

SUMMARY BUDGET INFORMATION

TABLE OF CONTENTS

VOLUME 1

	<u>Page #</u>
2014 Agency Fund Transfers	1
Agency Position Usage Report	2
Abstracters' Board of Examiners, Arkansas	4
Action Required: (069) Abstracter's Board-Operations	8
Alcoholism & Drug Abuse Counselors Board, Examiners of	9
Action Required: (85U) Treasury Cash	14
Architects, Landscape Architects & Interior Designers, St Bd of	16
Action Required: (83V) Bd of Architects, Landscape Architects & Interior Designers	23
Athletic Training, Arkansas State Board of	24
Action Required: (97K) Treasury Cash - Operations	28
Beef Council, Arkansas	29
Action Required: (675) Beef Council-Operations	33
Burial Association Board, Arkansas	34
Action Required: (84Z) Burial Board Operations-Cash In Treasury	39
Catfish Promotion Board, Arkansas	41
Action Required: (745) Catfish Promotion	45
Cemetery Board, Arkansas	46
Action Required: (843) Cemetery - Cash Operations	50
Child Abuse & Neglect Prevention Board, State	52
Action Required: (152) Child Abuse Prevention	60
(198) Community Grants	63
Chiropractic Examiners, AR State Board of	67
Action Required: (85F) Operations - WITH FEE INCREASE	74
(85F) Operations - WITHOUT FEE INCREASE	75
Contractors Licensing Board	77
Action Required: (96Z) Treasury Cash	83
Corn & Grain Sorghum Promotion Board, Arkansas	85
Action Required: (686) Corn and Grain Sorghum	89
Counseling, Arkansas Board of Examiners in	90
Action Required: (1GE) Counseling Operations	99

	<u>Page #</u>
Rice Research & Promotion Board, Arkansas	228
Action Required: (998) Rice Research and Promotion	232
Social Work Licensing Board	233
Action Required: (2KZ) Social Work Licensing	238
Soil Classifiers, AR State Board of Professional	240
Action Required: (A13) Cash Operations	244
Soybean Promotion Board, Arkansas	245
Action Required: (026) Arkansas Soybean Board	249
Speech-Language Pathology & Audiology	250
Action Required: (97J) Treasury Cash	255
Towing and Recovery Board, Arkansas	256
Action Required: (A28) Cash Operations	265
Veterinary Medical Examining Board	267
Action Required: (470) Veterinary Medical Examining Board	272
Wheat Promotion Board, Arkansas	273
Action Required: (999) Arkansas Wheat Promotion	277

2014 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
Chiropractic Examiners, AR State Board of	\$5	\$0	\$0
Contractors Licensing Board	\$97	\$0	\$0
Counseling, Arkansas Board of Examiners in	\$9	\$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	\$23	\$0	\$0
Fire Protection Licensing Board	\$14	\$0	\$0
Liquefied Petroleum Gas Board	\$32	\$0	\$0
Manufactured Home Commission, Arkansas	\$14	\$1,000	\$0
Massage Therapy, Arkansas State Board of	\$18	\$0	\$0
Motor Vehicle Commission, Arkansas	\$18	\$0	\$0
Pharmacy, Arkansas State Board of	\$41	\$0	\$0
Social Work Licensing Board	\$5	\$0	\$0
Speech-Language Pathology & Audiology	\$5	\$0	\$0
Veterinary Medical Examining Board	\$5	\$0	\$0

AGENCY POSITION USAGE REPORT

Agency	FY2014 - FY2015						3 YEAR AVERAGE(FY13,FY14,FY15)					
	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	1	0	1	0	0.00 %
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	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %
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	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %
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	1	1	1	2	-1	0.00 %	1	1	0	1	0	0.00 %
Contractors Licensing Board	22	18	4	22	0	18.18 %	20	18	3	21	-1	10.00 %
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	3	0	3	0	0.00 %	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	1	2	3	0	66.67 %	3	1	1	2	1	66.67 %
Engineers & Land Surveyors, St Bd of Licensure for Professional	5	5	0	5	0	0.00 %	5	5	0	5	0	0.00 %
Fire Protection Licensing Board	3	2	1	3	0	33.33 %	3	2	0	2	1	33.33 %
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	1	0	1	0	0.00 %	0	0	0	0	0	0.00 %
Liquefied Petroleum Gas Board	7	7	0	7	0	0.00 %	7	7	0	7	0	0.00 %
Manufactured Home Commission, Arkansas	3	3	0	3	0	0.00 %	3	2	0	2	1	33.33 %
Massage Therapy, Arkansas State Board of	4	4	0	4	0	0.00 %	3	3	0	3	0	0.00 %
Medical Board, Arkansas State	41	40	3	43	-2	2.44 %	41	40	1	41	0	2.44 %
Motor Vehicle Commission, Arkansas	7	5	2	7	0	28.57 %	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 %

AGENCY POSITION USAGE REPORT

Agency	FY2014 - FY2015						3 YEAR AVERAGE(FY13,FY14,FY15)					
	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
		Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
Pharmacy, Arkansas State Board of	10	7	3	10	0	30.00 %	10	8	2	10	0	20.00 %
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	1	1	0	1	0	0.00 %	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	4	1	5	0	20.00 %	4	3	0	3	1	25.00 %
Veterinary Medical Examining Board	1	0	1	1	0	100.00 %	1	0	0	0	1	100.00 %
Wheat Promotion Board, Arkansas	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

Chiropractic Examiners Board (0265) - FY14 and FY15 Budgeted positions exceed Authorized due to positions obtained from the Central Growth Pool.

Contractors Licensing Board (0224) - Budget Number of Positions may exceed the Authorized Number due to transfers from the Central Growth Pool.

Medical Board (0274) - Budget Number of Positions may exceed the Authorized Number due to transfers from the Central Growth Pool.

ARKANSAS ABSTRACTERS' BOARD

Enabling Laws

Act 128 of 2014
Act 109 of 1969 as amended.
See A.C.A. § 17-11-401

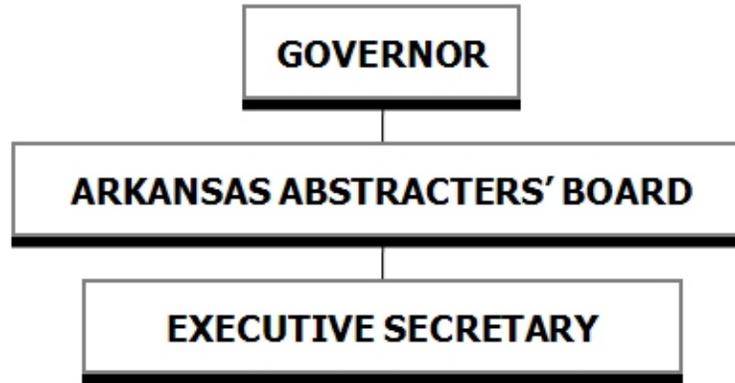
History and Organization

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. With the increased interest in mineral rights, we are expecting an increase in the demand for abstract licenses. Two additional board members were appointed during the 2007-2009 Biennium. The Board's records and business have been maintained and conducted out of its one employee's home.

The Board is requesting Base Level for the 2015 - 2017 Biennium.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS ABTRACTOR'S BOARD OF EXAMINERS

Findings

Recommendations

The most recent audit report was not available at the time of printing.

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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: 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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

Agency's Base Level and total request is \$53,541 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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	9,452	8,927	8,928	8,927	8,927	8,927	8,927	8,927	8,927
#Positions		1	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	5,647	6,921	6,880	7,047	7,047	7,047	7,047	7,047	7,047
Operating Expenses	5020002	1,875	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
Total		16,974	53,415	53,375	53,541	53,541	53,541	53,541	53,541	53,541
Funding Sources										
Fund Balance	4000005	83,609	80,453		40,838	40,838	40,838	1,097	1,097	1,097
Special Revenue	4000030	13,818	13,800		13,800	13,800	13,800	13,800	13,800	13,800
Total Funding		97,427	94,253		54,638	54,638	54,638	14,897	14,897	14,897
Excess Appropriation/(Funding)		(80,453)	(40,838)		(1,097)	(1,097)	(1,097)	38,644	38,644	38,644
Grand Total		16,974	53,415		53,541	53,541	53,541	53,541	53,541	53,541

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.
Expenditure of appropriation is contingent upon available funding.

ALCOHOL/DRUG ABUSE COUNSELORS

Enabling Laws

Act 144 of 2014
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

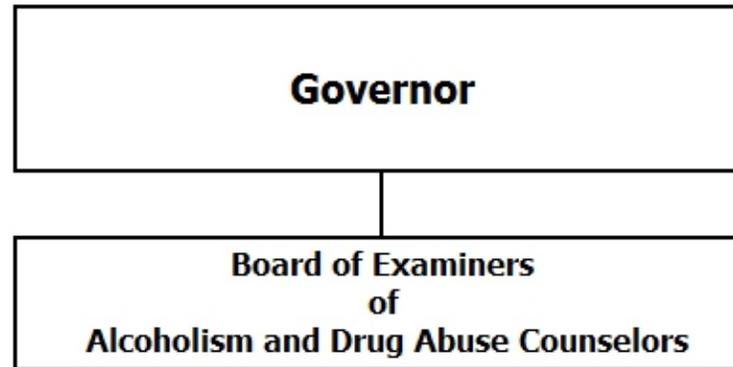
Attorney General's Office

Statutory Provisions for Fees, Fines and Penalties:

The Board has the authority to set fees or penalties for late renewals. A maximum amount of \$215.00 per counselor per licensing cycle (every other year) is charged.

Revenue Receipts Cycle:

Revenue receipts deposited per licensing cycle, every other year. Excess cash placed in Certificate of Deposit (CD). Interest deposited quarterly.



Agency Commentary

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

The Board is requesting a Change Level increase each year in the amount of \$8,853 for Board Stipends, Operating Expenses, and Professional Fees and Services.

The increase of \$2,153 each year is for Board Stipends for 13 full-time board members.

The increase of \$3,000 each year in Operating Expenses is due to the increase in our travel expenses due to 13 full-time board members traveling from all over the state to Little Rock.

The increase of \$3,700 each year in Professional Fees is due to the increase in the Board Administrator’s duties. The board had to request a

cash increase letter last fiscal year to be able to pay the Administrator due to her increased workload. She is now making \$9,000 per year as a contract employee with \$1,000 added into the budget for her travel expenses. The increase is also to cover other professional services such as a stenographer for court hearings, website fees to Information Network of Arkansas or any other unexpected professional service that might arise.

As of March 2013, our Board has been authorized per Act 1249 of 2013 to increase licensing and renewal fees to our Counselors, generating added income. Our total funding should be approximately \$64,000 to cover a two year period.

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, 2013

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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: 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 includes board member stipend payments. Base Level Personal Services Matching is for payment of the fringe benefits associated with these payments.

Base Level each year of the 2015-2017 Biennium is \$23,113.

The Agency's Change Level Request of \$8,853 each year of the biennium provides the following:

- Regular Salaries and Personal Services Matching increase of \$2,153 for board stipends,
- Operating Expenses increase of \$3,000 due to the increase in travel for 13 full-time board members, and
- Professional Fees increase of \$3,700 due to an increase of duties and hours of the Board Administrator and increases in court stenographer fees and web site maintenance.

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

Appropriation Summary

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

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	4,380	7,400	5,400	5,400	7,400	7,400	5,400	7,400	7,400
#Positions		0	0	0	0	0	0	0	0	0
Personal Services Matching	5010003	341	566	413	413	566	566	413	566	566
Operating Expenses	5020002	9,063	12,000	9,000	9,000	12,000	12,000	9,000	12,000	12,000
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	10,059	12,000	8,300	8,300	12,000	12,000	8,300	12,000	12,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		23,843	31,966	23,113	23,113	31,966	31,966	23,113	31,966	31,966
Funding Sources										
Fund Balance	4000005	16,376	39,628		12,662	12,662	12,662	15,696	15,696	15,696
Cash Fund	4000045	47,095	5,000		26,147	35,000	35,000	5,000	5,000	5,000
Total Funding		63,471	44,628		38,809	47,662	47,662	20,696	20,696	20,696
Excess Appropriation/(Funding)		(39,628)	(12,662)		(15,696)	(15,696)	(15,696)	2,417	11,270	11,270
Grand Total		23,843	31,966		23,113	31,966	31,966	23,113	31,966	31,966

FY15 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2013-2015 Biennium. Budget exceeds Authorized Appropriation in Operating Expenses and Professional Fees due to a transfer from the Cash Fund Holding Account.

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	23,113	0	23,113	100.0	23,113	0	23,113	100.0
C01	Existing Program	8,853	0	31,966	138.3	8,853	0	31,966	138.3

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	23,113	0	23,113	100.0	23,113	0	23,113	100.0
C01	Existing Program	8,853	0	31,966	138.3	8,853	0	31,966	138.3

Justification

C01	The increase of \$2,153 each year is for Board Stipends for 13 full-time board members, \$3,000 each year in Operating Expenses is due to the increase in travel expenses due to 13 full-time board members traveling from all over the state to Little Rock, and \$3,700 each year in Professional Fees is due to the increase in the Board Administrator's duties. The Board had to request a cash increase letter last fiscal year to be able to pay the Administrator due to increased workload. The Administrator is now making \$9,000 per year as a contract employee with \$1,000 for travel expenses. The increase is also to cover other professional services such as a stenographer for court hearings, website fees to Information Network of Arkansas or any other unexpected professional service that might arise.
-----	--

STATE BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS & INTERIOR DESIGNERS

Enabling Laws

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.

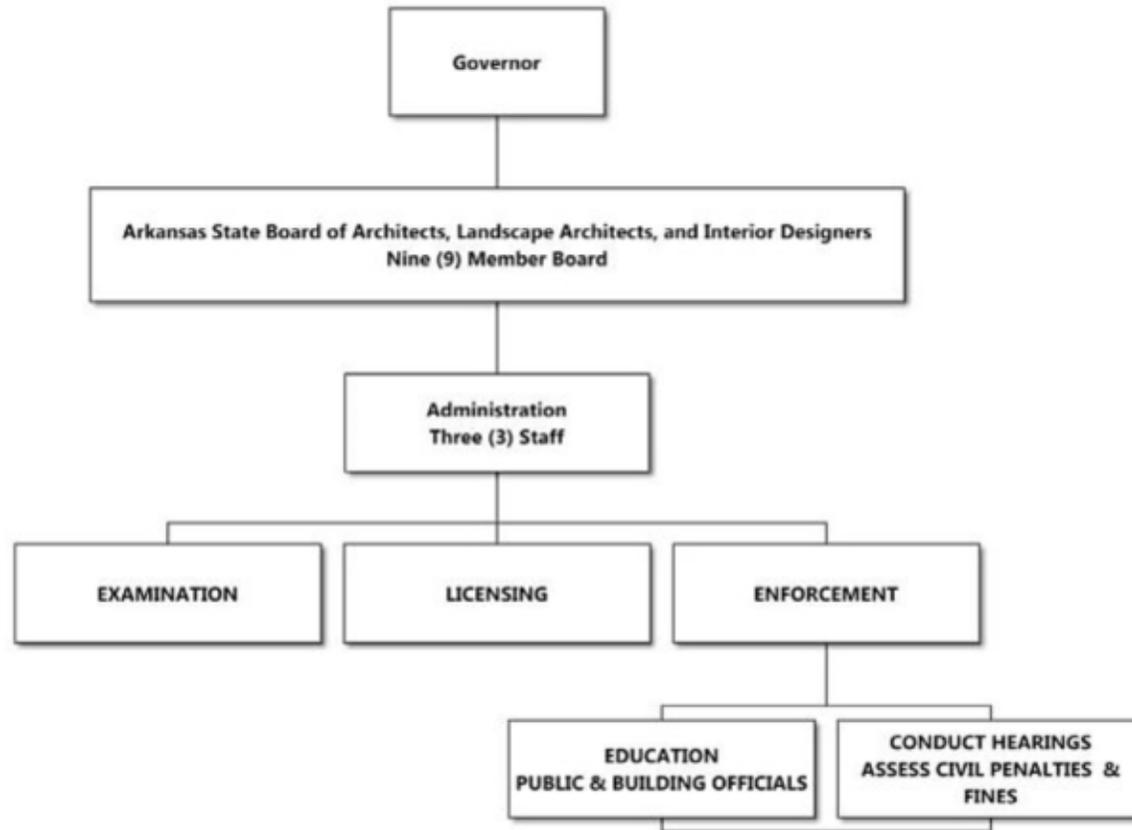
- Arkansas architects, landscape architects, and registered interior designers will possess the knowledge, skills, and abilities enabling them to meet the expectations of clients and consumers.
- Arkansas architects, landscape architects, and registered interior designers will be competent in all areas 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, 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 the minimum standards by way of education, experience, and examination be 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 respectfully requests that Base Level funding be preserved thru the 2015-2017 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, 2012

Findings	Recommendations
None	None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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: 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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Agency is requesting Base Level of \$401,982 for each year of the 2015-2017 Biennium.

The Executive Recommendation provides for 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			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	155,632	175,538	176,722	177,830	177,830	177,830	177,830	177,830	177,830
#Positions		3	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	49,749	55,977	52,663	56,939	56,939	56,939	56,939	56,939	56,939
Operating Expenses	5020002	136,415	154,423	154,423	154,423	154,423	154,423	154,423	154,423	154,423
Conference & Travel Expenses	5050009	9,150	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
Total		350,946	398,638	396,508	401,892	401,892	401,892	401,892	401,892	401,892
Funding Sources										
Fund Balance	4000005	2,138,914	2,190,459		2,194,326	2,194,326	2,194,326	2,194,939	2,194,939	2,194,939
Cash Fund	4000045	402,491	402,505		402,505	402,505	402,505	402,505	402,505	402,505
Total Funding		2,541,405	2,592,964		2,596,831	2,596,831	2,596,831	2,597,444	2,597,444	2,597,444
Excess Appropriation/(Funding)		(2,190,459)	(2,194,326)		(2,194,939)	(2,194,939)	(2,194,939)	(2,195,552)	(2,195,552)	(2,195,552)
Grand Total		350,946	398,638		401,892	401,892	401,892	401,892	401,892	401,892

FY15 budget amount in Personal Service Matching exceeds the authorized amount due to the matching rate adjustments during the 2013 - 2015 Biennium.

ARKANSAS STATE BOARD OF ATHLETIC TRAINING

Enabling Laws

Act 126 of 2014
A.C.A. §17-93-404

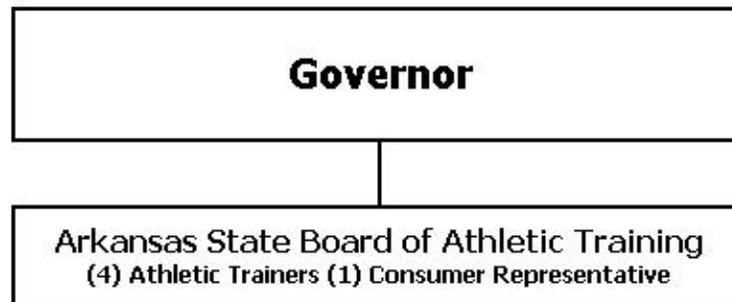
History and Organization

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

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.

A.C.A. §17-93-404 established the Arkansas State Board of Athletic Training. The Board is responsible for assuring those individuals who are attesting to be Athletic Trainers are qualified to do so. "Athletic Training" means the prevention, recognition, evaluation, treatment, and rehabilitation of an athletic injury or illness and the organization and administration of exercise, conditioning, and athletic training programs.

The operations of the Board are funded from the receipts of fees charged by the Board. The Board is requesting Base Level each year of the 2015-17 Biennium. The Board believes this budget will be beneficial to board members and other athletic trainers and allow the Board to have input over topics and speakers providing continuing education to licensed athletic trainers.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BOARD OF ATHLETIC TRAINING
FOR THE YEAR ENDED JUNE 30, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014					FY2014 - 2015						
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 2015-2017 Biennium.

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

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		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	180	480	480	480	480	480	480	480	480
#Positions	0	0	0	0	0	0	0	0	0
Personal Services Matching 5010003	14	37	37	37	37	37	37	37	37
Operating Expenses 5020002	8,906	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	747	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	9,847	20,517	20,517	20,517	20,517	20,517	20,517	20,517	20,517
Funding Sources									
Fund Balance 4000005	131,228	141,869		140,352	140,352	140,352	138,835	138,835	138,835
Cash Fund 4000045	20,488	19,000		19,000	19,000	19,000	19,000	19,000	19,000
Total Funding	151,716	160,869		159,352	159,352	159,352	157,835	157,835	157,835
Excess Appropriation/(Funding)	(141,869)	(140,352)		(138,835)	(138,835)	(138,835)	(137,318)	(137,318)	(137,318)
Grand Total	9,847	20,517		20,517	20,517	20,517	20,517	20,517	20,517

ARKANSAS BEEF COUNCIL

Enabling Laws

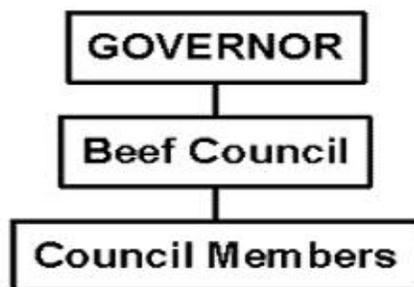
Act 97 of 2014
A.C.A. §2-35-303 et seq.

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 2015-2017 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.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 ARKANSAS BEEF COUNCIL
 FOR THE YEAR ENDED JUNE 30, 2013

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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: 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. Expenditure of appropriation is contingent upon available funding.

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			2015-2016			2016-2017		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	8,255	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	775,746	1,037,000	1,037,000	1,037,000	1,037,000	1,037,000	1,037,000	1,037,000	1,037,000
Total		784,001	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Funding Sources										
Fund Balance	4000005	171,339	157,769		37,769	37,769	37,769	0	0	0
Special Revenue	4000030	770,431	980,000		900,000	900,000	900,000	900,000	900,000	900,000
Total Funding		941,770	1,137,769		937,769	937,769	937,769	900,000	900,000	900,000
Excess Appropriation/(Funding)		(157,769)	(37,769)		162,231	162,231	162,231	200,000	200,000	200,000
Grand Total		784,001	1,100,000		1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000

Expenditure of appropriation is contingent upon available funding.

ARKANSAS BURIAL ASSOCIATION BOARD

Enabling Laws

Act 70 of 2014
A.C.A. §23-78-101, et seq.

