

DFA - MANAGEMENT SERVICES

Enabling Laws

Act 248 of 2016
A.C.A. §19-4-101 - §19-4-2004

History and Organization

Mission Statement - The Management Services Division provides leadership and assistance to all state agencies to ensure the uniformity, accountability, and efficiency in the management of human, financial and material resources necessary for those agencies to perform their missions.

The Department of Finance and Administration (DFA) in its present organization form was created by Act 38 of 1971 during the 68th Arkansas General Assembly. Effective February 4, 1971, the Administration Department and its functions, powers and duties were transferred to the newly created Department of Finance and Administration.

The Department consists of two major Divisions: The Management Services Division and the Revenue Services Division. The Management Services Division is composed of the Offices of Accounting, Budget, Personnel Management, Procurement and Intergovernmental Services. Other offices that play a major role in State Government are the Office of Administrative Services, the Office of Internal Audit, the Office of Information Services, and the Employee Benefits Division. In addition, the Racing Commission and the Alcoholic Beverage Control Administration Division were also transferred to the newly created Department of Finance and Administration. Act 729 of 1981 transferred the Alcoholic Beverage Control Enforcement Division from the Department of Public Safety to the Department of Finance and Administration.

Central Administration activity of the Department of Finance and Administration oversees the departmental goal which is to instill good management practices in Arkansas State Government and to provide the money to run it. As the Chief Fiscal Officer of the State, the DFA Director is charged with the responsibility of making certain that expenditures, use of property, purchases, and use of personnel are carried out in accordance with the laws of the State. Most of the responsibilities in this area are directed and authorized by Act 876 of the 69th General Assembly (General Accounting and Budgetary Procedures Law, §19-4-101 et seq.).

Central Administration includes the Department of Finance and Administration top-level administration personnel and economic analysis. It is devoted to furthering the department goals with special emphasis placed upon services to agencies and citizens of the State.

The Department has two distinct functions within State Government. One function is to serve as the central collector of state revenues. The other function is to operate control management systems for State Government by providing assistance to all state agencies. This includes the management of their funds, personnel, and property, while exercising certain statutory controls over the agencies in these areas.

The Management Services Division has a primary goal of providing other agencies of State Government with services to assist them in meeting their primary goals and objectives. It continues to administer statutorily required controls in a manner that ensures agencies in State Government are operating legally, deriving maximum use of personnel, money and equipment available to them, and providing maximum service to the taxpayers. The Management Services Division has as its central objective the following program areas:

- 1) Accounting - Provide efficient and responsible fiscal management of all state programs or activities. Maintain a financial system providing information on all transactions of all state agencies for accounting and management services, apply sound pre-auditing procedures and maintain the State's accounting system in a timely and accurate manner. Additionally, the Office of Internal Audit (OIA) has merged with the Office of Accounting. The main goal for the OIA is to provide agency management with objective, proactive advice and value-added recommendations that assists them in the achievement of their goals and objectives and provide for strong accountability of state resources. To achieve this goal set forth for the OIA, a three-fold audit approach is utilized. This approach includes the performance of agency audits, Executive Order 98-04 "Compliance Audits and Special Reviews" that may be requested by agency management.
- 2) Budget - Develop, analyze, recommend, present and execute State budget matters, assist state agencies in budgetary matters and enforce the deficit prohibition law.
- 3) Personnel Management - Develop procedures and methods for the continued efficient operation of the Arkansas Personnel Management Program. Maintain personnel records for all classified agencies and payroll records for all state agencies. Provide broad spectrum training opportunities for state and local government employees and provide technical assistance and guidance to all state agencies.
- 4) Procurement - Implement the State procurement program and establish policies, procedures and controls for that program and administer a quality assurance program. Maintain a State surplus property program through the Marketing and Redistribution section.
- 5) Intergovernmental Services - Administer federal grants directed to local governments, state agencies and non-profit organizations for the improvement of narcotics and general law enforcement, drug treatment within state prisons, services for victims of crime, and prison construction. Provide an opportunity for organizations and individuals to review and comment on federally supported programs prior to their implementation.

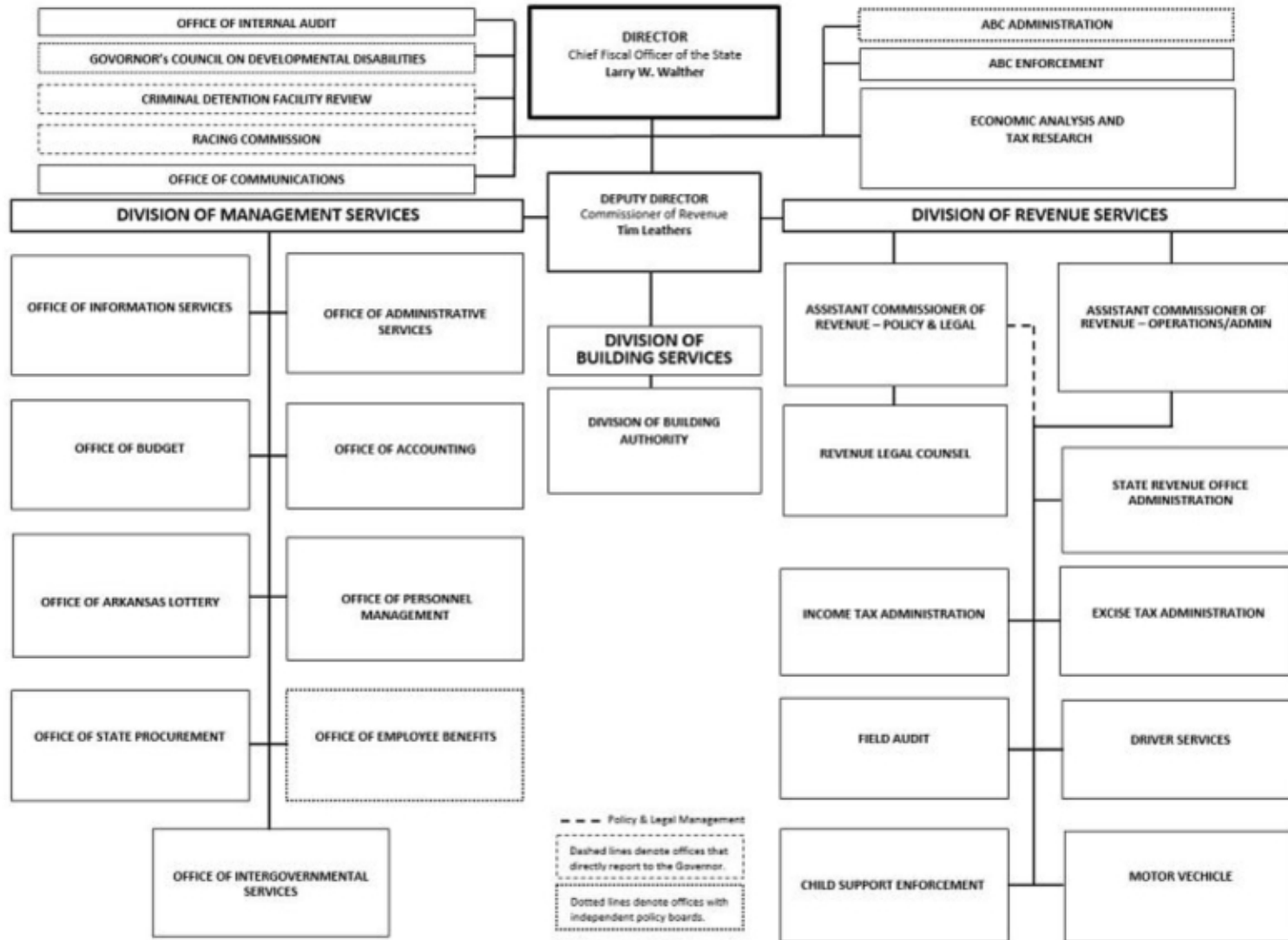
The Office of Administrative Services has with it human resources, fiscal accounting, purchasing and asset management, Administration of Justice Fund, State Vehicle Management Information and Acquisition System, state vehicle complaints, and state messenger service. This

Office performs numerous management-related functions for the Department of Finance and Administration, the Governor's Office, and smaller boards and commissions.

The Employee Benefits Division makes available to State and Public School Employees group health and life insurance. State employees also have the option of selecting other optional benefits, including deferred compensation. The Division oversees that customer service is available from the vendors for the participating members.

