Procurement has responsibility for the development of policy and procedures. Agencies and Higher Education Institutions are responsible for the development of procedures consistent with State policies implementing the program.

Cardholders use the card for any authorized travel related expense at any establishment or merchant that accepts the VISA card. The Arkansas Travel Regulations govern most aspects of the State Travel Card Program.

Arkansas Purchasing Card Program

The State of Arkansas and participating organizations have implemented the Arkansas Purchasing Card Program (P-Card) with US Bank VISA Purchasing Card to simplify, streamline, and facilitate the purchase and payment process.

The P-Card is a fast, flexible purchasing tool offering an enhancement to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for supplies with a total maximum per cycle limit that will be determined on an individual basis. The default maximum charges per individual cardholder are \$2,000 per cycle. The P-Card is to be used only for official business purchases for the State of Arkansas. Any attempt to use the P-Card for a purchase in excess of the set card limit will result in the purchase being rejected by the bank and the vendor.

Base Level for this appropriation is \$1,600,000 each year of the biennium. The Agency is requesting to reallocate Operating Expenses, Conference & Travel Fees and Professional Fees appropriation in the amount of \$600,000 to Refunds/Reimbursements and an additional \$400,000 to provide sufficient appropriation to provide rebates back to State Agencies.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 1GA - Purchase / Corporate Travel Card Program

Funding Sources: MPC - Purchase & Travel Card Program Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	0	500,000	500,000	500,000	0	0	500,000	0	0
Conference & Travel Expenses	5050009	0	50,000	50,000	50,000	0	0	50,000	0	0
Professional Fees	5060010	0	50,000	50,000	50,000	0	0	50,000	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	769,786	1,000,000	1,000,000	1,000,000	2,000,000	2,000,000	1,000,000	2,000,000	2,000,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		769,786	1,600,000	1,600,000	1,600,000	2,000,000	2,000,000	1,600,000	2,000,000	2,000,000
Funding Sources										
Fund Balance	4000005	786	213,807		0	0	0	0	0	0
Non-Revenue Receipts	4000040	982,807	1,386,193		1,600,000	2,000,000	2,000,000	1,600,000	2,000,000	2,000,000
Total Funding		983,593	1,600,000		1,600,000	2,000,000	2,000,000	1,600,000	2,000,000	2,000,000
Excess Appropriation/(Funding)		(213,807)	0		0	0	0	0	0	0
Grand Total		769,786	1,600,000		1,600,000	2,000,000	2,000,000	1,600,000	2,000,000	2,000,000

Change Level by Appropriation

Appropriation: 1GA - Purchase / Corporate Travel Card Program

Funding Sources: MPC - Purchase & Travel Card Program Fund

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	1,600,000	0	1,600,000	100.0	1,600,000	0	1,600,000	100.0
C01	Existing Program	400,000	0	2,000,000	125.0	400,000	0	2,000,000	125.0
C04	Reallocation	0	0	2,000,000	125.0	0	0	2,000,000	125.0

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	1,600,000	0	1,600,000	100.0	1,600,000	0	1,600,000	100.0
C01	Existing Program	400,000	0	2,000,000	125.0	400,000	0	2,000,000	125.0
C04	Reallocation	0	0	2,000,000	125.0	0	0	2,000,000	125.0

Justification

C01	Request is to provide for sufficient appropriation to provide rebates back to State Agencies.
C04	Reallocating currently authorized appropriation in Operating Expenses, Conference & Travel Expenses and Professional Fees to the Refund/Reimbursements line item to provide for sufficient appropriation to provide rebates back to State Agencies.

Analysis of Budget Request

Appropriation: 251 - Dept of Justice Non-Victim Assistance Grants - State*

Funding Sources: HUA - Miscellaneous Agencies Fund

This general revenue funded appropriation provides city and county governments and state agencies with matching funds to implement programs authorized under the Federal Drug Law Enforcement Program. This appropriation provides matching funds to the sub-grantees of the Federal Law Enforcement Block Grant, Violent Offender, and Substance Abuse Treatment Programs.

The Base Level for this appropriation is \$1,085,000 each year of the biennium and represents the Agency Request.

A change in the appropriation title is requested due to the Federal granting agency combining programs. Formerly "Drug Law Enforcement Program - State".

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 251 - Dept of Justice Non-Victim Assistance Grants - State*

Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2009-2010			2010-2011		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Grants and Aid	5100004	450,625	1,085,000	1,185,000	1,085,000	1,085,000	1,085,000	1,085,000	1,085,000	1,085,000
Total		450,625	1,085,000	1,185,000	1,085,000	1,085,000	1,085,000	1,085,000	1,085,000	1,085,000
Funding Sources										
General Revenue	4000010	483,926	1,085,000		1,085,000	1,085,000	1,085,000	1,085,000	1,085,000	1,085,000
Grant/SubGrant Refunds	4000273	7,202	0		0	0	0	0	0	0
Inter-agency Fund Transfer	4000316	(40,503)	0		0	0	0	0	0	0
Total Funding		450,625	1,085,000		1,085,000	1,085,000	1,085,000	1,085,000	1,085,000	1,085,000
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		450,625	1,085,000		1,085,000	1,085,000	1,085,000	1,085,000	1,085,000	1,085,000

* Change in Appropriation title requested due to Federal granting agency combining programs. Formerly "Drug Law Enforcement Program - State".