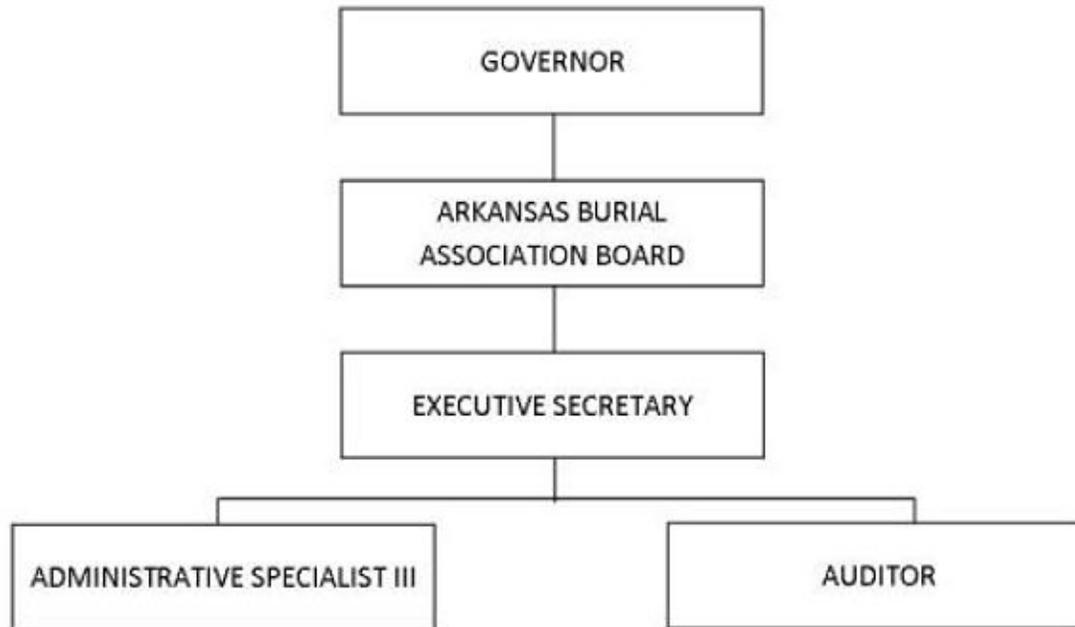
History and Organization

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 of Operating Expenses between general ledger codes to more accurately reflect anticipated expenses.

Audit Findings

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

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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: 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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

For the 2015-17 Biennium, the Agency is requesting Base Level each year with a reallocation of \$4,007 in Operating Expenses to more accurately reflect anticipated expenses. The increases primarily affect fuel purchases, vehicle insurance, board member travel and tire purchases.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	125,223	127,961	127,961	129,403	129,403	129,403	129,403	129,403	129,403
#Positions		3	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	42,708	43,109	42,505	43,868	43,868	43,868	43,868	43,868	43,868
Operating Expenses	5020002	20,472	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
Total		188,403	200,002	199,398	202,203	202,203	202,203	202,203	202,203	202,203
Funding Sources										
Fund Balance	4000005	307,542	303,727		279,225	279,225	279,225	252,522	252,522	252,522
Cash Fund	4000045	134,088	125,000		125,000	125,000	125,000	125,000	125,000	125,000
Transfer from Embalmers Bd	4000530	50,500	50,500		50,500	50,500	50,500	50,500	50,500	50,500
Total Funding		492,130	479,227		454,725	454,725	454,725	428,022	428,022	428,022
Excess Appropriation/(Funding)		(303,727)	(279,225)		(252,522)	(252,522)	(252,522)	(225,819)	(225,819)	(225,819)
Grand Total		188,403	200,002		202,203	202,203	202,203	202,203	202,203	202,203

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.
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		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	202,203	3	202,203	100.0	202,203	3	202,203	100.0
C04	Reallocation	0	0	202,203	100.0	0	0	202,203	100.0

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	202,203	3	202,203	100.0	202,203	3	202,203	100.0
C04	Reallocation	0	0	202,203	100.0	0	0	202,203	100.0

Justification

C04	Agency requests the reallocation of \$4,007 between Operating Expense general ledger codes to better reflect current agency spending. No additional appropriation requested.
-----	--

ARKANSAS CATFISH PROMOTION BOARD

Enabling Laws

Act 113 of 2014
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, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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: 745 - Catfish Promotion

Funding Sources: SCB - Arkansas Catfish Promotion Fund

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 funding.

Appropriation Summary

Appropriation: 745 - Catfish Promotion

Funding Sources: SCB - Arkansas Catfish Promotion Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	0	1,000	5,000	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	5,000	25,000	50,000	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	14,240	89,000	150,000	89,000	89,000	89,000	89,000	89,000	89,000
Consumer Information	5900046	0	5,000	50,000	5,000	5,000	5,000	5,000	5,000	5,000
Total		19,240	120,000	255,000	120,000	120,000	120,000	120,000	120,000	120,000
Funding Sources										
Fund Balance	4000005	76,232	84,949		4,949	4,949	4,949	0	0	0
Special Revenue	4000030	27,957	40,000		40,000	40,000	40,000	40,000	40,000	40,000
Total Funding		104,189	124,949		44,949	44,949	44,949	40,000	40,000	40,000
Excess Appropriation/(Funding)		(84,949)	(4,949)		75,051	75,051	75,051	80,000	80,000	80,000
Grand Total		19,240	120,000		120,000	120,000	120,000	120,000	120,000	120,000

Expenditure of appropriation is contingent upon available funding.

ARKANSAS CEMETERY BOARD

Enabling Laws

Act 127 of 2014

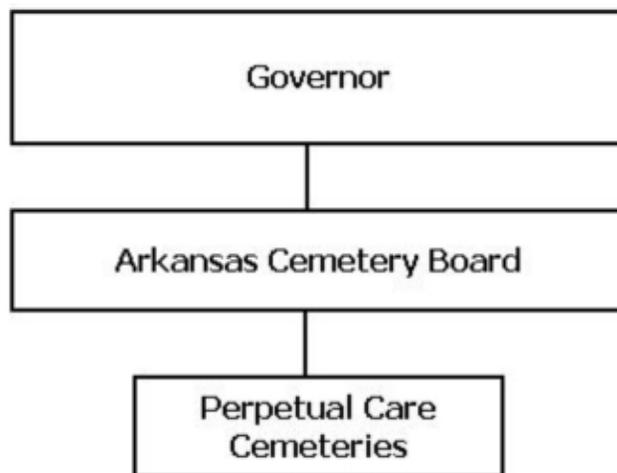
Ark. Code Ann. §20-17-1001, et seq.

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.

Based upon the level of funding and the amount of revenue expected, the Board is requesting an increase in the appropriation for loans to receivers for insolvent cemeteries from \$40,000 to \$55,000 in each fiscal year. The Board feels that it is important to have the ability to loan funds to insolvent cemeteries that are in court appointed receivership to adequately maintain the care and operation of those cemeteries. The loans to receivers are paid from the Insolvent Loan Fund.

Audit Findings

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

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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.	220	110.00

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 Board does not have any full-time employees. The Base Level request of \$2,100 each year of the biennium for Regular Salaries is for board member Stipend payments. Base Level Personal Services Matching is for payment of the fringe benefits associated with these payments.

The Base Level request is \$114,261 each year of the biennium.

The Change Level request is \$15,000 each year of the biennium in the Loans line item to ensure sufficient appropriation is available to administer loans to insolvent cemeteries in court appointed receivership in order to adequately maintain and operate those cemeteries.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					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
#Positions		0	0	0	0	0	0	0	0	0
Personal Services Matching	5010003	96	161	161	161	161	161	161	161	161
Operating Expenses	5020002	62,807	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	40,000	40,000	40,000	55,000	55,000	40,000	55,000	55,000
Total		64,163	114,261	114,261	114,261	129,261	129,261	114,261	129,261	129,261
Funding Sources										
Fund Balance	4000005	124,898	133,501		84,040	84,040	84,040	29,779	14,779	14,779
Cash Fund	4000045	72,766	64,800		60,000	60,000	60,000	60,000	60,000	60,000
Total Funding		197,664	198,301		144,040	144,040	144,040	89,779	74,779	74,779
Excess Appropriation/(Funding)		(133,501)	(84,040)		(29,779)	(14,779)	(14,779)	24,482	54,482	54,482
Grand Total		64,163	114,261		114,261	129,261	129,261	114,261	129,261	129,261

Expenditure of appropriation is contingent upon available funding.

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	114,261	0	114,261	100.0	114,261	0	114,261	100.0
C01	Existing Program	15,000	0	129,261	113.1	15,000	0	129,261	113.1

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	114,261	0	114,261	100.0	114,261	0	114,261	100.0
C01	Existing Program	15,000	0	129,261	113.1	15,000	0	129,261	113.1

Justification

C01	Based upon the level of funding and the amount of revenue expected, the Board is requesting an increase in the appropriation for loans to receivers for insolvent cemeteries from \$40,000 to \$55,000 in each fiscal year. The Board feels that it is important to have the ability to loan funds to insolvent cemeteries that are in court appointed receivership to adequately maintain the care and operation of those cemeteries. The loans to receivers are paid from the Insolvent Loan Fund.
-----	--

STATE CHILD ABUSE & NEGLECT PREVENTION BOARD

Enabling Laws

Act 252 of 2014
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.

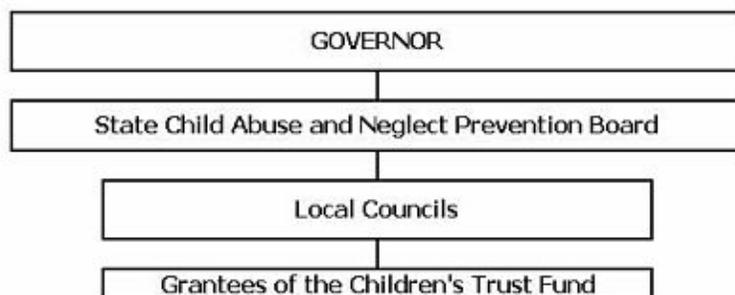
The State Child Abuse and Neglect Prevention Board also promotes the establishment of Local Child Abuse Prevention Councils in every county of the state. Local Councils are required to review and approve any and all grant proposals that originate from their county. The State Board uses the recommendations 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.

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

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 FY16 and FY17 the projected accrual from license fees and Heirloom certificates is \$320,000 and projected interest accrual is \$20,000. Total revenue for FY16 and FY17 is projected at \$340,000 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 parenting education and supports other professional

development trainings to help improve quality, quantity and accessibility to parent education programs. The Board projects it will have \$287,000 annually from the federal grant.

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 2014

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	2013-2014		2014-2015		2014-2015		2015-2016						2016-2017					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
152 Child Abuse Prevention	338,014	1	365,372	1	365,175	1	366,041	1	272,856	1	272,856	1	366,041	1	272,866	1	272,866	1
198 Community Grants	250,823	1	285,679	1	286,904	1	286,249	1	286,441	1	286,441	1	286,249	1	286,441	1	286,441	1
NOT REQUESTED FOR THE BIENNIUM																		
86G Pregnant/Parent Teen Support	226,808	0	0	0	1,786,020	0	0	0	0	0	0	0	0	0	0	0	0	0
F09 Cash Grants	237,045	0	0	0	803,408	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,052,690	2	651,051	2	3,241,507	2	652,290	2	559,297	2	559,297	2	652,290	2	559,307	2	559,307	2

Funding Sources		%		%		%		%		%		%		%		%	
Fund Balance	4000005	2,020,184	68.0	1,916,072	75.3	1,892,021	75.1	1,892,021	75.1	1,892,021	75.1	1,866,731	74.9	1,959,916	75.8	1,959,916	75.8
Federal Revenue	4000020	644,655	21.7	287,000	11.3	287,000	11.4	287,192	11.4	287,192	11.4	287,000	11.5	287,192	11.1	287,192	11.1
Special Revenue	4000030	303,923	10.2	320,000	12.6	320,000	12.7	320,000	12.7	320,000	12.7	320,000	12.8	320,000	12.4	320,000	12.4
Trust Fund Interest	4000705	0	0.0	20,000	0.8	20,000	0.8	20,000	0.8	20,000	0.8	20,000	0.8	20,000	0.8	20,000	0.8
Total Funds		2,968,762	100.0	2,543,072	100.0	2,519,021	100.0	2,519,213	100.0	2,519,213	100.0	2,493,731	100.0	2,587,108	100.0	2,587,108	100.0
Excess Appropriation/(Funding)		(1,916,072)		(1,892,021)		(1,866,731)		(1,959,916)		(1,959,916)		(1,841,441)		(2,027,801)		(2,027,801)	
Grand Total		1,052,690		651,051		652,290		559,297		559,297		652,290		559,307		559,307	

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

The Board is requesting a decrease of \$93,185 in Grants and Aid to align appropriation with available funding.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	43,728	42,870	42,870	43,298	43,298	43,298	43,298	43,298	43,298
#Positions		1	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	14,796	14,528	14,331	14,769	14,769	14,769	14,769	14,769	14,769
Operating Expenses	5020002	15,986	16,570	16,570	16,570	16,570	16,570	16,570	16,570	16,570
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	263,504	291,404	291,404	291,404	198,219	198,219	291,404	198,229	198,229
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		338,014	365,372	365,175	366,041	272,856	272,856	366,041	272,866	272,866
Funding Sources										
Fund Balance	4000005	1,948,349	1,914,258		1,888,886	1,888,886	1,888,886	1,862,845	1,956,030	1,956,030
Special Revenue	4000030	303,923	320,000		320,000	320,000	320,000	320,000	320,000	320,000
Trust Fund Interest	4000705	0	20,000		20,000	20,000	20,000	20,000	20,000	20,000
Total Funding		2,252,272	2,254,258		2,228,886	2,228,886	2,228,886	2,202,845	2,296,030	2,296,030
Excess Appropriation/(Funding)		(1,914,258)	(1,888,886)		(1,862,845)	(1,956,030)	(1,956,030)	(1,836,804)	(2,023,164)	(2,023,164)
Grand Total		338,014	365,372		366,041	272,856	272,856	366,041	272,866	272,866

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	366,041	1	366,041	100.0	366,041	1	366,041	100.0
C03	Discontinue Program	(93,185)	0	272,856	74.5	(93,175)	0	272,866	74.5

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	366,041	1	366,041	100.0	366,041	1	366,041	100.0
C03	Discontinue Program	(93,185)	0	272,856	74.5	(93,175)	0	272,866	74.5

Justification

C03	Negative Change Level of \$93,185 in Grants and Aid is requested in order to align appropriation with available funding.
-----	--

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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

In addition to Base Level, The Board requests the following:

- A decrease of \$1,000 in Operating Expenses due to reduced need for supplies, postage, and travel due to fewer grantees.
- A decrease of \$2,704 in Conference & Travel Expenses due to smaller conference size.
- An increase of \$3,896 in Grants and Aid resulting in savings in Operating Expenses and Conference & Travel Expenses.

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	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	29,384	35,000	36,137	35,350	35,350	35,350	35,350	35,350	35,350
#Positions	1	1	1	1	1	1	1	1	1
Personal Services Matching 5010003	8,628	12,764	12,852	12,984	12,984	12,984	12,984	12,984	12,984
Operating Expenses 5020002	5,317	12,000	12,000	12,000	11,000	11,000	12,000	11,000	11,000
Conference & Travel Expenses 5050009	6,796	11,715	11,715	11,715	9,011	9,011	11,715	9,011	9,011
Professional Fees 5060010	17	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	200,681	204,200	204,200	204,200	208,096	208,096	204,200	208,096	208,096
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	250,823	285,679	286,904	286,249	286,441	286,441	286,249	286,441	286,441
Funding Sources									
Fund Balance 4000005	1,544	1,814		3,135	3,135	3,135	3,886	3,886	3,886
Federal Revenue 4000020	251,093	287,000		287,000	287,192	287,192	287,000	287,192	287,192
Total Funding	252,637	288,814		290,135	290,327	290,327	290,886	291,078	291,078
Excess Appropriation/(Funding)	(1,814)	(3,135)		(3,886)	(3,886)	(3,886)	(4,637)	(4,637)	(4,637)
Grand Total	250,823	285,679		286,249	286,441	286,441	286,249	286,441	286,441

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	286,249	1	286,249	100.0	286,249	1	286,249	100.0
C01	Existing Program	3,896	0	290,145	101.4	3,896	0	290,145	101.4
C03	Discontinue Program	(3,704)	0	286,441	100.1	(3,704)	0	286,441	100.1

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	286,249	1	286,249	100.0	286,249	1	286,249	100.0
C01	Existing Program	3,896	0	290,145	101.4	3,896	0	290,145	101.4
C03	Discontinue Program	(3,704)	0	286,441	100.1	(3,704)	0	286,441	100.1

Justification

C01	Change Level request reflects an increase in Grants & Aid resulting from savings in operating expenses and Conference & Travel Expenses.
C03	Negative Change Level requests reflect a decreased need for supplies, postage and travel due to fewer grantees. Negative Change Level requests also reflect a decreased need for conference expenses due to smaller conference size.

Appropriation Summary

Appropriation: 86G - Pregnant/Parent Teen Support

Funding Sources: FCN - Teen Preg/Par

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2015-2016			2016-2017		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Extra Help	5010001	8,627	0	25,000	0	0	0	0	0	0
#Extra Help		1	0	1	0	0	0	0	0	0
Personal Services Matching	5010003	660	0	1,913	0	0	0	0	0	0
Operating Expenses	5020002	518	0	120,460	0	0	0	0	0	0
Conference & Travel Expenses	5050009	810	0	20,800	0	0	0	0	0	0
Professional Fees	5060010	2,758	0	792,847	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	213,435	0	825,000	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		226,808	0	1,786,020	0	0	0	0	0	0
Funding Sources										
Fund Balance	4000005	70,291	0		0	0	0	0	0	0
Federal Revenue	4000020	156,517	0		0	0	0	0	0	0
Total Funding		226,808	0		0	0	0	0	0	0
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		226,808	0		0	0	0	0	0	0

APPROPRIATION NOT REQUESTED FOR THE 2015-2017 BIENNIUM

Appropriation Summary

Appropriation: F09 - Cash Grants

Funding Sources: NCN - HFA Cash

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	5,469	0	53,208	0	0	0	0	0	0
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	165,200	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Grants and Aid 5100004	231,576	0	585,000	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	237,045	0	803,408	0	0	0	0	0	0
Funding Sources									
Federal Revenue 4000020	237,045	0		0	0	0	0	0	0
Total Funding	237,045	0		0	0	0	0	0	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	237,045	0		0	0	0	0	0	0

APPROPRIATION NOT REQUESTED FOR THE 2015-2017 BIENNIUM

AR STATE BOARD OF CHIROPRACTIC EXAMINERS

Enabling Laws

Act 278 of 2014
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.

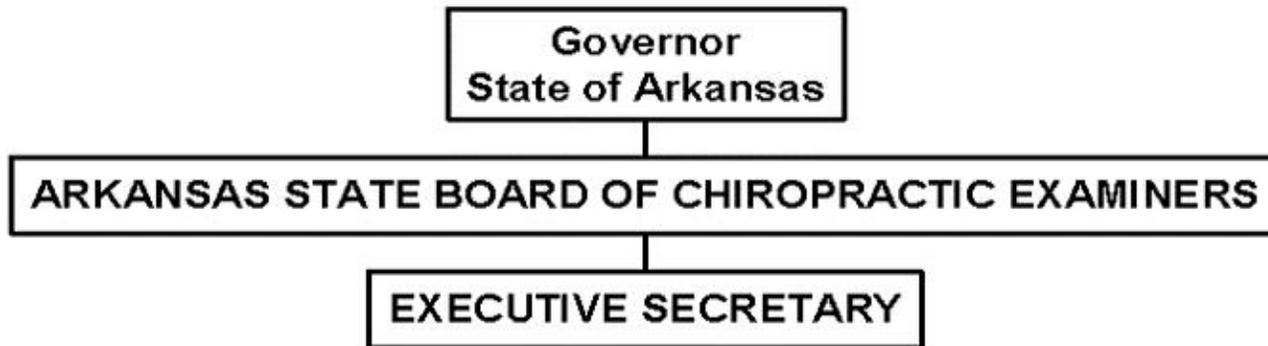
The Arkansas State Board of Chiropractic Examiners was authorized by Act 706 of 1971, for the following purposes:

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

Mission Statement: 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 requests a net increase of \$42,885 each year of the 2015-2017 Biennium.

The request includes an increase of \$29,543 in Regular Salaries and \$12,556 in Personal Services Matching in order to make the Growth Pool Administrative Analyst position permanent; a decrease of \$10,156 in Extra Help and associated Personal Services Matching in order to offset the increased costs of the Growth Pool position; an increase of \$7,192 in Operating Expenses for Board travel related expenses, non-employee background checks, Network Services Expense, Software Maintenance, office supplies, and food purchases; a decrease of \$1,650 in Conference & Travel Expenses resulting from a reduced need for staff travel; an increase of \$3,500 in Professional Fees for the contract services of a private investigator.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS
FOR THE YEAR ENDED JUNE 30, 2011

Findings

The fixed asset balance was overstated by \$10,322. Review of fixed assets revealed the Agency transferred seven items to Marketing and Redistribution on April 1, 2008; however, these items remained on the Agency's asset listing.

Recommendations

Implement procedures to ensure the fixed asset listing is properly maintained.

Agency Response:

The auditor provided the Executive Director with a list of items that were transferred to Marketing and Redistribution (M&R) in 2008. A database of fixed assets has been created in FileMaker Pro (FMP). The items on the current list and the list from the auditor have been entered into the database. The Executive Director will inventory each item to ensure proper documentation. Items that have been transferred to M&R will be documented as such in FMP. An office file will be created and a quarterly report will be printed.

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BOARD OF CHIROPRACTIC EXAMINERS
FOR THE YEAR ENDED JUNE 30, 2011

Findings

The auditor provided the Executive Director with a list of items that were transferred to Marketing and Redistribution (M&R) in 2008. A database of fixed assets has been created in FileMaker Pro (FMP). The items on the current list and the list from the auditor have been entered into the database. The Executive Director will inventory each item to ensure proper documentation. Items that have been transferred to M&R will be documented as such in FMP. An office file will be created and a quarterly report will be printed.

Recommendations

Review the Financial Management Guide Regulation R1-19-4-903 and establish procedures to ensure only allowable travel costs are expended by the Agency. We also recommend that the Agency seek reimbursement from the benefiting party for all unallowable costs.

