

# SUMMARY BUDGET INFORMATION

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## 2016 AGENCY FUND TRANSFERS

**For your information, the Office of Budget has  
enumerated the following fund transfers which were  
made from agency treasury fund accounts but do not appear on  
the Appropriation Summary as expenditures**

<u>Agency</u>	<u>Blanket Surety Bond Premiums ACA §21-2-710</u>	<u>Claims ACA §19-10-204</u>	<u>Workers' Compensation Administrative Cost Reimbursement ACA §11-9-307</u>
Abstracters' Board of Examiners, Arkansas	\$5	\$0	\$0
Architects, Landscape Architects & Interior Designers, St Bd of	\$14	\$0	\$0
Burial Association Board, Arkansas	\$35	\$0	\$0
Chiropractic Examiners, AR State Board of	\$5	\$0	\$0
Contractors Licensing Board	\$86	\$0	\$0
Counseling, Arkansas Board of Examiners in	\$14	\$0	\$0
Dental Examiners, State Board of	\$14	\$0	\$0
Dietetics Licensing Board, Arkansas	\$5	\$0	\$0
Dispensing Opticians, State Board of	\$5	\$0	\$0
Embalmers & Funeral Directors, State Board of	\$5	\$0	\$0
Engineers & Land Surveyors, St Bd of Licensure for Professional	\$24	\$0	\$0
Fire Protection Licensing Board	\$10	\$0	\$0
Liquefied Petroleum Gas Board	\$33	\$0	\$0
Manufactured Home Commission, Arkansas	\$14	\$0	\$0
Medical Board, Arkansas State	\$186	\$0	\$0
Motor Vehicle Commission, Arkansas	\$24	\$0	\$0
Optometry, State Board of	\$10	\$0	\$0
Pharmacy, Arkansas State Board of	\$38	\$0	\$0
Social Work Licensing Board	\$10	\$0	\$0
Speech-Language Pathology & Audiology	\$5	\$0	\$0
Veterinary Medical Examining Board	\$5	\$0	\$0

## AGENCY POSITION USAGE REPORT

Agency	FY2016 - FY2017						3 YEAR AVERAGE(FY15,FY16,FY17)					
	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
		Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
Abstracters' Board of Examiners, Arkansas	1	1	0	1	0	0.00 %	1	0	0	0	1	100.00 %
Alcoholism & Drug Abuse Counselors Board, Examiners of	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Architects, Landscape Architects & Interior Designers, St Bd of	3	2	1	3	0	33.33 %	3	2	0	2	1	33.33 %
Athletic Training, Arkansas State Board of	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Beef Council, Arkansas	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Burial Association Board, Arkansas	3	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %
Catfish Promotion Board, Arkansas	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Cemetery Board, Arkansas	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Child Abuse & Neglect Prevention Board, State	2	2	0	2	0	0.00 %	2	2	0	2	0	0.00 %
Chiropractic Examiners, AR State Board of	2	2	0	2	0	0.00 %	1	1	0	1	0	0.00 %
Contractors Licensing Board	20	15	5	20	0	25.00 %	20	16	3	19	1	20.00 %
Corn & Grain Sorghum Promotion Board, Arkansas	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Counseling, Arkansas Board of Examiners in	3	4	0	4	-1	-33.33 %	3	3	0	3	0	0.00 %
Dental Examiners, State Board of	3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %
Dietetics Licensing Board, Arkansas	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %
Dispensing Opticians, State Board of	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %
Embalmers & Funeral Directors, State Board of	3	2	1	3	0	33.33 %	3	1	1	2	1	66.67 %
Engineers & Land Surveyors, St Bd of Licensure for Professional	6	6	0	6	0	0.00 %	5	5	0	5	0	0.00 %
Fire Protection Licensing Board	3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %
Foresters, State Board of Registration for	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Home Inspector Registration Board, Arkansas	1	0	1	1	0	100.00 %	1	0	1	1	0	100.00 %
Liquefied Petroleum Gas Board	7	6	1	7	0	14.29 %	7	6	0	6	1	14.29 %
Manufactured Home Commission, Arkansas	3	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %
Medical Board, Arkansas State	45	42	3	45	0	6.67 %	43	42	1	43	0	2.33 %
Motor Vehicle Commission, Arkansas	7	6	1	7	0	14.29 %	7	5	1	6	1	28.57 %
Optometry, State Board of	2	2	0	2	0	0.00 %	2	2	0	2	0	0.00 %
Pharmacy, Arkansas State Board of	11	10	1	11	0	9.09 %	10	9	0	9	1	10.00 %

## AGENCY POSITION USAGE REPORT

Agency	FY2016 - FY2017						3 YEAR AVERAGE(FY15,FY16,FY17)					
	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
		Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
Podiatric Medicine, Arkansas Board of	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Rice Research & Promotion Board, Arkansas	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Social Work Licensing Board	2	1	1	2	0	50.00 %	1	1	0	1	0	0.00 %
Soil Classifiers, AR State Board of Professional	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Soybean Promotion Board, Arkansas	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %
Speech-Language Pathology & Audiology	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %
Towing and Recovery Board, Arkansas	5	5	0	5	0	0.00 %	5	5	0	5	0	0.00 %
Veterinary Medical Examining Board	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %
Wheat Promotion Board, Arkansas	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

0228 - Total Budgeted positions exceed Authorized amount in FY16 and FY17 due to position authorized from the Central Growth Pool.

0274 - Budget Number of Positions may exceed the Authorized Number due to transfers from the Agency Growth Pool.

# ARKANSAS ABSTRACTERS' BOARD

## Enabling Laws

Act 133 of 2016  
Act 109 of 1969 as amended.  
See A.C.A. § 17-11-401

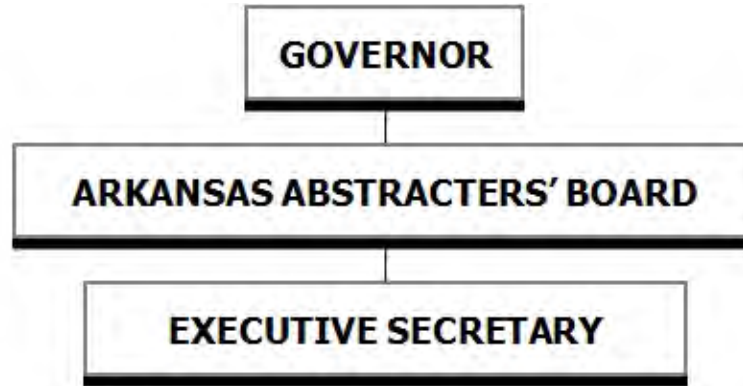
## History and Organization

The Arkansas Abstracter's Board of Examiners was created by Act 109 of 1969. This Act established a three-member board, appointed by the Governor, confirmed by the Senate, to serve six (6) year terms. The terms are staggered so that one member is replaced every two years. Act 1042 of 2007 changed the name of the Board to the Arkansas Abstracters' Board. This act increases the number of board members from three to five.

Act 1042 of 2007 also provides that two of the board members shall be actively engaged in the making of abstracts to real estate titles in the State of Arkansas for a period of no less than five (5) years prior to their appointment. A third member shall be knowledgeable of the abstract business, and two members shall be at large.

The Arkansas Abstracters' Board is staffed with one (1) part-time employee, an Abstracter Secretary General. This Board is responsible for the proper supervision and renewal of some 100-125 firm licenses and more than 325 individual licenses on an annual basis. In addition, the Board schedules and administers a semi-annual examination to approximately 30 individuals, which is given in the April and October time frames each year. Also, the Board is responsible for the examination of the records of all new firms making application for license.

In addition, the Board is responsible for responding to complaints regarding possible unlicensed operations, etc. and scheduling hearings as needed to resolve the complaints. Enforcement of the provisions of A.C.A. § 17-11-201 is within the duties of this Board and periodic inspections may be made on a random basis to ensure compliance. Revocation of certificates of authority is within the jurisdiction of this Board when non-compliance is determined in a hearing before the Board, when requested by the licensee.



**Agency Commentary**

The Arkansas Abstracters’ Board has the responsibility to regulate and license both abstract companies and individual abstracters of real estate titles. Funding is derived from special revenues collected based on fees charged for licenses, examinations, and transfers.

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 ABSTRACTERS’ BOARD  
 FOR THE YEAR ENDED JUNE 30, 2013

Findings	Recommendations
Financial Management Guide regulation R4-19-4-501 requires that funds received by a board be deposited at least weekly and a reconciliation of cash collected to deposits be prepared. Of 13 deposits made by the Board, six were not deposited within a week of receipt. In addition, the Board did not reconcile cash received to deposits. Lack of staff training could result in loss of public funds.	Make deposits at least weekly and prepare reconciliations of deposits to cash received.  <b><u>Agency Response:</u></b> Renewal checks are mailed during a time period of June 15 <sup>th</sup> through August 1 <sup>st</sup> of each year. Normal procedure is to log each check and get ready to make a deposit within a few



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

Findings

Generally accepted accounting principles require that assets of an entity be recorded timely. Cash on hand of \$5,590 at June 30, 2013, was not recorded in the accounting records of the Board. Lack of training could cause the misappropriation of state resources.

Recommendations

days with the Treasury. I currently live in Cabot and hand deliver to Little Rock when there is a deposit to make. Although, this is how we have always done this, I am open to whatever is suggested and will change my procedures if needed.

Contact the Department of Finance and Administration for staff training.

**Agency Response:**

Our license run from July 1st through June 30th each year, which means money received by our agency annually is during the end of the fiscal year. I am not sure how complicated it would be but changing our renewal date to January 1st of each year may be a solution to this problem. In the meantime, I will try and make sure the checks are logged as soon as possible and work with CAFR on the checks that are open on June 30th of each year.

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

None

**Employment Summary**

	Male	Female	Total	%
White Employees	0	1	1	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			1	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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
1	1	0	1	0	0.00 %	1	0	1	1	0	100.00 %	1	1	0	1	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 069 - Abstracter's Board-Operations

**Funding Sources:** SXA - Arkansas Abstracters' Board Fund

Act 109 of 1969 established a three member Abstracter's Board of Examiners. Act 1042 of 2007 increased the Board to five members. The Board has the responsibility to regulate and license both abstract companies and individual abstracters of real estate titles. The Board schedules and administers a semi-annual examination to individuals seeking certification as a registered abstracter. Over 300 individuals and 125 firm licenses are issued and renewed each year. Funding is derived from special revenues collected based on fees charged for licenses, examinations, and transfers.

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.

Agency's Base Level and total request is \$53,562 each year of the biennium.

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

## Appropriation Summary

**Appropriation:** 069 - Abstracter's Board-Operations

**Funding Sources:** SXA - Arkansas Abstracters' Board Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	976	8,927	8,927	8,927	8,927	8,927	8,927	8,927	8,927
<b>#Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	5,116	7,017	7,047	7,068	7,068	7,068	7,068	7,068	7,068
Operating Expenses	5020002	3,358	12,567	12,567	12,567	12,567	12,567	12,567	12,567	12,567
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
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>9,450</b>	<b>53,511</b>	<b>53,541</b>	<b>53,562</b>	<b>53,562</b>	<b>53,562</b>	<b>53,562</b>	<b>53,562</b>	<b>53,562</b>
<b>Funding Sources</b>										
Fund Balance	4000005	83,798	92,058		52,347	52,347	52,347	12,585	12,585	12,585
Special Revenue	4000030	17,710	13,800		13,800	13,800	13,800	13,800	13,800	13,800
<b>Total Funding</b>		<b>101,508</b>	<b>105,858</b>		<b>66,147</b>	<b>66,147</b>	<b>66,147</b>	<b>26,385</b>	<b>26,385</b>	<b>26,385</b>
Excess Appropriation/(Funding)		(92,058)	(52,347)		(12,585)	(12,585)	(12,585)	27,177	27,177	27,177
<b>Grand Total</b>		<b>9,450</b>	<b>53,511</b>		<b>53,562</b>	<b>53,562</b>	<b>53,562</b>	<b>53,562</b>	<b>53,562</b>	<b>53,562</b>

Expenditure of appropriation is contingent upon available funding.

# ALCOHOL/DRUG ABUSE COUNSELORS

## Enabling Laws

Act 189 of 2016  
A.C.A. §17-27-401

## History and Organization

Act 1588 of 1999 and 1708 of 2001 (A.C.A. §17-27-401 et seq.) established the State Board of Examiners of Alcoholism and Drug Abuse Counselors. It authorized a thirteen member board made up of Licensed and/or Certified Alcoholism and Drug Abuse Counselors and one citizen at large.

### Mission

To protect the public from being misled by incompetent and unauthorized persons and from unprofessional conduct on the part of qualified Alcoholism and Drug Abuse Counselors.

### Statutory Responsibility

To provide regulatory authority over persons who hold themselves out to the public as Licensed Alcoholism and Drug Abuse Counselors.

### Primary Activities

- 1) To establish appropriate licensure and certification requirements.
- 2) To define the practice of Alcoholism and Drug Abuse Counseling and to promote high standards of professional performance for those engaged in the practice of Alcoholism and Drug Abuse Counseling.
- 3) To set standards of qualifications, training and experience for those who seek to engage in the practice of Alcoholism and Drug Abuse Counseling.
- 4) Maintain an office to provide necessary support to meet Board responsibilities.

### Oversight and/or Advisory Affiliation

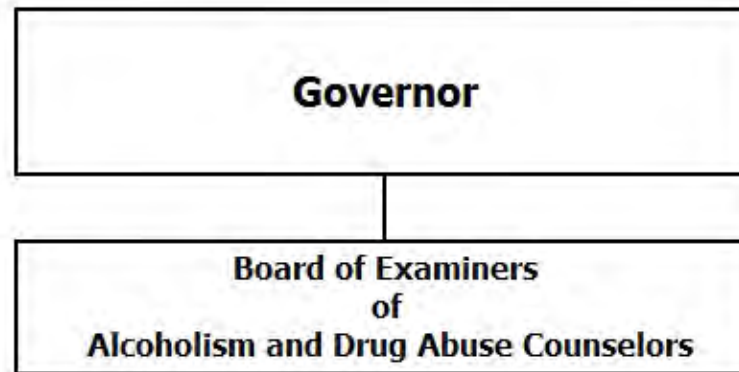
Attorney General's Office

### Statutory Provisions for Fees, Fines and Penalties:

The Board has the authority to set fees or penalties for late renewals. A maximum amount of \$265.00 per counselor per licensing cycle (every other year) is charged.

Revenue Receipts Cycle:

Revenue receipts deposited per licensing cycle, every other year. All monies, including fees for late renewals, insufficient checks or a charge for replacement certificate are deposited into one account in the State Treasury's office. Interest deposited monthly.



**Agency Commentary**

The State Board of Examiners of Alcoholism & Drug Abuse Counselors is responsible for providing regulatory authority over persons who hold themselves out to the public as Licensed Alcoholism & Drug Abuse Counselors. The operation of the Board is funded from the receipt of fees charged by the agency for licensing.

Board expenses consist of board member stipends, operating expenses, and the part-time professional services of the board administrator. Total request is for Base Level of \$31,966 each year of the biennium.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS STATE BOARD OF EXAMINERS OF ALCOHOLISM AND DRUG ABUSE COUNSELORS  
 FOR THE YEAR ENDED JUNE 30, 2014

Findings

Recommendations

None

None

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

None

**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				
None	N/A	N	N	0	N/A	0	0.00

**Agency Position Usage Report**

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 85U - Treasury Cash

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

The Board of Examiners of Alcoholism and Drug Abuse Counselors was created by A.C.A. §17-27-401 et seq. The Board is responsible for regulating the practice of Alcoholism and Drug Abuse Counseling. License fees generate funding for the operations of the Board. In November 2011, the Board moved all of its cash funds from banks to the State Treasury.

The Base Level request for Regular Salaries and Personal Services Matching includes board member stipend payments.

The Board is requesting Base Level of \$31,966 each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.



## Appropriation Summary

**Appropriation:** 85U - Treasury Cash  
**Funding Sources:** NDA - Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2015-2016	2016-2017	2016-2017	2017-2018			2018-2019		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	3,660	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400
<b>#Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Personal Services Matching 5010003	294	566	566	566	566	566	566	566	566
Operating Expenses 5020002	8,511	10,000	12,000	10,000	10,000	10,000	10,000	10,000	10,000
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	10,795	14,000	12,000	14,000	14,000	14,000	14,000	14,000	14,000
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>23,260</b>	<b>31,966</b>	<b>31,966</b>	<b>31,966</b>	<b>31,966</b>	<b>31,966</b>	<b>31,966</b>	<b>31,966</b>	<b>31,966</b>
<b>Funding Sources</b>									
Fund Balance 4000005	18,324	38,600		11,634	11,634	11,634	19,668	19,668	19,668
Cash Fund 4000045	43,536	5,000		40,000	40,000	40,000	5,000	5,000	5,000
<b>Total Funding</b>	<b>61,860</b>	<b>43,600</b>		<b>51,634</b>	<b>51,634</b>	<b>51,634</b>	<b>24,668</b>	<b>24,668</b>	<b>24,668</b>
Excess Appropriation/(Funding)	(38,600)	(11,634)		(19,668)	(19,668)	(19,668)	7,298	7,298	7,298
<b>Grand Total</b>	<b>23,260</b>	<b>31,966</b>		<b>31,966</b>	<b>31,966</b>	<b>31,966</b>	<b>31,966</b>	<b>31,966</b>	<b>31,966</b>

Budget exceeds Authorized Appropriation in Professional Fees by authority of a Budget Classification Transfer.

# STATE BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS & INTERIOR DESIGNERS

## Enabling Laws

Act 167 of 2016  
A.C.A. § 17-15-102  
A.C.A. § 17-35-101  
A.C.A. § 71-2902

## History and Organization

The original Arkansas Architectural Act and the Arkansas State Board of Architects were established by Act 270 in 1941. Through the passage of Act 1367 of 2009, Effective July 1, 2009, the Arkansas State Board of Architects, Landscape Architects and Interior Designers (ASBALAID) became a multi-profession regulatory agency responsible for overseeing the examination, registration, education, and professional regulation of architects, landscape architects, and registered interior designers.

The Activities of ASBALAID benefit the public in two critical ways.

First, regulation protects the public at large. The primary responsibility of any architect, landscape architect, or registered interior designer is to design environments that are safe, durable, functional, satisfy reasonable environmental standards, and contribute esthetically to the surrounding community. To accomplish this, the design professional must satisfy the applicable requirements of law and demonstrate the correct application of skills and knowledge. It must be emphasized that the results of faulty design may be injurious not only to the person who engages the design professional but also to the third parties who inhabit or use the environment.

Second, regulation protects consumers from fraudulent services rendered by design professionals. The necessity for ensuring that those that hire architects, landscape architects, and registered interior designers are protected from incompetent or dishonest individuals is self-evident.

ASBALAID is composed of nine (9) members, appointed by the governor of Arkansas and confirmed by the Senate for terms of five (5) years or until their successors are duly appointed and qualified. Five (5) members are architects of recognized standing who have been engaged in the independent practice of architecture for at least (10) years prior to appointment. Two (2) members are not actively engaged in or retired from the professions of architecture, interior design, or landscape architecture represent consumers and are appointed from the state at large.

The remaining two (2) positions are filled by one (1) landscape architect and one (1) registered interior designer, both of recognized

standing. There is no restriction on the number of terms an individual may serve.

The agency is staffed by three (3) individuals. They are an executive director, board administrator/office manager and administrative assistant. The administrative staff provides the support necessary for the agency to function properly.

### **Mission**

The mission of the ASBALAID is to protect public health, safety, and welfare through the regulation of architects, landscape architects, and registered interior designers in the state of Arkansas by the following:

- Ensuring that those representing themselves as architects, landscape architects, and registered interior designers meet standards of competency by way of education, experience, and examination;
- Establishing standards of practice for those licensed to practice;
- Requiring that any person practicing or offering to practice as an architect, landscape architect, or registered interior designer is licensed;
- Protecting consumers and users of design services;
- Enforcing the laws, codes, and standards governing license holders in a fair, expeditious, and uniform manner; and
- Empowering consumers by providing information and educational materials to help them make informed decisions.

### **Vision**

ASBALAID will play a major role ensuring that architects, landscape architects, and registered interior designers provide the highest quality professional services.

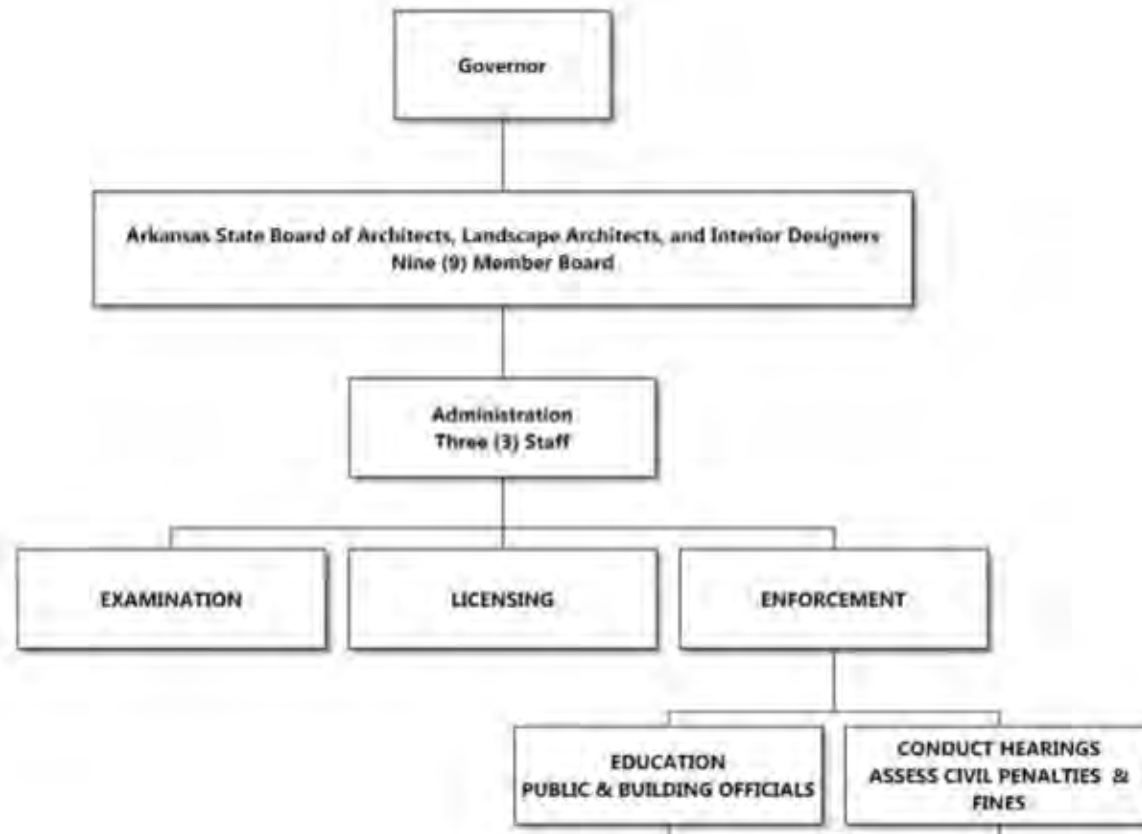
- Arkansas architects, landscape architects, and registered interior designers will possess the knowledge, skills, and abilities enabling them to meet the expectations of clients and consumers.
- Arkansas architects, landscape architects, and registered interior designers will be competent in all areas of practice and will adhere to high standards of technical competency and professional conduct.
- Exam candidates will have access to the necessary education and training opportunities.  
have the information they need to make informed choices.

## Values

ASBALAID will strive for the highest possible quality throughout all of its programs, making it an outstandingly effective and efficient multi-profession regulatory agency.

To that end, ASBALAID will:

- Be participatory through continuing involvement with NCARB, CLARB, NCIDQ, and other organizations;
- Be professional by treating all persons who interact with ASBALAID as valued customers;
- Focus on prevention by providing information and education to consumers, candidates, clients, licensees, and others;
- Be progressive by utilizing the most advanced means for providing services; and
- Be proactive by exercising leadership among consumer protection and professional practice groups.



**Agency Commentary**

Each day, millions of Arkansans work and live within environments designed by licensed architects, landscape architects, and registered, interior designers. The decisions made by these professionals about scale, massing, special organization, image, materials, and methods of construction impact not only the health, safety, and welfare of the present users, but of future generations as well.

To safeguard public health, safety, and welfare, reduce the possibility of injury or building failure, encourage quality design, and provide access for the disabled, those who design complex environments must meet minimum standards of competency. It is equally necessary that

those who cannot meet minimum standards by way of education, experience, and examination by prevented from misrepresenting themselves to the citizens of the state of Arkansas.

ASBALAID is a cash-funded state agency, historically receiving no general revenue funds. Agency operations are funded through fees charged by ASBALAID, which include registration, renewal fees, fines, and penalties.

The Board is requesting Base Level for the 2017-2019 Biennium.

## **Audit Findings**

### DIVISION OF LEGISLATIVE AUDIT

#### AUDIT OF :

ARKANSAS STATE BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, AND INTERIOR DESIGNERS

FOR THE YEAR ENDED JUNE 30, 2013

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#### Findings

Per review of the monthly revenue reconciliations, Division of Legislative Audit (DLA) staff noted that although the reconciliations were prepared, there was no detailed receipt listing from the database to support the database component of the reconciliation. In addition, based on DLA staff reconciliation of receipts from the database to the monthly revenue reconciliations, it appears that revenues totaling \$27,659 were not receipted, and receipts totaling \$1,056 were voided after deposit.

Documentation was missing or incomplete for four expenditures. Of these, one expenditure had no supporting documentation, two had invoices that did not agree to payment made, and one had an invoice that included previous balances but no itemized detail of the goods or services that made up the previous balances.

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#### Recommendations

Attach a detailed receipt listing from the database to the monthly revenue reconciliations to ensure the reliable recording of receipts.

**Agency Response:**

As a direct result of this audit finding, the Board voted unanimously on Wednesday, November 19, 2014, to terminate its contract with the current database system developer/administrator, Mr. Lance McGonical and McGonical Consulting. In addition, the Board voted unanimously to replace the current faulty database system in its entirety by partnering with a national database development firm within the next firm months. Furthermore, staff were directed to provide a detailed monthly receipt listing generated from the database accounting system to each member of the Board on a monthly basis. These steps will ensure all future receipts are correctly tracked, monitored, and compliant with the recommendation provided by DLA.

Attach adequate supporting documentation that agrees to payment made and includes an itemized detail of goods and services.

**Agency Response:**

As a result of this audit finding, both Agency staff and the Board have reviewed each expenditure noted by the auditor on November 19, 2014. It was confirmed that the transactions were lacking in supporting documents and that the employee in direct responsibility over the cited transactions is no longer on staff with the Agency. To ensure

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, AND INTERIOR DESIGNERS  
FOR THE YEAR ENDED JUNE 30, 2013

Findings

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One expenditure that contained a sound system for the conference room totaling \$3,406 had not been tagged and included as low value equipment on the Agency's asset listing. Also, as of field work date, two assets from the prior year had not yet been added to the AASIS asset inventory.

Recommendations

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future expenditures are compliant with established recommendations, the Board Secretary/Treasurer and President will review documentation for each Agency transaction over \$500 on a monthly basis. The Board is confident this additional oversight will eliminate any future audit findings in regards to missing or incomplete documentation.

Add the assets to the AASIS asset inventory and ensure all future asset acquisitions are tracked in accordance with Department of Finance and Administration (DFA) Capital Asset Guidelines.

**Agency Response:**

The Board has obtained a copy of the DFA Capitol Asset Guidelines. ASBALAID has reviewed the manual and adopted it as Board policy at the November 19, 2014, Board meeting. It was also noted by Board staff that proper documentation and paperwork related to the "sound system" in the amount of \$3,406.57 was submitted to DFA Service Bureau. As a service bureau agency, Board staff do not directly enter assets into AASIS. Although an asset tag number was provided by the Service Bureau to the Board, the item was not properly entered into AASIS. To ensure the future asset items are included on the AASIS inventory, the Board will review a copy of assets on an annual basis. The Board is confident this additional oversight will eliminate any future findings in regards to missing or incomplete documentation.

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, AND INTERIOR DESIGNERS  
FOR THE YEAR ENDED JUNE 30, 2013

Findings

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A sample of travel expenditures revealed the following instances of noncompliance with state travel regulations:

- Six travel reimbursement forms (TR-1) did not include a letter of authorization by the administrative head of the Agency for exceeding the lodging per diem rate listed in the Federal Travel Directory.
- One TR-1 did not include supporting documentation for common carrier reimbursement of \$655.
- In one instance, all travel expenses were not paid by the employee, and no "Travel Expense Reconciliation" form was attached to the TR-1.
- In one instance, a traveler opted to drive a personal vehicle instead of using a common carrier for out-of-state travel and was reimbursed \$782 for mileage. No supporting documentation was attached to indicate whether the reimbursement was the lesser of coach class airfare or the established rate of private car mileage based on map mileage.

Recommendations

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Familiarize itself with the travel regulations listed in the DFA Financial Management Guide, not approve reimbursement for transportation without an original vendor document describing the travel and indicating the cost, and not approve mileage reimbursement for out-of-state travel without adequate supporting documentation to indicate if reimbursement is the lesser of coach class airfare or the established rate of private car mileage based on map mileage.

**Agency Response:**

The Board has obtained a current copy of the DFA Financial Management Guide. ASBALAID has reviewed the manual and plans to adopt the current procedures as Board policy during its January 2015 meeting. These procedures, along with the Board's direction that standard travel forms be established, will allow for more accurate and compliant travel documentation for future audits. The Board is confident that these preventative measures will eliminate any future audit findings in regards to Board or staff travel.

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

None



## Employment Summary

	Male	Female	Total	%
White Employees	1	0	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				
Arkansas Architectural Act	A.C.A. 17-15-305 (e)	N	N	1,800	The Act was amended in 1999 and the new language passed by the Legislature requires that each registrant be sent a copy of the Act.	0	0.00
Arkansas State Board of Architect Rules and Regulations	A.C.A. 17-15-305 (e)	N	N	1,800	January 13, 2000 and reviewed by the Legislature on February 3, 2000. The Act requires that each registrant be sent a copy of the Rule and Regulations.	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
3	3	0	3	0	0.00 %	3	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %

## **Analysis of Budget Request**

**Appropriation:** 83V - Bd of Architects, Landscape Architects & Interior Designers

**Funding Sources:** NAI - Cash in Treasury - ASBALAID

The State Board of Architects, Landscape Architects, and Interior Designers provides for the education of building officials and the public regarding the provisions of the Arkansas Architectural Act and the rules and regulations of the Board. The operations of the Board are funded from Cash Funds generated from the receipt of fees charged by the Agency.

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 is requesting Base Level of \$405,951 for 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:** 83V - Bd of Architects, Landscape Architects & Interior Designers

**Funding Sources:** NAI - Cash in Treasury - ASBALAID

### 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	174,304	178,287	177,830	178,887	178,887	178,887	178,887	178,887	178,887
<b>#Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	58,079	58,874	56,939	59,941	59,941	59,941	59,941	59,941	59,941
Operating Expenses	5020002	147,688	154,423	154,423	154,423	154,423	154,423	154,423	154,423	154,423
Conference & Travel Expenses	5050009	9,795	12,700	12,700	12,700	12,700	12,700	12,700	12,700	12,700
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
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>389,866</b>	<b>404,284</b>	<b>401,892</b>	<b>405,951</b>	<b>405,951</b>	<b>405,951</b>	<b>405,951</b>	<b>405,951</b>	<b>405,951</b>
<b>Funding Sources</b>										
Fund Balance	4000005	1,862,530	1,888,519		1,954,235	1,954,235	1,954,235	2,018,284	2,018,284	2,018,284
Cash Fund	4000045	415,855	470,000		470,000	470,000	470,000	470,000	470,000	470,000
<b>Total Funding</b>		<b>2,278,385</b>	<b>2,358,519</b>		<b>2,424,235</b>	<b>2,424,235</b>	<b>2,424,235</b>	<b>2,488,284</b>	<b>2,488,284</b>	<b>2,488,284</b>
Excess Appropriation/(Funding)		(1,888,519)	(1,954,235)		(2,018,284)	(2,018,284)	(2,018,284)	(2,082,333)	(2,082,333)	(2,082,333)
<b>Grand Total</b>		<b>389,866</b>	<b>404,284</b>		<b>405,951</b>	<b>405,951</b>	<b>405,951</b>	<b>405,951</b>	<b>405,951</b>	<b>405,951</b>

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium.

# ARKANSAS STATE BOARD OF ATHLETIC TRAINING

## Enabling Laws

Act 131 of 2016  
A.C.A. §17-93-404

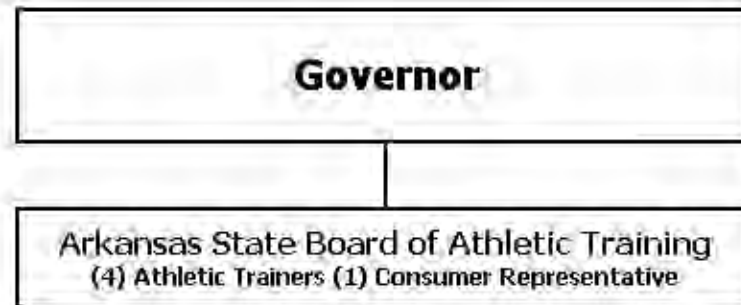
## History and Organization

A.C.A. §17-93-404 established the Arkansas State Board of Athletic Training. It authorized a five member Board that is made up of four Athletic Trainers and a consumer representative.

Mission: To administer the statute with the highest degree of integrity, competence, and efficiency commensurate with the professional standards of athletic trainers.

Statutory Responsibility: To see that persons attesting as athletic trainers have met all requirements and by doing so protect the public.

Primary Activities: 1) Grant a temporary permit or license to those who meet all requirements, including certification by the National Athletic Trainers Association; 2) Determine whether those who apply for a permit to practice qualify; 3) Annually register all Athletic Trainers and issue them an annual permit to practice; and 4) Investigate violations of the Act and take disciplinary action where appropriate after conducting a hearing.



## **Agency Commentary**

As in previous years, the Arkansas State Board of Athletic Training strives to issue licenses for athletic training and to uphold the standards prescribed by statute to protect the health of the public. The Board's budget in previous years and for the upcoming biennial budget period remains the same as it has been for the past fifteen years. The Board has succeeded in staying within the approved budget each year.

The Arkansas State Board of Athletic Training's proposed budget for the total operating expenses will remain at \$20,517. This covers administrative and facility costs as well as necessary disciplinary hearings, board member travel to annual meetings and sponsorship of continuing education for licensed athletic trainers.

We believe it is necessary that the Arkansas State Board of Athletic Training's biennial budget for 2017-2019 remain at its present level to ensure the financial obligations of the Board.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF ATHLETIC TRAINING  
FOR THE YEAR ENDED JUNE 30, 2014

Findings

Recommendations

None

None

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

None

## 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				
Directory	A.C.A. §17-93-406	N	N	300	Communication with licensees	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 97K - Treasury Cash - Operations

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

The Arkansas State Board of Athletic Training was established by A.C.A. §17-93-404. It authorized a five member Board that is made up of four Athletic Trainers and a consumer representative. The Board is a cash agency funded from the receipt of fees charged by the agency. The Board is charged to administer the statute with the highest degree of integrity, competence, and efficiency commensurate with the professional standards of athletic trainers. The major responsibility of the Board is to protect the public by ensuring that persons functioning as athletic trainers have met all requirements to practice. In May 2012, the Board moved its cash funds from banks to the State Treasury.

The Base Level request for Regular Salaries and Personal Services Matching includes board member stipend payments.

The Board is requesting Base Level of \$20,517 for each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 97K - Treasury Cash - Operations

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

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	0	480	480	480	480	480	480	480	480
<b>#Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Personal Services Matching 5010003	0	37	37	37	37	37	37	37	37
Operating Expenses 5020002	15,815	20,000	15,000	20,000	20,000	20,000	20,000	20,000	20,000
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	5,000	0	0	0	0	0	0
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>15,815</b>	<b>20,517</b>	<b>20,517</b>	<b>20,517</b>	<b>20,517</b>	<b>20,517</b>	<b>20,517</b>	<b>20,517</b>	<b>20,517</b>
<b>Funding Sources</b>									
Fund Balance 4000005	151,194	157,967		154,450	154,450	154,450	150,933	150,933	150,933
Cash Fund 4000045	22,588	17,000		17,000	17,000	17,000	17,000	17,000	17,000
<b>Total Funding</b>	<b>173,782</b>	<b>174,967</b>		<b>171,450</b>	<b>171,450</b>	<b>171,450</b>	<b>167,933</b>	<b>167,933</b>	<b>167,933</b>
<b>Excess Appropriation/(Funding)</b>	<b>(157,967)</b>	<b>(154,450)</b>		<b>(150,933)</b>	<b>(150,933)</b>	<b>(150,933)</b>	<b>(147,416)</b>	<b>(147,416)</b>	<b>(147,416)</b>
<b>Grand Total</b>	<b>15,815</b>	<b>20,517</b>		<b>20,517</b>	<b>20,517</b>	<b>20,517</b>	<b>20,517</b>	<b>20,517</b>	<b>20,517</b>

Budget exceeds Authorized Appropriation in Operating Expenses by authority of a Budget Classification Transfer.



# ARKANSAS BEEF COUNCIL

## Enabling Laws

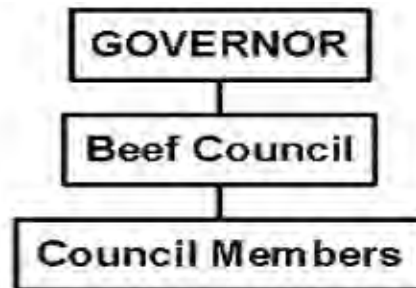
Act 71 of 2016  
A.C.A. §2-35-303 et seq.

## History and Organization

The Arkansas Beef Council was created by Act 160 of the 1983 General Assembly. Its mission is to promote the growth and development of the cattle industry in Arkansas through programs of research, promotion and market development activities.

The Council is made up of seven members appointed by the Governor. Three are nominated by the Arkansas Cattlemen's Association, three by the Arkansas Farm Bureau Federation, and one member must be an Arkansas auction market operator. The Council is administered through an agreement between the Arkansas Beef Council and the Arkansas Farm Bureau Federation.

The Council administers a \$1.00 per head assessment on all cattle sold in the State. The assessment is collected by the Miscellaneous Tax Section of the Department of Finance & Administration. Funds are deposited in a State Treasury account and are disbursed by the Council to fund beef research and promotion efforts.



## Agency Commentary

The budget request for the Arkansas Beef Council for the 2017-2019 Biennium is Base Level and will be funded entirely by special revenues collected from a \$1.00 per head assessment on cattle sold in the State.

Allocation of these funds will be made and approved by the Arkansas Beef Council. Distributions will be made to fund beef-related research at the University of Arkansas and transmitted to the national organization (Cattlemen's Beef Board) as required by the federal Beef Research and Promotion Act.

Various promotion and information projects will be conducted within the State as approved and administered by the Council.

Projects are individually approved and monitored by the Council. Project proposals are addressed during the third quarter of the fiscal year and in the annual operating plan developed prior to the start of the next fiscal year.

The agency has evaluated selected programs and projects, as well as, overall operations for efficient use of time and resources. Budget efficiencies have been gained through expanded use of electronic media, less board member travel, and greater coordination among projects. Declining revenues available to the agency over the past three years has forced many of these changes; however, programming has been maintained at a productive level commensurate with the agencies budget. The above cited efficiencies will continue during the next biennium and enhance when and where possible.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS BEEF COUNCIL  
FOR THE YEAR ENDED JUNE 30, 2015

Findings

Recommendations

None

None

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

None

## 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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 675 - Beef Council-Operations

**Funding Sources:** SBC - Arkansas Beef Council Fund

The purpose of the Arkansas Beef Council is to coordinate and implement a program of promotion, research and market development to enhance the image of beef and to improve the potential of Arkansas' cattle industry.

This appropriation is funded entirely by Special Revenues consisting of a federally established assessment rate of \$1.00 per head of cattle sold in the state. Half of the amount collected is forwarded to the national Beef Promotion and Research Board for consumer and industry information programs, advertising and research programs, and beef-related promotion. The remaining half of all fees received is retained by the Arkansas Beef Council to fund state-based programs which complement and extend the industry-wide effort.