Inter-agency fund transfers: Community Corrections - \$8,095.36; Department of Corrections - \$32,407.63

Analysis of Budget Request

Appropriation: 252 - Dept of Justice Non-Victim Assistance Grants - Federal*

Funding Sources: FIG - DFA Federal Funds

Department of Finance and Administration - Intergovernmental Services is responsible for the management of a federal grant program that supports improvements in the State's criminal justice system. This grant program provides funds to cities and counties, prosecuting attorneys, state courts and state agencies. Grant programs operated through Intergovernmental Services include the Edward Byrne Memorial Drug Law Enforcement Program (DLEP) for narcotics enforcement and violent crime control.

This grant program has varying eligibility requirements, and a twenty-five percent match requirement. Grant funds are made available for application after the State receives notification of a state level grant award. All federal grant funds are made available through the U. S. Department of Justice.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study and salaries are adjusted accordingly. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency Request is for Base Level and a reallocation of \$6,000 each year from Data Processing to Operating Expenses to properly classify network services expenditures.

A change in the appropriation title is also requested due to the Federal granting agency combining programs. Formerly "Drug Law Enforcement Program - Federal".

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 252 - Dept of Justice Non-Victim Assistance Grants - Federal*

Funding Sources: FIG - DFA Federal Funds

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2007-2008	2008-2009	2008-2009	2009-2010			2010-2011		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	151,817	196,457	195,410	207,091	207,091	207,091	210,966	210,966	210,966
#Positions		6	5							
Personal Services Matching	5010003	45,690	63,781	64,828	64,309	64,309	64,309	65,034	65,034	65,034
Operating Expenses	5020002	23,003	162,129	162,129	162,129	168,129	168,129	162,129	168,129	168,129
Conference & Travel Expenses	5050009	2,425	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Professional Fees	5060010	0	205,000	205,000	205,000	205,000	205,000	205,000	205,000	205,000
Data Processing	5090012	0	6,000	6,000	6,000	0	0	6,000	0	0
Grants and Aid	5100004	2,841,535	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
Refunds/Reimbursements	5110014	68,268	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		3,132,738	9,836,867	9,836,867	9,848,029	9,848,029	9,848,029	9,852,629	9,852,629	9,852,629

Funding Sources										
Federal Revenue	4000020	3,149,677	9,836,867		9,848,029	9,848,029	9,848,029	9,852,629	9,852,629	9,852,629
Inter-agency Fund Transfer	4000316	(16,939)	0		0	0	0	0	0	0
Total Funding		3,132,738	9,836,867		9,848,029	9,848,029	9,848,029	9,852,629	9,852,629	9,852,629
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		3,132,738	9,836,867		9,848,029	9,848,029	9,848,029	9,852,629	9,852,629	9,852,629

* Change in Appropriation title requested due to Federal granting agency combining programs. Formerly "Drug Law Enforcement Program - Federal".

Budget amount in Regular Salaries exceeds authorized amount due to salary adjustments during the 2007-2009 biennium.

Actual number of positions exceed the Authorized number due to the flexibility inherent in the authorization of all positions through one salary section in the appropriation act.

Inter-agency fund transfer: Department of Corrections - \$16,939.46

Change Level by Appropriation

Appropriation: 252 - Dept of Justice Non-Victim Assistance Grants - Federal*

Funding Sources: FIG - DFA Federal Funds

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	9,848,029	5	9,848,029	100.0	9,852,629	5	9,852,629	100.0
C04	Reallocation	0	0	9,848,029	100.0	0	0	9,852,629	100.0

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	9,848,029	5	9,848,029	100.0	9,852,629	5	9,852,629	100.0
C04	Reallocation	0	0	9,848,029	100.0	0	0	9,852,629	100.0

Justification

C04	Reallocating \$6,000 from Data Processing to Operating Expenses. Due to changes in Accounting Regulations for various Data Processing expenses, expenditures are now paid from Operating Expenses.
-----	--

Analysis of Budget Request

Appropriation: 272 - DFA Management Services - Operations

Funding Sources: HSC - State Central Services

This State Central Services funded appropriation provides for operations of the Management Services Division of the Department of Finance and Administration. The Management Services Division provides state agencies with assistance in accounting, budgeting, personnel, purchasing, and administering statutorily required controls. The Division includes the Office of the Director, Economic Analysis and Tax Research, Office of Administrative Services, Office of Accounting, Office of Budget, Office of Personnel Management, Office of State Procurement, Office of Internal Audit, Office of Information Systems, Office of Intergovernmental Services and the Criminal Detention Facilities Coordinator.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study as well as the recommendation for ten positions transitioning from unclassified to classified positions. Unclassified positions reflect similar adjustments in line item salaries. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency is requesting an increase above Base Level of \$1,314,289 for FY10 and \$1,342,589 for FY11 as follows:

- Restore 2 currently authorized clerical positions for unanticipated needs that may occur throughout the Management Services Division; an increase of \$58,505 for FY10 and \$59,616 for FY11 for salaries and matching
- Agency transfer of 21 currently authorized positions from Agency 0630 - DFA Revenue Services to Agency 0610 DFA Management Services Division - Office of Information Systems to allow for consolidation of information technology positions into one office. These positions will assist in the support of the Integrated Revenue System and DFA's in-house scanning and indexing; \$1,051,465 for FY10 and \$1,072,933 for FY11
- Agency transfer of 5 currently authorized positions within the Management Services Division. This transfer will move the 5 positions from the Intergovernmental Services - State Information Technology Planning appropriation, which is funded from General Revenue; \$504,319 for FY10 and \$510,040 for FY11
- A decrease of \$300,000 each year to discontinue the Data Processing line item. This appropriation is no longer needed.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 272 - DFA Management Services - Operations

