

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

The projected income and established reserves generated by annual fees collected from the licensed/certified appraiser is believed to be sufficient to cover the expenditure priorities noted in this proposed budget request by the Arkansas Appraiser Licensing and Certification Board.

The major parts of this budget is the operating expense for this Agency. They continue to increase due to the work load. The Agency is planning a seminar for the license holders and will need additional money for postage, printing, catering, etc associated with having the seminar. We have five (5) new board members and the need for conferences to enhance their competency when rendering decisions on policy is much needed. There is also a need for an additional phone line and the cost of acquiring and monthly charges will be higher than before.

Capital Outlay will be needed once again. Additional office furniture and filing cabinets along with items to upgrade (document feeder, etc) the copier.

Additional expenditures are anticipated for the Director and staff to participate in educational seminars and conferences.

AGENCY #205, Arkansas Appraiser Licensing and Certification Board	DIRECTOR Jim Martin	AGENCY PROGRAM COMMENTARY BR21	PAGE 24
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ARKANSAS APPRAISER LICENSING AND CERTIFICATION BOARD
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1994

Assets					Liabilities			Total Equity
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total		
\$ 422,293	\$ 16,281	\$ 6,093	\$ 444,667	\$ 93,972	\$ 5,219	\$ 99,191	\$ 345,476	

Revenues					Expenditures					Other Sources (Uses)
Inter-governmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 0	\$ 0	\$ 297,970	\$ 11,599	\$ 309,569	\$ 89,502	\$ 0	\$ 5,067	\$ 69,809	\$ 164,378	\$ 0

Findings

Recommendations

None

None

ARKANSAS BUDGET SYSTEM
 EMPLOYMENT SUMMARY
 AS REQUIRED BY ACT 358 OF 1993
 (A.C.A 19-4-307)

AGENCY TITLE 205 - AR APPRAISER LICENSING & CERTIF BOARD

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>1</u>	<u>1</u>	<u>2</u>	<u>100%</u>
BLACK EMPLOYEES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL EMPLOYED AS OF 08/10/96			0	0%
DATE			<u>TOTAL MINORITIES</u>	
			2	<u>100%</u>
			<u>TOTAL EMPLOYEES</u>	


 AGENCY DIRECTOR

SUMMARY

STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 79TH GENERAL ASSEMBLY

AGENCY: APPRAISER LICENSING & CERTIFICATION BOARD

PROGRAM AUTHORIZED	# POS. AUTH.	ADDITIONAL AUTHORIZED APPROPRIATION		STATUS
		FY 95-96	FY 96-97	
<u>APPROPRIATION: A86 - Appraiser Licensing & Certification Bd.</u>				
Operating Expenses		\$24,700	\$24,700	Additional operating expenses were authorized to provide the Board with support for expanding programs of this agency. For FY96 none of the additional appropriation was expended and \$21,355 is budgeted for FY97.
Conference Fees & Travel		\$1,400	\$1,400	None of the additional appropriation was spent; however, the full \$1,400 is budgeted for FY97.
Prof Fees & Services		\$9,100	\$9,100	None of the additional appropriation was spent; however, \$7,558 is budgeted for FY97.
Capital Outlay		\$3,500	\$3,500	\$3,129 of the additional appropriation was spent, and the full \$3,500 is budgeted for FY97.

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

The Arkansas Appraiser Licensing and Certification Board is funded from the receipt of fees for applications and annual renewal of appraisers' licenses.

The Board is requesting increased appropriation of \$4,403 each year in Operating Expenses to provide for an annual education seminar and to provide for increased printing, centrex charges, postage and other normal office costs. Conference fees and travel of \$800 each year is requested to provide staff with the means to attend industry conferences to keep abreast of any changes in regulations. A decrease of \$2,958 each year in Professional Fees and Services is requested due to fewer full Board hearings. Capital Outlay of \$2,500 each year is requested for the purchase of office furniture and copier accessories.

