

AR STATE BOARD OF CHIROPRACTIC EXAMINERS

Enabling Laws

Act 200 of 2016
A.C.A. §17-81-101

History and Organization

The Arkansas State Board of Chiropractic Examiners was created by Act 126 of 1915 to create a safeguard for the public health and welfare of the citizens of Arkansas by providing for the licensure and examination of any person practicing or offering to practice Chiropractic in the state. The Arkansas State Board of Chiropractic Examiners Board is a cash agency funded from examination and license renewal fees charged pursuant to subchapter 3 of Arkansas Code Annotated §17-81.

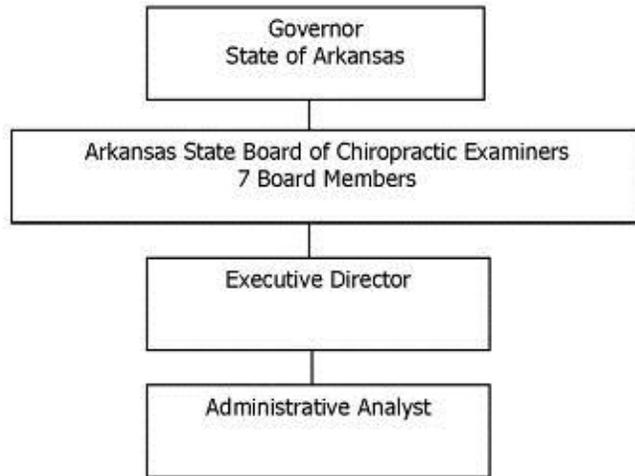
The Arkansas State Board of Chiropractic Examiners was authorized by Act 706 of 1971, for the following purposes:

1. Licensing of qualified Doctors of Chiropractic by Examination.
2. Annual renewal of the license holders both the resident and non-resident.
3. Make suitable bylaws for carrying out its duties.
4. Adopt and revise rules and regulations.
5. To serve as a regulatory, judicial, and disciplinary body for chiropractic practitioners in terms of laws and regulations.

Board Member Functions:

The Board consists of seven members, five of whom must be licensed chiropractors practicing in Arkansas for a period of 5 years, one consumer member and one senior citizen member.

1. Prepare and maintain a current roster of license holders.
2. Empowered to establish the criteria that credentialing candidates must meet.
3. Investigate and conduct disciplinary hearings related to legal and ethical violations by Doctors of Chiropractic.
4. Empowered to make by-laws, rules and regulations for the operation in accordance with the Chiropractic Practice Act.



Agency Commentary

The State Board of Chiropractic Examiners was created by Act 126 of 1915, as a regulatory board to provide for the licensing and examination of chiropractors, ensuring that any person practicing or offering to practice chiropractic in the state is qualified and licensed, and to safeguard the public health and welfare of the citizens of Arkansas.

The Board is requesting Base Level of \$187,779 in each year for the 2017-2019 biennium. In addition to Base Level, the agency requests a \$3,100 increase in Office Supplies for the first year in order to purchase eight (8) board room chairs as the current chairs do not have proper controls to keep them from tilting in order to sit properly around the board room table.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS
FOR THE YEAR ENDED JUNE 30, 2013

Findings

A search for unrecorded liabilities revealed that seven invoices totaling \$4,482 and eleven invoices totaling \$8,634 were not properly recorded as accounts payable for the fiscal years ended June 30, 2013 and 2012, respectively. In addition, when performing our expenditure testing for 2012, we noted an expense totaling \$793 that should have been recorded as accounts payable in 2011.

In accordance with Ark. Code Ann. § 19-4-702, agencies are allowed to pay carryover obligations up to 45 days after the end of the fiscal year, but the carryover obligations “shall be charged against appropriations and fund cash balances of the fiscal year in which they obligations were incurred.” If all of the above 2012 obligations had been properly charged against the FY2012 budget, the agency’s operating expenses would have exceeded the remaining budget for that commitment item. Ark. Code Ann. § 19-2-104(a)(1) prohibits expenditures or obligations in excess of the amount appropriated.

Recommendations

The Agency comply with state laws and regulations pertaining to proper recognition and payment of accounts payable, as well as state budgetary laws.

Agency Response:

During this time period, the Executive Director was the only full-time staff in the office. Due to the heavy workload, this process was not given top priority, which caused payments to fall behind. Since the implementation of a second full-time position, Administrative Analyst, in November 2013, there is segregation of duties. Since December 2013, all payments have been made on time. If there is any delay by either the Agency or the vendor, it is documented.

