

# STATE BOARD OF BARBER EXAMINERS

## Enabling Laws

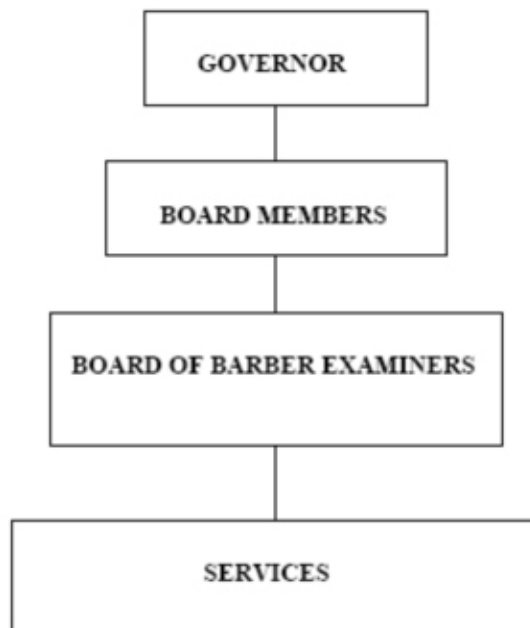
Act 776 of 2007  
Act 313 of 1937 as amended  
See A.C.A. §17-20-101 et seq.

## History and Organization

Act 313 of 1937, as amended, established the Arkansas State Board of Barber Examiners to provide for the regulation of the barber profession. All barbers, barbershops, barber schools or colleges and students in the barber colleges in Arkansas are required to meet minimum requirements and be licensed or certified by the Board of Barber Examiners. Board membership is composed of five (5) persons appointed by the Governor for a term of six (6) years, with one term expiring each two years and the State Health Officer, who is an ex-officio member.

Fees are collected on an annual basis from all barbers, barbershops, barber colleges, barber college instructors and students enrolled in barber college. All barbershops and barber colleges in the State are inspected for sanitation and sterilization of equipment and any other violation of the barber law. Examinations for a license to practice barbering in our State are given to all barbers and barber college instructors.

The Board is a cash fund agency funded by the collection of fees.



## Agency Commentary

The State Board of Barber Examiners is responsible for making sure all persons, students, shops and schools are properly licensed and that the sanitation and sterilization rules are being met in accordance with the laws set forth in the Laws, Rules and Regulations for Barbering. To be in compliance with Arkansas Barber Law, Act 313 of 1937; we need to make sure these laws are being upheld, therefore we must conduct random inspections on each and every shop and school throughout the State of Arkansas, and investigate and resolve every complaint submitted to our office. This must be done to ensure the health and safety of the public. Additional appropriation is needed for the increase for mileage and meals and lodging, as the number of inspections has increased. The Board is asking for an additional appropriation increase in the amount of \$1,500.00 to cover these expenses.

Under A.C.A. §17-20-201, five appointed Board Members receive expense reimbursements and stipends. Additional appropriation is needed for the increase in Board member travel expenses due to the increase in gasoline prices that have impacted airfare and lodging. The Board is asking for an additional increase in appropriation in the amount of \$1,000.00 for Board Member travel expenses.

Due to an increase in office rent, additional appropriation in the amount of \$1,000.00 is needed for rent of facilities.

Due to the recent increase in postage, additional appropriation in the amount of \$500.00 is needed for postage.

Overall the Board is asking for an appropriation increase in the amount of \$4,000.00 for Operating Expenses.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF BARBER EXAMINERS

FOR THE YEAR ENDED JUNE 30, 2007

Findings	Recommendations
None	None

## Employment Summary

	Male	Female	Total	%
White Employees	2	1	3	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			3	100 %

## **Cash Fund Balance Description as of June 30, 2008**

Fund Account	Balance	Type	Location
3060000	\$46,414	Certificate of Deposit	Elk Horn Bank

### Statutory/Other Restrictions on use:

ACA §17-20-209 establishes the fees collected to reimburse expenses that allow the agency to operate.

### Statutory Provisions for Fees, Fines, Penalties:

ACA §17-20-208 authorizes the agency to collect fees, fines, and penalties.

### Revenue Receipts Cycle:

Funds are collected on an annual basis from all barbers, barber shops, barber colleges, instructors, and barber students.

### Fund Balance Utilization:

Funds are collected on an annual basis and used for expenditures that occur during the year and any savings plans that are implemented.

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Fund Account	Balance	Type	Location
3060000	\$63,436	Certificate of Deposit	Metropolitan Bank

### Statutory/Other Restrictions on use:

ACA §17-20-209 establishes the fees collected to reimburse expenses that allow the agency to operate.

### Statutory Provisions for Fees, Fines, Penalties:

ACA §17-20-208 authorizes the agency to collect fees, fines, and penalties.

### Revenue Receipts Cycle:

Funds are collected on an annual basis from all barbers, barber shops, barber colleges, instructors, and barber students.

### Fund Balance Utilization:

Funds are collected on an annual basis and used for expenditures that occur during the year and any savings plans that are implemented.

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Fund Account	Balance	Type	Location
3060000	\$85,926	Peak II Savings Account	Summit Bank

### Statutory/Other Restrictions on use:

ACA §17-20-209 establishes the fees collected to reimburse expenses that allow the agency to operate.

Statutory Provisions for Fees, Fines, Penalties:

ACA §17-20-208 authorizes the agency to collect fees, fines, and penalties.

Revenue Receipts Cycle:

Funds are collected on an annual basis from all barbers, barber shops, barber colleges, instructors, and barber students.

