

**ARKANSAS BUDGET SYSTEM  
AGENCY PROGRAM COMMENTARY  
1997 - 1999**

Regular Salary and Personal Service Matching: Continue Base Level.

**PRIORITY 1**

Operational Expenses: Requesting increase to offset cost of an additional phone line to accommodate the fax machine, and legal fees incurred for court reporter to be present at formal hearings of grievances registered with the Board against members of the towing industry.

**PRIORITY 2**

Capital Outlay: Requesting funding to upgrade equipment in use by Board staff; i.e., copier and computer in particular.

<b>AGENCY</b> ARKANSAS TOWING & RECOVERY BOARD	<b>DIRECTOR</b> GLENNA BUTLER	<b>AGENCY PROGRAM COMMENTARY</b> BR21	<b>PAGE</b> 296
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ARKANSAS TOWING AND RECOVERY BOARD  
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 1995

Assets					Liabilities			Total Equity	
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total			
\$ 8,957	\$ 0	\$ 0	\$ 8,957	\$ 0	\$ 0	\$ 0	\$ 8,957		

  

Revenues				Expenditures					Other Source (Uses)	
Inter-governmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 0	\$ 0	\$ 10,485	\$ 314	\$ 10,799	\$ 0	\$ 0	\$ 0	\$ 3,937	\$ 3,937	\$

Findings

1. BOARD MEMBERS ELIGIBILITY - Two (2) Board members, occupying positions designated by Ark. Code Ann. 27-50-1203 for persons not associated with the towing industry, were determined by Attorney General's Opinion No. 95-193 to be serving in violation of this requirement.
2. CASH FUND - The Board is not recording all transactions in the Accounting Federal Grants Management (AFGM) System and the AFGM Fund Analysis Report was not reconciled to the trial cash balance as required by Part II, Chapter 24 of the State Accounting Procedures Manual.
3. INVOICES - The Board did not retain copies of invoices for audit review as required by Part II, Chapter I of the State Accounting Procedures Manual.

Recommendations

1. Review and comply with Board membership requirements as set forth in Ark. Code Ann. 27-50-1203.
2. Review and comply with Part II, Chapter 24 of the State Accounting Procedures Manual.
3. Review and comply with Part II, Chapter 1 of the State Accounting Procedures Manual.

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

AGENCY TITLE 258 - AR Towing & Recovery Board

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	_____	_____	_____	_____
BLACK EMPLOYEES	_____	_____	_____	_____
EMPLOYEES OF OTHER RACIAL MINORITIES	_____	_____	_____	_____
TOTAL EMPLOYED AS OF <u>08/10/96</u> DATE			0*	
			TOTAL MINORITIES	_____
			0*	
			TOTAL EMPLOYEES	_____

*Glema Butler*

Glema Butler, Chairperson  
AGENCY DIRECTOR

\*As of 08/10/96 the AR Towing & Recovery Board had no employees, its staff work being performed on a volunteer basis by one of its members. The Board plans to consider hiring a staff person in the not too distant future, however.

**SUMMARY**

**STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 80TH GENERAL ASSEMBLY**

ARKANSAS TOWING AND RECOVERY BOARD (258)

PROGRAM AUTHORIZED	# POS. AUTH.	ADDITIONAL AUTHORIZED APPROPRIATION		STATUS
		FY 95-96	FY 96-97	

APPROPRIATION: A28 - ARKANSAS TOWING AND RECOVERY BOARD

No new programs or expansions in the 1995-97 biennium.

**ARKANSAS BUDGET SYSTEM  
ANALYSIS OF BUDGET REQUEST  
1997 - 1999**

The Towing and Recovery Board is a cash fund agency which receives its operational funding from fees levied on towing businesses. The budget request for the Towing and Recovery Board reflects a Base Level of \$49,230 in FY98 and \$49,885 in FY99, covering one position. Priorities were requested in the areas of Capital Outlay and Operating Expenses. The Capital Outlay request will cover the cost to upgrade a computer and copier machine. Operating Expenses will cover cost increases for an additional phone line for the fax machine, as well as increases in legal fees incurred for court reporters.

Expenditure of this appropriation is contingent upon available funding.

