

# ARKANSAS PSYCHOLOGY BOARD

## Enabling Laws

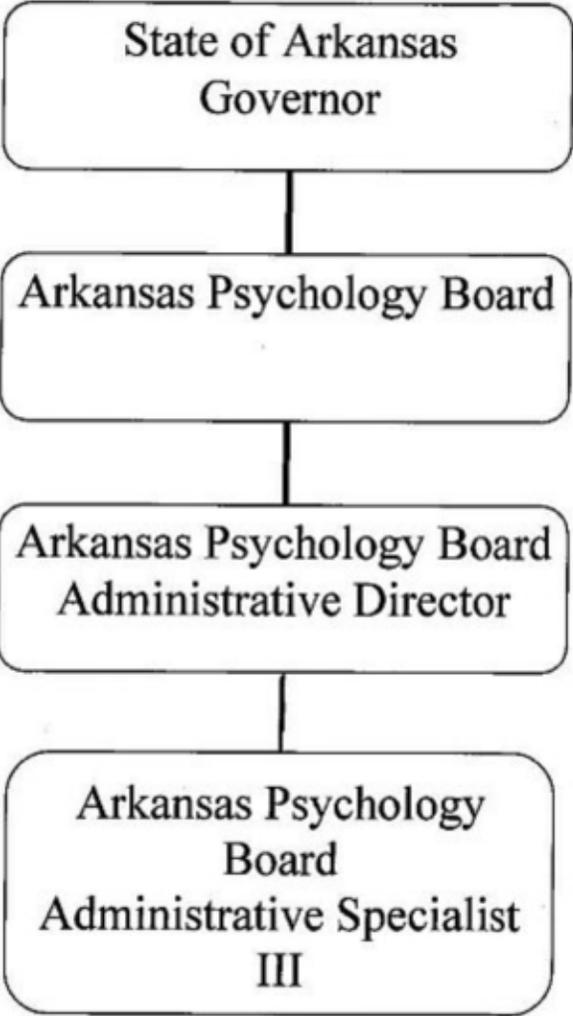
Act 65 of 2016  
A.C.A. §17-97-101, et seq.

## History and Organization

The Arkansas Board of Examiners in Psychology was created by Act 129 of 1955 to regulate the practice of psychology. The original Act has been amended several times. Act 113 of 1977 added a Consumer Representative to the Board; Act 939 of 1979 added another professional to the Board specifying one member to be a Psychological Examiner; Act 131 of 1983 added a Senior Citizen Representative to the Board; Act 955 of 1995 replaced one academic Psychologist with an additional Psychological Examiner; Act 1482 of 2003 added another academic Psychologist and also renamed the Board to the Arkansas Psychology Board; and most recently Act 1262 of 2005 added the registration of Psychological Technicians.

The major responsibility of the Arkansas Psychology Board is to ensure the citizens of Arkansas are protected from misrepresentation, unethical practice, and/or incompetence in the practice of psychology. The Board is charged by law with regulating the practice of psychology within the State of Arkansas, including, but not limited to, examining and passing upon the qualifications of applicants for the practice of psychology. The Board performs two major functions. The first involves approving the credentials of applicants and then administering both written and oral examinations. The second primary function performed by the Board involves the investigation of possible ethical violations or allegations of incompetent or fraudulent practices.

The Board is charged by law with administering its duties consistent with the Act under which it was organized and authorized to regulate the practice of psychology consistent with the Administrative Procedures Act and in the interest of the public of the State of Arkansas. The Board is now composed of nine individuals: Five Psychologists (doctoral level practitioners), two Psychological Examiners (master's level practitioners), one Consumer Representative, and one Senior Citizen Representative. All members receive reimbursement for actual expenses incurred, but no other remuneration. The Board employs two full time staff members who serve as the Board's Administrative Director and Administrative Specialist III.



## Agency Commentary

The Arkansas Psychology Board's major responsibility is to ensure that the people of the state are protected from misrepresentation, unethical practice, and/or incompetence in the practice of psychology. Funding for this appropriation consists of fees received from licensees and applicants throughout the year.

The Board is requesting Base Level for the 2017-2019 Biennium. It is essential to maintain the current level to ensure the Board's financial obligations are met. Reductions in Base Level funding or appropriation would restrict the Board's ability to perform its core regulatory functions.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS PSYCHOLOGY BOARD  
FOR THE YEAR ENDED JUNE 30, 2013

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### Findings

During fiscal year 2013, the Agency utilized a non-AASIS bank account for depositing receipts and paying bills. Payroll activities were processed using a State Treasury fund. Journal entries were made periodically in AASIS to reflect the transactions of the bank account. The Agency failed to record deposits of \$132,995 and disbursements of \$20,628 in AASIS. These omissions caused balances displayed in AASIS at June 30, 2013, to be misstated. The Department of Finance and Administration (DFA) detected the omissions and initiated correcting journal entries in the following fiscal year. The bank account was subsequently closed and all of the Agency's operations are now conducted through Treasury funds.