Fund Balance Utilization:

Funds are collected on an annual basis and used for expenditures that occur during the year and any savings plans that are implemented.

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Fund Account	Balance	Type	Location
3060000	\$36,405	Checking Account	Regions Bank

Statutory/Other Restrictions on use:

ACA §17-20-209 establishes the fees collected to reimburse expenses that allow the agency to operate.

Statutory Provisions for Fees, Fines, Penalties:

ACA §17-20-208 authorizes the agency to collect fees, fines, and penalties.

Revenue Receipts Cycle:

Funds are collected on an annual basis from all barbers, barber shops, barber colleges, instructors, and barber students.

Fund Balance Utilization:

Funds are collected on an annual basis and used for expenditures that occur during the year and any savings plans that are implemented.

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Fund Account	Balance	Type	Location
3060000	\$10,095	Checking Account	Twin City Bank

Statutory/Other Restrictions on use:

ACA §17-20-209 establishes the fees collected to reimburse expenses that allow the agency to operate.

Statutory Provisions for Fees, Fines, Penalties:

ACA §17-20-208 authorizes the agency to collect fees, fines, and penalties.

Revenue Receipts Cycle:

Funds are collected on an annual basis from all barbers, barber shops, barber colleges, instructors, and barber students.

Fund Balance Utilization:

Funds are collected on an annual basis and used for expenditures that occur during the year and any savings plans that are implemented.

**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 Letter with Financial Report	A.C.A. 17-20-207	Y	N	2,500	Required by A.C.A. 17-20-207.

## 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	
3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** A11 - Barber Examiners-Cash Operations

**Funding Sources:** 306 - Barber Examiners - Cash

The State Board of Barber Examiners was created by Act 313 of 1937 to regulate the barbering profession. The Board supervises barber colleges in Arkansas to ensure they teach the proper methods of sanitation and sterilization, and perform services to the public. The Board prepares written and practical examinations and administers them to students upon completion of the course. Upon passage, students are licensed to work in a licensed barbershop.

The Board issues Student Barber, Barber Technician, Barber Shop, Barber Instructor, and Barber College licenses. Barber shops are periodically inspected, by direction of the Board, to ensure barbers are currently licensed and are using the proper methods of sanitation and sterilization. Fees are collected annually from barbers, barber shops, barber colleges, barber college instructors, and students enrolled in barber college.

Base Level positions were changed from unclassified to classified to reflect the recommendations of the Pay Plan Study and salaries were 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 stipends 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 Board requests a Change Level of \$4,000 for each year of the biennium in Operating Expenses for mileage, meals and lodging; due to the increase in the number of inspections, board member travel expenses, an increase in office rent, and increases in postage.

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

## Appropriation Summary

**Appropriation:** A11 - Barber Examiners-Cash Operations

**Funding Sources:** 306 - Barber Examiners - Cash

### 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	111,859	137,990	136,590	141,377	141,377	141,377	145,098	145,098	145,098
<b>#Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Extra Help	5010001	9,385	10,802	10,802	10,802	10,802	10,802	10,802	10,802	10,802
<b>#Extra Help</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Personal Services Matching	5010003	34,127	38,713	40,563	42,133	42,133	42,133	42,831	42,831	42,831
Operating Expenses	5020002	38,496	42,150	42,150	42,150	46,150	46,150	42,150	46,150	46,150
Conference & Travel Expenses	5050009	1,721	2,550	2,550	2,550	2,550	2,550	2,550	2,550	2,550
Professional Fees	5060010	0	500	500	500	500	500	500	500	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
<b>Total</b>		<b>195,588</b>	<b>232,705</b>	<b>233,155</b>	<b>239,512</b>	<b>243,512</b>	<b>243,512</b>	<b>243,931</b>	<b>247,931</b>	<b>247,931</b>
<b>Funding Sources</b>										
Fund Balance	4000005	246,371	242,276		197,571	197,571	197,571	142,659	142,659	142,659
Cash Fund	4000045	191,493	188,000		184,600	188,600	188,600	188,100	192,100	192,100
<b>Total Funding</b>		<b>437,864</b>	<b>430,276</b>		<b>382,171</b>	<b>386,171</b>	<b>386,171</b>	<b>330,759</b>	<b>334,759</b>	<b>334,759</b>
Excess Appropriation/(Funding)		(242,276)	(197,571)		(142,659)	(142,659)	(142,659)	(86,828)	(86,828)	(86,828)
<b>Grand Total</b>		<b>195,588</b>	<b>232,705</b>		<b>239,512</b>	<b>243,512</b>	<b>243,512</b>	<b>243,931</b>	<b>247,931</b>	<b>247,931</b>

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



## Change Level by Appropriation

**Appropriation:** A11 - Barber Examiners-Cash Operations

**Funding Sources:** 306 - Barber Examiners - Cash

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>239,512</b>	<b>3</b>	<b>239,512</b>	<b>100.0</b>	<b>243,931</b>	<b>3</b>	<b>243,931</b>	<b>100.0</b>
C01	Existing Program	4,000	0	243,512	101.7	4,000	0	247,931	101.6

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>239,512</b>	<b>3</b>	<b>239,512</b>	<b>100.0</b>	<b>243,931</b>	<b>3</b>	<b>243,931</b>	<b>100.0</b>
C01	Existing Program	4,000	0	243,512	101.7	4,000	0	247,931	101.6

### Justification

C01	The Board requests an increase of \$4,000 in Operating Expenses for FY10 and FY11. This increase is for mileage and meals and lodging due to the increase in the number of inspections; board member travel expenses, an increase in office rent, and increases in postage.
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