The Agency Base Level Request includes appropriation of \$1.1 million each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 675 - Beef Council-Operations

**Funding Sources:** SBC - Arkansas Beef Council Fund

### 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
Operating Expenses	5020002	20,968	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Conference & Travel Expenses	5050009	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Professional Fees	5060010	0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Research & Development	5900031	701,218	1,037,000	1,037,000	1,037,000	1,037,000	1,037,000	1,037,000	1,037,000	1,037,000
<b>Total</b>		<b>722,186</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>
<b>Funding Sources</b>										
Fund Balance	4000005	121,984	113,159		113,159	113,159	113,159	113,159	113,159	113,159
Special Revenue	4000030	713,361	1,100,000		1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
<b>Total Funding</b>		<b>835,345</b>	<b>1,213,159</b>		<b>1,213,159</b>	<b>1,213,159</b>	<b>1,213,159</b>	<b>1,213,159</b>	<b>1,213,159</b>	<b>1,213,159</b>
Excess Appropriation/(Funding)		(113,159)	(113,159)		(113,159)	(113,159)	(113,159)	(113,159)	(113,159)	(113,159)
<b>Grand Total</b>		<b>722,186</b>	<b>1,100,000</b>		<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>

# ARKANSAS BURIAL ASSOCIATION BOARD

## Enabling Laws

Act 67 of 2016  
A.C.A. §23-78-101, et seq.

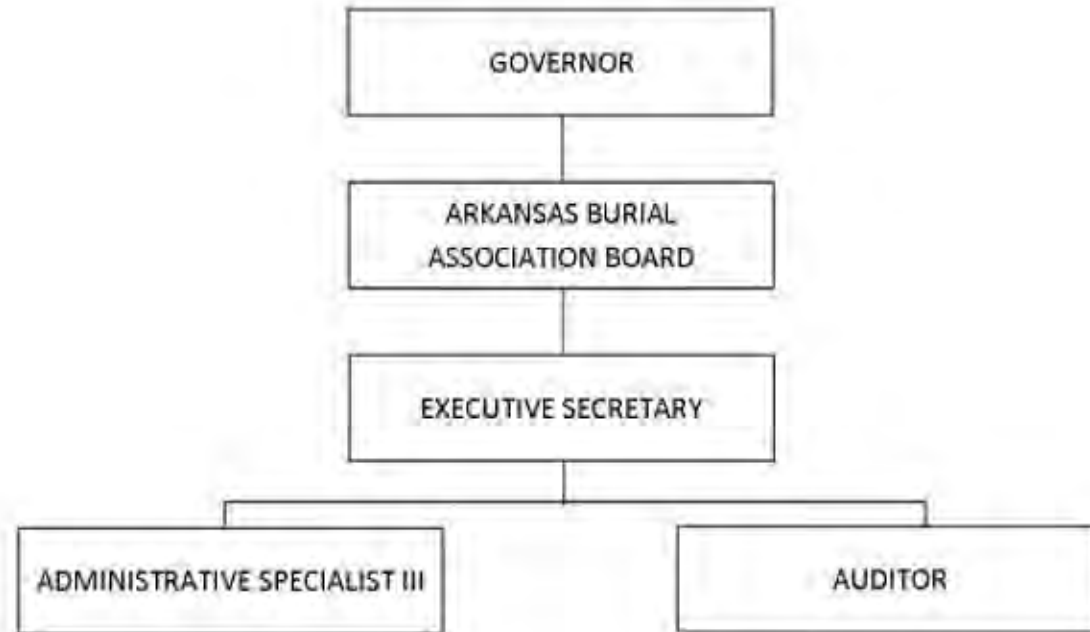
## History and Organization

The Burial Board is charged with administering Act 91 of 1953 and its subsequent amendments. The mission of the program is to protect the integrity and solvency of burial association funds held in trust for the policyholders.

The Board's responsibility includes but is not limited to: the issuance of burial certificates of authority to burial associations, to set minimum assessments of membership dues for which burial associations may issue policies in specified amounts, to collect annual fees as provided for, to adopt and enforce such regulations as necessary for the proper operation of the Board and burial associations, to conduct audits of associations to ensure compliance with the applicable statutes, rules and regulations and bylaws, and to arbitrate disputes between associations and or members.

The Board is comprised of 9 members, 7 actively engaged in the business of burial associations, 1 consumer member and 1 senior citizen member. The Board staff consists of the Executive Secretary, who serves in the same capacity for the Arkansas State Board of Embalmers and Funeral Directors (Agency #0233), the Auditor, who conducts on site audits of the 136 burial associations around the State, and the Administrative Specialist III.

The Board is a cash fund agency. In July 2010 the Board moved all of its cash funds from various banks to the State Treasury.



## **Agency Commentary**

The Arkansas Burial Association Board ("Board") regulates and monitors the operations of 136 burial associations in the State of Arkansas. Audits are conducted on an annual basis to ensure compliance with the laws and rules and regulations governing burial associations. The Board is a cash fund agency. In July 2010 the Board moved all of its cash funds from various banks to the State Treasury.

The Board is requesting Base Level for each year of the biennium with a reallocation of \$4,007 between general ledger codes in Operating Expenses to more accurately reflect anticipated expenses.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS BURIAL ASSOCIATION BOARD  
FOR THE YEAR ENDED JUNE 30, 2015

Findings

Recommendations

None

None

## 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	1	0	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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016					FY2016 - 2017						
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
3	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %

## **Analysis of Budget Request**

**Appropriation:** 84Z - Burial Board Operations-Cash In Treasury

**Funding Sources:** NBF - Cash In Treasury

The Arkansas Burial Association Board was created by Act 91 of 1953. The Board is a cash agency funded from the receipt of burial association fees charged pursuant to Arkansas Code Annotated §23-78-111. The Board's responsibilities include the supervision of all burial associations organized or operating in this State.

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 Base Level request for Regular Salaries includes board member stipend payments.

For the 2017-2019 Biennium, the Agency is requesting Base Level each year with a reallocation of \$4,007 of Operating Expenses to more accurately reflect anticipated expenses.

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

## Appropriation Summary

**Appropriation:** 84Z - Burial Board Operations-Cash In Treasury

**Funding Sources:** NBF - Cash In Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	81,294	107,749	129,403	120,343	120,343	120,343	120,343	120,343	120,343
<b>#Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	32,665	38,665	43,868	42,115	42,115	42,115	42,115	42,115	42,115
Operating Expenses	5020002	18,348	28,932	28,932	28,932	28,932	28,932	28,932	28,932	28,932
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
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>132,307</b>	<b>175,346</b>	<b>202,203</b>	<b>191,390</b>	<b>191,390</b>	<b>191,390</b>	<b>191,390</b>	<b>191,390</b>	<b>191,390</b>
<b>Funding Sources</b>										
Fund Balance	4000005	318,460	391,510		394,203	394,203	394,203	380,852	380,852	380,852
Cash Fund	4000045	154,322	143,725		143,725	143,725	143,725	143,725	143,725	143,725
Transfer from Embalmers Bd	4000530	51,035	34,314		34,314	34,314	34,314	34,314	34,314	34,314
<b>Total Funding</b>		<b>523,817</b>	<b>569,549</b>		<b>572,242</b>	<b>572,242</b>	<b>572,242</b>	<b>558,891</b>	<b>558,891</b>	<b>558,891</b>
Excess Appropriation/(Funding)		(391,510)	(394,203)		(380,852)	(380,852)	(380,852)	(367,501)	(367,501)	(367,501)
<b>Grand Total</b>		<b>132,307</b>	<b>175,346</b>		<b>191,390</b>	<b>191,390</b>	<b>191,390</b>	<b>191,390</b>	<b>191,390</b>	<b>191,390</b>

Expenditure of appropriation is contingent upon available funding.

## Change Level by Appropriation

**Appropriation:** 84Z - Burial Board Operations-Cash In Treasury  
**Funding Sources:** NBF - Cash In Treasury

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>191,390</b>	<b>3</b>	<b>191,390</b>	<b>100.0</b>	<b>191,390</b>	<b>3</b>	<b>191,390</b>	<b>100.0</b>
C04	Reallocation	0	0	191,390	100.0	0	0	191,390	100.0

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>191,390</b>	<b>3</b>	<b>191,390</b>	<b>100.0</b>	<b>191,390</b>	<b>3</b>	<b>191,390</b>	<b>100.0</b>
C04	Reallocation	0	0	191,390	100.0	0	0	191,390	100.0

### Justification

C04	Agency requests the reallocation of \$4,007 between general ledger codes in Operating Expenses to better reflect anticipated expenses.
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# ARKANSAS CATFISH PROMOTION BOARD

## Enabling Laws

Act 72 of 2016  
A.C.A. §2-9-103 et seq.

## History and Organization

The Arkansas Catfish Promotion Board was created by Act 790 of 1999 with the responsibility to promote the growth and development of the catfish industry in Arkansas through research, promotion, and market development. The Board consists of seven producers appointed by the Governor. Three members are nominated by and represent the Arkansas Farm Bureau, and four members are nominated by and represent the Catfish Farmers of Arkansas. The Board is administered by the Executive Vice-President of Arkansas Farm Bureau Federation or his designee.



## **Agency Commentary**

Appropriation is funded by special revenues collected from a one dollar per ton fee on all catfish feed purchased by commercial Arkansas catfish producers.

The Arkansas Catfish Promotion Board is requesting Base Level appropriation.

An allocation of these special revenue funds will be used to fund catfish related research and promotion projects through the University of Arkansas, private research companies, and promotion organizations as the Board sees fit. Projects will be individually approved and monitored by the Board. The Board welcomes project proposals at their last quarterly meeting each year.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS CATFISH PROMOTION BOARD  
FOR THE YEAR ENDED JUNE 30, 2014

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Findings

Recommendations

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None

None

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

None

## 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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 745 - Catfish Promotion

**Funding Sources:** SCB - Arkansas Catfish Promotion Board

The Arkansas Catfish Promotion Board supports the growth and development of the catfish industry in Arkansas through research, promotion, and market development.

Special Revenues fund the operations of the Board. A one-dollar per ton assessment on all catfish feed purchased by commercial Arkansas catfish producers is used to fund research and promotion efforts. The line item for Research Development, representing more than half of the entire budget, is used to fund catfish related research projects through the University of Arkansas and private research companies.

Base Level includes appropriation of \$120,000 each year of the biennium.

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



## Appropriation Summary

**Appropriation:** 745 - Catfish Promotion

**Funding Sources:** SCB - Arkansas Catfish Promotion Board

### 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
Operating Expenses 5020002	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Promotional Items 5090028	1,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Research Development 5900031	9,595	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000
Consumer Information 5900046	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
<b>Total</b>	<b>10,595</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
<b>Funding Sources</b>									
Fund Balance 4000005	75,368	93,993		13,993	13,993	13,993	0	0	0
Special Revenue 4000030	29,220	40,000		106,007	106,007	106,007	120,000	120,000	120,000
<b>Total Funding</b>	<b>104,588</b>	<b>133,993</b>		<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
Excess Appropriation/(Funding)	(93,993)	(13,993)		0	0	0	0	0	0
<b>Grand Total</b>	<b>10,595</b>	<b>120,000</b>		<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>

# ARKANSAS CEMETERY BOARD

## Enabling Laws

Act 182 of 2016

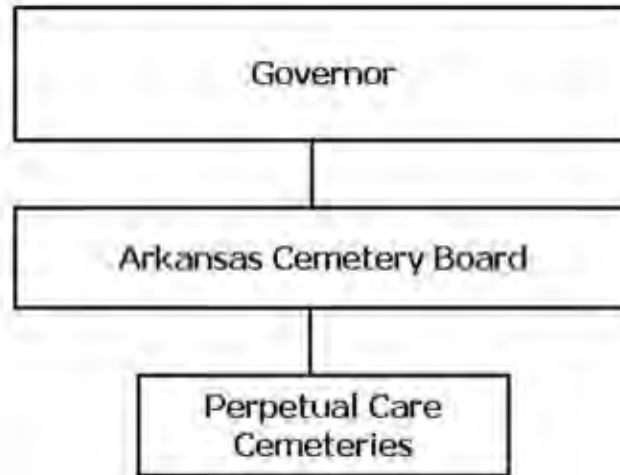
Ark. Code Ann. §20-17-1001, et seq.

Ark. Code Ann. §20-17-1301, et seq.

## History and Organization

Act 352 of 1977 created The Arkansas Cemetery Board. This Act established a seven (7) member Board to administer the issuance of permits to perpetual care cemeteries and to regulate and protect these perpetual care funds. Prior to Act 352 the regulation of perpetual care cemeteries was governed by Act 250 of 1953, as amended. Act 131 of 1983 increased the size of the Board by the addition of one member 60 years of age or over to serve as a representative of the State's elderly population. The Securities Commissioner is a voting member of the Board. The Governor appoints the six members of the Board. Four (4) of the six (6) members of the Board appointed by the Governor are owners or operators of licensed cemeteries in Arkansas. One of the members appointed by the Governor shall not have any interest in a cemetery or funeral home either within or outside of the State. One of the members appointed by the Governor shall be sixty (60) years of age or older, and shall represent the elderly. This member shall not be actively engaged in or retired from any profession or occupation regulated by the Board. The Governor also appoints one (1) alternate member that comes from the industry. The alternate member shall substitute when a conflict of interest disqualifies a regular member. Members are appointed for terms of four (4) years.

The mission of the Board is to protect the interests of Arkansas citizens who have purchased or own spaces in Arkansas cemeteries that are advertised or operated as being perpetual care or permanent maintenance cemeteries. The Board, in conjunction with the staff of the Arkansas Securities Department, performs the duties of this agency.



### **Agency Commentary**

The Arkansas Cemetery Board is responsible for protecting the financial interests of the public by ensuring the physical care of cemeteries and the sound financial condition of the trust funds through the regulation of those companies advertising or operating perpetual care cemeteries in the State of Arkansas. The Board relies on the staff of the Arkansas Securities Department to perform the duties of the Board, such as conduct examinations, examine annual reports, investigate and issue permits, provide legal services and perform administrative duties. The Board is requesting Base Level for the 2017-2019 Biennium and some reallocations within Operating Expenses.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS CEMETERY BOARD  
FOR THE YEAR ENDED JUNE 30, 2015

Findings

Recommendations

None

None

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

None

## 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				
Publication of the Board's Quarterly and Special Board Meeting Agendas	Required by Rule 4.01 of the Ark. Cemetery Board	N	N	110	Publish and mail agenda for each meeting of the Ark. Cemetery Board to interested parties and the public as required by Rule 4.01 of the Board's Rules and to comply with Freedom of Information Act.	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 843 - Cemetery - Cash Operations

**Funding Sources:** NCB - Cemetery Board - Cash in Treasury

The Arkansas Cemetery Board ("Board") was created by Act 352 of 1977 to regulate perpetual care cemeteries including municipal, church, family, and non-profit community cemeteries. The Board is a Cash in Treasury agency funded from the issuance of permits, amended permits, and examination of cemeteries. The staff of the Arkansas Securities Department handles all administrative work; therefore, no positions are needed.

Arkansas Code Annotated §20-17-1025 empowers the Board to provide the funding necessary to make loans to a court appointed receiver or conservator. The loans help assure that a cemetery placed in receivership will be properly maintained and will continue to be a viable operation.

The Base Level request for Regular Salaries and Personal Services Matching includes board member stipend payments.

The Board is requesting Base Level of \$129,261 each year of the 2017-2019 Biennium. The Board is also requesting some reallocations within the Operating Expenses line item.

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

## Appropriation Summary

**Appropriation:** 843 - Cemetery - Cash Operations  
**Funding Sources:** NCB - Cemetery Board - Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	1,260	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100
<b>#Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Personal Services Matching	5010003	96	161	161	161	161	161	161	161	161
Operating Expenses	5020002	67,529	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Loans	5120029	0	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
<b>Total</b>		<b>68,885</b>	<b>129,261</b>	<b>129,261</b>	<b>129,261</b>	<b>129,261</b>	<b>129,261</b>	<b>129,261</b>	<b>129,261</b>	<b>129,261</b>
<b>Funding Sources</b>										
Fund Balance	4000005	182,540	180,072		110,611	110,611	110,611	44,750	44,750	44,750
Cash Fund	4000045	66,417	59,800		63,400	63,400	63,400	63,400	63,400	63,400
<b>Total Funding</b>		<b>248,957</b>	<b>239,872</b>		<b>174,011</b>	<b>174,011</b>	<b>174,011</b>	<b>108,150</b>	<b>108,150</b>	<b>108,150</b>
Excess Appropriation/(Funding)		(180,072)	(110,611)		(44,750)	(44,750)	(44,750)	21,111	21,111	21,111
<b>Grand Total</b>		<b>68,885</b>	<b>129,261</b>		<b>129,261</b>	<b>129,261</b>	<b>129,261</b>	<b>129,261</b>	<b>129,261</b>	<b>129,261</b>

## Change Level by Appropriation

**Appropriation:** 843 - Cemetery - Cash Operations  
**Funding Sources:** NCB - Cemetery Board - Cash in Treasury

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>129,261</b>	<b>0</b>	<b>129,261</b>	<b>100.0</b>	<b>129,261</b>	<b>0</b>	<b>129,261</b>	<b>100.0</b>
C04	Reallocation	0	0	129,261	100.0	0	0	129,261	100.0

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>129,261</b>	<b>0</b>	<b>129,261</b>	<b>100.0</b>	<b>129,261</b>	<b>0</b>	<b>129,261</b>	<b>100.0</b>
C04	Reallocation	0	0	129,261	100.0	0	0	129,261	100.0

### Justification

C04	The Board is requesting some reallocations in some GL codes within Operating Expenses such as Postage, Telecommunications Wired, Misc. Technical Services, and Low Value Equipment.
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# STATE CHILD ABUSE & NEGLECT PREVENTION BOARD

## Enabling Laws

Act 190 of 2016  
A.C.A. §9-30-101 et seq.  
A.C.A. §9-11-203

## History and Organization

The primary mission of the State Child Abuse and Neglect Prevention Board is to encourage and promote the overall welfare of children within the family structure. This mission is mainly accomplished by providing funding and technical assistance to community based programs and services throughout Arkansas that help strengthen and support families and thereby prevent abuse.

The State Child Abuse and Neglect Prevention Board was created by Act 397 of 1987. The nine-member Board is appointed by the Governor. Board members serve without compensation but are reimbursed for travel expenses in accordance with State travel procedures. The Board's primary responsibility is to manage the Children's Trust Fund, which was also created by Act 397 of 1987. The State Board promotes the establishment of community-based child abuse prevention programs throughout the state and funds them through the Children's Trust Fund.

Act 397 of 1987 originally provided revenue for the Trust Fund by levying a \$5.00 surcharge on all marriage license fees in the State of Arkansas. Act 397 also placed limitations on the amount of money the Board was allowed to disburse. At least 50% of all fee and interest revenue in any fiscal year was to remain in the Trust Fund as an investment for future prevention programs. Administrative costs of managing the Trust Fund may not exceed 20% of fiscal year revenues and the remaining revenues (30%) were to be spent in grant funds to child abuse prevention programs.

Act 340 of 1991 amended the law and changed the disbursement percentages as follows: at least 20% of all fee and interest revenues in any fiscal year must remain in the Trust as an investment for future prevention programs; administration costs of managing the Trust Fund may not exceed 20% of fiscal year revenues, and the remaining revenues (60%) are available for grant funds to child abuse prevention programs. This change in the law allowed the Board to award 30% more funds to local organizations and individuals for child abuse prevention programs.

Act 174 of 1993 again amended the law by changing the surcharge on the marriage license from \$5.00 to \$10.00, thereby providing for additional child abuse prevention programs and/or larger grant awards to those programs. Additionally, Act 968 of 2001 provided



for the issuance of Heirloom Marriage certificates. The certificates, are intended to be artistically rendered, suitable for framing, and an optional purchase for anyone married in the State of Arkansas. All proceeds are to be directed to the Children's Trust Fund.

In 2003, Act 1224 added the One Percent to Prevent Fund to provide programs for incarcerated parents and their children, as well as the caregivers of those children. And Act 68 of the Second Extraordinary Session of 2003 charged the Board to establish a pilot program of family resource centers in a number of elementary schools in the state, but did not receive any funds to support the program.

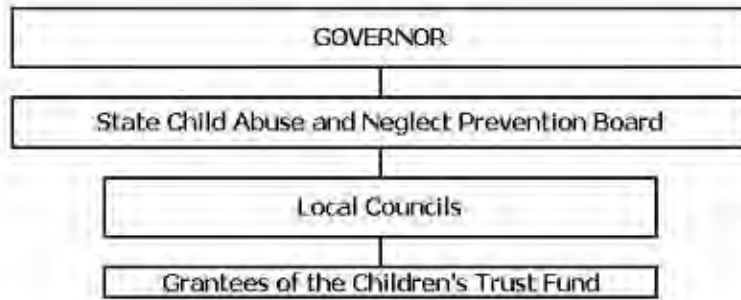
The State Child Abuse and Neglect Prevention Board also promotes the establishment of Local Child Abuse Prevention Councils in every county of the state. Local Councils are required to review and approve any and all grant proposals that originate from their county. The State Board uses the recommendations from each certified Local Council to make the final decisions about which programs will be funded. All proposals must be reviewed by the appropriate Local Council and only those counties which have a certified Local Council may receive funding from the Children's Trust Fund. Act 397 of 1987 requires the Local Council to consist of the following members:

1. An employee of the County Department of Human Services (or Division of Children and Family Services)
2. An employee of the County Health Department Unit
3. An employee of Local Law Enforcement
4. An employee of the Local Public Education System
5. One Citizen At-Large - preferably a parent
6. Any other persons deemed necessary by the Local Council

During its first year of operations, the Board developed procedures for the formation of Local Councils and established criteria for the disbursement of grant funds. Since that time, an average of 50 Local Councils have been certified each year and anywhere from 6 to 20 grants have been awarded to local organizations each year for programs designed to prevent child abuse and neglect.

Beginning July 1, 2007 the Board established 2 full time positions and one extra help position to carry out the responsibilities of the agency. The staff monitors the programmatic and fiscal activities of the grantees to insure a high degree of accountability. They also provide technical assistance to grantees to enhance program quality, assist in the development of additional Local Councils, initiate public awareness activities about child abuse and neglect prevention, and provide formal training opportunities for grantees and the general public. Prior to the 2008 Fiscal Year, the Board contracted for part-time staff support services through a Professional Services contract with a local non-profit organization. Beginning July 1, 2014 the extra help position was dropped and the two full time positions remained.

In FY2003 - 2004, the Board funded the first program of the One Percent to Prevent Fund. A statewide mentoring program for children of incarcerated parents was established but has since ended due to a lack of funds. The One Percent to Prevent Fund has not received an appropriation since FY2003 - 2004.



## **Agency Commentary**

The mission of the Child Abuse & Neglect Prevention Board is to encourage and promote the overall welfare of children within the family structure. Our primary goal is accomplished by funding community-based programs that work to increase the capacity of families to care for their children and thereby prevent abuse. The Agency also seeks ways to provide education and professional development to the general public about the primary prevention of child abuse. Our focus is to provide services to families before maltreatment occurs - not afterwards. In order to make effective use of state funds, the Agency is committed to supporting and implementing evidence-based strategies that help prevent child abuse.

The Board is requesting a reallocation of \$1,200 in Base Level operating expenses to support an anticipated increase in rent for the agency's office space. This expense will be offset by a decrease in Grants and Aid by \$1,200 for FY18 and FY19.

### **Special Revenue**

Since its inception in August, 1987, monies of the Children's Trust Fund have accrued from a \$5.00 fee imposed on all marriage licenses in the state and from interest gained as these fees are invested through the State Treasurer's Office. Act 174 of 1993 amended the original law by changing the fee from \$5.00 to \$10.00. The Board began collecting the new \$10.00 fee in August of 1993. In addition, Act 968 of 2001 provided for the issuance of Heirloom Marriage Certificates which are an optional purchase for anyone married in the state.

In FY18 and FY19 the projected accrual from license fees and Heirloom certificates is \$325,000 and projected interest accrual is \$20,000. Total revenue for FY18 and FY19 is projected at \$345,000 each fiscal year.

**Federal Revenue**

The State Child Abuse and Neglect Prevention Board is eligible to receive funds on an annual basis from the Children’s Bureau of the Department of Health and Human Services. The federal appropriation for this grant program has fluctuated greatly over the years. Although the details have changed from year to year, the main purpose of the grant program is to establish a network of family support programs across the state. The Board accomplishes this goal by using the majority of our federal award to make grants to community-based family support programs. In addition, the Board sponsors a statewide conference on prevention and supports other professional development trainings to help improve quality, quantity and accessibility to parent education programs. The Board is allowed three years to expend each annual award and projects it will have a minimum of \$262,216 annually from the federal grant. We are requesting an appropriation increase of \$237,474 each year of the 2017-2019 Biennium in order to facilitate the spending of multiple grant awards within one fiscal year.

**Trust Fund Balance**

By law, until the balance of the Trust Fund reaches \$10,000,000.00 not more than 80% of the money credited to the Trust Fund during any fiscal year shall be disbursed during that fiscal year. When the balance in the Trust Fund reaches \$10,000,000.00, disbursements from the Fund shall be limited to the amount in excess of \$10,000,000.00.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE CHILD ABUSE AND NEGLECT PREVENTION BOARD  
FOR THE YEAR ENDED JUNE 30, 2013

Findings	Recommendations
None	None

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	0	2	2	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
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				
Announcement of Request for Proposals	ACA §9-30-105(b)(3)	N	N	100	To announce availability of grant funds to those without email addresses.	0	0.00
Annual Report	ACA §9-30-105(C)(7)	Y	Y	50	To inform public, General Assembly and Governor of activities performed by the Board.	0	0.00
Local Council Certification Packet	ACA §9-30-105(B)(1)	N	N	150	Requirements for certifying a Local Council on child abuse prevention in every county.	0	0.00

## Department Appropriation Summary

### Historical Data

### Agency Request and Executive Recommendation

Appropriation	2015-2016		2016-2017		2016-2017		2017-2018						2018-2019					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
152 Child Abuse Prevention	107,560	1	273,258	1	272,866	1	274,238	1	274,238	1	274,238	1	274,238	1	274,238	1	274,238	1
198 Community Grants	90,723	1	524,232	1	286,441	1	286,958	1	524,432	1	524,432	1	286,958	1	524,432	1	524,432	1
Total	198,283	2	797,490	2	559,307	2	561,196	2	798,670	2	798,670	2	561,196	2	798,670	2	798,670	2

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance	4000005	1,971,720	83.0	2,176,941	71.5		2,248,883	72.1	2,248,883	72.1	2,248,883	72.1	2,557,119	74.6	2,319,645	72.7	2,319,645	72.7
Federal Revenue	4000020	91,262	3.8	524,432	17.2		524,432	16.8	524,432	16.8	524,432	16.8	524,432	15.3	524,432	16.4	524,432	16.4
Special Revenue	4000030	312,242	13.1	325,000	10.7		325,000	10.4	325,000	10.4	325,000	10.4	325,000	9.5	325,000	10.2	325,000	10.2
Trust Fund Interest	4000705	0	0.0	20,000	0.7		20,000	0.6	20,000	0.6	20,000	0.6	20,000	0.6	20,000	0.6	20,000	0.6
Total Funds		2,375,224	100.0	3,046,373	100.0		3,118,315	100.0	3,118,315	100.0	3,118,315	100.0	3,426,551	100.0	3,189,077	100.0	3,189,077	100.0
Excess Appropriation/(Funding)		(2,176,941)		(2,248,883)			(2,557,119)		(2,319,645)		(2,319,645)		(2,865,355)		(2,390,407)		(2,390,407)	
Grand Total		198,283		797,490			561,196		798,670		798,670		561,196		798,670		798,670	

## 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:** 152 - Child Abuse Prevention

**Funding Sources:** TCT - Children's Trust Fund

The Child Abuse and Neglect Prevention Board administers the Arkansas Children's Trust Fund created by Act 397 of 1987 which provides funds for programs to prevent child abuse and neglect. The Children's Trust Fund is supported by a \$10 surcharge on the sale of marriage licenses and interest income pursuant to Arkansas Code Annotated § 9-30-101 et. seq. Currently the Board contracts with Arkansas Child Abuse Prevention, a local non-profit organization to carry out the functions and directions of the Board. This includes fiscal activities of the Board, with a primary emphasis on the technical assistance, program monitoring and financial oversight of the grantees receiving funding from the Children's Trust Fund. Grants are awarded to local organizations and individuals each year for programs designed to prevent child abuse and neglect.

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 Board is requesting a reallocation of \$1,200 in Base Level operating expenses to support an anticipated increase in rent for the agency's office space. This expense will be offset by a decrease in Grants and Aid by \$1,200 for FY18 and FY19.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 152 - Child Abuse Prevention

**Funding Sources:** TCT - Children's Trust Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	43,733	43,732	43,298	44,332	44,332	44,332	44,332	44,332	44,332
<b>#Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	14,757	14,727	14,769	15,107	15,107	15,107	15,107	15,107	15,107
Operating Expenses	5020002	15,642	16,570	16,570	16,570	17,770	17,770	16,570	17,770	17,770
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	33,428	198,229	198,229	198,229	197,029	197,029	198,229	197,029	197,029
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>107,560</b>	<b>273,258</b>	<b>272,866</b>	<b>274,238</b>	<b>274,238</b>	<b>274,238</b>	<b>274,238</b>	<b>274,238</b>	<b>274,238</b>
<b>Funding Sources</b>										
Fund Balance	4000005	1,971,429	2,176,111		2,247,853	2,247,853	2,247,853	2,318,615	2,318,615	2,318,615
Special Revenue	4000030	312,242	325,000		325,000	325,000	325,000	325,000	325,000	325,000
Trust Fund Interest	4000705	0	20,000		20,000	20,000	20,000	20,000	20,000	20,000
<b>Total Funding</b>		<b>2,283,671</b>	<b>2,521,111</b>		<b>2,592,853</b>	<b>2,592,853</b>	<b>2,592,853</b>	<b>2,663,615</b>	<b>2,663,615</b>	<b>2,663,615</b>
<b>Excess Appropriation/(Funding)</b>		<b>(2,176,111)</b>	<b>(2,247,853)</b>		<b>(2,318,615)</b>	<b>(2,318,615)</b>	<b>(2,318,615)</b>	<b>(2,389,377)</b>	<b>(2,389,377)</b>	<b>(2,389,377)</b>
<b>Grand Total</b>		<b>107,560</b>	<b>273,258</b>		<b>274,238</b>	<b>274,238</b>	<b>274,238</b>	<b>274,238</b>	<b>274,238</b>	<b>274,238</b>

FY17 Budget amount in Regular Salaries exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.



## Change Level by Appropriation

**Appropriation:** 152 - Child Abuse Prevention  
**Funding Sources:** TCT - Children's Trust Fund

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>274,238</b>	<b>1</b>	<b>274,238</b>	<b>100.0</b>	<b>274,238</b>	<b>1</b>	<b>274,238</b>	<b>100.0</b>
C04	Reallocation	0	0	274,238	100.0	0	0	274,238	100.0

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>274,238</b>	<b>1</b>	<b>274,238</b>	<b>100.0</b>	<b>274,238</b>	<b>1</b>	<b>274,238</b>	<b>100.0</b>
C04	Reallocation	0	0	274,238	100.0	0	0	274,238	100.0

### Justification

C04	A reallocation of \$1,200 in Base Level operating expenses to support an anticipated increase in rent for the agency's office space. This expense will be offset by a decrease in Grants and Aid by \$1,200 for FY18 and FY19								
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## **Analysis of Budget Request**

**Appropriation:** 198 - Community Grants

**Funding Sources:** FCN - Child Abuse and Neglect-Federal Grants

This appropriation is 100% federally funded through the U. S. Department of Health and Human Services, and is utilized for operational costs and grants to local communities for the development or operation of child abuse prevention programs.

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 Board is requesting an increase of \$237,474 each year of the 2017-2019 Biennium for Grants and Aid. The increase in appropriation would allow the agency to facilitate the spending of multiple grant awards within one fiscal year. The Board is allowed three years to expend each annual award.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 198 - Community Grants

**Funding Sources:** FCN - Child Abuse and Neglect-Federal Grants

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	36,239	35,703	35,350	35,703	35,703	35,703	35,703	35,703	35,703
<b>#Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	13,083	12,948	12,984	13,148	13,148	13,148	13,148	13,148	13,148
Operating Expenses	5020002	4,820	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Conference & Travel Expenses	5050009	7,498	9,011	9,011	9,011	9,011	9,011	9,011	9,011	9,011
Professional Fees	5060010	1,394	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	27,689	445,570	208,096	208,096	445,570	445,570	208,096	445,570	445,570
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>90,723</b>	<b>524,232</b>	<b>286,441</b>	<b>286,958</b>	<b>524,432</b>	<b>524,432</b>	<b>286,958</b>	<b>524,432</b>	<b>524,432</b>
<b>Funding Sources</b>										
Fund Balance	4000005	291	830		1,030	1,030	1,030	238,504	1,030	1,030
Federal Revenue	4000020	91,262	524,432		524,432	524,432	524,432	524,432	524,432	524,432
Total Funding		91,553	525,262		525,462	525,462	525,462	762,936	525,462	525,462
Excess Appropriation/(Funding)		(830)	(1,030)		(238,504)	(1,030)	(1,030)	(475,978)	(1,030)	(1,030)
<b>Grand Total</b>		<b>90,723</b>	<b>524,232</b>		<b>286,958</b>	<b>524,432</b>	<b>524,432</b>	<b>286,958</b>	<b>524,432</b>	<b>524,432</b>

FY17 Budget amount in Regular Salaries exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium. Budget exceeds Authorized Appropriation in Grants and Aid due to a transfer from the Miscellaneous Federal Grant Holding Account.

## Change Level by Appropriation

**Appropriation:** 198 - Community Grants  
**Funding Sources:** FCN - Child Abuse and Neglect-Federal Grants

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>286,958</b>	<b>1</b>	<b>286,958</b>	<b>100.0</b>	<b>286,958</b>	<b>1</b>	<b>286,958</b>	<b>100.0</b>
C01	Existing Program	237,474	0	524,432	182.8	237,474	0	524,432	182.8

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>286,958</b>	<b>1</b>	<b>286,958</b>	<b>100.0</b>	<b>286,958</b>	<b>1</b>	<b>286,958</b>	<b>100.0</b>
C01	Existing Program	237,474	0	524,432	182.8	237,474	0	524,432	182.8

### Justification

C01	Change Level reflects an increase of \$237,474 in Grants & Aid each year of the 2017-2019 Biennium. The Board is eligible to receive funds on an annual basis from the Children's Bureau of the Department of Health and Human Services. The Board is allowed three years to expend each annual award and projects it will have a minimum of \$262,216 annually from the federal grant. The Agency is requesting an increase in its federal appropriation in order to facilitate the spending of multiple grant awards within one fiscal year.
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# AR STATE BOARD OF CHIROPRACTIC EXAMINERS

## Enabling Laws

Act 200 of 2016  
A.C.A. §17-81-101

## History and Organization

The Arkansas State Board of Chiropractic Examiners was created by Act 126 of 1915 to create a safeguard for the public health and welfare of the citizens of Arkansas by providing for the licensure and examination of any person practicing or offering to practice Chiropractic in the state. The Arkansas State Board of Chiropractic Examiners Board is a cash agency funded from examination and license renewal fees charged pursuant to subchapter 3 of Arkansas Code Annotated §17-81.

The Arkansas State Board of Chiropractic Examiners was authorized by Act 706 of 1971, for the following purposes:

1. Licensing of qualified Doctors of Chiropractic by Examination.
2. Annual renewal of the license holders both the resident and non-resident.
3. Make suitable bylaws for carrying out its duties.
4. Adopt and revise rules and regulations.
5. To serve as a regulatory, judicial, and disciplinary body for chiropractic practitioners in terms of laws and regulations.

### Board Member Functions:

The Board consists of seven members, five of whom must be licensed chiropractors practicing in Arkansas for a period of 5 years, one consumer member and one senior citizen member.

1. Prepare and maintain a current roster of license holders.
2. Empowered to establish the criteria that credentialing candidates must meet.
3. Investigate and conduct disciplinary hearings related to legal and ethical violations by Doctors of Chiropractic.
4. Empowered to make by-laws, rules and regulations for the operation in accordance with the Chiropractic Practice Act.



## Agency Commentary

The State Board of Chiropractic Examiners was created by Act 126 of 1915, as a regulatory board to provide for the licensing and examination of chiropractors, ensuring that any person practicing or offering to practice chiropractic in the state is qualified and licensed, and to safeguard the public health and welfare of the citizens of Arkansas.

The Board is requesting Base Level of \$187,779 in each year for the 2017-2019 biennium. In addition to Base Level, the agency requests a \$3,100 increase in Office Supplies for the first year in order to purchase eight (8) board room chairs as the current chairs do not have proper controls to keep them from tilting in order to sit properly around the board room table.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS  
FOR THE YEAR ENDED JUNE 30, 2013

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Findings

A search for unrecorded liabilities revealed that seven invoices totaling \$4,482 and eleven invoices totaling \$8,634 were not properly recorded as accounts payable for the fiscal years ended June 30, 2013 and 2012, respectively. In addition, when performing our expenditure testing for 2012, we noted an expense totaling \$793 that should have been recorded as accounts payable in 2011.

In accordance with Ark. Code Ann. § 19-4-702, agencies are allowed to pay carryover obligations up to 45 days after the end of the fiscal year, but the carryover obligations “shall be charged against appropriations and fund cash balances of the fiscal year in which they obligations were incurred.” If all of the above 2012 obligations had been properly charged against the FY2012 budget, the agency’s operating expenses would have exceeded the remaining budget for that commitment item. Ark. Code Ann. § 19-2-104(a)(1) prohibits expenditures or obligations in excess of the amount appropriated.

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Recommendations

The Agency comply with state laws and regulations pertaining to proper recognition and payment of accounts payable, as well as state budgetary laws.

**Agency Response:**

During this time period, the Executive Director was the only full-time staff in the office. Due to the heavy workload, this process was not given top priority, which caused payments to fall behind. Since the implementation of a second full-time position, Administrative Analyst, in November 2013, there is segregation of duties. Since December 2013, all payments have been made on time. If there is any delay by either the Agency or the vendor, it is documented.

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS  
 FOR THE YEAR ENDED JUNE 30, 2013

Findings

In our review of 64 expenditures, 5 travel card expenditures, totaling \$13,280, were supported only by the monthly travel card statements from U.S. Bank. Ark. Code Ann. § 19-4-1108 requires the Agency to retain the original evidence of indebtedness, including all

Recommendations

Review state travel card and purchasing card policies, as well as state laws on record retention, and ensure that appropriate source documentation is retained and made available to auditors.

**Agency Response:**

A new office process has been implemented to correct this finding. Agency staff and the Secretary of the Board have discussed using the travel credit card and the purchasing credit card as little as possible. When the credit cards are used, the documents (receipts, confirmation pages, etc.) are placed in a holding file. When the credit card statement(s) is received, the respective documents are clipped to the statement. The credit card transactions are allocated by the Executive Director through the U.S. Bank website. The allocation documents, and the documents from Service Bureau when the account is paid, are also clipped to the statement and documents.

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

None

**Employment Summary**

	Male	Female	Total	%
White Employees	0	2	2	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
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				
ASBCE Newsletter	A.C.A. 17-81-206	N	N	600	At the board's direction, distribute information of the board's proceedings and actions for the past year.	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
1	1	0	1	0	0.00 %	2	2	0	2	0	0.00 %	2	2	0	2	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 85F - Operations

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

The Arkansas State Board of Chiropractic Examiners was created by Act 126 of 1915. This Board was created to safeguard the public health and welfare of the citizens of Arkansas by providing for the licensure and examination of any person practicing or offering to practice chiropractic in the State. The Board is a cash agency funded from examination and license renewal fees charged pursuant to subchapter 3 of Arkansas Code Annotated §17-81. The Board utilizes these funds to finance one (1) Regular Salary position, one (1) Extra Help position and provide operating expenses for the administration of the laws governing the practice of chiropractic.

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 Base Level request for Regular Salaries includes board member stipend payments.

The Board is requesting an increase of \$3,100 in Operating Expenses in FY18 only to purchase eight (8) board room chairs.