Agency Response:

The Executive Director (ED) has reviewed the Financial Management Guide Regulation R1-19-4-903 and the current Federal Guidelines available at www.gsa.gov <<http://www.gsa.gov>>, and printed copies are on file in the Board office. Each Board member and the ED were notified of the reimbursements to be paid. All have paid the reimbursements. Copies of the payments received are on file. The ED will process travel reimbursements, following the Financial Management Guide Regulation and the Federal Guidelines. The documents will be sent to the Treasurer of the Board, typically by email, to review. He/she will not review his/her own travel reimbursement requests. If approved by the Treasurer, the ED will finalize the requests. The Treasurer's request will be sent to the Secretary of the Board for review. The ED will watch the travel budget closely. When requests are made to attend the national meeting and the district meeting, the ED will provide the amount available in the travel budget and state how many people can attend without going over the budget before the Board makes a motion of who can attend. The ED will provide copies of the Financial Management Guide Regulation and the Federal Guidelines before travel, and as needed, so that all Board members and staff are aware of what will and will not be reimbursed.

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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				
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

Change in Fee Schedule

CURRENT FEE STRUCTURE

PROPOSED CHANGE

Description	Fee Amount	Estimated Receipts 2014-2015	Authorizing Act or AR Code	Fee Amount	Estimated Receipts		Reason for Change
					2015-2016	2016-2017	
Active Status License Renewal	\$200.00	\$102,800	17-81-311	\$250.00	\$128,500	\$131,000	Increase fees to fund the conversion of the OPM growth pool position to a permanent position.

Agency Position Usage Report

FY2012 - 2013					FY2013 - 2014					FY2014 - 2015							
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	2	0	2	-1	-100.00 %	1	1	1	2	-1	0.00 %

FY14 and FY15 Budgeted positions exceed Authorized due to positions obtained from the Central Growth Pool.

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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries will not include Merit Pay Increases.

The Board is requesting the following:

- An increase of \$29,543 in Regular Salaries and \$12,556 in Personal Services Matching in order to make the Growth Pool Administrative Analyst position permanent.
- A decrease of \$10,156 in Extra Help and the associated Personal Services Matching in order to mitigate the increased costs of the Growth Pool position.
- An increase of \$7,192 in Operating Expenses for Board travel related expenses, non-employee background checks, Network Services Expense, Software Maintenance, office supplies, and food purchases
- A decrease of \$1,650 in Conference & Travel Expenses resulting from a reduced need for staff travel.
- An increase of \$3,500 in Professional Fees for the contract services of a private investigator.

The Board requests an increase in the maximum fee that it may charge for Active Status license renewals from \$200 to \$250. The Agency estimates that the fee increase will result in an increase in revenue of \$30,000 per year.

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	Historical Data			2015-2016			2016-2017		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	74,299	88,178	55,159	59,426	88,969	88,969	59,526	89,069	89,069
#Positions	2	2	1	1	2	2	1	2	2
Extra Help 5010001	2,858	8,256	8,256	8,256	0	0	8,256	0	0
#Extra Help	1	1	1	1	0	0	1	0	0
Personal Services Matching 5010003	23,060	31,633	18,747	19,545	32,101	31,219	19,570	32,126	31,244
Operating Expenses 5020002	59,840	56,044	56,044	56,044	63,236	63,236	56,044	63,236	63,236
Conference & Travel Expenses 5050009	436	5,396	5,396	5,396	3,746	3,746	5,396	3,746	3,746
Professional Fees 5060010	11,520	18,000	18,000	18,000	21,500	21,500	18,000	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
Total	172,013	207,507	161,602	166,667	209,552	208,670	166,792	209,677	208,795
Funding Sources									
Fund Balance 4000005	223,581	223,535		186,028	186,028	186,028	219,361	176,476	177,358
Cash Fund 4000045	171,967	170,000		200,000	200,000	200,000	200,000	200,000	200,000
Total Funding	395,548	393,535		386,028	386,028	386,028	419,361	376,476	377,358
Excess Appropriation/(Funding)	(223,535)	(186,028)		(219,361)	(176,476)	(177,358)	(252,569)	(166,799)	(168,563)
Grand Total	172,013	207,507		166,667	209,552	208,670	166,792	209,677	208,795

FY15 Budget amounts in Regular Salaries and Personal Services Matching may exceed the authorized amounts due to transfers from the Agency Growth Pool during the 2013-2015 Biennium.

WITH FEE INCREASE

Appropriation Summary

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

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	74,299	88,178	55,159	59,426	88,969	88,969	59,526	89,069	89,069
#Positions	2	2	1	1	2	2	1	2	2
Extra Help 5010001	2,858	8,256	8,256	8,256	0	0	8,256	0	0
#Extra Help	1	1	1	1	0	0	1	0	0
Personal Services Matching 5010003	23,060	31,633	18,747	19,545	32,101	31,219	19,570	32,126	31,244
Operating Expenses 5020002	59,840	56,044	56,044	56,044	63,236	63,236	56,044	63,236	63,236
Conference & Travel Expenses 5050009	436	5,396	5,396	5,396	3,746	3,746	5,396	3,746	3,746
Professional Fees 5060010	11,520	18,000	18,000	18,000	21,500	21,500	18,000	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
Total	172,013	207,507	161,602	166,667	209,552	208,670	166,792	209,677	208,795
Funding Sources									
Fund Balance 4000005	223,581	223,535		186,028	186,028	186,028	189,361	146,476	147,358
Cash Fund 4000045	171,967	170,000		170,000	170,000	170,000	170,000	170,000	170,000
Total Funding	395,548	393,535		356,028	356,028	356,028	359,361	316,476	317,358
Excess Appropriation/(Funding)	(223,535)	(186,028)		(189,361)	(146,476)	(147,358)	(192,569)	(106,799)	(108,563)
Grand Total	172,013	207,507		166,667	209,552	208,670	166,792	209,677	208,795

FY15 Budget amounts in Regular Salaries and Personal Services Matching may exceed the authorized amounts due to transfers from the Agency Growth Pool during the 2013-2015 Biennium.

WITHOUT FEE INCREASE

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	166,667	1	166,667	100.0	166,792	1	166,792	100.0
C01	Existing Program	10,942	0	177,609	106.6	10,942	0	177,734	106.6
C03	Discontinue Program	(10,156)	0	167,453	100.5	(10,156)	0	167,578	100.5
C06	Restore Position/Approp	42,099	1	209,552	125.7	42,099	1	209,677	125.7

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	166,667	1	166,667	100.0	166,792	1	166,792	100.0
C01	Existing Program	10,942	0	177,609	106.6	10,942	0	177,734	106.6
C03	Discontinue Program	(11,038)	0	166,571	99.9	(11,038)	0	166,696	99.9
C06	Restore Position/Approp	42,099	1	208,670	125.2	42,099	1	208,795	125.2

Justification

C01	The Board requests an increase of \$10,692 for Operating Expenses to be allocated as follows: an increase of \$3,500 is requested in Professional Fees for the contract services of a private investigator, \$1,600 for Board Member Travel Other, \$1,500 for Software Maintenance, \$1,000 for Conference & Seminar Fees, \$500 for Non-Employee Background Checks, \$500 for Office Supplies, \$500 for Food Purchases, \$500 for Rent of Facilities, \$500 for Other Rents & Leases, \$300 for Board Member Travel Lodging, \$200 for Advertising & Clipping Expense, \$90 for Association & Members Dues, and \$2 for Network Services Expense.
C03	A decrease of \$8,256 is requested for Extra Help in order to mitigate the costs of making the Agency Growth Pool position permanent. A decrease of \$1,900 is also requested for Conference & Travel Expenses. The decreases are allocated as follow: \$800 for Mileage, \$100 for Meals, \$600 for lodging, and \$400 for Parking Fees.
C06	The Board requests that the Growth Pool position obtained in FY2014 be made permanent in order maintain current levels of productivity involving the processing of complaints, license renewals, and other day-to-day operations of the Board.

CONTRACTORS LICENSING BOARD

Enabling Laws

Act 91 of 2014
A.C.A. §17-25-201
A.C.A. §17-25-103
A.C.A. §17-25-503

History and Organization

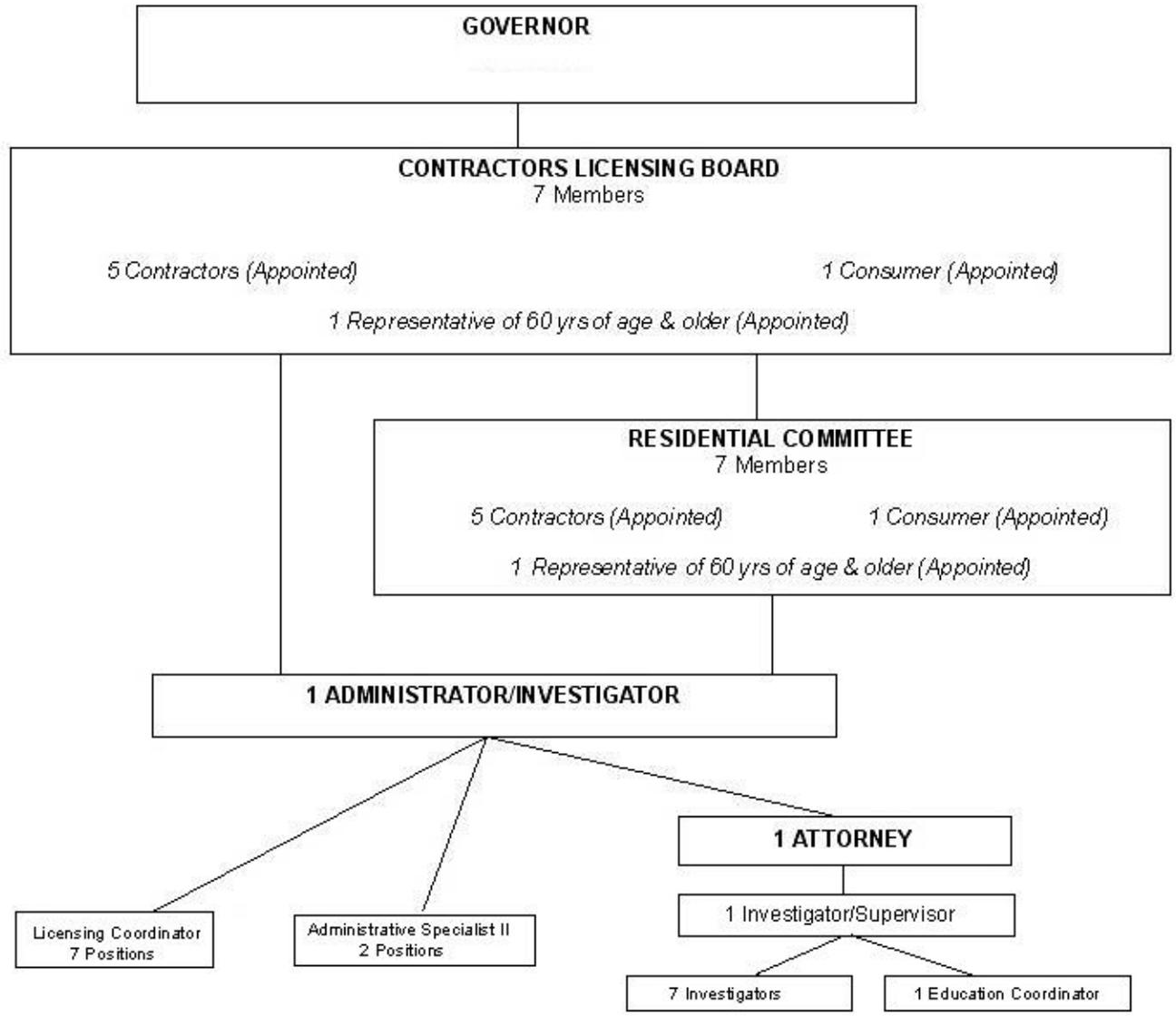
The Contractors Licensing Board was established by Act 124, approved on February 24, 1939, with the intent to preserve public health and safety in the construction industry in the State of Arkansas. Act 150 of 1965, as amended, has been established to efficiently insure public health and safety as well. 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 operation and programs for the Contractors Licensing Board are prescribed by Act 150 of 1965, as amended, Act 162 of 1987, as amended, and by Act 950 of 1999 as amended. More specifically these operations are: determining qualifications of applicants for contractor license and authorizing the issuance of new and renewal licenses, investigating all alleged and factual violations of the Contractors Licensing Law, the Contractors Bond Law, and the Residential Licensing Law, and bringing such to a conclusion, holding hearings and meetings to bring compliance to the laws of the State of Arkansas. The maximum fee set forth is \$100. At the present time, original applications for a commercial license and a Residential Builders license require a \$100 fee and on time renewal applications require a \$50 fee. Original applications for a Home Improvement license is \$50 and on time renewal applications require a \$25 fee. We currently have approximately 17,000 licensed contractors who are qualified to perform work in the State of Arkansas. The Contractors Licensing Board will meet 23 times a year in the normal course of their business. The Residential Committee will meet 12 times per year. The Contractors Licensing Board staff consists of 1 administrator/investigator, 1 investigator/supervisor, 5 investigators, 6 licensing coordinators, 3 administrative specialist positions, 1 attorney position and 1 education coordinator position for a total of 19 filled positions.

The Board is requesting a reduction of two investigator positions. This results in a reduction in Regular Salaries in the amount of \$71,108 in FY 2016 and FY 2017. In addition, this results in a reduction in Personal Services Matching of \$26,058 in FY 2016 and FY 2017. This change is being requested as the positions have not been necessary to fill in order for the Board to carry out its duties.

Further, the Board is requesting a reduction in Refunds/Reimbursements of \$40,000 annually. This is used to refund cash bonds on file with the Board and this reduction is to reduce the amount of the appropriation to be in line with annual needs.

The Board is also requesting elimination of the Investments line item. This was used in the past when the Board transferred money to various Arkansas Banks. However, all Board funds are now in the State Treasury and this Commitment Item is no longer necessary. This is a reduction in the amount of \$156,504 each year.

The Board is also requesting elimination of Secondary Area Training Centers - Construction Trades. This is used for grants to secondary schools construction training programs. This is a reduction in the amount of \$150,000 each year to reduce the amount of the appropriation to be in line with annual needs.

The Board is also requesting a reduction in Construction Industry Training Grants. This provides grants to both secondary schools construction training programs and for construction apprenticeship programs. This is a reduction in the amount of \$200,000 each year to reduce the amount of the appropriation to be in line with annual needs.

No increase is being requested in any category.

The total amount of reduction in the request is \$643,670 in FY 2016 and \$643,670 in FY 2017.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS CONTRACTORS LICENSING BOARD
FOR THE YEAR ENDED JUNE 30, 2012

Findings	Recommendations
None	None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	6	11	17	94 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	1	1	6 %
Total Minorities			1	6 %
Total Employees			18	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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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		
18	18	1	19	-1	0.00 %	22	18	4	22	0	18.18 %	22	18	4	22	0	18.18 %

Budget Number of Positions may exceed the Authorized Number due to transfers from the Growth Pool during the 2013-2015 Biennium.

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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

Base Level for the biennium is \$2,617,010 in FY16 and \$2,617,991 in FY17.

Due to a declining fund balance the Board's Change Level reduction request of (\$643,670) for both years reflects the following:

- Regular Salaries and Personal Services Matching decrease of (\$97,166) in both years for the elimination of two (2) Contractor's Board Investigator positions.
- Refunds/Reimbursement decrease of (\$40,000) in both years due to the reduction of cash bonds on file with the Board.
- Investment decrease of (\$156,504) in both years due to all Board funds being placed in the State Treasury therefore the commitment item no longer being needed.
- Construction Trades Training Grants decrease of (\$150,000) in both years due to decreases in revenue flow and the Board's ability to give out these grants based on their funding levels.
- Construction Industry Training Grants decrease of (\$200,000) in both years due to decreases in revenue flow and the Board's ability to give out these grants based on their funding levels.

The Executive Recommendation provides for 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	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	923,700	1,012,515	1,025,205	1,022,147	951,039	951,039	1,022,947	951,839	951,839
#Positions	19	22	22	22	20	20	22	20	20
Personal Services Matching 5010003	314,745	334,072	332,235	339,478	313,420	313,420	339,659	313,601	313,601
Operating Expenses 5020002	275,684	345,481	345,481	345,481	345,481	345,481	345,481	345,481	345,481
Conference & Travel Expenses 5050009	7,334	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	129,870	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Refunds/Reimbursements 5110014	48,581	100,000	100,000	100,000	60,000	60,000	100,000	60,000	60,000
Investments 5120013	0	156,504	156,504	156,504	0	0	156,504	0	0
Construction Trades Training Gr 5900046	0	150,000	150,000	150,000	0	0	150,000	0	0
Construction Industry Training G 5900047	0	300,000	300,000	300,000	100,000	100,000	300,000	100,000	100,000
Total	1,723,914	2,601,972	2,612,825	2,617,010	1,973,340	1,973,340	2,617,991	1,974,321	1,974,321

Funding Sources									
Fund Balance 4000005	1,992,668	1,687,725		735,753	735,753	735,753	0	412,413	412,413
Cash Fund 4000045	1,418,971	1,650,000		1,650,000	1,650,000	1,650,000	1,650,000	1,650,000	1,650,000
Total Funding	3,411,639	3,337,725		2,385,753	2,385,753	2,385,753	1,650,000	2,062,413	2,062,413
Excess Appropriation/(Funding)	(1,687,725)	(735,753)		231,257	(412,413)	(412,413)	967,991	(88,092)	(88,092)
Grand Total	1,723,914	2,601,972		2,617,010	1,973,340	1,973,340	2,617,991	1,974,321	1,974,321

FY15 Budget amount in Personal Service Matching exceeds the authorized amount due to the matching rate adjustments during the 2013 - 2015 Biennium. 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		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	2,617,010	22	2,617,010	100.0	2,617,991	22	2,617,991	100.0
C03	Discontinue Program	(643,670)	(2)	1,973,340	75.4	(643,670)	(2)	1,974,321	75.4

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	2,617,010	22	2,617,010	100.0	2,617,991	22	2,617,991	100.0
C03	Discontinue Program	(643,670)	(2)	1,973,340	75.4	(643,670)	(2)	1,974,321	75.4

Justification

C03	Reducing appropriation amounts by \$643,670 each year allows for the agency to be more in line with their revenue flow. The reduction includes the following: the reduction of Regular Salaries and Personal Service Matching of 2 Investigator positions (\$97,166) and decreases in refunds (\$40,000), investments (\$156,504), Construction Trades Training Grants (\$150,000), and Construction Industry Training Grants (\$200,000).
-----	--

AR CORN & GRAIN SORGHUM PROMOTION BOARD

Enabling Laws

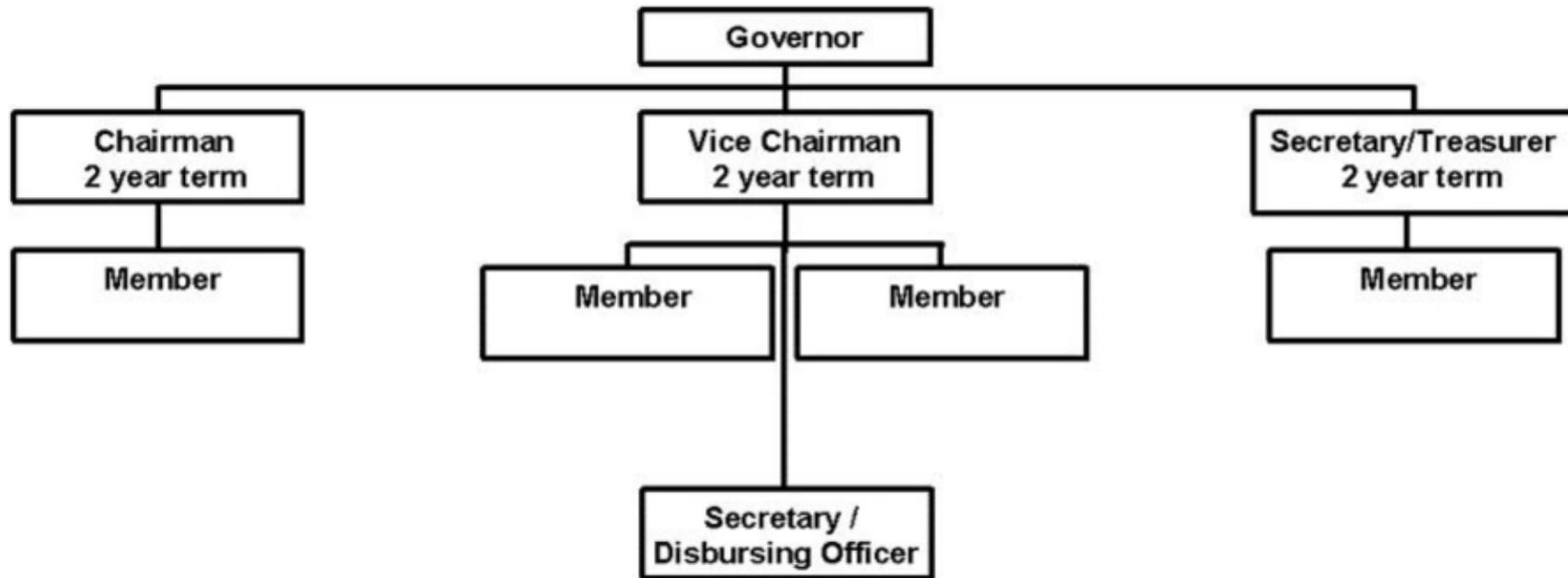
Act 145 of 2014
A.C.A. §2-20-804 et seq.

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 \$1,200,000.

An allocation of these special revenue funds will be used to fund corn and grain sorghum related research projects through the University of Arkansas and private research companies as the Board sees fit. Projects will be individually approved and monitored by the Board. The Board welcomes project proposals at their first quarter meeting.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 ARKANSAS CORN AND GRAIN SORGHUM PROMOTION BOARD
 FOR THE YEAR ENDED JUNE 30, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 funds are primarily used to maintain a program of research through the University of Arkansas Agricultural Experiment Station and Cooperative Extension Service. A small portion is used for other programs designed to enhance the Arkansas corn and grain sorghum industries.

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 Agency Base Level Request includes appropriation of \$1.2 million each year of the biennium.

