

DAH - DELTA CULTURAL CENTER

Enabling Laws

Act 793 of 2007
A.C.A. §13-5-701 et seq.

History and Organization

Agency Mission Statement

It is the mission of the Delta Cultural Center to preserve, research, document, interpret, and present the heritage of the Arkansas Delta. The Center is comprised of several facilities. The Visitors Center is located at 141 Cherry and is comprised of three connected buildings, two historic commercial buildings and one reconstructed structure. This facility houses staff offices, the museum gift shop, and major interpretive exhibits. The restored 1912 Union Pacific Railroad Depot houses interpretive exhibits. The Moore-Horner House was constructed in 1859 and is listed on the National Register; it is still a project under construction. The Moore-Horner House will be used as a historic house museum. The newly constructed Cherry Street Pavilion serves as a permanent stage and outdoor pavilion for agency events and community programs. The Beth El Heritage Hall, a former Jewish temple, provides an auditorium and classroom space for DCC programs and will provide additional collections storage space.

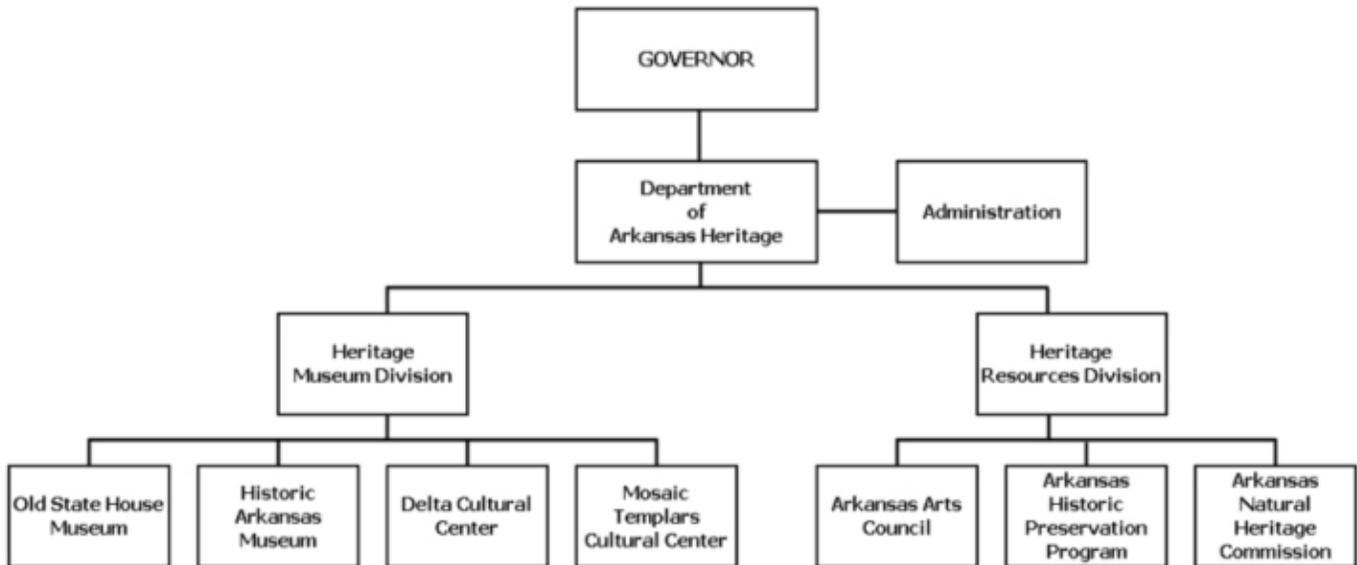
Brief Discussion of Statutory Responsibilities and Primary Activities

The Delta Cultural Center was established in 1989 to serve as the heritage center for the 27 counties that comprise the Arkansas Delta region. The Center has been in operation since 1990 utilizing exhibits and educational programs to reach its goals. The work of the Center is organized into major and minor projects. Major projects are expected to be carried out over several years and are designed to include components of educational programming, research, preservation, exhibits, collections, historic site management, marketing, development, and administration. Minor projects have a shorter life and a narrower focus and support or relate to the major projects the Center provides. The Arkansas Heritage Blues Festival and the Arkansas Delta Family Gospel Festival are examples of two major events that occur annually. "Helena: Main Street of the Blues" is an award winning exhibit that highlights the history of the blues music and blues artists.

