

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

The Arkansas Board of Examiners in Counseling is requesting a base level budget for 1997-1999 with salary 2.8% increase request. The Board of Examiners in Counseling operates to protect the citizens of Arkansas at a cost only level and does not expect to have fee or personnel increases different from the 1996 FY base.

Priority 1

Two part time employees are allowed per pay period. Much of the work has been volunteer because not enough appropriation was available. The Executive Director is part time, But the definition of "part time" when it is continuous, according to legislative auditors, requires FICA be paid for the part time positions. Other part time persons are auditor, typist, test proctors, court-reporter, calligrapher, etc. The requested increase is necessary if the Board office is to be operated in an efficient , business-like fashion. Professionally, the office should utilize volunteer, but should not be dependent on volunteer workers-- other than the appointed Board members. Part time employees are hourly pay, but the hours needed have increased as numbers of counselors being served has increased. Supplemental Acts in 1995 and 1996 were approved to meet this need.

Priority 2

Telephone , fax, and computer useby telephone have esculated in cost since 1979. Communications with Board members, counselors, and professional agencies continues to increase. Except for the monthly Board meetings, all services to Board, Counselors, and Consumers are by telephone and mail. Supplemental Acts were required in 1995 and 1996 to meet the operating expenses in these areas.

Priority 3

Postage has increased in cost. Services to applicanats and to the Board require extensive mailing in volume. Hearings and complaints are more frequent as the profession grows. Newsletters, policy changes sent in bulk, etc. are increasing. Supplemental Acts in 1995 and 1996 were required to meet the increased costs in this area.

AGENCY	DIRECTOR	AGENCY PROGRAM COMMENTARY	PAGE
BOARD OF EXAMINERS IN COUNSELING	DR. ANN THOMAS	BR21	132

ARKANSAS BOARD OF EXAMINERS IN COUNSELING
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	
\$ 27,078	\$ 6,070	\$ 15	\$ 33,163	\$ 1,153	\$ 0	\$ 1,153	\$ 32,010

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	\$ 46,150	\$ 1,275	\$ 47,425	\$ 25,565	\$ 0	\$ 0	\$ 30,998	\$ 56,563	\$ 0

Findings

None

Recommendations

None

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

AGENCY TITLE 228 - ST BD OF EXAMINERS IN COUNSELING

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>0</u>	<u>1</u>	<u>1</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 <u>08/10/96</u> DATE			<u>0</u>	<u>0%</u>
			TOTAL MINORITIES	
			<u>1</u>	<u>100%</u>
			TOTAL EMPLOYEES	

Ann F. Thomas 8-26-96
 AGENCY DIRECTOR

SUMMARY

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

STATE BOARD OF EXAMINERS IN COUNSELING (228)

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

APPROPRIATION: A82 - STATE BOARD OF EXAMINERS IN COUNSELING -- CASH

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

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

The Board of Examiners in Counseling uses this appropriation to cover operating expenses of examinations, licensure of counselors, and all other Board related duties. The Board processes its payroll through the State Treasury, but maintains all other operating funds in a financial institution.

The budget request for the Board reflects a Base Level of \$61,787 in FY98 and \$62,364 in FY99, covering one position. Priorities were requested in the areas of Extra Help and Operating Expenses. Extra Help and Personal Matching was requested for costs associated with hiring part-time typists, test proctors, and court reporters as the number of counselors has increased. The Board received additional cash appropriation from the DF&A Cash Fund Appropriation Holding Account in FY97 for this purpose. Operating Expenses will cover cost increases in postage, telephone, and fax machine. Due to the lack of funding, the Board does not currently pay the maximum authorized salary for the Board's Secretary position. The 1997-99 request reflects a 2.8% Cost of Living Allowance increase based on the employee's 1997 salary.