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			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	16,618	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	917,366	1,175,000	1,175,000	1,175,000	1,175,000	1,175,000	1,175,000	1,175,000	1,175,000
Total		933,984	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Funding Sources										
Fund Balance	4000005	298,595	841,925		1,141,925	1,141,925	1,141,925	1,441,925	1,441,925	1,441,925
Special Revenue	4000030	1,477,314	1,500,000		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Total Funding		1,775,909	2,341,925		2,641,925	2,641,925	2,641,925	2,941,925	2,941,925	2,941,925
Excess Appropriation/(Funding)		(841,925)	(1,141,925)		(1,441,925)	(1,441,925)	(1,441,925)	(1,741,925)	(1,741,925)	(1,741,925)
Grand Total		933,984	1,200,000		1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000

ARKANSAS BOARD OF EXAMINERS IN COUNSELING

Enabling Laws

Act 281 of 2014
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 Board of Examiners in Counseling is established under A.C.A. § 17-27-201 and consists of nine (9) 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 current 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 current 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 and all those licensees who carry Specialization credentials relative to counseling (Supervision, Technology Assisted, Drug & Alcohol, etc.). The Board processes its operations and payroll through the State Treasury. Fees are collected from applications, initial licensure and biannual renewal of licenses.

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 2000 licensed practitioners in the state and this number increases annually. 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. There are more than 2400 renewals and the Board is approaching 1000 Associate counselors in Supervision. Thus, the workload is expanding rapidly.

In addition to Base Level, the Board requests the following for the 2015 -2017 Biennium:

The Board requests an additional \$55,622 each year for Regular Salaries and Personal Service Matching to do the following: reclassification of both the Administrative Specialist II C109 to Administrative Analyst (Fiscal) II C115 & the Administrative Specialist I C106 to Administrative Analyst (Credentialing) II C115 and an additional professional help full-time to work exclusively with Supervision documentation (Administrative Specialist III at C112). The individual currently in this position has a BA degree in Finance, is working toward an Accountancy degree and is an exceptionally qualified individual that exceeds the qualifications established for the current classification. The current employee holds a graduate degree (MEd) and greatly exceeds minimum qualifications, has exceptional skills, knowledge and competencies related to this office and profession having been previously employed at this Board. We now have over 700 LACs / LAMFTs engaged in mandatory supervision for 3000 clock hours and the review of data and record keeping has exceeded our current ability to maintain timeliness in responding to supervisees regarding phase changes in their supervision process. This additional person must have experience as a practicing counselor with the supervision specialization, preferably retired or non-practicing.

The Board requests an additional \$8,612 each year for Extra Help and Personal Services Matching because of increases in applications, Licensed Associate Counselors (LAC) supervision reporting requires scanning for electronic conversion, entering data into e-files and sundry additional clerical assignments related to annual renewals, immediately before, during and after the annual renewal period between March 1 and August 30 of each year.

The Board requests \$8,439 for FY16 and \$ 10,545 for FY17 for Operating Expenses because of increased costs in telephone services, creating and maintaining a professional Listserv with all credentialed counselors, website service & maintenance, a 3% Arkansas Building Authority rent increase and increases in various expenses to Board members such as postage, food, lodging, and travel.

The Board also requests an additional \$9,000 each year for Conference/Travel to allow the Board to send two voting delegates to one regulatory meeting of Marriage and Family Therapists (AAMFT) and one meeting for the American Counseling Association (ACA). Participation in the conferences is necessary to continue using the national tests and for more competent management of licenses with reference to portability 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 Board requests an additional \$11,000 each year in Professional Fees to cover an increase in legal fees and the hiring of an investigator when a complaint is filed against a practitioner.

The Board requests to eliminate the Testing Fee line item because it is not used.

The Board's requested increases are essential for the efficient operation of the Agency to competently regulate the title and practice for the mandated regulatory functions of the Agency. The appropriation for the requested increases is available and unencumbered. Appropriations for the Agency are supported from fees collected by the Agency from licensure applications, renewals and specializations. Please note that the Board is not requesting any increase in licensure fees for the 2015 - 2017 Biennium. 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. No state funds are used for the operation of the Agency.

Audit Findings

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

Findings

Recommendations

Rule 2 of the State of Arkansas Travel Regulations states that "employees may be paid

Consult with the DFA Chief Fiscal Officer when designating a location other than the

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

Findings

travel expenses when required to travel away from their 'official station' on state business." The regulations define an employee's "official station" as the "geographic location or address where the employee normally reports for duty and/or spends the majority of his/her productive time and must be designated as such in writing by the employer."

The regulations further state that "private vehicle mileage shall be reimbursed and computed between the employee's official station or residence, if leaving directly from the residence, whichever is less."

On December 7, 2012, the Board voted to hire an Interim Executive Director for six months or until the position was filled and to study moving the Agency office from Magnolia to central Arkansas. The Board also voted to designate the Interim Director's residence in Sherwood as his official station and to pay the Interim Director's expenses for travel between his official station and Magnolia.

The Interim Director's employment became effective January 2, 2013. On May 10, 2013, the Board approved a motion for the Interim Director to become the Executive Director effective June 1, 2013, with his official station continuing to be his residence in Sherwood. On October 1, 2013, the Board relocated the Agency office from Magnolia to Little Rock and designated Little Rock as the Director's official station.

A time and activity log provided to DLA staff by the Director and the Director's Travel Reimbursement Forms (TR-1) for January 1, 2013 through July 26, 2013, indicated that his time at work was divided evenly between Magnolia and Sherwood/Little Rock. During this period, the Director spent 135 hours (11% of his work hours) traveling between Sherwood and Magnolia. The Director was reimbursed \$6,838 for mileage, lodging, and meals related to travel between his official station in Sherwood and the Agency office in Magnolia in fiscal years 2013 and 2014.

Because the Director could only complete his primary job duties, supervising employees and reviewing licensee application materials, in the Magnolia office, the Board could not adequately justify its decision to designate Sherwood as the Director's official station.

Recommendations

Agency office as an employee's official station.

Agency Response:

New Board policy will be to confer with DFA Chief Fiscal Officer prior to reassignment of Board office location.

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

Findings	Recommendations
<p>Rule 11 of the State of Arkansas Travel Regulations requires that "all claims for reimbursements of expenses...be attested to by the claimant and approved by the administrative head of the agency or their designee(s).</p> <p>The Director both submitted and approved seven TR-1 forms totaling \$6,264 for fiscal years 2013 and 2014.</p>	<p>The Board designate a Board member to review and approve the Director's travel reimbursements.</p> <p><u>Agency Response:</u> Board policy from this point forward will be for the Director to submit TR-1's to the Board for review, to be signed by either the Board Chair or Board Secretary.</p>

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014					FY2014 - 2015						
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: 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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

Base Level is \$288,579 in each year of the 2015-2017 Biennium.

The Board's Change Level request of \$78,317 in FY16 and \$80,423 in FY17 reflects the following:

- Regular Salaries and Personal Services Matching increase of \$55,622 in both years for the reclassification of an Administrative Specialist II (C109) and Administrative Specialist I (C106) to Fiscal Support Analyst (C115) and Fiscal Support Specialist (C115) and the addition of an Administrative Specialist III (C112).
- Extra Help and Personal Services Matching increase of \$4,306 in both years to provide additional help processing additional licensure applicants.
- Operating Expenses increase of \$8,439 in FY16 and \$10,545 in FY17 to cover increases in rent, utilities, and board member reimbursements.

- Establishment of Conference and Travel of \$4,500 in both years provides the opportunity for the Executive Director to attend conferences and trainings both in and out of state.
- Professional Fees \$5,500 increase in both years to cover costs pertaining to legal fees and investigator costs.
- Testing Fees (\$50) decrease in both years from agency no longer needing appropriation for this line item.

In addition to Base Level, the Executive Recommendation provides for the following:

- Reclassification of an Administrative Specialist II (C109) and an Administrative Specialist I (C106) to a Fiscal Support Specialist (C112) and an Administrative Specialist III (C112).
- \$2,939 in FY16 and \$5,045 in FY17 for Operating Expenses.
- \$4,500 both years of the Biennium for Conference and Travel.
- \$5,500 both years of the Biennium for Professional Fees.
- \$50 decrease both years of the Biennium for Testing Fees.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	127,632	114,647	120,536	115,793	156,490	123,256	115,793	156,490	123,256
#Positions		3	3	3	3	4	3	3	4	3
Extra Help	5010001	11,323	16,488	16,488	16,488	20,488	20,488	16,488	20,488	20,488
#Extra Help		1	2	2	2	2	2	2	2	2
Personal Services Matching	5010003	40,661	47,048	45,780	48,210	63,441	59,720	48,210	63,441	59,720
Overtime	5010006	427	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Operating Expenses	5020002	77,718	84,062	84,062	84,062	92,501	87,001	84,062	94,607	89,107
Conference & Travel Expenses	5050009	0	0	0	0	4,500	4,500	0	4,500	4,500
Professional Fees	5060010	2,078	8,976	8,976	8,976	14,476	14,476	8,976	14,476	14,476
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Testing Fees	5900046	0	50	50	50	0	0	50	0	0
Total		259,839	286,271	290,892	288,579	366,896	324,441	288,579	369,002	326,547
Funding Sources										
Fund Balance	4000005	536,693	669,441		750,276	750,276	750,276	828,803	750,486	792,941
Cash Fund	4000045	392,587	367,106		367,106	367,106	367,106	367,106	367,106	367,106
Total Funding		929,280	1,036,547		1,117,382	1,117,382	1,117,382	1,195,909	1,117,592	1,160,047
Excess Appropriation/(Funding)		(669,441)	(750,276)		(828,803)	(750,486)	(792,941)	(907,330)	(748,590)	(833,500)
Grand Total		259,839	286,271		288,579	366,896	324,441	288,579	369,002	326,547

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	288,579	3	288,579	100.0	288,579	3	288,579	100.0
C01	Existing Program	39,176	0	327,755	113.6	41,119	0	329,698	114.2
C02	New Program	36,404	1	364,159	126.2	36,404	1	366,102	126.9
C03	Discontinue Program	(16,413)	0	347,746	120.5	(16,250)	0	349,852	121.2
C10	Reclass	19,150	0	366,896	127.1	19,150	0	369,002	127.9

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	288,579	3	288,579	100.0	288,579	3	288,579	100.0
C01	Existing Program	33,676	0	322,255	111.7	35,619	0	324,198	112.3
C02	New Program	11,136	0	333,391	115.5	11,136	0	335,334	116.2
C03	Discontinue Program	(16,413)	0	316,978	109.8	(16,250)	0	319,084	110.6
C10	Reclass	7,463	0	324,441	112.4	7,463	0	326,547	113.2

Justification

C01	A rise in utility items such as rent and telecommunication costs and the increase of attendance of board members at meetings and conferences.
C02	Addition of one staff position, an Administrative Analyst III, to help with the Board's increase in workload volume.
C03	Decrease of items such as mileage, lodging, and meals in Operating Expenses to allow for that appropriation to be allocated towards the travel expenses of the Executive Director.
C10	Reclassification of two positions aligning with current job responsibilities and duties.

STATE BOARD OF DENTAL EXAMINERS

Enabling Laws

Act 241 of 2014
A.C.A. §17-82-201

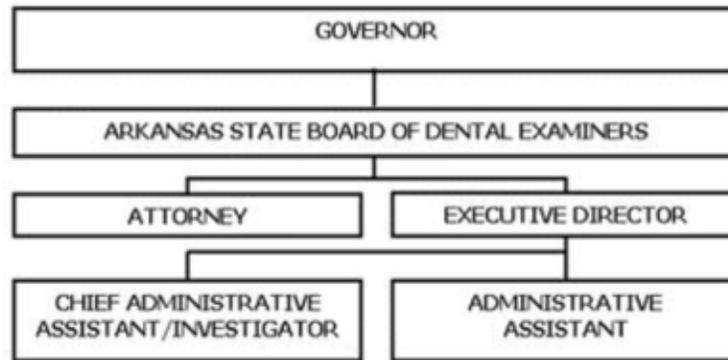
History and Organization

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 5,900 individuals hold a current license or permit issued by the Board of Dental Examiners.



Agency Commentary

The State Board of Dental Examiners is a medically related cash fund agency with one appropriation. Funds are collected by the Board through application fees for licensure, renewal of licenses and permits, issuance of permits, late penalties, and disciplinary fines. The Board is totally self-funded.

The Board was established in 1887 to regulate dentistry. Through the Dental Practice Act [A.C.A. §17-82-101 et seq.] and its Rules and Regulations, the Board prescribes those acts, services, procedures and practices which define the practice of dentistry and those acts, services, procedures and practices which can be performed by dental hygienists and dental assistants.

The Board's office staff of three receives written complaints from the public about dental services, answers questions from the public and licensees of the Board, dispenses applications and information about licensure and permitting in the state, and plans and schedules hearings and meetings. The Board implemented minimum standards of continuing education and mandatory CPR several years ago. The Board uses its website www.dentalboard.arkansas.gov to provide application forms for licensure, minutes of meetings, newsletters and lists of licensed dentists and dental hygienists. Our website is linked to the national group of dental examiners.

The Board is requesting to reclassify a C056C Administrative Specialist III (Grade C112) position to a D071C Computer Support Analyst (Grade C117) position each year of the 2015-17 Biennium to better align the title and classification to the duties of the position.

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 2014

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, 2014

Fund Account	Balance	Type	Location
3120000	\$1,539,747	Checking, Money Market, CD and Treasury	Pulaski, Simmons, Twin City Metropolitan Bank & 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 disburse 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 renewal of dental and hygiene licenses, corporation registry, anesthesia permits. January 1 Even numbered years-Biennial renewal of dental assistant 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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

The Agency's Change Level Request includes an increase of \$5,498 each year of the biennium in Regular Salaries and Personal Services Matching for the reclassification of a (C056C) Administrative Specialist III (Grade C112) position to a (D071C) Computer Support Analyst (Grade C117) position. This request is needed to better align the title and classification with the duties of this position.

The Executive Recommendation provides for a reclassification of the (C056C) Administrative Specialist III (Grade C112) to a (C037C) Administrative Analyst (Grade C115) position. Expenditure of appropriation is contingent upon available funding.

Appropriation Summary

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

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	171,157	169,348	169,378	170,994	175,484	172,486	170,994	175,484	172,486
#Positions		3	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	51,864	50,792	50,079	51,615	52,623	51,949	51,615	52,623	51,949
Operating Expenses	5020002	238,920	214,637	214,637	214,637	214,637	214,637	214,637	214,637	214,637
Conference & Travel Expenses	5050009	7,063	7,166	7,166	7,166	7,166	7,166	7,166	7,166	7,166
Professional Fees	5060010	5,200	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	650	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
Total		474,854	494,069	493,386	496,538	502,036	498,364	496,538	502,036	498,364
Funding Sources										
Fund Balance	4000005	1,259,497	1,539,747		1,745,678	1,745,678	1,745,678	1,949,140	1,943,642	1,947,314
Cash Fund	4000045	755,104	700,000		700,000	700,000	700,000	700,000	700,000	700,000
Total Funding		2,014,601	2,239,747		2,445,678	2,445,678	2,445,678	2,649,140	2,643,642	2,647,314
Excess Appropriation/(Funding)		(1,539,747)	(1,745,678)		(1,949,140)	(1,943,642)	(1,947,314)	(2,152,602)	(2,141,606)	(2,148,950)
Grand Total		474,854	494,069		496,538	502,036	498,364	496,538	502,036	498,364

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	496,538	3	496,538	100.0	496,538	3	496,538	100.0
C10	Reclass	5,498	0	502,036	101.1	5,498	0	502,036	101.1

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	496,538	3	496,538	100.0	496,538	3	496,538	100.0
C10	Reclass	1,826	0	498,364	100.4	1,826	0	498,364	100.4

Justification

C10	The increase of \$5,498 each year of the biennium in Regular Salaries and Personal Services Matching is for the reclassification of a (C056C) Administrative Specialist III (Grade C112) position to a (D071C) Computer Support Analyst (Grade C117) position. This request is needed to better align the title and classification with the duties of this position.
-----	--

ARKANSAS DIETETICS LICENSING BOARD

Enabling Laws

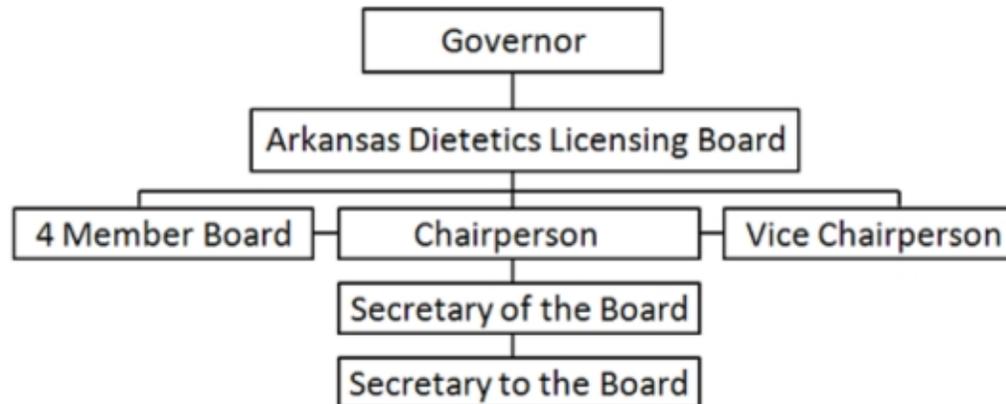
Act 185 of 2014
A.C.A. §17-83-101 thru §17-83-308

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

A.C.A. §17-83-101 et seq. established the Arkansas Dietetics Licensing Board. The Board is responsible for the licensure and regulation of individuals qualified to engage in the practice of dietetics. The Board currently has one (1) authorized position and appropriation for regular salaries, personal services matching and operating expenses. The operations of the Board are funded from the receipt of fees charged pursuant to A.C.A. §17-83-203.

Base Level is requested for the 2015-2017 Biennium as the current appropriated amount for Operating Expenses is sufficient for the daily operations of the Board.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS DIETETICS 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 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

The Board is requesting Base Level of \$36,511 for each year of the 2015-2017 Biennium.

The Executive Recommendation provides for the Agency Request.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	18,708	18,977	18,977	18,977	18,977	18,977	18,977	18,977	18,977
#Positions		1	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	9,143	9,173	9,086	9,305	9,305	9,305	9,305	9,305	9,305
Operating Expenses	5020002	7,431	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
Total		35,282	36,379	36,292	36,511	36,511	36,511	36,511	36,511	36,511
Funding Sources										
Fund Balance	4000005	163,520	169,318		166,939	166,939	166,939	164,428	164,428	164,428
Cash Fund	4000045	41,080	34,000		34,000	34,000	34,000	34,000	34,000	34,000
Total Funding		204,600	203,318		200,939	200,939	200,939	198,428	198,428	198,428
Excess Appropriation/(Funding)		(169,318)	(166,939)		(164,428)	(164,428)	(164,428)	(161,917)	(161,917)	(161,917)
Grand Total		35,282	36,379		36,511	36,511	36,511	36,511	36,511	36,511

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

STATE BOARD OF DISPENSING OPTICIANS

Enabling Laws

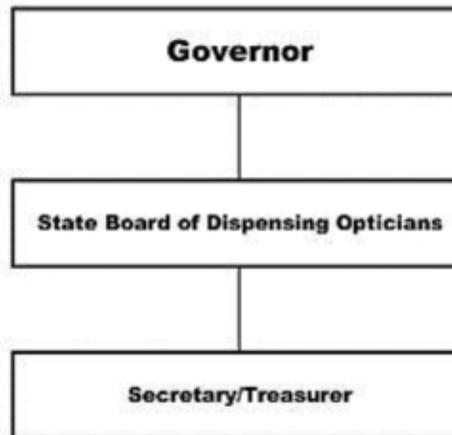
Act 162 of 2014
A.C.A. §17-89-201

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 2015-2017 Biennium.

Audit Findings

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

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 includes include continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Agency is requesting Base Level of \$48,045 for each year of the 2015-2017 Biennium.

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		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	12,235	14,667	14,667	14,773	14,773	14,773	14,773	14,773	14,773
#Positions	1	1	1	1	1	1	1	1	1
Extra Help 5010001	824	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
#Extra Help	1	1	1	1	1	1	1	1	1
Personal Services Matching 5010003	7,602	7,821	7,769	7,972	7,972	7,972	7,972	7,972	7,972
Operating Expenses 5020002	15,548	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	2,200	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
Total	38,409	47,788	47,736	48,045	48,045	48,045	48,045	48,045	48,045
Funding Sources									
Fund Balance 4000005	208,365	236,588		255,137	255,137	255,137	273,429	273,429	273,429
Special Revenue 4000030	66,632	66,337		66,337	66,337	66,337	66,337	66,337	66,337
Total Funding	274,997	302,925		321,474	321,474	321,474	339,766	339,766	339,766
Excess Appropriation/(Funding)	(236,588)	(255,137)		(273,429)	(273,429)	(273,429)	(291,721)	(291,721)	(291,721)
Grand Total	38,409	47,788		48,045	48,045	48,045	48,045	48,045	48,045

FY15 Budget amount in Personal Service Matching exceeds the authorized amount due to the matching rate adjustments during the 2013 - 2015 Biennium.

STATE BOARD OF EMBALMERS & FUNERAL DIRECTORS

Enabling Laws

Act 72 of 2014
A.C.A. §17-29-201, et seq.