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	11,555,774	12,777,221	12,544,653	13,269,712	14,508,966	14,508,966	13,529,817	14,792,902	14,792,902
#Positions		275	283	285	283	311	311	283	311	311
Extra Help	5010001	6,475	41,512	41,512	41,512	41,512	41,512	41,512	41,512	41,512
#Extra Help		3	20	20	20	20	20	20	20	20
Personal Services Matching	5010003	3,333,720	3,492,401	3,724,969	3,929,822	4,304,857	4,304,857	3,979,016	4,358,520	4,358,520
Overtime	5010006	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Operating Expenses	5020002	1,436,769	1,709,645	1,709,645	1,709,645	1,709,645	1,709,645	1,709,645	1,709,645	1,709,645
Conference & Travel Expenses	5050009	30,127	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000
Professional Fees	5060010	3,656	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Data Processing	5090012	86,603	300,000	300,000	300,000	0	0	300,000	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		16,453,124	18,445,779	18,445,779	19,375,691	20,689,980	20,689,980	19,684,990	21,027,579	21,027,579

Funding Sources										
State Central Services	4000035	16,448,446	18,445,779		19,375,691	20,689,980	20,689,980	19,684,990	21,027,579	21,027,579
M & R Sales	4000340	4,678	0		0	0	0	0	0	0
Total Funding		16,453,124	18,445,779		19,375,691	20,689,980	20,689,980	19,684,990	21,027,579	21,027,579
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		16,453,124	18,445,779		19,375,691	20,689,980	20,689,980	19,684,990	21,027,579	21,027,579

Budget amount in Regular Salaries exceeds authorized amount due to salary adjustments during the 2007-2009 biennium.

Special language allowed for carry forward of Operating Expenses in the amount of \$572,489.64 from FY08 into FY09 (see page 178).

Change Level by Appropriation

Appropriation: 272 - DFA Management Services - Operations

Funding Sources: HSC - State Central Services

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	19,375,691	283	19,375,691	100.0	19,684,990	283	19,684,990	100.0
C01	Existing Program	58,505	2	19,434,196	100.3	59,616	2	19,744,606	100.3
C03	Discontinue Program	(300,000)	0	19,134,196	98.8	(300,000)	0	19,444,606	98.8
C07	Agency Transfer	1,555,784	26	20,689,980	106.8	1,582,973	26	21,027,579	106.8

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	19,375,691	283	19,375,691	100.0	19,684,990	283	19,684,990	100.0
C01	Existing Program	58,505	2	19,434,196	100.3	59,616	2	19,744,606	100.3
C03	Discontinue Program	(300,000)	0	19,134,196	98.8	(300,000)	0	19,444,606	98.8
C07	Agency Transfer	1,555,784	26	20,689,980	106.8	1,582,973	26	21,027,579	106.8

Justification

C01	This request includes \$58,505 for FY10 and \$59,616 for FY11 for salaries and matching to restore 2 currently authorized clerical positions for unanticipated needs that may occur throughout the Management Services Division.
C03	Reduction of \$300,000 each year in the Data Processing line item is due to the appropriation no longer being needed.
C07	Transfer of 21 positions from Agency 0630 - DFA Revenue Services to Agency 0610 - DFA Management Services-Office of Information Systems (OIS). 14 positions are currently in the Office of Driver Services, 1 in Commercial Drivers License and 6 are for the Arkansas Integrated Revenue System. OIS supports the Integrated Revenue System and DFA's centralized in-house scanning and indexing. The transfer of positions will allow for consolidation of all information technology positions into one IT office. The remaining 5 positions are a transfer within DFA Management Services -Information Technology Planning from a General Revenue funded appropriation to a State Central Services funded appropriation.

CARRY FORWARD OF ANY UNEXPENDED BALANCE OF APPROPRIATION AND/OR FUNDING FROM FISCAL YEAR 2008 TO FISCAL YEAR 2009

Agency: DFA Management Services

Program: DFA Management Services - Operations

Act #: 801 of 2007 Section(s) #: 3 & 27

Estimated Carry Forward Amount \$ 552,326.00 Appropriation Funds

Funding Source: State Central Services

Accounting Information:

Business Area: 0610 Funds Center: 272 Fund: HSC Functional Area: ADMN

Line Item	Commitment Item	Estimated Carry Forward Amount	Actual Carry Forward Amount
Operating Expenses	5020002	250,000.00	572,489.64
Conference & Travel Expenses	5050009	82,585.00	0.00
Professional Fees	5060010	6,344.00	0.00
Data Processing	5090012	213,397.00	0.00
Total		\$ 552,326.00	\$ 572,489.64

Current law requires a written statement be submitted to the DFA Office of Budget stating the reason(s) to carry forward appropriation and/or funding for a program or a specific line item within a program from the first fiscal year of the biennium to the second fiscal year of the biennium.

Justification for carry forward of unexpended balance of appropriation and/or funding:

Any savings in the Maintenance & Operations appropriation and funding will be carried forward and transferred to the Operating Expense line item to be used for the 2009-2011 budget preparation required for presentation to the Legislative Council or Joint Budget Committee.

Actual Funding Carry Forward Amount \$ 572,489.64

Current status of carry forward appropriation/funding:

Carryforward amount will be used for the 2009-2011 budget preparation required for presentation to the Legislative Council or Joint Budget Committee.

