Instructions for Preparation of the 2017 – 2019 BIENNIAL BUDGET REQUEST For Constitutional Officers, Legislative & Judicial Branches

Asa Hutchinson
Governor, State of Arkansas

Duncan Baird
Administrator, Office of Budget
Department of Finance and Administration

1509 West 7th Street, Room 402
Little Rock, Arkansas 72201
501-682-1941

dfa.arkansas.gov/offices/budget

TABLE OF CONTENTS

Page

Executive Policy Statement - Governor Asa Hutchinson i

Budget Calendar 1

General Information 2

Budget Forms Descriptions 4

Agency Narrative Instructions 7
History & Organization Example 8
Agency Commentary Example 9
Change Level Justification Example 10

Employment Summary Form Instructions 11
Example 12

Cash Fund Balance Description Form Instructions 13
Example 15

State Agency Publications Form Instructions 16
Example 17

State Contracts Over $50,000 Awarded to Minority Vendors Form Instructions 18
Example 19

Change in Fee Schedule Form Instructions 20
Example 21

Special Language Form Instructions 22
Example 23

Certification of Income Form Instructions 24
Example 25

Carry Forward of Unexpended Balance of Funding Form Instructions 26
Example 27

All forms are available on the DFA – Office of Budget Website
http://www.dfa.arkansas.gov/offices/budget

STATE OF ARKANSAS
ASA HUTCHINSON
GOVERNOR

June 2, 2016

Dear State Agency Directors,

We have a unique opportunity to set the right course for the future of state government as we plan the FY 2017-2019 state budget. We only have a limited amount of time, and I need your leadership to have a first-in-history, top-to-bottom review of all budget items under your agency. This includes programs, major contracts and expenditures.

Arkansas is moving towards the next biennium in a very strong position—a record low unemployment rate, a balanced budget that funds our priorities and is projected to produce a surplus, and lower tax rates for over 600,000 Arkansans.

In addition, we have tackled a number of pressing issues, from the prison expansion initiative to the Arkansas Works program, as well as the recently passed highway-funding bill. Each of these initiatives were accomplished without asking taxpayers to shoulder an additional tax burden.

My expectation is that you, as an agency Director, will take ownership of this process and make aligning your agency requests with my budget goals a top priority. Please make note of these particular policy directives as you prepare your requests:

1. **Base level**: Base level has been established for each appropriation as a reference for prior year spending, but it is not a guarantee of funding. You are expected to review your existing operations to determine where reductions can be made due to efficiencies or the elimination of unnecessary expenditures. Each agency should include a written explanation in their Agency Commentary that demonstrates the efficient and productive use of their current level of appropriation and funding. My office and the Office of Budget will be evaluating programs and expenditures included in base level, and we expect you to do the same.

2. **Budget requests**: You should limit new spending requests to only critical needs and seek to meet additional spending requirements through a reallocation of

500 WOODLANE, SUITE 250 • LITTLE ROCK, AR 72201
TELEPHONE (501) 682-2345
www.governor.arkansas.gov

existing resources. If a new request is required, you should submit a reallocation request in order to have the request properly considered.

3. **Special language and Statutes**: The efficient operation of state government is impacted by both statutory law and special language. Be assertive in recommending changes, deletions or new language that would help the state operate more efficiently and improve the delivery of services.

4. **Personnel:** Do not request new positions unless a strong justification can be made for the position to be added. The Office of Personnel Management anticipates introducing a new pay plan for FY18. For this reason, agencies are instructed not to submit any reclassifications of existing positions.

Your Governor's Office liaison will be visiting with you to understand your priorities for the next biennium, as well as for opportunities to achieve budget efficiencies and savings.

Together, we can achieve our goals of operating more efficiently and producing greater results for our citizens. This will position us well for continued private sector job creation and economic growth in Arkansas.

Thank you for your service to the State of Arkansas and your commitment to improving state government.

Sincerely,

Asa Hutchinson

BUDGET CALENDAR
2017-2019 BIENNIUM
DUE DATES

Budget Preparation	**2016**
FY2017 Annual Operations Plan	May 27
Issue Biennial Budget Instructions Packet	June 6
Issue Special Language	June 17
Initial Budget Reports with "Base Level" available	June 20
All Change Level Requests	July 8
Agency Narratives / Forms	
History & Organization Narrative	July 8
Agency Commentary	July 8
Special Language Request	July 8
Cash Fund Balance Description	July 8
State Publications Listings	July 8
Change in Fee Schedule	July 8
Certification of Income	July 8
Carry Forward Report	July 8
Employment Summary Report	September 5
Capital Projects Requests	
Instructions and forms distributed	July 1
Requests from agencies	October 6
Hearings Schedule	
Executive	August/September
Legislative	October/November

GENERAL INFORMATION

This instruction packet addresses significant aspects of the budget process for the 2017-2019 biennium. All agencies will utilize the Planning Budgeting and Accountability System (PBAS) to prepare their biennial budget request. AASIS user agencies that have taken and passed the PBAS Biennial training course will be allowed access to the system for preparation of their biennial budget request. Agencies that do not have system access to PBAS (e.g. Service Bureau agencies) will coordinate entry of the agency's biennial budget request with the budget analyst assigned to assist the agency.