The Office of Information Services (OIS) is responsible for management of departmental information technology (IT) resources. This encompasses the Management Services and Revenue Services Divisions, and the Office of Child Support Enforcement. Functional areas include administration (including DFA web site maintenance and the AASIS Service Center), applications development and maintenance, and operations and support (computer operations, and local area network and desktop support).

ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION



Agency Commentary

The Management Services Division of the Department of Finance and Administration has a primary goal of providing other agencies of State Government with services to assist them in meeting their primary goals and objectives. It continues to administer statutorily required controls in a manner that ensures agencies in State Government are operating legally, deriving maximum use of personnel, money and equipment available to them, while providing maximum service to the taxpayer.

The Agency is requesting an increase over Base Level of \$19,823,754 for FY18 and FY19:

- Requesting the transfer of 3 positions from Agency 0630 DFA Revenue Division to Agency 0610 - DFA Management Services - Office of Information Systems (OIS). These positions are functional and technical IT positions and in a consolidation effort the agency has moved Cash Control Scanning Operations into OIS Imaging Section; \$151,247 each year. (272 - State Central Services)
- Reduction of 8 currently authorized positions from 464 currently authorized positions; reduction of (\$294,295) each year. The positions no longer need to be utilized due to efficiencies of the agency. (272 - State Central Services (7) and 252 - Federal (1))
- The Office for Victims of Crime provides an annual grant from the Crime Victims Fund to each State and eligible territory for the financial support of services to crime victims by eligible crime victim assistance programs; \$18,252,952 each year. The VOCA award to Arkansas increased approximately \$14 million over the FY14 VOCA award. This will cause at least three times the normal number of sub-grants under VOCA and will not only increase spending but necessitates the purchase of an electronic Grants Management System to support the operations of the grant. (1DF - Federal Funds)
- \$213,850 in FY18 and FY19 to restore the required General Revenue appropriation and funding matching obligation for two programs from the Department of Justice: Non-Victim Assistance Grants (251) and Victims of Crime Justice Assistance (34Z - Miscellaneous Agencies Fund).
- Marketing and Redistribution asks for a reallocation of resources from Operating Expenses to Capital Outlay in the amount of \$50,000 each year. This will allow for replacement of warehouse equipment that is beyond repair, becomes obsolete or that becomes too expensive to maintain or repair. (274 - Property Sales Holding Fund)
- Increase the DFA Management Services cash fund appropriation \$1,500,000 each year to have in place the mechanism to provide ongoing needs of an External Public Procurement Consultant for DHS critical procurements. Funds will be transferred from DHS. (907 - Cash Funds)

In conclusion, the Agency requests discontinuing the following federal appropriation that is no longer funded:

- IT Projects - Federal (83Q)

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
DEPARTMENT OF FINANCE AND ADMINISTRATION
FOR THE YEAR ENDED JUNE 30, 2014

Findings

Based on review of positions held by and salary adjustments made for a DFA Marketing and Redistribution (M&R) employee, it appears the employee's spouse, who is a DFA administrator, and other DFA administrators facilitated increases to the M&R employee's annual salary by transferring multiple employee positions between cost centers. Additionally, a labor market rate adjustment was arranged to single out the M&R employee for an additional \$5,040 salary increase in the second year of employment. These actions resulted in questionable salary increases totaling \$11,064 during two years of employment.

After a vehicle registration was processed for a customer at the Jacksonville State Revenue Office, \$700 was discovered missing from the total transaction of \$2,638. The custodian of funds stated she verified the cash payment with the customer, recounted the money after the customer left, and discovered the missing funds. The Jacksonville Police Department was notified, but due to lack of evidence, no charges were filed. The employee was temporarily suspended for not following proper procedures.

A portion of daily funds collected, totaling \$596, could not be located at the Texarkana State Revenue Office when the Office Manager was preparing the deposit at the end of the day. The Office Manager and another employee were unable to locate the unaccounted-for funds and reported the incident to the Texarkana Police Department. Due to lack of evidence, the Police Department and Internal Audit were unable to determine parties responsible; therefore, no charges were filed.

Recommendations

We recommend the Agency strengthen internal controls by establishing a policy prohibiting any particular administrator or manager from participating in decisions that may affect promotions, transfers, and salary adjustments for a related employee.

Agency Response:

All personnel actions that occurred in the finding above followed Arkansas law, DFA policy and the criteria for the administration of the State Pay Plan. DFA management acknowledges the fact that it appeared the administrator could have influenced the decision to promote and adjust her husband's annual salary. DFA has instituted a policy that prior to hiring any relative of a current employee the facts of the situation are reviewed and approved by the Director of the Department of Finance and Administration. Personnel actions such as promotions, transfers, etc. of employees with relatives in the department are reviewed by the Director to ensure no undue influence or the appearance of influence will occur in the process.

We recommend the Agency emphasize the importance of following proper procedures when processing cash transactions.

Agency Response:

DFA Revenue Office Management has emphasized the importance of following procedures to the staff in the Jacksonville office and this will be a topic of discussion at the annual Revenue Agent meeting in June 2016.

We recommend the Agency stress the importance of following proper procedures when handling state funds.

Agency Response:

DFA Revenue Office Management has emphasized the importance of following procedures to the staff in the Texarkana office and this will be a topic of discussion at the annual Revenue Agent meeting in June 2016.

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Findings

Sound information systems controls require that procedures be in place to ensure adequate segregation of duties is maintained and access is limited to only those transactions necessary for users to complete their job duties. Several security weaknesses were identified in the Arkansas Integrated Revenue System/Drivers Services Motor Vehicle Systems (AIRS-DSMV) that could increase the risk of error, fraud, and misuse of information resources:

- Seven users had the ability to issue a customer credit and approve refunds.
- Ability to apply a direct credit to a customer account was given to users for whom this ability is not necessary to complete their job duties.

Recommendations

We recommend Agency management improve user security administration internal controls.

Agency Response:

DFA agrees with the finding and will change the security role authorizations to correct the issues described above by November 30, 2015.

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FOR THE YEAR ENDED JUNE 30, 2014

Findings

Review of Selected Federal Awards

For the Year Ended June 30, 2014

Arkansas Governor's Developmental Disabilities Council

Developmental Disabilities Basic Support and Advocacy Grants

Activities Allowed or Unallowed; Allowable Costs/Cost Principles

ALA staff reviewed control procedures, in accordance with OMB Circular A-133 § 300 (b), to determine if they were designed, implemented, and operating effectively. ALA staff also reviewed costs for compliance with 2 CFR § 225, Appendix A, the approved State Plan, and requirements of the Developmental Disabilities Act.

The review of 65 transactions to determine if management review and approval were documented and if costs were allowable revealed the following:

- 49 transactions did not include documented management review or approval.
- Supporting documentation could not be provided for 11 transactions totaling \$71,921.
- In five instances, totaling \$1,105, the expense was coded to an incorrect fund representing another grant period, which implies that the expense was outside the appropriate obligation period and, therefore, unallowable.

Arkansas Governor's Developmental Disabilities Council (Continued)

Developmental Disabilities Basic Support and Advocacy Grants (Continued)

Allowable Costs/Cost Principles

In order for salaries and wages to be charged to a federal grant, an Agency must ensure compliance with the requirements of 2 CFR § 225, Appendix B - Selected Items of Cost. Personnel activity reports or equivalent documentation must:

- a) Reflect an after-the-fact distribution of the actual activity of each employee.
- b) Account for the total activity for which each employee is compensated.
- c) Be prepared at least monthly and coincide with one or more pay periods.
- d) Be signed by the employee.

Recommendations

ALA staff recommend the Agency establish and implement control procedures to ensure review and approval are appropriately documented prior to payment. In addition, the Agency should maintain all required documentation and properly code expenses to ensure financial information is accurately reflected.

Management Response: The Council agrees with the finding. On July 30, 2015, the Department of Finance and Administration (DFA) became the designated state agency for DDC. All policies and procedures are due to the cessation of the federal grant. Review of financial transactions will be made by the DFA Internal Audit section after review by the DFA Management Services Administrative Services staff. The Agency has established and implemented control procedures to ensure review and approval are appropriately documented prior to payment. The Agency has maintained all required documentation and properly coded expenses to ensure financial information is accurately reflected since overview from DFA beginning July 30, 2015. The Agency, with the overview of DFA, is requiring proper documented management review. All transactions must have supporting documentation with expenses being coded to correct funds of the grant period.

ALA staff recommend the Agency establish and implement control procedures to ensure adequate documentation is maintained to support the accuracy and allowability of its allocation of salaries and wages.