Richard A. Weiss
Director

08-18-2008
Date

Analysis of Budget Request

Appropriation: 274 - Marketing and Redistribution

Funding Sources: MPH - Property Sales Holding Fund

This appropriation provides for operation of the Department of Finance and Administration - Management Services Division - Marketing and Redistribution (M&R) Program. State agencies are required to dispose of furnishings, equipment, vehicles and other inventory items through M&R. State and public agencies have first option to purchase these items. Funding for this service is provided via fees charged for goods and services offered through the M&R Warehouse.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study and salaries are adjusted accordingly. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

Base Level for this appropriation represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 274 - Marketing and Redistribution
Funding Sources: MPH - Property Sales Holding Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	398,007	439,185	436,121	448,448	448,448	448,448	457,613	457,613	457,613
#Positions	15	15	15	15	15	15	15	15	15
Extra Help 5010001	1,167	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
#Extra Help	1	1	1	1	1	1	1	1	1
Personal Services Matching 5010003	144,228	148,769	151,833	160,926	160,926	160,926	162,643	162,643	162,643
Operating Expenses 5020002	79,337	128,605	128,605	128,605	128,605	128,605	128,605	128,605	128,605
Conference & Travel Expenses 5050009	90	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Special Maintenance 5120032	342,775	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Purchase Data Processing 5900044	0	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Total	965,604	1,246,559	1,246,559	1,267,979	1,267,979	1,267,979	1,278,861	1,278,861	1,278,861
Funding Sources									
Fund Balance 4000005	709,827	340,910		394,351	394,351	394,351	426,372	426,372	426,372
Non-Revenue Receipts 4000040	2,674,787	1,300,000		1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
Transfer to DFA Disbursing 4000610	(2,078,100)	0		0	0	0	0	0	0
Total Funding	1,306,514	1,640,910		1,694,351	1,694,351	1,694,351	1,726,372	1,726,372	1,726,372
Excess Appropriation/(Funding)	(340,910)	(394,351)		(426,372)	(426,372)	(426,372)	(447,511)	(447,511)	(447,511)
Grand Total	965,604	1,246,559		1,267,979	1,267,979	1,267,979	1,278,861	1,278,861	1,278,861

Budget amount in Regular Salaries exceeds authorized amount due to salary adjustments during the 2007-2009 biennium.

Analysis of Budget Request

Appropriation: 277 - Quick Copy Service Center

Funding Sources: MRC - Quick Copy Service Center Revolving Fund

This appropriation provides for operation of the Department of Finance and Administration - Management Services Division - Quick Copy Service Center. Quick Copy provides high speed copying, bindery, lamination and graphic design products and services to State Agencies. Funding to support this function is derived from fees charged for services.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study and salaries are adjusted accordingly. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

Base Level for this appropriation represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 277 - Quick Copy Service Center
Funding Sources: MRC - Quick Copy Service Center Revolving Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	61,096	63,235	118,492	70,285	70,285	70,285	71,866	71,866	71,866
#Positions		2	2	2	2	2	2	2	2	2
Extra Help	5010001	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
#Extra Help		0	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	20,858	21,001	41,605	24,144	24,144	24,144	24,441	24,441	24,441
Operating Expenses	5020002	27,041	318,600	318,600	318,600	318,600	318,600	318,600	318,600	318,600
Conference & Travel Expenses	5050009	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		108,995	428,836	504,697	439,029	439,029	439,029	440,907	440,907	440,907
Funding Sources										
Fund Balance	4000005	79,185	117,087		0	0	0	0	0	0
Non-Revenue Receipts	4000040	146,897	311,749		439,029	439,029	439,029	440,907	440,907	440,907
Total Funding		226,082	428,836		439,029	439,029	439,029	440,907	440,907	440,907
Excess Appropriation/(Funding)		(117,087)	0		0	0	0	0	0	0
Grand Total		108,995	428,836		439,029	439,029	439,029	440,907	440,907	440,907

Analysis of Budget Request

Appropriation: 278 - Employee Benefits Division

Funding Sources: HSC - State Central Services

The Department of Finance and Administration - Employees Benefit Division (EBD) manages the group health and life programs, other select benefit programs for active and retired state and public school employees, and builds quality programs that operate in an efficient manner to ensure responsive customer service, promote product education, affordability and accessibility.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study as well as the recommendation for one position transitioning from unclassified to classified positions. Salaries are adjusted accordingly. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipend Payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency is requesting an increase above Base Level of \$98,856 for FY10 and \$100,893 for FY11 as follows:

- Two additional Registered Nurse positions and related matching to continue the expansion of services to members and to implement a series of member health education and learning programs. One will take care of the increased participation in the Mommy 2 B Program and the other will work with the Health program dealing with diabetes wellness and heart health.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 278 - Employee Benefits Division

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	1,225,484	1,374,070	1,347,345	1,392,003	1,466,667	1,466,667	1,422,190	1,498,570	1,498,570
#Positions		35	35	35	35	37	37	35	37	37
Personal Services Matching	5010003	399,806	407,336	427,956	441,472	465,664	465,664	447,129	471,642	471,642
Overtime	5010006	0	11,895	18,000	11,895	11,895	11,895	11,895	11,895	11,895
Operating Expenses	5020002	956,788	1,116,827	1,116,827	1,116,827	1,116,827	1,116,827	1,116,827	1,116,827	1,116,827
Conference & Travel Expenses	5050009	9,093	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000
Professional Fees	5060010	300	29,089	29,089	29,089	29,089	29,089	29,089	29,089	29,089
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		2,591,471	2,953,217	2,953,217	3,005,286	3,104,142	3,104,142	3,041,130	3,142,023	3,142,023
Funding Sources										
State Central Services	4000035	2,591,427	2,953,217		3,005,286	3,104,142	3,104,142	3,041,130	3,142,023	3,142,023
M & R Sales	4000340	44	0		0	0	0	0	0	0
Total Funding		2,591,471	2,953,217		3,005,286	3,104,142	3,104,142	3,041,130	3,142,023	3,142,023
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		2,591,471	2,953,217		3,005,286	3,104,142	3,104,142	3,041,130	3,142,023	3,142,023

Budget amount in Regular Salaries exceeds authorized amount due to salary adjustments during the 2007-2009 biennium.