This informational packet includes a calendar, instructions and examples of the various forms needed to complete the agency's biennial budget request. **Please review this packet carefully, especially the budget calendar that outlines the specific dates agencies are required to submit information to the DFA - Office of Budget. It is imperative that the deadlines be met if the agency's request is to be ready for the Executive and Legislative phases of the process.**

The Executive Policy Statement is included for informational purposes only. Constitutional, Judicial or Legislative Branch agencies should contact the DFA – Office of Personnel Management (OPM) to coordinate any position adjustments.

If you need additional information or require assistance, please contact the Budget Analyst assigned to your agency or contact the DFA – Office of Budget at 682-1941.

Capital Outlay

The threshold for Capital Outlay is $5,000.00. In most instances Capital Outlay has been removed from Base Level. Should you have a capital lease that is in Base Level you should be mindful that this classification includes purchase of land, buildings, equipment, furniture, fixtures, and contractual agreements that are capitalized. Items of this nature valued at $5,000 or greater should be purchased from Capital Outlay (512:00:11); items valued at $4,999 or less should be purchased from Operating Expenses (502:00:02)

Capital Projects Requests

Separate instructions will be distributed on July 1, 2016, to state agencies outlining the process for requesting capital improvement projects such as construction, major maintenance, and significant equipment purchases. Discuss any capital improvement requirements with your Budget Analyst so instructions can be sent out as needed. The Executive Policy Statement urges agencies to maintain and repair current facilities before embarking on new construction.

DFA – Office of Budget Website

The DFA – Office of Budget website can be accessed for an electronic version of these instructions. AASIS user agencies that have taken and passed the PBAS biennial training course will be able to key non-position change level requests in PBAS as well as narrative information for

the Agency History and Agency Commentary and other forms required to complete the biennial budget request. The website may also provide additional information regarding the budget process on occasion.

Agencies that do not have system access to PBAS (e.g. Service Bureau agencies) will coordinate entry of their biennial budget request with the budget analyst assigned to assist the agency. Forms required for completion of the budget request can be found on the website. The DFA - Office of Budget requests that care be taken in the use of the various forms to retain existing formatting such as font, font style, font size, other settings and attributes. The forms are intended for the Agency to enter relevant data in the appropriate areas. All information will be transferred to PBAS.
All PBAS security changes should be emailed to Sandy Thomas at
sandy.thomas@dfa.arkansas.gov.

http://www.dfa.arkansas.gov/offices/budget

BUDGET FORMS DESCRIPTIONS
FOR THE
2017-2019 BIENNIUM

Agency Fund Transfers

Prepared by the DFA – Office of Budget and lists each state agency, board and commission's FY2016 fund transfers for Blanket Surety Bond Premiums, Claims and Workers' Compensation Administrative Cost Reimbursement.

Agency Position Usage Report-3yr Average

Listing of each agency and the number of authorized, budgeted (filled and unfilled), unbudgeted positions and % of authorized positions used for FY2017 with a three year average (FY2015, 2016, 2017).

Agency Enabling Laws, History and Organizational Chart

Prepared by state agencies, boards and commissions and includes current appropriation act(s) and citation of various laws that authorize the Agency's activities, mission statement(s), history and organizational structure, and describes the scope, function and public benefit derived.

Agency Commentary

Prepared by each state agency, board and commission explaining the details of the budget request.

Audit Findings (Performance and/or Financial)

Prepared by the Division of Legislative Audit listing findings reflected in the most recent Performance and/or Financial Audit.

Employment Summary

Prepared by the DFA - Office of Personnel Management and verified by the agency, board or commission to summarize the current employment classifications pursuant to A.C.A. §19-4-307.

Cash Fund Balance Description as of June 30, 2016

Prepared by each state agency, board and commission giving an accurate account of cash fund balance amounts held outside the State Treasury, holding locations, statutory restrictions and provisions, necessity for and planned expenditures of cash fund balances.