The Delta Cultural Center follows a five year long-range plan that is updated regularly. This is a comprehensive plan for the Center's major projects defining functional areas such as educational programming, exhibits, collections, site management, publicity and marketing, and development. The plan also includes the goals and objectives of the Center dedicated to meet the overall mission and purpose.

Agency Board or Commission

The Delta Cultural Center is advised by an 11 member advisory board appointed by the Governor which meets quarterly. The members shall serve for three-year terms. No member shall be eligible for appointment to more than two consecutive full terms. The advisory board positions are designated so that a broad range of interests are served: Helena community, blues musicians, historians, and Delta residents.



Agency Commentary

See Agency Commentary in DAH - Central Administration.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
DEPARTMENT OF ARKANSAS HERITAGE

FOR THE YEAR ENDED JUNE 30, 2007

Findings

The Central Administration of the Department of Arkansas Heritage (DAH) maintains control over and issues prenumbered receipt books with Agency name prominently located on each receipt. The central distribution of receipt books allows DAH to implement controls over revenue receipting. However, administration of the Delta Cultural Center, a department within DAH, purchased a generic receipt book and issued receipts to customers circumventing internal controls and increasing the risk of misappropriation of cash.

Recommendations

Management of the Delta Cultural Center improve internal control by discontinuing the use of the generic receipt book and reviewing proper procedures for the receipt of cash with Central Administration personnel.

Employment Summary

	Male	Female	Total	%
White Employees	4	2	6	67 %
Black Employees	2	1	3	33 %
Other Racial Minorities	0	0	0	0 %
			Total Minorities	33 %
			Total Employees	100 %

Cash Fund Balance Description as of June 30, 2008

Fund Account	Balance	Type	Location
1210100	\$60,958	Checking	1st Bank of the Delta

Statutory/Other Restrictions on use:

A.C.A. §13-5-706 establishes that the agency can accept gifts of real or personal property and money. The agency shall have the authority to set fees related to services and programs.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. §13-5-706 authorizes the agency to set fees.

Revenue Receipts Cycle:

Funds are collected on an irregular basis throughout the year. Deposits are made in a timely manner upon receipt of funds. Receipts are generated from Museum Store sales, rentals, and/or donations.

Fund Balance Utilization:

The fund balance will be used to purchase additional inventory for resale through the Museum Store. The funds will be deposited to the State Treasury and expenditures made according to DFA regulations.

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
None	N/A	N	N	0	N/A

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
2JF Delta Cultural Center - Cash in Treasury	23,199	0	67,000	0	67,000	0	67,000	0	67,000	0	67,000	0	67,000	0	67,000	0	67,000	0
922 Delta Cultural Center - State Operations	483,860	11	502,752	11	509,084	11	549,716	11	651,294	13	549,716	11	559,433	11	662,267	13	559,433	11
C14 Delta Cultural Center - Bank Charges Fund	3,402	0	3,550	0	2,700	0	2,700	0	5,000	0	5,000	0	2,700	0	5,000	0	5,000	0
Total	510,461	11	573,302	11	578,784	11	619,416	11	723,294	13	621,716	11	629,133	11	734,267	13	631,433	11

Funding Sources		%		%		%		%		%		%		%		%	
Fund Balance	4000005	79,070	13.1	91,095	14.4	60,958	9.0	60,958	7.8	60,958	8.9	60,958	8.8	60,958	7.7	60,958	8.8
General Revenue	4000010	483,860	80.4	501,328	79.0	549,716	80.8	651,294	83.0	549,716	80.5	559,433	81.1	662,267	83.3	559,433	80.8
Cash Fund	4000045	38,626	6.4	40,413	6.4	69,700	10.2	72,000	9.2	72,000	10.5	69,700	10.1	72,000	9.1	72,000	10.4
Merit Adjustment Fund	4000055	0	0.0	1,424	0.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total Funds		601,556	100.0	634,260	100.0	680,374	100.0	784,252	100.0	682,674	100.0	690,091	100.0	795,225	100.0	692,391	100.0
Excess Appropriation/(Funding)		(91,095)		(60,958)		(60,958)		(60,958)		(60,958)		(60,958)		(60,958)		(60,958)	
Grand Total		510,461		573,302		619,416		723,294		621,716		629,133		734,267		631,433	

The FY08 Actual and the FY09 Budget in the Delta Cultural Center Bank Charges Fund Appropriation exceeds the Authorized due to a transfer from the Cash Fund Holding Account.

