

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
AGENCY PROGRAM COMMENTARY
2004 - 2005

The Arkansas Towing & Recovery Board is a cash fund agency which receives its revenues from penalties assessed for violations, late filing fees, and fees for the license and vehicle safety permit issued to towing businesses.

The Board's operating expenditures have increased due to the large numbers of consent and non-consent towing businesses coming into compliance and because of the increased collaboration with law enforcement agencies. The Board will also have to reorder non-consent vehicle safety permits and the year tabs for its permit renewals.

The Board needs an additional appropriation for professional consulting services to help keep the members and their staff informed on procedural changes and issues effecting consumers pertaining to the towing industry as well as the towing industry itself.

With the new statewide system, AASIS, the Board will need an additional appropriation to upgrade its current program basis as well as acquire new programs to assist in the computerizing the current manual processes in the office. In addition, the Board is in the process of upgrading/adding to its current website/page, an additional appropriation will be needed in the maintenance of this site and its improvements.

The current reserves and the projected revenues generated from the license and permit fees, late filing fees and the penalties paid by the members of the towing industry are believed to be sufficient to cover the Towing and Recovery Board's budget request.

AGENCY	DIRECTOR	AGENCY PROGRAM COMMENTARY	PAGE
Towing & Recovery Board			416

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF:
ARKANSAS TOWING AND RECOVERY BOARD
FOR THE YEARS ENDED JUNE 30, 2000 AND 1999

Findings	Recommendations
None	None

SA0725800

CASH FUND BALANCE DESCRIPTION

AS OF JUNE 30, 2002

AGENCY: Towing & Recovery Board (0258)

ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
Cash 360000	\$195,093.84	Checking	Simons First Bank Searcy, Arkansas	Sections of 2,3,4, and 5 of ACT 136 of 1999.
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES: A.C.A. 27-50-1203 (d) authorizes the Board to levy applicable towing businesses license fees, safety permit fees, and late filing fees. A.C.A. 27-50-1204 (d) authorizes the Board to prescribe monetary penalties.
				REVENUE RECEIPTS CYCLE: Funds are collected throughout the year.
				FUND BALANCE UTILIZATION: Warrants are written as necessary for Board expenditures with the balance remaining on deposit in the interest-bearing account.
ACCOUNT INFORMATION				STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	
				STATUTORY/OTHER RESTRICTIONS ON USE:
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:
				REVENUE RECEIPTS CYCLE:
				FUND BALANCE UTILIZATION:

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
STATE AGENCY PUBLICATIONS

Fiscal Year 2002-2003
 Required by: A.C.A. 25-1-204

AGENCY: Towing & Recovery Board

NAME OF PUBLICATION	STATUTORY AUTHORIZATION	PUBLICATION REQUIRED FOR GOVERNOR AND/OR GENERAL ASSEMBLY ONLY	NUMBER OF COPIES PUBLISHED	REASON(S) FOR CONTINUED PUBLICATION AND DISTRIBUTION
Annual Report	12-1-105	No	1	In order to keep the consumers and members of the towing industry informed about the Board and its activities.
				420

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
ANALYSIS OF BUDGET REQUEST
2003 - 2005

The Towing and Recovery Board is a cash fund agency established under Arkansas Code Annotated §27-50-1203 to regulate Arkansas' towing industry. The Board is responsible for promulgating and administering rules and regulations for the industry, establishing licensing, insurance and safety equipment requirements for towing and related services and establishing tow truck safety requirements for vehicles utilized for commercial purposes. The Board issues towing business licenses and tow vehicle safety permits, assesses fees for late filings and investigates allegations of violations. Funding is derived from fees levied on towing businesses. To effectively carry out the duties and mission of the agency, the Board is requesting additional appropriation in the 2003-05 biennial budget.

The Base Level request includes a 2.7% salary increase each year over the FY03 salary levels for all incumbents plus associated increases in Personal Services Matching. Included in Personal Services Matching is a \$33 per month increase in the monthly contribution for State employee's health insurance for a total state contribution of \$280 per month per budgeted employee. Change Level requests include one additional position, Clerical Assistant, to assist with the current back-log of applications and to keep them current in the future, an increase in Operating Expenses for software and upgrades for AASIS compatibility, and additional Professional Fees and Services to keep staff informed on changes in the towing industry. Data Processing appropriation is not needed, and can therefore be deleted.

The Executive Recommendation provides for the agency request, with the exception of the additional position. Expenditure of appropriation is contingent upon availability of funding.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF	PAGE
Name: Towing & Recovery Board	Name: Towing & Recovery Board - Cash Operations	Name: Towing & Recovery Board - Cash	BUDGET REQUEST	
Code: 258	Code: A28	Code: 360		421

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS TOWING AND RECOVERY BOARD
 Agency Code 258
 Appropriation Name Towing and Recovery Board - Cash Operations
 Appropriation Code A28
 Fund Name Towing and Recovery Board - Cash
 Fund Code 360