Agency Information Technology Plan Non-Compliance

DFA – Office of State Technology Planning will provide DFA - Office of Budget with a list of each agency, board or commission not in compliance with A.C.A. §25-4-110. A statement of non-compliance is inserted in agency's biennial budget request and will affect the ability for the agency to purchase or lease any information technology.

Publications

Prepared by each state agency, board and commission providing a list of publications required by law in compliance with A.C.A. §25-1-204.

State Contracts Over $50,000 Awarded to Minority Vendors

Prepared by an agency to report state contracts awarded to minority-owned businesses over $50,000 during fiscal year 2016 as required by law (A.C.A. 25-36-104).

Change In Fee Schedule

Prepared by each state agency, board and commission requesting a change in a fee(s) levied for the support of the state agency, board or commission.

Department Appropriation Summary

Prepared by the DFA – Office of Budget and serves as a summary document with all the appropriations presented in the biennial budget manual for each state agency, board and commission including the Executive Recommendation.

Agency Position Usage Report

Prepared by the DFA – Office of Budget and reflects the number of authorized, budgeted (filled and unfilled), unbudgeted positions and % of authorized positions used for FY2015, FY2016 and FY2017 by each state agency, board and commission.

Analysis of Budget Request

Prepared by the DFA - Office of Budget and explains the Agency Request and the Executive Recommendation for each appropriation.

Appropriation Summary

Prepared by the DFA – Office of Budget and reflects financial data by appropriation for Historical (FY2016 actual expenditures and FY2017 budget and authorized), Base Level, and the Agency Request for FY2018 and FY2019, and the Executive Recommendation for both request years.

Change Level By Appropriation

Reflects both financial data and justification for increases and/or decreases requested by each state agency, board and commission from the 2017-2019 Base Level.

Carry Forward of Unexpended Balance of Funding

Reflects the estimated and actual carry forward funding for a program or a specific line item within a program remaining on June 30th of a fiscal year along with a written justification and status of the funding.

Executive Recommendation On Regular Salary Positions

Summary prepared by DFA – Office of Budget reflecting the number of Regular Salary positions recommended each year over FY2017 budget and authorized, 2017 – 2018 Base Level and 2018 – 2019 Base Level.

Personal Services Summary For Position/Classification Requests

Reflects detail of all positions requested by each state agency, board and commission and recommended by the Executive with separate reports for current positions, new positions, unclassified positions and classification requests.

Commitment Item Detail

Reflects detail financial data relating to the request made by each state agency, board and commission for Operating Expenses (02), Conference and Travel Expenses (09), Professional Fees (10), Capital Outlay (11) and Data Processing (12).

Special Language Requests

Reflects requests for deletion, continuation or changes to language contained in the 2017 Appropriation Acts and the Executive Recommendation on the changes. Also reflects new language requested by each state agency, board and commission and the Executive Recommendation. Language is presented in marked-up format.

NARRATIVE INSTRUCTIONS

All agencies are required to prepare two narratives, the **Agency History and Agency Commentary**, to support the 2017-2019 Biennial Budget Request. Agencies with access to PBAS will key these narratives into the system. Agencies without access will submit their narratives on the approved forms and coordinate entry of this information into the system with the budget analyst assigned to assist the agency. All agencies are required to prepare an **Organizational Chart** and submit it to DFA - Office of Budget in electronic format.

Agency History & Organization Narrative

The Agency History and Organization narrative is presented in the biennial budget manuals and should include the following information:

- **Enabling Laws** includes the current appropriation act(s) as well as citations of the various laws that authorizes the agency's activities. This information will be loaded from the previous biennium; agencies will need to update with current appropriation act information and validate/add other enabling laws.
- **History and Organization** includes the agency's mission statement as well as a brief discussion of statutory responsibilities, primary activities and affiliation with any oversight and/or advisory Board or Commission. This information will be loaded from the previous biennium; agencies will need to verify the information and make adjustments where needed.
- **Organizational Chart** will be loaded from the previous biennium; if changes are needed, the agency will need to resubmit an electronic copy. (i.e. jpeg, Excel, Word, PDF, Publisher or Visio)

Agency Commentary

All agencies must prepare an Agency Commentary. The Commentary should summarize and explain the major parts of an agency's 2017-2019 Biennial Budget Request and include a written explanation that demonstrates the efficient and productive use of their current level of appropriation and funding. The explanation should clearly and concisely identify changes to programs requested by appropriation and funding source. This document provides decision makers the primary source of narrative information regarding an agency's justification and explanation of the Biennial Budget Request. Agencies with access to PBAS will key this information into the system. Those agencies without access must submit the narrative as a Word document so the information can be easily transferred to PBAS.

The Agency Director must submit a letter indicating knowledge and approval of the Agency's Biennial Budget Request.