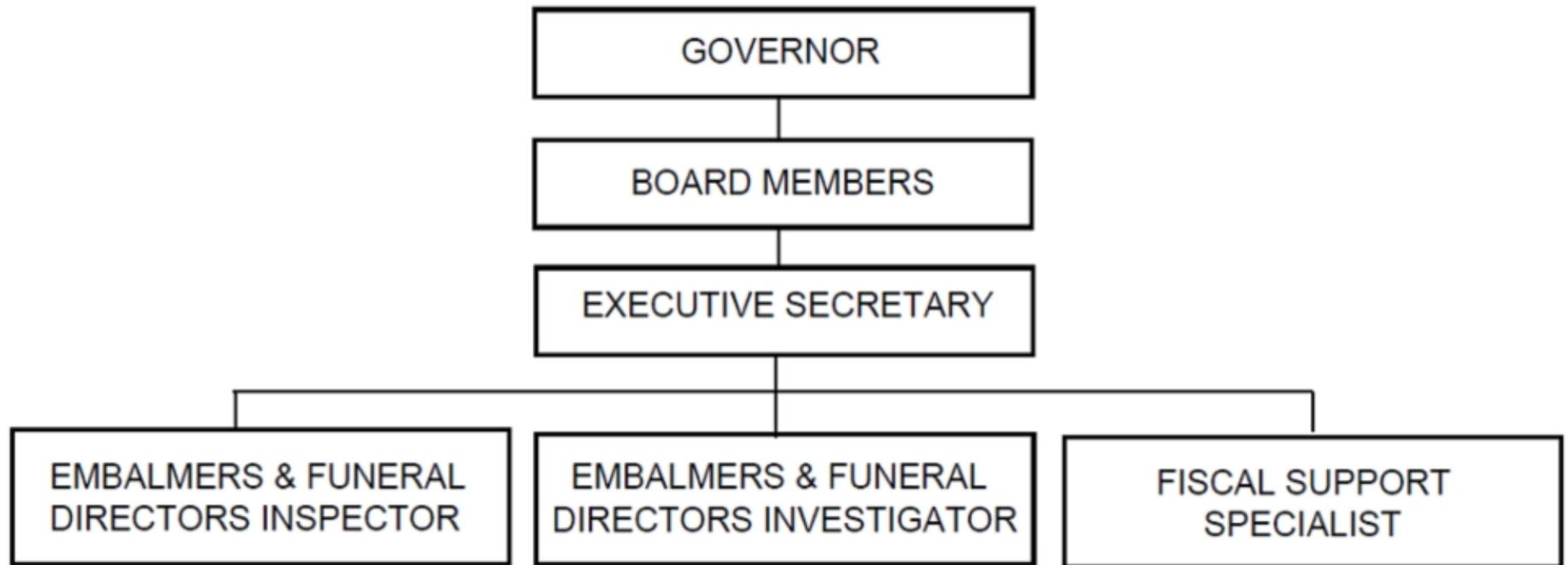
History and Organization

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 2015-17 Biennium, the Board is requesting the following:

- Reallocation of \$10,540 between commitment items in Regular Salaries, Personal Services Matching, Operating Expenses and Conference and Travel to more accurately reflect anticipated expenses.
- \$20,000 in Capital Outlay for the purchase of a vehicle for the Inspector.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BOARD OF EMBALMERS AND FUNERAL DIRECTORS
FOR THE YEAR ENDED JUNE 30, 2013

Findings

Ark. Code Ann. § 19-4-1101 requires all expenditures to be reviewed and approved prior to disbursement. In addition, Ark. Code Ann. § 19-4-814(2) requires that the Agency maintain the original invoice and corresponding documentation of actual payment. In a review of 44 expenditures totaling \$59,691, the following issues were noted:

- Approval before payment was not evident for 12 expenditures totaling \$13,899.
- Supporting documentation was inadequate for 17 expenditures totaling \$7,866.

A lack of staff training could allow for the misappropriation of assets.

Recommendations

Seek training for staff from the Department of Finance and Administration.

Agency Response:

We are a limited staff, and there were times during the audit period that I (the Executive Secretary) was the only person in the office to process all the expenditures. In addition, during the same period, I had an Administrative Specialist III, but I was out on maternity leave. We have begun improving our controls. All employees and Board members have been informed that we must have original invoices and receipts for meals. We are fully staffed now and had already begun implementing additional controls. We actually had meetings with Department of Finance and Administration Office of Accounting and Procurement on the same day we had our exit conference (March 19, 2014). Moving forward, we hope this will never be a problem. We have asked the President and Vice-President of the Board to be more involved by providing additional approvals before processing payments.

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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				
Laws, Rules and Regulations Manual	17-29-204	N	N	300	Provides study guide for licensing examinations.	0	0.00

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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	1	2	3	0	66.67 %	3	2	1	3	0	33.33 %	3	1	2	3	0	66.67 %

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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

For the 2015-17 Biennium, the Board is requesting the following:

- Reallocation of \$10,540 between commitment items to more accurately reflect anticipated expenses and includes increases primarily in board member stipends, advertising and clipping service, mileage, parking fees, board member travel and miscellaneous technical services.
- \$20,000 in Capital Outlay in each year for the purchase of a vehicle for the Inspector.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	59,915	97,447	97,447	97,965	99,665	99,665	98,065	99,765	99,765
#Positions		2	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	22,736	36,037	35,606	36,569	36,699	36,699	36,592	36,722	36,722
Operating Expenses	5020002	45,113	68,840	68,840	68,840	66,310	66,310	68,840	66,310	66,310
Conference & Travel Expenses	5050009	1,055	4,764	4,764	4,764	5,464	5,464	4,764	5,464	5,464
Professional Fees	5060010	0	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	0	0	0	20,000	20,000	0	20,000	20,000
Total		128,819	210,038	209,607	211,088	231,088	231,088	211,211	231,211	231,211
Funding Sources										
Fund Balance	4000005	251,692	226,390		112,152	112,152	112,152	2,064	0	0
Cash Fund	4000045	154,017	146,300		151,500	151,500	151,500	151,500	151,500	151,500
Transfer to Burial Board	4000605	(50,500)	(50,500)		(50,500)	(50,500)	(50,500)	(50,500)	(50,500)	(50,500)
Total Funding		355,209	322,190		213,152	213,152	213,152	103,064	101,000	101,000
Excess Appropriation/(Funding)		(226,390)	(112,152)		(2,064)	17,936	17,936	108,147	130,211	130,211
Grand Total		128,819	210,038		211,088	231,088	231,088	211,211	231,211	231,211

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 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		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	211,088	3	211,088	100.0	211,211	3	211,211	100.0
C01	Existing Program	20,000	0	231,088	109.5	20,000	0	231,211	109.5
C04	Reallocation	0	0	231,088	109.5	0	0	231,211	109.5

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	211,088	3	211,088	100.0	211,211	3	211,211	100.0
C01	Existing Program	20,000	0	231,088	109.5	20,000	0	231,211	109.5
C04	Reallocation	0	0	231,088	109.5	0	0	231,211	109.5

Justification

C01	Agency requests appropriation of \$20,000 in Capital Outlay for the purchase of a vehicle for the Inspector. This purchase will reduce the need to reimburse mileage or use the rental car agreement considering the Inspector travels three (3) or four (4) days a week. This request is for one (1) vehicle purchase, but the Agency is requesting the appropriation for both years of the biennium.
C04	Agency requests the reallocation of \$10,540 between Regular Salaries, Personal Services Matching, Operating Expenses and Conference and Travel commitment items to better reflect current agency spending. No additional appropriation requested.

STATE BOARD OF LICENSURE FOR PROF ENGINEERS & PROF SURVEYORS

Enabling Laws

Act 142 of 2014

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.

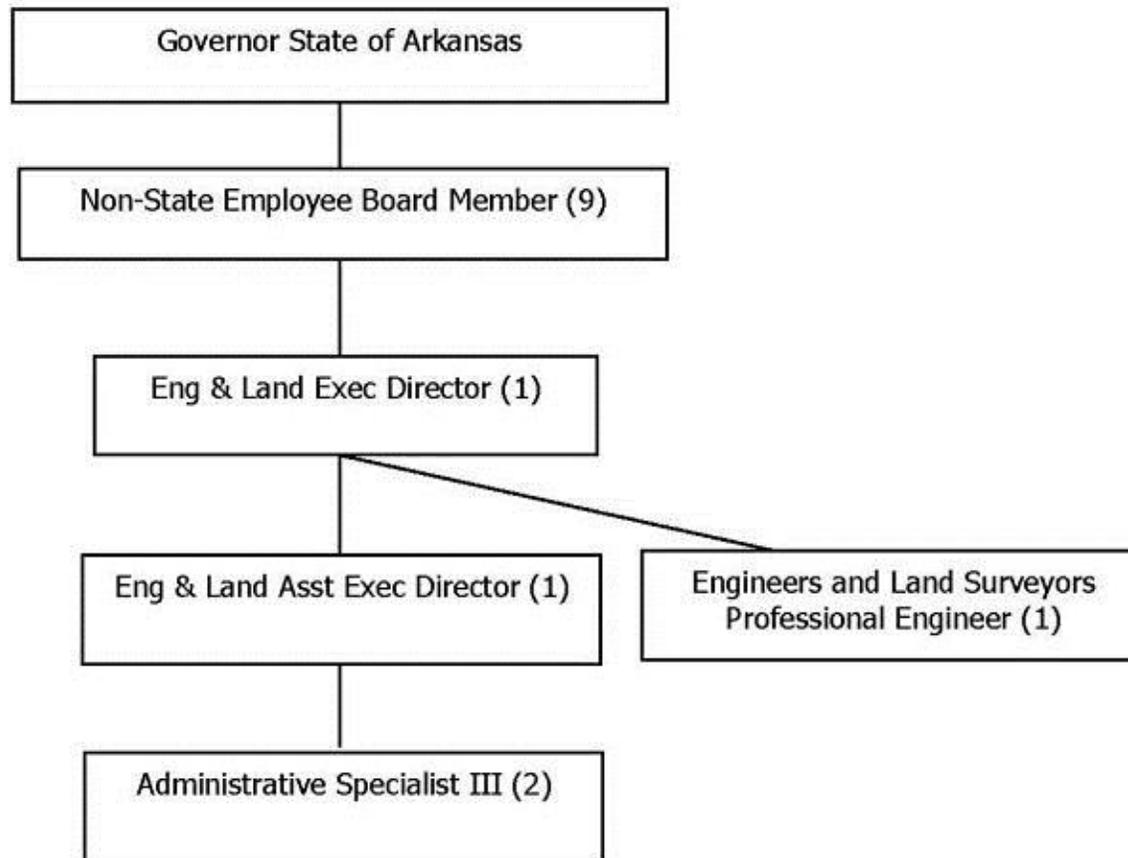
Act 101 of 1967 was passed by the General Assembly which added to the Agency the licensing of Surveyors. The Board reviews the qualifications of individuals to be awarded a license to practice Surveying in the State of Arkansas. The Board was also given the authority to discipline individuals that provide 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 is staffed at the present time by five (5) individuals and one (1) extra help position. They are an Executive Director, Assistant Executive Director, a Professional Engineer, and two (2) Administrative Specialist III. 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 Board's mission and to honor its duty as stewards, the Board requests a net Change Level reduction of \$14,548 in FY16 and FY17 as follows:

For FY16 and FY17, the Board requests a Change Level of \$40,864 in Regular Salaries (00) and Personal Services Matching (03) for a Fiscal Support Analyst Position. The position would be responsible for the fiscal related tasks and duties of this agency. These duties would include but not limited to preparing monthly financial reports and reconciliations, preparing and the submitting the various financial reports such as the IT, CAFR, annual operations plans, biennial budgets, risk assessment preparation, minority purchasing, and other functions as listed in the "Typical Functions" section of the Class Specifications.

The Board requests a Change Level reduction of (\$55,412) in FY16 and FY17 to better reflect actual expenditures:

A reduction of (\$50,812) in Operating Expenses (02) - Printing (\$6,000), Film Processing (\$15,000), Bldg & Grounds Maintenance (\$10,000), Rent of Facility (\$7,000), Business Related Travel (\$7,000) and various other expenses (\$5,812).

A reduction of \$4,600 in Professional Fees and Services (10) - Legal Fees.

As part of an overall reorganization of this office, a Job Audit was performed within the agency. As a result, the Board requests reclassification of the 2-Administrative Specialist III positions to Licensing Coordinators positions.

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, 2013

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	2	1	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				
None	N/A	N	N	0	N/A	0	0.00

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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	
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: 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 2015 1% Cost of Living Adjustment and Career Service payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Agency requests a Change Level decrease of \$14,548 each year of the biennium which includes the following:

- Regular Salaries and Personal Services Matching \$40,864 each year for a new Fiscal Support Analyst position Grade C115. This position will be responsible primarily for the fiscal tasks including preparing monthly financial reports and reconciliations, preparing and submitting various financial reports such as IT reports, CAFR reports, annual operations plans, the biennial budget, risk assessment preparation, and other functions as part of the overall reorganization of the office.
- Reduction in Operating Expenses of \$50,812 each year which include Printing \$6,000, Film Processing \$15,000, Building & Grounds Maintenance \$10,000, Rent of Facility \$7,000, business related travel \$7,000, and various other expenses \$5,812, to better reflect actual expenditures.
- Reduction in Professional Fees of \$4,600 in Legal Fees is requested to better reflect actual expenditures.
- Reclassification of two (2) Administrative Specialist III Grade C112 positions to Licensing Coordinator Grade C113 positions to reflect their current duties as outlined in OPM's job audit.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	256,014	252,167	252,165	255,203	284,454	284,454	255,303	284,554	284,554
#Positions		5	5	5	5	6	6	5	6	6
Extra Help	5010001	11,829	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
#Extra Help		1	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	84,529	81,273	80,144	82,711	94,324	94,324	82,734	94,347	94,347
Operating Expenses	5020002	177,255	259,461	259,461	259,461	208,649	208,649	259,461	208,649	208,649
Conference & Travel Expenses	5050009	7,192	10,227	10,227	10,227	10,227	10,227	10,227	10,227	10,227
Professional Fees	5060010	6,380	11,744	11,744	11,744	7,144	7,144	11,744	7,144	7,144
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	69,366	0	0	0	0	0	0	0	0
Total		612,565	626,872	625,741	631,346	616,798	616,798	631,469	616,921	616,921
Funding Sources										
Fund Balance	4000005	1,125,112	1,134,299		1,122,427	1,122,427	1,122,427	1,091,081	1,105,629	1,105,629
Cash Fund	4000045	621,752	615,000		600,000	600,000	600,000	600,000	600,000	600,000
Total Funding		1,746,864	1,749,299		1,722,427	1,722,427	1,722,427	1,691,081	1,705,629	1,705,629
Excess Appropriation/(Funding)		(1,134,299)	(1,122,427)		(1,091,081)	(1,105,629)	(1,105,629)	(1,059,612)	(1,088,708)	(1,088,708)
Grand Total		612,565	626,872		631,346	616,798	616,798	631,469	616,921	616,921

FY15 Budget amount in Regular Salaries and Personal Services Matching exceeds authorized amount due to salary and matching rate adjustments during the 2013-2015 Biennium.

Change Level by Appropriation

Appropriation: 857 - Land Surveyors - Cash in Treasury
Funding Sources: NES - Cash in Treasury

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	631,346	5	631,346	100.0	631,469	5	631,469	100.0
C01	Existing Program	40,864	1	672,210	106.5	40,864	1	672,333	106.5
C03	Discontinue Program	(55,412)	0	616,798	97.7	(55,412)	0	616,921	97.7
C10	Reclass	0	0	616,798	97.7	0	0	616,921	97.7

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	631,346	5	631,346	100.0	631,469	5	631,469	100.0
C01	Existing Program	40,864	1	672,210	106.5	40,864	1	672,333	106.5
C03	Discontinue Program	(55,412)	0	616,798	97.7	(55,412)	0	616,921	97.7
C10	Reclass	0	0	616,798	97.7	0	0	616,921	97.7

Justification

C01	Agency requests a change level of \$40,864 for each year of the biennium in Regular Salaries and Personal Services Matching for a new Fiscal Support Analyst position. The position would be responsible primarily for the fiscal related tasks and duties of this agency. These duties would include but not be limited to preparing monthly financial reports and reconciliations, preparing and the submitting the various financial reports such as the IT reports, CAFR reports, annual operations plans, biennial budgets, risk assessment preparation, minority purchasing reports, and other functions as listed in the "Typical Functions" section of the Class Specifications and is part of an overall reorganization of this office which includes a reclassification.
C03	Agency requests a Change Level reduction of \$55,412 in FY16 and FY17 to better reflect actual expenditures: a reduction of \$50,812 in Operating Expenses (02) - Printing (\$6,000), Film Processing (\$15,000), Bldg & Grounds Maintenance (\$10,000), Rent of Facility (\$7,000), Business Related Travel (\$7,000) and various other expenses (\$5,812). A reduction of \$,4600 in Professional Fees and Services (10) - Legal Fees.
C10	Agency requests a reclassification of 2-Administrative Specialist III positions to 2-Licensing Coordinator positions to reflect their current duties as outlined in OPM's job audit.

FIRE PROTECTION LICENSING BOARD

Enabling Laws

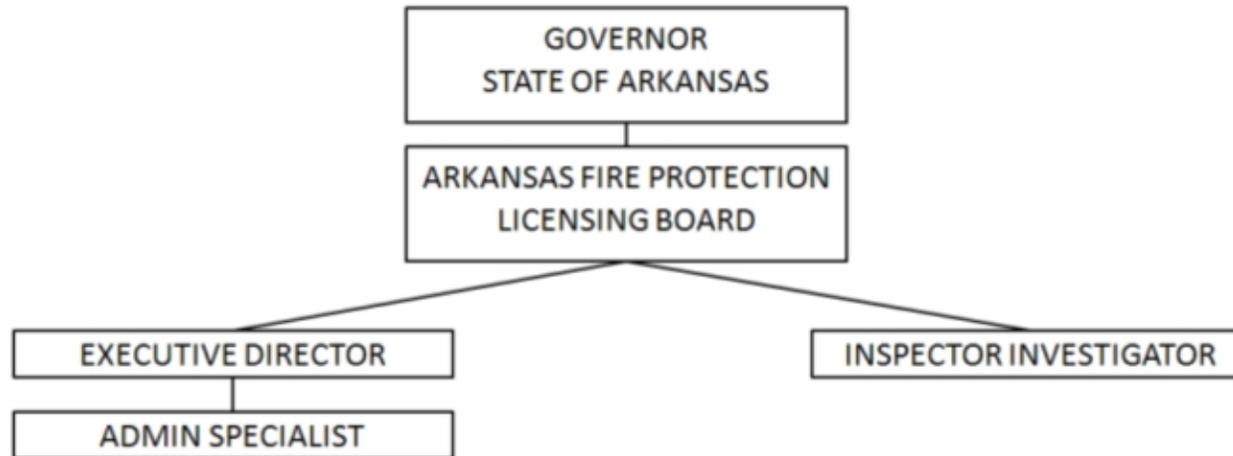
Act 112 of 2014
A.C.A. §20-22-601 et seq.

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 2015-2017 biennial 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 additional appropriation to upgrade and maintain an 8+ year old Access Database system. The database stores the various licenses, renewals, inspections, violations and fines levied. The board is adding licensing for fire sprinkler installers to this database. This is an increase of \$24,500 in FY16 and \$9,500 in FY17.

The Board requests an increase in Operating Expenses for a copier replacement and a postage meter, mileage for the investigator, membership dues, janitorial service and various other expenses. This request is an increase of \$16,214 each year of the biennium. The Board also requests a decrease in Operating Expenses to align the budget to expenditures and to reflect lower cost for Telecommunications Wireless (cell phone/usage) and to lower budget in the areas where the previous Executive Director charged personal expenses. These expenditures included electricity, Other Expenses, Fuel Purchases, Office Supplies, and Drugs & Medicines. This decreases the budget \$12,744 each year.

Audit Findings

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

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.

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.

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

Findings

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 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.

Recommendations

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

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.

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

Findings

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

- \$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

Recommendations

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.

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

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

Findings

- 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

- 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 2014

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 %

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

FY2012 - 2013						FY2013 - 2014					FY2014 - 2015						
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	2	1	3	0	33.33 %	3	2	1	3	0	33.33 %

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 2015 1% Cost of Living Adjustment and Career Service payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Agency requests a Change Level net increase of \$27,970 for FY16 and \$12,970 for FY17 in Operating Expenses as follows:

- Increase of \$40,714 for FY16 and \$25,714 for FY17 for Rent of Office Equipment for a copier replacement and a postage meter \$3,720; Mileage for the Investigator \$7,700; Membership Dues \$1,000; Janitorial Service \$2,000; various other expenses \$1,794; and Miscellaneous Technical Services \$24,500 in FY16 and \$9,500 in FY17 to update the database licensing system to allow easier maintenance and updating and increased uniformity with other regulatory boards' databases. The current database is over eight (8) years old, FY16 is for replacement/upgrade and FY17 is for maintenance. This is included in the Board's IT plan.
- Decrease of \$12,744 each year to align budget with expenditures and reflect lower cost for Telecommunications Wireless and to lower budget in areas where the previous Executive Director charged personal expenses. These expenditures included Electricity, Other Expenses, Fuel Purchases, Office Supplies, and Drugs & Medicines.

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			2015-2016			2016-2017		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	89,357	87,992	92,985	88,794	88,794	88,794	88,794	88,794	88,794
#Positions	3	3	3	3	3	3	3	3	3
Personal Services Matching 5010003	38,723	33,442	34,166	34,033	34,033	34,033	34,033	34,033	34,033
Operating Expenses 5020002	74,361	85,274	85,274	85,274	113,244	113,244	85,274	98,244	98,244
Conference & Travel Expenses 5050009	226	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
Professional Fees 5060010	43	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
Total	202,710	211,008	216,725	212,401	240,371	240,371	212,401	225,371	225,371
Funding Sources									
Fund Balance 4000005	172,284	156,498		117,490	117,490	117,490	80,089	52,119	52,119
Cash Fund 4000045	186,924	172,000		175,000	175,000	175,000	180,000	180,000	180,000
Total Funding	359,208	328,498		292,490	292,490	292,490	260,089	232,119	232,119
Excess Appropriation/(Funding)	(156,498)	(117,490)		(80,089)	(52,119)	(52,119)	(47,688)	(6,748)	(6,748)
Grand Total	202,710	211,008		212,401	240,371	240,371	212,401	225,371	225,371

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	212,401	3	212,401	100.0	212,401	3	212,401	100.0
C01	Existing Program	16,214	0	228,615	107.6	16,214	0	228,615	107.6
C03	Discontinue Program	(12,744)	0	215,871	101.6	(12,744)	0	215,871	101.6
C08	Technology	24,500	0	240,371	113.2	9,500	0	225,371	106.1

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	212,401	3	212,401	100.0	212,401	3	212,401	100.0
C01	Existing Program	16,214	0	228,615	107.6	16,214	0	228,615	107.6
C03	Discontinue Program	(12,744)	0	215,871	101.6	(12,744)	0	215,871	101.6
C08	Technology	24,500	0	240,371	113.2	9,500	0	225,371	106.1

Justification

C01	The board requests an increase of \$16,214 in Operating Expenses for Rent of Office Equipment for a copier replacement and postage meter \$3,720, Mileage for the Investigator \$7,700, Membership Dues \$1,000, Janitorial Service \$2,000, and various other expenses of \$1,794.
C03	The board requests a decrease of \$12,744 in Operating Expenses to more closely align budget with expenditures and to reflect lower cost for Telecommunications Wireless, and to lower budget in the areas where the previous Executive Director charged personal expenditures. These expenditures included electricity, Other Expenses, Fuel Purchases, Office Supplies, and Drugs & Medicines.
C08	The board requests an increase of \$24,500 in FY16 and \$9,500 in FY17 in Operating Expenses for Miscellaneous Technical Services to update the database licensing system to allow easier maintenance and updating and increased uniformity with other regulatory board's databases. The current database is over eight (8) years old. The first year will cover the upgrade/replacement and the second year will cover maintenance. The request is by amendment to the board's IT plan as a software purchase with a hosted web resource.