A review of liabilities revealed that the Agency failed to recognize accounts payable at June 30, 2013, for professional services and travel expenditures of \$12,000 and \$291, respectively. The Agency had sufficient appropriation remaining at the end of the year for these expenses.

The Agency did not always retain documentation to support expenditures. Based on a review of selected maintenance and operations expenditure accounts totaling \$28,292, the Agency was unable to produce documentation supporting \$9,049 of those disbursements.

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### Recommendations

Continue to work with DFA to ensure accurate reporting of financial activity.

Identify and record expenses in the proper year.

Retain proper documentation to support its expenditures and activities.

**Agency Response:**

- The Board has moved to a Treasury Fund and no longer operates out of a commercial bank account.
- The new Director has been trained by DFA staff on how to pay bills, process Purchase Orders and Goods Receipts, and process deposits to the Treasury to insure that revenues and bills are recorded in AASIS in a timely manner. This includes recording all transactions in the appropriate period and fiscal year.

DIVISION OF LEGISLATIVE AUDIT  
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Findings

Recommendations

- Agency staff is maintaining copies of all documentation related to disbursements and revenues, including professional fees and travel expenditures.
- Staff continues to work closely with DFA staff to ensure that appropriate documentation of all transactions is reported accurately in AASIS.

Finally, the Board office has filled the second staff position. All employees will be adequately trained on segregation of duties to insure that these policies and internal controls will be maintained.

**State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2016**

None

**Employment Summary**

	Male	Female	Total	%
White Employees	0	1	1	50 %
Black Employees	0	1	1	50 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			1	50 %
Total Employees			2	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				
ABEP Directory	None	N	N	1,000	Required by the Rules and Regulations Section 1.3.E(2-6).	0	0.00
ABEP Newsletter	None	N	N	900	Required by the Rules and Regulations Section 1.3.F	0	0.00

## 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	
2	2	0	2	0	0.00 %	2	2	0	2	0	0.00 %	2	2	0	2	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** M82 - Treasury Cash Operations

**Funding Sources:** NBP - Cash in Treasury

A.C.A. §17-97-201 established the State Board of Examiners in Psychology. The Board is a cash agency funded from the fees collected primarily for application, testing and renewal. The Board is responsible for regulating the practice of psychology in the State of Arkansas by ensuring that Arkansans are protected from misrepresentation, unethical practices, and/or incompetence in the practice of psychology. This goal is accomplished by licensing psychologists and psychological examiners, registering psychological technicians, and investigating complaints. The Arkansas Psychology Board moved to a Cash in State Treasury fund on March 27, 2014.

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's Base Level and total request is for appropriation of \$176,042 each year of the 2017-2019 Biennium.

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

## Appropriation Summary

**Appropriation:** M82 - Treasury Cash Operations

**Funding Sources:** NBP - 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	61,181	61,024	70,325	61,024	61,024	61,024	61,024	61,024	61,024
<b>#Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Personal Services Matching	5010003	25,183	25,427	27,971	25,751	25,751	25,751	25,751	25,751	25,751
Operating Expenses	5020002	46,104	61,540	61,540	61,540	61,540	61,540	61,540	61,540	61,540
Conference & Travel Expenses	5050009	0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Professional Fees	5060010	18,999	24,727	24,727	24,727	24,727	24,727	24,727	24,727	24,727
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>151,467</b>	<b>175,718</b>	<b>187,563</b>	<b>176,042</b>	<b>176,042</b>	<b>176,042</b>	<b>176,042</b>	<b>176,042</b>	<b>176,042</b>
<b>Funding Sources</b>										
Fund Balance	4000005	571,543	648,124		587,406	587,406	587,406	526,364	526,364	526,364
Cash Fund	4000045	228,048	115,000		115,000	115,000	115,000	115,000	115,000	115,000
<b>Total Funding</b>		<b>799,591</b>	<b>763,124</b>		<b>702,406</b>	<b>702,406</b>	<b>702,406</b>	<b>641,364</b>	<b>641,364</b>	<b>641,364</b>
Excess Appropriation/(Funding)		(648,124)	(587,406)		(526,364)	(526,364)	(526,364)	(465,322)	(465,322)	(465,322)
<b>Grand Total</b>		<b>151,467</b>	<b>175,718</b>		<b>176,042</b>	<b>176,042</b>	<b>176,042</b>	<b>176,042</b>	<b>176,042</b>	<b>176,042</b>