Change Level Justification By Appropriation

The Change Level Justification by Appropriation report describes and justifies changes over base level by appropriation and funding sources. Agencies are required to provide complete and concise narratives to justify all Change Level requests. Each Change Level is a summary at an appropriation/funding source level of the detail entered on each cost center.

AR MINORITY HEALTH COMMISSION

Enabling

Acts 577 and 1221 of 2007
A.C.A. §20-2-101 et seq.
A.C.A. §19-12-101 et seq.

History and Organization

The Arkansas Minority Health Commission was created by Act 912 of 1991 to: 1) study the issues relating to the delivery of access to health services for minorities in the State; 2) identify any gaps in the health system delivery that particularly affect minorities; 3) make recommendations to the relevant agencies for minorities and implement programs that impact the health status of minorities; and 4) study and make recommendations as to whether adequate services are available to ensure future minority health needs will be met.

Initiated Act I of 2000 provides that the Arkansas Minority Health Commission shall establish and administer the Arkansas Minority Initiatives for screening, monitoring, and treating hypertension, strokes, and other disorders disproportionately critical to minority groups in Arkansas. The program is designed to: 1) increase awareness of hypertension, strokes, and other disorders disproportionately critical to minorities by utilizing different approaches that include but are not limited to the following: advertisements, distribution of educational materials and providing medications for high risk minority populations; 2) provide screenings or access to screenings for hypertension, strokes, and other disorders disproportionately critical to minorities but will also provide this service to any citizen within the State regardless of racial/ethnic group; 3) develop intervention strategies to decrease hypertension, strokes, and other disorders noted above, as well as associated complications, including: educational programs, modification of risk factors by smoking cessations programs, weight loss, promoting healthy lifestyles, and treatment of hypertension with cost-effective, well-tolerated medications, as well as case management for patients in these programs; and 4) develop and maintain a database.

Example

June 25, 2008

Agency Commentary

Example

The mission of the Arkansas Minority Health Commission is to assure that all minority Arkansan's access to health care is equal to the care received by other citizens of the State. The Agency also seeks ways to address and treat diseases and conditions that are prevalent among minority populations. Funding for appropriation for the Arkansas Minority Health Commission is state general revenue, tobacco settlement funds, and cash funds from donations, grants, and reimbursements.

In addition to Base Level the Agency is requesting the following:

An increase in unfunded cash appropriation of $71,000 in each year of the biennium to maintain budget as authorized in Act.

An increase in Tobacco Settlement funded appropriation of $35,000 in each year of the biennium to support continued operations of current programs. The request is needed due to increases in rent, advertising due to the implementation of more programs and projects, rising fuel prices and travel expenses, postage and shipping costs, as well as increases in network services and wireless communication.

Change Level by Appropriation

Appropriation: 463 - Minority Health Initiative
Funding Sources: TSE - Targeted State Needs Program Account

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	**Base Level**	**1,642,223**	**6**	**1,642,223**	**100.0**	**1,642,975**	**6**	**1,642,975**	**100.0**
C01	Existing Program	61,961	1	1,704,184	103.8	61,961	1	1,704,936	103.8

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	**Base Level**	**1,642,223**	**6**	**1,642,223**	**100.0**	**1,642,975**	**6**	**1,642,975**	**100.0**
C01	Existing Program	16,584	0	1,658,807	101.0	16,584	0	1,659,559	101.0
C13	Not Recommended	(16,584)	0	1,642,223	100.0	(16,584)	0	1,642,975	100.0

Justification	
C01	The Arkansas Minority Health Commission is requesting a Grade C124 Administrative Services Manager position (Class Code G076C) to be added for the effective administration and operation of the AMHC overall. The AMHC is in critical need of an ASM mid-level management position to plan/review and monitor the implementation of the operational status of our growing and diverse programs and intervention strategies. This request is being made to ensure the stability of the agency's leadership and more important, legislatively mandated work throughout the state in assisting the state in improving the overall health of all Arkansans.

Example

EMPLOYMENT SUMMARY INSTRUCTIONS

A.C.A. §19-4-307 requires each state agency to submit the following information for the pre-session budget hearings conducted by the Legislative Council and Joint Budget Committee:

(1) The total number of persons currently employed;
(2) The number of white male employees;
(3) The number of white female employees;
(4) The total number of Caucasian employees;
(5) The number of black male employees;
(6) The number of black female employees;
(7) The number of other employees who are members of racial minorities; and
(8) The total number of minorities currently employed.

Initial reports will be produced by the DFA - Office of Personnel Management and distributed to agencies on August 5, 2016. If errors are found, the agency will make corrections to the AASIS Human Resources module and request that the report be rerun. The report with the Director's signature is due to the Department of Finance and Administration – Office of Personnel Management on September 5, 2016.