Change Level by Appropriation

Appropriation: 278 - Employee Benefits Division

Funding Sources: HSC - State Central Services

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	3,005,286	35	3,005,286	100.0	3,041,130	35	3,041,130	100.0
C01	Existing Program	98,856	2	3,104,142	103.3	100,893	2	3,142,023	103.3

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	3,005,286	35	3,005,286	100.0	3,041,130	35	3,041,130	100.0
C01	Existing Program	98,856	2	3,104,142	103.3	100,893	2	3,142,023	103.3

Justification

C01	This request includes \$98,856 for FY10 and \$100,893 for FY11 for salaries and matching for 2 additional Registered Nurses positions. EBD is continuing the expansion of services to members and is implementing a series of member health education and learning programs. These 2 additional nurses are needed to implement these programs. One will take care of the increased participation in the Mommy 2 B Program and the other nurse will work with the Health program dealing with diabetes wellness and heart health.
-----	--

Analysis of Budget Request

Appropriation: 279 - Data Processing

Funding Sources: HSC - State Central Services

The Department of Finance and Administration (DFA) - Office of Information Technology facilitates a more effective and efficient management of the Department's information technology assets. Funded from State Central Services, this appropriation provides for data processing, development, implementation, enhancement, and operation of automated systems within the Department of Finance and Administration. The AASIS Billings line item represents the amount the Department of Information Systems bills the Department of Finance and Administration for the AASIS Support Center.

The Base Level for this appropriation is \$30,000,000 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 279 - Data Processing

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Data Processing Services	5900044	16,526,106	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000
AASIS Billings	5900046	2,696,337	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000
Total		19,222,443	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000
Funding Sources										
State Central Services	4000035	19,091,485	30,000,000		30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000
DFA Motor Vehicle Acquisition	4000184	107,526	0		0	0	0	0	0	0
M & R Sales	4000340	23,432	0		0	0	0	0	0	0
Total Funding		19,222,443	30,000,000		30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		19,222,443	30,000,000		30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000

Special language allowed for carry forward of the Data Processing Services line item; \$7,081,419.77 and the AASIS Billings line item; 3,803,662.83 from FY08 into FY09 (see page 188).

CARRY FORWARD OF ANY UNEXPENDED BALANCE OF APPROPRIATION AND/OR FUNDING FROM FISCAL YEAR 2008 TO FISCAL YEAR 2009

Agency: DFA Management Services

Program: Data Processing

Act #: 801 of 2007

Section(s) #: 18 & 28

Estimated Carry Forward Amount \$ 10,300,000.00

Appropriation

Funds

Funding Source: State Central Services

Accounting Information:

Business Area: 0610

Funds Center: 279

Fund: HSC

Functional Area: ADMN

Line Item	Commitment Item	Estimated Carry Forward Amount	Actual Carry Forward Amount
Data Processing Services	5900044	6,500,000.00	7,081,419.77
AASIS Billings	5900046	3,800,000.00	3,803,662.83
Total		\$ 10,300,000.00	\$ 10,885,082.60

Current law requires a written statement be submitted to the DFA Office of Budget stating the reason(s) to carry forward appropriation and/or funding for a program or a specific line item within a program from the first fiscal year of the biennium to the second fiscal year of the biennium.

Justification for carry forward of unexpended balance of appropriation and/or funding:

Carry forward appropriation and funds are needed due to on-going initiatives and projects that cross fiscal years and any unforeseen technology needs. The major data processing initiatives and projects are : Disaster Recovery State Mandate, Real ID Federal Mandate, DFA department wide imaging, improvements to cash control and management processes, Streamline Sales Tax Mandate, record retention and email archiving, hardware and software replacement cycles for aging equipment, DIS services and hardware to support the State's enterprise resource planning system including the implementation of the business intelligence (BI) data warehouse and the updating of state budgeting system (PBAS).

Actual Funding Carry Forward Amount \$ 10,885,082.60

Current status of carry forward appropriation/funding:

Carry forward appropriation and funds are needed due to on-going initiatives and projects that cross fiscal years and any unforeseen technology needs. The major data processing initiatives and projects are : Disaster Recovery State Mandate, Real ID Federal Mandate, DFA department wide imaging, improvements to cash control and management processes, Streamline Sales Tax Mandate, record retention and email archiving, hardware and software replacement cycles for aging equipment, DIS services and hardware to support the State's enterprise resource planning system including the implementation of the business intelligence (BI) data warehouse and the updating of state budgeting system (PBAS).

Richard A. Weiss
Director

08-18-2008
Date

Analysis of Budget Request

Appropriation: 2HG - Personnel Management - Employee Awards

Funding Sources: HSC - State Central Services

This appropriation provides authority for payment of awards made through the Arkansas Employee Suggestion System (A.C.A. §21-11-101 et seq.). Through this program, state employees are encouraged to submit cost saving ideas for State Government. Employees eligible to participate in the Employee Suggestion System Program are those who are full-time state employees of all departments, agencies, institutions, boards, commissions or other agencies of the State supported by state and/or federal funds.