The Executive Recommendation provides an additional \$4,403 each year for Operating Expenses, \$2,500 each year for Capital Outlay, as well as approval of the reduction in Professional Fees and Services. Expenditure of appropriation is dependent upon available funding. The Executive Recommendation does not reflect the extraordinary increases requested for non-classified positions at this time.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: AR Appraiser Licensing & Cert. Bd. Code: 205	Name: AR Appraiser Licensing & Cert. Bd. Code: A86	Name: Appraiser Licensing Cert.-Cash Code: 345	BR20	28

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----			-----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	96-97	PRIORITY		TOTAL	PRIORITY		TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO	BASE	PROGRAMS	REQUEST	BASE	PROGRAMS	REQUEST	97-98	98-99	97-98	98-99
REGULAR SALARIES	77,271	114,306	101,581	122,392	0	122,392	127,562	0	127,562	119,850	123,204		
NUMBER OF POSITIONS	2	3	3	3	0	3	3	0	3	3	3		
PERSONAL SERV MATCHING	19,946	29,212	25,473	30,713	0	30,713	31,627	0	31,627	30,262	30,855		
OPERATING EXPENSES	60,651	89,755	93,100	89,755	4,403	94,158	89,755	4,403	94,158	94,158	94,158		
CONF FEES & TRAVEL	1,811	5,200	5,200	5,200	800	6,000	5,200	800	6,000	5,200	5,200		
PROF FEES & SERVICES	2,437	13,458	15,000	13,458	-2,958	10,500	13,458	-2,958	10,500	10,500	10,500		
CAPITAL OUTLAY	3,129	3,500	3,500	0	2,500	2,500	0	2,500	2,500	2,500	2,500		
DATA PROCESSING	0	500	500	500	0	500	500	0	500	500	500		
TOTAL	165,245	255,931	244,354	262,018	4,745	266,763	268,102	4,745	272,847	262,970	266,917		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	493,953	550,431	*****	429,500		429,500	297,737		297,737	429,500	301,530		
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS	221,723	135,000	*****	130,255	4,745	135,000	130,255	4,745	135,000	135,000	135,000		
OTHER			*****										
TOTAL FUNDING	715,676	685,431	*****	559,755	4,745	564,500	427,992	4,745	432,737	564,500	436,530		
EXCESS APPRO/ (FUNDING)	(550,431)	(429,500)	*****	(297,737)		(297,737)	(159,890)		(159,890)	(301,530)	(169,613)		
TOTAL	165,245	255,931	*****	262,018	4,745	266,763	268,102	4,745	272,847	262,970	266,917		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 205 ARKANSAS APPRAISER LICENSING AND CERTIFICATION BOARD
 APPRO A86 CASH OPERATIONS
 FUND 345 APPRAISER LICENSING CERT CASH-(205)

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

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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 BIENNIIUM 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	REQUEST	REQUEST	REQUEST	1997-98	1998-99	1997-98	1998-99				
100		345	205 A86	B	165,245 2	255,931 3	262,018 3			268,102 3			259,025 3		262,972 3				
101		345	205 A86	P01		0 0	4,403 0			4,403 0			4,403		4,403				
<p>CHAR.02 - The projected operational expenses have increased in a number of categories because we now have a better grasp of the Agency's programs and needs. This budget authorizes the Board to conduct an annual educational seminar for the licensed appraisers. There is corresponding income from registration fees to offset the budgeted expenses. The development and promotion of such a seminar will result in additional postage, printing cost, meeting room charges, speaker fees, and food and beverages. 24412 is being increased by \$800 in anticipation that the office rent could possibly be increased on renegotiating a lease agreement in September of 97.</p>																			
102		345	205 A86	P02		0 0	800 0			800 0									
<p>CHAR. 09 - This budget projects the Agency staff will be attending two or more conferences out-of-state for the purpose of staying abreast of any changes in regulations, etc impacting the operation of this agency. In addition, expenditure authority is requested to send the staff to educational seminars and courses that will enhance their efficiency in carrying out Board directives. Consistent with these objectives will be registration and tuition fees.</p>																			

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 205 ARKANSAS APPRAISER LICENSING AND CERTIFICATION BOARD
 APPRO A86 CASH OPERATIONS
 FUND 345 APPRAISER LICENSING CERT CASH-(205)

RANK BY APPROPRIATION
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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						
003		345	205 A86	P03		0	2,500		2,500					2,500	2,500			
<p><u>CHAR. 11</u> - Capital Outlay - In this budget, a need to purchase additional office furnishings (3rd person office), copies accessories and filing cabinets is requested.</p>																		
004		345	205 A86	P04		0	-2,958		-2,958					-2,958	-2,958			
<p>There is a decrease in this character due to the number of Non-Judicial hearings being held in the place of the full Board Hearings.</p>																		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 205 ARKANSAS APPRAISER LICENSING AND CERTIFICATION BOARD
 APPRO A86 CASH OPERATIONS
 FUND 345 APPRAISER LICENSING CERT CASH-(205)

RANK BY APPROPRIATION
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