ARKANSAS PLANNING BUDGETING AND ACCOUNTABILITY SYSTEM
EMPLOYMENT SUMMARY
Required by: A.C.A. 19-4-

AGENCY TITLE: 0611 DFA - ALCOH BEV CONTROL DIV

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	1	8	9	90
BLACK EMPLOYEES	0	1	1	10
EMPLOYEES OF OTHER RACIAL MINORITIES	0	0	0	0
TOTAL EMPLOYED AS OF 8/15/2016 (DATE)			1 (TOTAL MINORITIES)	10
Larry P. Walther (AGENCY DIRECTOR)			10 (TOTAL EMPLOYEES)	100%

EXAMPLE

CASH FUND BALANCE DESCRIPTION FORM INSTRUCTIONS

A Cash Fund Balance Description form is required in the budget manuals in order to give an accurate account of fund balance amounts, holding locations, statutory restrictions and provisions, necessity and planned expenditures of fund balances for those agencies that have appropriated cash funds held outside of the State Treasury. The accompanying form has been designed to accommodate this information. The form has been designed to hold two separate fund accounts. Use only half the form if you have one appropriated cash fund account, or use multiple forms if you have more than two appropriated cash fund accounts. The following instructions give general guidelines for the completion of this form for every **appropriated** cash fund account **not held in the State Treasury**.

NOTE: Agencies are strongly encouraged to take advantage of A.C.A. §19-3-518(d). These provisions provide for interest bearing funds that were previously held as cash funds in financial institutions other than the State Treasury to be accounted for in the Arkansas Administrative Statewide Information System (AASIS) and to credit interest earned on the account. Contact your Budget Analyst for further information.

Agency Name

Insert the name of the state agency, followed by the numeric agency code in parentheses.

Cash Account Balances

Insert the cash balance on hand June 30, 2016, as related to each type of financial instrument (e.g. the amount in the agency's checking account and/or savings account(s), and the amount held in each certificate of deposit, money market account, etc.).

Type

Insert the type of financial instrument in which the funds are held, such as Checking, Savings, CD, Money Market, etc.

Description

Insert the name and location of the financial institution in which the instruments are held.

Statutory / Other Restrictions On Use

List all relevant Code or regulations that would restrict the use of these funds.

Statutory Provisions For Fees, Fines & Penalties

List all relevant Code citations or regulations that authorize the setting of the agency's fees, fines, and/or penalties collected and deposited into the fund account. Indicate for each fee, fine, and/or penalty if the amount is set by Code or if a board/commission has authority to set the fee, fine and/or penalty. Further, indicate if a maximum amount has been established that may be collected.

Billing Cycle Explanation (Revenue Receipts Cycle)

Indicate the time frame in which fees, fines and/or penalties are collected by the agency and deposited into the financial institution. Also, explain the investment practices of the agency (i.e. what determines when certificates of deposits or other types of investments are purchased).

Explanation of Fund Balances

Explain the agency's plans for the utilization of the existing fund balance or the reason that the retention of the fund balance is necessary. Indicate any requirements/procedures for the fund balance to be turned over to a general revenue fund account or any other State Treasury-held fund account.

Cash Fund Balance Description as of June 30, 2016

Fund Account	Balance	Type	Location

Statutory/Other Restrictions on use:

A.C.A. 22-3-1002 Withdrawals are made by check and direct invoices are sent to DFA for approval and recording in AASIS. A.C.A. 22-3-1010 All transactions are reviewed by DFA-Accounting and

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 22-3-1002 authorizes the Commission to fix the amount of admission fees, commissions, rents and other charges to be collected by the Commission

Revenue Receipts Cycle:

A.C.A. 22-3-1002 states that Revenues are deposited upon receipt from income sources like Stadium rent, advertising space rent, concession and novelty sales and other rental and

Fund Balance Utilization:

A.C.A. 22-3-1002 Funds are used to pay expenses incurred by the War Memorial Stadium

Example

STATE AGENCY PUBLICATIONS FORM INSTRUCTIONS

A.C.A. §25-1-204 requires a reduction in the number of unsolicited publications prepared, published and distributed by state agencies. Each agency (excluding Institutions of Higher Education) must submit with the annual budget request, a list of state publications, which are required by statutory law and provide the reason(s) for continuation and distribution of the required reports.

The State Agency Publications Form has been automated in PBAS. Information from the previous AOP (FY2017) has been copied to the biennial system. Agencies with access to PBAS should review the information and make any necessary adjustments in the system. Agencies without access to PBAS will coordinate any necessary adjustments with the budget analyst assigned to assist the agency.