Up to \$5,000 in cash awards is given for suggestions that provide tangible monetary savings. Awards are paid in an amount equal to 10% of the first year's estimated net cost savings. There is a maximum award possible for tangible savings of \$5,000 and a Certificate of Recognition. Certificates are given for suggestions providing intangible benefits such as more efficient procedures and forms and improved employee morale, employee health or safety. Awards for intangible savings range from a Certificate of Recognition to \$100.

Funds disbursed for awards from the State Central Services Fund are reimbursed from funds of the benefiting Agency.

Base Level of this appropriation is \$32,280 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 2HG - Personnel Management - Employee Awards

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	0	4,951	4,951	4,951	4,951	4,951	4,951	4,951	4,951
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Employee Awards	5900046	107	27,329	27,329	27,329	27,329	27,329	27,329	27,329	27,329
Total		107	32,280	32,280	32,280	32,280	32,280	32,280	32,280	32,280
Funding Sources										
State Central Services	4000035	107	32,280		32,280	32,280	32,280	32,280	32,280	32,280
Total Funding		107	32,280		32,280	32,280	32,280	32,280	32,280	32,280
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		107	32,280		32,280	32,280	32,280	32,280	32,280	32,280

Analysis of Budget Request

Appropriation: 34Z - Victims of Crime Justice Assistance - State

Funding Sources: HUA - Miscellaneous Agencies Fund

This general revenue funded appropriation provides the state match for the Victims of Crime Justice Assistance Program which receives federal funds through the Victims of Crime Act (VOCA), STOP Violence Against Women and Family Violence Prevention and the Family Violence Prevention and Services Act (FVPSA). The program provides for statewide violence prevention activities.

The Agency Request is for restoration of appropriation and general revenue funding in the amount of \$359,196 each year for the state match required by the Department of Justice.

The Executive Recommendation provides for the Agency Request of appropriation and general revenue funding.

Appropriation Summary

Appropriation: 34Z - Victims of Crime Justice Assistance - State

Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2007-2008	2008-2009	2008-2009	2009-2010			2010-2011		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Grants and Aid 5100004	0	0	359,196	0	359,196	359,196	0	359,196	359,196
Total	0	0	359,196	0	359,196	359,196	0	359,196	359,196
Funding Sources									
General Revenue 4000010	0	0		0	359,196	359,196	0	359,196	359,196
Total Funding	0	0		0	359,196	359,196	0	359,196	359,196
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	0		0	359,196	359,196	0	359,196	359,196

Change Level by Appropriation

Appropriation: 34Z - Victims of Crime Justice Assistance - State

Funding Sources: HUA - Miscellaneous Agencies Fund

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
C01	Existing Program	359,196	0	359,196	100.0	359,196	0	359,196	100.0

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
C01	Existing Program	359,196	0	359,196	100.0	359,196	0	359,196	100.0

Justification

C01	Requesting continuation of currently authorized appropriation and General Revenue funding. This appropriation provides for a required State match for the corresponding federal appropriation (1DF) also administered by DFA Management Services.
-----	---

Analysis of Budget Request

Appropriation: 35Z - Information Technology Planning

Funding Sources: HUA - Miscellaneous Agencies Fund

The State Technology Planning Office was originally established as a part of the Office of Information Technology (OIT). Five positions and the duties of the office were transferred to the Department of Finance and Administration when OIT was dissolved in the 2007-2009 biennium (Act 751 of 2007). This appropriation is funded by general revenue.

State Technology Planning (STP) tracks agency Information Technology (IT) Plans and significant IT projects, processes agency requests for IT Plan amendments and budget transfers, and assists agencies in information technology planning. The mission of STP is to guide agencies toward good stewardship of the state's IT resources by assisting agencies in reducing duplicated efforts in IT enterprise projects, encouraging agencies to pool funds for shared resources, and helping agencies comply with technology related laws and approved state IT architecture and standards.

IT planning is intended both to support an agency's decisions about technology investment and to support sound stewardship of the state's scarce technology resources. In addition, new policies, standards, and best practices are being developed that affect how agencies plan for, apply, and implement technology.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study as well as the recommendation for one position transitioning from an unclassified to a classified position. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency is requesting to transfer the 5 currently authorized positions from this general revenue funded appropriation to the main operating appropriation for DFA Management Services funded by State Central Services (Appropriation 272). This Office is not unlike any of the offices funded from the main appropriation, it serves agencies as well as citizens; (\$504,319) for FY10 and (\$510,040) for FY11.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 35Z - Information Technology Planning

Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2009-2010			2010-2011		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	306,643	415,669	415,669	403,251	0	0	408,068	0	0
#Positions		4	5	5	5	0	0	5	0	0
Personal Services Matching	5010003	60,043	107,002	107,002	101,068	0	0	101,972	0	0
Total		366,686	522,671	522,671	504,319	0	0	510,040	0	0
Funding Sources										
General Revenue	4000010	366,686	522,671		504,319	0	0	510,040	0	0
Total Funding		366,686	522,671		504,319	0	0	510,040	0	0
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		366,686	522,671		504,319	0	0	510,040	0	0

Positions transferred to Appropriation 272 - Management Services Operations funded by State Central Services.