STATE BOARD OF REGISTRATION FOR FORESTERS

Enabling Laws

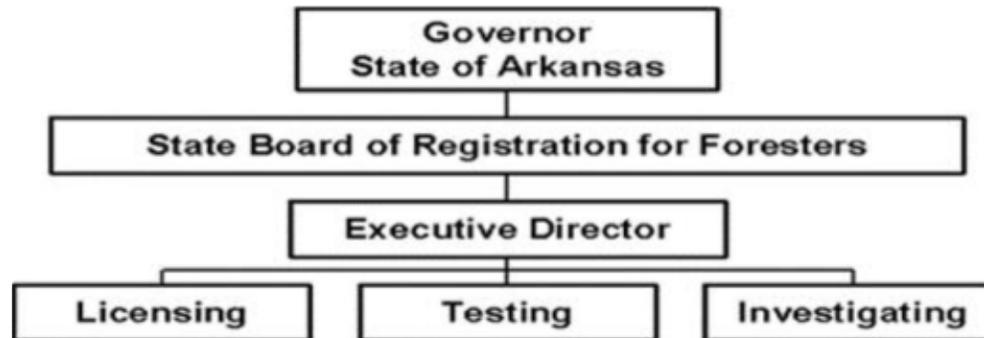
Act 136 of 2014
A.C.A. §17-31-101 et seq.

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 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, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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	20	Required by A.C.A. 17-31-207. Distributed by email with hard copy sent upon request.	40	70.87

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Extra Help	5010001	6,695	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
#Extra Help		1	2	2	2	2	2	2	2	2
Personal Services Matching	5010003	515	918	918	926	926	926	926	926	926
Operating Expenses	5020002	4,991	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
Total		12,201	20,018	20,018	20,026	20,026	20,026	20,026	20,026	20,026
Funding Sources										
Fund Balance	4000005	79,115	82,966		78,948	78,948	78,948	74,922	74,922	74,922
Special Revenue	4000030	16,052	16,000		16,000	16,000	16,000	16,000	16,000	16,000
Total Funding		95,167	98,966		94,948	94,948	94,948	90,922	90,922	90,922
Excess Appropriation/(Funding)		(82,966)	(78,948)		(74,922)	(74,922)	(74,922)	(70,896)	(70,896)	(70,896)
Grand Total		12,201	20,018		20,026	20,026	20,026	20,026	20,026	20,026

Expenditure of appropriation is contingent upon available funding.

ARKANSAS HOME INSPECTOR REGISTRATION BOARD

Enabling Laws

Act 62 of 2014
A.C.A. §17-52-301 et seq.

History and Organization

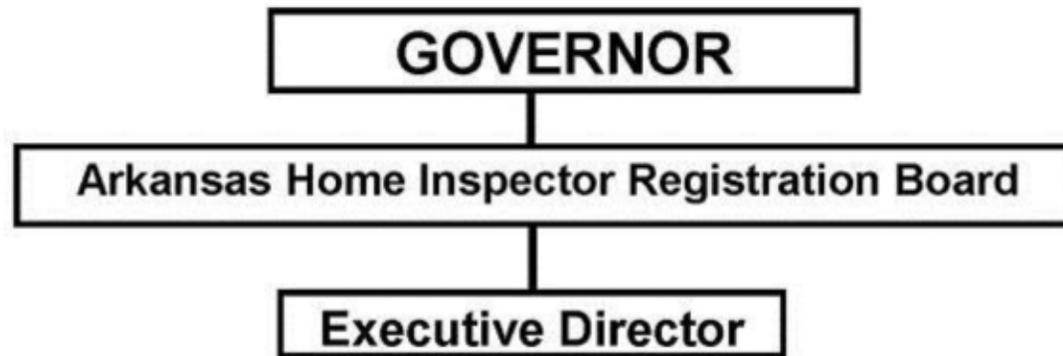
The Arkansas Home Inspector Registration Board was created by Act 1328 of 2003.

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 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. 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 \$64,198 for FY16 and \$64,320 for FY17 . 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, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	1	0	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

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2013-2014		2014-2015		2014-2015		2015-2016						2016-2017					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
2JV Operations	58,967	1	63,597	1	62,446	1	64,198	1	64,198	1	64,198	1	64,320	1	64,320	1	64,320	1
86N Public Awareness Campaign	0	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
Total	58,967	1	88,597	1	87,446	1	89,198	1	89,198	1	89,198	1	89,320	1	89,320	1	89,320	1

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance 4000005	336,128	84.4	339,294	84.1			314,697	83.1	314,697	83.1	314,697	83.1	289,499	81.9	289,499	81.9	289,499	81.9
Cash Fund 4000045	62,133	15.6	64,000	15.9			64,000	16.9	64,000	16.9	64,000	16.9	64,000	18.1	64,000	18.1	64,000	18.1
Total Funds	398,261	100.0	403,294	100.0			378,697	100.0	378,697	100.0	378,697	100.0	353,499	100.0	353,499	100.0	353,499	100.0
Excess Appropriation/(Funding)	(339,294)		(314,697)				(289,499)		(289,499)		(289,499)		(264,179)		(264,179)		(264,179)	
Grand Total	58,967		88,597				89,198		89,198		89,198		89,320		89,320		89,320	

FY15 Budget amount in 2JV Operations exceeds authorized amount due to salary and matching rate adjustments during the 2013-2015 Biennium.

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 %	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %

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 2015 1% Cost of Living Adjustment and Career Service payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

The Board requests Base Level appropriation for the 2015-2017 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	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	37,414	38,132	37,332	38,505	38,505	38,505	38,605	38,605	38,605
#Positions	1	1	1	1	1	1	1	1	1
Personal Services Matching 5010003	13,363	13,465	13,114	13,693	13,693	13,693	13,715	13,715	13,715
Various Maintenance and Op 5900046	8,190	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Total	58,967	63,597	62,446	64,198	64,198	64,198	64,320	64,320	64,320
Funding Sources									
Fund Balance 4000005	261,128	264,294		264,697	264,697	264,697	264,499	264,499	264,499
Cash Fund 4000045	62,133	64,000		64,000	64,000	64,000	64,000	64,000	64,000
Total Funding	323,261	328,294		328,697	328,697	328,697	328,499	328,499	328,499
Excess Appropriation/(Funding)	(264,294)	(264,697)		(264,499)	(264,499)	(264,499)	(264,179)	(264,179)	(264,179)
Grand Total	58,967	63,597		64,198	64,198	64,198	64,320	64,320	64,320

FY15 Budget amount in Regular Salaries and Personal Services Matching exceeds authorized amount due to salary and matching rate adjustments during the 2013-2015 Biennium.

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 88th General Assembly and is 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 2015-2017 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	Historical Data			2015-2016			2016-2017		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Public Awareness Campaign 5900046	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Funding Sources									
Fund Balance 4000005	75,000	75,000		50,000	50,000	50,000	25,000	25,000	25,000
Total Funding	75,000	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	0	25,000		25,000	25,000	25,000	25,000	25,000	25,000

LIQUEFIED PETROLEUM GAS BOARD

Enabling Laws

Act 86 of 2014
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.

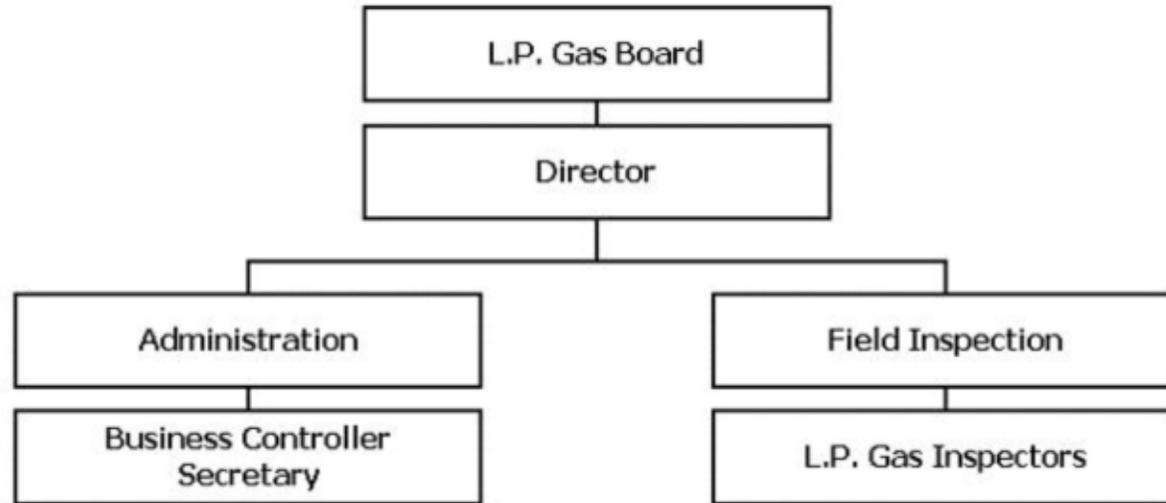
Act 204 of 1939 provided the initial authority for regulation of these activities. These duties were first assigned to a section of the Boiler Inspection Division of the State Department of Labor.

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 2015 - 2017 Biennium.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 LIQUEFIED PETROLEUM GAS BOARD
 FOR THE YEAR ENDED JUNE 30, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	4	3	7	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			7	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				
L.P. Code	A.C.A. 15-75-207	N	N	5,000	Rules and Regulation Changes	0	0.00

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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	
7	7	0	7	0	0.00 %	7	7	0	7	0	0.00 %	7	7	0	7	0	0.00 %

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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

The Board requests Base Level of \$599,121 in FY16 and \$599,244 in FY17.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	299,505	291,347	291,347	294,215	294,215	294,215	294,315	294,315	294,315
#Positions		7	7	7	7	7	7	7	7	7
Extra Help	5010001	0	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300
#Extra Help		0	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	102,029	100,292	98,960	101,956	101,956	101,956	101,979	101,979	101,979
Operating Expenses	5020002	93,319	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Conference & Travel Expenses	5050009	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Professional Fees	5060010	11,110	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	60,000	60,000	0	0	0	0	0	0
Total		505,963	654,589	653,257	599,121	599,121	599,121	599,244	599,244	599,244
Funding Sources										
Fund Balance	4000005	963,473	1,024,873		895,284	895,284	895,284	821,163	821,163	821,163
Special Revenue	4000030	567,363	525,000		525,000	525,000	525,000	525,000	525,000	525,000
Total Funding		1,530,836	1,549,873		1,420,284	1,420,284	1,420,284	1,346,163	1,346,163	1,346,163
Excess Appropriation/(Funding)		(1,024,873)	(895,284)		(821,163)	(821,163)	(821,163)	(746,919)	(746,919)	(746,919)
Grand Total		505,963	654,589		599,121	599,121	599,121	599,244	599,244	599,244

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

ARKANSAS MANUFACTURED HOME COMMISSION

Enabling Laws

Act 183 of 2014
A.C.A. §20-25-105

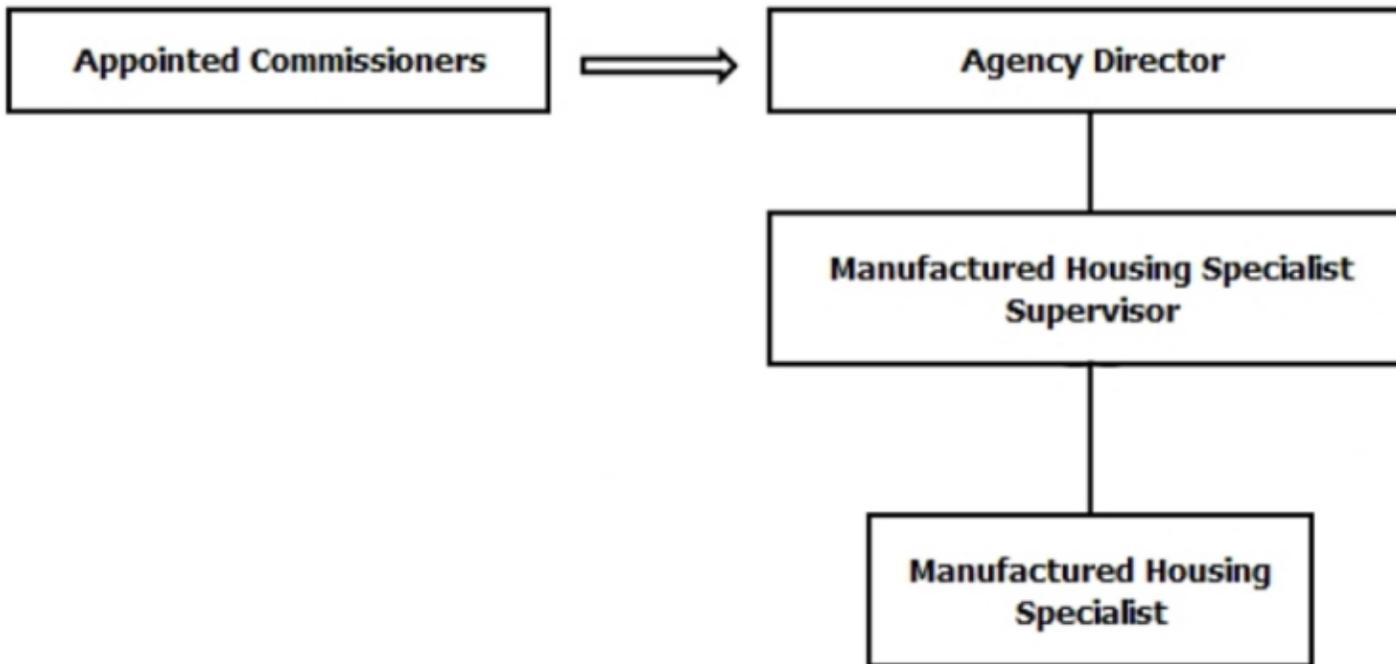
History and Organization

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 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 requiring manufacturers and dealers to be certified with the Commission and installers and salespersons to be licensed by the Commission. Other responsibilities include the monitoring of manufactured home dealer lots, mandatory continuing education classes for persons performing installations, participation in the National Plant monitoring quality control audits, establishing and enforcing installation standards, and on-site home inspections. Additionally, the Commission handles consumer complaints relating to the structural defects in the home and the blocking/anchoring of manufactured homes within the State of Arkansas. The Commission has an inspection program for new manufactured homes.

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

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.

The Board is requesting Base Level for the 2015-2017 Biennium.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS MANUFACTURED HOME COMMISSION
FOR THE YEAR ENDED JUNE 30, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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	2013-2014		2014-2015		2014-2015		2015-2016						2016-2017					
	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	232,465	3	267,656	3	282,004	3	269,970	3	269,970	3	269,970	3	270,093	3	270,093	3	270,093	3
235 Investments & Claims	24,000	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
Total	256,465	3	492,656	3	507,004	3	494,970	3	494,970	3	494,970	3	495,093	3	495,093	3	495,093	3

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance 4000005	1,555,349	84.1	1,593,930	84.4			1,396,475	82.5	1,396,475	82.5	1,396,475	82.5	1,196,706	80.2	1,196,706	80.2	1,196,706	80.2
Federal Revenue 4000020	92,989	5.0	93,000	4.9			93,000	5.5	93,000	5.5	93,000	5.5	93,000	6.2	93,000	6.2	93,000	6.2
Special Revenue 4000030	202,057	10.9	202,201	10.7			202,201	12.0	202,201	12.0	202,201	12.0	202,201	13.6	202,201	13.6	202,201	13.6
Total Funds	1,850,395	100.0	1,889,131	100.0			1,691,676	100.0	1,691,676	100.0	1,691,676	100.0	1,491,907	100.0	1,491,907	100.0	1,491,907	100.0
Excess Appropriation/(Funding)	(1,593,930)		(1,396,475)				(1,196,706)		(1,196,706)		(1,196,706)		(996,814)		(996,814)		(996,814)	
Grand Total	256,465		492,656				494,970		494,970		494,970		495,093		495,093		495,093	

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %

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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

The Commission is requesting Base Level of \$269,970 for FY16 and \$270,093 for FY17.

The Executive Recommendation provides for 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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	148,308	144,031	156,339	145,555	145,555	145,555	145,655	145,655	145,655
#Positions		3	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	48,234	47,037	49,077	47,827	47,827	47,827	47,850	47,850	47,850
Operating Expenses	5020002	35,923	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
Total		232,465	267,656	282,004	269,970	269,970	269,970	270,093	270,093	270,093
Funding Sources										
Fund Balance	4000005	230,808	244,315		222,086	222,086	222,086	197,543	197,543	197,543
Federal Revenue	4000020	92,989	93,000		93,000	93,000	93,000	93,000	93,000	93,000
Special Revenue	4000030	152,983	152,427		152,427	152,427	152,427	152,427	152,427	152,427
Total Funding		476,780	489,742		467,513	467,513	467,513	442,970	442,970	442,970
Excess Appropriation/(Funding)		(244,315)	(222,086)		(197,543)	(197,543)	(197,543)	(172,877)	(172,877)	(172,877)
Grand Total		232,465	267,656		269,970	269,970	269,970	270,093	270,093	270,093

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 2015-2017 Biennium.

The Executive Recommendation provides for 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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	0	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	24,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Claims	5110015	0	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
Total		24,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000
Funding Sources										
Fund Balance	4000005	1,324,541	1,349,615		1,174,389	1,174,389	1,174,389	999,163	999,163	999,163
Special Revenue	4000030	49,074	49,774		49,774	49,774	49,774	49,774	49,774	49,774
Total Funding		1,373,615	1,399,389		1,224,163	1,224,163	1,224,163	1,048,937	1,048,937	1,048,937
Excess Appropriation/(Funding)		(1,349,615)	(1,174,389)		(999,163)	(999,163)	(999,163)	(823,937)	(823,937)	(823,937)
Grand Total		24,000	225,000		225,000	225,000	225,000	225,000	225,000	225,000

ARKANSAS STATE BOARD OF MASSAGE THERAPY

Enabling Laws

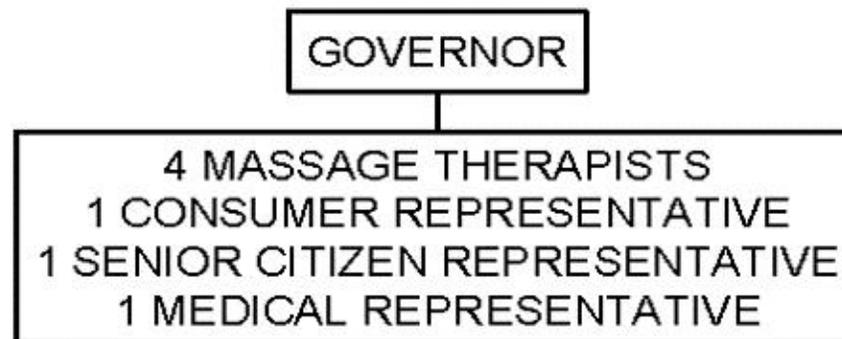
Act 85 of 2014
A.C.A. §19-5-1215

History and Organization

The Arkansas State Board of Massage Therapy was created with the intent to upgrade the standards of practice and education of massage therapy and regulate the practice of massage therapy in the State of Arkansas.

The Arkansas State Board of Massage Therapy consists of seven members appointed by the Governor for a term of three years. Six members shall be licensees and these members shall be full voting members. Only two of the members shall be owners of a massage therapy school; one member to represent the public, shall not be engaged in or retired from the practice of massage therapy. This member shall be a full voting member. Board members appointed to their positions shall be selected in equal apportionment from the congressional districts of the state as provided in § 25-16-801 and shall be subject to confirmation by the Senate.

The Board has statutory authority to examine and inspect at least once each year all massage therapy schools, offices, and clinics in the state. The Board is required to administer an examination for each new applicant and may hold other licensing examinations from time to time. Licenses are issued biannually for Massage Therapists, Master Massage Therapists and Massage Therapy Instructors. Licenses for Massage Therapy Schools and Massage Therapy Clinics expire on June 30th of each year.



Agency Commentary

The Arkansas State Board of Massage Therapy was created with the intent to upgrade the standards of practice and education of massage therapy and regulate the practice of massage therapy in the State of Arkansas.

The Board requests Base Level for both years of the 2015-2017 Biennium.

The Board also requests a fee increase for new applicant, upgrade, school renewal and inspection, duplicate license, new license, original license, clinic/spa inspection, continuing education, and license renewal fees in order to cover the increased costs of Regular Salaries and Personal Services Matching.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BOARD OF MASSAGE THERAPY
FOR THE YEAR ENDED JUNE 30, 2012

Findings	Recommendations
<p>Financial Management Guide regulation R19-4-501 states that sound internal controls dictate daily deposits to the State Treasury and/or a commercial bank account. Weekly deposits are allowable if an agency receives only minimal cash or checks. A review of all 21 deposits revealed that the Board is not depositing cash receipts timely.</p> <p>The Board's lack of adherence to cash receipt regulations could create the opportunity for misappropriation of state assets.</p> <p>Financial Management Guide regulation R19-4-501 states that a receipt must be issued for each cash payment received in person. Receipts are to be pre-numbered and must contain the following information for each item receipted: date, amount of receipt, name of person or company from whom monies were received, purpose of payment, fund(s) to which receipt is to be credited, and signature of employee receiving monies. The original receipt must be given to the party making payment. One duplicate copy of the receipt must be maintained in numerical order in the receipt book. A review of all</p>	<p>Deposit cash receipts timely, in accordance with state regulations.</p> <p><u>Agency Response:</u> Prior to this finding, because our agency does not receive funds daily, deposits were made on a weekly or bi-weekly basis. We have taken the necessary corrective action in making every effort to make deposits as we receive funds.</p> <p>Issue and maintain pre-numbered receipts for cash received in person, in accordance with state regulations.</p> <p><u>Agency Response:</u> Certificates are numbered and were considered receipts. We have taken the necessary corrective action to issue each in person cash transaction a numbered receipt.</p>

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 ARKANSAS STATE BOARD OF MASSAGE THERAPY
 FOR THE YEAR ENDED JUNE 30, 2012

Findings

Recommendations

21 deposits revealed that the Board is not issuing or maintaining pre-numbered receipts for cash received in person.