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

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Board of Examiners in Counseling Code: 228	Name: Board of Examiners in Counseling Code: A82	Name: Examiners in Counseling Board Code: 336	BR20	136

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	EXPENDITURES			97-98 FISCAL YEAR			98-99 FISCAL YEAR			RECOMMENDATIONS			
	95-96	96-97	96-97	97-98		98-99		98-99		EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	97-98	98-99	97-98	98-99
REGULAR SALARIES	16,295	16,730	15,835	17,533	0	17,533	18,023	0	18,023	17,533	18,023		
NUMBER OF POSITIONS	1	1	1	1	0	1	1	0	1	1	1		
EXTRA HELP	12,537	14,000	7,000	7,000	7,000	14,000	7,000	7,000	14,000	14,000	14,000		
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2		
PERSONAL SERV MATCHING	6,581	7,074	6,035	6,652	536	7,188	6,739	536	7,275	7,188	7,275		
OPERATING EXPENSES	28,744	21,962	22,176	21,962	5,500	27,462	21,962	6,500	28,462	27,462	28,462		
CONF FEES & TRAVEL	450	0	1,000	0	0	0	0	0	0				
PROF FEES & SERVICES	634	1,540	1,540	1,540	0	1,540	1,540	0	1,540	1,540	1,540		
CAPITAL OUTLAY	2,967	0	0	0	0	0	0	0	0				
TESTING	6,795	7,100	7,100	7,100	0	7,100	7,100	0	7,100	7,100	7,100		
TOTAL	75,003	68,406	60,686	61,787	13,036	74,823	62,364	14,036	76,400	74,823	76,400		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES	36,970	77,945	*****	102,764		102,764	124,166		124,166	102,764	124,166		
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS	115,978	93,225	*****	83,189	13,036	96,225	84,189	14,036	98,225	96,225	98,225		
OTHER			*****										
TOTAL FUNDING	152,948	171,170	*****	185,953	13,036	198,989	208,355	14,036	222,391	198,989	222,391		
EXCESS APPRO/ (FUNDING)	(77,945)	(102,764)	*****	(124,166)		(124,166)	(145,991)		(145,991)	(124,166)	(145,991)		
TOTAL	75,003	68,406	*****	61,787	13,036	74,823	62,364	14,036	76,400	74,823	76,400		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 228 STATE BOARD OF EXAMINERS IN COUNSELING
 APPRO A82 CASH OPERATIONS
 FUND 336 EXAMINERS IN COUNSELING BOARD(228)

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

APPROPRIATION SUMMARY

BR 215

Appropriation was established through the authority of the DFA Cash Holding Account

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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						
000		336	228 A82	B	75,003 1	68,406 1	61,787 1			62,364 1				61,787 1	62,364 1			
001		336	228 A82	P01		0 0	7,536 0			7,536 0				7,536	7,536			
<p>Two part-time employees are allowed per pay period. Much of the work has been volunteer because not enough appropriation was available. The Executive Director is part-time, but the definition of "part-time" when it is continuous, according to legislative auditors, require FICA be paid for the part-time positions. Other part-time persons are auditor, typist, test proctors, court-reporter, calligrapher, etc. The requested increase is necessary if the Board is to be operated in an efficient, business-like fashion. Professionally, the office should not utilize volunteers, but should not be dependent on volunteer workers—other than appointed Board members. Part-time employees are hourly pay, but the hours needed have increased as the number of counselors being served has increased. Supplemental appropriations in 1995 and 1996 were approved to meet this need.</p>																		
002		336	228 A82	P02		0 0	3,000 0			3,500 0				3,000	3,500			
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DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGENCY 228 STATE BOARD OF EXAMINERS IN COUNSELING
 APPRO A82 CASII OPERATIONS
 FUND 336 EXAMINERS IN COUNSELING BOARD(228)

RANK BY APPROPRIATION
 BR 264

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19

RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	1997 - 99 BIENNIIUM REQUESTS				R E C O M M E N D A T I O N S					
					EXPENDITURES		FY 1997 - 98		FY 1998 - 99		EXECUTIVE		LEGISLATIVE	
					ACTUAL	BUDGETED	REQUEST	REQUEST	1997-98	1998-99	1997-98	1998-99		
	95-96	96-97												
003		336	228 A82	P03		0	2,500	3,000		2,500	3,000			
						0	0	0						

Postage has increased in cost. Services to applicants and to the Board require extensive mailing in volume. Hearings and complaints are more frequent as the profession grows. Newsletters, policy changes sent in bulk, etc. are increasing. Supplemental appropriations in 1995 and 1996 were required to meet the increased cost in this area.

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 AGY 228 STATE BOARD OF EXAMINERS IN COUNSELING
 APPRO A82 CASH OPERATIONS
 FUND 336 EXAMINERS IN COUNSELING BOARD(228)

RANK BY APPROPRIATION
 BR 264