Change Level by Appropriation

Appropriation: 35Z - Information Technology Planning

Funding Sources: HUA - Miscellaneous Agencies Fund

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	504,319	5	504,319	100.0	510,040	5	510,040	100.0
C07	Agency Transfer	(504,319)	(5)	0	0.0	(510,040)	(5)	0	0.0

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	504,319	5	504,319	100.0	510,040	5	510,040	100.0
C07	Agency Transfer	(504,319)	(5)	0	0.0	(510,040)	(5)	0	0.0

Justification

C07	This request of (\$504,319) for FY10 and (\$510,040) for FY11 will transfer 5 positions from the DFA-IGS- Information Technology Planning Office from a General Revenue funded appropriation to a State Central Services funded appropriation. Act 751 of 2007 dissolved and transferred the duties and responsibilities of the Office of Information Technology to the Department of Finance and Administration. This request will change the source of funding for these 5 positions from Miscellaneous Agencies Fund (HUA) to State Central Services (HSC).
-----	--

Analysis of Budget Request

Appropriation: 574 - Statewide Payroll Paying

Funding Sources: PAY - State Payroll Fund

This appropriation provides the authority for disbursement of personal services of the various state agencies as a result of the consolidation to one federal identification number for all state agencies in the State of Arkansas. Actual expenditures are reflected at the individual agency level.

Base Level for this appropriation is \$2,100,000,000 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 574 - Statewide Payroll Paying

Funding Sources: PAY - State Payroll Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			2009-2010			2010-2011		
	2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Statewide Payroll Paying 5900046	0	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Total	0	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Funding Sources									
Agency Payroll Paying Accounts 4000085	0	2,100,000,000		2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Total Funding	0	2,100,000,000		2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	2,100,000,000		2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000

This appropriation provides the authority for disbursement of personal services of the various state agencies as a result of the consolidation to one federal identification number for all state agencies in the State of Arkansas.

Actual Expenditures are reflected in the salary related line items in each agency.

Analysis of Budget Request

Appropriation: 584 - AASIS - Operations

Funding Sources: HSC - State Central Services

This State Central Services funded appropriation provides the necessary expenses for personal services and operating expenses of the Arkansas Administrative Statewide Information System (AASIS) Support Center.

The AASIS Support Center, an Office within the Department of Finance and Administration (DFA) - Management Services Division, is responsible for ensuring the AASIS and Planning Budgeting and Administrative System (PBAS) systems comply with and support policies and procedures promulgated by the DFA Office of Budget, Personnel Management, Accounting, State Procurement, and the Employee Benefits Division. The AASIS Support Center provides user support and training for approximately 30,000 state employees and over 200 state agencies, boards and commissions.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study and salaries are adjusted accordingly. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The AASIS Support Center (ASC) positions were created for implementation in the 2001-2003 biennium and an Administrator position was not requested at that time. Since July 1, 2003, DFA has contracted with DIS to oversee ASC functions and staff. In conjunction with the implementation of the statewide pay plan study, the Agency is requesting to transfer from DIS the Administrator position (State Application Division Director) into the DFA structure. This will allow for more efficient and effective management of the ASC by DFA management.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 584 - AASIS - Operations

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	2,676,692	3,128,908	3,032,873	3,273,941	3,394,811	3,394,811	3,333,930	3,454,800	3,454,800
#Positions		58	60	60	60	61	61	60	61	61
Personal Services Matching	5010003	741,166	810,233	867,066	919,536	946,424	946,424	930,778	958,041	958,041
Operating Expenses	5020002	271,827	402,898	442,100	402,898	402,898	402,898	402,898	402,898	402,898
Conference & Travel Expenses	5050009	233,262	267,599	267,599	267,599	267,599	267,599	267,599	267,599	267,599
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		3,922,947	4,609,638	4,609,638	4,863,974	5,011,732	5,011,732	4,935,205	5,083,338	5,083,338
Funding Sources										
State Central Services	4000035	3,922,947	4,609,638		4,863,974	5,011,732	5,011,732	4,935,205	5,083,338	5,083,338
Total Funding		3,922,947	4,609,638		4,863,974	5,011,732	5,011,732	4,935,205	5,083,338	5,083,338
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		3,922,947	4,609,638		4,863,974	5,011,732	5,011,732	4,935,205	5,083,338	5,083,338

Change Level by Appropriation

Appropriation: 584 - AASIS - Operations
Funding Sources: HSC - State Central Services

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	4,863,974	60	4,863,974	100.0	4,935,205	60	4,935,205	100.0
C07	Agency Transfer	147,758	1	5,011,732	103.0	148,133	1	5,083,338	103.0

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	4,863,974	60	4,863,974	100.0	4,935,205	60	4,935,205	100.0
C07	Agency Transfer	147,758	1	5,011,732	103.0	148,133	1	5,083,338	103.0

Justification

C07	Since July 1, 2003, the Department of Finance and Administration (DFA) has contracted with the Department of Information Systems to oversee the AASIS Support Center (ASC) functions and staff. In conjunction with the implementation of the statewide pay plan study, the Agency is requesting the transfer of Administrator position from DIS to DFA. This will allow for more efficient and effective management of the ASC by DFA management.
-----	--

Analysis of Budget Request

Appropriation: 907 - DFA Management Services - Miscellaneous Cash

Funding Sources: NFA - DFA Miscellaneous Paying - Cash in Treasury

This appropriation is used to provide spending authority for various activities such as the DFA Office of Personnel Management - Inter-Agency Training Program, DFA Office of State Procurement seminars, vendor fees and rebates, and DFA - Employee Benefits Division. The source of funding for this appropriation is registration fees collected from participants attending training sessions, seminars, payment of vendor fees, and other miscellaneous reimbursements and revenues.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency is requesting an increase above Base Level of \$500,000 each year to provide sufficient appropriation to provide rebates back to State agencies for computer based purchases. Rebate percentages are established in contractual agreements and are based upon a gross purchase amount from the supplier.