Management Response: We agree with the finding. The four employees are no longer employed by the agency. The July 27, 2015, cease and desist letter from the Administration on Intellectual Developmental Disabilities, the funding source, stopped grant funds for all Council activities and programs. All policies and procedures are being reviewed due to the cessation of the federal grant. Review of all financial transactions will be made by the DFA Internal Audit section after review by the DFA Management Services Administrative Services staff. DFA Management Office of Administrative Services is now overseeing all Agency control procedures to ensure adequate documentation is maintained to support the accuracy and allowability of its

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Findings

ALA staff reviewed 12 transactions representing three payroll periods for four employees to determine if the distribution of salaries and wages was adequately supported. This review revealed that in four instances, a timesheet or other acceptable record was not available to support the time allocated to the grant for salaries and wages. As a result, salaries and wages could not be confirmed as accurate or allowable.

Arkansas Governor's Developmental Disabilities Council (Continued)

Developmental Disabilities Basic Support and Advocacy Grants (Continued)

Cash Management

ALA staff reviewed four federal draws to determine if the draw requests were adequately supported and based on immediate cash requirements, in accordance with 31 CFR § 205.33. This review revealed that three draws, totaling \$186,939, did not contain sufficient, appropriate evidence, and ALA staff were unable to determine if the draws were based on immediate cash requirements. However, the three draws were prior to a review conducted by DFA internal audit, which assisted the Agency in establishing new control procedures. To determine if the new procedures were operating effectively, ALA staff reviewed two additional draws subsequent to the newly-established procedures and found no exceptions.

ALA staff also performed a review of control procedures for six subrecipient reimbursement requests to determine if the required DDC request form was used and approval by DDC staff was documented. Our review revealed the following:

- One reimbursement, totaling \$3,543, was made without the required DDC request form.
- Two reimbursements, totaling \$14,859, were made without documented approval.

Because of staff turnover, the Agency requested DFA assistance in developing internal control procedures to ensure grants are properly administered going forward. The Agency also requested assistance in calculating amounts that may be required to be returned to the federal awarding agency. DFA review revealed that funds totaling \$284,183 were drawn in excess of immediate cash needs. The Agency returned these

Recommendations

allocation of salaries and wages.

The federal awarding agency has withdrawn the Agency's grant funding. A recommendation to address the exceptions noted is not considered necessary.

Management Response: The Council agrees with the finding. Review of all financial transactions, including cash management, will be made by the DFA Internal Audit section after review by the DFA Management Services Administrative Services staff. The Agency has established and implemented control procedures to ensure review and approval is appropriately documented prior to payment. All transactions must have supporting documentation with expenses being coded to correct funds of the grant period.

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Findings

funds on April 9, 2015.

Arkansas Governor's Developmental Disabilities Council (Continued)

Developmental Disabilities Basic Support and Advocacy Grants (Continued)

Subrecipient Monitoring

ALA staff reviewed control procedures, in accordance with OMB Circular A-133 § 300 (b), to determine if they were designed, implemented, and operating effectively. In addition, the review included ensuring the Agency was in compliance with its grants manual that states onsite visits will be conducted at least once during the budget year to determine if services are being delivered according to the goals, objectives, and procedures in a subrecipient's approved work plan. ALA staff requested documentation to confirm the Agency conducted onsite visits. However, the Agency could not provide the documentation because onsite visits had not been conducted.

In addition, ALA staff reviewed nine subrecipient reimbursements to determine if the Agency monitored subrecipients as required by OMB Circular A-133 § 400 (d). The review revealed six reimbursements totaling \$55,629 did not have sufficient, appropriate evidence supporting the reimbursement claim request indicating the Agency was not providing adequate review or monitoring. Claim requests represented travel, salaries, and miscellaneous supplies.

ALA staff also reviewed six subrecipient agreements to determine if the Agency had provided the required federal award identifying information also outlined in OMB Circular A-133 § 400 (d). The review revealed the Agency failed to provide the information in all six agreements.

To provide additional monitoring, the Agency requires subrecipients to submit quarterly financial and performance reports. ALA staff review of six subrecipients revealed that limited quarterly financial and performance reports were submitted, suggesting that the Agency is not properly monitoring its subrecipients to ensure federal awards are being used for the intended purpose.

Failure to maintain adequate documentation, notify subrecipients of all required federal award information, and provide subrecipients with adequate oversight and monitoring

Recommendations

ALA staff recommend the Agency establish and implement procedures to ensure that onsite reviews of subrecipients are performed. ALA staff also recommend the Agency establish and implement control procedures to ensure subrecipients are properly notified of all required federal award information. In addition, the Agency should establish and implement control procedures to ensure subrecipients are delivering services as intended to meet the purpose of the federal award.

Management Response: We agree with this finding. DFA Office of Intergovernmental Services has assisted with the agency federal grant funding source, Administration Intellectual Developmental Disabilities (AIDD)-Administration of Community Living (ACL) Grants Office, to establish new control procedures. New internal controls and procedures have been established by DFA to ensure grants are monitored properly in the future. All policies and procedures are being reviewed due to the cessation of the federal grant. Review of all financial transactions will be made by the DFA Internal Audit section after review by the DFA Management Services Administrative Services staff. The Agency has maintained all required documentation and properly code expenses to ensure financial information is accurately reflected since overview from DFA beginning July 30, 2015. All transactions must have supporting documentation with expenses being coded to correct funds of the grant period.

DIVISION OF LEGISLATIVE AUDIT
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Findings

Recommendations

funding.

Arkansas Governor's Developmental Disabilities Council (Continued)

Developmental Disabilities Basic Support and Advocacy Grants (Continued)

Reporting

ALA staff reviewed control procedures, in accordance with OMB Circular A-133 § 300 (b), to determine if they were designed, implemented, and operating effectively and selected all four quarterly SF-425 federal financial reports for review to verify documented approval/certification by the Agency Director for compliance. The Agency could not locate one report, for the quarter ended September 30, 2013, and two reports, for quarters ended December 31, 2013 and June 30, 2014, did not contain documented approval/certification by the Agency Director.

ALA staff also reviewed the three quarterly reports available to determine if the Agency was submitting accurate and complete financial information to the federal awarding agency, as required by 45 CFR § 92.20(b)(1). This review revealed the following discrepancies:

- Revenue information recorded in AASIS did not agree with the federal draws (revenue) reported in the Payment Management System (PMS), the tool used by grantees to request federal draws from their federal awarding agencies.

The Agency properly established separate funds in AASIS for each award period. However, when the requested draws were received and deposited, controls were not adequate to ensure they were deposited into the correct fund. As a result, draws representing several award periods became commingled.

- Expenditures reported on the SF-425 were understated and did not agree with expenditures recorded in AASIS.

Because the Agency is a Service Bureau, its access to certain expenditure information in AASIS is restricted, which contributed to the discrepancy. Agency staff were unaware of the restriction and, therefore, unaware that the expenditure listing downloaded from AASIS was incomplete.

ALA staff recommend the Agency establish and implement control procedures to ensure that quarterly reports are properly documented as approved/certified. ALA staff also recommend the Agency provide adequate training to staff to ensure financial information reported is accurate and complete.

Management Response: We agree with the finding. All policies and procedures are being reviewed due to the cessation of the federal grant. Review of all financial transactions will be made by the DFA Internal Audit section after review by the DFA Management Services Administrative Services staff. DFA Office of Intergovernmental Services will assist the Agency in establishing new control procedures. New internal controls and procedures have been established by DFA to ensure grants are monitored properly in the future. DFA will provide oversight to ensure all quarterly reports are properly documented and approved.

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Findings

Recommendations

The deficiencies noted were the result of inadequate staff training and knowledge.

