

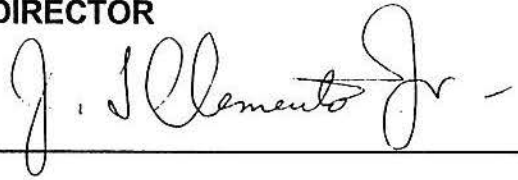
**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
2001 - 2003**

This agency is experiencing a significant increase in workload caused by an increasing number of registrants and the additional requirements for continuing education as a prerequisite for renewal of Professional Engineering and Land Surveying Licenses. A compounding factor is the complete change in staff (all three positions) within the last two years. The addition of extra help positions, one to meet the peak workload periods, the other to assist in the investigation of a growing number of complaints should meet the short term (2-3 years) personnel needs.

This Board is in a period of transition from a mixed manual and database system to an updated, automation environment with interfacing capability to the other systems, such as AASIS, initiatives as required.

The need to connect to the State systems is reflected in our request to upgrade older work stations and provide the equipment and supporting telecommunications infrastructure.

The above described changes will enable us to better serve our registrants and assure the protection and safety of citizens.

AGENCY AR Board of Registration for Professional Engineers and Land Surveyors	DIRECTOR 	AGENCY PROGRAM COMMENTARY BR21	PAGE 169
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ARKANSAS STATE BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1998

Assets									
Assets				Liabilities			Total Equity		
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total			
\$ 337,866	\$ 39,216	\$ 18,049	\$ 395,131	\$ 4,045	\$ 7,179	\$ 11,224	\$ 383,907		

Revenues					Expenditures					Other Sources (Uses)
Intergovernmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 0	\$ 0	\$ 229,597	\$ 18,366	\$ 247,963	\$ 96,880	\$ 0	\$ 3,909	\$ 104,455	\$ 205,244	\$ 0

Findings	Recommendations
None	None

ARKANSAS BUDGET SYSTEM
 EMPLOYMENT SUMMARY
 AS REQUIRED BY ACT 358 OF 1993

AGENCY TITLE 236 ARKANSAS BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS & LAND SURVEYORS

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>1</u>	<u>2</u>	<u>3</u>	<u>100%</u>
BLACK EMPLOYEES	<u> </u>	<u> </u>	<u> </u>	<u> </u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL EMPLOYED AS OF <u>8/17/00</u> DATE			<u>0</u>	<u>0%</u>
			TOTAL MINORITIES	
			<u>3</u>	<u>100%</u>
			TOTAL EMPLOYEES	

J. I. Clements Jr.
 AGENCY DIRECTOR

**CASH FUND BALANCE DESCRIPTION
AS OF JUNE 30, 2000**

AGENCY: AR Board of Registration for PE's & LS's

AGENCY #:236

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
Cash 314	\$75,868.14	Checking	Firstar Bank, LR	A.C.A. 17-30-203 authorizes the agency to use fees collected to reimburse expenses and pay the necessary expenses of the agency.
cash	\$293,022.63	4-CD's	Capitol Bank, LR	STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES: A.C.A. 17-30-203 & A.C.A. 17-48-203 authorizes the agency to collect fees, civil penalties and renewal fees
				REVENUE RECEIPTS CYCLE: Application and exam fees and civil penalties are collected throughout the year. Most renewal fees are collected in December and January.
				FUND BALANCE UTILIZATION: Funds are collected on irregular basis throughout the year with most renewal fees collected in December and January. The agency maintains approximately one year operating fund in reserve.
ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:
				REVENUE RECEIPTS CYCLE:
				FUND BALANCE UTILIZATION:

STATE AGENCY PUBLICATIONS

Fiscal Year 2001

Act 1276 of 1999

AGENCY: AR Board of Registration for Professional Engineers & Land Surveyors **AGENCY:** #236

NAME OF PUBLICATION	STATUTORY AUTHORIZATION ACT # OR A.C.A.	REQUIRED FOR GOVERNOR AND/OR GENERAL ASSEMBLY ONLY	NUMBER OF COPIES PUBLISHED & DISTRIBUTED	REASON(S) FOR CONTINUED PUBLICATION AND DISTRIBUTION
Rules of Professional Conduct & Roster	17-30-305(c)		10,000 Once every Biennium	To notify every registrant of the rules of professional conduct, as provided by 17-30-203
Newsletter	17-30-203(b)(4)		10,000 2 times a year	To keep registrants appraised of the current changes in their professions as well as proposed rule changes and the results of disciplinary actions taken by the Board.