Character		Expenditures				
		2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	39,104	40,139	2	40,139	2
Personal Serv Match	5010003	12,842	13,013	0	13,037	0
Operating Expenses	5020002	27,107	39,092	0	39,092	0
Capital Outlay	5120011	0	1,500	0	1,500	0
Prof. Fees & Serv.	5060010	6,846	3,000	0	3,000	0
Data Processing	5090012	0	3,000	0	3,000	0
Grand Total		85,899	99,744	2	99,768	2

Funding Sources						
Name	Code					
Fund Balance	4000005	177,385	195,503	*****	*****	*****
Cash Funds	4000045	104,017	101,094	*****	*****	*****
Total Funding		281,402	296,597	*****	*****	*****
Excess Appro/(Funding)		(195,503)	(196,853)	*****	*****	*****
Grand Total		85,899	99,744	*****	*****	*****

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Character		Agency Request											
		2003-04						2004-05					
Name	Code	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.
Regular Salaries	5010000	41,223	2	17,500	1	58,723	3	42,336	2	17,800	1	60,136	3
Personal Serv Match	5010003	14,021	0	6,459	0	20,480	0	14,218	0	6,512	0	20,730	0
Operaring Expenses	5020002	39,092	0	2,500	0	41,592	0	39,092	0	2,500	0	41,592	0
Capital Outlay	5120011	1,500	0	0	0	1,500	0	1,500	0	0	0	1,500	0
Prof. Fees & Serv.	5060010	3,000	0	4,200	0	7,200	0	3,000	0	4,200	0	7,200	0
Data Processing	5090012	3,000	0	(3,000)	0	0	0	3,000	0	(3,000)	0	0	0
Grand Total		101,836	2	27,659	1	129,494	3	103,145	2	28,012	1	131,157	3

Funding Sources													
Name	Code												
Fund Balance	4000005	196,853	*****	0	*****	196,853	*****	170,384	*****	0	*****	170,384	*****
Cash Funds	4000045	75,366	*****	27,659	*****	103,025	*****	75,911	*****	28,012	*****	103,923	*****
Total Funding		272,219	*****	27,659	*****	299,878	*****	246,295	*****	28,012	*****	274,307	*****
Excess Appro/(Funding)		(170,384)	*****	0	*****	(170,384)	*****	(143,150)	*****	0	*****	(143,150)	*****
Grand Total		101,836	*****	27,659	*****	129,494	*****	103,145	*****	28,012	*****	131,157	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

Agency Name ARKANSAS TOWING AND RECOVERY BOARD
 Agency Code 258
 Appropriation Name Towing and Recovery Board - Cash Operations
 Appropriation Code A28
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Character		Recommendations							
		Executive				Legislative			
		2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	5010000	41,223	2	42,336	2	0	0	0	0
Personal Serv Match	5010003	14,021	0	14,218	0	0	0	0	0
Operating Expenses	5020002	41,592	0	41,592	0	0	0	0	0
Capital Outlay	5120011	1,500	0	1,500	0	0	0	0	0
Prof. Fees & Serv.	5060010	7,200	0	7,200	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0
Grand Total		105,535	2	106,845	2	0	0	0	0

Funding Sources									
Name	Code								
Fund Balance	4000005	196,853	*****	194,343	*****	0	*****	0	*****
Cash Funds	4000045	103,025	*****	103,923	*****	0	*****	0	*****
Total Funding		299,878	*****	298,266	*****	0	*****	0	*****
Excess Appro/(Funding)		(194,343)	*****	(191,421)	*****	0	*****	0	*****
Grand Total		105,535	*****	106,845	*****	0	*****	0	*****

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Rank by Appropriation

Agency Name ARKANSAS TOWING AND RECOVERY BOARD
 Agency Code 258
 Appropriation Name Towing and Recovery Board - Cash Operations
 Appropriation Code A28
 Fund Name Towing and Recovery Board - Cash
 Fund Code 360

Rank	Justification	Designation	Cost Center	2001-02	2002-03		Agency Request		Executive Recommendation		Legislative Recommendation								
				Actual	Budget	Pos.	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.					
		BL Base Level	Total	85,899	99,744	2	101,835	2	103,145	2	101,835	2	103,145	2	0	0	0	0	
1	An increase in Operating Expenses is requested to purchase software and upgrades for AASIS compatibility. Professional Services is requested to keep the Board and staff informed on changes in the towing industry.	C01	214210 Towing and Rec Pay	0	0	0	23,959	1	24,312	1	0	0	0	0	0	0	0	0	
		C01	214220 Towing and Rec Oper	0	0	0	6,700	0	6,700	0	6,700	0	6,700	0	6,700	0	0	0	0
		C01	Total	0	0	0	30,659	1	31,012	1	6,700	0	6,700	0	6,700	0	0	0	0
2	Data Processing is not needed and the agency request is to delete this line item	C02	214220 Towing and Rec Oper	0	0	0	(3,000)	0	(3,000)	0	(3,000)	0	(3,000)	0	0	0	0	0	
		C02	Total	0	0	0	(3,000)	0	(3,000)	0	(3,000)	0	(3,000)	0	(3,000)	0	0	0	0
		Grand Total	Total	85,899	99,744	2	129,495	3	131,158	3	105,535	2	106,845	2	0	0	0	0	