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

Appropriation Summary

Appropriation: 907 - DFA Management Services - Miscellaneous Cash

Funding Sources: NFA - DFA Miscellaneous Paying - Cash in Treasury

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2009-2010			2010-2011		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	487,341	608,774	527,253	608,850	608,850	608,850	618,057	618,057	618,057
#Positions		14	14	14	14	14	14	14	14	14
Personal Services Matching	5010003	140,622	172,701	165,726	185,499	185,499	185,499	187,225	187,225	187,225
Operating Expenses	5020002	120,550	888,222	888,222	888,222	888,222	888,222	888,222	888,222	888,222
Conference & Travel Expenses	5050009	56,539	71,800	71,800	71,800	71,800	71,800	71,800	71,800	71,800
Professional Fees	5060010	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	0	17,700	17,700	17,700	517,700	517,700	17,700	517,700	517,700
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		805,052	1,784,197	1,695,701	1,797,071	2,297,071	2,297,071	1,808,004	2,308,004	2,308,004

Funding Sources										
Fund Balance	4000005	1,113,005	1,480,277		946,080	946,080	946,080	399,009	399,009	399,009
Cash Fund	4000045	1,106,853	1,250,000		1,250,000	1,750,000	1,750,000	1,750,000	2,250,000	2,250,000
Interest	4000300	65,358	0		0	0	0	0	0	0
M & R Sales	4000340	113	0		0	0	0	0	0	0
Total Funding		2,285,329	2,730,277		2,196,080	2,696,080	2,696,080	2,149,009	2,649,009	2,649,009
Excess Appropriation/(Funding)		(1,480,277)	(946,080)		(399,009)	(399,009)	(399,009)	(341,005)	(341,005)	(341,005)
Grand Total		805,052	1,784,197		1,797,071	2,297,071	2,297,071	1,808,004	2,308,004	2,308,004

Budget amount in Regular Salaries and Personal Services Matching exceeds authorized amount due to salary adjustments during the 2007-2009 biennium.

Change Level by Appropriation

Appropriation: 907 - DFA Management Services - Miscellaneous Cash

Funding Sources: NFA - DFA Miscellaneous Paying - Cash in Treasury

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	1,797,071	14	1,797,071	100.0	1,808,004	14	1,808,004	100.0
C02	New Program	500,000	0	2,297,071	127.8	500,000	0	2,308,004	127.7

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	1,797,071	14	1,797,071	100.0	1,808,004	14	1,808,004	100.0
C02	New Program	500,000	0	2,297,071	127.8	500,000	0	2,308,004	127.7

Justification

C02	To allow sufficient appropriation to provide rebates back to the buying agency for computer based purchases. Rebate percentages are established in contractual agreements and are based upon a gross purchase amount from the supplier.
-----	---

Appropriation Summary

Appropriation: 1RN - Local Law Enfrcement Block Grant

Funding Sources: FIG - DFA Federal Funds

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2009-2010			2010-2011		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	0	7,012	7,012	0	0	0	0	0	0
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	53,020	800,000	800,000	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		53,020	807,012	807,012	0	0	0	0	0	0
Funding Sources										
Federal Revenue	4000020	53,020	807,012		0	0	0	0	0	0
Total Funding		53,020	807,012		0	0	0	0	0	0
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		53,020	807,012		0	0	0	0	0	0

THIS APPROPRIATION IS NOT REQUESTED FOR THE 2009-2011 BIENNIUM.

This Federal Program is now part of the Justice Assistance Grants - Appropriation 252.

Appropriation Summary

Appropriation: 583 - Comprehensive Annual Financial Report

Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			2009-2010			2010-2011		
	2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Comprehensive Annual Financial I 5900044	0	0	250,000	0	0	0	0	0	0
Total	0	0	250,000	0	0	0	0	0	0

THIS APPROPRIATION IS NOT REQUESTED FOR THE 2009-2011 BIENNIUM.

CARRY FORWARD OF ANY UNEXPENDED BALANCE OF APPROPRIATION AND/OR FUNDING FROM FISCAL YEAR 2008 TO FISCAL YEAR 2009

Agency: DFA Management Services

Program: CAFR

Act #: 801 of 2007 Section(s) #: 21 & 32

Estimated Carry Forward Amount \$ 250,000.00 Appropriation Funds

Funding Source: Miscellaneous Agencies

Accounting Information:

Business Area: 0610 Funds Center: 583 Fund: HUA Functional Area: ADMN

Line Item	Commitment Item	Estimated Carry Forward Amount	Actual Carry Forward Amount
Comprehensive Annual Financial Report	5900044	250,000.00	250,000.00
Total		\$ 250,000.00	\$ 250,000.00

Current law requires a written statement be submitted to the DFA Office of Budget stating the reason(s) to carry forward appropriation and/or funding for a program or a specific line item within a program from the first fiscal year of the biennium to the second fiscal year of the biennium.

Justification for carry forward of unexpended balance of appropriation and/or funding:

This appropriation was not funded in FY08; no funding to carry forward into FY09. The appropriation will be carried forward and blocked in FY09.

Actual Funding Carry Forward Amount \$ 0.00

Current status of carry forward appropriation/funding:

The appropriation was carried forward and blocked in FY2009. There were no funds to carry forward.

Richard A. Weiss
Director

08-18-2008
Date