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
Direct Deposit Form and Instructions	N/A	N	N	5,000	Public information and convenience
Employers Guide to Child Support Laws	N/A	N	N	1	Keep employers informed as to state law requirements (available online)
Financial Institution Data Match Notebook	N/A	N	N	800	Keep financial institutions informed as to law, policy and procedures on liens
Give Your Child a Gift that Lasts a Lifetime	20-18-408 (2) (3)	N	N	8,000	Federal and State law require Hospital based Paternity Acknowledgement Program and issuance of a form and information
Got Kids? General Information Brochure	N/A	N	N	5,000	Public information and convenience
Non Custodial Parent Handbook	N/A	N	N	5,000	Customer Education
Non-TEA Application Packet	N/A	N	N	15,000	Public information and convenience
OCSE Policy Manual	25-15-203	N	N	1	Staff training and public information (available online)
Paternity Acknowledgement Brochure	20-18-408(2)	N	N	20,000	Public information and convenience
Paternity Acknowledgement Form	20-18-408 (2) (3)	N	N	15,000	Federal and State law require Hospital based Paternity Acknowledgement Program and issuance of a form and information
Voluntary Paternity Acknowledgement Program of AR	20-18-408 (2) (3)	N	N	15,000	Federal and State law require Hospital based Paternity Acknowledgement Program and issuance of a form and information

EXAMPLE

STATE CONTRACTS OVER $50,000 AWARDED TO MINORITY OWNED BUSINESSES FORM INSTRUCTIONS FOR FISCAL YEAR 2016

A.C.A. §25-36-104 requires the reporting of state contracts over $50,000 awarded to minority owned businesses; the total dollar amount spent on contracts by each state agency; and the number and percentage of minority owned businesses awarded contracts by the agency. Each state agency, and vice president or vice chancellor for finance of each state college and university is required to report this information in its budget request to the Arkansas Legislative Council Joint Budget Committee.

The accompanying form has been designed to meet the requirements of A.C.A. §25-36-104.

Agency Name
Enter 4-digit Business area (also select Division if DHS or Education)

Fiscal Year
Enter the fiscal Year (2018).

Total Expenditures for Contracts Awarded
Enter the expenditures for all contracts awarded during the 2016 fiscal year.

Total Contracts Awarded
Enter the total dollar amount for all contracts awarded during the 2016 fiscal year.

Minority Business
Enter the name of the minority owned business awarded a state contract over $50,000.

Total Contract Awarded
Enter the total dollar amount of the minority contract awarded during the 2016 fiscal year.

Minority Type
In the Minority Type drop down box select the appropriate minority type.

After saving, to view the document, select Reports – FSRPTSLN – *Fiscal Session Report Selection from* the menu and then *MINBSFC – Minority Business Contract Awarded Selection.*

Total Number of Minority Contracts Awarded as well as **% of Minority Contracts Awarded** will be calculated. (No entry required)

ARKANSAS PLANNING BUDGETING & ADMINISTRATIVE SYSTEM
STATE CONTRACTS OVER $50,000 AWARDED TO MINORITY OWNED BUSINESSES
Fiscal Year 2016
Required by A.C.A. 25-36-104

AGENCY: 0480 DEPARTMENT OF CORRECTION

		Minority Type per A.C.A. 15-4-303 (2)					
Minority Business	**Total Contract Awarded**	**African American**	**Hispanic American**	**American Indian**	**Asian American**	**Pacific Islander American**	**Disabled Veteran**
Elkins Machinery	$141,020		X				

TOTAL NUMBER OF MINORITY CONTRACTS AWARDED	1
TOTAL EXPENDITURES FOR CONTRACTS AWARDED	$12,558,200
% OF MINORITY CONTRACTS AWARDED	0.74 %

Example

REQUEST FOR CHANGE IN FEE SCHEDULE INSTRUCTIONS

If the budget request for the 2017-2019 Biennium requires a change to an agency's fee structure, a request must be submitted for consideration. Requests should only be made for those fees and charges established by law.

NOTE: The Executive Recommendation does not reflect a recommendation for fee increases.

Agencies having system access should complete the Request for Change in Fee Schedule Form in PBAS. The blank form is available on the DFA - Office of Budget web site for agencies without system access. Further, if the requested fee increase will result in additional appropriation or position needs, a budget must be prepared both with the fee increase and without the fee increase. Contact your Budget Analyst for further details. Instructions for completing the form are as follows:

Current Fee Structure

Description	Describe the fee collected.
Fee Amount	List the amount of each individual fee collected (e.g. cost of a license).
Estimated Receipts	Insert the total estimated collections from all fees in FY2017
Authorizing Act	Insert the Act or Arkansas Code of 1987 Annotated or AR Code citation which authorizes the collection of the fee.