Employment Summary

	Male	Female	Total	%
White Employees	101	159	260	72 %
Black Employees	20	71	91	25 %
Other Racial Minorities	7	5	12	3 %
Total Minorities			103	28 %
Total Employees			363	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				
Annual Budget Instruction Packet	None	N	N	200	Assist State Agencies in the preparation of annual operations budgets. Electronic copy available on DFA Website.	0	0.00

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				
Biennial Budget Book	None	N	N	25	Contains detailed information regarding agency changes, funding and positions for each agency, as well as capital projects. Assist State Agencies in the preparation of annual operations budgets. Electronic copy available on DFA Website.	0	0.00
Biennial Budget Instruction Packet	A.C.A. 19-4-304	N	N	200	Provide information and assistance to state agencies in the preparation of biennial budget requests. Electronic copy available on DFA Website.	0	0.00
Biennial Budget Manuals	A.C.A. 19-4-305	Y	N	3,000	Compile agency requests and Governor's recommendations for Legislative Council/Joint Budget Committee. Electronic copy available on DFA Website.	0	0.00
COBRA Packets	None	N	N	18,000	Federal legislation requires former employees or dependents have insurance benefits after termination of group benefits. Continuing coverage information is provided to individuals.	0	0.00
Comprehensive Annual Financial Report (CAFR)	A.C.A. 19-5-517	N	N	400	To provide the detailed information of the State's financial status and to ensure proper handling of the taxpayers' money.	0	0.00
EBD Buzz	None	N	N	350,000	Newsletter to be sent quarterly on insurance updates and information.	0	0.00
Enrollment Guide for Arkansas Public School Employees	None	N	N	100	The enrollment guide provides information regarding open enrollment, rates and benefit changes. Electronic copy available on DFA website.	0	0.00

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				
Enrollment Guide for Arkansas State and Public School Retired Employees	None	N	N	500	The enrollment guide provides information regarding open enrollment, rates and benefit changes. 250 State / 250 Public School. Electronic copy available on DFA website.	0	0.00
Enrollment Guide for Arkansas State Employees	None	N	N	100	The enrollment guide provides information regarding open enrollment, rates and benefit changes. Electronic copy available on DFA website.	0	0.00
Facts about the Arkansas State Budget	None	N	N	1,000	Informational brochure for the public. Electronic copy available on DFA Website.	0	0.00
Summary Plan Description	None	N	N	250	The Department of Labor requires that a summary of the plan be available to all employees. The summary plan description describes insurance benefits for the State and Public School Employees enrolled in the plan. Electronic copy available on DFA website.	0	0.00

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: 0610 DFA - MANAGEMENT SERVICES

Minority Business	Total Contract Awarded	Minority Type per A.C.A. 15-4-303 (2)					
		African American	Hispanic American	American Indian	Asian American	Pacific Islander American	Disabled Veteran
Custom Travel	\$11,872	X					
Goddess Products, Inc.	\$52,552	X					

TOTAL NUMBER OF MINORITY CONTRACTS AWARDED 2

TOTAL EXPENDITURES FOR CONTRACTS AWARDED \$78,011,311

% OF MINORITY CONTRACTS AWARDED 0.07 %

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2015-2016		2016-2017		2016-2017		2017-2018					2018-2019						
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
1DF Victims of Crime Justice Assistance - Federal	8,172,839	7	32,052,855	7	13,799,903	7	13,747,323	7	32,000,275	7	32,000,275	7	13,747,401	7	32,000,353	7	32,000,353	7
1GA Purchase / Corporate Travel Card Program	1,029,764	0	4,000,000	0	4,000,000	0	4,000,000	0	4,000,000	0	4,000,000	0	4,000,000	0	4,000,000	0	4,000,000	0
251 Dept of Justice Non-Victim Assistance Grants - S	314,672	0	989,810	0	1,000,000	0	989,810	0	1,000,000	0	1,000,000	0	989,810	0	1,000,000	0	1,000,000	0
252 Dept of Justice Non-Victim Assistance Grants - f	1,867,454	4	9,929,484	4	9,929,484	4	9,801,522	4	9,766,678	3	9,766,678	3	9,801,522	4	9,766,678	3	9,766,678	3
272 DFA Management Services - Operations	25,073,110	342	29,055,288	377	28,725,950	377	29,089,008	377	28,980,804	373	28,980,804	373	29,095,278	377	28,987,074	373	28,987,074	373
274 Marketing and Redistribution	725,895	16	1,301,013	16	1,301,013	16	1,259,520	16	1,259,520	16	1,259,520	16	1,260,379	16	1,260,379	16	1,260,379	16
278 Employee Benefits Division	2,464,400	32	3,114,897	34	3,114,897	34	3,096,661	34	3,096,661	34	3,096,661	34	3,099,238	34	3,099,238	34	3,099,238	34
279 Information Technology	23,980,511	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0
2HG Personnel Management - Employee Awards	0	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0
34Z Victims of Crime Justice Assistance - State	0	0	155,536	0	359,196	0	155,536	0	359,196	0	359,196	0	155,536	0	359,196	0	359,196	0
574 Statewide Payroll Paying	0	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0
907 DFA Management Services - Misc Cash	798,428	18	2,969,328	21	3,068,152	21	2,973,920	21	4,473,920	21	4,473,920	21	2,973,920	21	4,473,920	21	4,473,920	21
U35 Developmental Disabilities Council - State	0	0	38,254	0	38,254	0	36,447	0	36,447	0	36,447	0	36,447	0	36,447	0	36,447	0
U36 Developmental Disabilities Council - Federal	71,325	2	1,421,896	5	1,421,896	5	1,356,834	5	1,356,834	5	1,356,834	5	1,356,834	5	1,356,834	5	1,356,834	5
NOT REQUESTED FOR THE BIENNIUM																		
83Q IT Projects - Federal	0	0	2,406,608	0	2,406,608	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	64,498,398	421	2,217,467,249	464	2,199,197,633	464	2,196,538,861	464	2,216,362,615	459	2,216,362,615	459	2,196,548,645	464	2,216,372,399	459	2,216,372,399	459

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance	4000005	2,745,718	4.1	3,141,713	0.1	3,200,041	0.1	3,200,041	0.1	3,200,041	0.1	3,468,277	0.2	3,468,277	0.2	3,468,277	0.2	
General Revenue	4000010	374,311	0.6	1,183,600	0.1	1,181,793	0.1	1,395,643	0.1	1,395,643	0.1	1,181,793	0.1	1,395,643	0.1	1,395,643	0.1	
Federal Revenue	4000020	10,769,668	15.9	45,810,843	2.1	24,905,679	1.1	43,123,787	1.9	43,123,787	1.9	24,905,757	1.1	43,123,865	1.9	43,123,865	1.9	
State Central Services	4000035	51,516,820	76.2	62,202,465	2.8	62,217,949	2.8	62,109,745	2.8	62,109,745	2.8	62,226,796	2.8	62,118,592	2.8	62,118,592	2.8	
Non-Revenue Receipts	4000040	4,245,963	6.3	6,356,557	0.3	6,500,000	0.3	6,500,000	0.3	6,500,000	0.3	6,500,000	0.3	6,500,000	0.3	6,500,000	0.3	
Cash Fund	4000045	436,094	0.6	435,906	0.0	500,000	0.0	500,000	0.0	500,000	0.0	500,000	0.0	500,000	0.0	500,000	0.0	
Agency Payroll Paying Accounts	4000085	0	0.0	2,100,000,000	94.6	2,100,000,000	95.5	2,100,000,000	94.6	2,100,000,000	94.6	2,100,000,000	95.4	2,100,000,000	94.6	2,100,000,000	94.6	
Interest	4000300	31,559	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Inter-agency Fund Transfer	4000316	(905,258)	(1.3)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Intra-agency Fund Transfer	4000317	650,000	1.0	1,536,206	0.1	1,501,676	0.1	1,501,676	0.1	1,501,676	0.1	1,501,676	0.1	1,501,676	0.1	1,501,676	0.1	
M & R Sales	4000340	1,201	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Transfer from DHS	4000510	0	0.0	0	0.0	0	0.0	1,500,000	0.1	1,500,000	0.1	0	0.0	1,500,000	0.1	1,500,000	0.1	
Transfer to DFA Disbursing	4000610	(2,225,965)	(3.3)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Total Funds		67,640,111	100.0	2,220,667,290	100.0	2,200,007,138	100.0	2,219,830,892	100.0	2,219,830,892	100.0	2,200,284,299	100.0	2,220,108,053	100.0	2,220,108,053	100.0	

Excess Appropriation/(Funding)	(3,141,713)	(3,200,041)		(3,468,277)	(3,468,277)	(3,468,277)	(3,735,654)	(3,735,654)	(3,735,654)
Grand Total	64,498,398	2,217,467,249		2,196,538,861	2,216,362,615	2,216,362,615	2,196,548,645	2,216,372,399	2,216,372,399

1DF - Budget exceeds Authorized Appropriation due to a transfer from the Miscellaneous Federal Grant Holding Account.

272 - FY17 Budget amount exceeds Authorized amount due to salary and matching rate adjustments during the 2015-2017 biennium.

Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
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	
445	370	75	445	0	16.85 %	464	372	94	466	-2	19.83 %	464	365	99	464	0	21.34 %

Budget Number of Positions may exceed the Authorized Number due to additional positions established through the authority of the Miscellaneous Federal Program Act during the 2015-2017 Biennium.