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	
11	10	1	11	0	9.09 %	11	10	1	11	0	9.09 %	11	9	2	11	0	18.18 %

Analysis of Budget Request

Appropriation: 2JF - Delta Cultural Center - Cash in Treasury

Funding Sources: NNH - Delta Cultural Center Cash

Act 109 of 1989 (A.C.A. §13-5-703) established the Delta Cultural Center to provide a resource to study, preserve, interpret, and present the rich cultural heritage of a rural Mississippi River Delta community. This appropriation is used to supplement the operating expenses of the Delta Cultural Center. Funding is derived from cash funds generated at the Delta Cultural Center in Helena, Arkansas.

The Agency requests continuation of Base Level appropriation of \$67,000 each year of the biennium.

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

Appropriation Summary

Appropriation: 2JF - Delta Cultural Center - Cash in Treasury

Funding Sources: NNH - Delta Cultural Center Cash

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	681	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
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
Resale (COGS)	5090017	22,518	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		23,199	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
Funding Sources										
Fund Balance	4000005	28,816	30,137		0	0	0	0	0	0
Cash Fund	4000045	24,520	36,863		67,000	67,000	67,000	67,000	67,000	67,000
Total Funding		53,336	67,000		67,000	67,000	67,000	67,000	67,000	67,000
Excess Appropriation/(Funding)		(30,137)	0		0	0	0	0	0	0
Grand Total		23,199	67,000		67,000	67,000	67,000	67,000	67,000	67,000

The FY08 Actual in the Resale (COGS) line item exceeds authorized due to a transfer from the Cash Fund Holding Account.

Analysis of Budget Request

Appropriation: 922 - Delta Cultural Center - State Operations

Funding Sources: HRA - Arkansas Heritage Fund

The Delta Cultural Center (DCC), located in historic downtown Helena, Arkansas, is a museum dedicated to the history of the Arkansas Delta. The DCC is comprised of two museum locations: the old Missouri Pacific Railroad Depot opened in 1990 and houses two permanent exhibits and the Visitor's Center opened in 2000 and houses the museum's temporary exhibits, permit music exhibits and the Museum Store. This appropriation provides for maintenance and general operations of the agency, as well for routinely updated programming and exhibitory illustrating the historical, musical, and geographical significance of the 27 county Delta region.

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 includes 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 includes appropriation and general revenue funding of \$549,716 in FY10 and \$559,433 in FY11 with 11 Regular positions and 1 Extra Help position.

The Agency requests additional appropriation and general revenue funding of \$101,578 in FY10 and \$102,834 in FY11 for the following:

- Regular Salaries and related matching: Increase of \$64,878 in FY10 and \$66,134 in FY11 for two new positions. A new Maintenance Assistant position is requested to provide grounds keeping and general labor for the Agency's buildings, structures and acreage. A new Administrative Specialist III position is requested to enable the Agency to separate the office duties of accounting and basic operations.
- Operating Expenses: Increase of \$36,700 each year of the biennium for building and contents insurance, building and grounds maintenance, electricity, natural gas, water and sewage, equipment maintenance, telephone expenses and fuel. This request will provide for basic operating expenses that the Agency currently covers with Conservation Tax proceeds (Fund Center 476) and anticipated increases in the cost of utilities.

The Executive Recommendation provides for Base Level.

Appropriation Summary

Appropriation: 922 - Delta Cultural Center - State Operations

Funding Sources: HRA - Arkansas Heritage 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	304,566	326,411	318,778	357,463	403,519	357,463	365,652	412,767	365,652
#Positions		11	11	11	11	13	11	11	13	11
Extra Help	5010001	2,429	2,550	2,550	2,550	2,550	2,550	2,550	2,550	2,550
#Extra Help		1	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	104,059	107,306	110,950	123,218	142,040	123,218	124,746	143,765	124,746
Operating Expenses	5020002	72,806	66,485	76,806	66,485	103,185	66,485	66,485	103,185	66,485
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
Total		483,860	502,752	509,084	549,716	651,294	549,716	559,433	662,267	559,433
Funding Sources										
General Revenue	4000010	483,860	501,328		549,716	651,294	549,716	559,433	662,267	559,433
Merit Adjustment Fund	4000055	0	1,424		0	0	0	0	0	0
Total Funding		483,860	502,752		549,716	651,294	549,716	559,433	662,267	559,433
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		483,860	502,752		549,716	651,294	549,716	559,433	662,267	559,433

The FY09 Budget in Regular Salaries exceeds the authorized due to salary adjustments during the 2007-2009 biennium.