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

## Appropriation Summary

**Appropriation:** 85F - Operations

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

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	42,765	72,192	89,069	72,192	72,192	72,192	72,192	72,192	72,192
<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	19,985	26,767	31,244	27,105	27,105	27,105	27,105	27,105	27,105
Operating Expenses 5020002	49,850	63,236	63,236	63,236	66,336	66,336	63,236	63,236	63,236
Conference & Travel Expenses 5050009	3,357	3,746	3,746	3,746	3,746	3,746	3,746	3,746	3,746
Professional Fees 5060010	1,323	21,500	21,500	21,500	21,500	21,500	21,500	21,500	21,500
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>117,280</b>	<b>187,441</b>	<b>208,795</b>	<b>187,779</b>	<b>190,879</b>	<b>190,879</b>	<b>187,779</b>	<b>187,779</b>	<b>187,779</b>
<b>Funding Sources</b>									
Fund Balance 4000005	293,128	383,259		345,818	345,818	345,818	308,039	304,939	304,939
Cash Fund 4000045	207,411	150,000		150,000	150,000	150,000	150,000	150,000	150,000
<b>Total Funding</b>	<b>500,539</b>	<b>533,259</b>		<b>495,818</b>	<b>495,818</b>	<b>495,818</b>	<b>458,039</b>	<b>454,939</b>	<b>454,939</b>
Excess Appropriation/(Funding)	(383,259)	(345,818)		(308,039)	(304,939)	(304,939)	(270,260)	(267,160)	(267,160)
<b>Grand Total</b>	<b>117,280</b>	<b>187,441</b>		<b>187,779</b>	<b>190,879</b>	<b>190,879</b>	<b>187,779</b>	<b>187,779</b>	<b>187,779</b>

## Change Level by Appropriation

**Appropriation:** 85F - Operations  
**Funding Sources:** NCH - Cash in Treasury

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>187,779</b>	<b>2</b>	<b>187,779</b>	<b>100.0</b>	<b>187,779</b>	<b>2</b>	<b>187,779</b>	<b>100.0</b>
C01	Existing Program	3,100	0	190,879	101.7	0	0	187,779	100.0

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>187,779</b>	<b>2</b>	<b>187,779</b>	<b>100.0</b>	<b>187,779</b>	<b>2</b>	<b>187,779</b>	<b>100.0</b>
C01	Existing Program	3,100	0	190,879	101.7	0	0	187,779	100.0

### Justification

C01	A \$3,100 increase in Office Supplies for the first year in order to purchase eight (8) board room chairs as the current chairs do not have proper controls to keep them from tilting in order to sit properly around the board room table.								
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# CONTRACTORS LICENSING BOARD

## **Enabling Laws**

Act 58 of 2016  
A.C.A. §17-25-201  
A.C.A. §17-25-103  
A.C.A. §17-25-503

## **History and Organization**

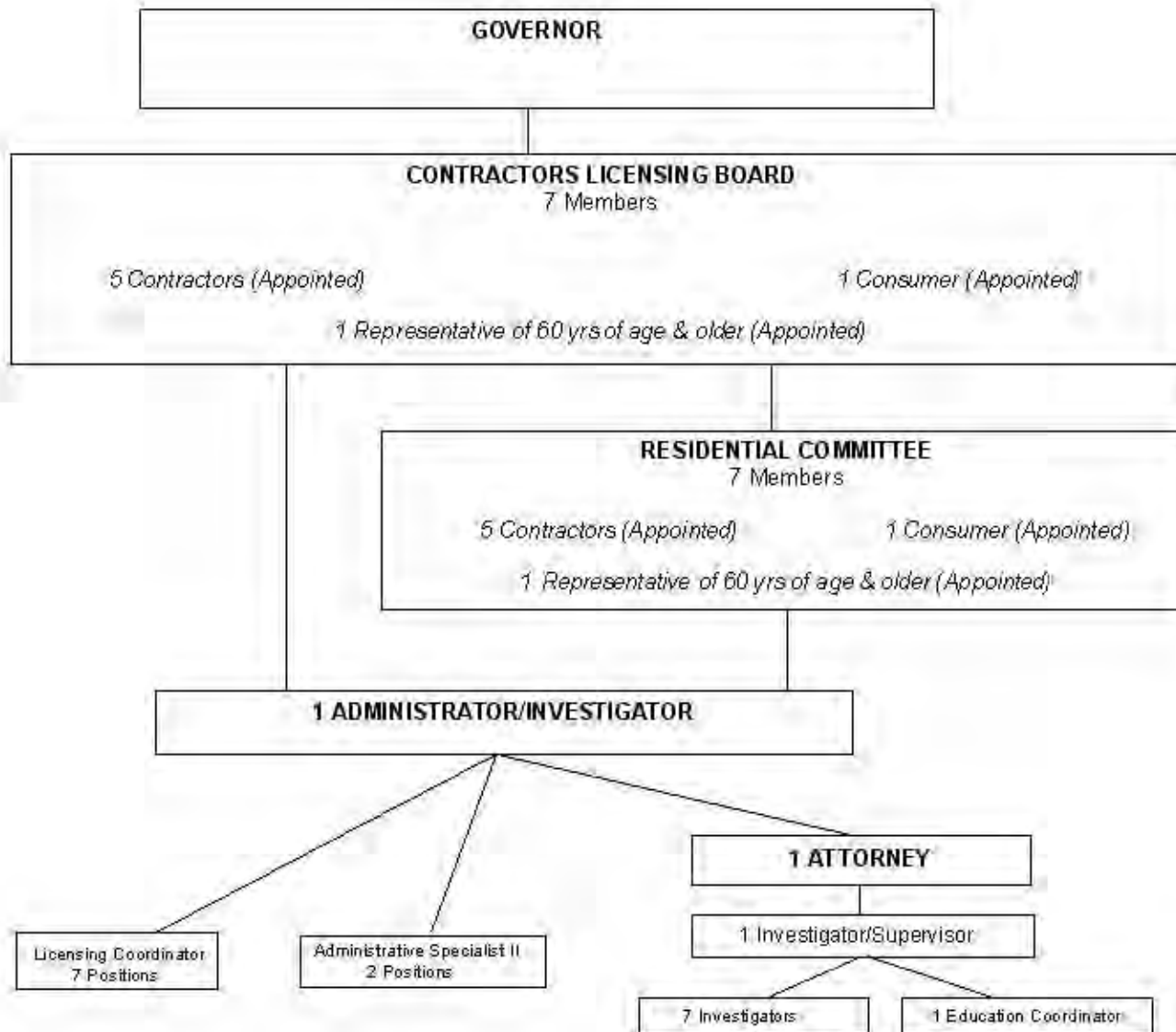
The Contractors Licensing Board was established by Act 124, approved on February 24, 1939, with the intent to preserve public health and safety in the construction industry in the State of Arkansas. Act 150 of 1965, as amended, has been established to efficiently insure public health and safety as well. The Contractors Licensing Board acting within the guidelines of the above mentioned Acts, with the diligence and concern, has endeavored to bring all contractors into compliance with the above mentioned Act.

Act 37 of the special legislative session of 1992 amended Act 162 of 1987 and placed the responsibility of the Contractors Bond Law within the frame work of the Contractors Licensing Board. The Board works well with other agencies to insure the financial obligations of contractors to the State of Arkansas are met. The Contractors Bond Law has closed many gaps of lost revenue for the Revenue Department and other agencies.

Act 950 of 1999 created the Residential Committee to preserve the public health and safety in the residential construction industry in the State of Arkansas. The Residential Committee was placed within the Contractors Board.

The Contractors Licensing Board and its administration is very conscious of cost in relation to services rendered and has been able to implement a program that places this agency in a very cost efficient, economic position.

The Contractors Licensing Board is made up of seven (7) members appointed by the Governor and confirmed by the Senate. The Residential Committee is made up of seven (7) members appointed by the Governor.



## **Agency Commentary**

The Arkansas Contractors Licensing Board strives to work as efficiently and cost effectively as possible to serve the citizens of Arkansas. We closely monitor all expenses and have attempted to reduce expenditures whenever possible. We have not asked for an increase in any category and are asking for a decrease of two employee positions for the upcoming biannual budget.

While the costs of operations rise, we have been able to stay within our budget by using technology more effectively and cutting cost, including personnel, whenever possible. We will continue to reduce cost wherever possible.

The Board is requesting a reduction of two positions. The results in a reduction in Regular Salaries in the amount of \$67,785 in FY 2018 and FY 2019. In addition, this results in a reduction in Personal Services Matching of \$25,474 in FY 2018 and FY 2019.

## **Audit Findings**

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

Findings

Recommendations

None

None

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	5	9	14	93 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	1	1	7 %
Total Minorities			1	7 %
Total Employees			15	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				
Contractors License, Law, Bond Law and Rules Regulations	A.C.A. §17-25-315	N	N	3,000	Public Use	0	0.00
New and Renewal Applications	A.C.A. §17-25-303	N	N	18,000	Necessary for Licensure Process	0	0.00
Newsletters Annually	A.C.A. §17-25-206	N	N	1,000	Information Purposes	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
22	17	2	19	3	22.73 %	20	16	4	20	0	20.00 %	20	15	5	20	0	25.00 %



## **Analysis of Budget Request**

**Appropriation:** 96Z - Treasury Cash

**Funding Sources:** NLC - Contractor's Licensing Board - Cash in Treasury

The Contractor's Licensing Board is responsible for determining qualifications of applicants for contractor's licenses and authorizing the issuance of new and renewal licenses. The Board investigates all alleged and factual violations of the contractor's licensing law and contractor's bond law as well as holds hearings and assesses penalties to ensure compliance. The Contractor's Licensing Board is funded from the receipt of fees charged for examination, issuance, and renewal of commercial contractor's licenses and penalties associated with violations of regulations pursuant to A.C.A. §17-25-101 et seq. Expenditures from the cash funds are solely dependent on the availability of funds.

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 Base Level request for Regular Salaries includes board member stipend payments.

Base Level for the biennium is \$1,925,942 in FY18 and \$1,926,801 in FY19.

The Board's Change Level request of (\$93,259) for each year reflects a decrease in Regular Salaries and Personal Services Matching for the elimination of one (1) Contractor's Board Investigator position and one (1) Administrative Specialist III position.

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

## Appropriation Summary

**Appropriation:** 96Z - Treasury Cash

**Funding Sources:** NLC - Contractor's Licensing Board - Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2015-2016	2016-2017	2016-2017	2017-2018			2018-2019		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	826,442	909,266	951,839	910,566	842,781	842,781	911,266	843,481	843,481
<b>#Positions</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>18</b>	<b>18</b>	<b>20</b>	<b>18</b>	<b>18</b>
Personal Services Matching 5010003	282,019	301,149	313,601	306,495	281,021	281,021	306,654	281,180	281,180
Operating Expenses 5020002	244,381	345,481	345,481	345,481	345,481	345,481	345,481	345,481	345,481
Conference & Travel Expenses 5050009	5,878	9,400	9,400	9,400	9,400	9,400	9,400	9,400	9,400
Professional Fees 5060010	24,000	44,000	44,000	44,000	44,000	44,000	44,000	44,000	44,000
Grants and Aid 5100004	117,805	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Refunds/Reimbursements 5110014	40,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Construction Industry Training G 5900047	0	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
<b>Total</b>	<b>1,540,525</b>	<b>1,919,296</b>	<b>1,974,321</b>	<b>1,925,942</b>	<b>1,832,683</b>	<b>1,832,683</b>	<b>1,926,801</b>	<b>1,833,542</b>	<b>1,833,542</b>
<b>Funding Sources</b>									
Fund Balance 4000005	1,696,007	1,766,768		1,147,472	1,147,472	1,147,472	521,530	614,789	614,789
Cash Fund 4000045	1,611,286	1,300,000		1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
Total Funding	3,307,293	3,066,768		2,447,472	2,447,472	2,447,472	1,821,530	1,914,789	1,914,789
Excess Appropriation/(Funding)	(1,766,768)	(1,147,472)		(521,530)	(614,789)	(614,789)	105,271	(81,247)	(81,247)
<b>Grand Total</b>	<b>1,540,525</b>	<b>1,919,296</b>		<b>1,925,942</b>	<b>1,832,683</b>	<b>1,832,683</b>	<b>1,926,801</b>	<b>1,833,542</b>	<b>1,833,542</b>

Expenditure of appropriation is contingent upon available funding.

## Change Level by Appropriation

**Appropriation:** 96Z - Treasury Cash  
**Funding Sources:** NLC - Contractor's Licensing Board - Cash in Treasury

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>1,925,942</b>	<b>20</b>	<b>1,925,942</b>	<b>100.0</b>	<b>1,926,801</b>	<b>20</b>	<b>1,926,801</b>	<b>100.0</b>
C03	Discontinue Program	(93,259)	(2)	1,832,683	95.2	(93,259)	(2)	1,833,542	95.2

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>1,925,942</b>	<b>20</b>	<b>1,925,942</b>	<b>100.0</b>	<b>1,926,801</b>	<b>20</b>	<b>1,926,801</b>	<b>100.0</b>
C03	Discontinue Program	(93,259)	(2)	1,832,683	95.2	(93,259)	(2)	1,833,542	95.2

### Justification

C03	Regular Salaries and Personal Services Matching decrease of (\$93,259) each year for the elimination of one (1) Contractor's Board Investigator position and one (1) Administrative Specialist III position.
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# AR CORN & GRAIN SORGHUM PROMOTION BOARD

## Enabling Laws

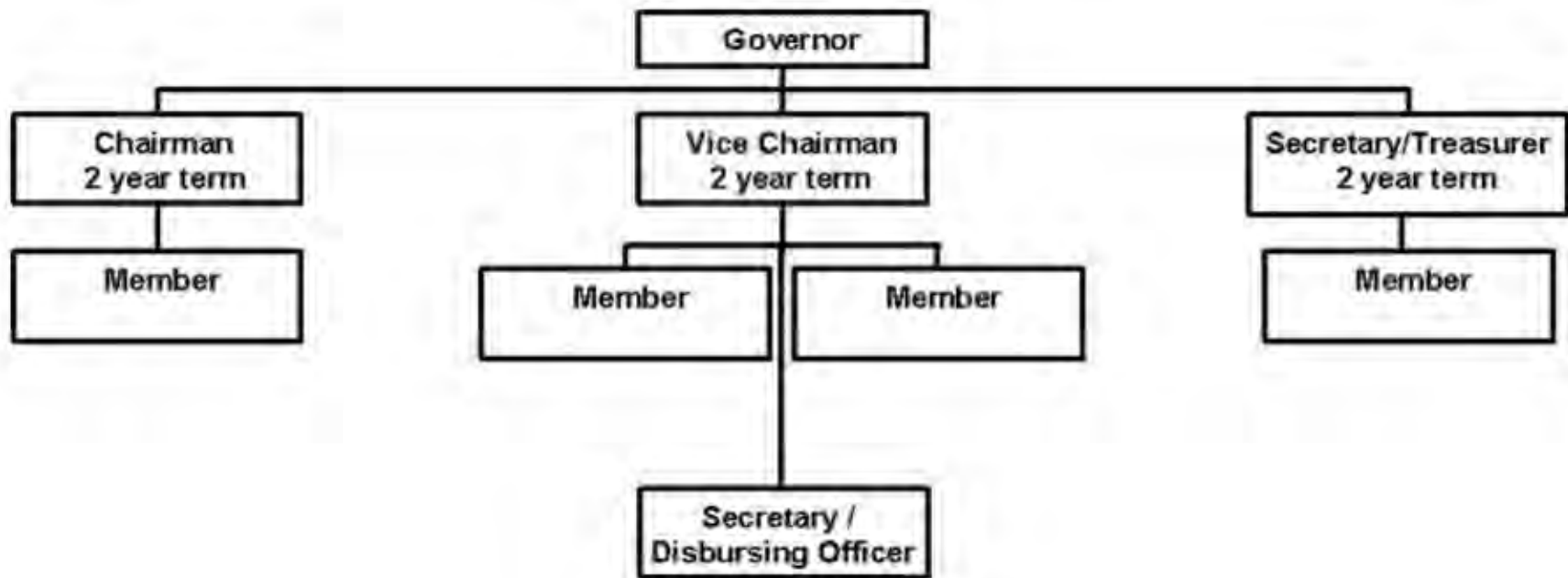
Act 185 of 2016  
A.C.A. §2-20-804 et seq.

## History and Organization

The Arkansas Corn and Grain Sorghum Board was created by Act 271 of 1997. Its mission is to promote the growth and development of the corn and grain sorghum industries in Arkansas by research, extension, promotion and market development, thereby promoting the general welfare of the people of Arkansas.

The Board is made up of seven members appointed by the Governor. Three are nominated by and represent the Arkansas Farm Bureau Federation, and two each are nominated by and represent Riceland Foods, Inc. and The Agriculture Council of Arkansas. The Board is administered by the Executive Vice President of Arkansas Farm Bureau Federation or his designee.

The Board administers a one cent per bushel assessment on all corn and grain sorghum grown in Arkansas for market. The funds enter the State Treasury, and are disbursed by the Board to fund corn and grain sorghum research and promotion efforts.



**Agency Commentary**

The Arkansas Corn and Grain Sorghum Board budget is funded entirely by special revenues collected from a one cent per bushel check off on all corn and grain sorghum produced in Arkansas for market.

The Board is requesting Base Level appropriation of \$1.2 million. The allocation from special revenue funds will be utilized for promotion and research in the advancement of corn and grain sorghum production for Arkansas farmers. Arkansas farmers have consistently produced more acres of corn and grain sorghum which generates more funds for research and promotion opportunities. The board allocates the money spent with the majority going toward research projects from public universities and private companies on research deemed consistent with the needs of the Arkansas producers. The board has challenged the researchers to come up with innovative ideas for research that would allow farmers to be more productive and sustainable in the production of corn and grain sorghum. The increase in budget appropriations request is due to the increase in acreage over the past years and the safety net the board has left unallocated due to the hope of innovative projects brought to the board’s annual funding meeting.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS CORN AND GRAIN SORGHUM BOARD  
 FOR THE YEAR ENDED JUNE 30, 2014

Findings

Recommendations

None

None

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

None

**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				
None	N/A	N	N	0	N/A	0	0.00

**Agency Position Usage Report**

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 686 - Corn and Grain Sorghum

**Funding Sources:** SGS - AR Corn and Grain Sorghum Promotion Board Fund

The purpose of the Corn and Grain Sorghum Promotion Board is to promote the growth and development of the corn and grain sorghum industries in the State of Arkansas.

The Board is funded entirely by Special Revenues collected from a one cent per bushel assessment at the first point of sale or when the corn or grain sorghum enters the USDA loan program and is applicable to all corn and grain sorghum produced in Arkansas for market. The Board utilizes these funds to finance operating expenses and to conduct a program of research, market development and promotion.

The Board is requesting Base Level of \$1.2 million for each year of the 2017-2019 Biennium.

The Agency Change Level Request provides for an increase in Research and Development of \$800,000 each year of the biennium to allow flexibility in funding new and innovative projects.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 686 - Corn and Grain Sorghum

**Funding Sources:** SGS - AR Corn and Grain Sorghum Promotion Board Fund

### 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
Operating Expenses	5020002	10,964	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Research/Development	5900031	1,053,398	1,175,000	1,175,000	1,175,000	1,975,000	1,975,000	1,175,000	1,975,000	1,975,000
<b>Total</b>		<b>1,064,362</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>1,200,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Funding Sources</b>										
Fund Balance	4000005	749,537	865,419		1,665,419	1,665,419	1,665,419	2,465,419	1,665,419	1,665,419
Special Revenue	4000030	1,180,244	2,000,000		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
<b>Total Funding</b>		<b>1,929,781</b>	<b>2,865,419</b>		<b>3,665,419</b>	<b>3,665,419</b>	<b>3,665,419</b>	<b>4,465,419</b>	<b>3,665,419</b>	<b>3,665,419</b>
Excess Appropriation/(Funding)		(865,419)	(1,665,419)		(2,465,419)	(1,665,419)	(1,665,419)	(3,265,419)	(1,665,419)	(1,665,419)
<b>Grand Total</b>		<b>1,064,362</b>	<b>1,200,000</b>		<b>1,200,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>1,200,000</b>	<b>2,000,000</b>	<b>2,000,000</b>



## Change Level by Appropriation

**Appropriation:** 686 - Corn and Grain Sorghum  
**Funding Sources:** SGS - AR Corn and Grain Sorghum Promotion Board Fund

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>1,200,000</b>	<b>0</b>	<b>1,200,000</b>	<b>100.0</b>	<b>1,200,000</b>	<b>0</b>	<b>1,200,000</b>	<b>100.0</b>
C01	Existing Program	800,000	0	2,000,000	166.7	800,000	0	2,000,000	166.7

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>1,200,000</b>	<b>0</b>	<b>1,200,000</b>	<b>100.0</b>	<b>1,200,000</b>	<b>0</b>	<b>1,200,000</b>	<b>100.0</b>
C01	Existing Program	800,000	0	2,000,000	166.7	800,000	0	2,000,000	166.7

### Justification

C01	Increase in Research and Development is needed to allow flexibility in funding new and innovative projects.
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# ARKANSAS BOARD OF EXAMINERS IN COUNSELING

## Enabling Laws

Act 135 of 2016  
A.C.A. §17-27-101

## History and Organization

The Arkansas Board of Examiners in Counseling regulates the title and practice of Counselors and Marriage and Family Therapists in the State of Arkansas. The Board examines the credentials of those who hold the license. The Board monitors and records the supervision of each new license until the license holder has completed the mandated three thousand hours (about 3 years) of supervised practice. The Board conducts investigations into violations of statutes, rules and regulations based on complaints, practice without license, and/or information received by the Board administrative office. If the complaints are valid and have sufficient merit, administrative hearings are held to resolve the issue, suspend or revoke the license if necessary.

The mission is to protect the public and to ensure quality of counseling services being provided to the citizens of Arkansas. The staff is responsible for the operation of the Board, for carrying out the policies of the Board, and making detailed reports and recommendations to the Board each month.

The General Assembly of the State of Arkansas approved Act 593 of 1979 (A.C.A. §17-27-101) in the Regular Session, 1979. The General Assembly approved Act 244 of 1997 to amend A.C.A. §17-27-101 through 104 and approved Act 1317 of 1997 to amend A.C.A. §17-1-103 in the Regular Session, 1997. The Acts provided for the regulation of the practice and the use of the titles of Counseling, Marriage and Family Therapy, and the Specialization Licenses created by the Board of Examiners in Counseling, prescribed the powers and duties of the Board, and provided for the examination and licensure of Counselors and Marriage and Family Therapists, and provided for the examination and licensure of those with specialized training in the field of Counseling and Marriage and Family Therapy.

The Board of Examiners in Counseling, composed of seven members, was appointed by the Governor sixty days after July 1, 1997, in the manner and for the terms of office provided in Act 593 of 1979. A retired citizen board member was appointed in the fall of 1984 and a Marriage and Family Therapist was appointed in the fall of 1997 bringing the Board's membership to a total of nine (9) members. The Board meets once each month.

Disciplinary hearings, held before the Board, are pursuant to the Arkansas Administrative Procedures Act and are arranged with the counsel of the Arkansas Attorney General's Office.



### **Agency Commentary**

The Arkansas Board of Examiners in Counseling protects the public of Arkansas and ensures the quality of Counseling and Marriage and Family Therapy practitioners providing mental health services to the citizens of Arkansas through regulation of title and practice of the persons

licensed by the Board, A.C.A. §17-27-101 et seq. The Board currently monitors over 2977 licensed practitioners in the state and this number has increased annually the past several years. Licensure renewals occur every two years and the renewal periods are staggered, meaning one-half of current licensees renew in June of every year. The Board receives over 200 new applications each year; 75% or more will sit for interviews with the Board and receive their LAC with the required 3000 hours of supervised practice.

The Board currently has an Executive Director and three full-time office staff. The Board is requesting the restoration of a position that was approved and received through the OPM pool.

Increase requested in Operating Expenses for Telephone services, annual fees paid for website service & maintenance, postage, and gasoline expense to Board members; lodging and food prices have increased and the requested increases in these areas are to meet current costs and anticipated market prices in 2017 - 2019. Rent is projected to increase by 20% by 2019 as we have moved to a new location with much needed space. A decrease in Conference and Travel and Professional Fees to more accurately reflect expenditures. Also, we're requesting an additional funding line for grants to support Associations in their efforts to improve, enhance, or embellish the clinical competencies of the mental health practitioners in Arkansas in order to better serve our public.

There is a need for additional appropriation for Conventions for the Board to send two voting delegates to one regulatory meeting of Marriage and Family Therapists (AAMFT), one meeting for the American Counseling Association (ACA) and the Association for Counselor Education & Supervision (ACES). Participation in the conferences is necessary to continue using the national tests and for more competent management of licenses with reference to licensure by endorsement and to the use of national ethics in regulating the practice of mental health professionals licensed by this Board. Additionally, the Board is a member of the American Association of State Counseling Boards (AASCB) and attends a national conference every January to meet with peers for the exchange of ideas, function, roles and processes.

The requested increases are minimal for the operation of the Board to competently regulate the title and practice for the mandated regulatory functions of the Board. Funds for the requested increases are available and unencumbered. Funding for this Board is supported from fees collected by the Board from licensure application, renewals and specializations. No state funds are appropriated for the operation of the Board.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS BOARD OF EXAMINERS IN COUNSELING  
 FOR THE YEAR ENDED JUNE 30, 2015

Findings

Recommendations

None

None

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

None

**Employment Summary**

	Male	Female	Total	%
White Employees	1	2	3	75 %
Black Employees	0	1	1	25 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			1	25 %
Total Employees			4	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				
Minutes	A.C.A. §17-27-201	N	N	16	Distribution to Board	0	0.00

**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				
Mission Statement	A.C.A. §17-27-201	N	N	4	Statutory for Public Use	0	0.00
Publication	A.C.A. §17-27-201	N	N	1	Members & Legislative Council Library	0	0.00

**Agency Position Usage Report**

FY2014 - 2015						FY2015 - 2016					FY2016 - 2017						
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
3	3	0	3	0	0.00 %	3	4	0	4	-1	-33.33 %	3	4	0	4	-1	-33.33 %

Total Budgeted positions exceed Authorized amount in FY16 and FY17 due to position authorized from the Central Growth Pool.

## **Analysis of Budget Request**

**Appropriation:** 1GE - Counseling Operations

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

The Board of Examiners in Counseling is established under A.C.A. § 17-27-201 and consists of eight (8) members appointed by the Governor. The Board is authorized to adopt rules, regulations and procedures to carry out the duties authorized; is required to adopt the Code of Ethics of the American Counseling Association and any revisions or additions deemed appropriate by the Board to govern appropriate practice or behavior relative to counseling services; is required to adopt the Code of Ethics of the American Association of Marriage and Family Therapy to govern licensed marriage and family therapists and licensed associate marriage and family therapists; and is required to charge an application fee determined by the Board. Additionally, the Board is authorized to accept grants from foundations and institutions to carry out its functions and hire assistants as are necessary to perform its activities. The Board has purview over Professional Counselors, Associate Counselors, Marriage and Family Therapists and Associate Marriage and Family Therapists. A.C.A. §17-27-313 requires that each first-time applicant for a license issued by the Arkansas Board of Examiners in Counseling apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check to be conducted by the Federal Bureau of Investigation. This appropriation authorizes expenditures for all operations of the Board to include the administration of examinations and licensure. The Board processes its operations and payroll through the State Treasury. Fees are collected from initial licensure and biannual renewal of licenses.

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.

Base Level is \$328,199 in each year of the 2017-2019 Biennium.

The Board's Change Level request of \$93,532 each year of the biennium reflects the following:

- Regular Salaries and Personal Services Matching increase of \$37,115 each year in coordination with the restoration of an OPM pool position. This position provides additional support for the Board's operations.
- Operating Expenses increase of \$25,393 each year for utilities, website service and maintenance, postage, gasoline expense to Board members, lodging and food prices, rent, and costs of sending two voting Board members to conferences.
- Conference and Travel decrease of (\$500) each year to more accurately reflect expenditures.
- Professional Fees decrease of (\$3,476) each year to more accurately reflect expenditures.
- Establishment of Grants and Aid appropriation of \$35,000 to support associations in their efforts to improve or enhance the clinical competencies of the mental health practitioners in Arkansas in order to better serve the public.

The Technology related requests are documented in the Agency's Information Technology (IT) Plan (pages 9 and 11).

The Executive Recommendation provides for the Agency Request, with the exception of the Grants & Aid request. Expenditure of appropriation is contingent upon available funding.



## Appropriation Summary

**Appropriation:** 1GE - Counseling Operations

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

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	166,534	129,966	123,256	130,066	155,587	155,587	130,066	155,587	155,587
<b>#Positions</b>		<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>4</b>
Extra Help	5010001	5,153	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488
<b>#Extra Help</b>		<b>1</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	53,159	53,761	59,720	54,562	66,156	66,156	54,562	66,156	66,156
Overtime	5010006	1,957	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Operating Expenses	5020002	141,949	89,107	89,107	89,107	114,500	114,500	89,107	114,500	114,500
Conference & Travel Expenses	5050009	1,844	4,500	4,500	4,500	4,000	4,000	4,500	4,000	4,000
Professional Fees	5060010	5,916	14,476	14,476	14,476	11,000	11,000	14,476	11,000	11,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	0	0	0	0	35,000	0	0	35,000	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>376,512</b>	<b>327,298</b>	<b>326,547</b>	<b>328,199</b>	<b>421,731</b>	<b>386,731</b>	<b>328,199</b>	<b>421,731</b>	<b>386,731</b>
<b>Funding Sources</b>										
Fund Balance	4000005	768,752	809,978		801,430	801,430	801,430	791,981	698,449	733,449
Cash Fund	4000045	417,738	318,750		318,750	318,750	318,750	318,750	318,750	318,750
<b>Total Funding</b>		<b>1,186,490</b>	<b>1,128,728</b>		<b>1,120,180</b>	<b>1,120,180</b>	<b>1,120,180</b>	<b>1,110,731</b>	<b>1,017,199</b>	<b>1,052,199</b>
Excess Appropriation/(Funding)		(809,978)	(801,430)		(791,981)	(698,449)	(733,449)	(782,532)	(595,468)	(665,468)
<b>Grand Total</b>		<b>376,512</b>	<b>327,298</b>		<b>328,199</b>	<b>421,731</b>	<b>386,731</b>	<b>328,199</b>	<b>421,731</b>	<b>386,731</b>

FY17 Budget amount in Regular Salaries exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.

## Change Level by Appropriation

**Appropriation:** 1GE - Counseling Operations  
**Funding Sources:** NEC - Cash in Treasury

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>328,199</b>	<b>3</b>	<b>328,199</b>	<b>100.0</b>	<b>328,199</b>	<b>3</b>	<b>328,199</b>	<b>100.0</b>
C01	Existing Program	23,447	0	351,646	107.1	23,447	0	351,646	107.1
C02	New Program	35,000	0	386,646	117.8	35,000	0	386,646	117.8
C03	Discontinue Program	(4,930)	0	381,716	116.3	(4,930)	0	381,716	116.3
C06	Restore Position/Approp	37,115	1	418,831	127.6	37,115	1	418,831	127.6
C08	Technology	2,900	0	421,731	128.5	2,900	0	421,731	128.5

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>328,199</b>	<b>3</b>	<b>328,199</b>	<b>100.0</b>	<b>328,199</b>	<b>3</b>	<b>328,199</b>	<b>100.0</b>
C01	Existing Program	23,447	0	351,646	107.1	23,447	0	351,646	107.1
C02	New Program	0	0	351,646	107.1	0	0	351,646	107.1
C03	Discontinue Program	(4,930)	0	346,716	105.6	(4,930)	0	346,716	105.6
C06	Restore Position/Approp	37,115	1	383,831	117.0	37,115	1	383,831	117.0
C08	Technology	2,900	0	386,731	117.8	2,900	0	386,731	117.8

### Justification

C01	Increase requested in Operating Expenses for telephone services, postage and gasoline expense to Board members, lodging and food prices, and rent. The Board is also requesting an increase in appropriation for conventions for the Board to send two voting delegates to conferences.
C02	The Board is requesting additional appropriation for grants to support associations in their efforts to improve, enhance, or embellish the clinical competencies of the mental health practitioners in Arkansas in order to better serve the public.
C03	The Board is requesting a decrease in Conference and Travel and Professional Fees to more accurately reflect expenditures.
C06	The Board is requesting the restoration of a position that was approved and received through the OPM pool.
C08	The Board is requesting an increase in Miscellaneous Technical Services within Operating Expenses for website service and maintenance.

# STATE BOARD OF DENTAL EXAMINERS

## Enabling Laws

Act 73 of 2016  
A.C.A. §17-82-201

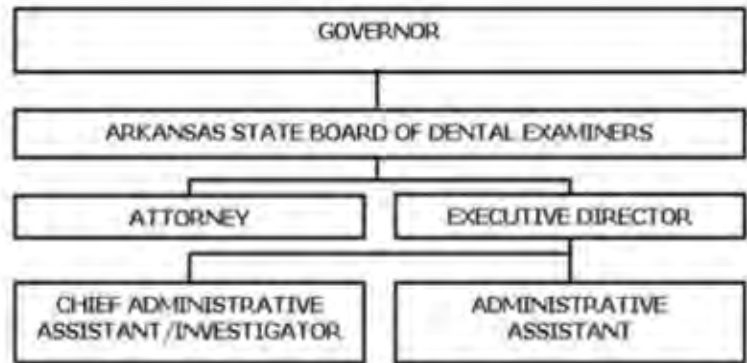
## History and Organization

The Arkansas State Board of Dental Examiners was created by Act 144 of 1887 and has been in continuous existence for 123 years. Act 14 of 1955, known as the Dental Practice Act, governs Board operations. The Board regulates the practice of dentistry, dental hygiene, and dental assisting, by examining applicants for competency and issuing licenses to candidates meeting the requirements of the state and the Board.

The Board is also vested with the power to revoke or suspend the privilege of practicing professionally under any license or permit issued by it; it may place a licensee or permittee on probation, may impose a fine, or a combination of these sanctions; it has the authority to promulgate Rules and Regulations governing the practice of dentistry; it may conduct disciplinary hearings under the Administrative Procedures Act.

The Board is composed of six practicing dentists, one practicing dental hygienist, and two consumer representatives; one represents the senior citizens of the state. Members are appointed by the Governor for five year terms; officers are elected annually. The Board meets six or more times a year and conducts disciplinary hearings in conjunction with those meetings.

The Board employs an executive director and two other employees. The Board participates in the Southern Regional Testing Agency with five other states; this agency administers clinical examinations to dentists and dental hygienists. The board members who are dentists and the dental hygienist board member participate with other professional examiners at more than sixteen examinations each year. The Board also holds individual examinations for applicants in the dental specialty fields. More than 8,090 individuals hold a current license or permit issued by the Board of Dental Examiners.



**Agency Commentary**

The Arkansas State Board of Dental Examiners was established by the Legislature in 1887 to aid and protect the citizens of Arkansas. The Board is entirely self-supporting. Application fees, renewal fees, permit fees, disciplinary fines and penalties fund the work of the Board.

The Board is not requesting any additional budget changes and feels confident that we can work within our current operating budget.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS STATE BOARD OF DENTAL EXAMINERS  
 FOR THE YEAR ENDED JUNE 30, 2013

Findings	Recommendations
None	None

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

None

### Employment Summary

	Male	Female	Total	%
White Employees	0	1	1	33 %
Black Employees	0	2	2	67 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			2	67 %
Total Employees			3	100 %

### Cash Fund Balance Description as of June 30, 2016

Fund Account	Balance	Type	Location
3120000	\$1,749,699	Checking, Money Market, CD and Treasury-Payroll Paying	Pulaski, Simmons, Twin City, Metropolitan Bank, and State Treasury

Statutory/Other Restrictions on use:

A.C.A. 17-82-211 Provides for the Agency to collect fines and penalties and for the Agency Treasurer to disperse as necessary.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-82-100 et seq., A.C.A, 17-82-201 et seq., A.C.A. 17-82-301 et.seq., 17-82-501 et seq.

Revenue Receipts Cycle:

(January 1) Odd numbered years-Biennial review of dental and hygiene licenses, corporation registry, anesthesia permits. (January 1) Even numbered years-Biennial renewal of dental assistants permits.

Fund Balance Utilization:

To pay all expenses of board operations including board meetings, disciplinary hearings, complaint investigations, staff training, board member examiners training and office operations.

**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				
None	N/A	N	N	0	N/A	0	0.00

**Agency Position Usage Report**

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** A41 - Cash Operations

**Funding Sources:** 312 - Dental Examiners Cash

The State Board of Dental Examiners is funded from the receipt of fees charged by the Board, as authorized by Arkansas Code Annotated § 17-82-310.

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 Base Level request for Regular Salaries includes board member stipend payments.

The Board is requesting Base Level of \$507,049 for the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** A41 - Cash Operations  
**Funding Sources:** 312 - Dental Examiners Cash

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	181,089	179,263	172,486	179,863	179,863	179,863	179,863	179,863	179,863
<b>#Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching 5010003	53,533	52,217	51,949	53,257	53,257	53,257	53,257	53,257	53,257
Operating Expenses 5020002	174,810	214,637	214,637	214,637	214,637	214,637	214,637	214,637	214,637
Conference & Travel Expenses 5050009	2,070	7,166	7,166	7,166	7,166	7,166	7,166	7,166	7,166
Professional Fees 5060010	0	42,126	42,126	42,126	42,126	42,126	42,126	42,126	42,126
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements 5110014	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>411,502</b>	<b>505,409</b>	<b>498,364</b>	<b>507,049</b>	<b>507,049</b>	<b>507,049</b>	<b>507,049</b>	<b>507,049</b>	<b>507,049</b>
<b>Funding Sources</b>									
Fund Balance 4000005	1,375,226	1,749,699		2,044,290	2,044,290	2,044,290	2,337,241	2,337,241	2,337,241
Cash Fund 4000045	785,975	800,000		800,000	800,000	800,000	800,000	800,000	800,000
<b>Total Funding</b>	<b>2,161,201</b>	<b>2,549,699</b>		<b>2,844,290</b>	<b>2,844,290</b>	<b>2,844,290</b>	<b>3,137,241</b>	<b>3,137,241</b>	<b>3,137,241</b>
<b>Excess Appropriation/(Funding)</b>	<b>(1,749,699)</b>	<b>(2,044,290)</b>		<b>(2,337,241)</b>	<b>(2,337,241)</b>	<b>(2,337,241)</b>	<b>(2,630,192)</b>	<b>(2,630,192)</b>	<b>(2,630,192)</b>
<b>Grand Total</b>	<b>411,502</b>	<b>505,409</b>		<b>507,049</b>	<b>507,049</b>	<b>507,049</b>	<b>507,049</b>	<b>507,049</b>	<b>507,049</b>

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium.



# ARKANSAS DIETETICS LICENSING BOARD

## Enabling Laws

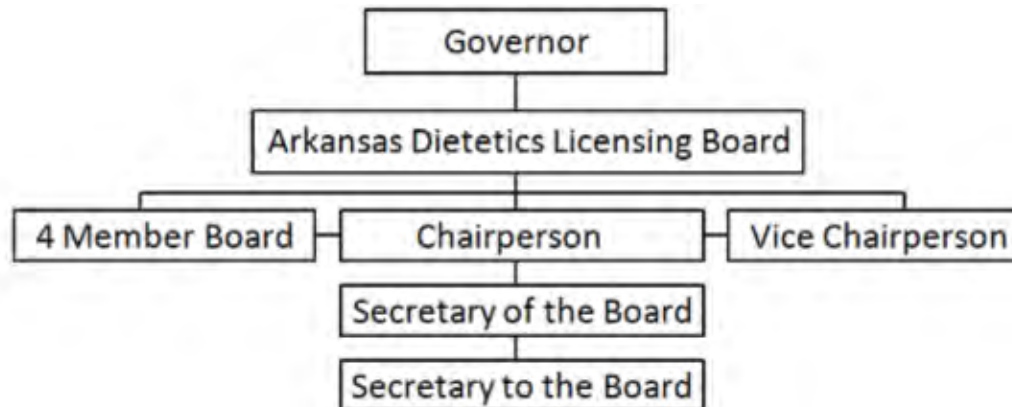
Act 183 of 2016  
A.C.A. §17-83-101 thru §17-83-308

## History and Organization

The Mission of the Arkansas Dietetics Licensing Board is to protect and serve the citizens of Arkansas by providing licensing and regulation of individuals qualified to engage in the practice of dietetics. Healthy Arkansans are an investment in our future.

The Arkansas Dietetics Licensing Board was established by A.C.A. §17-83-101 et seq. and subsequently amended by Acts 786 of 1991 and 250 of 1997. This legislation provides for the definition, examination, and licensing of dietitians. It also defines the duties and powers of the Board.

The Board is comprised of seven (7) members, all of whom are Arkansas residents, four (4) of which are Licensed Dietitians, and three (3) who are representatives of the public at large. The members of the Board are appointed by the Governor, with the consent of the Senate, and serve staggered terms of five (5) years each beginning January 15 of odd-numbered years. The Board is comprised of a Chairperson, Vice-Chairperson, and Secretary. The Board's staff is comprised of a Secretary, who administers the office under the direction of the Secretary of the Board.



## Agency Commentary

As in previous years, the Arkansas Dietetics Licensing Board strives to protect and serve citizens of the State of Arkansas by providing licensing and regulation of individuals qualified to engage in the practice of dietetics. Our budget in previous years and for the upcoming biennial budget period remains the same as it has been for the past several years.