The Board's lack of adherence to cash receipt regulations could create the opportunity for misappropriation of state assets.

Ark. Code Ann. § 19-4-1103 states, "It shall be the responsibility of each executive head of a state agency to establish adequate internal administrative procedures and controls to ensure prompt and accurate payment of obligations." A sample of 30 maintenance and operation expenditures revealed that two disbursements totaling \$3,860 lacked disbursing officer approval and adequate supporting documentation.

Adhere to state laws and regulations related to the disbursement of state funds.

Agency Response:

We have taken the necessary corrective action to prevent future deficiencies by carefully maintaining sufficient paperwork.

The Board's lack of adherence to cash receipt regulations could create the opportunity for misappropriation of state assets.

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	0	0	0	0 %
Black Employees	1	3	4	100 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			4	100 %
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				
None	N/A	N	N	0	N/A	0	0.00

Change in Fee Schedule

CURRENT FEE STRUCTURE			PROPOSED CHANGE				
Description	Fee Amount	Estimated Receipts 2014-2015	Authorizing Act or AR Code	Fee Amount	Estimated Receipts		Reason for Change
					2015-2016	2016-2017	
Clinic/Spa Inspection Fee (Inspection Failure)	\$0.00	\$0	A.C.A 17-85-303	\$25.00	\$250	\$250	To pay for the expenses associated with Regular Salaries and Personal Services Matching costs.
Continuing Education Fee	\$40.00	\$10,000	A.C.A 17-85-303	\$75.00	\$17,000	\$17,000	To pay for the expenses associated with Regular Salaries and Personal Services Matching costs.
Duplicate License Fee	\$10.00	\$200	A.C.A 17-85-303	\$15.00	\$300	\$300	To pay for the expenses associated with Regular Salaries and Personal Services Matching costs.
Name Change and New License Fee	\$10.00	\$200	A.C.A 17-85-303	\$15.00	\$300	\$300	To pay for the expenses associated with Regular Salaries and Personal Services Matching costs.
New Applicant's Fee	\$180.00	\$8,000	A.C.A 17-85-303	\$200.00	\$9,400	\$9,400	To pay for the expenses associated with Regular Salaries and Personal Services Matching costs.

Original License and Renewal Fees	\$80.00	\$150,000	A.C.A 17-85-303	\$150.00	\$220,000	\$220,000	To pay for the expenses associated with Regular Salaries and Personal Services Matching costs.
School Annual Renewal and Inspection Fee	\$100.00	\$1,000	A.C.A 17-85-303	\$130.00	\$1,250	\$1,250	To pay for the expenses associated with Regular Salaries and Personal Services Matching costs.
Upgrade Fee	\$155.00	\$1,000	A.C.A 17-85-303	\$175.00	\$1,500	\$1,500	To pay for the expenses associated with Regular Salaries and Personal Services Matching costs.

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014					FY2014 - 2015						
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	3	1	4	-2	-50.00 %	4	4	0	4	0	0.00 %	4	4	0	4	0	0.00 %

FY13 Budgeted positions exceed Authorized due to positions obtained from the Central Growth Pool.

Analysis of Budget Request

Appropriation: 428 - Massage Board Operations

Funding Sources: MMT - Massage Therapy Board

The Arkansas State Board of Massage Therapy was created to upgrade the standards of practice and education of massage therapy and regulate the practice of massage therapy in the State of Arkansas. The Board has statutory authority to examine and inspect all massage therapy schools, offices, and clinics in the State. The Board is required to hold at least one examination each year, and may hold other examinations from time to time. Certificates of registration are issued annually for Massage Therapists, Master Massage Therapists, Massage Therapy Instructors, Massage Therapy schools, and Massage Therapy offices or clinics.

Base Level Regular Salaries and Personal Services Matching include the continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Bases level salaries will not include Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Agency requests Base Level for both years of the 2015-2017 Biennium.

The Executive Recommendation provides for Base Level if the statutory fee maximum found in A.C.A 17-86-303 was raised to an amount sufficient to avoid deficit spending.

Alternatively, the Executive Recommendation provides to discontinue two (2) positions: one Administrative Analyst III (Grade C112) and one (1) Massage Therapy Inspector (Grade C112) in order to avoid anticipated deficit spending in the 2015-2017 Biennium.

Expenditure of appropriation is contingent upon available funding.

Appropriation Summary

Appropriation: 428 - Massage Board Operations

Funding Sources: MMT - Massage Therapy Board

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	125,548	124,217	124,971	125,411	125,411	125,411	125,411	125,411	125,411
#Positions		4	4	4	4	4	4	4	4	4
Personal Services Matching	5010003	51,356	50,572	50,169	51,393	51,393	51,393	51,393	51,393	51,393
Operating Expenses	5020002	59,571	63,090	63,090	63,090	63,090	63,090	63,090	63,090	63,090
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
Total		236,475	237,879	238,230	239,894	239,894	239,894	239,894	239,894	239,894
Funding Sources										
Fund Balance	4000005	145,111	80,555		13,676	13,676	13,676	23,782	23,782	23,782
Special Revenue	4000030	171,919	171,000		250,000	250,000	250,000	250,000	250,000	250,000
Total Funding		317,030	251,555		263,676	263,676	263,676	273,782	273,782	273,782
Excess Appropriation/(Funding)		(80,555)	(13,676)		(23,782)	(23,782)	(23,782)	(33,888)	(33,888)	(33,888)
Grand Total		236,475	237,879		239,894	239,894	239,894	239,894	239,894	239,894

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

Expenditure of appropriation is contingent upon available funding.

WITH FEE INCREASE

Appropriation Summary

Appropriation: 428 - Massage Board Operations

Funding Sources: MMT - Massage Therapy Board

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2015-2016			2016-2017		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	125,548	124,217	124,971	125,411	125,411	73,351	125,411	125,411	73,351
#Positions		4	4	4	4	4	2	4	4	2
Personal Services Matching	5010003	51,356	50,572	50,169	51,393	51,393	28,068	51,393	51,393	28,068
Operating Expenses	5020002	59,571	63,090	63,090	63,090	63,090	63,090	63,090	63,090	63,090
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
Total		236,475	237,879	238,230	239,894	239,894	164,509	239,894	239,894	164,509
Funding Sources										
Fund Balance	4000005	145,111	80,555		13,676	13,676	13,676	0	0	20,167
Special Revenue	4000030	171,919	171,000		171,000	171,000	171,000	171,000	171,000	171,000
Total Funding		317,030	251,555		184,676	184,676	184,676	171,000	171,000	191,167
Excess Appropriation/(Funding)		(80,555)	(13,676)		55,218	55,218	(20,167)	68,894	68,894	(26,658)
Grand Total		236,475	237,879		239,894	239,894	164,509	239,894	239,894	164,509

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium. Expenditure of appropriation is contingent upon available funding.

WITHOUT FEE INCREASE

Change Level by Appropriation

Appropriation: 428 - Massage Board Operations
Funding Sources: MMT - Massage Therapy Board

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	239,894	4	239,894	100.0	239,894	4	239,894	100.0

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	239,894	4	239,894	100.0	239,894	4	239,894	100.0
C03	Discontinue Program	(75,385)	(2)	164,509	68.6	(75,385)	(2)	164,509	68.6

Justification

C03	Absent approved fee increases, the Executive Recommendation is to discontinue one (1) Administrative Analyst III (Grade C112) position and one (1) Massage Therapy Inspector (Grade C112) position. The discontinuation of these positions would avoid deficit spending in the 2015-2017 Biennium.								
-----	--	--	--	--	--	--	--	--	--

ARKANSAS STATE MEDICAL BOARD

Enabling Laws

Act 83 of 14

A.C.A. §17-95-202; A.C.A. §17-95-301

A.C.A. §17-88-201; A.C.A. §17-95-704

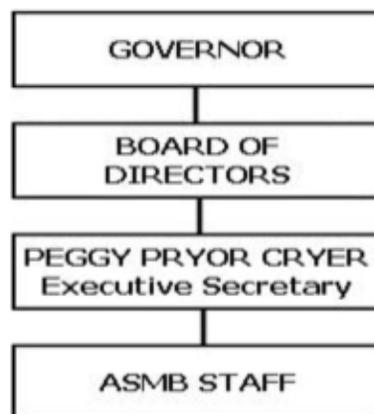
A.C.A. §17-99-201; A.C.A. §17-105-118

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 Board's 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.



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 of the citizens of this state. The Board achieves this goal with its thorough licensing process and by applying the laws and regulations passed by the Legislature.

Personnel Request

Re-establish two (2) Pool Positions requested and approved in 2013. Two C113 Pool Positions were approved in 2013-2014 to accommodate the increased workload caused by the changes in the new Nationwide Health Care System. One position was dedicated to initial Licensure and one to the Centralized Credentials Verification Service (CCVS) program. Increased license applications has a direct effect on the increase of orders for physicians' credentials placed by Hospitals, Insurance Companies and other Credentialing Organizations mandated to utilize the Board's Credentials Verification program. The Board requests the continuation of these positions.

Website Developer, D064C - C118 The Board's IT Department is scheduled to rewrite and refresh the seven (7) year old data base that

general public. State Agencies, Legislators and others involved in planning and forecasting the future needs of health care workers in this state are requesting statistical data on a daily basis to assist in their planning effort to care for the needs of the citizens of this state.

Budget Manager, R019C C121 -The Medical Board operates within an approximately \$3,600,000 budget. Revenue is received from license applications, license renewal fees, fines and investigative expense reimbursements. These funds are received 24/7 by on-line credit card services, from license renewals and orders placed by CCVS Customers. These revenue sources must be tracked daily and balances monitored for accuracy and budgetary constraints.

One (1) Extra Help Position -The Board maintains approximately 50 workstations/monitors and 25 servers for an office consisting of 43 employees. Workstation replacement rotation of one-third of the computers is scheduled every year leaving two-thirds of the equipment to be maintained and/or rebuilt throughout the year. As these events exist, temporary personnel are needed to prevent a further strain of the existing full time employees.

Operating Expenses - Character 02

An increase of \$116,000 in FY16 and \$141,000 in FY17 to cover Rent increases of \$10,000 in FY16 and \$21,000 in FY17; \$18,000 in FY16 and \$30,000 in FY17 for Data Processing Supplies, Software Licenses and other expenses and services; \$38,000 in FY16 and \$40,000 in FY17 in Assistance Grants & Aid as outlined in Special Language to provide \$25.00 of each license renewal fee to an Arkansas Foundation that addresses issues with licensees who suffer from an alcohol or drug abuse problem; \$50,000 each year for Temporary Services to cover employment during the assessment and training period in the Credentialing Department which is a production unit that encounters continuous turnover.

Conference and Travel - Character 09

An increase of \$4,000 in FY16 to cover Microsoft Training at Complete Computing for instruction on the new Microsoft programs and technologies. FY17 increased cost covers \$4,000 for additional Microsoft training to maintain state of the art skills within the IT Department.

Professional Fees - Character 10

An increase of \$15,000 in FY17 is to cover the semi-annual survey fee to the National Certification of Quality Assurance (NCQA). The Medical Board's Credentialing Service (CCVS) must maintain NCQA Certification to remain compliant with the enabling legislation. This survey includes a review of the CCVS work product, the Policies and Procedures and to verify that the standard of appropriate data Security as provided through the Board's Information Technology Department is maintained.

Capital Outlay - Character 11

FY16 - \$451,600 is to refurbish the Board’s Master Data Center. The current physical equipment is six (6) years old and outages and periods of downtime impact the staff, C CVS customers, licensees and the general public. Included in this request is the ability to move away from storing backups on magnetic tapes to a more reliable disk/server based system to ensure appropriate 24/7 disaster recovery capabilities.

The Medical Board and the Centralized Credentials Verification Service both utilize this Master Data Center. It is imperative that the system maintain state of the art efficiency and security capabilities to provide service to hospitals, insurance companies and other credentialing organizations that are mandated by statute to obtain their credentialing information from the Board’s service.

Audit Findings

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

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	5	27	32	82 %
Black Employees	0	7	7	18 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			7	18 %
Total Employees			39	100 %

Cash Fund Balance Description as of June 30, 2014

Fund Account	Balance	Type	Location
3180000	\$200,000	Certificate of Deposit	Bank of England, England, 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.

Fund Account	Balance	Type	Location
3180000	\$250,000	Certificate of Deposit	Iberia 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.

Fund Account	Balance	Type	Location
3180000	\$100,000	Certificate of Deposit	Eagle 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.

Fund Account	Balance	Type	Location
3180000	\$196,933	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.

Fund Account	Balance	Type	Location
3180000	\$800,000	Certificate of Deposit	First Security 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.

Fund Account	Balance	Type	Location
3180000	\$1,054,816	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.

Fund Account	Balance	Type	Location
3180000	\$607,611	Certificate of Deposit	Bank of the Ozarks, 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.

Fund Account	Balance	Type	Location
3180000	\$200,000	Certificate of Deposit	Centennial 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.

Fund Account	Balance	Type	Location
PMB0100	\$129,583	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

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	A.C.A. §17-95-201	N	N	40,000	Update licensees, boards, and health related organizations.	0	0.00

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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		
41	40	1	41	0	2.44 %	41	40	1	41	0	2.44 %	41	40	3	43	-2	2.44 %

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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Bases level salaries will not include Merit Pay Increases. The Base Level salary of unclassified positions reflects the FY15 line item maximum plus the previously authorized 2015 1% Cost of Living Adjustment.

Base Level includes 41 full-time positions and one extra help position as well as maintenance and operation expenses totaling \$3,442,811 in FY16 and \$3,445,145 in FY17.

The Agency Change Level request totals \$759,656 in FY16 and \$363,056 in FY17 and includes the following increases:

- Regular Salaries and Personal Services Matching totaling \$177,829 in FY16 and FY17 to support four (4) positions: one (1) Budget Manager (C120), one (1) Website Developer (C118), and two (2) Licensing Coordinators (C113). These positions will be used to provide high quality Licensing Credential Verification services to licensees and the general public.
- Extra Help and Personal Services Matching totaling \$10,227 in FY16 and FY17 to support one (1) extra help position. This position will provide temporary support as needed to licensees and the general public.
- Operating Expenses totaling \$98,000 in FY16 and \$111,000 in FY17 to provide for a rent increase of \$10,000 in FY16 and 21,000 in FY17; \$38,000 in FY16 and \$40,000 in FY17 assistance grants to licensee; and \$50,000 each year for temporary services to assist with for credentialing services.
- Technology related Operating Expenses totaling \$18,000 in FY16 and \$30,000 in FY17 to provide for data supplies and software licenses.
- Technology related Conference & Travel Expenses totaling \$4,000 in FY16 and FY17 to provide staff additional computer training.

- Professional Fees and Services totaling \$15,000 in FY17 to provide for a certification review from the National Certification of Quality Assurance.
- Technology related Capital Outlay totaling \$451,600 in FY16 and \$15,000 in FY17 to replace aging data processing equipment and data systems which support agency licensing, compliance monitoring, enforcement activities and provide off-site data storage of backups for disaster recovery.

Costs associated with Agency's Technology related requests are documented in the Agency's Information Technology Plan.

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			2015-2016			2016-2017		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	1,459,558	1,512,054	1,534,874	1,468,866	1,597,186	1,597,186	1,470,766	1,599,086	1,599,086
#Positions		43	43	41	41	45	45	41	45	45
Extra Help	5010001	12,086	15,000	15,000	15,000	24,500	24,500	15,000	24,500	24,500
#Extra Help		1	1	1	1	2	2	1	2	2
Personal Services Matching	5010003	529,444	552,050	544,328	537,265	587,501	587,501	537,699	587,935	587,935
Operating Expenses	5020002	1,369,366	1,237,180	1,237,180	1,237,180	1,353,180	1,353,180	1,237,180	1,378,180	1,378,180
Conference & Travel Expenses	5050009	934	15,000	15,000	15,000	19,000	19,000	15,000	19,000	19,000
Professional Fees	5060010	135,359	162,000	162,000	162,000	162,000	162,000	162,000	177,000	177,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	3,931	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Capital Outlay	5120011	35,880	0	0	0	451,600	451,600	0	15,000	15,000
Total		3,546,558	3,500,784	3,515,882	3,442,811	4,202,467	4,202,467	3,445,145	3,808,201	3,808,201

Funding Sources										
Fund Balance	4000005	3,116,937	3,538,943		3,817,263	3,817,263	3,817,263	4,274,452	3,514,796	3,514,796
Cash Fund	4000045	3,968,564	3,779,104		3,900,000	3,900,000	3,900,000	3,900,000	3,900,000	3,900,000
Total Funding		7,085,501	7,318,047		7,717,263	7,717,263	7,717,263	8,174,452	7,414,796	7,414,796
Excess Appropriation/(Funding)		(3,538,943)	(3,817,263)		(4,274,452)	(3,514,796)	(3,514,796)	(4,729,307)	(3,606,595)	(3,606,595)
Grand Total		3,546,558	3,500,784		3,442,811	4,202,467	4,202,467	3,445,145	3,808,201	3,808,201

Budget Number of Positions may exceed the Authorized Number due to transfers from the Agency Growth Pool during the 2013-2015 Biennium. FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	3,442,811	41	3,442,811	100.0	3,445,145	41	3,445,145	100.0
C01	Existing Program	159,167	1	3,601,978	104.6	187,167	1	3,632,312	105.4
C06	Restore Position/Approp	80,255	2	3,682,233	107.0	80,255	2	3,712,567	107.8
C08	Technology	520,234	1	4,202,467	122.1	95,634	1	3,808,201	110.5
C10	Reclass	0	0	4,202,467	122.1	0	0	3,808,201	110.5

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	3,442,811	41	3,442,811	100.0	3,445,145	41	3,445,145	100.0
C01	Existing Program	159,167	1	3,601,978	104.6	187,167	1	3,632,312	105.4
C06	Restore Position/Approp	80,255	2	3,682,233	107.0	80,255	2	3,712,567	107.8
C08	Technology	520,234	1	4,202,467	122.1	95,634	1	3,808,201	110.5
C10	Reclass	0	0	4,202,467	122.1	0	0	3,808,201	110.5

Justification

C01	The Board is requesting two (2) positions: Budget Manager (C120) and one (1) Extra Help position to provide and maintain high quality licensing verification services. Additional operating appropriation is requested to provide rent increase; assistance grants to licensees with substance abuse issues; temporary services to assist with for credentialing services; and provide for a certification review from the National Certification of Quality Assurance.
C06	The Board request to re-establish two (2) C113 - Licensing Coordinators Pool Positions requested and approved in FY14 and FY15. The positions are needed to accommodate the increased workload caused by the changes in the new Nationwide Health Care System. The positions will address increases in the initial Licensure and Centralized Credentials Verification Service (CCVS) program.
C08	The Board is requesting additional technology related appropriation to support one (1) position a (C118) Web Base Developer to rewrite and refresh the board's seven (7) year old data base that communicates with various programs and services throughout the office, with licensees, other State Agencies and offers transparency to the general public. Capital outlay is requested to refurbish the Board's Master Data Center and upgrade the system backup to a more reliable disk/server based system. The current physical equipment is six (6) years old and outages and periods of downtime impact the staff, CCVS customers, licensees and the general public. The increase will also provide data processing supplies software licenses and staff training.
C10	The Board request to reclassify position C115 Administrative Analyst to C116 Training Instructor to provide staff training to meet program license credentialing services.

ARKANSAS MOTOR VEHICLE COMMISSION

Enabling Laws

Act 137 of 2014
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.

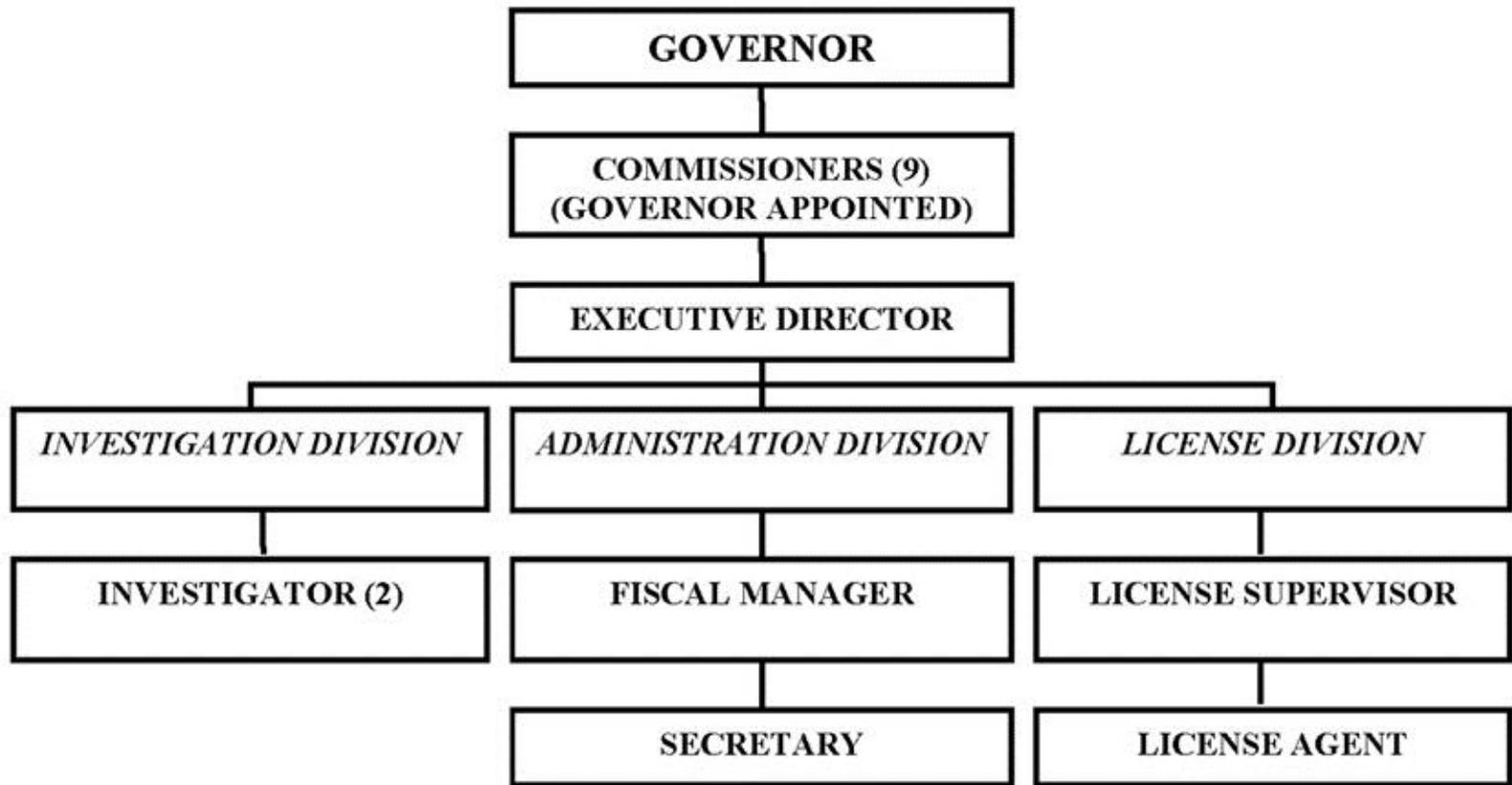
Act 1042 of 1999 primarily amended Subchapter 4, pertaining to unlawful practices by Manufacturers/Distributors.