Analysis of Budget Request

Appropriation: 1DF - Victims of Crime Justice Assistance - Federal

Funding Sources: FVD - Victims of Crime Justice Assistance

This federally funded appropriation for the Victims of Crime Justice Assistance Program includes salary, operating expenses and the administration of federal funds received through the Victims of Crime Act (VOCA), STOP Violence Against Women and Family Violence Prevention and the Family Violence Prevention and Services Act (FVPSA). The program provides for statewide violence prevention activities.

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.

Base Level for the biennium is \$13,747,323 in FY18 and \$13,747,401 for FY19.

The Agency is requesting the following for the 2017-2019 Biennium:

- Annual grant has been awarded from the Crime Victims Fund to each State and eligible territory for the financial support of services to crime victims by eligible crime victim assistance programs; \$18,252,952 each year. The VOCA award to Arkansas increased will cause at least three times the normal number of sub-grants under VOCA and will not only increase spending but necessitates the purchase of an electronic Grants Management System to support the operations of the grant. The funds to pay for the system are included in the grant award.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 1DF - Victims of Crime Justice Assistance - Federal
Funding Sources: FVD - Victims of Crime Justice Assistance

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	264,986	521,777	296,777	257,914	482,914	482,914	257,969	482,969	482,969
#Positions		7	7	7	7	7	7	7	7	7
Extra Help	5010001	0	6,272	6,272	6,272	6,272	6,272	6,272	6,272	6,272
#Extra Help		0	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	93,986	191,658	109,010	95,293	177,941	177,941	95,316	177,964	177,964
Overtime	5010006	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Operating Expenses	5020002	34,737	150,000	125,000	125,000	150,000	150,000	125,000	150,000	150,000
Conference & Travel Expenses	5050009	502	13,000	8,000	8,000	13,000	13,000	8,000	13,000	13,000
Professional Fees	5060010	0	74,219	74,219	74,219	74,219	74,219	74,219	74,219	74,219
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	7,778,628	30,440,304	13,100,000	13,100,000	30,440,304	30,440,304	13,100,000	30,440,304	30,440,304
Refunds/Reimbursements	5110014	0	78,125	78,125	78,125	78,125	78,125	78,125	78,125	78,125
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Grants Mgmt System	5900046	0	575,000	0	0	575,000	575,000	0	575,000	575,000
Total		8,172,839	32,052,855	13,799,903	13,747,323	32,000,275	32,000,275	13,747,401	32,000,353	32,000,353
Funding Sources										
Federal Revenue	4000020	8,448,862	32,052,855		13,747,323	32,000,275	32,000,275	13,747,401	32,000,353	32,000,353
Inter-agency Fund Transfer	4000316	(276,023)	0		0	0	0	0	0	0
Total Funding		8,172,839	32,052,855		13,747,323	32,000,275	32,000,275	13,747,401	32,000,353	32,000,353
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		8,172,839	32,052,855		13,747,323	32,000,275	32,000,275	13,747,401	32,000,353	32,000,353

Budget exceeds Authorized Appropriation in several line items due to a transfer from the Miscellaneous Federal Grant Holding Account.

Inter-agency fund transfers to Agencies.

Change Level by Appropriation

Appropriation: 1DF - Victims of Crime Justice Assistance - Federal
Funding Sources: FVD - Victims of Crime Justice Assistance

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	13,747,323	7	13,747,323	100.0	13,747,401	7	13,747,401	100.0
C06	Restore Position/Approp	18,252,952	0	32,000,275	232.8	18,252,952	0	32,000,353	232.8

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	13,747,323	7	13,747,323	100.0	13,747,401	7	13,747,401	100.0
C06	Restore Position/Approp	18,252,952	0	32,000,275	232.8	18,252,952	0	32,000,353	232.8

Justification

C06	The Office for Victims of Crime provides an annual grant from the Crime Victims Fund to each State and eligible territory for the financial support of services to crime victims by eligible crime victim assistance programs. The VOCA award to Arkansas increased approximately \$14 million over the FY14 VOCA award. This will cause at least three times the normal number of sub-grants under VOCA and will not only increase spending but necessitates the purchase of an electronic Grants Management System to support the operations of the grant.
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Analysis of Budget Request

Appropriation: 1GA - Purchase / Corporate Travel Card Program

Funding Sources: MPC - Purchase & Travel Card Program Fund

This appropriation is funded by a miscellaneous revolving fund and is used for rebates from vendor banks, distribution to participating agencies and for operating expenses connected with the administration of the Purchase and Corporate Travel Card Program.

Arkansas Agency Travel Card Program

The Department of Finance and Administration (DFA) - Office of State Procurement (OSP), State Agencies and Institutions of Higher Education have developed and implemented the Arkansas Agency Travel Card Program for employees that have valid business related travel expenses. The Office of State Procurement has responsibility for the development of policy and procedures. Agencies and Higher Education Institutions are responsible for the development of procedures consistent with State policies implementing the program.

Card holders use the card for any authorized travel related expense at any establishment or merchant that accepts the VISA card. The Arkansas Travel Regulations govern most aspects of the State Travel Card Program.

Arkansas Purchasing Card Program

The State of Arkansas and participating organizations have implemented the Arkansas Purchasing Card Program (P-Card) with US Bank VISA Purchasing Card to simplify, streamline, and facilitate the purchase and payment process.

The P-Card is a fast, flexible purchasing tool offering an enhancement to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for supplies with a total maximum per cycle limit that will be determined on an individual basis. The default maximum charges per individual card holder are \$2,000 per cycle. The P-Card is to be used only for official business purchases for the State of Arkansas. Any attempt to use the P-Card for a purchase in excess of the set card limit will result in the purchase being rejected by the bank and the vendor.

The Agency is requesting Base Level of \$4,000,000 each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 1GA - Purchase / Corporate Travel Card Program

Funding Sources: MPC - Purchase & Travel Card Program Fund

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
Refunds/Reimbursements	5110014	1,029,764	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Total		1,029,764	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Funding Sources										
Fund Balance	4000005	142,158	143,443		0	0	0	0	0	0
Non-Revenue Receipts	4000040	1,218,618	3,856,557		4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Inter-agency Fund Transfer	4000316	(187,569)	0		0	0	0	0	0	0
Total Funding		1,173,207	4,000,000		4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Excess Appropriation/(Funding)		(143,443)	0		0	0	0	0	0	0
Grand Total		1,029,764	4,000,000		4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000

Inter-Agency Transfers - Rebates to Agencies

Analysis of Budget Request

Appropriation: 251 - Dept of Justice Non-Victim Assistance Grants - State

Funding Sources: HUA - Miscellaneous Agencies Fund

This general revenue funded appropriation provides city and county governments and state agencies with matching funds to implement programs authorized under the Federal Drug Law Enforcement Program. This appropriation provides matching funds to the sub-grantees of the Federal Law Enforcement Block Grant, Violent Offender, and Substance Abuse Treatment Programs.

Base Level is \$989,810 each year of the 2017-2019 Biennium.

The Agency is requesting a Change Level increase of \$10,190 each year to restore the required general revenue appropriation and funding matching obligation for corresponding federal appropriation (252), also administered by DFA Management Services.

The Executive Recommendation provides for the Agency Request of appropriation and general revenue funding.

Appropriation Summary

Appropriation: 251 - Dept of Justice Non-Victim Assistance Grants - State

Funding Sources: HUA - Miscellaneous Agencies Fund

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
Grants and Aid	5100004	314,672	989,810	1,000,000	989,810	1,000,000	1,000,000	989,810	1,000,000	1,000,000
Total		314,672	989,810	1,000,000	989,810	1,000,000	1,000,000	989,810	1,000,000	1,000,000
Funding Sources										
General Revenue	4000010	374,311	989,810		989,810	1,000,000	1,000,000	989,810	1,000,000	1,000,000
Inter-agency Fund Transfer	4000316	(59,639)	0		0	0	0	0	0	0
Total Funding		314,672	989,810		989,810	1,000,000	1,000,000	989,810	1,000,000	1,000,000
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		314,672	989,810		989,810	1,000,000	1,000,000	989,810	1,000,000	1,000,000

Inter-agency fund transfers to Community Corrections & Corrections

Change Level by Appropriation

Appropriation: 251 - Dept of Justice Non-Victim Assistance Grants - State
Funding Sources: HUA - Miscellaneous Agencies Fund

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	989,810	0	989,810	100.0	989,810	0	989,810	100.0
C01	Existing Program	10,190	0	1,000,000	101.0	10,190	0	1,000,000	101.0

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	989,810	0	989,810	100.0	989,810	0	989,810	100.0
C01	Existing Program	10,190	0	1,000,000	101.0	10,190	0	1,000,000	101.0

Justification

C01	Restore the required General Revenue appropriation and funding matching obligation for the Department of Justice Non-Victim Assistance Grants Program.
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Analysis of Budget Request

Appropriation: 252 - Dept of Justice Non-Victim Assistance Grants - Federal

Funding Sources: FIG - DFA Federal Funds

Department of Finance and Administration - Intergovernmental Services is responsible for the management of a federal grant program that supports improvements in the State's criminal justice system. This grant program provides funds to cities and counties, prosecuting attorneys, state courts and state agencies. Grant programs operated through Intergovernmental Services include the Edward Byrne Memorial Drug Law Enforcement Program (DLEP) for narcotics enforcement and violent crime control.