Our proposed budget for the Total Operating Expenses will remain at \$37,133.

The Arkansas Dietetics Licensing Board has succeeded in staying within our approved budget each year, even while the rising cost of operating expenses has continued to increase.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS DIETETICS LICENSING BOARD  
FOR THE YEAR ENDED JUNE 30, 2015

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Findings

Recommendations

None

None

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	0	1	1	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			1	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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 4KR - Dietetics Licensing Operations

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

The Arkansas Dietetics Licensing Board was established by Act 392 of 1989, as amended. The Board is a cash agency funded from application and license renewal fees charged pursuant to A.C.A. §17-83-203. Duties of the Board include the licensure and regulation of individuals qualified to engage in the practice of dietetics and other nutrition care services.

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 Board is requesting Base Level of \$37,133 for 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:** 4KR - Dietetics Licensing Operations

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

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	19,077	19,447	18,977	19,447	19,447	19,447	19,447	19,447	19,447
<b>#Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	9,373	9,348	9,305	9,457	9,457	9,457	9,457	9,457	9,457
Operating Expenses	5020002	4,516	8,229	8,229	8,229	8,229	8,229	8,229	8,229	8,229
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
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>32,966</b>	<b>37,024</b>	<b>36,511</b>	<b>37,133</b>	<b>37,133</b>	<b>37,133</b>	<b>37,133</b>	<b>37,133</b>	<b>37,133</b>
<b>Funding Sources</b>										
Fund Balance	4000005	178,007	189,382		192,358	192,358	192,358	195,225	195,225	195,225
Cash Fund	4000045	44,341	40,000		40,000	40,000	40,000	40,000	40,000	40,000
<b>Total Funding</b>		<b>222,348</b>	<b>229,382</b>		<b>232,358</b>	<b>232,358</b>	<b>232,358</b>	<b>235,225</b>	<b>235,225</b>	<b>235,225</b>
Excess Appropriation/(Funding)		(189,382)	(192,358)		(195,225)	(195,225)	(195,225)	(198,092)	(198,092)	(198,092)
<b>Grand Total</b>		<b>32,966</b>	<b>37,024</b>		<b>37,133</b>	<b>37,133</b>	<b>37,133</b>	<b>37,133</b>	<b>37,133</b>	<b>37,133</b>

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium.

# STATE BOARD OF DISPENSING OPTICIANS

## Enabling Laws

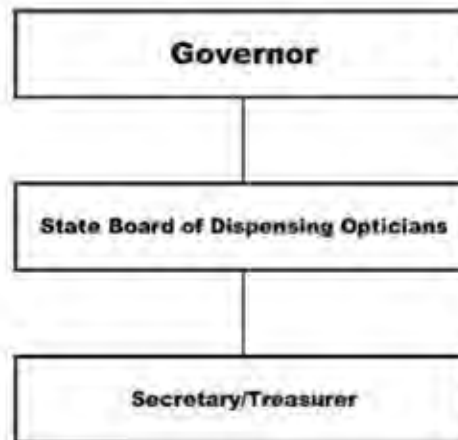
Act 130 of 2016  
A.C.A. §17-89-201

## History and Organization

The Arkansas Board of Dispensing Opticians was created by A.C.A. §17-89-201 et seq. The Board is composed of nine (9) members appointed by the Governor. The purpose of the Board is to protect the public from those persons who are untrained and unqualified and are in the business of dispensing materials. Ophthalmic dispensing covers the preparation of laboratory work orders, verification and dispensing of spectacle lenses, spectacles and eyeglasses to the intended wearer thereof on a written prescription from a licensed physician skilled in the disease of the eye or licensed optometrist.

The Board evaluates the qualifications and supervises the examination of applicants for licensure or registry. The Board also investigates complaints, allegations, and charges of practices violating the provisions of the establishing act.

The Board has three hundred fifty (350) licensed and registered Opticians, and one hundred fifty (150) apprentice Opticians.



## **Agency Commentary**

The Board of Dispensing Opticians is responsible for the protection of the public from abuse by optical dispensers. The Board answers complaints by the public concerning certified Opticians. The Board evaluates the qualifications and supervises the examination of applicants for licensure or registry. The Board also investigates complaints, allegations, and charges of practices violating the provisions of the establishing Act.

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 BOARD OF DISPENSING OPTICIANS  
FOR THE YEAR ENDED JUNE 30, 2013

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Findings

Recommendations

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None

None

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	0	1	1	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			1	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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %



## **Analysis of Budget Request**

**Appropriation:** 2KN - Dispensing Opticians

**Funding Sources:** SDB - Dispensing Opticians Board

The State Board of Dispensing Opticians was established by Act 589 of 1981 and consists of nine (9) members appointed by the Governor. The Board's primary mission is to protect the visual health of the citizens of Arkansas by maintaining rules, regulations, and license requirements for opticians that ensure competence, credibility and integrity within the profession. This appropriation is funded from the receipt of fees charged by the Agency, as authorized by A.C.A. §17-89-101 et seq.

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 Base Level request for Regular Salaries includes board member stipend payments.

The Agency is requesting Base Level of \$48,205 for FY18 and \$48,328 for FY19.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 2KN - Dispensing Opticians

**Funding Sources:** SDB - Dispensing Opticians Board

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	12,558	14,881	14,773	14,881	14,881	14,881	14,981	14,981	14,981
<b>#Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Extra Help	5010001	1,152	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
<b>#Extra Help</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	7,785	7,958	7,972	8,024	8,024	8,024	8,047	8,047	8,047
Operating Expenses	5020002	21,926	17,900	17,900	17,900	17,900	17,900	17,900	17,900	17,900
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	0	200	200	200	200	200	200	200	200
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>43,421</b>	<b>48,139</b>	<b>48,045</b>	<b>48,205</b>	<b>48,205</b>	<b>48,205</b>	<b>48,328</b>	<b>48,328</b>	<b>48,328</b>
<b>Funding Sources</b>										
Fund Balance	4000005	241,541	242,190		237,551	237,551	237,551	232,846	232,846	232,846
Special Revenue	4000030	44,070	43,500		43,500	43,500	43,500	43,500	43,500	43,500
<b>Total Funding</b>		<b>285,611</b>	<b>285,690</b>		<b>281,051</b>	<b>281,051</b>	<b>281,051</b>	<b>276,346</b>	<b>276,346</b>	<b>276,346</b>
Excess Appropriation/(Funding)		(242,190)	(237,551)		(232,846)	(232,846)	(232,846)	(228,018)	(228,018)	(228,018)
<b>Grand Total</b>		<b>43,421</b>	<b>48,139</b>		<b>48,205</b>	<b>48,205</b>	<b>48,205</b>	<b>48,328</b>	<b>48,328</b>	<b>48,328</b>

FY17 Budget amount in Regular Salaries exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.

# STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

## Enabling Laws

Act 69 of 2016  
A.C.A. §17-29-201, et seq.

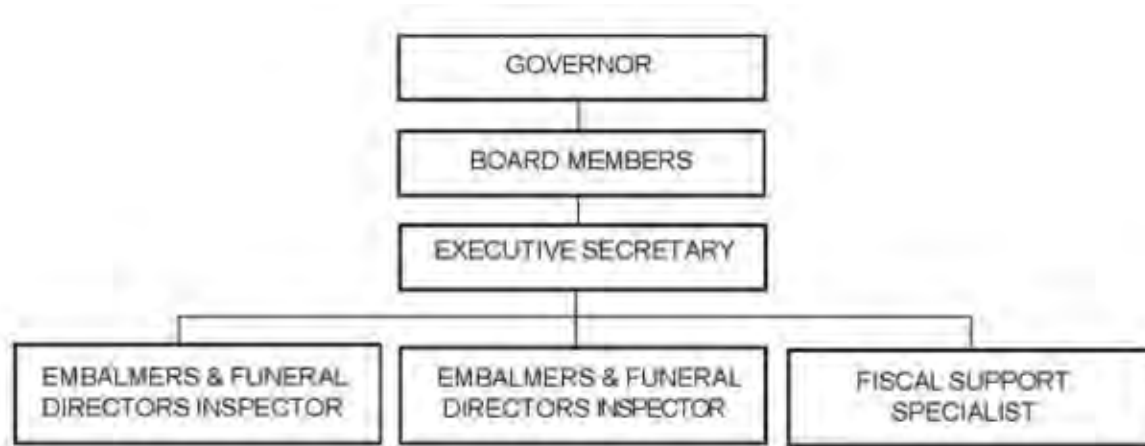
## History and Organization

The Embalmers Board was established in 1909 for the purpose of regulating and licensing embalmers. In 1983, Act 325 established the State Board of Embalmers and Funeral Directors ("Board") to include the licensing of funeral directors as well as funeral establishments. The mission of the Board is to protect the health, safety and welfare of the public by ensuring that those individuals and establishments charged with the care and custody of human remains are properly trained and licensed.

The Board is comprised of 7 members, 5 funeral professionals, 1 consumer member and 1 senior citizen member. The Board staff consists of an Investigator, Inspector and Fiscal Support Specialist. The Burial Association Board Executive Secretary and Burial Association Board Administrative Specialist III are responsible for the administrative activities of the Board.

The Board is responsible for the licensing of funeral directors and embalmers, funeral establishments, crematories and transport services. Individuals are licensed following the completion of apprenticeship programs and passing exams which demonstrate their knowledge of the laws, rules and regulations governing funeral services. Before establishments are licensed, they are inspected for compliance and are routinely inspected on an annual basis. In addition, the Board conducts continuing education seminars, investigates complaints and responds to public inquiries.

The Board is a cash fund agency. In July 2010 the Board moved all of its cash funds from various banks to the State Treasury.



## **Agency Commentary**

The State Board of Embalmers and Funeral Directors ("Board") is charged with the responsibility of training and licensing funeral directors and embalmers. In addition, the Board inspects funeral establishments, crematories and transport services before licensure is granted and routinely monitors these establishments for compliance. The Board is a cash fund agency. In July 2010 the Board moved all of its cash funds from various banks to the State Treasury.

For the 2017-2019 Biennium, the Board is requesting reallocation of \$10,540 between general ledger codes in Operating Expenses to more accurately reflect anticipated expenses.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS STATE BOARD OF EMBALMERS AND FUNERAL DIRECTORS  
 FOR THE YEAR ENDED JUNE 30, 2015

Findings

Recommendations

None

None

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

None

**Employment Summary**

	Male	Female	Total	%
White Employees	0	2	2	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
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				
Laws, Rules and Regulations Manual	17-29-204	N	N	300	Provides study guide for licensing examinations.	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	
3	1	2	3	0	66.67 %	3	1	2	3	0	66.67 %	3	2	1	3	0	33.33 %

## **Analysis of Budget Request**

**Appropriation:** 84Y - Embalmers/Funeral Directors-Cash In Treasury

**Funding Sources:** NEF - Cash In Treasury

The State Board of Embalmers and Funeral Directors ("Board") was created by Act 325 of 1983. The Board is a cash agency funded from examination and licensure fees charged pursuant to A.C.A. §17-29-201, et seq. Primarily, this covers such duties as licensure of funeral directors, embalmers, funeral establishments, transport services and crematories.

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 Base Level request for Regular Salaries includes board member stipend payments

For the 2017-2019 Biennium, the Board is requesting reallocation of \$10,540 between general ledger codes in Operating Expenses to more accurately reflect anticipated expenses.

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

## Appropriation Summary

**Appropriation:** 84Y - Embalmers/Funeral Directors-Cash In Treasury

**Funding Sources:** NEF - Cash In Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	42,465	107,015	99,765	107,015	107,015	107,015	107,015	107,015	107,015
<b>#Positions</b>		<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	18,755	38,027	36,722	38,594	38,594	38,594	38,594	38,594	38,594
Operating Expenses	5020002	49,198	66,310	66,310	66,310	66,310	66,310	66,310	66,310	66,310
Conference & Travel Expenses	5050009	708	5,464	5,464	5,464	5,464	5,464	5,464	5,464	5,464
Professional Fees	5060010	30	2,950	2,950	2,950	2,950	2,950	2,950	2,950	2,950
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	20,000	20,000	0	0	0	0	0	0
<b>Total</b>		<b>111,156</b>	<b>239,766</b>	<b>231,211</b>	<b>220,333</b>	<b>220,333</b>	<b>220,333</b>	<b>220,333</b>	<b>220,333</b>	<b>220,333</b>
<b>Funding Sources</b>										
Fund Balance	4000005	215,712	213,026		96,946	96,946	96,946	54,256	54,256	54,256
Cash Fund	4000045	159,505	158,000		211,957	211,957	211,957	254,647	254,647	254,647
Transfer to Burial Board	4000605	(51,035)	(34,314)		(34,314)	(34,314)	(34,314)	(34,314)	(34,314)	(34,314)
<b>Total Funding</b>		<b>324,182</b>	<b>336,712</b>		<b>274,589</b>	<b>274,589</b>	<b>274,589</b>	<b>274,589</b>	<b>274,589</b>	<b>274,589</b>
Excess Appropriation/(Funding)		(213,026)	(96,946)		(54,256)	(54,256)	(54,256)	(54,256)	(54,256)	(54,256)
<b>Grand Total</b>		<b>111,156</b>	<b>239,766</b>		<b>220,333</b>	<b>220,333</b>	<b>220,333</b>	<b>220,333</b>	<b>220,333</b>	<b>220,333</b>

FY17 Budgeted amount in Regular Salaries and Personal Services Matching exceeds the Authorized amount due to salary adjustments during 2015-2017 Biennium. Expenditure of appropriation is contingent upon available funding.



## Change Level by Appropriation

**Appropriation:** 84Y - Embalmers/Funeral Directors-Cash In Treasury  
**Funding Sources:** NEF - Cash In Treasury

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>220,333</b>	<b>3</b>	<b>220,333</b>	<b>100.0</b>	<b>220,333</b>	<b>3</b>	<b>220,333</b>	<b>100.0</b>
C04	Reallocation	0	0	220,333	100.0	0	0	220,333	100.0

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>220,333</b>	<b>3</b>	<b>220,333</b>	<b>100.0</b>	<b>220,333</b>	<b>3</b>	<b>220,333</b>	<b>100.0</b>
C04	Reallocation	0	0	220,333	100.0	0	0	220,333	100.0

### Justification

C04	Agency requests the reallocation of \$10,450 between general ledger codes in Operating Expenses to better reflect spending.
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# STATE BOARD OF LICENSURE FOR PROF ENGINEERS & PROF SURVEYORS

## Enabling Laws

Act 171 of 2016

A.C.A. §17-30-101 et seq. (Act 214 of 1953, amended Act 202 of 1925)

A.C.A. §17-48-101 et seq. (Act 101 of 1967, as amended.)

## History and Organization

The Arkansas General Assembly saw the need to regulate the practice of Engineering. They passed Act 202 of 1925 to create the Agency. A Board was established to review the qualifications of individuals to insure they met certain controlling and minimum qualifications to be awarded a license to practice engineering in the State of Arkansas. The Board was also given the authority to discipline individuals that provided substandard engineering services to residents of the State. The original Act has been amended numerous times and at present is A.C.A. §17-30-101 et seq.

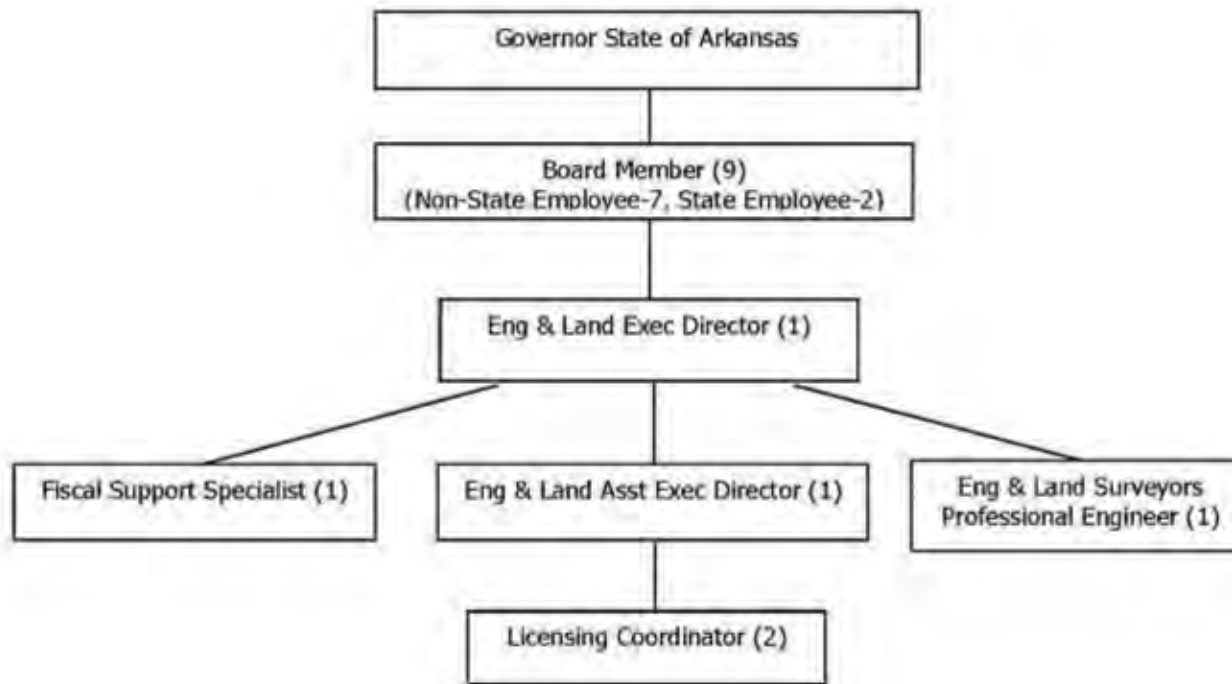
Act 101 of 1967 was passed by the General Assembly which added to the Agency the licensing of Surveyors. The Board reviews the qualifications of individuals to be awarded a license to practice Surveying in the State of Arkansas. The Board was also given the authority to discipline individuals that provide substandard surveying services to residents of the State. The original Act has been amended numerous times and at present is A.C.A. §17-48-101 et seq.

The Agency has never received any money from the State for the operation of the office. All monies used by the Agency for operation, salaries, and etc. are generated from the collection of application fees, examination fees, renewal fees, and disciplinary civil penalties.

The Board consists of nine (9) members that are appointed by the Governor. Five (5) members shall be Professional Engineers of at least ten (10) years of active experience, of good standing in their profession, and registered as Professional Engineers at the time of their appointment; One (1) member shall be a Professional Engineer and a Professional Surveyor of at least ten (10) years of active experience in both, of good standing in both professions and registered as both a Professional Engineer and Professional Surveyor, at the time of their appointment; One (1) member shall be a Professional Surveyor of at least ten (10) years active experience, of good standing in their profession, and registered as a Professional Surveyor at the time of his appointment; Two (2) members of the Board shall not be actively engaged or retired as a Professional Engineers or a Professional Surveyor, One (1) shall represent consumers, and One (1) shall be at least sixty (60) years of age and shall represent elderly consumers. The term of office for each appointment is four (4) years.

There is no restriction on the number of times an individual may be appointed.

The Agency has six (6) full-time positions and one (1) part-time extra help position. The positions are Executive Director, Assistant Executive Director, Professional Engineer, two (2) Licensing Specialists, and one (1) Fiscal Support Analyst. The staff is responsible for compiling all information necessary for the Board to make decisions on the licensing of individuals. Other responsibilities include maintaining records of all renewals, correspondence, and financial records of the Agency.



## Agency Commentary

To fulfill the Boards mission and to honor its duty as stewards, during the last Biennium a request was submitted to reduce our operations appropriations by \$55,412 to better reflect actual expenditures. This request was approved by Legislature.

As a result, the Board requests Base Level Appropriation for both FY18 and FY19.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND PROFESSIONAL SURVEYORS  
FOR THE YEAR ENDED JUNE 30, 2014

Findings	Recommendations
None	None

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	1	2	3	60 %
Black Employees	0	1	1	20 %
Other Racial Minorities	0	1	1	20 %
Total Minorities			2	40 %
Total Employees			5	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				
Newsletter	17-30-203 (b)(4)	N	N	10,000	Distributed biannually to keep licensees apprised of items of interest, changes affecting their professions, proposed rule changes, and the results of disciplinary actions taken by the Board.	0	0.00
Rules of Professional Conduct and Roster	17-30-305 (c)	N	N	10,000	To notify every registrant once every biennium of the rules of professional conduct, as provided by 17-30-203.	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016					FY2016 - 2017						
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
5	5	0	5	0	0.00 %	6	5	0	5	1	16.67 %	6	6	0	6	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 857 - Land Surveyors - Cash in Treasury

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

Act 202 of 1925 created the Arkansas State Board of Registration for Professional Engineers & Land Surveyors. The purpose of the Board is to ensure the public through rules and regulations professional engineers or land surveyors will provide competent services to the citizens of the State. The Board is funded from application, certificate, and renewal fees charged pursuant to Arkansas Code Annotated §17-30-304.

Act 444 of 2009 changed the name of the board to the State Board of Licensure for Professional Engineers and Professional Surveyors.

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 is requesting Base Level of \$599,911 for FY18 and \$600,034 for FY19.

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

## Appropriation Summary

**Appropriation:** 857 - Land Surveyors - Cash in Treasury

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

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	259,164	270,047	284,554	270,147	270,147	270,147	270,247	270,247	270,247
<b>#Positions</b>		<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
Extra Help	5010001	11,420	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
<b>#Extra Help</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	89,771	90,231	94,347	91,744	91,744	91,744	91,767	91,767	91,767
Operating Expenses	5020002	311,280	208,649	208,649	208,649	208,649	208,649	208,649	208,649	208,649
Conference & Travel Expenses	5050009	7,433	10,227	10,227	10,227	10,227	10,227	10,227	10,227	10,227
Professional Fees	5060010	17,921	7,144	7,144	7,144	7,144	7,144	7,144	7,144	7,144
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>696,989</b>	<b>598,298</b>	<b>616,921</b>	<b>599,911</b>	<b>599,911</b>	<b>599,911</b>	<b>600,034</b>	<b>600,034</b>	<b>600,034</b>
<b>Funding Sources</b>										
Fund Balance	4000005	1,261,581	1,206,407		1,233,109	1,233,109	1,233,109	1,258,198	1,258,198	1,258,198
Cash Fund	4000045	641,815	625,000		625,000	625,000	625,000	625,000	625,000	625,000
<b>Total Funding</b>		<b>1,903,396</b>	<b>1,831,407</b>		<b>1,858,109</b>	<b>1,858,109</b>	<b>1,858,109</b>	<b>1,883,198</b>	<b>1,883,198</b>	<b>1,883,198</b>
Excess Appropriation/(Funding)		(1,206,407)	(1,233,109)		(1,258,198)	(1,258,198)	(1,258,198)	(1,283,164)	(1,283,164)	(1,283,164)
<b>Grand Total</b>		<b>696,989</b>	<b>598,298</b>		<b>599,911</b>	<b>599,911</b>	<b>599,911</b>	<b>600,034</b>	<b>600,034</b>	<b>600,034</b>



# FIRE PROTECTION LICENSING BOARD

## Enabling Laws

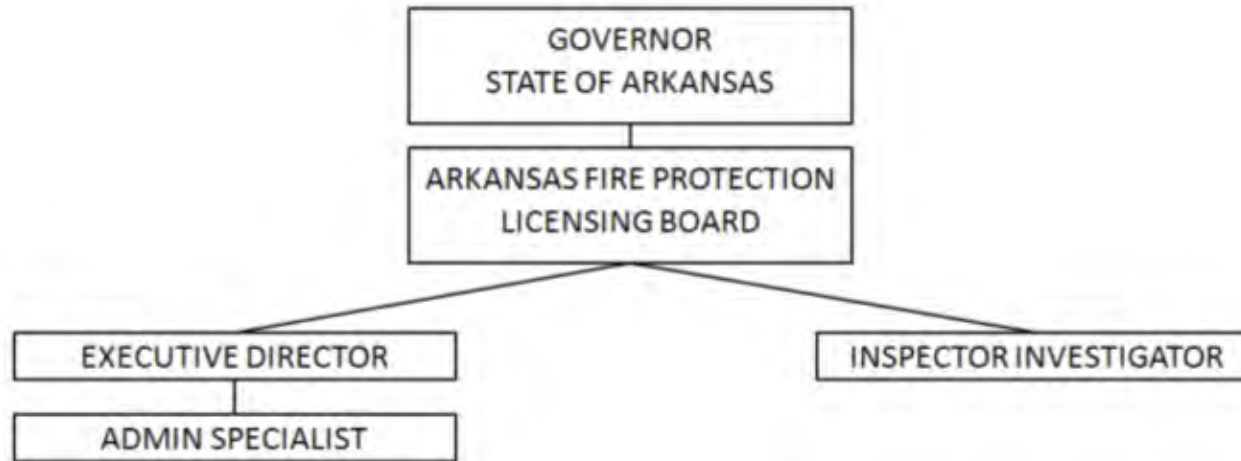
Act 40 of 2016  
A.C.A. §20-22-601 et seq.

## History and Organization

The Arkansas Fire Protection Licensing Board was created in 1977. In 1984, the automatic fire sprinkler contracting industry sought licensing legislation and in 1985, Act 702 brought the sprinkler industry under this Board.

The Board is comprised of eleven (11) Board members, appointed by the Governor. The Board employs at the present an Executive Director, Investigator, and Administrative Specialist.

The purpose and intent of the Board is to provide monitoring of the servicing of portable fire extinguishers, installation and/or servicing of fixed fire suppression systems and the installation and/or servicing of the sprinkler fire systems. Additionally, the Board provides for the registration and licensing of firms and individuals providing such services in order to protect and promote public safety by minimizing injury and property damage, which might result from improperly installed and improperly maintained fire protection systems.



## Agency Commentary

This is a self-funded board whose purpose is to license any company or person who installs, services or repairs fire protection equipment including Fire Extinguishers, Sprinkler Systems and other Life Safety Systems, for the protection of the general public. These companies/people are required to have certain levels of education or expertise and are tested and licensed by this Board, in their specific field.

The Board designed the 2017-2019 biennium budget to have the resources to license, inspect, and fine any company/person out of compliance with the rules and regulations set by this board. The Board requests \$23,500 additional appropriation to upgrade and maintain an 10+ year old Access Database system in FY18. The database stores the various licenses, renewals, inspections, violations and fines levied. The board has added licensing for fire sprinkler installers to this database.

The Board also requests an increase in Operating Expenses for a postage meter, mileage for the investigator, membership dues and various other expenses. This request is an increase of \$19,600 each year of the biennium.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
FIRE PROTECTION LICENSING BOARD  
FOR THE YEAR ENDED JUNE 30, 2013

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Findings

Ark. Code Ann. § 19-4-702 allows agencies to pay carryover obligations up to 45 days after the end of the fiscal year, but the carryover obligations “shall be charged against appropriations and cash fund balances of the fiscal year in which the obligations were incurred.” During fiscal year 2014, the Agency paid five months of rent totaling \$7,542 and three months of telephone bills totaling \$1,014 applicable to expenses of fiscal year 2013. The Agency did not recognize the corresponding accounts payable at June 30, 2013, due to a lack of sufficient appropriation in Maintenance and Operations.

Ark. Code Ann. § 19-4-1103 states that it is the responsibility of each executive head of a state agency to establish adequate internal controls to ensure prompt and accurate payment of obligations. In a sample of 20 expenditures, 4 totaling \$3,683 were not paid

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Recommendations

We recommend that all invoices be paid timely and recorded in the appropriate fiscal year and that the Board monitor available appropriations at each Board meeting.

**Agency Response:**

The Board is now reviewing reports provided by the Office of Accounting to verify that bills are being paid timely and to monitor available appropriation. The Board has received training from DFA on how to read and review the reports being provided.

We recommend the Agency establish controls to ensure that all obligations are paid accurately and timely.

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
FIRE PROTECTION LICENSING BOARD  
FOR THE YEAR ENDED JUNE 30, 2013

Findings

timely, resulting in accounts being turned over to collection agencies and the Agency incurring late fees.

Ark. Code Ann. § 19-4-1103 requires that agencies retain documents supporting expenditures of the State. The Agency had inadequate supporting documentation for two expenditures, totaling \$563, tested during our 2013 assessment.

In addition to the two items listed above, DFA - Internal Audit reviewed 48 expenditures totaling \$25,113 from fiscal year 2011 through March 31, 2014, and noted inadequate supporting documentation for 35 expenditures totaling \$8,186.

Additionally, DFA - Internal Audit reviewed direct reimbursements paid to former Executive Director Catherine Gray from June 2010 through March 2014. During this time, Director Gray was reimbursed \$6,680; however, the files obtained contained inadequate or no supporting documentation for \$4,599 of these reimbursements.

Financial Management Guide Regulation R4-19-4-501 states that "good internal controls dictate daily deposits to Treasury and/or a commercial bank account. Weekly deposits are allowable if an agency receives only minimal amounts of cash and/or checks." A review of Agency receipts revealed that cash receipts totaling \$22,826, processed by the Agency between June 18 and June 30, 2013, were not deposited with the Treasury until August 28, 2013. Lack of expediency in making deposits could allow for misappropriation of public funds.

DFA - Internal Audit reviewed purchasing card (P-Card) activity from March 15, 2012 through March 5, 2014, and noted the following questionable purchases:

Recommendations

**Agency response:**

The Board is now reviewing reports provided by the Office of Accounting to verify that bills are being paid timely. The Board Treasurer is also signing all bills prior to payment being processed until the new Executive Director is hired. Expenditures greater than \$500 will be approved by either the Board Treasurer or Vice Chair prior to processing. Full Board approval will be required for expenditures in excess of \$2,000.

We recommend the Agency maintain detailed records, including receipts and invoices, to support the business purpose of all expenditures. We also recommend that all future reimbursements be reviewed and approved by the Board or a designated Board member and that documentation of the approval be maintained.

**Agency Response:**

The Board has implemented a policy that all reimbursements must have supporting receipts, including meal purchases, prior to review for payment. The Board Treasurer will review a listing of all disbursements each month. All reimbursements to the Executive Director will be reviewed and approved by the Board Chair, Vice Chair, or Treasurer prior to issuance.

We recommend the Agency establish controls to ensure that all revenue collected is recorded and deposited timely, in accordance with DFA Financial Management Guide regulations.

**Agency Response:**

The Board has implemented changes to the agency business processes that provide better internal controls. Currently, two employees must be present to open mail. The employee responsible for issuing licenses can't open the mail or log it in. A listing of checks received is made as the checks are opened and signed by both employees when all the mail is opened. Two copies of each check/money order are made, one copy is forwarded to the employee that issues the license, and one copy is retained in the file. The original checks/money orders are locked in a file cabinet until the deposit is made. Only the Executive Director has access to this file cabinet. Deposits are made daily during peak licensing periods.

We recommend the Board seek to recover \$5,162 from Director Gray for personal purchases, gift cards, and non-travel food purchases; \$48 from White for a gift card and a non-travel food purchase; and \$122 from Hodges for non-travel food purchases.

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
FIRE PROTECTION LICENSING BOARD  
FOR THE YEAR ENDED JUNE 30, 2013

Findings

- \$8,520 in personal items purchased using a P-Card issued to Director Gray. These items included \$940 in gift cards and \$537 in non-travel meals, in addition to social media charges, personal electric bills, prescriptions, gas, car repairs, cigarettes, beer, dog food, clothing, movies, groceries, and toiletries. As of June 10, 2014, Director Gray had reimbursed the Board \$3,358.
- \$25 gift card, purchased at the direction of Director Gray, and \$23 in non-travel meals purchased using a P-Card issued to Administrative Assistant Patricia White.
- \$122 in non-travel meals purchased using a P-Card issued to Board Investigator Steven Hodges.
- \$10,692 in purchases for which documentation was inadequate to identify a business purpose.
- \$2,258 in purchases of food, beverages, and other grocery items for consumption in the office by employees; Christmas gifts for Board members and employees; and Christmas decorations for the office.

In addition to the review of P-Card transactions noted above, DFA - Internal Audit noted other issues in its report, as summarized below.

- A review of direct reimbursements to Director Gray, before she obtained a P-Card, revealed \$219 in reimbursements for personal expenses.
- An Administrative Assistant failed to disclose to DFA, in accordance with Ark. Code Ann. § 19-11-706, the benefit received from a \$100 monthly janitorial contract to clean the Board's office. The Administrative Assistant performed these janitorial services during normal working hours. The contract was cancelled on April 23, 2014.
- Travel reimbursements made to Board members contained various violations of travel regulations, including lack of documentation supporting reimbursement of the shortest route, not separately listing vicinity mileage traveled, and no written documentation of Board members' official stations.
- A temporary staffing agency was used in excess of 240 hours per quarter, in violation of Financial Management Guide Regulation R3-19-4-1601.

Recommendations

We also recommend the Board closely monitor future expenditures to ensure proper use of state funds.

We recommend that a single P-Card be issued to an employee of the Board, the Board properly segregate cardholder and reviewer duties, and all supporting documentation for purchases be properly maintained.

As of report date, Arkansas State Police were investigating the improper P-Card transactions.

**Agency Response:**

If a P-Card is implemented at the Board in the future, internal controls will be designed by DFA - Internal Audit, and the Board will implement the controls to properly segregate duties and provide proper review of all purchases.

We recommend the Board seek reimbursement of \$219 from Director Gray. We further recommend the Board obtain training for Board members and staff to ensure compliance with all state laws and regulations.

**Agency Response:**

- The Board is now receiving copies of all monthly reports from the Office of Accounting. The Board Treasurer also worked with the Office of Accounting to create a report that is being presented at each Board meeting that includes all expenditures by commitment item, revenues, and fund balances.
- The Board is aware of this issue and is seeking to contract janitorial through an outside service.
- The Board is now using Google Maps to document all mileage claimed. These are being printed and attached to the TR-1 to document the mileage claimed. Official stations have now been added to all TR-1s that are being submitted for payment, and the TR-1s will not be processed without a signature of approval. At this time, the approval is made by the Board Treasurer, but once the new Executive Director is on staff, she/he will approve all TR-1s, except her/his own, which will require approval by the Board Chair, Vice Chair, or Treasurer.
- The Board understands the finding concerning temporary help and will seek guidance from DFA prior to hiring any additional temporary help.

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

None

### Employment Summary

	Male	Female	Total	%
White Employees	1	2	3	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			3	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				
Fire Protection Licensing Board	§20-22-607	N	N	0	For fire safety promotion and public awareness of fire protection laws/regulations. Available to all licensed firms, the general public and other interested parties. Available on the Board's website.	0	0.00
Roster of Licensed Firms & Individuals	§20-22-607	N	N	0	For fire safety promotion and public awareness of fire protection laws/regulations. Available to all licensed firms, the general public and other interested parties. Available on the Board's website.	0	0.00
Rules/Regulations - Portable/Fixed Fire Systems	§20-22-607	N	N	0	For fire safety promotion and public awareness of fire protection laws/regulations. Available to all licensed firms, the general public and other interested parties. Available on the Board's website.	0	0.00
Rules/Regulations-Sprinklers	§20-22-607	N	N	0	For fire safety promotion and public awareness of fire protection laws/regulations. Available to all licensed firms, the general public and other interested parties. Available on the Board's website.	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	
3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 920 - Fire Protection Operations

**Funding Sources:** MFP - Fire Protection Licensing Board

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.

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 Base Level request for Regular Salaries includes board member stipend payments.

The Agency is requesting a Change Level increase of \$43,100 for FY18 and \$19,600 for FY19 in Operating Expenses reflected as follows:

- Increase of \$23,500 in FY18 to update the Access Database licensing system to allow for easier maintenance and updating and increased uniformity with other regulatory boards' databases. The current database is over ten (10) years old. This is included in the Board's IT plan.
- Increase of \$19,600 each year for a postage meter, mileage for the investigator, membership dues and various other expenses.

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



## Appropriation Summary

**Appropriation:** 920 - Fire Protection Operations  
**Funding Sources:** MFP - Fire Protection Licensing Board

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	72,909	99,398	88,794	99,398	99,398	99,398	99,498	99,498	99,498
<b>#Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	30,853	38,890	34,033	39,380	39,380	39,380	39,406	39,406	39,406
Operating Expenses	5020002	36,823	85,274	85,274	85,274	128,374	128,374	85,274	104,874	104,874
Conference & Travel Expenses	5050009	0	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
Professional Fees	5060010	644	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
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>141,229</b>	<b>227,862</b>	<b>212,401</b>	<b>228,352</b>	<b>271,452</b>	<b>271,452</b>	<b>228,478</b>	<b>248,078</b>	<b>248,078</b>
<b>Funding Sources</b>										
Fund Balance	4000005	194,248	240,275		155,413	155,413	155,413	70,061	26,961	26,961
Cash Fund	4000045	187,256	143,000		143,000	143,000	143,000	145,000	145,000	145,000
Total Funding		381,504	383,275		298,413	298,413	298,413	215,061	171,961	171,961
Excess Appropriation/(Funding)		(240,275)	(155,413)		(70,061)	(26,961)	(26,961)	13,417	76,117	76,117
<b>Grand Total</b>		<b>141,229</b>	<b>227,862</b>		<b>228,352</b>	<b>271,452</b>	<b>271,452</b>	<b>228,478</b>	<b>248,078</b>	<b>248,078</b>

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium. Expenditure of appropriation is contingent upon available funding.

## Change Level by Appropriation

**Appropriation:** 920 - Fire Protection Operations  
**Funding Sources:** MFP - Fire Protection Licensing Board

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>228,352</b>	<b>3</b>	<b>228,352</b>	<b>100.0</b>	<b>228,478</b>	<b>3</b>	<b>228,478</b>	<b>100.0</b>
C01	Existing Program	19,600	0	247,952	108.6	19,600	0	248,078	108.6
C08	Technology	23,500	0	271,452	118.9	0	0	248,078	108.6

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>228,352</b>	<b>3</b>	<b>228,352</b>	<b>100.0</b>	<b>228,478</b>	<b>3</b>	<b>228,478</b>	<b>100.0</b>
C01	Existing Program	19,600	0	247,952	108.6	19,600	0	248,078	108.6
C08	Technology	23,500	0	271,452	118.9	0	0	248,078	108.6

### Justification

C01	An increase of \$19,600 each year of the Biennium for a postage meter, mileage for the investigator, membership dues, and various other expense.
C08	Miscellaneous Technical Services increase of \$23,500 to update the Access Database licensing system to allow for easier maintenance, updating, and increasing uniformity with other regulatory boards' databases. The current database is over ten (10) years old. This is included in the Board's IT plan.

# STATE BOARD OF REGISTRATION FOR FORESTERS

## Enabling Laws

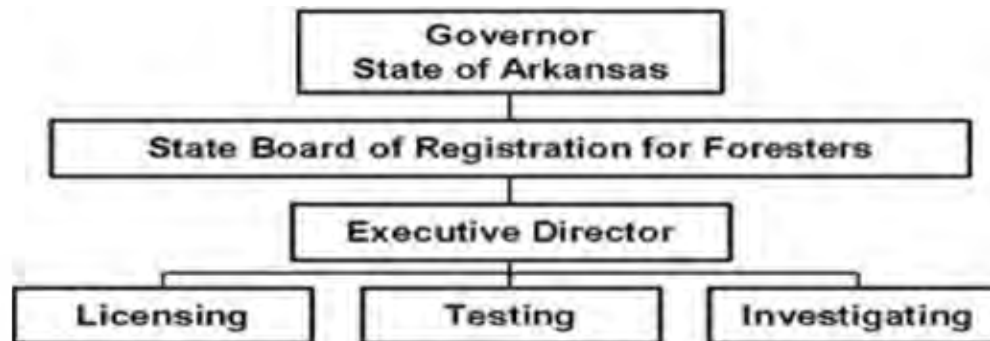
Act 121 of 2016  
A.C.A. §17-31-101 et seq.

## History and Organization

Act 535 of 1969 created the State of Arkansas Board of Registration for Foresters. Act 177 of 2011 amended Arkansas Code 17-31-201 in relation to the selection and composition of members. The Board consists of six appointed members. Board members include a representative from the forest products industry, the State Forestry Commission, the School of Forestry at the University of Arkansas-Monticello, a consulting forester, a general forester, and a consumer.

Act 993 of 1999 amended the original act to make registration mandatory, under specific conditions, for foresters to practice their profession. After January 1, 2001, each new applicant must pass an exam and meet other education and experience requirements. All Registered Foresters must complete eight hours of continuing forestry education during the previous year to renew their registration.

Currently, Arkansas has 450 Registered Foresters. The Board operates solely on fees collected from Registered Foresters. The Board has no oversight or advisory board or commission affiliation. For e-government purposes, the Board is a sub-agency of the Arkansas Forestry Commission.