The Executive Recommendation provides for Base Level, which includes appropriation for a 2.8% Cost of Living Allowance for the position on July 1 of each year of the biennium along with accompanying employee matching requirements.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Towing & Recovery Board  Code: 258	Name: Towing & Recovery Board  Code: A28	Name: Towing and Recovery Board  Code: 360	BR20	<b>300</b>

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----		96-97	-----97-98 FISCAL YEAR-----			-----98-99 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	95-96	96-97	AUTHORIZED	PRIORITY		TOTAL	PRIORITY		TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	APPRO	BASE	PROGRAMS	REQUEST	BASE	PROGRAMS	REQUEST	97-98	98-99	97-98	98-99
REGULAR SALARIES	0	18,966	17,946	19,883	0	19,883	20,439	0	20,439	19,883	20,439		
NUMBER OF POSITIONS	0	1	1	1	0	1	1	0	1	1	1		
PERSONAL SERV MATCHING	0	6,550	6,058	6,533	0	6,533	6,632	0	6,632	6,533	6,632		
OPERATING EXPENSES	7,726	22,814	31,299	22,814	1,000	23,814	22,814	1,000	23,814	22,814	22,814		
PROFESSIONAL FEES AND SER	0	0	2,500	0	0	0	0	0	0				
CAPITAL OUTLAY	0	0	0	0	5,000	5,000	0	5,000	5,000				
<b>TOTAL</b>	<b>7,726</b>	<b>48,330</b>	<b>57,803</b>	<b>49,230</b>	<b>6,000</b>	<b>55,230</b>	<b>49,885</b>	<b>6,000</b>	<b>55,885</b>	<b>49,230</b>	<b>49,885</b>		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	7,977	49,726	*****	54,226		54,226	57,181		57,181	54,226	63,181		
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS	49,475	52,830	*****	52,185	6,000	58,185	52,185	6,000	58,185	58,185	58,185		
OTHER			*****										
TOTAL FUNDING	57,452	102,556	*****	106,411	6,000	112,411	109,366	6,000	115,366	112,411	121,366		
EXCESS APPRO/ (FUNDING)	( 49,726)	( 54,226)	*****	( 57,181)		( 57,181)	( 59,481)		( 59,481)	( 63,181)	( 71,481)		
TOTAL	7,726	48,330	*****	49,230	6,000	55,230	49,885	6,000	55,885	49,230	49,885		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS  
 AGY 258 ARKANSAS TOWING AND RECOVERY BOARD  
 APPRO A28 CASH OPERATIONS  
 FUND 360 ARK TOWING & RECOVERY BOARD-(258)

The FY97 Budgeted amounts in Regular Salaries and/or Personal Services Matching may exceed the Authorized amounts due to the implementation of the pay plan during the 1995-97 biennium.

APPROPRIATION SUMMARY

BR 215

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	-----EXPENDITURES-----		-----1997 - 99 BIENNIUM REQUESTS-----						-----R E C O M M E N D A T I O N S-----					
					ACTUAL	BUDGETED	-----FY 1997 - 98-----			-----FY 1998 - 99-----			-----EXECUTIVE-----		-----LEGISLATIVE-----			
					95-96	96-97	-----REQUEST-----			-----REQUEST-----			1997-98	1998-99	1997-98	1998-99		
00		360	258 A28	B	7,726 0	48,330 1	49,230 1			49,885 1			49,230 1	49,885 1				
001		360	258 A28	P01		0 0	1,000 0			1,000 0								
							<p>Requesting an increase in Operational Expenses.</p> <p>An additional phone line is needed to accommodate the fax machine. Additional legal fees will be incurred for a Court Reporter to attend increasing number of formal hearings before the Board as the public becomes aware the Board will hear (justified) grievances against members of the towing industry.</p>											
002		360	258 A28	P02		0 0	5,000 0			5,000 0								
							<p>Requesting funding for Capital Outlay.</p> <p>The Board's office is equipped with bare basics. A copier and a computer are needed to enhance staff efficiency and productivity.</p>											

DEPT 007 REGULATORY BOARDS AND COMMISSIONS  
 AGY 258 ARKANSAS TOWING AND RECOVERY BOARD  
 APPRO A28 CASH OPERATIONS  
 FUND 360 ARK TOWING & RECOVERY BOARD-(258)

RANK BY APPROPRIATION  
 BR 264