

**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1999 - 2001**

The mission of the Arkansas Fire Protection Licensing Board is to protect the citizens of Arkansas through the licensing and regulation of all Fire Protection Service Companies and their employees.

The Board will be working with the licensed companies helping them to understand state, local and national fire codes. By educating the installers, the servicing companies, and the general public, we feel that quality fire protection can be provided thus avoiding loss of life and property damage. We also hope to provide quality fire protection for a reasonable price.

The members of the Fire Protection Licensing Board intend to do what we can to protect and promote public safety by minimizing personal injury and property damages which might result from improperly installed or maintained fire protection systems. One way to insure the public's safety is to maintain upgraded National Fire Protection Association (NFPA) pamphlets for which the installation, servicing, and maintaining of portables, fixed systems, and fire protection sprinkler systems are derived. Licensed companies and their employees are also governed by the NFPA.

The Investigator/Inspector is able to check on companies thus making sure that they are in compliance with the rules/regulations of the State of Arkansas. We also respond to any complaint that is received regarding a company or system that is not in compliance or fails to abide by the laws of this state.

Every company that wishes to work in the State of Arkansas must be licensed with the Board. We make constant checks on companies in way of renewals to make sure that they have proper tags, insurance, updated training certificates, etc.

The Board is making only one change request for the 1999-2001 biennium for the purchase and maintenance of a Licensing Software Program from the Department of Information Systems. We are requesting \$5,000 in the first fiscal year to cover costs associated with the program and its installation. We are only requesting \$2,500 in the second fiscal year for maintenance and upgrading of the program. One unique feature of this software program will enable the Board to keep a work history of all individuals licensed, the companies they currently work for or have worked for in the past, and any complaints or investigations against the employee. We feel this feature will greatly enhance our efforts to insure the public's safety.

<p>AGENCY</p> <p style="text-align: center;">Arkansas Fire Protection Licensing Board</p>	<p>DIRECTOR</p> <p style="text-align: center;"><i>James C. Barnett</i> James C. Barnett Chairman</p>	<p>AGENCY PROGRAM COMMENTARY</p> <p>BR21</p>	<p>PAGE</p> <p style="text-align: center;">160</p>
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ARKANSAS FIRE PROTECTION LICENSING BOARD
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1996

Assets				Liabilities			Total Equity
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total	
\$ 56,376	\$ 6,074	\$ 6,353	\$ 68,803	\$ 1,027	\$ 5,932	\$ 6,959	\$ 61,844

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	\$ 44,130	\$ 3,471	\$ 47,601	\$ 45,281	\$ 0	\$ 0	\$ 13,119	\$ 58,400	\$ 0

Findings

1. BURGLARY - During the audit of the Agency for the year ended June 30, 1996, we noted a theft of petty cash in the amount of \$273.98. The theft was not reported to the local police. Also, the loss of funds was not reported to the Chief Fiscal Officer of the State or to the Legislative Auditor as required by Part II, Chapter 19 of the State Accounting Procedures Manual. The individual responsible for the theft was not determined by the Agency.

2. UNAUTHORIZED PETTY CASH FUND - Our review of the Agency's records for the year ended June 30, 1996 and subsequent period revealed that an unauthorized petty cash fund in the amount of \$300.00 was established and utilized. Chapter II-7.1 of the State Accounting Procedures Manual requires approval of the Chief Fiscal Officer of the State in order to establish a petty cash fund.

Recommendations

1. Our findings regarding this matter are being reported in accordance with Ark. Code Ann. 10-4-111 and 21-2-708.

Review and comply with Part II, Chapter 19 of the State Accounting Procedures Manual.

2. Review and comply with Chapter II-7.1 of the State Accounting Procedures Manual

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

AGENCY TITLE 263 - Arkansas Fire Protection Licensing 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			<u>0</u>	<u>0%</u>
08/08/98			<u>TOTAL MINORITIES</u>	
DATE			<u>2</u>	<u>100%</u>
			<u>TOTAL EMPLOYEES</u>	

James C. Burmatt
 AGENCY DIRECTOR

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001**

Created by Act 743 of 1977, the Arkansas Fire Protection Licensing Board strives to help protect the public through the certification and licensing of individuals and companies that install and service fire extinguishers and sprinkler systems. The Board is funded from examination and renewal fees charged pursuant to Arkansas Code Annotated §20-22-610. The FY99 budgeted amount of \$78,897 consists Regular Salaries and Personal Services Matching for two positions (Executive Secretary and Inspector/Investigator), Operating Expenses, Conference Fees & Travel, Professional Fees & Services, Capital Outlay and Data Processing. Base Level is \$76,214 in FY00 and \$77,494 in FY01 and includes a cost of living increase of 2.8% each year over the FY99 salary levels, and related Personal Services Matching costs.