## **Agency Commentary**

The State Board of Registration for Foresters is empowered to register and regulate persons in Arkansas representing themselves as Foresters. The Board, in carrying out these duties, sets the amount of application/registration fees, conducts written examinations, issues certificates of registration, provides continuing education symposiums, and receives and investigates complaints against Registered Foresters and makes findings thereon. The Board maintains an electronic database of currently licensed Registered Foresters. The Board is funded solely by fees. Over the past decade the Board has been able to keep most fees the same, while utilizing technology and other resources to help it perform its duties in a more efficient and productive manner.

The Board has two (2) Extra Help positions and no full-time positions. The Board is requesting Base Level appropriation and positions.

The Board will continue to update its operations to comply with State requirements.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
STATE BOARD OF REGISTRATION FOR FORESTERS  
FOR THE YEAR ENDED JUNE 30, 2014

Findings

Recommendations

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None

None

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

None

## 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				
Roster of Registered Foresters	A.C.A. 17-31-207	Y	N	25	Required by A.C.A. 17-31-207.	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016					FY2016 - 2017						
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 1GJ - Foresters - Cash in Treasury

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

The Board of Registration for Foresters regulates foresters registered in Arkansas. The purpose of the Board is to protect private forest landowners by licensing and registering foresters who are qualified, experienced, and who maintain their continuing education. The Board is funded solely from the receipt of application and renewal fees collected from Registered Foresters (A.C.A. §17-31-303).

The Agency Base Level Request includes two (2) Extra Help positions and appropriation of \$20,026 each year of the biennium.

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

## Appropriation Summary

**Appropriation:** 1GJ - Foresters - Cash in Treasury

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

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Extra Help 5010001	8,395	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
<b>#Extra Help</b>	<b>1</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	646	918	926	926	926	926	926	926	926
Operating Expenses 5020002	4,292	7,100	7,100	7,100	7,100	7,100	7,100	7,100	7,100
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
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>13,333</b>	<b>20,018</b>	<b>20,026</b>	<b>20,026</b>	<b>20,026</b>	<b>20,026</b>	<b>20,026</b>	<b>20,026</b>	<b>20,026</b>
<b>Funding Sources</b>									
Fund Balance 4000005	89,027	91,872		85,854	85,854	85,854	79,828	79,828	79,828
Special Revenue 4000030	16,178	14,000		14,000	14,000	14,000	14,000	14,000	14,000
<b>Total Funding</b>	<b>105,205</b>	<b>105,872</b>		<b>99,854</b>	<b>99,854</b>	<b>99,854</b>	<b>93,828</b>	<b>93,828</b>	<b>93,828</b>
Excess Appropriation/(Funding)	(91,872)	(85,854)		(79,828)	(79,828)	(79,828)	(73,802)	(73,802)	(73,802)
<b>Grand Total</b>	<b>13,333</b>	<b>20,018</b>		<b>20,026</b>	<b>20,026</b>	<b>20,026</b>	<b>20,026</b>	<b>20,026</b>	<b>20,026</b>

# ARKANSAS HOME INSPECTOR REGISTRATION BOARD

## Enabling Laws

Act 204 of 2016  
A.C.A. §17-52-301 et seq.

## History and Organization

The Arkansas Home Inspector Registration Board was created by Act 1328 of 2003.

The purpose of the Board is to protect the public from those persons who are untrained and unqualified to perform home inspections, to license those individuals who meet the qualifications of licensure under the Act, and to hear and resolve such disciplinary matters as may come before it.

The Board evaluates qualifications of applicants, and investigates complaints or allegations of violations of the Act.

The Board is composed of seven (7) members appointed by the Governor as follows: four (4) registered home inspectors, one (1) licensed real estate professional, one (1) licensed real estate appraiser, and one (1) at large member to serve as a consumer advocate.

Act 92 of 2013 authorized the position of Executive Director. The duties of the previous administrative support contractor evolved to require more managerial responsibility than is traditionally provided by a contractor. The employment of professional staff allowed the Board to utilize standard State regulations and guidelines to monitor staff performance and regulate compensation.





### **Agency Commentary**

The mission of the Board is to protect the public from individuals who are untrained and unqualified to perform home inspections, to license those individuals who meet the qualifications of licensure under the Act, and to hear and resolve such disciplinary matters as may come before it. The Board evaluates qualifications of applicants, and investigates complaints or allegations of violations of the Act. Funding for appropriations for the Board are from license fees, fines, and fees charged to review and certify educational programs of commercial providers.

**OPERATIONS:** The Agency requests Base Level appropriation of \$95,250 each year of the 2017-2019 Biennium. This Base Level appropriation is funded within annual actual income collected.

**PUBLIC AWARENESS:** The Board also requests continuance of Base Level appropriation of \$25,000 per year to develop and conduct a public awareness campaign to acquaint the public with the benefits of using a licensed home inspector, and the pitfalls of not having a home inspection prior to purchase. This Base Level appropriation, when eventually utilized, is to be funded from fund balances.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS HOME INSPECTOR REGISTRATION BOARD  
FOR THE YEAR ENDED JUNE 30, 2015

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Findings

According to Ark. Code Ann. § 17-52-305(f), the minutes of all meetings shall be recorded by an administrative secretary and made a permanent part of the records of the Board. Additionally, in accordance with Ark. Code Ann. § 25-18-604, the Department of Finance and Administration (DFA) has established guidelines for records retention. Arkansas Legislative Audit (ALA) staff noted that four Board meetings did not have written minutes; therefore Board actions could not be verified.

Ark. Code Ann. § 17-52-306(6) state that the Board shall authorize disbursement of the funds collected into the Arkansas Home Inspectors Registration fund. Based on a review of Board minutes and expenditure invoices, 22 of 34 expenditures tested were not authorized by the Board. Available Board minutes did not indicate approval of expenditures, and excessive or unallowable expenditures could occur without proper authorization.

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Recommendations

We recommend the Agency establish procedures to record and maintain Board meeting minutes and have them available for review.

**Agency Response:**

The duties of recording and maintaining Board meeting minutes have been delegated by the Board Secretary/Treasurer to the Executive Director. The Executive Director will record all meetings and transcribe those to be provided to Board members at each Board meeting. Those minutes will be reviewed and approved by the full Board and maintained in the Board office for proper retention.

We recommend the Agency develop disbursement authorization policies in accordance with Arkansas Code.

**Agency Response:**

At the Board meeting on December 17, 2015, the Board voted unanimously to begin reviewing all expenditures at each Board meeting and including approval of those expenditures in the Board meeting minutes. DFA has also recommended instituting requirements for preapproval of purchases that would involve the Executive Director; Chairman of the Board; Vice Chairman of the Board; Secretary/Treasurer of the Board; and, for certain dollar value purchases, the whole Board.

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	0	0	0	0 %
Black Employees	0	1	1	100 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			1	100 %
Total Employees			1	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				
None	N/A	N	N	0	N/A	0	0.00

# Department Appropriation Summary

## Historical Data

## Agency Request and Executive Recommendation

Appropriation	2015-2016		2016-2017		2016-2017		2017-2018						2018-2019							
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos		
2JV Operations	37,262	1	95,041	1	96,720	1	95,250	1	95,250	1	95,250	1	95,250	1	95,250	1	95,250	1	95,250	1
86N Public Awareness Campaign	4,167	0	25,000	0	25,000	0	25,000	0	25,000	0	25,000	0	25,000	0	25,000	0	25,000	0	25,000	0
<b>Total</b>	<b>41,429</b>	<b>1</b>	<b>120,041</b>	<b>1</b>	<b>121,720</b>	<b>1</b>	<b>120,250</b>	<b>1</b>	<b>120,250</b>	<b>1</b>	<b>120,250</b>	<b>1</b>	<b>120,250</b>	<b>1</b>	<b>120,250</b>	<b>1</b>	<b>120,250</b>	<b>1</b>	<b>120,250</b>	<b>1</b>

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance 4000005	351,128	82.0	387,037	85.8			330,996	83.8	330,996	83.8	330,996	83.8	274,746	81.1	274,746	81.1	274,746	81.1
Cash Fund 4000045	77,338	18.0	64,000	14.2			64,000	16.2	64,000	16.2	64,000	16.2	64,000	18.9	64,000	18.9	64,000	18.9
<b>Total Funds</b>	<b>428,466</b>	<b>100.0</b>	<b>451,037</b>	<b>100.0</b>			<b>394,996</b>	<b>100.0</b>	<b>394,996</b>	<b>100.0</b>	<b>394,996</b>	<b>100.0</b>	<b>338,746</b>	<b>100.0</b>	<b>338,746</b>	<b>100.0</b>	<b>338,746</b>	<b>100.0</b>
Excess Appropriation/(Funding)	(387,037)		(330,996)				(274,746)		(274,746)		(274,746)		(218,496)		(218,496)		(218,496)	
<b>Grand Total</b>	<b>41,429</b>		<b>120,041</b>				<b>120,250</b>		<b>120,250</b>		<b>120,250</b>		<b>120,250</b>		<b>120,250</b>		<b>120,250</b>	

## 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	
1	0	1	1	0	100.00 %	1	0	1	1	0	100.00 %	1	0	1	1	0	100.00 %

## **Analysis of Budget Request**

**Appropriation:** 2JV - Operations

**Funding Sources:** MHR - Home Inspector Registration Board - Cash

The Arkansas Home Inspector Registration Board was created by Act 1328 of 2003. Act 1328 repealed Subchapters 1 and 2 of Arkansas Code Title 17, Chapter 52 and added an additional subchapter. Subchapter 3 cited as "The Arkansas Home Inspectors Registration Act" created the Arkansas Home Inspector Registration Board. The Board became a state agency effective July 1, 2004, having met fund balance requirements.

The purpose of the Board is to protect the public from those persons who are untrained and unqualified to conduct home inspections, to license those individuals who meet the qualifications of licensure under the Act, and to hear and resolve such disciplinary matters as may come before the Board. The Board is funded by license fees.

Act 92 of 2013 authorized the position of Executive Director. The duties of the previous administrative support contractor evolved to require more managerial responsibility than is traditionally provided by a contractor. The employment of professional staff allowed the Board to utilize standard State regulations and guidelines to monitor staff performance and regulate compensation.

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 Board requests Base Level appropriation for the 2017-2019 Biennium.

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

## Appropriation Summary

**Appropriation:** 2JV - Operations

**Funding Sources:** MHR - Home Inspector Registration Board - Cash

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2015-2016	2016-2017	2016-2017	2017-2018			2018-2019		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	17,374	37,332	38,605	37,332	37,332	37,332	37,332	37,332	37,332
<b>#Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching 5010003	8,671	13,309	13,715	13,518	13,518	13,518	13,518	13,518	13,518
Various Maintenance and Op 5900046	11,217	44,400	44,400	44,400	44,400	44,400	44,400	44,400	44,400
<b>Total</b>	<b>37,262</b>	<b>95,041</b>	<b>96,720</b>	<b>95,250</b>	<b>95,250</b>	<b>95,250</b>	<b>95,250</b>	<b>95,250</b>	<b>95,250</b>
<b>Funding Sources</b>									
Fund Balance 4000005	271,961	312,037		280,996	280,996	280,996	249,746	249,746	249,746
Cash Fund 4000045	77,338	64,000		64,000	64,000	64,000	64,000	64,000	64,000
<b>Total Funding</b>	<b>349,299</b>	<b>376,037</b>		<b>344,996</b>	<b>344,996</b>	<b>344,996</b>	<b>313,746</b>	<b>313,746</b>	<b>313,746</b>
Excess Appropriation/(Funding)	(312,037)	(280,996)		(249,746)	(249,746)	(249,746)	(218,496)	(218,496)	(218,496)
<b>Grand Total</b>	<b>37,262</b>	<b>95,041</b>		<b>95,250</b>	<b>95,250</b>	<b>95,250</b>	<b>95,250</b>	<b>95,250</b>	<b>95,250</b>

## **Analysis of Budget Request**

**Appropriation:** 86N - Public Awareness Campaign

**Funding Sources:** MHR - Home Inspector Registration Board - Cash

This appropriation was approved during the Regular Session of the 88<sup>th</sup> General Assembly. The appropriation will be used for the research, procurement, and implementation of a public awareness program to promote the benefits of the services of a licensed home inspector, especially prior to purchase. Although this will fund a variety of efforts, it will primarily consist of the development and broadcast of TV and radio spots.

The Board requests Base Level appropriation for the 2017-2019 Biennium.

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



## Appropriation Summary

**Appropriation:** 86N - Public Awareness Campaign

**Funding Sources:** MHR - Home Inspector Registration Board - Cash

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2015-2016	2016-2017	2016-2017	2017-2018			2018-2019		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Public Awareness Campaign 5900046	4,167	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total	4,167	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Funding Sources									
Fund Balance 4000005	79,167	75,000		50,000	50,000	50,000	25,000	25,000	25,000
Total Funding	79,167	75,000		50,000	50,000	50,000	25,000	25,000	25,000
Excess Appropriation/(Funding)	(75,000)	(50,000)		(25,000)	(25,000)	(25,000)	0	0	0
Grand Total	4,167	25,000		25,000	25,000	25,000	25,000	25,000	25,000

# LIQUEFIED PETROLEUM GAS BOARD

## Enabling Laws

Act 70 of 2016  
A.C.A. §15-75-101

## History and Organization

The mission of the Liquefied Petroleum Gas Board is to protect the interests and welfare of the general public by providing enforcement of safety requirements contained in the laws and codes that regulate the manufacture, sale, installation, and use of containers and equipment in the storage, transportation, dispensing, and utilization of liquefied petroleum gases.

Act 204 of 1939 provided the initial authority for regulation of these activities. These duties were first assigned to a section of the Boiler Inspection Division of the State Department of Labor.

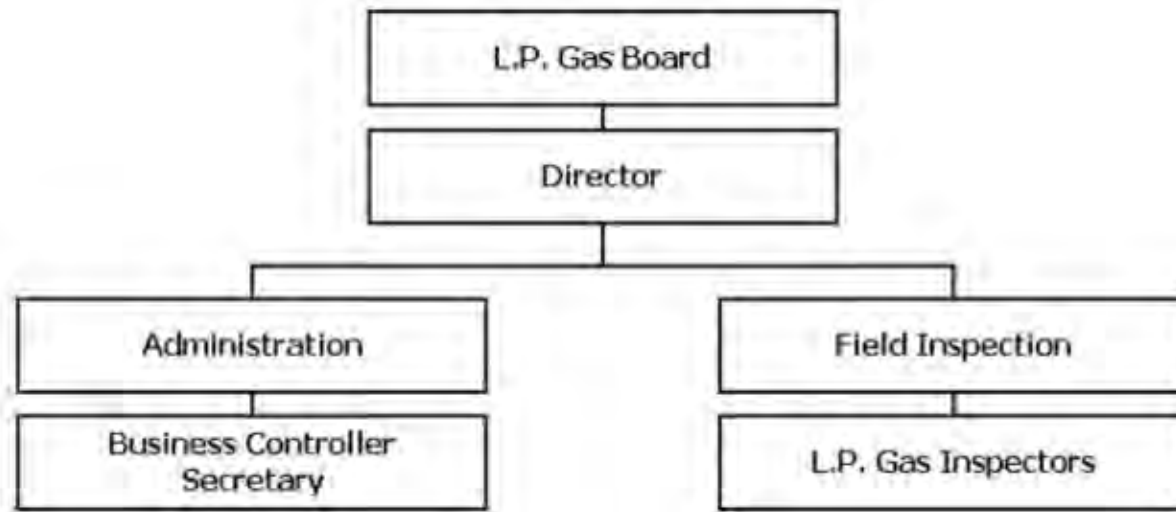
Act 18 of 1957 created a separate agency known as the State Liquefied Petroleum Gas Board that became responsible for enforcement and administration of the rules, regulations, and laws governing the Liquefied Petroleum Gas industry. A seven (7) member Liquefied Petroleum Gas Board was also created by this Act to make judgments concerning permit awards and adjudicate service and territorial disputes. The current structure of fees for permits, licenses, inspections, and registrations provides special revenue funding for Agency operations. The Agency receives no general revenue support.

Act 31 of 1965 is the present authority under which the Agency operates. This Act replaces all the previous acts and amendments and authorizes a fee for inspections of piping in domestic, commercial, industrial, and other types of buildings in which Liquefied Petroleum Gas is utilized.

The Agency's staff consists of seven (7) positions split between an Administrative Section and a Field Inspection Section. The Administrative Section provides the necessary administration, supervision, and clerical support for efficient operations. The Field Inspection Section conducts all inspections required for containers, systems, appliances, and equipment utilized in the storage, transportation, delivery, and usage of Liquefied Petroleum Gas in this State. The Field Section is also responsible for presentation of safety and educational programs on a continuing basis.

Special accomplishments and programs initiated since the formation of the current Board organizational structure in 1957 include the

aforementioned safety programs among dealers, their employees, and members of various fire departments throughout the State; setting up of qualifications for a general safety supervisor for each Liquefied Petroleum Gas dealer; strict enforcement of the Liquefied Petroleum Gas Code and the rules and regulations contained therein; improvements in installation methods and placement of large numbers of bulk and commercial storage containers; and periodic spot inspections of existing domestic installations.



### **Agency Commentary**

The mission of the Liquefied Petroleum Gas Board is to protect the interests and welfare of the general public by providing enforcement of safety requirements contained in the laws and codes that regulate the manufacture, sale, installation, and use of containers and equipment in the storage, transportation, dispensing, and utilization of liquefied petroleum gases.

The Board is requesting Base Level appropriation for the 2017-2019 Biennium. At current levels, the agency operates in a manner that ensures it fulfills its legal obligations with the lowest burden on taxpayers and the liquefied petroleum gas industry.

# Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
LIQUEFIED PETROLEUM GAS BOARD  
FOR THE YEAR ENDED JUNE 30, 2015

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## Findings

Financial Management Guide regulation R1-19-4-501 requires that proper internal accounting controls be in place to safeguard the State's assets and to prevent fraud, errors, and defalcations. The Agency had inadequate control over P-card transactions because of insufficient segregation of duties due to a limited number of personnel. Lack of separation of the review and approval functions can allow for misappropriation of assets.

Director Sharon Coates was reimbursed \$967 in travel expenses, in noncompliance with state travel regulations.

Financial Management Guide regulation R1-19-4-903 establishes that mileage reimbursements shall be computed using map mileage between the travel destination and the employee's official station or residence, whichever is less. In addition, a traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. Officials and employees may be reimbursed for travel expenses when an overnight stay is required to conduct state business.

- \$581 in mileage reimbursements were unallowed due to calculations that were not based on the lesser of the employee's official station or residence.
- \$111 in meal reimbursements were unallowed. Of this amount, \$53 exceeded the maximum per diem, and documentation of an official business purpose was not provided for \$58.
- \$247 of lodging expense and \$28 of parking expense did not have a documented business purpose.

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## Recommendations

We recommend the Agency review personnel duties and establish controls to the extent possible.

**Agency Response:**

Approximately three months ago, the Agency segregated the duties of Agency personnel utilizing the P-Card by eliminating the card issued to the Director and retaining only the card issued to the Business Controller. The Director became the administrator of the card and authorizes all purchases to be made on the card.

We recommend the Agency seek recoupment for the unallowed travel reimbursements. We further recommend the Agency review and comply with state laws and regulations regarding travel expenditures, including requiring Board approval for all travel by the Director.

**Agency Response:**

The Director repaid the Agency \$976 on February 24, 2016, for the travel reimbursement that was considered unallowed. The Director will utilize Financial Management Guide regulations for future calculations and use the shortest route, either home or office. For lodging and meal reimbursements, Department of Finance and Administration accounting procedures for reimbursement will be utilized.

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

None

### 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				
L.P. Code	A.C.A. 15-75-207	N	N	5,000	Rules and Regulation Changes	0	0.00

### Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
7	7	0	7	0	0.00 %	7	7	0	7	0	0.00 %	7	6	1	7	0	14.29 %

## **Analysis of Budget Request**

**Appropriation:** 050 - Liquefied Petroleum Gas Board-Operations

**Funding Sources:** SIL - Liquefied Petroleum Gas Fund

The Liquefied Petroleum Gas Board is funded by inspection, permit, and license fees that are enumerated in A.C.A. § 19-6-407. These fees are deposited as special revenues in the Liquefied Petroleum Gas Board Fund.

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 Base Level request for Regular Salaries includes board member stipend payments.

The Board is requesting Base Level of \$603,637 in FY18 and \$604,495 in FY19.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 050 - Liquefied Petroleum Gas Board-Operations

**Funding Sources:** SIL - Liquefied Petroleum Gas Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	310,046	297,220	294,315	297,320	297,320	297,320	298,020	298,020	298,020
<b>#Positions</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Extra Help	5010001	0	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300
<b>#Extra Help</b>		<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	104,066	101,676	101,979	103,367	103,367	103,367	103,525	103,525	103,525
Operating Expenses	5020002	88,433	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Conference & Travel Expenses	5050009	78	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Professional Fees	5060010	10,200	38,650	38,650	38,650	38,650	38,650	38,650	38,650	38,650
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>512,823</b>	<b>601,846</b>	<b>599,244</b>	<b>603,637</b>	<b>603,637</b>	<b>603,637</b>	<b>604,495</b>	<b>604,495</b>	<b>604,495</b>
<b>Funding Sources</b>										
Fund Balance	4000005	1,108,210	1,195,521		1,118,675	1,118,675	1,118,675	1,040,038	1,040,038	1,040,038
Special Revenue	4000030	600,134	525,000		525,000	525,000	525,000	525,000	525,000	525,000
<b>Total Funding</b>		<b>1,708,344</b>	<b>1,720,521</b>		<b>1,643,675</b>	<b>1,643,675</b>	<b>1,643,675</b>	<b>1,565,038</b>	<b>1,565,038</b>	<b>1,565,038</b>
Excess Appropriation/(Funding)		(1,195,521)	(1,118,675)		(1,040,038)	(1,040,038)	(1,040,038)	(960,543)	(960,543)	(960,543)
<b>Grand Total</b>		<b>512,823</b>	<b>601,846</b>		<b>603,637</b>	<b>603,637</b>	<b>603,637</b>	<b>604,495</b>	<b>604,495</b>	<b>604,495</b>

FY17 Budget amount in Regular Salaries exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.

# ARKANSAS MANUFACTURED HOME COMMISSION

## Enabling Laws

Act 148 of 2016  
A.C.A. §20-25-105

## History and Organization

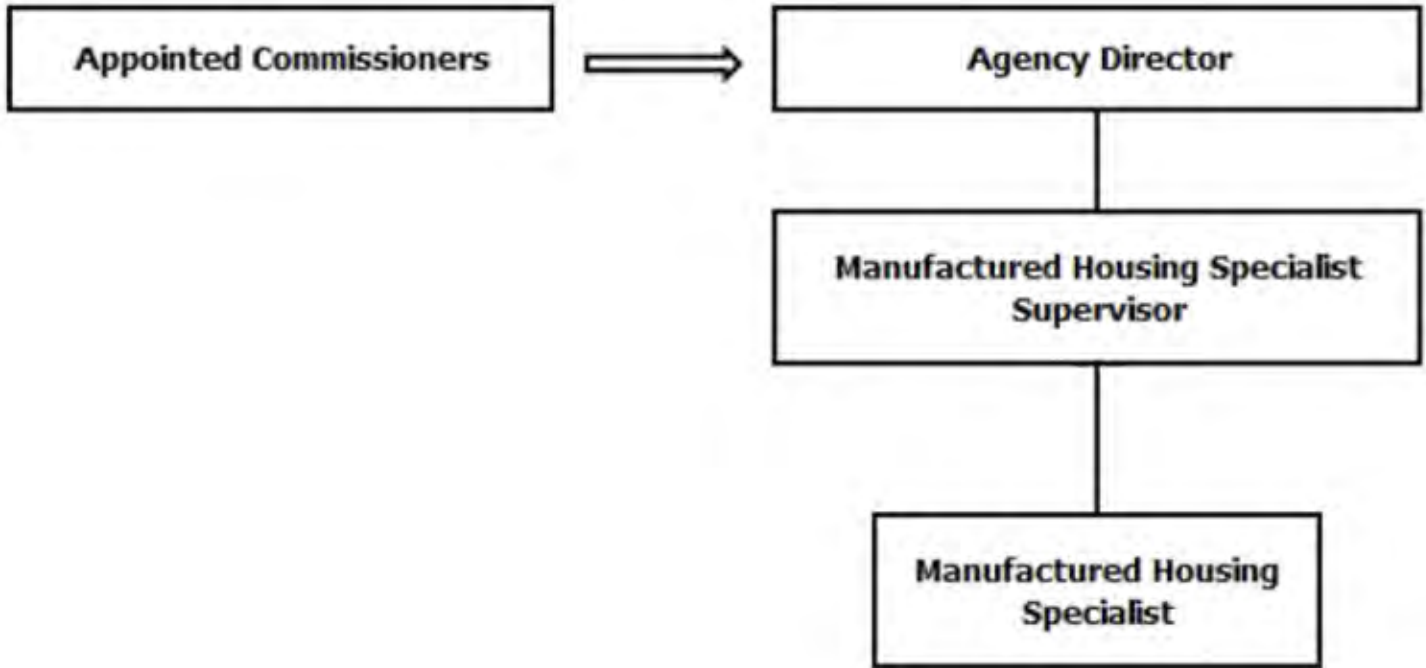
The Arkansas Manufactured Home Commission was established as a division of the Department of Health by Act 510 of 1973, and then became an independent State Agency through Act 419 of 1977.

The Commission has been approved by the Department of Housing and Urban Development (HUD) to enforce the Federal Manufactured Home Construction and Safety Standards and the Federal Manufactured Home Procedural and Enforcement Regulations.

The Commission is responsible for regulating the manufactured housing industry by: ensuring compliance with the Federal Manufactured Home Construction and Safety Standards, as well as establishing and enforcing installation standards within the state of Arkansas; licensing all manufactured home retailers, manufacturers, installers, and salespeople doing business in the state of Arkansas; handling consumer complaints and conducting on-site inspections dealing with the construction, blocking, and anchoring of manufactured homes; conducting relevant training and education seminars for manufactured housing professionals and licensees; inspecting new manufactured home installations in accordance with the installation decal program; and participation in HUD's national plant monitoring quality control audits.

The Commission consists of 10 Arkansas Manufactured Home Commissioners appointed by the Governor to oversee the Agency. The Agency staff of three includes the Manufactured Housing Commission Director, Manufactured Housing Specialist Supervisor and a Manufactured Housing Specialist.





### **Agency Commentary**

“Through technological efficiencies, along with careful consideration of staffing and budgetary needs, the agency’s budget and staffing level was able to be reduced from seven positions down to five positions, and then further reduced to three positions by 2007. Agency efficiency is a constant consideration as technologies change. As a matter of function, it seems we have reached the current minimum staffing level limit, and the agency’s requested base level funding appears necessary to ensure the mandated services and protections for Arkansans continue unhindered.”

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS MANUFACTURED HOME COMMISSION  
FOR THE YEAR ENDED JUNE 30, 2014

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Findings

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Our review of 49 expenditure items, totaling \$71,225, revealed the following:

- 14 items, totaling \$13,578, did not contain evidence of approval by the Director, Supervisor or Commission.
- Supporting documentation for six items, totaling \$4,428, could not be located. Five of these items were purchased with the Agency's Pcard.

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Recommendations

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Review and strengthen internal control procedures to ensure expenditures are appropriately approved and authorized. In addition, the Agency should maintain adequate supporting documentation for all expenditures.

**Agency Response:**

Management concurs with the finding. It has developed a plan of corrective action to strengthen internal control procedures to ensure expenditures are approved, authorized, and adequately supported.

A thorough review of Agency standard operating procedures is underway and the gaps noted during the audit process are being closed. Improved processes are being documented. Newly implemented sign-off procedures for purchase orders, direct invoices, and Pcard purchases will ensure the Agency is as thorough as possible at its current staffing level.

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	3	0	3	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			3	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				
Rules and Regulations	ACA 20-25-106	N	N	250	Periodic Updates to Rules and Regulations	0	0.00

# Department Appropriation Summary

## Historical Data

## Agency Request and Executive Recommendation

Appropriation	2015-2016		2016-2017		2016-2017		2017-2018						2018-2019							
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos		
089 Arkansas Manufactured Home - Operations	219,224	3	237,055	3	270,093	3	237,722	3	237,722	3	237,722	3	237,722	3	237,722	3	237,722	3	237,722	3
235 Investments & Claims	15,966	0	225,000	0	225,000	0	225,000	0	225,000	0	225,000	0	225,000	0	225,000	0	225,000	0	225,000	0
<b>Total</b>	<b>235,190</b>	<b>3</b>	<b>462,055</b>	<b>3</b>	<b>495,093</b>	<b>3</b>	<b>462,722</b>	<b>3</b>	<b>462,722</b>	<b>3</b>	<b>462,722</b>	<b>3</b>	<b>462,722</b>	<b>3</b>	<b>462,722</b>	<b>3</b>	<b>462,722</b>	<b>3</b>	<b>462,722</b>	<b>3</b>

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance 4000005	1,650,727	83.7	1,738,133	86.1			1,556,028	84.8	1,556,028	84.8	1,556,028	84.8	1,373,256	83.1	1,373,256	83.1	1,373,256	83.1
Federal Revenue 4000020	89,875	4.6	93,000	4.6			93,000	5.1	93,000	5.1	93,000	5.1	93,000	5.6	93,000	5.6	93,000	5.6
Special Revenue 4000030	232,721	11.8	186,950	9.3			186,950	10.2	186,950	10.2	186,950	10.2	186,950	11.3	186,950	11.3	186,950	11.3
<b>Total Funds</b>	<b>1,973,323</b>	<b>100.0</b>	<b>2,018,083</b>	<b>100.0</b>			<b>1,835,978</b>	<b>100.0</b>	<b>1,835,978</b>	<b>100.0</b>	<b>1,835,978</b>	<b>100.0</b>	<b>1,653,206</b>	<b>100.0</b>	<b>1,653,206</b>	<b>100.0</b>	<b>1,653,206</b>	<b>100.0</b>
Excess Appropriation/(Funding)	(1,738,133)		(1,556,028)				(1,373,256)		(1,373,256)		(1,373,256)		(1,190,484)		(1,190,484)		(1,190,484)	
<b>Grand Total</b>	<b>235,190</b>		<b>462,055</b>				<b>462,722</b>		<b>462,722</b>		<b>462,722</b>		<b>462,722</b>		<b>462,722</b>		<b>462,722</b>	

## 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	
3	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %

## **Analysis of Budget Request**

**Appropriation:** 089 - Arkansas Manufactured Home - Operations

**Funding Sources:** SHM - Manufactured Homes Standard Fund

The Arkansas Manufactured Home Commission monitors manufactured home dealer lots and mandatory continuing education classes for persons performing installations, participates in the National Plant monitoring quality control audits, establishes and enforces installation standards, and conducts on-site home inspections. The Commission is funded by receipt of fees charged by the Agency, as authorized by A.C.A. § 20-25-101 et seq.

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 Commission is requesting Base Level of \$237,722 each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 089 - Arkansas Manufactured Home - Operations

**Funding Sources:** SHM - Manufactured Homes Standard Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	112,396	118,990	145,655	118,990	118,990	118,990	118,990	118,990	118,990
<b>#Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	40,064	41,477	47,850	42,144	42,144	42,144	42,144	42,144	42,144
Operating Expenses	5020002	66,764	66,038	66,038	66,038	66,038	66,038	66,038	66,038	66,038
Conference & Travel Expenses	5050009	0	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Professional Fees	5060010	0	3,050	3,050	3,050	3,050	3,050	3,050	3,050	3,050
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>219,224</b>	<b>237,055</b>	<b>270,093</b>	<b>237,722</b>	<b>237,722</b>	<b>237,722</b>	<b>237,722</b>	<b>237,722</b>	<b>237,722</b>
<b>Funding Sources</b>										
Fund Balance	4000005	294,436	351,225		385,170	385,170	385,170	418,448	418,448	418,448
Federal Revenue	4000020	89,875	93,000		93,000	93,000	93,000	93,000	93,000	93,000
Special Revenue	4000030	186,138	178,000		178,000	178,000	178,000	178,000	178,000	178,000
<b>Total Funding</b>		<b>570,449</b>	<b>622,225</b>		<b>656,170</b>	<b>656,170</b>	<b>656,170</b>	<b>689,448</b>	<b>689,448</b>	<b>689,448</b>
Excess Appropriation/(Funding)		(351,225)	(385,170)		(418,448)	(418,448)	(418,448)	(451,726)	(451,726)	(451,726)
<b>Grand Total</b>		<b>219,224</b>	<b>237,055</b>		<b>237,722</b>	<b>237,722</b>	<b>237,722</b>	<b>237,722</b>	<b>237,722</b>	<b>237,722</b>

## **Analysis of Budget Request**

**Appropriation:** 235 - Investments & Claims

**Funding Sources:** THR - Manufactured Housing Recovery Fund

The Arkansas Manufactured Home Commission's Investment and Claims appropriation is funded by receipt of fees from license renewals by manufacturers, dealers, and installers. Funds collected are subsequently paid out in the form of actual costs of repairs to qualifying homeowners and as refunds for businesses that cease operations.

The Commission is requesting Base Level of \$225,000 for the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.



## Appropriation Summary

**Appropriation:** 235 - Investments & Claims

**Funding Sources:** THR - Manufactured Housing Recovery Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	5,066	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Conference & Travel Expenses	5050009	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	10,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Claims	5110015	900	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>15,966</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
<b>Funding Sources</b>										
Fund Balance	4000005	1,356,291	1,386,908		1,170,858	1,170,858	1,170,858	954,808	954,808	954,808
Special Revenue	4000030	46,583	8,950		8,950	8,950	8,950	8,950	8,950	8,950
<b>Total Funding</b>		<b>1,402,874</b>	<b>1,395,858</b>		<b>1,179,808</b>	<b>1,179,808</b>	<b>1,179,808</b>	<b>963,758</b>	<b>963,758</b>	<b>963,758</b>
Excess Appropriation/(Funding)		(1,386,908)	(1,170,858)		(954,808)	(954,808)	(954,808)	(738,758)	(738,758)	(738,758)
<b>Grand Total</b>		<b>15,966</b>	<b>225,000</b>		<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>

# ARKANSAS STATE MEDICAL BOARD

## Enabling Laws

Act 225 of 2016

A.C.A. §17-95-202; A.C.A. §17-95-301

A.C.A. §17-88-201; A.C.A. §17-95-704

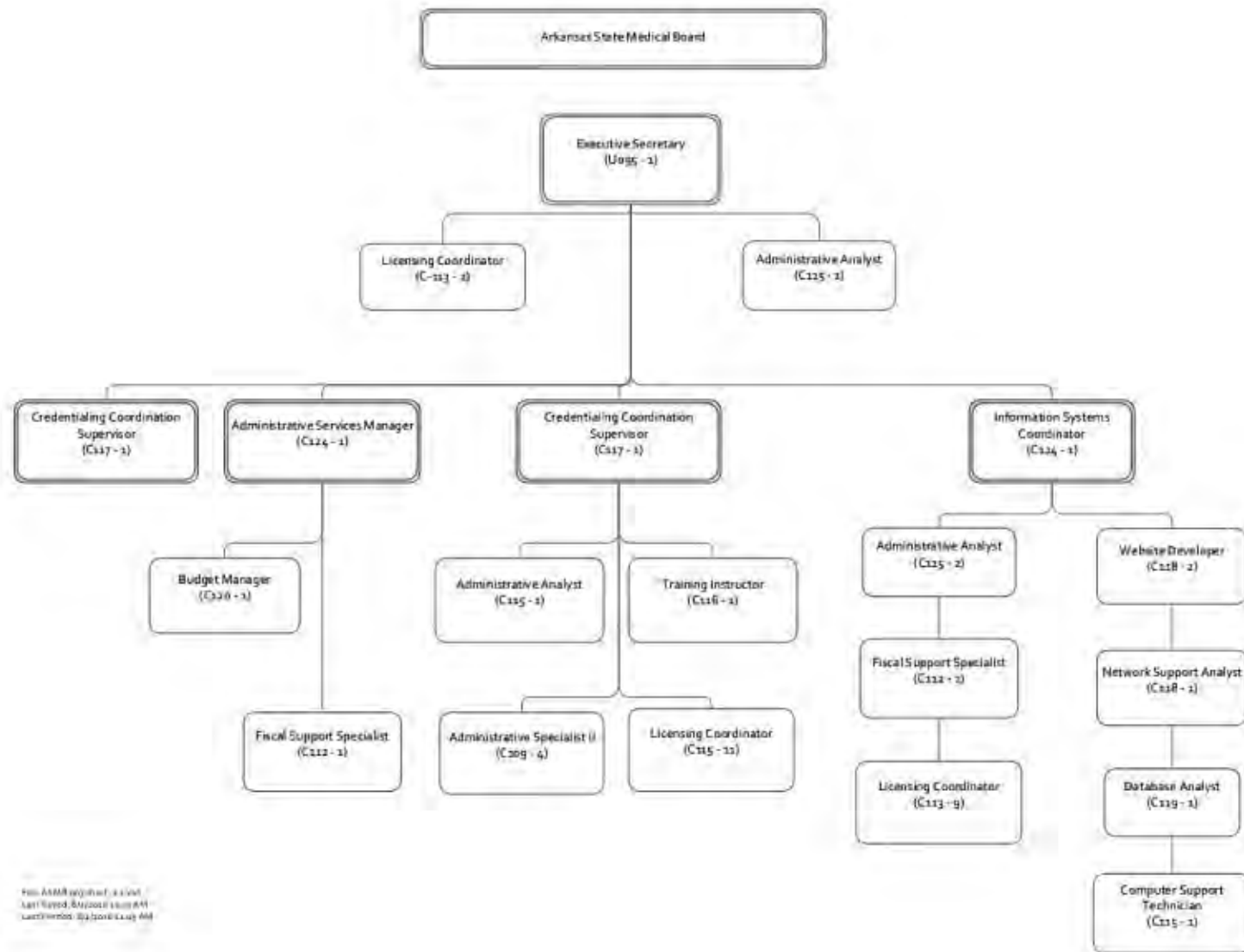
A.C.A. §17-99-201; A.C.A. §17-105-118

## History and Organization

In 1955 the General Assembly of the State of Arkansas abolished the three existing medical examining boards to create a single board, namely the Arkansas State Medical Board. A fourteen (14) member Board of Directors appointed by the Governor for six (6) year terms governs it, consisting of twelve (12) physicians and two (2) consumer representatives. In 1971 the Arkansas Osteopathic Board was abolished, and the Arkansas State Medical Board was given the duty of licensing all Osteopathic physicians formerly licensed by the Osteopathic Board. In 1991 a practitioner of Osteopathic medicine was established as a permanent member of the Board of Directors for the Arkansas State Medical Board. In 1995 legislation was passed implementing the State of Arkansas Centralized Credentials Verification Service (CCVS). This Act established a central repository of physicians' credentials in the Arkansas State Medical Board office. In 1999, Act 1066 of 1995 was replaced by Act 1410, which mandated the use of this data repository by all credentialing organizations, hospitals, insurance companies, HMO's (in state and out of state) after specific criteria had been met. This program, which may serve as a model for other states, was designed and developed with the Arkansas State Medical Board. The criterion for implementation of the mandate phase of Act 1410 was met in August 2001, allowing the Board to set the implementation date of January 1, 2002.

The Board licenses and regulates physicians, physician assistants, doctors of osteopathy, occupational therapists, occupational therapy assistants, respiratory therapists, radiologist assistants, and radiology practitioner assistants. The Board also registers medical corporations. Licensure is by credentials, or by those who have successfully passed an examination approved by the Arkansas State Medical Board as set forth in their rules and regulations. Applications are processed by the office of the Executive Secretary, and then presented to the Board for their approval. The Board convenes bi-monthly and conducts all hearings on disciplinary actions as authorized and directed by the Arkansas Medical Practices Act. Under concepts of due process of law, each disciplinary hearing must be preceded by a formal notice, which is prepared by the Board attorney and then issued by the Executive Secretary. Each disciplinary charge is scheduled for a formal hearing before the Board and any citizen filing a charge or complaint against a physician before the Board is afforded a hearing. Any person attempting to practice medicine, respiratory care, occupational therapy, or as a physician assistant, radiologist assistant, or radiology practitioner assistant without being properly licensed, is subject to judicial action by the Board.

The Board is a cash agency and entirely self-supporting. The Boards revenues are received by fees charged for licensure, annual renewals, fines, credentialing requests, issuance of special certificates and permits, and requests for the Board Online Directories which list in real time all physicians, therapists, radiologist assistants, and physician assistants currently licensed by the Board.