This grant program has varying eligibility requirements, and a twenty-five percent match requirement. Grant funds are made available for application after the State receives notification of a state level grant award. All federal grant funds are made available through the U. S. Department of Justice.

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.

Base Level is \$9,801,522 each year of the 2017-2019 Biennium.

The Agency is requesting a reduction of one (1) currently authorized position from four (4) currently authorized positions; reduction of (\$34,844) each year. The position no longer needs to be utilized due to efficiencies of the agency.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 252 - Dept of Justice Non-Victim Assistance Grants - Federal

Funding Sources: FIG - DFA Federal Funds

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	160,183	262,809	262,809	166,640	142,425	142,425	166,640	142,425	142,425
#Positions		4	4	4	4	3	3	4	3	3
Personal Services Matching	5010003	70,772	90,046	90,046	58,253	47,624	47,624	58,253	47,624	47,624
Operating Expenses	5020002	25,932	168,129	168,129	168,129	168,129	168,129	168,129	168,129	168,129
Conference & Travel Expenses	5050009	0	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Professional Fees	5060010	0	205,000	205,000	205,000	205,000	205,000	205,000	205,000	205,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	1,610,567	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
Refunds/Reimbursements	5110014	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		1,867,454	9,929,484	9,929,484	9,801,522	9,766,678	9,766,678	9,801,522	9,766,678	9,766,678
Funding Sources										
Federal Revenue	4000020	2,249,481	9,929,484		9,801,522	9,766,678	9,766,678	9,801,522	9,766,678	9,766,678
Inter-agency Fund Transfer	4000316	(382,027)	0		0	0	0	0	0	0
Total Funding		1,867,454	9,929,484		9,801,522	9,766,678	9,766,678	9,801,522	9,766,678	9,766,678
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		1,867,454	9,929,484		9,801,522	9,766,678	9,766,678	9,801,522	9,766,678	9,766,678

Inter-agency fund transfers to Agencies.

Change Level by Appropriation

Appropriation: 252 - Dept of Justice Non-Victim Assistance Grants - Federal
Funding Sources: FIG - DFA Federal Funds

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	9,801,522	4	9,801,522	100.0	9,801,522	4	9,801,522	100.0
C03	Discontinue Program	(34,844)	(1)	9,766,678	99.6	(34,844)	(1)	9,766,678	99.6

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	9,801,522	4	9,801,522	100.0	9,801,522	4	9,801,522	100.0
C03	Discontinue Program	(34,844)	(1)	9,766,678	99.6	(34,844)	(1)	9,766,678	99.6

Justification

C03	Reduction of 1 currently authorized position (Base Level) from 4 currently authorized positions; reduction of \$34,844 each year. The position no longer needs to be utilized due to efficiencies of the agency.
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Analysis of Budget Request

Appropriation: 272 - DFA Management Services - Operations

Funding Sources: HSC - State Central Services

This State Central Services funded appropriation provides for operations of the Management Services Division of the Department of Finance and Administration. The Management Services Division provides state agencies with assistance in accounting, budgeting, personnel, purchasing, and administering statutorily required controls. The Division includes the Office of the Director, Economic Analysis and Tax Research, Office of Administrative Services, Office of Accounting, Office of Budget, Office of Personnel Management, Office of State Procurement, Office of Internal Audit, Office of Information Systems, Office of Intergovernmental Services and the Criminal Detention Facilities Coordinator.

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 salary of unclassified positions reflects the FY17 line item maximum plus the previously authorized 2016 1% Cost of Living Adjustment authorized by Act 1007 (3 (B)) of 2015.

Base Level for the biennium is \$29,089,008 for FY18 and \$29,095,278 for FY19.

The Agency is requesting the following:

- Regular Salaries and Personal Services Matching of \$151,247 each year for the transfer of 3 positions from Agency 0630 - DFA Revenue Services to DFA Management Services - Office of Information Systems (OIS). These positions are functional and technical IT positions and in a consolidation effort moved Cash Control Scanning Operations into OIS Imaging Section.
- Reduction of (\$259,451) in Regular Salaries and Personal Services Matching corresponding to seven (7) currently authorized positions out of 377 total authorized. The positions no longer need to be utilized due to efficiencies of the agency.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 272 - DFA Management Services - Operations

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	17,034,080	19,182,320	18,859,018	19,129,261	19,057,533	19,057,533	19,133,661	19,061,933	19,061,933
#Positions		342	377	377	377	373	373	377	373	373
Extra Help	5010001	7,736	41,512	41,512	41,512	41,512	41,512	41,512	41,512	41,512
#Extra Help		1	20	20	20	20	20	20	20	20
Personal Services Matching	5010003	5,650,552	6,166,164	6,160,128	6,252,943	6,216,467	6,216,467	6,254,813	6,218,337	6,218,337
Overtime	5010006	6	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Operating Expenses	5020002	2,114,357	2,569,193	2,569,193	2,569,193	2,569,193	2,569,193	2,569,193	2,569,193	2,569,193
Conference & Travel Expenses	5050009	3,342	377,599	377,599	377,599	377,599	377,599	377,599	377,599	377,599
Professional Fees	5060010	263,037	713,500	713,500	713,500	713,500	713,500	713,500	713,500	713,500
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		25,073,110	29,055,288	28,725,950	29,089,008	28,980,804	28,980,804	29,095,278	28,987,074	28,987,074

Funding Sources										
State Central Services	4000035	25,071,909	29,055,288		29,089,008	28,980,804	28,980,804	29,095,278	28,987,074	28,987,074
M & R Sales	4000340	1,201	0		0	0	0	0	0	0
Total Funding		25,073,110	29,055,288		29,089,008	28,980,804	28,980,804	29,095,278	28,987,074	28,987,074
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		25,073,110	29,055,288		29,089,008	28,980,804	28,980,804	29,095,278	28,987,074	28,987,074

The FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 biennium.

Change Level by Appropriation

Appropriation: 272 - DFA Management Services - Operations
Funding Sources: HSC - State Central Services

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	29,089,008	377	29,089,008	100.0	29,095,278	377	29,095,278	100.0
C03	Discontinue Program	(259,451)	(7)	28,829,557	99.1	(259,451)	(7)	28,835,827	99.1
C07	Agency Transfer	151,247	3	28,980,804	99.6	151,247	3	28,987,074	99.6

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	29,089,008	377	29,089,008	100.0	29,095,278	377	29,095,278	100.0
C03	Discontinue Program	(259,451)	(7)	28,829,557	99.1	(259,451)	(7)	28,835,827	99.1
C07	Agency Transfer	151,247	3	28,980,804	99.6	151,247	3	28,987,074	99.6

Justification

C03	Reduction of 7 currently authorized positions (Base Level) from 377 currently authorized positions; reduction of \$259,451 each year. The positions no longer need to be utilized due to efficiencies of the agency.
C07	The Revenue Division is transferring 3 positions to Agency 0610 - DFA Management Services - Office of Information Systems (OIS). These positions are functional and technical IT positions and in a consolidation effort moved Cash Control Scanning Operations into OIS Imaging Section.

Analysis of Budget Request

Appropriation: 274 - Marketing and Redistribution

Funding Sources: MPH - Property Sales Holding Fund

This appropriation provides for operation of the Department of Finance and Administration - Management Services Division - Marketing and Redistribution (M&R) Program. State agencies are required to dispose of furnishings, equipment, vehicles and other inventory items through M&R. State and public agencies have first option to purchase these items. Funding for this service is provided via fees charged for goods and services offered through the M&R Warehouse.

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.

Base Level is \$1,259,520 for FY18 and \$1,260,379 for FY19.