Excludes Institutions of Higher Education

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
2001 - 2003**

The Arkansas State Board of Registration for Professional Engineers and Land Surveyors was created by Act 202 of 1925. The purpose of the Board is to insure the public through regulations that professional engineers or land surveyors will provide competent services to the citizens of the State. The Board is a cash agency funded from application, certificate, and renewal fees charged pursuant to Arkansas Code Annotated §17-30-304. The FY01 budgeted amount of \$240,456 consists of Regular Salaries and Personal Services Matching for three positions (Secretary/Treasurer, Assistant Secretary, and Clerk-Stenographer), Operating Expenses, Conference Fees & Travel and Professional Fees & Services. The Agency requests a Base Level of \$243,154 in FY02 and \$245,856 in FY03 which includes a payplan increase of 2.6% each year over the FY01 fiscal year salary levels for the Secretary/Treasurer and Assistant Secretary positions plus appropriate Personal Services Matching. The Board is requesting an extraordinary increase of 13% for the Clerk-Stenographer in FY02 and a payplan increase of 2.6% in FY03.

Listed below are the change level requests of the Board totaling \$39,599 for FY02 and \$33,799 for FY03.

Regular Salaries - \$2,014 in FY02 and \$2,067 in FY03 to allow for the upgrade of the Clerk-Stenographer position

Extra Help Salaries – One (1) Extra Help position and \$20,000 in FY02 and \$20,500 in FY03 to enable the Board to retain services of an investigator and temporary help during the license renewal period.

Personal Services Matching - \$1,885 in FY02 and \$1,932 in FY03 to allow for the increases in Regular and Extra Help Salaries.

Operating Expenses - \$7,000 in FY02 and \$6,800 in FY03 to allow for an increase in postage, update data processing software and the Board web page and to establish a direct connection to the Department of Information Systems.

Capital Outlay - \$8,700 in FY02 and \$2,500 in FY03. **FY02** - \$5,000 for the replacement of two (2) computers, \$3,700 for ten (10) conference room chairs and two (2) computer workstations. **FY03** - \$2,500 for the replacement of one (1) computer.

The Executive Recommendation provides for Base Level and the following additions:

Regular Salaries – Agency Request and related Personal Services Matching.

Extra Help Salaries – One (1) Extra Help position with \$10,000 appropriated for each year of the biennium and related Personal Services Matching.

Operating Expenses – Agency Request

Capital Outlay – Agency Request

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF	PAGE
Name: State Board of Registration for Professional Engineers and Land Surveyors	Name: Cash Operations	Name: Engineers and Surveyors - Cash	BUDGET REQUEST	
Code: 236	Code: A22	Code: 314	BR20	174

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----			-----01-02 FISCAL YEAR-----			-----02-03 FISCAL YEAR-----			-----RECOMMENDATIONS-----			
	99-00	00-01	00-01	BASE	CHANGE	TOTAL	BASE	CHANGE	TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED							01-02	02-03	01-02	02-03
REGULAR SALARIES	81,743	86,188	86,188	88,428	2,014	90,442	90,725	2,067	92,792	90,442	92,792		
NUMBER OF POSITIONS	3	3	3	3	0	3	3	0	3	3	3		
EXTRA HELP	0	0	0	0	20,000	20,000	0	20,500	20,500	10,000	10,000		
NUMBER OF POSITIONS	0	0	0	0	1	1	0	1	1	1	1		
PERSONAL SERV HATCHING	23,151	24,096	24,948	24,554	1,885	26,439	24,959	1,932	26,891	25,674	26,088		
OPERATING EXPENSES	112,625	113,501	113,501	113,501	7,000	120,501	113,501	6,800	120,301	120,501	120,301		
CONF FEES & TRAVEL	3,325	7,927	7,927	7,927	0	7,927	7,927	0	7,927	7,927	7,927		
PROF FEES & SERVICES	1,060	8,744	8,744	8,744	0	8,744	8,744	0	8,744	8,744	8,744		
CAPITAL OUTLAY	9,825	0	0	0	8,700	8,700	0	2,500	2,500	8,700	2,500		
TOTAL	231,729	240,456	241,308	243,154	39,599	282,753	245,856	33,799	279,655	271,988	268,352		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	323,510	361,285	*****	350,829		350,829	298,076		298,076	350,829	308,841		
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS	269,504	230,000	*****	190,401	39,599	230,000	196,201	33,799	230,000	230,000	230,000		
OTHER			*****										
TOTAL FUNDING	593,014	591,285	*****	541,230	39,599	580,829	494,277	33,799	528,076	580,829	538,841		
EXCESS APPRO/ (FUNDING)	(361,285)	(350,829)	*****	(298,076)		(298,076)	(248,421)		(248,421)	(308,841)	(270,489)		
TOTAL	231,729	240,456	*****	243,154	39,599	282,753	245,856	33,799	279,655	271,988	268,352		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 236 STATE BOARD OF REG FOR PROF ENGINEERS & LAND SURVEYORS
 APPRO A22 CASH OPERATIONS
 FUND 314 ENGINEERS & SURVEYORS CASH(236)