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## **Agency Commentary**

The General Assembly empowered the Arkansas State Medical Board with the responsibility of ensuring the citizens of this state that those licensed by this Board meet and maintain high standards when providing the health care needs for the citizens of this state. The Board achieves this goal through the licensing and disciplinary process as well as by applying the laws and regulations passed by the Legislature. The agency further protects the citizens of this state by providing licensing data to all hospitals and insurance companies in the state for credentialing purposes. During the FY16-FY17 biennium, the agency reorganized several sections to better serve the medical community and their patients by reducing the time necessary to license healthcare professionals.

### **Operating Expenses - Character 02**

The agency is requesting base level as no additional expenses are foreseen. The number of applications received has increased by 20%, and the number of licenses granted has increased 44% over the past year. While these increases are large, our consolidation of processes has allowed the agency to maintain operating expenses at base level. This commitment item also provides appropriation and funding as outlined in special language to assist in educational programs for health care professionals. The special language further states that \$25.00 from each licensed physician licensed by the State Medical Board each year is to be paid to Arkansas foundations that have health care professionals on their board to provide for identification, treatment and monitoring of health care professionals that suffer from alcohol or drug abuse problems.

### **Conference and Travel - Character 09**

The agency is asking for base level for character 09. This appropriation is usually used by the agency director to attend national conferences and seminars to collaborate with other state medical boards. The agency's long term director retired at the beginning of FY17 and due to changes being implemented in the agency, the outgoing director was unable to attend these events in FY16, resulting in very little of this appropriation being used in FY16. However, it will be necessary for the new agency director to attend these functions and therefore the agency is requesting base level.

### **Professional Fees - Character 10**

The agency is asking for base level for professional fees. This will provide appropriation for two professional service contracts and a survey fee. The first is a legal contract that is necessary for medical legal representation of the agency which is not available through the Office of the Attorney General. The second is an IT consulting contract that allows for the IT Department to update systems built specifically for the agency. Additionally, the agency is required by statute to pay a semi-annual survey fee to the National Certification of Quality Assurance (NCQA) to maintain accreditation.

### **Capital Outlay - Character 11**

The agency is requesting \$191,765 in Capital Outlay for FY18. This request is to purchase new IT hardware, software, and support to replace

equipment that is scheduled to be rotated off our inventory in FY18. This rotation schedule is part of our approved IT plan. The Capital Outlay request for FY19 is \$29,960 and will be used to purchase server software. This purchase is part of the Board's approved IT plan.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS STATE MEDICAL BOARD  
 FOR THE YEAR ENDED JUNE 30, 2015

Findings	Recommendations
None	None

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

None

**Employment Summary**

	Male	Female	Total	%
White Employees	5	27	32	78 %
Black Employees	0	9	9	22 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			9	22 %
Total Employees			41	100 %

## **Cash Fund Balance Description as of June 30, 2016**

Fund Account	Balance	Type	Location
3180000	\$250,000	Certificate of Deposit	Iberia Bank, Little Rock, AR

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-95-402 and 17-95-411 Fees, Fines & Penalties as established in law

Revenue Receipts Cycle:

Fees and penalties are collected throughout the year.

Fund Balance Utilization:

Fund balance each year is carried forward to support the Board's operating budget.

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Fund Account	Balance	Type	Location
3180000	\$700,000	Certificate of Deposit	Bank of England, Little Rock, AR

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-95-402 and 17-95-411 Fees, Fines & Penalties as established in law.

Revenue Receipts Cycle:

Fees and penalties are collected throughout the year.

Fund Balance Utilization:

Fund balance each year is carried forward to support the Board's operating budget.

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Fund Account	Balance	Type	Location
3180000	\$200,000	Certificate of Deposit	Centennial Bank, Little Rock, AR

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-95-402 and 17-95-411 Fees, Fines and Penalties as established in law

Revenue Receipts Cycle:

Fees and penalties are collected throughout the year

Fund Balance Utilization:

Fund balance each year is carried forward to support the Board's operating budget.

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Fund Account	Balance	Type	Location
3180000	\$1,931,095	Checking	Simmons Bank, Little Rock

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. §17-95-402 and 17-95-411 Fees, Fines & Penalties as established in law

Revenue Receipts Cycle:

Fees and penalties are collected throughout the year

Fund Balance Utilization:

Fund balance each year is carried forward to support the Board's operating budget.



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Fund Account	Balance	Type	Location
3180000	\$196,930	Certificate of Deposit	Parkway Bank, Portland, AR

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-95-402 and 17-95-411 Fees, Fines & Penalties as established in law.

Revenue Receipts Cycle:

Fees and penalties are collected throughout the year.

Fund Balance Utilization:

Fund balance each year is carried forward to support the Board's operating budget.

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Fund Account	Balance	Type	Location
3180000	\$307,949	Certificate of Deposit	Bank of the Ozarks, Little Rock, AR

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-95-402 and 17-95-411 Fees, Fines & Penalties as established in law.

Revenue Receipts Cycle:

Fees and penalties are collected throughout the year.

Fund Balance Utilization:

Fund balance each year is carried forward to support the Board's operating budget.

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Fund Account	Balance	Type	Location
3180000	\$100,000	Certificate of Deposit	Eagle Bank and Trust, Little Rock, AR

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-95-402 and 17-95-411 Fees, Fines & Penalties as established in law

Revenue Receipts Cycle:

Fees and penalties are collected throughout the year

Fund Balance Utilization:

Fund balance each year is carried forward to support the Board's operating budgeting

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Fund Account	Balance	Type	Location
3180000	\$800,000	Certificate of Deposit	First Security Bank, Little Rock, AR

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-95-402 and 17-95-411 Fees, Fines & Penalties as established in law.

Revenue Receipts Cycle:

Fees and penalties are collected throughout the year.

Fund Balance Utilization:

Fund balance each year is carried forward to support the Board's operating budget.

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Fund Account	Balance	Type	Location
3180000	\$250,000	Certificate of Deposit	Arvest Bank, Little Rock, AR

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-95-402 and 17-95-411 Fees, Fines & Penalties as established in law

Revenue Receipts Cycle:

Fees and penalties are collected throughout the year.

Fund Balance Utilization:

Fund balance each year is carried forward to support the Board's operating budget.

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Fund Account	Balance	Type	Location
PMB0100	\$24,811	Payroll	State Treasury

Statutory/Other Restrictions on use:

None

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-95-402 and 17-95-411 Fees, Fines & Penalties as established in law

Revenue Receipts Cycle:

Transfer funds from Operating Account in Fund 3180000

Fund Balance Utilization:

To pay all payroll, retirement, group insurance, board member stipends, workers comp, and unemployment insurance expenses.

# Department Appropriation Summary

## Historical Data

## Agency Request and Executive Recommendation

Appropriation	2015-2016		2016-2017		2016-2017		2017-2018						2018-2019					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
A23 St Medical-Operations	3,811,538	44	3,802,900	45	3,808,201	45	3,814,964	45	4,006,729	45	4,006,729	45	3,817,910	45	3,847,870	45	3,847,870	45
<b>NOT REQUESTED FOR THE BIENNIUM</b>																		
N56 Legal Fees	97,612	0	0	0	200,000	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3,909,150</b>	<b>44</b>	<b>3,802,900</b>	<b>45</b>	<b>4,008,201</b>	<b>45</b>	<b>3,814,964</b>	<b>45</b>	<b>4,006,729</b>	<b>45</b>	<b>4,006,729</b>	<b>45</b>	<b>3,817,910</b>	<b>45</b>	<b>3,847,870</b>	<b>45</b>	<b>3,847,870</b>	<b>45</b>

Funding Sources		%		%		%		%		%		%		%		%
Fund Balance 4000005	4,404,150	50.8	4,760,785	56.3			4,653,462	55.7	4,653,462	55.7	4,653,462	55.7	4,538,498	55.1	4,346,733	54.0
Cash Fund 4000045	4,265,785	49.2	3,695,577	43.7			3,700,000	44.3	3,700,000	44.3	3,700,000	44.3	3,700,000	44.9	3,700,000	46.0
<b>Total Funds</b>	<b>8,669,935</b>	<b>100.0</b>	<b>8,456,362</b>	<b>100.0</b>			<b>8,353,462</b>	<b>100.0</b>	<b>8,353,462</b>	<b>100.0</b>	<b>8,353,462</b>	<b>100.0</b>	<b>8,238,498</b>	<b>100.0</b>	<b>8,046,733</b>	<b>100.0</b>
Excess Appropriation/(Funding)	(4,760,785)		(4,653,462)				(4,538,498)		(4,346,733)		(4,346,733)		(4,420,588)		(4,198,863)	
<b>Grand Total</b>	<b>3,909,150</b>		<b>3,802,900</b>				<b>3,814,964</b>		<b>4,006,729</b>		<b>4,006,729</b>		<b>3,817,910</b>		<b>3,847,870</b>	

## 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	
41	42	0	42	-1	-2.44 %	45	44	1	45	0	2.22 %	45	42	3	45	0	6.67 %

Budget Number of Positions may exceed the Authorized Number due to transfers from the Agency Growth Pool.

## **Analysis of Budget Request**

**Appropriation:** A23 - St Medical-Operations

**Funding Sources:** 318 - Medical Board-Cash

The Arkansas State Medical Board is funded from fees charged by the Agency, as authorized by A.C.A. §17-88-304. The Board licenses and regulates physicians, physician assistants, doctors of osteopathy, physician assistants, occupational therapists and respiratory therapists. The Board also registers medical corporations. The goal of the Medical Board is that all citizens be provided the highest quality health care.

Base Level Regular Salaries and Personal Services Matching include the continuation of the previously authorized 2017 Salaries and Career Service Payments for eligible employees. The Base Level salary of unclassified positions reflects the FY17 line item maximum plus the previously authorized 2016 1% Cost of Living Adjustment authorized by Act 1007 (3 (B)) of 2015. 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 Base Level request for Regular Salaries includes board member stipend payments.

Base Level includes 45 full-time positions and two extra help positions as well as maintenance and operation expenses totaling \$3,814,964 in FY18 and \$3,817,910 in FY19.

The Agency Change Level request totals \$191,765 in FY18 and \$29,960 in FY19 and includes the following increase:

- Technology related Capital Outlay totaling \$191,765 in FY18 and \$29,960 in FY19 to replace aging data processing equipment, software and data systems which support agency licensing, compliance monitoring, enforcement activities and provide off-site data storage of backups for disaster recovery. This change is compliant with the Agency's Information Technology (IT) Plan.

The Technology related requests are documented in the Agency's Information Technology (IT) Plan (page 10).

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

# Appropriation Summary

**Appropriation:** A23 - St Medical-Operations

**Funding Sources:** 318 - Medical Board-Cash

## 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	1,495,172	1,607,766	1,599,086	1,618,547	1,618,547	1,618,547	1,620,947	1,620,947	1,620,947
<b>#Positions</b>		<b>44</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>
Extra Help	5010001	19,692	24,500	24,500	24,500	24,500	24,500	24,500	24,500	24,500
<b>#Extra Help</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	586,131	573,954	587,935	590,237	590,237	590,237	590,783	590,783	590,783
Operating Expenses	5020002	1,219,722	1,378,180	1,378,180	1,378,180	1,378,180	1,378,180	1,378,180	1,378,180	1,378,180
Conference & Travel Expenses	5050009	940	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000
Professional Fees	5060010	141,606	177,000	177,000	177,000	177,000	177,000	177,000	177,000	177,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	3,885	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Capital Outlay	5120011	344,390	15,000	15,000	0	191,765	191,765	0	29,960	29,960
<b>Total</b>		<b>3,811,538</b>	<b>3,802,900</b>	<b>3,808,201</b>	<b>3,814,964</b>	<b>4,006,729</b>	<b>4,006,729</b>	<b>3,817,910</b>	<b>3,847,870</b>	<b>3,847,870</b>

Funding Sources										
Fund Balance	4000005	4,404,150	4,760,785		4,653,462	4,653,462	4,653,462	4,538,498	4,346,733	4,346,733
Cash Fund	4000045	4,168,173	3,695,577		3,700,000	3,700,000	3,700,000	3,700,000	3,700,000	3,700,000
Total Funding		8,572,323	8,456,362		8,353,462	8,353,462	8,353,462	8,238,498	8,046,733	8,046,733
Excess Appropriation/(Funding)		(4,760,785)	(4,653,462)		(4,538,498)	(4,346,733)	(4,346,733)	(4,420,588)	(4,198,863)	(4,198,863)
<b>Grand Total</b>		<b>3,811,538</b>	<b>3,802,900</b>		<b>3,814,964</b>	<b>4,006,729</b>	<b>4,006,729</b>	<b>3,817,910</b>	<b>3,847,870</b>	<b>3,847,870</b>

FY17 Budget amount in Regular Salaries exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.

## Change Level by Appropriation

**Appropriation:** A23 - St Medical-Operations  
**Funding Sources:** 318 - Medical Board-Cash

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>3,814,964</b>	<b>45</b>	<b>3,814,964</b>	<b>100.0</b>	<b>3,817,910</b>	<b>45</b>	<b>3,817,910</b>	<b>100.0</b>
C08	Technology	191,765	0	4,006,729	105.0	29,960	0	3,847,870	100.8

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>3,814,964</b>	<b>45</b>	<b>3,814,964</b>	<b>100.0</b>	<b>3,817,910</b>	<b>45</b>	<b>3,817,910</b>	<b>100.0</b>
C08	Technology	191,765	0	4,006,729	105.0	29,960	0	3,847,870	100.8

### Justification

C08	The Board is requesting a total of \$191,765.00 in Capital Outlay for FY18. This request is to purchase new IT hardware, software, and support to replace equipment that is scheduled to be rotated off of our inventory in FY18. This rotation schedule is part of our approved IT plan. The Capital Outlay request for FY19 is \$29,960 and will be used to purchase server software. This purchase is part of Board's approved IT plan.
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## Appropriation Summary

**Appropriation:** N56 - Legal Fees

**Funding Sources:** 318 - Medical Board-Cash

### 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
Legal Fees 5900046	97,612	0	200,000	0	0	0	0	0	0
Total	97,612	0	200,000	0	0	0	0	0	0
<b>Funding Sources</b>									
Cash Fund 4000045	97,612	0		0	0	0	0	0	0
Total Funding	97,612	0		0	0	0	0	0	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	97,612	0		0	0	0	0	0	0

APPROPRIATION NOT REQUESTED FOR THE 2017-2019 BIENNIUM

# ARKANSAS MOTOR VEHICLE COMMISSION

## Enabling Laws

Act 128 of 2016  
Act 388 of 1975 as amended  
A.C.A. § 23-112-101 et seq.

## History and Organization

The Arkansas Motor Vehicle Commission, funded by special revenue, was created under Act 388 of 1975 by the Seventieth General Assembly of the Arkansas Legislature in Regular Session. Rule I, Rule II and Regulation I were adopted and made part of the act on July 1, 1976 in accordance with the Administrative Procedures Act. In enacting Act 388 of 1975, the Legislature felt a need to exercise the state's police power to ensure a sound system of distributing and selling new motor vehicles through licensing and regulating the manufacturers, distributors, their branch offices and representatives and franchised dealers and salesmen operating within the State of Arkansas. In adopting Rule I and II, the Commission's general organization and hearing procedures were outlined. Regulation I, now Rule 3, is the Commission's attempt to define false and misleading advertising, classified as unauthorized acts under Subsection A, Section 5 in Act 300 of 1975. Act 838 of 1977 was enacted by the Seventy-First General Assembly in Regular Session. Act 838 of 1977 was approved by the Legislature in order to allow the Commission to seek injunctions to prevent violations of the Arkansas Motor Vehicle Commission Act or any Rule or Regulation subsequently adopted.

The objectives of the Arkansas Motor Vehicle Commission, under current statutory authorization, are to administer the requirements connected with the distribution of motor vehicles within the State of Arkansas in a fair and impartial manner, while being consistent in its interpretation of the persons required to be licensed. Act 388 of 1975 affords protection for the franchised dealer relative to attempts by manufacturers and distributors to coerce, intimidate, terminate or threaten to terminate without due cause contractual agreements in existence between the two parties.

Consumer complaints on vehicles covered by the original factory warranty are received and processed in accordance with the statutory authority given the Commission under Act 388 (6)(A)(10) of 1975, Section 6A (10), which provides grounds for suspension or revocation of licenses when warranty responsibilities are not fulfilled by manufacturers and distributors to the detriment of the public welfare.

Acts 620, 645, and 633 of 1987 reduced the number of wheels under the Motor Vehicle Commission Law definition motor vehicles from four (4) to two (2) which required dealers selling new Motorcycles and ATVs to be licensed and regulated by the Commission. Act 1058 of 1985

required the Motor Vehicle Commission to license and regulate all used car dealers and salesmen in the State. Act 169 of 1989 removed the used car dealers and salesmen from the Commission's legal jurisdiction. Act 568 of 1995 removed Wholesalers and Auto Auctions from the Commission's published Act and allowed the Commission's first fee increase since inception.

Act 1154 of 1997 permitted reciprocity with Motor Vehicle Commissions of other states with regard to Motor Vehicle Shows, provided procedures concerning warranty agreements and clarified various definitions.

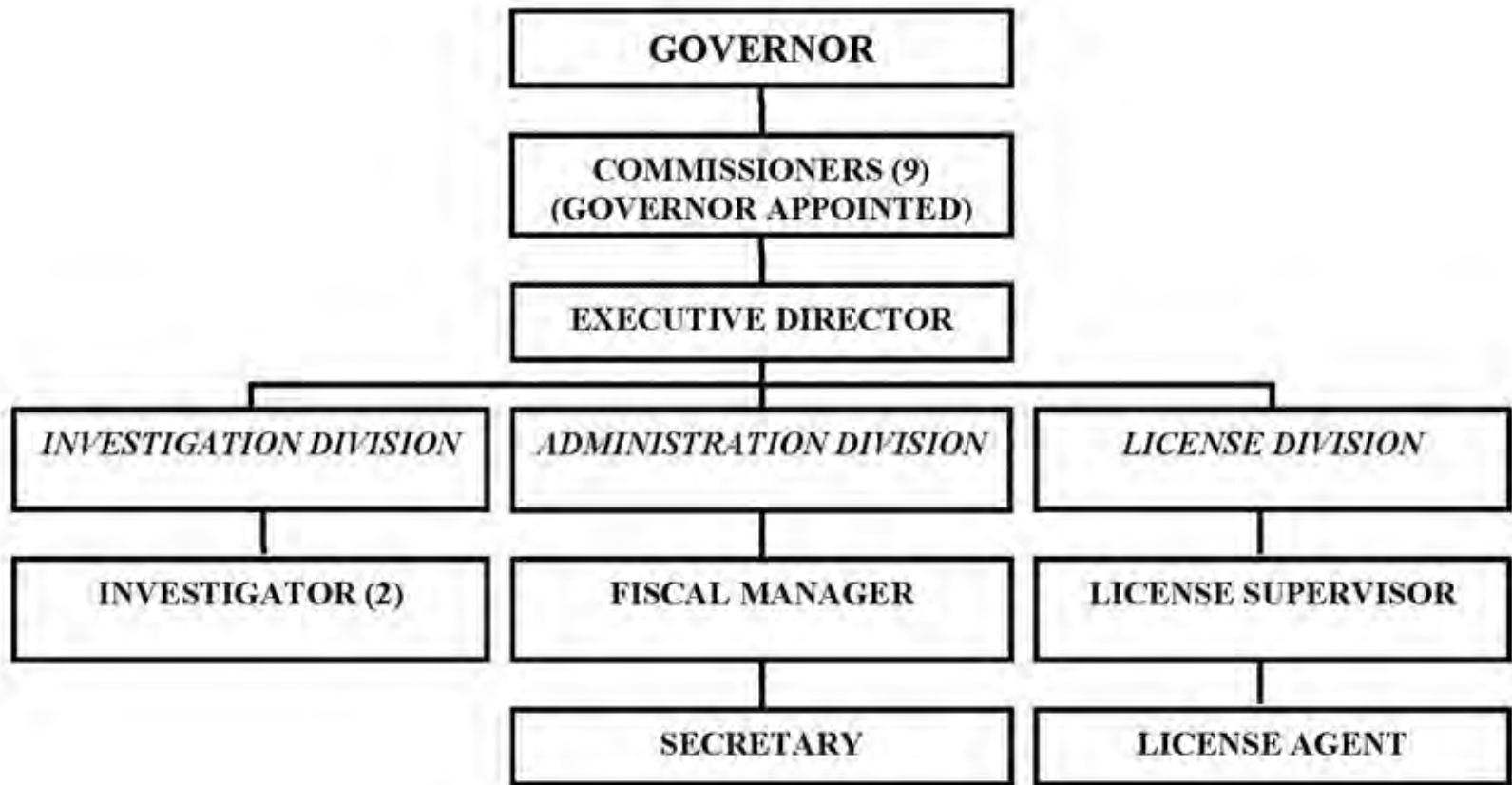
Act 1042 of 1999 primarily amended Subchapter 4, pertaining to unlawful practices by Manufacturers/Distributors.

Act 1053 of 2001 added the definition of ATVs and clarified various definitions. Act 1600 of 2001 provided for motor vehicle dealer Documentary Fees and authorized the Commission to promulgate rules and regulations to implement, enforce and administer the enabling section.

Act 1722 of 2003 authorized the Commission to promulgate rules and regulations to set a reasonable limit on the amount to be charged for a Documentary Fee. Act 1098 of 2003 amended the definition of an ATV, and added motor scooters to the definition of a motor vehicle. Act 1027 of the Second Extraordinary Session of 2003 added Section 106 to Subchapter 1 of the Arkansas Motor Vehicle Commission Act, enabling enforcement by the Commission under certain conditions.

Act 1687 of 2005 established procedures for the delivery prior to sale of a motor vehicle to a consumer.

Act 235 of 2007 provides an exemption for special motorcycle events to allow dealers to display and sell motorcycles at special events that have significant positive economic impact on an area. Act 366 of 2007 amends the Motor Vehicle Consumer Protection Act regarding fees charged for handling and processing the sale or lease of a vehicle. The maximum fee charged can be no more than \$129. Act 746 of 2007 amends the Motor Vehicle Commission Act § 23-112-101 et seq.



### Agency Commentary

The Commission is a Special Revenue agency with funding derived solely from license fees, penalties, and fines collected from new motor vehicle manufacturers, distributors, factories and branches, as well as representatives, dealers, sales personnel and motor vehicle lessors. The Commission receives no General Revenue funds.

The Commission is requesting Base Level appropriation and funding for the 2017-2019 Biennium. This base level request is the result of continued growth in the Commission's licensee base and the full implementation of the Education and Training Grant Program. This increased work load, which is being distributed among existing Commission staff, necessitates maintaining the base level funding request.

Additionally, the agency is requesting an increase in its Capital Outlay appropriation for the purchase of two (2) replacement vehicles over the biennium. The amount requested is based on the current vehicle contract price with a slight increase for according to the Office of Procurement and includes \$20,500 for one (1) replacement vehicle for FY18 and \$20,500 for one (1) replacement vehicle for FY19. These vehicles will replace agency vehicles which will meet the Department of Finance and Administration vehicle use and management replacement criteria.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS MOTOR VEHICLE COMMISSION  
FOR THE YEAR ENDED JUNE 30, 2015

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Findings

Recommendations

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None

None

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	2	1	3	50 %
Black Employees	1	2	3	50 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			3	50 %
Total Employees			6	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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
7	5	2	7	0	28.57 %	7	6	1	7	0	14.29 %	7	6	1	7	0	14.29 %

## **Analysis of Budget Request**

**Appropriation:** 048 - Arkansas Motor Vehicle Commission

**Funding Sources:** SAB - Arkansas Motor Vehicle Commission Fund

The Motor Vehicle Commission uses the resources authorized in this appropriation to regulate and license new car manufacturers, dealers, and salesmen doing business in Arkansas. Funding for this special revenue appropriation is derived from license fees paid by automobile salesmen, dealers, manufacturers, and manufacturers' representatives pursuant to A.C.A. §23-112-101 et seq.

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 Base Level request for Regular Salaries includes board member stipend payments.

The Agency is requesting a Change Level request in Capital Outlay of \$20,500 each year of the 2017-2019 Biennium. The request is needed for the purchase of two replacement vehicles.

The Executive Recommendation provides for the Agency Request for Capital Outlay to replace aging, high mileage vehicles in accordance with A.C.A. §22-8-201 et seq., Automobile and Pickup Truck Acquisition Act, which establishes guidelines for automobile replacement.

## Appropriation Summary

**Appropriation:** 048 - Arkansas Motor Vehicle Commission

**Funding Sources:** SAB - Arkansas Motor Vehicle Commission Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	268,947	310,857	286,426	311,557	311,557	311,557	311,657	311,657	311,657
<b>#Positions</b>		<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Personal Services Matching	5010003	94,610	103,004	98,457	104,860	104,860	104,860	104,883	104,883	104,883
Operating Expenses	5020002	104,714	181,197	181,197	181,197	181,197	181,197	181,197	181,197	181,197
Conference & Travel Expenses	5050009	1,679	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Professional Fees	5060010	722	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	149,449	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Capital Outlay	5120011	0	0	0	0	20,500	20,500	0	20,500	20,500
<b>Total</b>		<b>620,121</b>	<b>757,558</b>	<b>728,580</b>	<b>760,114</b>	<b>780,614</b>	<b>780,614</b>	<b>760,237</b>	<b>780,737</b>	<b>780,737</b>
<b>Funding Sources</b>										
Fund Balance	4000005	2,349,123	2,275,104		2,037,546	2,037,546	2,037,546	1,797,432	1,776,932	1,776,932
Special Revenue	4000030	546,102	520,000		520,000	520,000	520,000	520,000	520,000	520,000
<b>Total Funding</b>		<b>2,895,225</b>	<b>2,795,104</b>		<b>2,557,546</b>	<b>2,557,546</b>	<b>2,557,546</b>	<b>2,317,432</b>	<b>2,296,932</b>	<b>2,296,932</b>
Excess Appropriation/(Funding)		(2,275,104)	(2,037,546)		(1,797,432)	(1,776,932)	(1,776,932)	(1,557,195)	(1,516,195)	(1,516,195)
<b>Grand Total</b>		<b>620,121</b>	<b>757,558</b>		<b>760,114</b>	<b>780,614</b>	<b>780,614</b>	<b>760,237</b>	<b>780,737</b>	<b>780,737</b>

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium.



## Change Level by Appropriation

**Appropriation:** 048 - Arkansas Motor Vehicle Commission  
**Funding Sources:** SAB - Arkansas Motor Vehicle Commission Fund

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>760,114</b>	<b>7</b>	<b>760,114</b>	<b>100.0</b>	<b>760,237</b>	<b>7</b>	<b>760,237</b>	<b>100.0</b>
C01	Existing Program	20,500	0	780,614	102.7	20,500	0	780,737	102.7

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>760,114</b>	<b>7</b>	<b>760,114</b>	<b>100.0</b>	<b>760,237</b>	<b>7</b>	<b>760,237</b>	<b>100.0</b>
C01	Existing Program	20,500	0	780,614	102.7	20,500	0	780,737	102.7

### Justification

C01	The agency is requesting an increase in Capital Outlay appropriation for the purchase of two (2) replacement vehicles over the biennium. The amount requested is based on the current vehicle contract price with a slight increase for according to the Office of Procurement and includes \$20,500 for one (1) replacement vehicle for FY18 and \$20,500 for one (1) replacement vehicle for FY19. These vehicles will replace agency vehicles which will meet the Department of Finance and Administration vehicle use and management replacement criteria.
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# STATE BOARD OF OPTOMETRY

## Enabling Laws

Act 39 of 2016  
A.C.A. §17-90-201 thru 306  
A.C.A. §17-90-401

## History and Organization

Functions of the Board involve administering examinations to doctors who wish to practice optometry in Arkansas. Every Doctor of Optometry has to renew his or her license to practice optometry in Arkansas each year. This involves the doctors reporting to the Board the number of hours of continuing education they have received during the year, and paying the license renewal fee. The Board requires each doctor to have obtained at least twelve hours of continuing education during the year to renew the license.

The Board of Optometry must approve the courses, seminars, and conferences that are available to Doctors of Optometry in order for the hours available at these meetings to be acceptable toward license renewal in Arkansas.

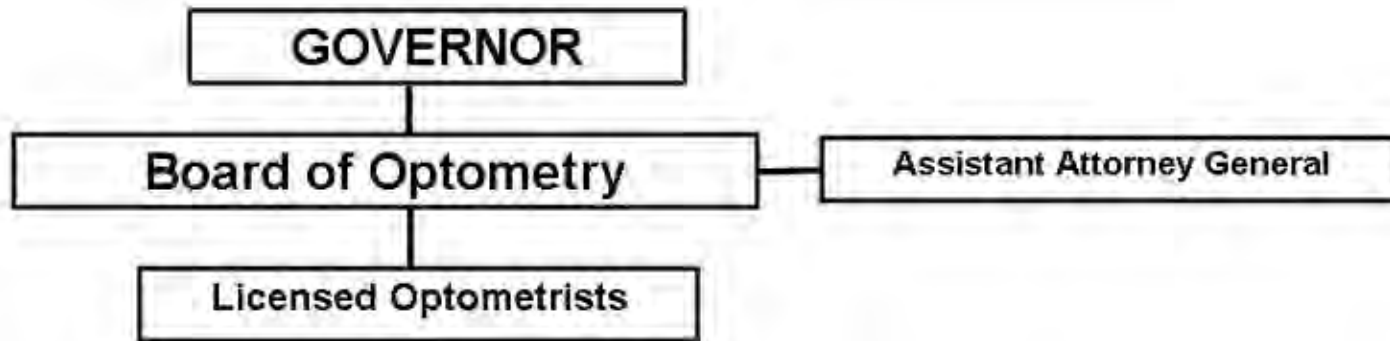
The Board of Optometry also issues a duplicate license to be displayed at each branch office at which an optometrist works. In addition to the branch office license, the Board issues Corporation Licenses and Drug Certificates each year.

The Board has seven members, consisting of five optometrists and two public members. The Governor appoints each for a term of five years. The Attorney General's office approves the legal officer for the Board.

In 1978, the courts said it was legal for professional persons to advertise their services. This has created problems for all Boards with regard to advertising that is false and misleading. The Board of Optometry has set guidelines for advertising that helps keep the public from being misled.

In 1997, the optometry law was changed to allow optometrist to prescribe oral medications and controlled substances. This new law also required the optometrists to receive more continuing education each year and pass a test to become an optometric physician. Only optometrists with the qualifications of an optometric physician can practice at the higher level. The requirements for license renewal as an optometric physician require at least (20) twenty hours of continuing education each year.

The Board of Optometry is required by statute to meet at least twice annually, but meetings are held at least every three months. Except for the meeting to administer the board examinations, the meetings are held in the Office of the Attorney General. Currently the Board licenses 448 optometrists.



### **Agency Commentary**

The Board of Optometry is requesting to continue its Base Level operating appropriation for the 2017-2019 Biennium. Funding is provided from license renewals and fees collected by the Board.

The Board of Optometry's staff use the exist appropriation and funding to provide the following:

1. Board Website: [www.aoptometry.org](http://www.aoptometry.org) <<http://www.aoptometry.org>>
2. Maintain the website with the following information.
  - List of all Doctors for insurance purposes
  - Time of next meeting
  - On-line correspondence course for license renewal
  - Rules and regulations
  - Laws
  - Minutes of past meetings

- A listing of the current Board members
3. Renew the license of 508 Doctors annually
  4. Receive any and all complaints against Doctors of Optometry
  5. Have an office open to the public 4 days a week and answer the phone 5 days a week

All Board administrative and operating services are provided by a two person staff: Executive Director and Secretary.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS STATE BOARD OF OPTOMETRY  
 FOR THE YEAR ENDED JUNE 30, 2015

Findings	Recommendations
None	None

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	1	1	2	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			2	100 %

## Cash Fund Balance Description as of June 30, 2016

Fund Account	Balance	Type	Location
3200000	\$309,633	Checking, MM, Savings	First Security, Searcy, Arkansas

Statutory/Other Restrictions on use:

ACA 17-90-303

Statutory Provisions for Fees, Fines, Penalties:

ACA 17-90-203, 204

Revenue Receipts Cycle:

License renewal from December to February each year.

Fund Balance Utilization:

Funds are collected in December and January each year. The agency budgets carefully for the full twelve months.

Fund Account  
PGP0000

Balance  
\$13,893

Type  
Payroll

Location  
State Treasury

Statutory/Other Restrictions on use:

ACA 17-90-303

Statutory Provisions for Fees, Fines, Penalties:

ACA 17-90-203, 204

Revenue Receipts Cycle:

Funds transferred from Operating Account - 3200000 as required to process payroll obligations.

Fund Balance Utilization:

Fund balance is carried forward to process payroll related expenses for the following year.

## 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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	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:** A27 - Optometry Operations

**Funding Sources:** 320 - Optometry Board-Cash

The State Board of Optometry is funded with fees charged by the Agency, as authorized by Arkansas Code §17-90-401.

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 Base Level request for Regular Salaries includes board member stipend payments.

Base Level for the Board is \$185,935 each year of the biennium and provides for two (2) positions and operating costs for the Board.

The Board is requesting Base Level for the 2017 - 2019 Biennium.

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

## Appropriation Summary

**Appropriation:** A27 - Optometry Operations  
**Funding Sources:** 320 - Optometry Board-Cash

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	91,196	79,246	73,810	79,246	79,246	79,246	79,246	79,246	79,246
<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	28,107	26,908	25,924	27,323	27,323	27,323	27,323	27,323	27,323
Operating Expenses	5020002	33,571	40,354	40,354	40,354	40,354	40,354	40,354	40,354	40,354
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	20,521	39,012	39,012	39,012	39,012	39,012	39,012	39,012	39,012
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>173,395</b>	<b>185,520</b>	<b>179,100</b>	<b>185,935</b>	<b>185,935</b>	<b>185,935</b>	<b>185,935</b>	<b>185,935</b>	<b>185,935</b>
<b>Funding Sources</b>										
Fund Balance	4000005	347,581	323,526		299,079	299,079	299,079	278,144	278,144	278,144
Cash Fund	4000045	149,340	161,073		165,000	165,000	165,000	165,000	165,000	165,000
<b>Total Funding</b>		<b>496,921</b>	<b>484,599</b>		<b>464,079</b>	<b>464,079</b>	<b>464,079</b>	<b>443,144</b>	<b>443,144</b>	<b>443,144</b>
Excess Appropriation/(Funding)		(323,526)	(299,079)		(278,144)	(278,144)	(278,144)	(257,209)	(257,209)	(257,209)
<b>Grand Total</b>		<b>173,395</b>	<b>185,520</b>		<b>185,935</b>	<b>185,935</b>	<b>185,935</b>	<b>185,935</b>	<b>185,935</b>	<b>185,935</b>

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium.



# ARKANSAS STATE BOARD OF PHARMACY

## **Enabling Laws**

Act 122 of 2016

A.C.A. §17-92-101 et seq. (The Pharmacy Practice Act)

A.C.A. §5-64-1005 - 1103 (Uniformed Controlled Substances Act)

A.C.A. §20-64-501 - 513 (Controlled Substances and Legend Drug)

## **History and Organization**

The Pharmacy Practice Act was passed in 1929 to regulate the practice of pharmacy in Arkansas. Arkansas Code Annotated §17-92-201 through §17-92-208 provides for the organization and composition of the Arkansas State Board of Pharmacy and its staff. The Board is composed of six pharmacist members, one consumer member, and one senior citizen member, for a total of eight members. The enforcement and administrative staff provide support necessary for the Agency to function properly.

The mission of the Arkansas State Board of Pharmacy is to promote, preserve, and protect the public health, safety, and welfare by and through the effective regulation of the many aspects of the drug delivery system. The Agency licenses and regulates not only pharmacists, pharmacy interns and pharmacy technicians, but also the distribution system where there is sale, delivery, or distribution of prescription drugs, medical gases, and durable medical equipment and legend devices.

To accomplish this mission, the Arkansas State Board of Pharmacy promulgates rules and regulations regarding: the practice of pharmacy; licenses, regulates and disciplines licensees; tests applicants and pharmacy practitioners; inspects facilities; and, distributes information regarding pharmacy law and regulation. Services provided by the Board include, but are not limited to: serving as an information source for pharmacists, businesses and the public; resolving complaints from the public against licensees; licensing and testing pharmacists; licensing interns; registering technicians; providing criminal background checks for individuals practicing pharmacy in Arkansas; licensing businesses engaged in the practice of pharmacy in Arkansas, including those who ship into Arkansas; providing reciprocity for pharmacists from other states; working with other agencies to improve the public health; publishing a quarterly newsletter; and maintaining a web site with information and support for practitioners and the public. The Arkansas State Board of Pharmacy licenses/registers 5,725 pharmacists, 687 pharmacy interns, 8,391 pharmacy technicians, 793 in-state pharmacies, 578 out-of-state pharmacies, 185 hospitals, 28 institutions, 6 specialty pharmacies, 125 charitable clinics, 37 distributors of List I chemicals, 1,523 wholesale distributors of legend drugs, and 722 suppliers of medical equipment, legend devices and medical gas.

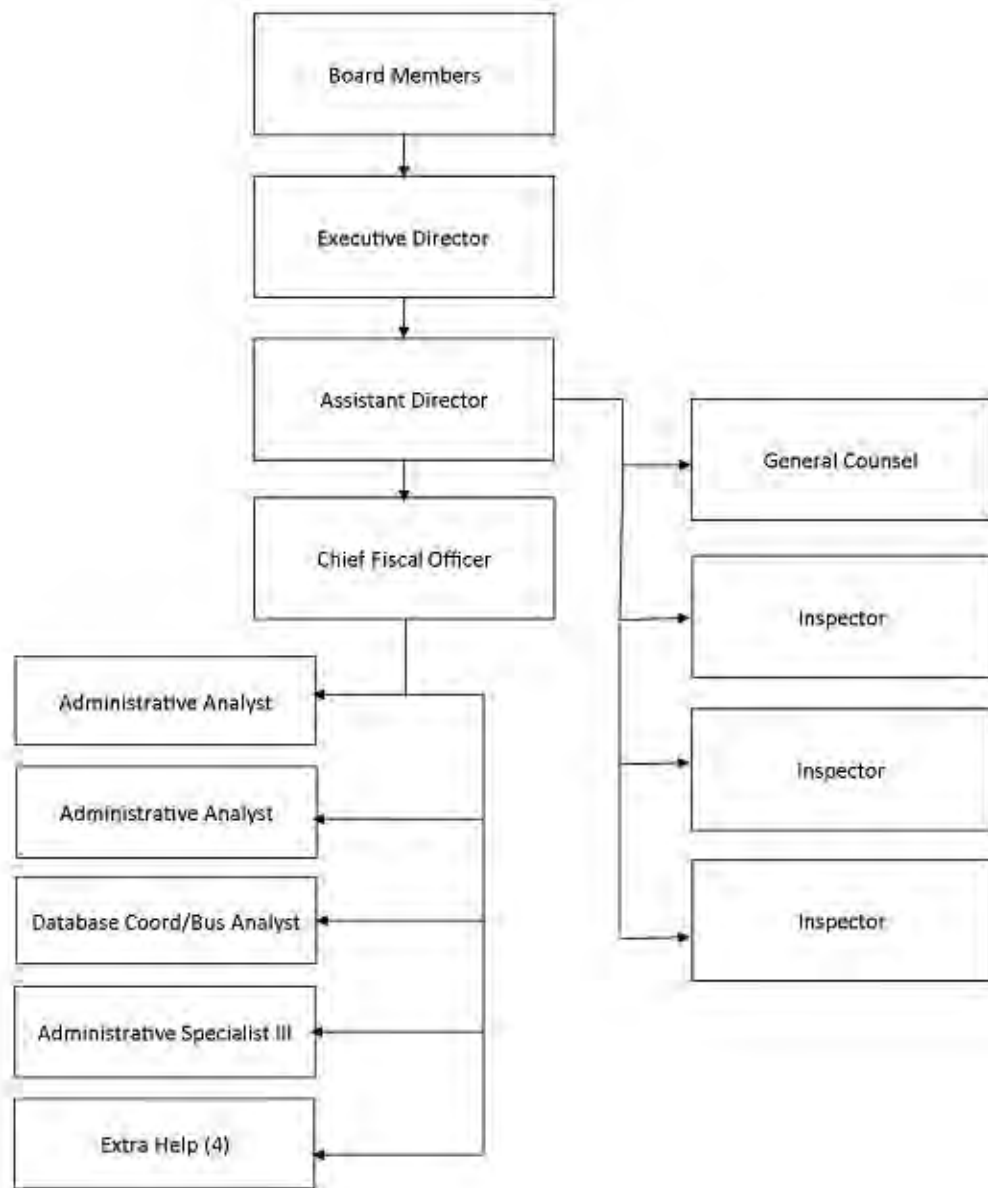
The Tripartite Committee on Continuing Education consists of the Executive Director of the Board of Pharmacy, the Executive Director of the Arkansas Pharmacists Association (APA), and the Dean of the College of Pharmacy at the University of Arkansas for Medical Sciences (UAMS.) The three members of the committee meet periodically to discuss the challenges that continuing education present. Since the Board of Pharmacy establishes the guidelines for continuing education for Arkansas pharmacists, it is necessary for the major continuing education providers (APA and UAMS) to be aware of the Board's requirements and any changes which may be considered. This ensures that the competencies of pharmacists are continually upgraded and the health and welfare of the public is protected.