Change Level by Appropriation

Appropriation: 922 - Delta Cultural Center - State Operations

Funding Sources: HRA - Arkansas Heritage Fund

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	549,716	11	549,716	100.0	559,433	11	559,433	100.0
C01	Existing Program	101,578	2	651,294	118.5	102,834	2	662,267	118.4

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	549,716	11	549,716	100.0	559,433	11	559,433	100.0
C01	Existing Program	0	0	549,716	100.0	0	0	559,433	100.0

Justification

C01	The Delta Cultural Center is requesting funding for our basic operations out of M&O. The request includes our utilities costs, insurance costs, and mechanical equipment and security equipment maintenance costs. These are all cost items that the Agency has little control over; they are built-in expenses that come with basic Agency operations. This request will cover the Agency's core operational costs. Without this level of funding the day-to-day operations of the Agency will be greatly affected. The Agency will be unable to provide services and maintain state property as needed. The Agency is also requesting two new positions: Maintenance Assistant and Administrative Specialist III. The DCC's maintenance staff of 3.5 is already stretched thin. It is the DCC's mission to be good stewards of state property and to be proactive in our approach to its maintenance. Adding an Administrative Specialist III will provide much needed staff support and provide staff to ensure compliance with state procedures (especially state audit requirements).
-----	--

Analysis of Budget Request

Appropriation: C14 - Delta Cultural Center - Bank Charges Fund

Funding Sources: 121 - Delta Cultural Museum Bank Charges

This cash appropriation provides for the payment of bank charges, credit card charges and fees from revenues collected by the Delta Cultural Museum Store.

Base Level includes operating expenses appropriation of \$2,700 each year of the biennium.

The Agency requests additional appropriation in Operating Expenses in the amount of \$2,300 each year to cover the associated bank charges resulting from anticipated increases in gift shop sales.

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

Appropriation Summary

Appropriation: C14 - Delta Cultural Center - Bank Charges Fund

Funding Sources: 121 - Delta Cultural Museum Bank Charges

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	3,402	3,550	2,700	2,700	5,000	5,000	2,700	5,000	5,000
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
Total		3,402	3,550	2,700	2,700	5,000	5,000	2,700	5,000	5,000
Funding Sources										
Fund Balance	4000005	50,254	60,958		60,958	60,958	60,958	60,958	60,958	60,958
Cash Fund	4000045	14,106	3,550		2,700	5,000	5,000	2,700	5,000	5,000
Total Funding		64,360	64,508		63,658	65,958	65,958	63,658	65,958	65,958
Excess Appropriation/(Funding)		(60,958)	(60,958)		(60,958)	(60,958)	(60,958)	(60,958)	(60,958)	(60,958)
Grand Total		3,402	3,550		2,700	5,000	5,000	2,700	5,000	5,000

The FY08 Actual and FY09 Budget in Operating Expenses exceed the Authorized due to a transfer from the Cash Fund Holding Account.

Change Level by Appropriation

Appropriation: C14 - Delta Cultural Center - Bank Charges Fund

Funding Sources: 121 - Delta Cultural Museum Bank Charges

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	2,700	0	2,700	100.0	2,700	0	2,700	100.0
C01	Existing Program	2,300	0	5,000	185.2	2,300	0	5,000	185.2

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	2,700	0	2,700	100.0	2,700	0	2,700	100.0
C01	Existing Program	2,300	0	5,000	185.2	2,300	0	5,000	185.2

Justification

C01	The Delta Cultural Center requests additional appropriation to cover the charges incurred in the agency's cash fund account. The increase to our bank service charges and sales tax is based on increased Museum Store sales. The Museum Store has been extremely successful and the agency anticipates this trend to continue. The agency can certify the funds and ask for the appropriation to expense these funds to cover the bank service charges and sales tax.
-----	--