APPROPRIATION SUMMARY

BR 215

PROGRAM/SERVICE INFORMATION LIST
RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		2001 - 03 BIENNIIUM REQUESTS						R E C O M M E N D A T I O N S					
					ACTUAL	BUDGETED	FY 2001 - 02		FY 2002 - 03				EXECUTIVE		LEGISLATIVE			
					99-00	00-01	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	REQUEST	2001-02	2002-03	2001-02	2002-03		
000		314	236 A22	B	231,729 3	240,456 3	243,154 3		245,856 3				243,509 3	246,220 3				
001		314	236 A22 A90 INFORMATION TECHNOLOGY	C08			9,000 0		6,300 0				9,000	6,300				
<p>During FY02 an appropriations of \$9,000 is requested to; upgrade existing hardware (2 personal computers) and software, update our web page and cover the installation and recurring expenses of a Dedicated Network Server line. During FY03, an appropriation of \$6,300 is requested to, upgrade existing hardware (1 personal computer) and software, update our web page and pay for recurring DNS line charges.</p>																		
001		314	236 A22 100 STATE BOARD OF REG FOR PROF ENGINEERS &	C01			28,230 0		25,068 0				17,465	13,765				
<p>The Board experiences two peak workload periods of short duration each year. These peaks result from the requirement to re-license 7,300 Professional Engineers and 2,600 Engineer Interns on the 31st of December of each year and 1,000 Land Surveyors in Training on the 30th of June each year (these renewal dates are set by law). The services of a part-time temporary employee (at a grade 99 Clerk level) would reduce the long delays presently experienced by our registrants in the annual renewal of their licenses. We are also experiencing delays in the proper management and investigation of complaints against Professional Engineers and Registered Land Surveyors. According, the services of a part-time Complaint Coordinator/Investigator are needed. An additional \$3,000 in Operating Expenses each fiscal year is requested for postage. An additional \$3,700 in FY02 is requested to replace two workstations.</p>																		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
AGY 236 STATE BOARD OF REG FOR PROF ENGINEERS & LAND SURVEYORS
APPRO A22 CASH OPERATIONS
FUND 314 ENGINEERS & SURVEYORS CASH(236)

RANK BY APPROPRIATION
BR 264

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----2001 - 03 BIENNIUM REQUESTS-----				-----R E C O M M E N D A T I O N S-----										
					-----EXPENDITURES-----		-----FY 2001 - 02-----		-----FY 2002 - 03-----		-----EXECUTIVE-----		-----LEGISLATIVE-----						
					---ACTUAL---	---BUDGETED---	---REQUEST---	---	---REQUEST---	---	2001-02	2002-03	2001-02	2002-03					
					99-00	00-01													
001		314	236 A22 100 STATE BOARD OF REG FOR PROF ENGINEERS &	C10			2,369 0			2,431 0				2,014	2,067				
<p>The request is to increase the Clerk-Stenographer (position #2360-0003) during the upcoming biennium from \$18,486 (FY02) and \$18,966 (FY03) to \$20,500 and \$21,033 respectively. This increase exceeds the suggested guidelines of 2.6% and are justified due to the difficulty in recruiting/retaining. The position has been filled three times within the past year (1999). The Board is unable to retain trained employees at the current salary level. The frequent turnover rate of this position is disruptive to this small, three-person office.</p>																			

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 236 STATE BOARD OF REG FOR PROF ENGINEERS & LAND SURVEYORS
 APPRO A22 CASH OPERATIONS
 FUND 314 ENGINEERS & SURVEYORS CASH(236)

RANK BY APPROPRIATION
 BR 264