Marketing and Redistribution requests a reallocation of resources from Operating Expenses to Capital Outlay in the amount of \$50,000 each year. This will allow for replacement of warehouse equipment that is beyond repair, becomes obsolete or that becomes too expensive to maintain or repair.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 274 - Marketing and Redistribution

Funding Sources: MPH - Property Sales Holding Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	463,897	534,697	534,697	505,000	505,000	505,000	505,700	505,700	505,700
#Positions		16	16	16	16	16	16	16	16	16
Extra Help	5010001	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
#Extra Help		0	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	167,404	207,711	207,711	195,915	195,915	195,915	196,074	196,074	196,074
Operating Expenses	5020002	94,257	528,605	528,605	528,605	478,605	478,605	528,605	478,605	478,605
Conference & Travel Expenses	5050009	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Professional Fees	5060010	337	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	50,000	50,000	0	50,000	50,000
Total		725,895	1,301,013	1,301,013	1,259,520	1,259,520	1,259,520	1,260,379	1,260,379	1,260,379

Funding Sources										
Fund Balance	4000005	948,495	1,023,980		2,222,967	2,222,967	2,222,967	3,463,447	3,463,447	3,463,447
Non-Revenue Receipts	4000040	3,027,345	2,500,000		2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Transfer to DFA Disbursing	4000610	(2,225,965)	0		0	0	0	0	0	0
Total Funding		1,749,875	3,523,980		4,722,967	4,722,967	4,722,967	5,963,447	5,963,447	5,963,447
Excess Appropriation/(Funding)		(1,023,980)	(2,222,967)		(3,463,447)	(3,463,447)	(3,463,447)	(4,703,068)	(4,703,068)	(4,703,068)
Grand Total		725,895	1,301,013		1,259,520	1,259,520	1,259,520	1,260,379	1,260,379	1,260,379

Change Level by Appropriation

Appropriation: 274 - Marketing and Redistribution
Funding Sources: MPH - Property Sales Holding Fund

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	1,259,520	16	1,259,520	100.0	1,260,379	16	1,260,379	100.0
C04	Reallocation	0	0	1,259,520	100.0	0	0	1,260,379	100.0

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	1,259,520	16	1,259,520	100.0	1,260,379	16	1,260,379	100.0
C04	Reallocation	0	0	1,259,520	100.0	0	0	1,260,379	100.0

Justification

C04	Reallocation from Operating Expenses to Capital Outlay. Replace warehouse equipment that is beyond repair, becomes obsolete or that becomes too expensive to maintain or repair.
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Analysis of Budget Request

Appropriation: 278 - Employee Benefits Division

Funding Sources: HSC - State Central Services

The Department of Finance and Administration - Employees Benefit Division (EBD) manages the group health and life programs, other select benefit programs for active and retired state and public school employees, and builds quality programs that operate in an efficient manner to ensure responsive customer service, promote product education, affordability and accessibility.

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.

Employee Benefits Division is requesting Base Level of \$3,096,661 for FY18 and \$3,099,238 for FY19.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 278 - Employee Benefits Division

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	1,210,602	1,412,710	1,412,710	1,410,411	1,410,411	1,410,411	1,412,511	1,412,511	1,412,511
#Positions		32	34	34	34	34	34	34	34	34
Personal Services Matching	5010003	453,072	508,926	508,926	492,989	492,989	492,989	493,466	493,466	493,466
Overtime	5010006	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Operating Expenses	5020002	800,023	1,130,172	1,130,172	1,130,172	1,130,172	1,130,172	1,130,172	1,130,172	1,130,172
Conference & Travel Expenses	5050009	703	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Professional Fees	5060010	0	54,089	54,089	54,089	54,089	54,089	54,089	54,089	54,089
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		2,464,400	3,114,897	3,114,897	3,096,661	3,096,661	3,096,661	3,099,238	3,099,238	3,099,238
Funding Sources										
State Central Services	4000035	2,464,400	3,114,897		3,096,661	3,096,661	3,096,661	3,099,238	3,099,238	3,099,238
Total Funding		2,464,400	3,114,897		3,096,661	3,096,661	3,096,661	3,099,238	3,099,238	3,099,238
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		2,464,400	3,114,897		3,096,661	3,096,661	3,096,661	3,099,238	3,099,238	3,099,238

Analysis of Budget Request

Appropriation: 279 - Information Technology

Funding Sources: HSC - State Central Services

The Department of Finance and Administration (DFA) - Office of Information Services (OIS) facilitates a more effective and efficient management of the Department's information technology assets. Funded from State Central Services, this appropriation provides for data processing, development, implementation, enhancement, and operation of automated systems within the Department of Finance and Administration. The AASIS Billings line item represents Department of Information Systems bills and related expenses for the AASIS Service Center.

The Agency is requesting Base Level of \$30,000,000 each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 279 - Information Technology

Funding Sources: HSC - State Central Services

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
Information Technology Services 5900044	17,695,740	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000
AASIS Billings 5900046	6,284,771	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000
Total	23,980,511	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000
Funding Sources									
State Central Services 4000035	23,980,511	30,000,000		30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000
Total Funding	23,980,511	30,000,000		30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	23,980,511	30,000,000		30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000

Analysis of Budget Request

Appropriation: 2HG - Personnel Management - Employee Awards

Funding Sources: HSC - State Central Services

This appropriation provides authority for payment of awards made through the Arkansas Employee Suggestion System (A.C.A. §21-11-101 et seq.). Through this program, state employees are encouraged to submit cost saving ideas for State Government. Employees eligible to participate in the Employee Suggestion System Program are those who are full-time state employees of all departments, agencies, institutions, boards, commissions or other agencies of the State supported by state and/or federal funds.

Up to \$5,000 in cash awards is given for suggestions that provide tangible monetary savings. Awards are paid in an amount equal to 10% of the first year's estimated net cost savings. There is a maximum award possible for tangible savings of \$5,000 and a Certificate of Recognition. Certificates are given for suggestions providing intangible benefits such as more efficient procedures and forms and improved employee morale, employee health or safety. Awards for intangible savings range from a Certificate of Recognition to \$100.

Funds disbursed for awards from the State Central Services Fund are reimbursed from funds of the benefiting Agency.

The Agency is requesting Base Level of \$32,280 each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 2HG - Personnel Management - Employee Awards

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	0	4,951	4,951	4,951	4,951	4,951	4,951	4,951	4,951
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Employee Awards	5900046	0	27,329	27,329	27,329	27,329	27,329	27,329	27,329	27,329
Total		0	32,280	32,280	32,280	32,280	32,280	32,280	32,280	32,280
Funding Sources										
State Central Services	4000035	0	32,280		32,280	32,280	32,280	32,280	32,280	32,280
Total Funding		0	32,280		32,280	32,280	32,280	32,280	32,280	32,280
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		0	32,280		32,280	32,280	32,280	32,280	32,280	32,280

Analysis of Budget Request

Appropriation: 34Z - Victims of Crime Justice Assistance - State

Funding Sources: HUA - Miscellaneous Agencies Fund

This general revenue funded appropriation provides the state match for the Victims of Crime Justice Assistance Program which receives federal funds through the Victims of Crime Act (VOCA), STOP Violence Against Women and Family Violence Prevention and the Family Violence Prevention and Services Act (FVPSA). The program provides for statewide violence prevention activities.

This appropriation provides for the required State match obligation for corresponding federal appropriation (1DF), also administered by DFA Management Services.

Base Level is \$155,536 each year of the 2017-2019 Biennium.

The Agency is requesting a Change Level increase of \$203,660 each year to restore the required general revenue appropriation and funding matching obligation for corresponding federal appropriation (1DF), also administered by DFA Management Services.

The Executive Recommendation provides for the Agency Request of appropriation and general revenue funding.

Appropriation Summary

Appropriation: 34Z - Victims of Crime Justice Assistance - State

Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2015-2016	2016-2017	2016-2017	2017-2018			2018-2019		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Grants and Aid 5100004	0	155,536	359,196	155,536	359,196	359,196	155,536	359,196	359,196
Total	0	155,536	359,196	155,536	359,196	359,196	155,536	359,196	359,196
Funding Sources									
General Revenue 4000010	0	155,536		155,536	359,196	359,196	155,536	359,196	359,196
Total Funding	0	155,536		155,536	359,196	359,196	155,536	359,196	359,196
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	155,536		155,536	359,196	359,196	155,536	359,196	359,196

Change Level by Appropriation

Appropriation: 34Z - Victims of Crime Justice Assistance - State
Funding Sources: HUA - Miscellaneous Agencies Fund

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	155,536	0	155,536	100.0	155,536	0	155,536	100.0
C01	Existing Program	203,660	0	359,196	230.9	203,660	0	359,196	230.9

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	155,536	0	155,536	100.0	155,536	0	155,536	100.0
C01	Existing Program	203,660	0	359,196	230.9	203,660	0	359,196	230.9

Justification

C01	Restore the required General Revenue appropriation and funding matching obligation for the Victims of Crime Justice Assistance Grants Program.
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Analysis of Budget Request

Appropriation: 574 - Statewide Payroll Paying

Funding Sources: PAY - State Payroll Fund

This appropriation provides the authority for disbursement of personal services of the various state agencies as a result of the consolidation to one federal identification number for all state agencies in the State of Arkansas. Actual expenditures are reflected at the individual agency level.