Proposed Changes

Fee Amount	Insert the new proposed amount to be collected for each license or fee.
Estimated Receipts	Record the amount of expected receipts for each fiscal year of the 2017-2019 biennium under the new fee structure.
Reason for Change	Explain and justify the request for the rate adjustment.

Change in Fee Schedule

CURRENT FEE STRUCTURE				PROPOSED CHANGE			
Description	Fee Amt	Estimated Receipts 2016-2017	Authorizing Act or Code Site	Fee Amt	Estimated Receipts 2017-2018	Estimated Receipts 2018-2019	Reason For Change
Fee	$ 0	$ 0	A.C.A. ##-##-###	$ 0	$ 0	$ 0	To cover cost of …

EXAMPLE

SPECIAL LANGUAGE INSTRUCTIONS

Special Language that provides special authorization or limitations to an agency's fiscal operations is typically found within an agency's appropriation act. Current Special Language found in the 2017 appropriation acts will be provided to the agency.

The efficient operation of state government is impacted by both statutory law and special language. Be assertive in recommending changes, deletions, or new language that would help the state operate more efficiently and improve the delivery of services.

The Special Language form reflects current language as well as the agency request in the first column. The agency will request changes to current language in the same "marked-up" format used by the General Assembly in its session bills. The second column will show the Executive Recommendation.

Agencies having system access should complete the Special Language form in PBAS for existing language or new language that may be contemplated to complete an agency's fiscal needs for the 2017-2019 biennium. A blank form is available on the DFA - Office of Budget web site for agencies without system access. Requests for new language will be shown in the first column and should be <u>underscored</u> in keeping with the "marked-up" format. Text to be ~~deleted must be in strikeout format.~~

An example of marked-up style is attached. Guidelines adopted are as follows:

1. If no change is desired, the language should show no "mark-up" (i.e. exactly as received from the Office of Budget).

2. If the language is to be discontinued, ~~strike though~~ the language in the first column.

3. If a change is desired, <u>underscore the changes/additions</u> and ~~strike through the deletions~~ in the first column.

4. If the language has been codified, insert "LANGUAGE IS CODIFIED IN A.C.A. -------- (include actual code cite)" at the top of the first column above the current language.

5. If the language has been codified, but a CHANGE is requested, insert "THIS LANGUAGE IS CODIFIED IN A.C.A. --------(include actual code cite); HOWEVER, THE FOLLOWING CHANGE IS REQUESTED at the top of the first column; Make the requested changes in the first column with <u>NEW LANGUAGE BEING UNDERSCORED</u> and Text to be ~~deleted in strikeout format.~~

2017 - 2019 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION

AGENCY: 0319 AR MINORITY HEALTH COMMISSION **ACT#: 37** **SECTION#: 6**

CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)	EXECUTIVE RECOMMENDATION
POSITIONS. (a) Nothing in this act shall be construed as a commitment of the State of Arkansas or any of its agencies or institutions to continue funding any position paid from the proceeds of the Tobacco Settlement in the event that Tobacco Settlement funds are not sufficient to finance the position. (b) State funds will not be used to replace Tobacco Settlement funds when such funds expire, unless appropriated by the General Assembly and authorized by the Governor. (c) A disclosure of the language contained in (a) and (b) of this Section shall be made available to all new hire and current positions paid from the proceeds of the Tobacco Settlement by the Minority Health Commission. (d) Whenever applicable the information contained in (a) and (b) of this Section shall be included in the employee handbook and/or Professional Services Contract paid from the proceeds of the Tobacco Settlement. The provisions of this section shall be in effect only from July 1, ~~2016~~ 2017 through June 30, ~~2017~~ 2018.	

Example

CERTIFICATION OF INCOME INSTRUCTIONS

For every appropriation requested for the 2017-2019 biennium, funding should be anticipated at a level which will cover each fiscal year of the Biennial Budget Request. Use the following instructions for completing the enclosed form to be returned with the Biennial Budget Request:

Agency	Enter your 4-digit Agency (Business Area) code and title
Funds Center	Enter your 3-digit Appropriation (Funds Center) code and title
Fund	Enter the 3-digit fund code which begins the fund family and the fund name from the 2016 Appropriation Act or a descriptive fund title.
Fund Balance	FY2017 reflects the projected beginning fund balance submitted during preparation of the fiscal year's Annual Operations Plan. This figure will be adjusted after July 1st to reflect the actual beginning fund balance for FY2017. FY2018 and FY2019 Fund Balances will be calculated at a later date, based on the actual FY2017 beginning fund balance.
Receipts	FY2017 reflects the estimated receipts projected by the agency during the preparation of the fiscal year Annual Operations Plan. FY2018 and FY2019 should be completed for projected receipts collected during each of these fiscal years.