During the 1997 legislative session, the Pharmacy Practice Act was amended (Arkansas Code Annotated §17-92-209) to allow pharmacists to administer medications and immunizations in certain situations. The change provided that a Medications Advisory Committee be created. This committee assists the Board in implementing the provisions of the legislation with regard to the administration of medications and recommends additional classifications of medications which may be administered by pharmacists.

Arkansas Code Annotated §17-92-702 created a five-member committee to organize and administer the Impaired Pharmacist Program. This program was established to provide assistance to pharmacists recovering from drug and/or alcohol problems. The committee works with the Board to evaluate pharmacists who request participation in the program; review and designate treatment facilities and services; receive and review information relating to the participation of pharmacists, interns and technicians in the program; assist the pharmacists' professional association in publicizing the program; and by preparing reports for the Board of Pharmacy.

The five-member Advisory Committee for Hospital Pharmacy was created by Arkansas Code Annotated §17-92-603 to assist the Board in the promulgation of rules, regulations and standards for hospital pharmacies. This committee advises the Board on matters related to the numbers and the scope of responsibilities for pharmacists, interns and technicians employed by hospitals to ensure the hospital pharmacy's safe, efficient and economical operation; and to recommend equipment and supplies necessary for the safe operation of the pharmacy.

The five-member Advisory Committee for Suppliers of Medical Equipment, Legend Devices and Medical Gas was created by Arkansas Annotated §17-92-909 to assist the Board in the promulgation of rules, regulations and standards for Suppliers of Medical Equipment, Legend Devices and Medical Gas. This committee reviews regulation changes before they are adopted by the Board and makes recommendations to the Board on the merit of all regulations dealing with medical equipment, legend devices and medical gases which are proposed by the Board, before they are adopted by the Board.



## **Agency Commentary**

The Arkansas State Board of Pharmacy is responsible for licensing and oversight of pharmacists, interns, pharmacy technicians, pharmacies, wholesale drug distributors, list 1 chemical wholesale distribution for methamphetamine precursor chemicals, durable medical equipment providers, hospital pharmacies and other related businesses engaged in the practice of pharmacy in Arkansas. The Board regulates 18,800 licensees and permits, including 5,725 pharmacists and 8,391 pharmacy technicians. The Board's regulatory oversight includes over 20 different permit types including businesses and individuals as well as endorsements for specific practice subtypes. Funding for the agency consists of licensure and permit fees as well as assessed monetary penalties. The agency is requesting appropriation totaling \$1,744,846 for FY18 and \$1,745,406 for FY19.

The Arkansas State Board of Pharmacy would request our base level appropriation so that we may continue the good work that we do each year in protecting the health and welfare in regard to the legal distribution of prescription drugs in Arkansas. In reviewing our Annual Report it is clear that our agency continues to work towards growing efficiencies in our operation while also serving the citizens of Arkansas through our work product, our oversight activities and our educational outreach to both medical professionals and the public. In 2016 already, the Board itself was recognized by the National Association of Boards of Pharmacy with the Fred T. Mahaffey Award as described below:

### **Fred T. Mahaffey Award**

This award was named after the late NABP Executive Director Emeritus Fred T. Mahaffey, who held the executive director position from 1962 to 1987. His leadership and contributions to NABP, state boards of pharmacy, and the protection of the public health were significant and established NABP as one of the leading pharmacy organizations. The award recognizes a board of pharmacy that has made substantial contributions to the regulation of the practice of pharmacy over the past year.

### **Fred T. Mahaffey Award: Arkansas State Board of Pharmacy**

For their contributions to the regulation of the practice of pharmacy and their efforts to combat prescription drug abuse, the members of the Arkansas State Board of Pharmacy received the 2016 Fred T. Mahaffey Award. The Board has partnered with several organizations, such as consumer groups and law enforcement agencies, to develop a multifaceted campaign to address prescription drug abuse in Arkansas. Such efforts include a public service announcement featuring the state governor urging the use of over 100 take-back receptacles around the state. Each year, the Board also sponsors the Arkansas Prescription Drug Abuse Summit, an event that provides the opportunity for health care professionals to gain continuing education (CE) during a day-long conference focused on the abuse of and addiction to prescription drugs. The summit is funded through government and noncommercial interests, resulting in free registration and accredited CE offerings. In 2015, the Board's partnerships with the Arkansas National Guard and several law enforcement agencies resulted in more than 37,000 pounds of drugs being removed from homes and destroyed responsibly to prevent abuse and misuse. In addition to this, our Executive Director was also recognized with the 2016 Cardinal GenerationRX award.

Additionally, the Arkansas State Board of Pharmacy continues to perform annual inspections of every retail pharmacy in the state on an annual basis and has recently expanded our sterile inspection process to gather better information to ensure safety measures when preparing sterile products for patients. The Arkansas State Board of Pharmacy is also unique in that our Jurisprudence Exam that is given to Pharmacists and Student Pharmacists continues to be a homegrown exam that is given without charge (vs. the \$250 fee for other states) to the approximate 180 pharmacy students that take it each year and the pharmacists that come to Arkansas from other states. While this process costs our office in both time and money it represents a significant service and savings to licensed Arkansas pharmacists annually.

Overall, the Arkansas State Board of Pharmacy continues to work towards our goals of making Arkansas safer in regard to Prescription Drug issues including not only legal drug distribution but also awareness of how to detect and prevent diversion of prescription drugs in pharmacies as well as how the public should appropriately monitor the medications they have, secure their prescription drugs and appropriately dispose of unused/unwanted medications so that they cannot harm others. Our base level appropriation helps to ensure that we can continue pursuing our mission through these endeavors while maintaining our licensure and inspection/investigation operations in a responsible manner without any anticipated need to increase licensure fees for the foreseeable future.

At this time, no increase is requested for the Pharmacy Student Loan appropriation.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF PHARMACY  
FOR THE YEAR ENDED JUNE 30, 2015

Findings	Recommendations
None	None

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	5	4	9	90 %
Black Employees	0	1	1	10 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			1	10 %
Total Employees			10	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				
Annual Report	17-92-206(B)	Y	N	25	This report is furnished to the Governor, board members, Colleges of Pharmacy, and other interested parties. It lists all of the licenses and permits issued. It is required by statute.	0	0.00
Directory of Pharmacies	17-92-206(B)	Y	N	25	This directory is furnished to the Governor, board members, Colleges of Pharmacy, and other interested parties. It lists all pharmacies, their addresses, and the pharmacist-in-charge of the facility.	0	0.00

## Department Appropriation Summary

### Historical Data

### Agency Request and Executive Recommendation

Appropriation	2015-2016		2016-2017		2016-2017		2017-2018						2018-2019					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
58P Pharmacy Student Loans	50,000	0	50,000	0	50,000	0	50,000	0	50,000	0	50,000	0	50,000	0	50,000	0	50,000	0
860 Pharmacy Board-Treasury	1,598,077	11	1,738,615	11	1,727,970	11	1,744,846	11	1,744,846	11	1,744,846	11	1,745,406	11	1,745,406	11	1,745,406	11
Total	1,648,077	11	1,788,615	11	1,777,970	11	1,794,846	11	1,794,846	11	1,794,846	11	1,795,406	11	1,795,406	11	1,795,406	11

Funding Sources		%		%		%		%		%		%		%		%
Fund Balance	4000005	2,514,847	55.4	2,890,100	62.6		2,825,485	62.1	2,825,485	62.1	2,825,485	62.1	2,754,639	61.5	2,754,639	61.5
Cash Fund	4000045	2,023,330	44.6	1,724,000	37.4		1,724,000	37.9	1,724,000	37.9	1,724,000	37.9	1,724,000	38.5	1,724,000	38.5
Transfers / Adjustments	4000683	0	0.0	0	0.0		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total Funds		4,538,177	100.0	4,614,100	100.0		4,549,485	100.0	4,549,485	100.0	4,549,485	100.0	4,478,639	100.0	4,478,639	100.0
Excess Appropriation/(Funding)		(2,890,100)		(2,825,485)			(2,754,639)		(2,754,639)		(2,754,639)		(2,683,233)		(2,683,233)	
Grand Total		1,648,077		1,788,615			1,794,846		1,794,846		1,794,846		1,795,406		1,795,406	

FY17 Budget amount in Pharmacy Board-Treasury (860) exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.

## 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	
10	9	1	10	0	10.00 %	11	10	0	10	1	9.09 %	11	10	1	11	0	9.09 %



## **Analysis of Budget Request**

**Appropriation:** 58P - Pharmacy Student Loans

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

The Board initially provided \$550,000 in FY10 from fund balances to the UAMS-School of Pharmacy for the purpose of providing student loans to pharmacy students. The appropriation was reduced to \$50,000 in FY11 and has remained at \$50,000 authorized level. Funding is transferred from Pharmacy Operations as needed to support this appropriation.

The Board is requesting Base Level appropriation of \$50,000 each year for the 2017-2019 Biennium.

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

# Appropriation Summary

**Appropriation:** 58P - Pharmacy Student Loans

**Funding Sources:** NPB - 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
Refunds/Investments/Transfers 5110020	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total</b>	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Funding Sources</b>									
Transfers / Adjustments 4000683	50,000	50,000		50,000	50,000	50,000	50,000	50,000	50,000
<b>Total Funding</b>	50,000	50,000		50,000	50,000	50,000	50,000	50,000	50,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
<b>Grand Total</b>	50,000	50,000		50,000	50,000	50,000	50,000	50,000	50,000

## **Analysis of Budget Request**

**Appropriation:** 860 - Pharmacy Board-Treasury

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

The State Board of Pharmacy is responsible for licensing pharmacists, interns, pharmacy technicians, pharmacies and businesses engaged in the practice of pharmacy in Arkansas. The Board is composed of six pharmacist members, one consumer member, and one senior citizen member, for a total of eight members. The State Board of Pharmacy is funded from penalties and fees charged by the Board.

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 Base Level request for Regular Salaries includes board member stipend payments.

This is the operations appropriation for the Pharmacy Board and Base Level supports eleven (11) full-time positions, four (4) Extra Help positions as well as maintenance and operation expenses totaling \$1,744,846 in FY18 and \$1,745,406 in FY19.

The Board is requesting Base Level for the 2017-2019 Biennium.

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

# Appropriation Summary

**Appropriation:** 860 - Pharmacy Board-Treasury

**Funding Sources:** NPB - 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	876,172	880,114	868,778	880,814	880,814	880,814	880,914	880,914	880,914
<b>#Positions</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
Extra Help 5010001	15,938	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
<b>#Extra Help</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Personal Services Matching 5010003	250,662	248,396	249,087	253,927	253,927	253,927	254,387	254,387	254,387
Operating Expenses 5020002	419,412	486,985	486,985	486,985	486,985	486,985	486,985	486,985	486,985
Conference & Travel Expenses 5050009	23,650	29,120	29,120	29,120	29,120	29,120	29,120	29,120	29,120
Professional Fees 5060010	5,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements 5110014	650	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Impaired Pharmacist Program 5900046	6,593	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total</b>	<b>1,598,077</b>	<b>1,738,615</b>	<b>1,727,970</b>	<b>1,744,846</b>	<b>1,744,846</b>	<b>1,744,846</b>	<b>1,745,406</b>	<b>1,745,406</b>	<b>1,745,406</b>
<b>Funding Sources</b>									
Fund Balance 4000005	2,514,847	2,890,100		2,825,485	2,825,485	2,825,485	2,754,639	2,754,639	2,754,639
Cash Fund 4000045	2,023,330	1,724,000		1,724,000	1,724,000	1,724,000	1,724,000	1,724,000	1,724,000
Transfers / Adjustments 4000683	(50,000)	(50,000)		(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Total Funding	4,488,177	4,564,100		4,499,485	4,499,485	4,499,485	4,428,639	4,428,639	4,428,639
Excess Appropriation/(Funding)	(2,890,100)	(2,825,485)		(2,754,639)	(2,754,639)	(2,754,639)	(2,683,233)	(2,683,233)	(2,683,233)
<b>Grand Total</b>	<b>1,598,077</b>	<b>1,738,615</b>		<b>1,744,846</b>	<b>1,744,846</b>	<b>1,744,846</b>	<b>1,745,406</b>	<b>1,745,406</b>	<b>1,745,406</b>

FY17 Budget amount in Regular Salaries exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.

# ARKANSAS BOARD OF PODIATRIC MEDICINE

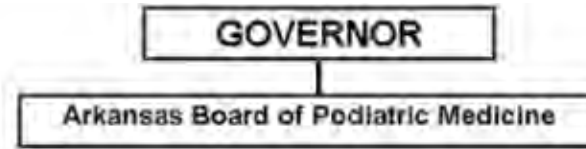
## Enabling Laws

Act 151 of 2016  
A.C.A. §17-96-101 et seq.

## History and Organization

Created by Act 610 of 1923, the Arkansas State Podiatry Examining Board regulates the practice of podiatry in the State. Act 966 of 1997 amended Arkansas Code §17-96-202 and changed the name to Arkansas Board of Podiatric Medicine. The Arkansas Board of Podiatric Medicine, authorized by A.C.A. §17-96-101 et seq., licenses and regulates the practice of podiatry in the State. The Board is composed of five Governor appointed members who serve three year terms.

The Board is funded from cash funds from license and examination fees, fines and penalties used for operating expenses. The Board has the power, after a hearing pursuant to the Administrative Procedures Act, to revoke the certificate and cancel the registration of any person who is found guilty of violating the rules and regulations of the Board.



## Agency Commentary

The Arkansas Board of Podiatric Medicine is responsible for issuing licenses, renewing existing licenses, and regulating the practice of podiatry in the State. Funding for this appropriation is from special revenues derived by the collection of application and license renewal fees.

The Arkansas Board of Podiatric Medicine is not seeking any changes to the Base Level. The Board believes it is currently operating on a minimal budget and expects to be able to maintain expenses for the next Biennial period.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS BOARD OF PODIATRIC MEDICINE  
FOR THE YEAR ENDED JUNE 30, 2014

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Findings	Recommendations
None	None

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

None

**Cash Fund Balance Description as of June 30, 2016**

Fund Account	Balance	Type	Location
3220000	\$189,604	Checking	Regions

Statutory/Other Restrictions on use:

A.C.A. §17-96-203, the Board may incur necessary expenses and employ assistants.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. §17-96-301 et seq., application, examination, and license renewal fees.

Revenue Receipts Cycle:

Fees are collected throughout the year.

Fund Balance Utilization:

Funds are used for board meetings and board business throughout the fiscal year.

Fund Account	Balance	Type	Location
PPM0000	\$3,346	Payroll	Treasury

Statutory/Other Restrictions on use:

A.C.A. §17-96-203, the Board may incur necessary expenses and employ assistants

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. §17-96-301 et seq., application, examination, and license renewal fees.

Revenue Receipts Cycle:

Fees are collected throughout the year.

Fund Balance Utilization:

Funds are used to pay stipends for board members for attending board meetings.

**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				
Rules and Regulations	A.C.A. §17-96-202	N	N	1	To keep the public and licensees up to date on any changes in rules/regulations governing the Board. (Copy sent to State Library)	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	
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %



## **Analysis of Budget Request**

**Appropriation:** A17 - Cash Operations

**Funding Sources:** 322 - Podiatry Medicine Board - Cash

The Arkansas Board of Podiatric Medicine regulates the practice of podiatry in the State. The Arkansas Board of Podiatric Medicine is a cash agency funded from examination fees and licensing fees charged pursuant to A.C.A. §17-96-301 et seq.

The Base Level request for Regular Salaries includes board member stipend payments.

The Base Level request is \$6,240 each year of the biennium.

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

## Appropriation Summary

**Appropriation:** A17 - Cash Operations  
**Funding Sources:** 322 - Podiatry Medicine Board - Cash

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	330	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
<b>#Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Personal Services Matching 5010003	25	138	138	138	138	138	138	138	138
Operating Expenses 5020002	2,230	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	250	250	250	250	250	250	250	250
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>2,585</b>	<b>6,240</b>	<b>6,240</b>	<b>6,240</b>	<b>6,240</b>	<b>6,240</b>	<b>6,240</b>	<b>6,240</b>	<b>6,240</b>
<b>Funding Sources</b>									
Fund Balance 4000005	188,080	192,950		196,148	196,148	196,148	199,346	199,346	199,346
Cash Fund 4000045	7,455	9,438		9,438	9,438	9,438	9,438	9,438	9,438
<b>Total Funding</b>	<b>195,535</b>	<b>202,388</b>		<b>205,586</b>	<b>205,586</b>	<b>205,586</b>	<b>208,784</b>	<b>208,784</b>	<b>208,784</b>
<b>Excess Appropriation/(Funding)</b>	<b>(192,950)</b>	<b>(196,148)</b>		<b>(199,346)</b>	<b>(199,346)</b>	<b>(199,346)</b>	<b>(202,544)</b>	<b>(202,544)</b>	<b>(202,544)</b>
<b>Grand Total</b>	<b>2,585</b>	<b>6,240</b>		<b>6,240</b>	<b>6,240</b>	<b>6,240</b>	<b>6,240</b>	<b>6,240</b>	<b>6,240</b>

# ARKANSAS RICE RESEARCH & PROMOTION BOARD

## Enabling Laws

Act 186 of 2016  
A.C.A. §2-20-505 et seq.

## History and Organization

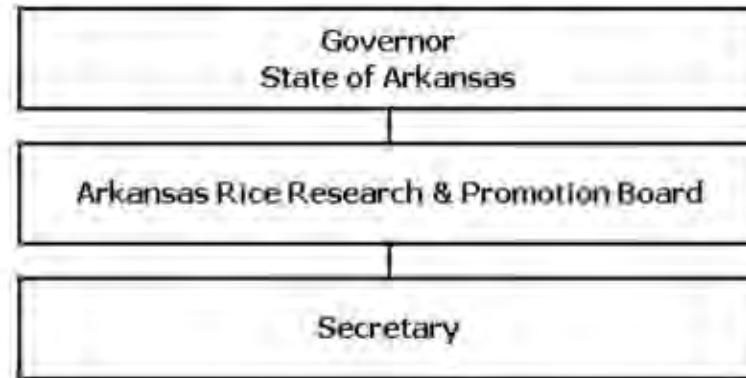
The Arkansas Rice Research and Promotion Board was established by Act 725 of the 1985 General Assembly to provide rice producers in Arkansas an organization through which they can work for the improvement of the rice industry. The legislation created a nine-member board appointed by the Governor from nominations submitted by certain rice-related organizations to administer the program. It is the responsibility of the Board to plan and conduct a program of research, extension, promotion and market development to foster the growth and development of the Arkansas rice industry.

The Arkansas rice industry has a long history of support for research and promotion programs. With the founding of the Rice Council in the late 1950's, Arkansas' rice producers voluntarily contributed a portion of the profits from each crop to promote rice domestically and abroad. In the late 1970's, farmers began voluntarily contributing to a fund specifically for research. In 1985, the programs were codified and combined into one state agency, the Arkansas Rice Research and Promotion Board, created by Act 725 of 1985. The Arkansas Rice Research and Promotion Board consists of 9 rice producers, nominated by industry organizations and appointed to two year terms by the Governor.

The initial legislation established a producer-paid assessment of two cents per bushel of all rice produced in Arkansas with an automatic escalation to three cents per bushel after a specified period of time. Subsequently, Act 344 of 1995 provided for a referendum of producers on the question of reducing the producer-paid assessment for research and extension program funding to a rate not more than 1.5 cents per bushel, instituting a buyer-paid assessment of 1.35 cents per bushel for promotion and market development funding, and to make both assessments nonrefundable. Producers overwhelmingly ratified the proposed changes in a referendum conducted by the Board in February of 1996. The changes became effective August 1, 1996. Prior to the referendum, the Board made a commitment to the producers to set the producer-paid assessment rate at 1.15 cents per bushel for a minimum of two years. Act 16 of 1999 provided for equal assessment of 1.35 cents per bushel for both the producer and the buyer portions of the program.

Rice research efforts across the United States received a very welcome boost in 1999 with the beginning of the European Tariff Rate Quota system. In late 1995, the United States and the European Union (EU) reached agreement on certain aspects of trade concessions to be provided by the EU to the US in response to trade barriers created by the accession of Austria, Finland and Sweden to the EU. The

concessions included the grant of tariff rate quotas (TRQs) permitting annual entry of quantities of U.S. milled and brown rice to enter the EU at a reduced duty. The Association for the Allocation of Rice Quotas (AARQ) was formed to hold auctions through which U.S. rice exporters could bid for portions of the quota to import rice into the EU at a reduced duty. The proceeds of the auctions were shared by exporters that were members of AARQ and 22% were paid to The Rice Foundation to be allocated as follows: 10% for administrative and other expenses and 90% were allocated for research. The research funds were shared among the rice states based upon production. Under the agreement, the funds could be sent directly to the state, or held by the Foundation to be directed by each state rice research organization.



## **Agency Commentary**

The Arkansas Rice Research and Promotion Board budget is funded entirely by special revenues collected from an assessment on all rice produced in Arkansas. The assessment rate is \$2.70 per bushel on all rice grown for market in Arkansas.

The Board is requesting Base Level, which includes \$6,980,696 each year of the biennium. A very limited amount of funds is allocated each year for administrative and board related expenses, while most of the request is in categories that will allow funding of programs directly related to the Research and Development objectives of the Board.

Annual collections vary with production, but average between \$4.5 million and \$6 million. The board conducts a research program through the University of Arkansas Division of Agriculture, reviewing projects annually. Research centers on variety development, pest control, fertilization, environmental concerns, and economics to name a few. The board also hears promotion and market development proposals each year, and has consistently selected the USA Rice Council as the entity to represent Arkansas rice in the domestic and global marketplace.

The Arkansas Rice Research and Promotion Board opted to have the funds held by the Foundation to be invested and only be directed by the Board. The EU TRQ program has allowed the Board to allocate over \$5 million for research, all conducted in Arkansas, including endowing the Rice Industry Chair for Variety Development and a gift that helped construct the new University of Arkansas Division of Agriculture Rice Research and Extension Center in Stuttgart. A small amount of funds is still received annually from the program, but due to decreasing duties over time, the program will run its course.

More recently, the U.S. entered into a free trade agreement with Colombia, which currently has an 80% duty on imported rice. A TRQ program, similar to the one described above, was created to administer the program by which importers could bid to export rice to Colombia duty free. Col-Rice was created to administer the program, and the board consists of both Colombian and US rice industry representatives. Duties will hold at 80% for the first seven years of the program, and then decline each year until the duty is 0% in 19 years, or 2031. The funds collected from the auctions are divided among the rice producing states to be used for research for the first 10 years of the program. After that, the funds can be used for research, promotion or market development, though the ARRPB has committed to spend the entire fund on research. The board has already allocated over \$4.5 million to the University of Arkansas for research projects, equipment purchases and for construction of a new Foundation Seed facility. While it is impossible to predict the exact value of the quota rents over the 19 year history of the program, a considerable sum has already been collected. The budget request reflects what has already been collected.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS RICE RESEARCH AND PROMOTION BOARD  
FOR THE YEAR ENDED JUNE 30, 2014

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Findings

Tariff-rate quota (TRQ) proceeds are the result of specific economic agreements, events, auctions, and processes relating to the export of rice to other countries, as authorized by the federal government. TRQ proceeds generated through exports to Colombia began in fiscal year 2013, and TRQ proceeds associated with exports to certain countries in the European Union originated in 1999. While the specific language of each agreement is slightly different, the TRQ proceeds are eventually distributed to the rice research board of each of the six rice producing states in the U.S. based upon each state's pro rata share of recent rice production.

The Arkansas Rice Research and Promotion Board did not directly receive its TRQ proceeds. Instead, the Board elected to have The Rice Foundation, a not-for-profit corporation in Arlington, Virginia, that is associated with USA Rice Federation, hold and invest its TRQ proceeds until needed for Board-approved research projects. A separate

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Recommendations

We recommend the Agency contact the Department of Finance and Administration for assistance with recording all transactions and balances in AASIS and complying with laws and regulations related to the budgeting, investing and disbursing state funds.

**Agency Response:**

The Arkansas Rice Research and Promotion Board is in contact with appropriate staff at the Department of Finance and Administration, including the service bureau, CAFR, and Office of Budget, to seek assistance with recording all transactions and balances in AASIS in order to comply with laws and regulations related to budgeting, investing and disbursement of TRQ funds.

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS RICE RESEARCH AND PROMOTION BOARD  
 FOR THE YEAR ENDED JUNE 30, 2014

Findings

account was established and controlled by The Rice Foundation at the Morgan Stanley investment firm, and our review of the account's activity indicates that disbursements were appropriately made only for Board-approved research projects.

This investment account, which consists of cash, money market funds, investments, and accrued interest receivable, appears to be an unappropriated "cash fund," as defined by Ark. Code Ann. § 19-4-801, and was not authorized to operate outside of the State Treasury. The Agency did not comply with Ark. Code Ann. §§ 19-4-802, -805, which require that cash funds be budgeted and proposed expenditures be approved by the General Assembly; transactions be recorded in the state's accounting system; and cash balances be invested in accordance with State Board of Finance policies. Also, support documentation detailing receipts, expenditures, and balances was inadequate. Since transactions were not recorded in AASIS, financial information produced by the accounting system, such as ending balances, revenues, and expenditures, was materially understated for many years. Adjustments have been made to the financial exhibits in this report to include the effect of TRQ activities and balances.

Recommendations

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

None

**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				
None	N/A	N	N	0	N/A	0	0.00

## Department Appropriation Summary

### Historical Data

### Agency Request and Executive Recommendation

Appropriation	2015-2016		2016-2017		2016-2017		2017-2018						2018-2019					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
998 Rice Research and Promotion	5,447,421	0	6,980,696	0	6,980,696	0	6,980,696	0	6,980,696	0	6,980,696	0	6,980,696	0	6,980,696	0	6,980,696	0
D33 Tariff Rate Quota Cash	613,177	0	15,000,000	0	0	0	0	0	15,000,000	0	15,000,000	0	0	0	15,000,000	0	15,000,000	0
Total	6,060,598	0	21,980,696	0	6,980,696	0	6,980,696	0	21,980,696	0	21,980,696	0	6,980,696	0	21,980,696	0	21,980,696	0

Funding Sources		%		%		%		%		%		%		%		%	
Fund Balance 4000005	11,306,032	46.1	18,487,228	62.8		7,437,228	40.5	7,437,228	40.5	7,437,228	40.5	11,387,228	51.0	339,302	3.0	339,302	3.0
Special Revenue 4000030	5,599,145	22.8	6,930,696	23.6		6,930,696	37.7	6,930,696	37.7	6,930,696	37.7	6,930,696	31.1	6,930,696	61.5	6,930,696	61.5
Cash Fund 4000045	7,642,649	31.1	4,000,000	13.6		4,000,000	21.8	4,000,000	21.8	4,000,000	21.8	4,000,000	17.9	4,000,000	35.5	4,000,000	35.5
Total Funds	24,547,826	100.0	29,417,924	100.0		18,367,924	100.0	18,367,924	100.0	18,367,924	100.0	22,317,924	100.0	11,269,998	100.0	11,269,998	100.0
Excess Appropriation/(Funding)	(18,487,228)		(7,437,228)			(11,387,228)		3,612,772		3,612,772		(15,337,228)		10,710,698		10,710,698	
Grand Total	6,060,598		21,980,696			6,980,696		21,980,696		21,980,696		6,980,696		21,980,696		21,980,696	

Variance in fund balances is due to unfunded appropriation in Tariff Rate Quota Cash (D33),

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



## **Analysis of Budget Request**

**Appropriation:** 998 - Rice Research and Promotion

**Funding Sources:** SRP - AR Rice Research and Promotion Fund

The Arkansas Rice Research and Promotion Board was established in 1985 to improve the profitability of growing rice in Arkansas by conducting a program of research, extension and market development.

The Board is funded entirely from special revenue which is collected from assessments on all rice produced in Arkansas. The assessments consist of \$1.35 per bushel of rice grown in Arkansas paid by the producer, and an assessment of \$1.35 per bushel paid by the first point of sale buyer. The funds raised by the producer assessment are reserved for the research program, and the buyer funds are reserved for promotion and market development activities.

The Board requests Base Level appropriation in the amount of \$6,980,696 each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 998 - Rice Research and Promotion

**Funding Sources:** SRP - AR Rice Research and Promotion Fund

### 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
Operating Expenses 5020002	4,057	14,200	14,200	14,200	14,200	14,200	14,200	14,200	14,200
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Research/Development 5900031	5,443,364	6,966,496	6,966,496	6,966,496	6,966,496	6,966,496	6,966,496	6,966,496	6,966,496
<b>Total</b>	<b>5,447,421</b>	<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>
<b>Funding Sources</b>									
Fund Balance 4000005	287,578	439,302		389,302	389,302	389,302	339,302	339,302	339,302
Special Revenue 4000030	5,599,145	6,930,696		6,930,696	6,930,696	6,930,696	6,930,696	6,930,696	6,930,696
<b>Total Funding</b>	<b>5,886,723</b>	<b>7,369,998</b>		<b>7,319,998</b>	<b>7,319,998</b>	<b>7,319,998</b>	<b>7,269,998</b>	<b>7,269,998</b>	<b>7,269,998</b>
<b>Excess Appropriation/(Funding)</b>	<b>(439,302)</b>	<b>(389,302)</b>		<b>(339,302)</b>	<b>(339,302)</b>	<b>(339,302)</b>	<b>(289,302)</b>	<b>(289,302)</b>	<b>(289,302)</b>
<b>Grand Total</b>	<b>5,447,421</b>	<b>6,980,696</b>		<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>	<b>6,980,696</b>

## **Analysis of Budget Request**

**Appropriation:** D33 - Tariff Rate Quota Cash

**Funding Sources:** 327 - Rice Board Cash

The Arkansas Rice Research and Promotion Board receives funds from two Tariff Rate Quota programs as part of two trade agreements between the United States and the EU and the United States and Columbia. The funds are designated to be used only for rice research efforts.

The Board requested appropriation for FY17 of \$15,000,000 in order to utilize the funds for rice research in Arkansas.

The Board is requesting continuation of \$15,000,000 in appropriation that was approved in the FY16 June PEER meeting for the FY2017 - FY2019 Biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** D33 - Tariff Rate Quota Cash

**Funding Sources:** 327 - Rice Board Cash

### 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
Research & Development	5900031	613,177	15,000,000	0	0	15,000,000	15,000,000	0	15,000,000	15,000,000
Total		613,177	15,000,000	0	0	15,000,000	15,000,000	0	15,000,000	15,000,000
<b>Funding Sources</b>										
Fund Balance	4000005	11,018,454	18,047,926		7,047,926	7,047,926	7,047,926	11,047,926	0	0
Cash Fund	4000045	7,642,649	4,000,000		4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Total Funding		18,661,103	22,047,926		11,047,926	11,047,926	11,047,926	15,047,926	4,000,000	4,000,000
Excess Appropriation/(Funding)		(18,047,926)	(7,047,926)		(11,047,926)	3,952,074	3,952,074	(15,047,926)	11,000,000	11,000,000
Grand Total		613,177	15,000,000		0	15,000,000	15,000,000	0	15,000,000	15,000,000

Budget exceeds Authorized Appropriation in Research & Development due to a transfer from the Cash Fund Holding Account. Expenditure of appropriation is contingent on available funding.

## Change Level by Appropriation

**Appropriation:** D33 - Tariff Rate Quota Cash  
**Funding Sources:** 327 - Rice Board Cash

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
C01	Existing Program	15,000,000	0	15,000,000	100.0	15,000,000	0	15,000,000	100.0

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
C01	Existing Program	15,000,000	0	15,000,000	100.0	15,000,000	0	15,000,000	100.0

### Justification

C01	It is a continuation of \$15,000,000 in appropriation that was approved in the FY16 June PEER meeting for the FY2017 - FY2019 Biennium.
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# SOCIAL WORK LICENSING BOARD

## Enabling Laws

Act 55 of 2016  
A.C.A. §17-103-201

## History and Organization

Act 791 of 1981 created the Social Work Licensing Board and dissolved the Board of Social Work Registration. All records and equipment were transferred from the Board of Social Work Registration to the Social Work Licensing Board. The Social Work Licensing Board, which became fully operational in 1982, is funded solely by the collection of fees.

Act 760 of 1987 made state employees with job classifications of Family Service Worker and Social Service Worker exempt from licensure. Act 40 of 1989 increased fees for the operation of the Social Work Licensing Board. Act 1317 of 1997 mandated state and national criminal background checks for all new applicants for social work licensure and all currently licensed social workers. Act 1481 of 2001 increased fees for the Social Work Licensing Board, Act 1274 of 2003 requires Licensed Certified Social Workers in the private/independent practice of social work to display their licenses, and Act 281 of 2005 extended the provisional license for social workers to one year. Act 297 of 2009 made state employees with job classification of Adult Protective Services Worker exempt from licensure. Act 1170 of 2015 updated the scope of licensure for social workers and changed the renewal period from six (6) months to three (3) months.

In February 2000, the Board's web site became operational as a means of communication to the public and to the 3,100 currently licensed social workers. The Board has nine members and one full-time employee.

The mission of the Social Work Licensing Board is to protect the public by setting standards of qualification, training and experience for those who seek to represent themselves to the public as social workers and by promoting high standards of professional performance for those engaged in the practice of social work.



**Agency Commentary**

The Social Work Licensing Board is responsible for issuing licenses and regulating the practice of social work. Funding for this appropriation is from special revenues derived by the collection of application and license renewal fees.

The Social Work Licensing Board is not seeking any changes to the Base Level. The Board believes it is currently operating on a minimal budget and expects to be able to maintain expenses for the next Biennial period even with the continual increase in the number of social workers licensed in the state. The Social Work Licensing Board has work diligently to stay within the given budget.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS SOCIAL WORK LICENSING BOARD  
 FOR THE YEAR ENDED JUNE 30, 2015

Findings

Recommendations

None

None

**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	1	0	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				
Annual Report	ACA 17-103-203(6)	N	N	4	Required by Law for Public Use	0	0.00
Board Meeting Minutes	ACA 25-1-204	N	N	4	Required by Regulations for Public Use	0	0.00
Financial Report	ACA 17-103-203(8)	N	N	4	Required by Law for Public Use.	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	
1	1	0	1	0	0.00 %	2	1	1	2	0	50.00 %	2	1	1	2	0	50.00 %

## **Analysis of Budget Request**

**Appropriation:** 2KZ - Social Work Licensing

**Funding Sources:** SSW - Social Work Licensing

The Social Work Licensing Board is responsible for administration of the Social Work Licensing Act (A.C.A. §17-103-201 et seq.), which requires individuals who practice social work or represent themselves to the public as social workers to be licensed. The operations of the Social Work Licensing Board are funded from special revenues derived by the collection of application and license renewal fees authorized by A.C.A. §17-103-205.

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 Base Level request for Regular Salaries includes board member stipend payments.

The Board is requesting a total of \$209,441 for each year of the 2017-2019 Biennium. This request includes reallocations in Operating Expenses line items, increasing appropriation in Board Member Expenses and Board Member Travel Other by a total of \$6,325, and reducing appropriation in Board Member Travel - Mileage Reimburse and Food Purchases by \$6,325. The request also includes a reallocation of \$10,000 in Professional Fees & Services line items, reducing the appropriation in Legal Fees and increasing the appropriation in Professional & Administrative Fees.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 2KZ - Social Work Licensing

**Funding Sources:** SSW - Social Work Licensing

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	55,505	80,967	80,506	81,567	81,567	81,567	81,567	81,567	81,567
<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>
Extra Help	5010001	2,629	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
<b>#Extra Help</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	22,159	27,677	24,170	28,224	28,224	28,224	28,224	28,224	28,224
Operating Expenses	5020002	34,429	50,150	50,150	50,150	50,150	50,150	50,150	50,150	50,150
Conference & Travel Expenses	5050009	3,513	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Professional Fees	5060010	1,309	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	0	500	500	500	500	500	500	500	500
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>119,544</b>	<b>208,294</b>	<b>204,326</b>	<b>209,441</b>	<b>209,441</b>	<b>209,441</b>	<b>209,441</b>	<b>209,441</b>	<b>209,441</b>

Funding Sources										
Fund Balance	4000005	604,124	636,208		572,914	572,914	572,914	508,473	508,473	508,473
Special Revenue	4000030	151,628	145,000		145,000	145,000	145,000	145,000	145,000	145,000
<b>Total Funding</b>		<b>755,752</b>	<b>781,208</b>		<b>717,914</b>	<b>717,914</b>	<b>717,914</b>	<b>653,473</b>	<b>653,473</b>	<b>653,473</b>
Excess Appropriation/(Funding)		(636,208)	(572,914)		(508,473)	(508,473)	(508,473)	(444,032)	(444,032)	(444,032)
<b>Grand Total</b>		<b>119,544</b>	<b>208,294</b>		<b>209,441</b>	<b>209,441</b>	<b>209,441</b>	<b>209,441</b>	<b>209,441</b>	<b>209,441</b>

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium.

## Change Level by Appropriation

**Appropriation:** 2KZ - Social Work Licensing  
**Funding Sources:** SSW - Social Work Licensing

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>209,441</b>	<b>2</b>	<b>209,441</b>	<b>100.0</b>	<b>209,441</b>	<b>2</b>	<b>209,441</b>	<b>100.0</b>
C04	Reallocation	0	0	209,441	100.0	0	0	209,441	100.0

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>209,441</b>	<b>2</b>	<b>209,441</b>	<b>100.0</b>	<b>209,441</b>	<b>2</b>	<b>209,441</b>	<b>100.0</b>
C04	Reallocation	0	0	209,441	100.0	0	0	209,441	100.0

### Justification

C04	The Board is requesting reallocations in Operating Expenses line items, increasing appropriation in Board Member Expenses and Board Member Travel Other by a total of \$6,325, and reducing appropriation in Board Member Travel - Mileage Reimburse and Food Purchases by \$6,325. The request also includes a reallocation of \$10,000 in Professional Fees & Services line items, reducing the appropriation in Legal Fees and increasing the appropriation in Professional & Administrative Fees.
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# AR STATE BOARD OF PROFESSIONAL SOIL CLASSIFIERS

## Enabling Laws

Act 147 of 2016  
Act 460 of 1975 as amended  
A.C.A. § 17-47-201

## History and Organization

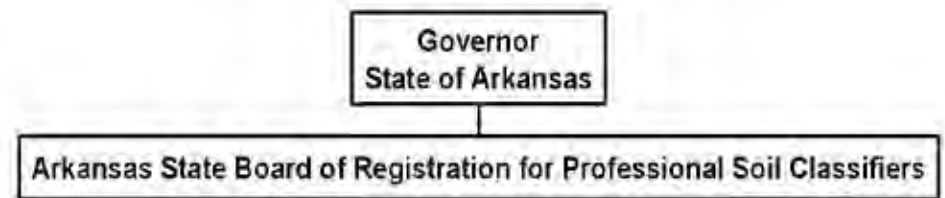
Act 460 of 1975 created the Arkansas State Board of Registration for Professional Soil Classifiers. It authorized a five-member board that is made up of three registered professional soil classifiers, one member who is a member of a conservation district board, and one member who represents the public at large.

**Mission:** To register professional soil classifiers and soil classifiers in training and to regulate the profession of soil classification.

**Statutory Responsibility:** To provide for examination for registration for soil classifiers and to provide for penalties and punishment for violations of Act 460.

**Primary Activities:** (1) establish rules and regulations, by-laws and a code of ethics. (2) administer examinations, (3) examine credentials of applicants, (4) enforce provisions of Act 460 and restrain violations of the act, (5) keep records of proceedings, (6) collect registration and other fees, (7) report annually to the governor regarding activities of the board, (8) carry out other activities normal to such boards.

**Oversight and/or Advisory Affiliation:** None



## **Agency Commentary**

The State Board of Registration for Professional Soil Classifiers is responsible for assuring those individuals who are registered professional soil classifiers are qualified to perform soil classification work in the State of Arkansas.

The Board is made up of five members and meets from two to several times annually for the purpose of reviewing applications, examining credentials of applicants, administering examinations, hearing complaints, and carrying out other activities normal to such boards.