The Agency is requesting Base Level of \$2,100,000,000 each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 574 - Statewide Payroll Paying

Funding Sources: PAY - State Payroll Fund

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
Statewide Payroll Paying 5900046	0	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Total	0	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Funding Sources									
Agency Payroll Paying Accounts 4000085	0	2,100,000,000		2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Total Funding	0	2,100,000,000		2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	2,100,000,000		2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000

Analysis of Budget Request

Appropriation: 907 - DFA Management Services - Misc Cash

Funding Sources: NFA - DFA Miscellaneous Paying - Cash in Treasury

This appropriation is used to provide spending authority for various activities such as the DFA Office of Personnel Management - Inter-Agency Training Program, DFA Office of State Procurement seminars, vendor fees and rebates, and DFA - Employee Benefits Division. The source of funding for this appropriation is registration fees collected from participants attending training sessions, seminars, payment of vendor fees, and other miscellaneous reimbursements and revenues.

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.

Base Level is \$2,973,920 each year of the 2017-2019 Biennium.

The Agency's Change Level request is to increase the cash fund appropriation \$1,500,000 each year for the Office of State Procurement (OSP) to have in place the mechanism to provide ongoing needs of an External Public Procurement Consultant for DHS critical procurements. Funds will be transferred from DHS.

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

Appropriation Summary

Appropriation: 907 - DFA Management Services - Misc Cash
Funding Sources: NFA - DFA Miscellaneous Paying - 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	480,565	704,276	799,644	704,976	704,976	704,976	704,976	704,976	704,976
#Positions		18	21	21	21	21	21	21	21	21
Personal Services Matching	5010003	217,001	262,330	265,786	266,222	266,222	266,222	266,222	266,222	266,222
Operating Expenses	5020002	87,065	888,222	888,222	888,222	888,222	888,222	888,222	888,222	888,222
Conference & Travel Expenses	5050009	0	71,800	71,800	71,800	71,800	71,800	71,800	71,800	71,800
Professional Fees	5060010	100	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	13,697	1,017,700	1,017,700	1,017,700	1,017,700	1,017,700	1,017,700	1,017,700	1,017,700
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
External Consultant Contracts	5900046	0	0	0	0	1,500,000	1,500,000	0	1,500,000	1,500,000
Total		798,428	2,969,328	3,068,152	2,973,920	4,473,920	4,473,920	2,973,920	4,473,920	4,473,920

Funding Sources										
Fund Balance	4000005	1,655,065	1,974,290		977,074	977,074	977,074	4,830	4,830	4,830
Cash Fund	4000045	436,094	435,906		500,000	500,000	500,000	500,000	500,000	500,000
Interest	4000300	31,559	0		0	0	0	0	0	0
Intra-agency Fund Transfer	4000317	650,000	1,536,206		1,501,676	1,501,676	1,501,676	1,501,676	1,501,676	1,501,676
Transfer from DHS	4000510	0	0		0	1,500,000	1,500,000	0	1,500,000	1,500,000
Total Funding		2,772,718	3,946,402		2,978,750	4,478,750	4,478,750	2,006,506	3,506,506	3,506,506
Excess Appropriation/(Funding)		(1,974,290)	(977,074)		(4,830)	(4,830)	(4,830)	967,414	967,414	967,414
Grand Total		798,428	2,969,328		2,973,920	4,473,920	4,473,920	2,973,920	4,473,920	4,473,920

Change Level by Appropriation

Appropriation: 907 - DFA Management Services - Misc Cash
Funding Sources: NFA - DFA Miscellaneous Paying - Cash in Treasury

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	2,973,920	21	2,973,920	100.0	2,973,920	21	2,973,920	100.0
C01	Existing Program	1,500,000	0	4,473,920	150.4	1,500,000	0	4,473,920	150.4

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	2,973,920	21	2,973,920	100.0	2,973,920	21	2,973,920	100.0
C01	Existing Program	1,500,000	0	4,473,920	150.4	1,500,000	0	4,473,920	150.4

Justification

C01	To have appropriation in place for ongoing needs of an External Public Procurement Consultant for DHS critical procurements. Funds will be transferred from DHS.
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Analysis of Budget Request

Appropriation: U35 - Developmental Disabilities Council - State

Funding Sources: HUA - Miscellaneous Agencies Fund

The purpose of the program is to provide advocacy, capacity building, and systemic change activities that support the development and improvement of a consumer and family centered system of community services for individuals with developmental disabilities. The Developmental Disabilities Council State appropriation is funded from general revenue and is used to match the federal grant, from the U.S. Department of Health and Human Services - Administration for Children and Families.

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 Agency Base Level request for this appropriation is \$36,447 each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: U35 - Developmental Disabilities Council - State

Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	0	28,470	28,470	28,407	28,407	28,407	28,407	28,407	28,407
#Positions		0	0	0	0	0	0	0	0	0
Personal Services Matching	5010003	0	9,784	9,784	8,040	8,040	8,040	8,040	8,040	8,040
Total		0	38,254	38,254	36,447	36,447	36,447	36,447	36,447	36,447
Funding Sources										
General Revenue	4000010	0	38,254		36,447	36,447	36,447	36,447	36,447	36,447
Total Funding		0	38,254		36,447	36,447	36,447	36,447	36,447	36,447
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		0	38,254		36,447	36,447	36,447	36,447	36,447	36,447

Analysis of Budget Request

Appropriation: U36 - Developmental Disabilities Council - Federal

Funding Sources: FKM - DFA Federal Funds

The purpose of the program is to provide advocacy, capacity building, and systemic change activities that support the development and improvement of a consumer and family centered system of community services for individuals with developmental disabilities. The Developmental Disabilities Council federal appropriation is funded from a federal grant, from the U.S. Department of Health and Human Services - Administration for Children and Families, that is matched with general revenue funds.

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 Agency Base Level request for this appropriation is \$1,356,834 each year of the 2017-2019 Biennium with five (5) budgeted base level positions.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: U36 - Developmental Disabilities Council - Federal

Funding Sources: FKM - DFA Federal Funds

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	35,687	252,731	252,731	205,633	205,633	205,633	205,633	205,633	205,633
#Positions		2	5	5	5	5	5	5	5	5
Personal Services Matching	5010003	15,764	88,368	88,368	70,404	70,404	70,404	70,404	70,404	70,404
Operating Expenses	5020002	13,424	259,025	259,025	259,025	259,025	259,025	259,025	259,025	259,025
Conference & Travel Expenses	5050009	6,450	10,843	10,843	10,843	10,843	10,843	10,843	10,843	10,843
Professional Fees	5060010	0	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Grants and Aid	5100004	0	690,929	690,929	690,929	690,929	690,929	690,929	690,929	690,929
Total		71,325	1,421,896	1,421,896	1,356,834	1,356,834	1,356,834	1,356,834	1,356,834	1,356,834
Funding Sources										
Federal Revenue	4000020	71,325	1,421,896		1,356,834	1,356,834	1,356,834	1,356,834	1,356,834	1,356,834
Total Funding		71,325	1,421,896		1,356,834	1,356,834	1,356,834	1,356,834	1,356,834	1,356,834
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		71,325	1,421,896		1,356,834	1,356,834	1,356,834	1,356,834	1,356,834	1,356,834

Appropriation Summary

Appropriation: 83Q - IT Projects – Federal

Funding Sources: FOI - IT Projects Federal Funds

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
Info Tech Services & Equipment 5900046	0	2,406,608	2,406,608	0	0	0	0	0	0
Total	0	2,406,608	2,406,608	0	0	0	0	0	0
Funding Sources									
Federal Revenue 4000020	0	2,406,608		0	0	0	0	0	0
Total Funding	0	2,406,608		0	0	0	0	0	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	2,406,608		0	0	0	0	0	0

APPROPRIATION NOT REQUESTED FOR THE 2017-2019 BIENNIUM