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 ARKANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS
 FOR THE YEAR ENDED JUNE 30, 2013

Findings

In our review of 64 expenditures, 5 travel card expenditures, totaling \$13,280, were supported only by the monthly travel card statements from U.S. Bank. Ark. Code Ann. § 19-4-1108 requires the Agency to retain the original evidence of indebtedness, including all

Recommendations

Review state travel card and purchasing card policies, as well as state laws on record retention, and ensure that appropriate source documentation is retained and made available to auditors.

Agency Response:

A new office process has been implemented to correct this finding. Agency staff and the Secretary of the Board have discussed using the travel credit card and the purchasing credit card as little as possible. When the credit cards are used, the documents (receipts, confirmation pages, etc.) are placed in a holding file. When the credit card statement(s) is received, the respective documents are clipped to the statement. The credit card transactions are allocated by the Executive Director through the U.S. Bank website. The allocation documents, and the documents from Service Bureau when the account is paid, are also clipped to the statement and documents.

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2016

None

Employment Summary

	Male	Female	Total	%
White Employees	0	2	2	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			2	100 %

Publications

A.C.A. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
ASBCE Newsletter	A.C.A. 17-81-206	N	N	600	At the board's direction, distribute information of the board's proceedings and actions for the past year.	0	0.00

Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
1	1	0	1	0	0.00 %	2	2	0	2	0	0.00 %	2	2	0	2	0	0.00 %

Analysis of Budget Request

Appropriation: 85F - Operations

Funding Sources: NCH - Cash in Treasury

The Arkansas State Board of Chiropractic Examiners was created by Act 126 of 1915. This Board was created to safeguard the public health and welfare of the citizens of Arkansas by providing for the licensure and examination of any person practicing or offering to practice chiropractic in the State. The Board is a cash agency funded from examination and license renewal fees charged pursuant to subchapter 3 of Arkansas Code Annotated §17-81. The Board utilizes these funds to finance one (1) Regular Salary position, one (1) Extra Help position and provide operating expenses for the administration of the laws governing the practice of chiropractic.

Base Level Regular Salaries and Personal Services Matching include the continuation of the previously authorized 2017 Salaries and Career Service Payments for eligible employees. Personal Services Matching includes the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Board is requesting an increase of \$3,100 in Operating Expenses in FY18 only to purchase eight (8) board room chairs.

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

Appropriation Summary

Appropriation: 85F - Operations

Funding Sources: NCH - Cash in Treasury

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2017-2018			2018-2019		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	42,765	72,192	89,069	72,192	72,192	72,192	72,192	72,192	72,192
#Positions		2	2	2	2	2	2	2	2	2
Personal Services Matching	5010003	19,985	26,767	31,244	27,105	27,105	27,105	27,105	27,105	27,105
Operating Expenses	5020002	49,850	63,236	63,236	63,236	66,336	66,336	63,236	63,236	63,236
Conference & Travel Expenses	5050009	3,357	3,746	3,746	3,746	3,746	3,746	3,746	3,746	3,746
Professional Fees	5060010	1,323	21,500	21,500	21,500	21,500	21,500	21,500	21,500	21,500
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		117,280	187,441	208,795	187,779	190,879	190,879	187,779	187,779	187,779
Funding Sources										
Fund Balance	4000005	293,128	383,259		345,818	345,818	345,818	308,039	304,939	304,939
Cash Fund	4000045	207,411	150,000		150,000	150,000	150,000	150,000	150,000	150,000
Total Funding		500,539	533,259		495,818	495,818	495,818	458,039	454,939	454,939
Excess Appropriation/(Funding)		(383,259)	(345,818)		(308,039)	(304,939)	(304,939)	(270,260)	(267,160)	(267,160)
Grand Total		117,280	187,441		187,779	190,879	190,879	187,779	187,779	187,779

Change Level by Appropriation

Appropriation: 85F - Operations
Funding Sources: NCH - Cash in Treasury

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	187,779	2	187,779	100.0	187,779	2	187,779	100.0
C01	Existing Program	3,100	0	190,879	101.7	0	0	187,779	100.0

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	187,779	2	187,779	100.0	187,779	2	187,779	100.0
C01	Existing Program	3,100	0	190,879	101.7	0	0	187,779	100.0

Justification

C01	A \$3,100 increase in Office Supplies for the first year in order to purchase eight (8) board room chairs as the current chairs do not have proper controls to keep them from tilting in order to sit properly around the board room table.								
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