The Board is requesting Base Level appropriation for the 2017-2019 Biennium.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF REGISTRATION FOR PROFESSIONAL SOIL CLASSIFIERS  
FOR THE YEAR ENDED JUNE 30, 2014

Findings	Recommendations
None	None

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

None

## **Cash Fund Balance Description as of June 30, 2016**

Fund Account	Balance	Type	Location
3330000	\$11,151	Checking/CD	First Western Bank, Booneville

Statutory/Other Restrictions on use:

A.C.A. 17-47-203 Keep record of, and report to the Governor transactions of previous year.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-47-203 Establish account in one or more banks in State to use for deposit and expenditures.

Revenue Receipts Cycle:

Fees are collected throughout the year.

Fund Balance Utilization:

Funds are used for board expenses throughout the fiscal year.

## 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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** A13 - Cash Operations

**Funding Sources:** 333 - Soil Classifiers Cash

The Arkansas State Board of Registration for Professional Soil Classifiers was created by Act 460 of 1975. The primary duty of the Board is to regulate the profession of soil classifying through registration and examination of Professional Soil Classifiers and Soil Classifiers-in-Training. The Board is a cash agency funded from application, registration, and renewal fees charged pursuant to Arkansas Code Annotated §17-47-307.

The Board request is for Base Level of \$1,296 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:** A13 - Cash Operations  
**Funding Sources:** 333 - Soil Classifiers Cash

### 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
Operating Expenses 5020002	534	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
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>534</b>	<b>1,296</b>	<b>1,296</b>	<b>1,296</b>	<b>1,296</b>	<b>1,296</b>	<b>1,296</b>	<b>1,296</b>	<b>1,296</b>
<b>Funding Sources</b>									
Fund Balance 4000005	10,776	11,151		10,615	10,615	10,615	10,079	10,079	10,079
Cash Fund 4000045	909	760		760	760	760	760	760	760
<b>Total Funding</b>	<b>11,685</b>	<b>11,911</b>		<b>11,375</b>	<b>11,375</b>	<b>11,375</b>	<b>10,839</b>	<b>10,839</b>	<b>10,839</b>
<b>Excess Appropriation/(Funding)</b>	<b>(11,151)</b>	<b>(10,615)</b>		<b>(10,079)</b>	<b>(10,079)</b>	<b>(10,079)</b>	<b>(9,543)</b>	<b>(9,543)</b>	<b>(9,543)</b>
<b>Grand Total</b>	<b>534</b>	<b>1,296</b>		<b>1,296</b>	<b>1,296</b>	<b>1,296</b>	<b>1,296</b>	<b>1,296</b>	<b>1,296</b>

# ARKANSAS SOYBEAN PROMOTION BOARD

## Enabling Laws

Act 187 of 2016  
A.C.A. §2-20-404 et seq.

## History and Organization

The Arkansas Soybean Promotion Board was established by Act 259 of the 1971 General Assembly to provide soybean producers in Arkansas an organization through which they can work for the improvement of the soybean industry. That legislation created a nine-member board appointed by the Governor from nominations submitted by certain soybean-related organizations to administer the program. It is the responsibility of the Board to plan and conduct a program of research, promotion and market development to foster the growth and development of the Arkansas soybean industry.

Initial legislation established an assessment rate of ¼ cent per bushel on all soybeans produced in Arkansas with an automatic escalation to ½ cent per bushel after a specified period of time. Subsequently, Act 355 of 1979 increased the assessment to one cent per bushel and Act 102 of 1989 increased the assessment rate to two cents per bushel.

Federal legislation enacted in 1990 established a national, coordinated program that preempted the State program. Approved by U.S. producers in a referendum, the National Soybean Check Off Program replaced the Arkansas assessment with a standard assessment of one-half of one percent of the net market value of all soybeans sold. One-half of all collections on soybeans produced in Arkansas are remitted to the National United Soybean Board to fund programs that are national and international in scope. The remaining one-half of the collections remain in Arkansas to be administered by the Arkansas Soybean Promotion Board and are used to fund soybean-related research, extension, promotion and market development activities. As provided for in the national legislation in October 1995, all refund provisions for the assessment were discontinued.



### **Agency Commentary**

The Arkansas Soybean Promotion Board budget is funded entirely by special revenues collected from an assessment on all soybeans produced in Arkansas. The assessment rate is one-half of one percent of the net market value for soybeans sold. Because the price of soybeans has increased dramatically in recent years, the agency's revenues have also increased accordingly. A very limited amount of funds is allocated each year for administrative and board related expenses, while most of the request is in categories that will allow funding of programs directly related to the objectives of the Board.

The Board is requesting Base Level appropriation of \$8,300,000 each year of the 2017-2019 Biennium.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS SOYBEAN PROMOTION BOARD  
FOR THE YEAR ENDED JUNE 30, 2015

Findings

Recommendations

None

None

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

None

## 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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016					FY2016 - 2017						
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 026 - Arkansas Soybean Board

**Funding Sources:** SBB - Arkansas Soybean Promotion Board

The purpose of the Arkansas Soybean Promotion Board is to support the growth and development of the soybean industry in Arkansas. This appropriation is primarily used to fund a program of research through the University of Arkansas Agricultural Experiment Station, although a small portion is used for administration and for other programs designed to enhance the Arkansas soybean industry.

Funding for the Board is derived entirely from special revenue collected from an assessment of one-half of one percent of the net market value of soybeans sold in Arkansas.

The Board is requesting Base Level appropriation of \$8,300,000 each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 026 - Arkansas Soybean Board

**Funding Sources:** SBB - Arkansas Soybean Promotion Board

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	17,014	60,500	60,500	60,500	60,500	60,500	60,500	60,500	60,500
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Research/Development	5900031	6,699,004	8,237,500	11,832,566	8,237,500	8,237,500	8,237,500	8,237,500	8,237,500	8,237,500
<b>Total</b>		<b>6,716,018</b>	<b>8,300,000</b>	<b>11,895,066</b>	<b>8,300,000</b>	<b>8,300,000</b>	<b>8,300,000</b>	<b>8,300,000</b>	<b>8,300,000</b>	<b>8,300,000</b>
<b>Funding Sources</b>										
Fund Balance	4000005	2,644,598	3,025,982		2,225,982	2,225,982	2,225,982	2,925,982	2,925,982	2,925,982
Special Revenue	4000030	7,097,402	7,500,000		9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
<b>Total Funding</b>		<b>9,742,000</b>	<b>10,525,982</b>		<b>11,225,982</b>	<b>11,225,982</b>	<b>11,225,982</b>	<b>11,925,982</b>	<b>11,925,982</b>	<b>11,925,982</b>
Excess Appropriation/(Funding)		(3,025,982)	(2,225,982)		(2,925,982)	(2,925,982)	(2,925,982)	(3,625,982)	(3,625,982)	(3,625,982)
<b>Grand Total</b>		<b>6,716,018</b>	<b>8,300,000</b>		<b>8,300,000</b>	<b>8,300,000</b>	<b>8,300,000</b>	<b>8,300,000</b>	<b>8,300,000</b>	<b>8,300,000</b>

# SPEECH-LANGUAGE PATHOLOGY & AUDIOLOGY

## Enabling Laws

Act 132 of 2016  
A.C.A. §17-100-101 et seq.

## History and Organization

The Arkansas Board of Examiners in Speech-Language Pathology and Audiology (ABESPA) was formed in 1975 through enabling legislation, Act 277. Act 121 revised parts of the original legislation in 1993. In 1995 Act 826 was passed allowing use of speech-language pathology assistants. In 2013, Act 219 made amendments to various sections of the law involving Speech-Language Pathology and Audiology: §17-100-101 *et seq*; sections §17-100-201 *et seq*; and sections §17-100-301 *et seq*; Rules and Regulations were last revised effective September 26, 2015.

The Board is composed of eight (8) members. These include five (5) professionals in Speech Pathology and Audiology (at least 2 from each field), a consumer representative, a public representative, and a senior citizen. The members are appointed by the Governor for three (3) year terms. A member may serve two (2) full consecutive terms.

The mission of this Board is to help assure the availability of the highest possible quality speech-language pathology and audiology services to the communicatively handicapped people of this State by strict licensing requirements and mandatory continuing professional education and to protect the public from being misled by incompetent, unscrupulous, and unauthorized persons and from unprofessional conduct on the part of qualified speech-language pathologists and audiologists.

ABESPA examines the credentials and qualifications of Speech Pathologists, Speech Pathology Assistants, and Audiologists who wish to provide services to the citizens of Arkansas. A license or registration is issued to those individuals who meet the qualifications. After licensure, each professional is required to meet mandatory continuing education requirements, which are monitored by the Board. ABESPA also acts on behalf of consumers by investigating complaints, conducting hearings, and taking disciplinary action, when warranted, to ensure that quality Speech-Language Pathology and Audiology services are delivered.



### **Agency Commentary**

The goal of the Arkansas Board of Examiners Speech-Language Pathology and Audiology (ABESPA) is to create a safeguard for the public health and welfare of the citizens of Arkansas by granting and maintaining licenses for Speech-Language Pathologists, Speech-Language Pathology Assistants and Audiologists. The operation of the Board, which includes one full-time employee and one part time extra help position, are funded from the receipts of application, license renewal and other miscellaneous fees.

The Arkansas Board of Examiners Speech-Language Pathology and Audiology is requesting an increase in the Base Level for the 2017-2019 Biennium in Operating Expenses for a new desk and credenza, and appropriation for a new database and updated website. The current office furniture is over 10 years old and needs to be replaced. The current database is an old Apple product that is phasing out and does not have local support to help maintain it. The website was created over 10 years ago and is not user friendly. The updated website would allow ABESPA some control over making minor changes.

### **Audit Findings**



DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS BOARD OF EXAMINERS IN SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY  
 FOR THE YEAR ENDED JUNE 30, 2013

Findings	Recommendations
None	None

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

None

**Employment Summary**

	Male	Female	Total	%
White Employees	0	0	0	0 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	1	1	100 %
Total Minorities			1	100 %
Total Employees			1	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				
Consumer Information Brochure	ABESPA Rules & Regulations Section 1.8	N	N	300	Provided to all licensees for use in offices and clinics.	0	0.00
Licensure Directory	ABESPA Rules & Regulations Section 1.8	N	N	2,100	Required by rules and regulations for use by licensees and others	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	
1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 97J - Treasury Cash

**Funding Sources:** NSA - Speech-Language Pathology and Audiology - Cash in Treasury

The Arkansas Board of Examiners in Speech-Language Pathology and Audiology was created by A.C.A. §17-100-201, to safeguard the public health, safety, and welfare by providing regulatory authority over persons offering Speech-Language Pathology and Audiology services to the citizens of Arkansas. The Board is a cash agency funded from application, examination and license renewal fees charged pursuant to A.C.A. § 17-100-206. In April 2012, the Board moved all cash funds from various banks to the State Treasury.

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 Base Level request is for appropriation of \$127,080 each year of the 2017-2019 Biennium.

The Agency's Change Level request is for appropriation of \$58,000 each year and includes the following:

- Operating Expenses increases of \$3,000 each year for new office furniture.
- A new appropriation with \$55,000 in appropriation each year for a new licensing database and updated website.

The Technology related requests are documented in the Agency's Information Technology (IT) Plan (page 11).

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

## Appropriation Summary

**Appropriation:** 97J - Treasury Cash

**Funding Sources:** NSA - Speech-Language Pathology and Audiology - Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	85,235	42,385	53,096	42,385	42,385	42,385	42,385	42,385	42,385
<b>#Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Extra Help	5010001	1,050	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
<b>#Extra Help</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	20,972	14,887	17,434	15,129	15,129	15,129	15,129	15,129	15,129
Operating Expenses	5020002	41,965	47,516	47,516	47,516	50,516	50,516	47,516	50,516	50,516
Conference & Travel Expenses	5050009	0	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250
Professional Fees	5060010	175	12,800	12,800	12,800	12,800	12,800	12,800	12,800	12,800
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Licensing Database	5900046	0	0	0	0	55,000	55,000	0	55,000	55,000
<b>Total</b>		<b>149,397</b>	<b>126,838</b>	<b>140,096</b>	<b>127,080</b>	<b>185,080</b>	<b>185,080</b>	<b>127,080</b>	<b>185,080</b>	<b>185,080</b>

Funding Sources										
Fund Balance	4000005	1,208,523	1,362,601		1,510,763	1,510,763	1,510,763	1,658,683	1,600,683	1,600,683
Special Revenue	4000030	303,475	275,000		275,000	275,000	275,000	275,000	275,000	275,000
<b>Total Funding</b>		<b>1,511,998</b>	<b>1,637,601</b>		<b>1,785,763</b>	<b>1,785,763</b>	<b>1,785,763</b>	<b>1,933,683</b>	<b>1,875,683</b>	<b>1,875,683</b>
Excess Appropriation/(Funding)		(1,362,601)	(1,510,763)		(1,658,683)	(1,600,683)	(1,600,683)	(1,806,603)	(1,690,603)	(1,690,603)
<b>Grand Total</b>		<b>149,397</b>	<b>126,838</b>		<b>127,080</b>	<b>185,080</b>	<b>185,080</b>	<b>127,080</b>	<b>185,080</b>	<b>185,080</b>

FY16 Actual amounts in Regular Salaries and Personal Services Matching exceed the FY17 Budget amount due to a leave payout for a retiring employee.

## Change Level by Appropriation

**Appropriation:** 97J - Treasury Cash

**Funding Sources:** NSA - Speech-Language Pathology and Audiology - Cash in Treasury

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>127,080</b>	<b>1</b>	<b>127,080</b>	<b>100.0</b>	<b>127,080</b>	<b>1</b>	<b>127,080</b>	<b>100.0</b>
C01	Existing Program	3,000	0	130,080	102.4	3,000	0	130,080	102.4
C08	Technology	55,000	0	185,080	145.6	55,000	0	185,080	145.6

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>127,080</b>	<b>1</b>	<b>127,080</b>	<b>100.0</b>	<b>127,080</b>	<b>1</b>	<b>127,080</b>	<b>100.0</b>
C01	Existing Program	3,000	0	130,080	102.4	3,000	0	130,080	102.4
C08	Technology	55,000	0	185,080	145.6	55,000	0	185,080	145.6

### Justification

C01	The Agency is requesting an increase in Operating Expenses for new office furniture. The current office furniture is over 10 years old and needs to be replaced.
C08	The Agency is requesting appropriation for a new licensing database and updated website. The current database is an old Apple product that is phasing out and does not have local support to help maintain it. The website was created over 10 years ago and is not user friendly. The updated website would allow ABESPA some control over making minor changes.

# AR TOWING AND RECOVERY BOARD

## Enabling Laws

Act 205 of 2016  
A.C.A. §27-50-1203 et seq.

## History and Organization

Arkansas faced losing its Federal highway funds as a result of unfavorable findings by the Commercial Motor Vehicle Safety Regulatory Review Panel created by Congress in 1984. Thereafter, the 77<sup>th</sup> General Assembly enacted legislation creating the Arkansas Towing and Recovery Board (ATRB) [§27-50-1203(a)(1)], delegating to the Board authority to regulate Arkansas' towing industry [§27-50-1203(c)(1)]. Appropriation legislation was not enacted until 1993; therefore, implementation did not begin to be accomplished until late 1994.

The Arkansas Towing and Recovery Board promulgates and administers rules and regulations for the towing industry, establishing reasonable licensing, insurance, and safety equipment requirements for businesses providing non-consent towing and related services [§27-50-1203(c)(1)(A)] and establishing reasonable safety equipment requirements for any business providing consent towing or using tow vehicles in any commercial purposes [§27-50-1203(c)(1)(B)].

The Towing and Recovery Board worked diligently in striving to bring more non-consent towing businesses as well as consent only businesses in compliance during FY99 and FY00. The Board issued 1,899 non-consent licenses and 2,934 tow vehicle safety permits. In FY01 and FY02 the Board issued approximately 1,136 non-consent licenses and 3,233 tow vehicle safety permits. In FY03 and FY04 the Board issued approximately 1,075 non-consent licenses and 3,489 tow vehicle safety permits. It is the Board's continued goal to have all tow vehicles operating on Arkansas public roadways in compliance.

FY2001 and FY2002 saw a significant increase in city, county and state law enforcement agencies developing and implementing non-consent rotation policies. The Board staff began working with these law enforcement agencies in a cooperative effort to increase compliance. In FY2001 and FY2002 the Board issued 1,136 non-consent business licenses and 3,233 tow vehicle safety permits.

The Board was in transition during FY2003 and FY2004. The Board moved to a new office location in Searcy, Arkansas, a website was created and the staff continued to work with law enforcement across the state. The Board issued 1,075 non-consent business licenses and 3,489 tow vehicle safety permits.

Adding the investigator allowed the Board to become more aggressive, by holding disciplinary hearings on a regular basis as an attempt to curb excessive pricing for services within the tow industry. The Board also updated the Rules and Regulations reflecting new regulatory authority passed during the 2005 Legislative Session.

The Board continued attempts to curb excessive pricing complaints through disciplinary hearings and fines assessed against tow companies for the most aggrieved offenses during FY2007 and FY2008. The business license fees increased to \$100.00 annually and the tow safety permit increased to \$36.00 annually in FY2008. Both consent only and non-consent tow companies were required to obtain a business license and both licensing categories were required to provide proof of insurance. The Board began working with the Department of Finance & Administration, Revenue Division in January 2008 requiring the issuance of a tow safety permit from the Board before a license plate for a tow vehicle would be issued.

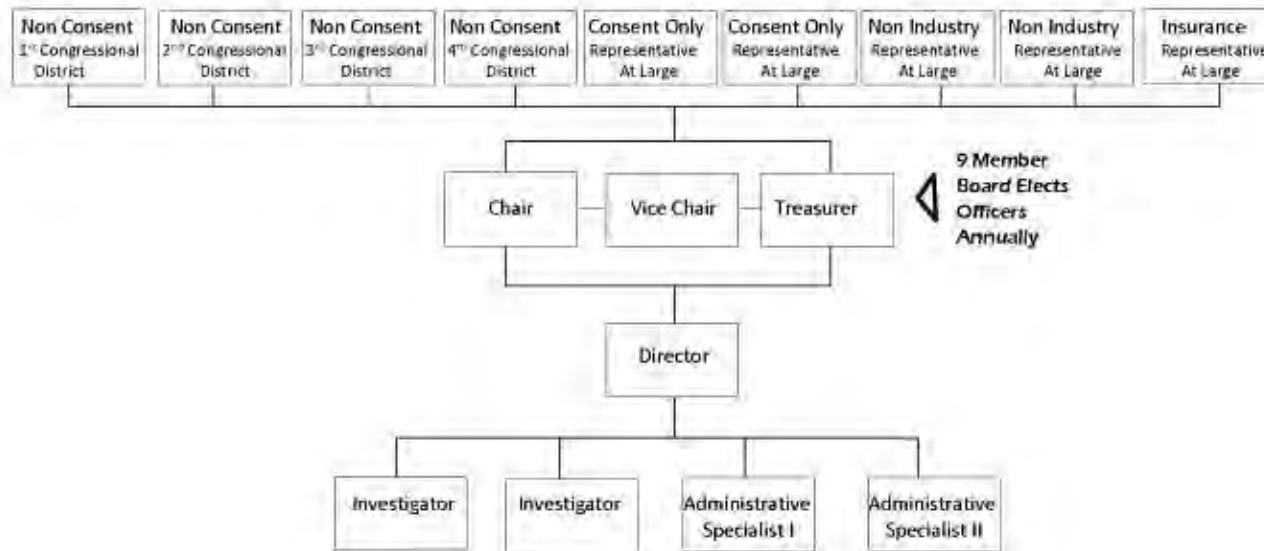
In FY 2009 the Board raised its fee for a Tow Safety Permit to \$48.00 to offset increased overhead costs.

The Board updated the Rules and Regulations in FY2011 and FY2012 to reflect new legislation and to better address several key definitions. There was a significant loss of revenue in FY 2011 when tow companies who hauled only vehicles they owned were exempted. (Primarily used car dealers and auction companies) In FY2012 an 'Extra Help' person was hired to facilitate faster issuance of license and permit applications and aid the investigator with clerical duties. The Board continued to manage consumer complaints through its investigative efforts and disciplinary hearings.

A new database installed in FY2013 and FY2014 increased the licensing and permitting efficiency and aided in better tracking tow companies in Arkansas. In response to an increased number of consumer complaints a second investigator was added to the staff. The Board updated the Rules and Regulations in early FY2015 to reflect new legislation regulating vehicle immobilization services. License fees increased to \$150.00 annually and Tow Vehicle Safety Permits were increased to \$72.00 annually.

There were a large number of changes in FY 2015 and FY 2016. With two (2) investigators, disciplinary hearings increased sharply and along with the use of a Consent Agreement tow companies were held accountable for excessive pricing. New legislation enacted in 2015 allowed the Board to require financial restitution to the complainant or party harmed by overcharging. Rules and regulations were reviewed. A new director was hired and the office was relocated to North Little Rock, Arkansas. In FY2016 there were 827 business licenses issued (176 consent only and 653 non-consent) and 1,827 tow safety permits were issued.

The Arkansas Towing and Recovery Board is a nine (9) member board appointed by the Governor for a three (3) year term. The board consists of four (4) non-consent tow representatives, [one (1) appointed from each Congressional District]; two(2) consent only tow representatives; two (2) non industry representatives and one (1) representative from the insurance industry. The Board has five (5) staff positions: A director, an Administrative Specialist I, an Administrative Specialist II and two (2) Investigators.



## Agency Commentary

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 remained steady with increased cooperation of law enforcement agencies in helping keep members of the towing industry in compliance. The Board will have to reorder year tabs for its safety permit renewals.

With the statewide accounting system (AASIS), the Board continues the need for an appropriation to upgrade its current program basis as well as acquire new programs to assist in computerizing the current manual processes in the office.

The current reserves and the projected revenues generated from the license and permit fees, late filing fees, the penalties from administrative hearings and additional funding from citations issued by the courts for operating in violation of A.C.A. §27-50-1201 et seq. are believed to be sufficient to cover the Towing and Recovery Board's budget requests.

The Board requests an increase in Operating Expenses of \$26,004 for FY18 and \$13,504 in FY19 to reflect an increase in rent of facilities and



mileage each year of the biennium. The request also reflects one time expenditures to purchase a power point projector, purchase office furniture, website, and to purchase permit safety stickers in FY18.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS TOWING AND RECOVERY BOARD  
 FOR THE YEAR ENDED JUNE 30, 2015

Findings	Recommendations
None	None

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

None

**Employment Summary**

	Male	Female	Total	%
White Employees	4	1	5	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			5	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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016					FY2016 - 2017						
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
5	5	0	5	0	0.00 %	5	5	0	5	0	0.00 %	5	5	0	5	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** U37 - Towing and Recovery Operations

**Funding Sources:** NTT - Towing & Recovery - Treasury

The Towing & Recovery Board was 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 late filing fees, and investigates allegations of violations. The Base Level request for Regular Salaries includes board member stipend payments.

Funding is derived from fees levied on towing businesses.

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 Base Level request for Regular Salaries includes board member stipend payments.

The Board requests a Change Level increase in Operating Expenses of \$26,004 for FY18 and \$13,504 for FY19 for the following:

- \$9,500 in FY18 only for one time expenses for the purchases of a power point projector, office furniture, and permit safety stickers.
- \$3,000 in FY18 only for updating the Board's website.
- \$10,000 each year of the biennium for mileage.
- \$3,504 each year of the biennium to reflect an increase in rent of facilities.

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

## Appropriation Summary

**Appropriation:** U37 - Towing and Recovery Operations

**Funding Sources:** NTT - Towing & Recovery - Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	140,186	159,929	140,840	159,929	159,929	159,929	159,929	159,929	159,929
<b>#Positions</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Personal Services Matching	5010003	56,091	64,288	55,886	65,101	65,101	65,101	65,101	65,101	65,101
Operating Expenses	5020002	61,047	47,124	47,124	47,124	73,128	73,128	47,124	60,628	60,628
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200
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>257,324</b>	<b>278,541</b>	<b>251,050</b>	<b>279,354</b>	<b>305,358</b>	<b>305,358</b>	<b>279,354</b>	<b>292,858</b>	<b>292,858</b>
<b>Funding Sources</b>										
Fund Balance	4000005	310,000	329,171		353,830	353,830	353,830	377,676	351,672	351,672
Cash Fund	4000045	276,495	303,200		303,200	303,200	303,200	303,200	303,200	303,200
<b>Total Funding</b>		<b>586,495</b>	<b>632,371</b>		<b>657,030</b>	<b>657,030</b>	<b>657,030</b>	<b>680,876</b>	<b>654,872</b>	<b>654,872</b>
Excess Appropriation/(Funding)		(329,171)	(353,830)		(377,676)	(351,672)	(351,672)	(401,522)	(362,014)	(362,014)
<b>Grand Total</b>		<b>257,324</b>	<b>278,541</b>		<b>279,354</b>	<b>305,358</b>	<b>305,358</b>	<b>279,354</b>	<b>292,858</b>	<b>292,858</b>

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium. The Board voted to move to the State Treasury in January of Fiscal Year 2016. The Fund Balances for both FY16 and FY17 reflects monies in both its Cash in Bank and State Treasury Fund accounts.

## Change Level by Appropriation

**Appropriation:** U37 - Towing and Recovery Operations  
**Funding Sources:** NTT - Towing & Recovery - Treasury

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>279,354</b>	<b>5</b>	<b>279,354</b>	<b>100.0</b>	<b>279,354</b>	<b>5</b>	<b>279,354</b>	<b>100.0</b>
C01	Existing Program	23,004	0	302,358	108.2	13,504	0	292,858	104.8
C08	Technology	3,000	0	305,358	109.3	0	0	292,858	104.8

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>279,354</b>	<b>5</b>	<b>279,354</b>	<b>100.0</b>	<b>279,354</b>	<b>5</b>	<b>279,354</b>	<b>100.0</b>
C01	Existing Program	23,004	0	302,358	108.2	13,504	0	292,858	104.8
C08	Technology	3,000	0	305,358	109.3	0	0	292,858	104.8

### Justification

C01	The Board requests an increase of \$23,004 in FY18 and an increase of \$13,504 in FY19 for Operating Expenses to be allocated as follows: an increase of \$9,500 in FY18 only for one time expenses for the purchases of a power point projector, office furniture, and permit safety stickers, increase of \$10,000 each year of the biennium for mileage, and an increase of \$3,504 each year of the biennium to reflect an increase in rent of facilities.
C08	Increase of \$3,000 in FY18 only for updating the Board's website.

# VETERINARY MEDICAL EXAMINING BOARD

## Enabling Laws

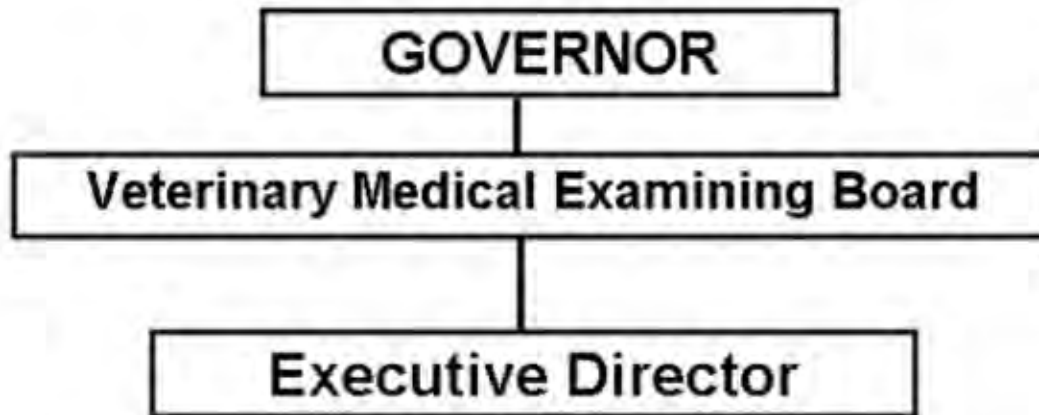
Act 146 of 2016  
A.C.A. §17-101-201

## History and Organization

**MISSION:** To administer the veterinary statutes with the highest degree of integrity, competence and efficiency commensurate with the professional standards of veterinarians and veterinary technicians.

**STATUTORY RESPONSIBILITY:** To examine and determine the qualifications and fitness of applicants to practice general veterinary medicine or any specialty area thereof, and certification of veterinary technicians; to issue, renew, deny, suspend or revoke licenses or certificates or otherwise discipline veterinarians or veterinary technicians; to conduct investigations on persons practicing veterinary medicine without a license.

**PRIMARY ACTIVITIES:** 1) Administer the Written State Jurisprudence Exam once a year to all qualified veterinary applicants; 2) Grant a license to those who pass the State Board and otherwise qualify; 3) Evaluate qualifications of education, skill and experience for certification of a person as a veterinary technician; 4) Annually register all DVM's and CVT's and issue them a certificate to practice; 5) Investigate violations of the Veterinary Medical Practice Act and Regulations and take disciplinary action where appropriate; 6) Monitor mandatory continuing professional education on DVM's and CVT's who hold a license or certificate to practice; and 7) Hold formal or informal hearings when needed.



### **Agency Commentary**

The Arkansas Veterinary Medical Examining Board is responsible for safeguarding the people of the State of Arkansas against dishonest, incompetent and unprincipled practitioners of veterinary medicine. The Agency also has the power to issue citations to persons who unlawfully practice veterinary medicine in the State. Funding for the appropriation of the Agency is based solely on revenues collected from license fees, annual renewal fees and civil penalties.

The Agency is requesting Base Level Operations for each year of the biennium. The Agency does have a critical need to update technology in the office, but feels that current Base Level Operations is sufficient funds to maintain day-to-day operations while also improving upon technology.

The Agency is requesting an increase in Extra Help appropriation of \$3,225 for each year of the biennium. Additional Personal Services Matching for this increase would be approximately \$249 for each year of the biennium. The request is needed to provide administrative assistance in the office, which would improve the overall efficiency of the Agency.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
VETERINARY MEDICAL EXAMINING BOARD  
FOR THE YEAR ENDED JUNE 30, 2014

Findings	Recommendations
None	None

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

None

## Employment Summary

	Male	Female	Total	%
White Employees	0	1	1	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			1	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				
Annual Report	A.C.A. 17-101-1 et seq.	N	N	1,500	Keeps the public and DVM's informed of the actions taken during Board Meetings.	0	0.00
Mission Statement	A.C.A. 17-101-1 et seq.	N	N	5	To inform the Governor if our Mission Statement changes from year to year.	0	0.00
Veterinary Practice Act & Regulations Booklets	A.C.A. 17-101-1 et seq.	N	N	500	Published every five years to inform the public and DVM's of the Board's rules & regulations.	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 470 - Veterinary Medical Examining Board

**Funding Sources:** SXV - Veterinary Examiners Board

The Veterinary Medical Examining Board is responsible for determining the qualifications of applicants for a license to practice general veterinary medicine or any specialty area and certification of veterinary technicians. The Board was created by Arkansas Code Annotated §17-101-201 and is funded by special revenues derived from fees charged its member constituents.

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 Base Level request for Regular Salaries includes board member stipend payments.

The Board is requesting a Change Level request of \$3,474 for each year of the biennium. This request is for additional Extra Help and Personal Service Matching appropriation to provide for administrative assistance in the office.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 470 - Veterinary Medical Examining Board

**Funding Sources:** SXV - Veterinary Examiners Board

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	45,732	44,444	61,869	44,444	44,444	44,444	44,444	44,444	44,444
<b>#Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Extra Help	5010001	7,500	9,775	9,775	9,775	13,000	13,000	9,775	13,000	13,000
<b>#Extra Help</b>		<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	15,624	15,400	19,459	15,647	15,896	15,896	15,647	15,896	15,896
Operating Expenses	5020002	8,986	14,848	14,848	14,848	14,848	14,848	14,848	14,848	14,848
Conference & Travel Expenses	5050009	0	281	281	281	281	281	281	281	281
Professional Fees	5060010	0	2,849	2,849	2,849	2,849	2,849	2,849	2,849	2,849
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Rent/Member Reimbursement	5900046	4,079	11,571	11,571	11,571	11,571	11,571	11,571	11,571	11,571
<b>Total</b>		<b>81,921</b>	<b>99,168</b>	<b>120,652</b>	<b>99,415</b>	<b>102,889</b>	<b>102,889</b>	<b>99,415</b>	<b>102,889</b>	<b>102,889</b>

Funding Sources										
Fund Balance	4000005	426,804	464,467		465,299	465,299	465,299	465,884	462,410	462,410
Special Revenue	4000030	119,584	100,000		100,000	100,000	100,000	100,000	100,000	100,000
<b>Total Funding</b>		<b>546,388</b>	<b>564,467</b>		<b>565,299</b>	<b>565,299</b>	<b>565,299</b>	<b>565,884</b>	<b>562,410</b>	<b>562,410</b>
Excess Appropriation/(Funding)		(464,467)	(465,299)		(465,884)	(462,410)	(462,410)	(466,469)	(459,521)	(459,521)
<b>Grand Total</b>		<b>81,921</b>	<b>99,168</b>		<b>99,415</b>	<b>102,889</b>	<b>102,889</b>	<b>99,415</b>	<b>102,889</b>	<b>102,889</b>

## Change Level by Appropriation

**Appropriation:** 470 - Veterinary Medical Examining Board  
**Funding Sources:** SXV - Veterinary Examiners Board

### Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>99,415</b>	<b>1</b>	<b>99,415</b>	<b>100.0</b>	<b>99,415</b>	<b>1</b>	<b>99,415</b>	<b>100.0</b>
C01	Existing Program	3,474	0	102,889	103.5	3,474	0	102,889	103.5

### Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>99,415</b>	<b>1</b>	<b>99,415</b>	<b>100.0</b>	<b>99,415</b>	<b>1</b>	<b>99,415</b>	<b>100.0</b>
C01	Existing Program	3,474	0	102,889	103.5	3,474	0	102,889	103.5

### Justification

C01	The Agency is requesting an increase in Extra Help appropriation of \$3,225 for each year of the biennium. Additional Personal Services Matching for this increase would be approximately \$249 for each year of the biennium. The request is needed to provide administrative assistance in the office, which would improve the overall efficiency of the Agency.								
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# ARKANSAS WHEAT PROMOTION BOARD

## Enabling Laws

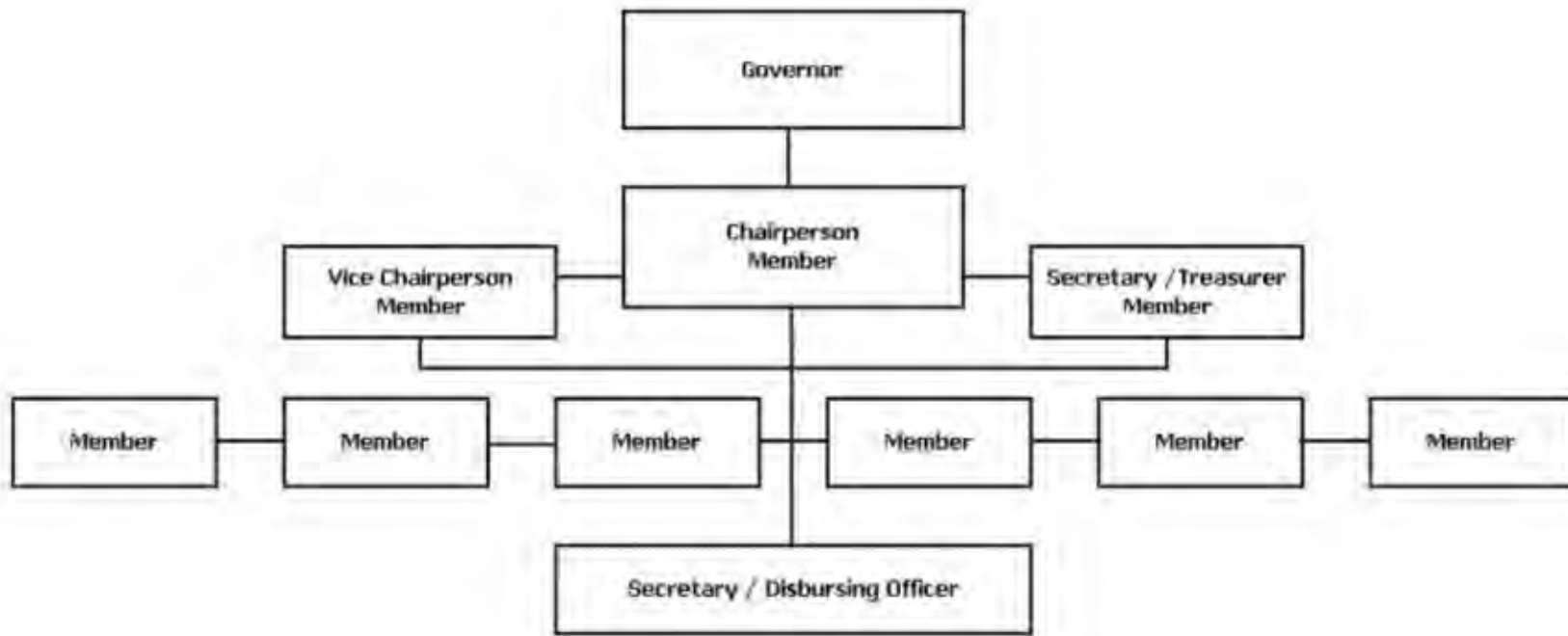
Act 188 of 2016  
A.C.A. §2-20-604 et seq.

## History and Organization

The Arkansas Wheat Promotion Board was created by Act 283 of 1985. The mission is to promote the growth and development of the wheat industry in Arkansas by research, extension, promotion and market development, thereby promoting the general welfare of the people of Arkansas.

The Board is made up of nine members appointed by the Governor. Three are nominated by and represent the Arkansas Farm Bureau Federation, and two each are nominated by and represent Riceland Foods, Inc., the Agriculture Council of Arkansas, and the Arkansas Association of Wheat Growers. The Board is administered by the Executive Vice President of Arkansas Farm Bureau Federation or his designee.

The Board administers a one cent per bushel assessment on all wheat grown in Arkansas for market. The assessment is collected at the first point of sale by the Arkansas State Miscellaneous Tax Department. The funds enter the State Treasury, and are disbursed by the Board to fund wheat research and promotion efforts.



**Agency Commentary**

The budget request of the Arkansas Wheat Promotion Board is funded entirely by special revenues collected from a one cent per bushel check off on all wheat produced in Arkansas.

The Board is requesting Base Level appropriation.

An allocation of these special revenue funds will be used to fund wheat related research projects through the University of Arkansas and private research companies as the Board sees fit. Projects are individually approved and monitored by the Board. The Board welcomes project proposals at the first quarter meeting, usually held in August.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS WHEAT PROMOTION BOARD  
FOR THE YEAR ENDED JUNE 30, 2014

Findings

Recommendations

None

None

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

None

## 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				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 999 - Arkansas Wheat Promotion

**Funding Sources:** SWP - Arkansas Wheat Promotion Board

The purpose of the Arkansas Wheat Promotion Board is to promote the growth and development of the wheat industry in the State of Arkansas.

The Wheat Promotion Board is funded entirely by Special Revenue collected from a one cent per bushel assessment on all wheat grown in Arkansas. The funds are primarily used to maintain a program of research through the University of Arkansas Agricultural Experiment Station and Cooperative Extension Service and to support domestic and export promotion programs through memberships in national wheat promotion organizations. A small portion is used for other programs designed to enhance the Arkansas wheat industry.

The Board is requesting Base Level of \$170,000 each year of the 2017-2019 Biennium.

The Executive Recommendation provides for the Agency Request.



## Appropriation Summary

**Appropriation:** 999 - Arkansas Wheat Promotion

**Funding Sources:** SWP - Arkansas Wheat Promotion Board

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	2017-2018			2018-2019		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	2,070	7,100	10,000	7,100	7,100	7,100	7,100	7,100	7,100
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Research/Development	5900031	260,541	162,900	440,895	162,900	162,900	162,900	162,900	162,900	162,900
<b>Total</b>		<b>262,611</b>	<b>170,000</b>	<b>450,895</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>
<b>Funding Sources</b>										
Fund Balance	4000005	192,309	74,053		204,053	204,053	204,053	334,053	334,053	334,053
Special Revenue	4000030	144,355	300,000		300,000	300,000	300,000	300,000	300,000	300,000
<b>Total Funding</b>		<b>336,664</b>	<b>374,053</b>		<b>504,053</b>	<b>504,053</b>	<b>504,053</b>	<b>634,053</b>	<b>634,053</b>	<b>634,053</b>
Excess Appropriation/(Funding)		(74,053)	(204,053)		(334,053)	(334,053)	(334,053)	(464,053)	(464,053)	(464,053)
<b>Grand Total</b>		<b>262,611</b>	<b>170,000</b>		<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>