Agencies requesting a fee increase must submit two Certification of Income Forms; one reflecting receipts based on current fees and one reflecting receipts based on the new requested fees.

The total requested for Base Level and all Change Levels must be supported by anticipated funding.

CERTIFICATION OF INCOME
FOR DEVELOPMENT OF THE
2017-2019 BIENNIAL REQUEST

AGENCY 0634 DFA - CHILD SUPPORT ENFORCEMENT
FUNDS CENTER 120 Child Support Enforcement - Operations
FUND MCE Child Support Enforcement Fund

Funding Sources	Fund Title or Description	FY2017 Amount	FY2018 Amount	FY2019 Amount
Fund Balance	Estimated July 1	6,000,000	4,170,100	3,945,724
Special Revenue				
ARRA Revenues				
Federal Revenue	Title IV-D Child Support Grant	38,500,000	39,000,000	39,000,000
Revolving Fund				
Cash Fund				
General Revenue	General Revenue	13,117,719	13,117,719	13,117,719
Merit Adjustment				
Other	Child Support Fees, Retained Earnings, etc. 9-14-25	11,462,000	13,000,000	13,000,000
	TOTAL ESTIMATED FUNDING	**$ 69,079,719**	**$ 69,287,819**	**$ 69,063,443**

Example

AGENCY DIRECTOR **DATE**

CARRY FORWARD OF ANY REMAINING FUND BALANCES FROM FISCAL YEAR 2016 TO FISCAL YEAR 2017

All special language carry forward provisions require DFA to report to the Arkansas Legislative Council the amount of funding carried forward on June 30th. This language states any carry forward of remaining fund balances may be carried forward under the following conditions:

> "(1) Prior to June 30, 2016 the Agency shall by written statement set forth its reason(s) for the need to carry forward said funding to the Department of Finance and Administration Office of Budget;
> (2) The Department of Finance and Administration Office of Budget shall report to the Arkansas Legislative Council all amounts carried forward by the September Arkansas Legislative Council or Joint Budget Committee meeting which report shall include the name of the Agency, Board, Commission or Institution and the amount of funding carried forward, the program name or line item, the funding source of that appropriation and a copy of the written request set forth in (1) above;
> (3) Each Agency, Board, Commission or Institution shall provide a written report to the Arkansas Legislative Council or Joint Budget Committee containing all information set forth in item (2) above, along with a written statement as to the current status of the project, contract, purpose etc. for which the carry forward was originally requested no later than thirty (30) days prior to the time the Agency, Board, Commission or Institution presents its budget request to the Arkansas Legislative Council/Joint Budget Committee; and
> (4) Thereupon, the Department of Finance and Administration shall include all information obtained in item (3) above in the biennial budget manuals and/or a statement of non-compliance by the Agency, Board, Commission or Institution."

The Carry Forward of Any Unexpended Funding form (example attached) has been automated in PBAS. Agencies that do not have system access to PBAS will coordinate entry of this data with the budget analyst assigned to assist the agency. Agencies must print the report from PBAS, sign, date and submit it with the 2017-2019 Biennial Request.

FY2017 initial report reflected the agency's specific line items that had carry forward authority. Agencies entered estimated amounts they anticipated to carry forward from FY2016 to FY2017 as well as provided justification for the carry forward of any unexpended balance of funding.

Actual Funding Carry Forward amounts will be populated after June 30, 2016 when the amounts have been validated by DFA – Office of Accounting. Agencies will need to enter the Actual Funding Carry Forward amount and the current status of carry forward funding sections of the form.

CARRY FORWARD OF ANY REMAINING FUND BALANCES

Agency: Law Enforcement Standards & Training Commission

Program: Law Enforcement Standards-Operations

Act #: 99 Section(s) #: 2 & 6

Estimated Carry Forward $ 0.00 Funding Source: Miscellaneous Agencies

Accounting Information:

Business Area: 0950 Funds Center: 172 Fund: HUA Functional Area: SFTY

Current law requires a written statement be submitted to the DFA Office of Budget stating the reason(s) to carry forward funding for a program or a specific line item within a program remaining on June 30th of a fiscal year.

Justification for carry forward of fund balance:

No Carry Forward.

Actual Funding Carry Forward Amount $ 0.00

Current status of carry forward funding:

All funds were expended by year end.

Example

Director

Date