Listed below are the change level requests of the Board:

Conference Fees & Travel – reduction of 50% from \$1,520 to \$760 for each year of the biennium

Data Processing - \$5,000 in FY00 and \$2,500 in FY01 to allow for the purchase/maintenance of a Generic Licensing Software designed by the Department of Information Systems, the creation of a Web Page and E-Mail capability.

The Executive Recommendation provides for Agency Request.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF BUDGET REQUEST	PAGE
Name: Arkansas Fire Protection Licensing Board Code: 263	Name: Ark Fire Protection Licensing Board – Treasury Code: 920	Name: Fire Protection License Board Code: MFP	BR20	163

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----		98-99	-----99-00 FISCAL YEAR-----			-----00-01 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	97-98	98-99	AUTHORIZED	BASE	CHANGE	TOTAL	BASE	CHANGE	TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	APPRO							99-00	00-01	99-00	00-01
REGULAR SALARIES	35,896	37,050	36,907	38,825	0	38,825	39,911	0	39,911	38,825	39,911		
NUMBER OF POSITIONS	2	2	2	2	0	2	2	0	2	2	2		
PERSONAL SERV MATCHING	9,686	9,788	12,560	13,330	0	13,330	13,524	0	13,524	13,330	13,524		
OPERATING EXPENSES	12,654	21,574	21,574	21,574	0	21,574	21,574	0	21,574	21,574	21,574		
CONF FEES & TRAVEL	0	1,520	1,520	1,520	-760	760	1,520	-760	760	760	760		
CONF FEES & SERVICES	130	965	965	965	0	965	965	0	965	965	965		
CAPITAL OUTLAY	0	3,000	0	0	0	0	0	0	0	0	0		
DATA PROCESSING	0	5,000	0	0	5,000	5,000	0	2,500	2,500	5,000	2,500		
INVESTMENTS	0	0	3,000	0	0	0	0	0	0	0	0		
TOTAL	58,366	78,897	76,526	76,214	4,240	80,454	77,494	1,740	79,234	80,454	79,234		
PROPOSED FUNDING SOURCES			*****										
UNDEVELOPED BALANCES	49,213	44,012	*****	33,497		33,497	19,302		19,302	33,497	19,302		
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
FIRE PROTECTION FEES	53,165	68,382	*****	62,019	4,240	66,259	69,820	1,740	71,560	66,259	71,560		
TOTAL FUNDING	102,378	112,394	*****	95,516	4,240	99,756	89,122	1,740	90,862	99,756	90,862		
CESS APPRO/ (FUNDING)	(44,012)	(33,497)	*****	(19,302)		(19,302)	(11,628)		(11,628)	(19,302)	(11,628)		
TOTAL	58,366	78,897	*****	76,214	4,240	80,454	77,494	1,740	79,234	80,454	79,234		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 DIV 263 ARKANSAS FIRE PROTECTION LICENSING BOARD
 PROJ 920 ARK FIRE PROTECTION LICENSING BOARD - TREASURY
 FUND MFP FIRE PROTECTION LICENSE BD-(263)

APPROPRIATION SUMMARY

Budgeted exceeds Authorized in various line items due to a transfer from Cash Fund Holding Account.

BR 215

The FY99 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 1997-99 biennium.

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		-----1999 - 01 BIENNIUM REQUESTS-----				-----R E C O M M E N D A T I O N S-----							
					ACTUAL	BUDGETED	FY 1999 - 00		FY 2000 - 01		EXECUTIVE		LEGISLATIVE					
					97-98	98-99	REQUEST	REQUEST	1999-00	2000-01	1999-00	2000-01						
000		MFP	263 920	B	58,366 2	78,897 2	76,214 2			77,494 2				76,214 2	77,494 2			
001		MFP	263 920	C01			-760 0			-760 0				-760	-760			
<p>The Board is requesting a reduction of 50% in the Conference Fees & Travel line to bring the appropriated level more in line with agency need.</p>																		
001		MFP	263 920	C08			5,000 0			2,500 0				5,000	2,500			
<p>Additional appropriation is requested for both the creation of a Website and the purchase and maintenance of a Licensing Software Program from the Department of Information Systems. The request is for \$5,000 in the first fiscal year to cover costs associated with the installation of the licensing program and Website design. E-mail capability is also a goal to enhance the level of communication between fire marshals across Arkansas. Additional appropriation in the amount of \$2,500 the second year of the biennium is requested for maintenance and upgrades to the licensing software program.</p>																		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS
 AGY 263 ARKANSAS FIRE PROTECTION LICENSING BOARD
 APPRO 920 ARK FIRE PROTECTION LICENSING BOARD - TREASURY
 FUND MFP FIRE PROTECTION LICENSE BD-(263)

RANK BY APPROPRIATION
BR 264