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

Funding for this Special Revenue appropriation is derived solely from license fees 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 the Consumer Protection special language be removed because the Commission has established a number of strong working partnerships with consumer protection entities such as the Better Business Bureau and the Attorney General's office to assist consumers with a variety of complaints and concerns regarding vehicle purchases. These efforts include providing a non-formal mediation

service for consumers to negotiate with dealers to resolve concerns as well as informing consumers of their rights when purchasing a vehicle. To best serve this effort, the Commission assigns two (2) staff members with the responsibility to work directly with consumers before and after issues arise. In addition, the Commission is working with the motor vehicle industry and other state agencies to develop a consumer and dealer guide for the title and registration process. The Commission has found these efforts are effective, and do not require an expenditure of agency dollars.

The Commission is requesting Base Level funding for the 2015-2017 Biennium.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS MOTOR VEHICLE COMMISSION
FOR THE YEAR ENDED JUNE 30, 2013

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	1	3	4	80 %
Black Employees	1	0	1	20 %
Other Racial Minorities	0	0	0	0 %
	Total Minorities		1	20 %
	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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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	6	1	7	0	14.29 %	7	5	2	7	0	28.57 %	7	5	2	7	0	28.57 %

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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

The Agency is requesting Base Level of \$728,580 for each year of the 2015-2017 Biennium.

The Executive Recommendation provides for the Agency Request.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	222,770	284,324	306,946	286,426	286,426	286,426	286,426	286,426	286,426
#Positions		7	7	7	7	7	7	7	7	7
Personal Services Matching	5010003	88,335	97,061	100,848	98,457	98,457	98,457	98,457	98,457	98,457
Operating Expenses	5020002	112,391	181,197	181,197	181,197	181,197	181,197	181,197	181,197	181,197
Conference & Travel Expenses	5050009	2,679	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Professional Fees	5060010	3,854	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	0	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Capital Outlay	5120011	35,754	0	0	0	0	0	0	0	0
Total		465,783	725,082	751,491	728,580	728,580	728,580	728,580	728,580	728,580
Funding Sources										
Fund Balance	4000005	2,268,885	2,309,143		2,097,461	2,097,461	2,097,461	1,882,281	1,882,281	1,882,281
Special Revenue	4000030	506,041	513,400		513,400	513,400	513,400	513,400	513,400	513,400
Total Funding		2,774,926	2,822,543		2,610,861	2,610,861	2,610,861	2,395,681	2,395,681	2,395,681
Excess Appropriation/(Funding)		(2,309,143)	(2,097,461)		(1,882,281)	(1,882,281)	(1,882,281)	(1,667,101)	(1,667,101)	(1,667,101)
Grand Total		465,783	725,082		728,580	728,580	728,580	728,580	728,580	728,580

STATE BOARD OF OPTOMETRY

Enabling Laws

Act 81 of 2014
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.

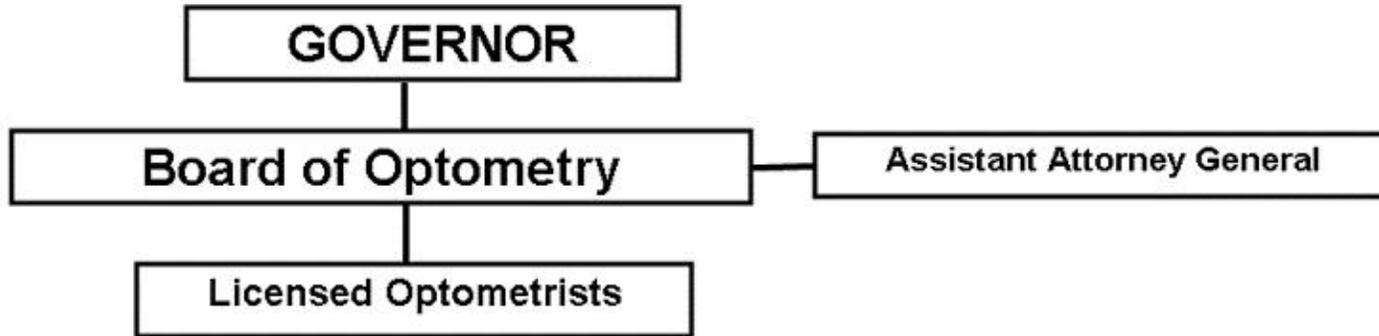
The Board of Optometry also issues a duplicate license to be displayed at each branch office at which an optometrist works. In addition to the branch office license, the Board issues Corporation Licenses and Drug Certificates each year.

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 2015-2017 Biennium with the addition of \$11,700 each year in Operating Expenses. The Board move relocated to a new facility in FY14 to support operations. The increase will provide for an increase in building rent, office supplies, utilities and board member travel expenses. Funding is provided from license renewals and fees collected by the Board.

Audit Findings

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

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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, 2014

Fund Account	Balance	Type	Location
3200000	\$337,892	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	Balance	Type	Location
PGP0000	\$12,947	Payroll	State Treasury

Statutory/Other Restrictions on use:

None

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

Base Level for the Board is \$167,156 in FY16 and \$167,400 in FY17, respectively and provides for two (2) positions and operating costs for the Board.

The Board is requesting an increase of \$11,700 in Operating Expenses each year to provide for an increase in rent, utilities, office supplies and board meeting expenses. The Board relocated to a larger facility in FY14. A Cash Letter appropriation increase in FY14 and FY15 was required to provide for increases in rent and general operating expenses. This request adds the cash letter increases to Operating Expenses.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	75,778	72,944	72,942	73,610	73,610	73,610	73,810	73,810	73,810
#Positions		2	2	2	2	2	2	2	2	2
Personal Services Matching	5010003	26,073	25,449	25,135	25,880	25,880	25,880	25,924	25,924	25,924
Operating Expenses	5020002	33,312	37,654	28,654	28,654	40,354	40,354	28,654	40,354	40,354
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	21,207	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
Total		156,370	175,059	165,743	167,156	178,856	178,856	167,400	179,100	179,100
Funding Sources										
Fund Balance	4000005	355,502	350,839		336,469	336,469	336,469	330,313	318,613	318,613
Cash Fund	4000045	151,707	160,689		161,000	161,000	161,000	161,000	161,000	161,000
Total Funding		507,209	511,528		497,469	497,469	497,469	491,313	479,613	479,613
Excess Appropriation/(Funding)		(350,839)	(336,469)		(330,313)	(318,613)	(318,613)	(323,913)	(300,513)	(300,513)
Grand Total		156,370	175,059		167,156	178,856	178,856	167,400	179,100	179,100

FY15 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium. Budget exceeds Authorized Appropriation in Operating Expenses due to a transfer from the Cash Fund Holding Account.

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	167,156	2	167,156	100.0	167,400	2	167,400	100.0
C01	Existing Program	11,700	0	178,856	107.0	11,700	0	179,100	107.0

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	167,156	2	167,156	100.0	167,400	2	167,400	100.0
C01	Existing Program	11,700	0	178,856	107.0	11,700	0	179,100	107.0

Justification

C01	To accommodate operations the Board moved to a larger facility in FY2014. The Board is requesting additional appropriation to provide for an increase in rent, utilities, office supplies and board meeting expenses.
-----	---

ARKANSAS STATE BOARD OF PHARMACY

Enabling Laws

Act 187 of 2014

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 5,236 pharmacists, 709 pharmacy interns, 7,586 pharmacy technicians, 761 in-state pharmacies, 494 out-of-state pharmacies, 185 hospitals, 26 institutions, 6 specialty pharmacies, 128 charitable clinics, 39 distributors of List I chemicals, 1,430 wholesale distributors of legend drugs, and 717 suppliers of medical equipment, legend devices and medical gas.

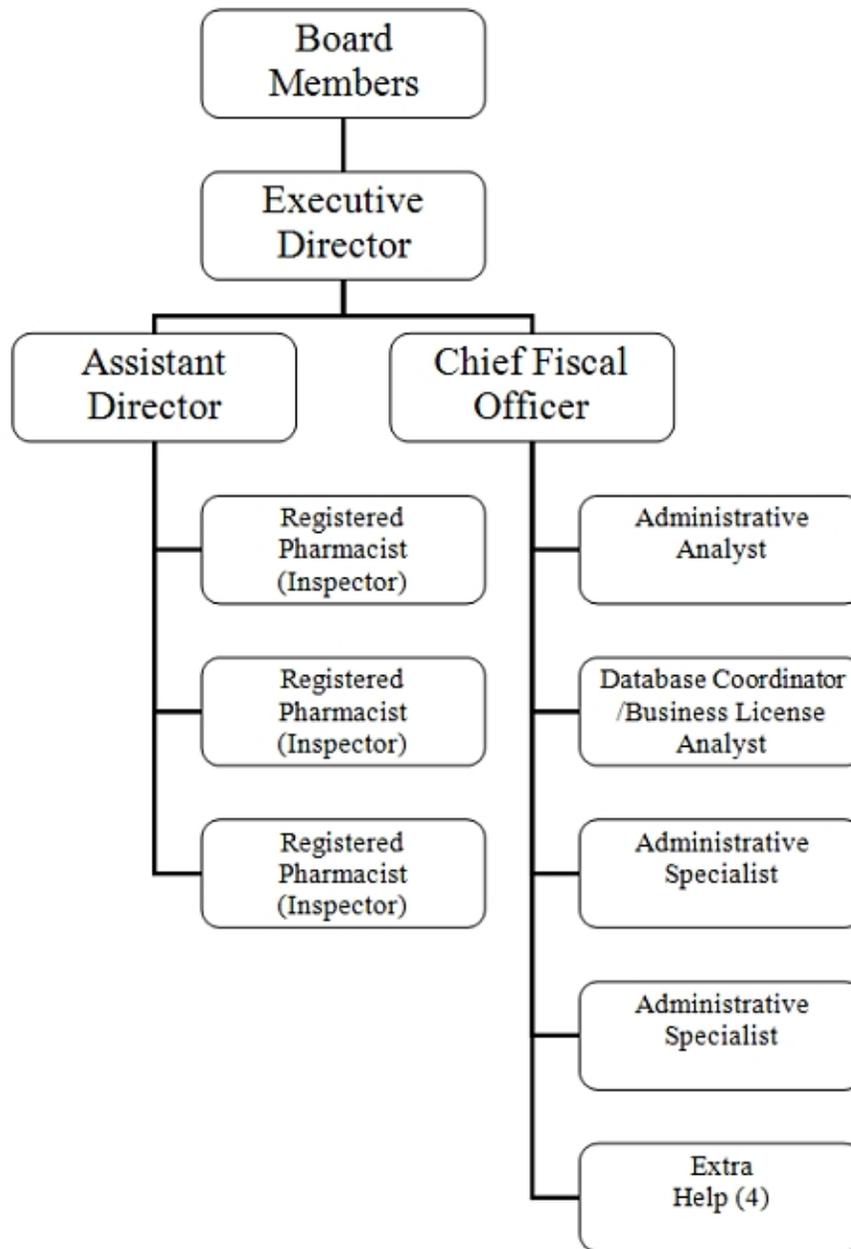
The Tripartite Committee on Continuing Education consists of the Executive Director of the Board of Pharmacy, the Executive Director of the Arkansas Pharmacists Association (APA), and the Dean of the College of Pharmacy at the University of Arkansas for Medical Sciences (UAMS.) The three members of the 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. Funding for the agency consists of licensure and permit fees as well as assessed monetary penalties. The agency is requesting appropriation totaling \$1,777,793 for FY16 and \$1,778,434 for FY17.

The Board requests one (1) new position for the biennium with a job title of ASBP General Counsel, Grade N910. The Board currently relies on an attorney from the Attorney General's office, who is responsible for and oversees numerous other boards. The changing landscape of pharmacy and pharmacy regulations necessitate the need for in-house counsel. The Board regulates the manufacturing of drugs by compounding pharmacies in Arkansas and more importantly pharmacies outside of Arkansas that are shipping medications into the state.

The Board regulates 17,303 licensees and permits, including 5,236 pharmacists and 7,586 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. The Board has three staff members that are licensed pharmacists responsible for the inspection and oversight of all businesses permitted by the Board as well as acting as the investigators in any complaints and cases for the Board along with other senior staff. The new attorney position will have supervisory duties over our investigative and complaint processes as part of their core duties in working with investigative staff as we identify and prosecute violations of Arkansas Pharmacy Act 17-92-101 et seq.

Each year of the biennium, the Board is requesting a total of \$21,000 in additional Operating Expenses appropriation in order to support paying for an increase in the number of applicant criminal background checks, office supplies and educational training for staff. The Board requests an increase of \$7,900 in FY16 and FY17 in Conference and Travel Expenses enabling additional travel and training opportunities for staff and Board members.

No increase is requested for the Pharmacy Student Loan appropriation.

The Board has sufficient funding to meet all increases being requested and is not asking for any increases in fees charged for Board of Pharmacy permits.

Audit Findings

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

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	4	3	7	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			7	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 pharmacists working.	0	0.00

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2013-2014		2014-2015		2014-2015		2015-2016						2016-2017					
	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	1,393,357	10	1,589,411	10	1,593,884	10	1,580,550	10	1,727,793	11	1,609,450	10	1,581,191	10	1,728,434	11	1,610,091	10
Total	1,443,357	10	1,639,411	10	1,643,884	10	1,630,550	10	1,777,793	11	1,659,450	10	1,631,191	10	1,778,434	11	1,660,091	10

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance 4000005	2,201,576	58.1	2,343,739	64.4			2,002,612	54.8	2,002,612	54.8	2,002,612	54.8	2,021,594	59.7	1,874,351	57.9	1,992,694	59.4
Cash Fund 4000045	1,585,520	41.9	1,298,284	35.6			1,649,532	45.2	1,649,532	45.2	1,649,532	45.2	1,363,477	40.3	1,363,477	42.1	1,363,477	40.6
Transfers / Adjustments 4000683	0	0.0	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total Funds	3,787,096	100.0	3,642,023	100.0			3,652,144	100.0	3,652,144	100.0	3,652,144	100.0	3,385,071	100.0	3,237,828	100.0	3,356,171	100.0
Excess Appropriation/(Funding)	(2,343,739)		(2,002,612)				(2,021,594)		(1,874,351)		(1,992,694)		(1,753,880)		(1,459,394)		(1,696,080)	
Grand Total	1,443,357		1,639,411				1,630,550		1,777,793		1,659,450		1,631,191		1,778,434		1,660,091	

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 %	10	8	2	10	0	20.00 %	10	7	3	10	0	30.00 %

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 for the 2015-2017 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			2015-2016			2016-2017		
	2013-2014 Actual	2014-2015 Budget	2014-2015 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
Total	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Funding Sources									
Transfers / Adjustments 4000683	50,000	50,000		50,000	50,000	50,000	50,000	50,000	50,000
Total Funding	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
Grand Total	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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 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 ten (10) full-time positions, four (4) Extra Help positions as well as maintenance and operation expenses totaling \$1,580,550 in FY16 and \$1,581,191 in FY17.

The Agency Change Level request totals \$147,243 each year and includes the following:

- Regular Salaries and Personal Services Matching totaling \$118,343 each year to support one (1) new position an ASBP General Counsel (N910). This position will provide the Board and agency staff in-house counsel to address changing pharmacy regulations.
- Operating Expenses totaling \$21,000 each year to provide for non-employee background checks, office supplies, and board member travel expenses.
- Conference and Travel Expenses totaling \$7,900 each year to provide additional training to staff and board members.

The Executive Recommendation provides for Agency Request, with the exception of the ASBP General Counsel (N910). 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			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	757,679	772,514	778,707	779,710	872,225	779,710	779,810	872,325	779,810
#Positions		10	10	10	10	11	10	10	11	10
Extra Help	5010001	4,984	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
#Extra Help		2	4	4	4	4	4	4	4	4
Personal Services Matching	5010003	217,956	219,692	217,972	223,635	249,463	223,635	224,176	250,004	224,176
Operating Expenses	5020002	371,452	465,985	465,985	465,985	486,985	486,985	465,985	486,985	486,985
Conference & Travel Expenses	5050009	17,219	17,220	17,220	17,220	25,120	25,120	17,220	25,120	25,120
Professional Fees	5060010	2,072	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	2,325	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Capital Outlay	5120011	14,018	20,000	20,000	0	0	0	0	0	0
Impaired Pharmacist Program	5900046	5,652	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total		1,393,357	1,589,411	1,593,884	1,580,550	1,727,793	1,609,450	1,581,191	1,728,434	1,610,091
Funding Sources										
Fund Balance	4000005	2,201,576	2,343,739		2,002,612	2,002,612	2,002,612	2,021,594	1,874,351	1,992,694
Cash Fund	4000045	1,585,520	1,298,284		1,649,532	1,649,532	1,649,532	1,363,477	1,363,477	1,363,477
Transfers / Adjustments	4000683	(50,000)	(50,000)		(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Total Funding		3,737,096	3,592,023		3,602,144	3,602,144	3,602,144	3,335,071	3,187,828	3,306,171
Excess Appropriation/(Funding)		(2,343,739)	(2,002,612)		(2,021,594)	(1,874,351)	(1,992,694)	(1,753,880)	(1,459,394)	(1,696,080)
Grand Total		1,393,357	1,589,411		1,580,550	1,727,793	1,609,450	1,581,191	1,728,434	1,610,091

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

Change Level by Appropriation

Appropriation: 860 - Pharmacy Board-Treasury
Funding Sources: NPB - Cash in Treasury

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	1,580,550	10	1,580,550	100.0	1,581,191	10	1,581,191	100.0
C01	Existing Program	147,243	1	1,727,793	109.3	147,243	1	1,728,434	109.3

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	1,580,550	10	1,580,550	100.0	1,581,191	10	1,581,191	100.0
C01	Existing Program	54,728	0	1,635,278	103.5	54,728	0	1,635,919	103.5
C13	Not Recommended	(25,828)	0	1,609,450	101.8	(25,828)	0	1,610,091	101.8

Justification

C01	The Board requests one (1) new position for the biennium with a job title of ASBP General Counsel, Grade N910. The Board currently relies on an attorney from the Attorney General's office, who is responsible for and oversees numerous other boards. The changing landscape of pharmacy and pharmacy regulations necessitate the need for in-house counsel. Each year of the biennium, the Board is requesting a total of \$21,000 in additional Operating Expenses appropriation in order to support paying for an increase in the numbers of applicant criminal background checks, office supplies and educational training for staff. The Board requests an increase of \$7,900 in FY16 and FY17 in Conference and Travel Expenses enabling additional travel and training opportunities for staff and Board members.
-----	---

ARKANSAS BOARD OF PODIATRIC MEDICINE

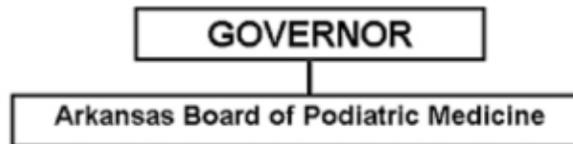
Enabling Laws

Act 191 of 2014
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 a cash agency funded from examination fees, licensing fees, fines and penalties pursuant to A.C.A. §17-96-302 and §17-96-306. The Board regularly meets in June of each year. Depending on the date of the last payroll of the year, payments can occur in either June or July. Therefore, stipend payments can occur twice in the same year.

The Board is requesting Base Level each year of the biennium.

Audit Findings

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

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Cash Fund Balance Description as of June 30, 2014

Fund Account	Balance	Type	Location
3220000	\$177,721	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	\$3,702	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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 Agency Request provides for Base Level for the 2015-2017 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			2015-2016			2016-2017		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	440	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
#Positions	0	0	0	0	0	0	0	0	0
Personal Services Matching 5010003	34	138	138	138	138	138	138	138	138
Operating Expenses 5020002	2,137	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
Total	2,611	6,240	6,240	6,240	6,240	6,240	6,240	6,240	6,240
Funding Sources									
Fund Balance 4000005	175,312	181,423		182,683	182,683	182,683	183,943	183,943	183,943
Cash Fund 4000045	8,722	7,500		7,500	7,500	7,500	7,500	7,500	7,500
Total Funding	184,034	188,923		190,183	190,183	190,183	191,443	191,443	191,443
Excess Appropriation/(Funding)	(181,423)	(182,683)		(183,943)	(183,943)	(183,943)	(185,203)	(185,203)	(185,203)
Grand Total	2,611	6,240		6,240	6,240	6,240	6,240	6,240	6,240

ARKANSAS RICE RESEARCH & PROMOTION BOARD

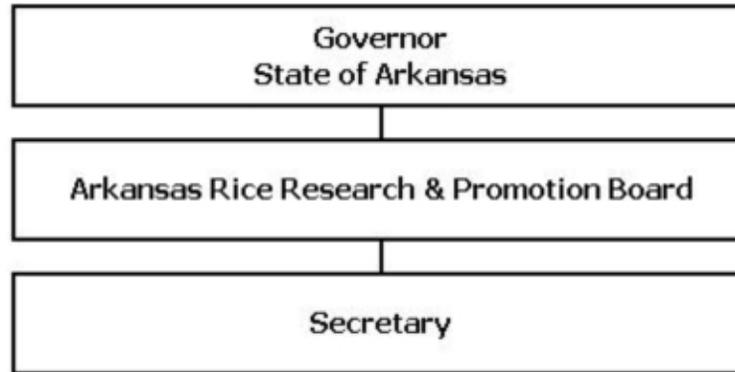
Enabling Laws

Act 164 of 2014
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 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.



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.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 ARKANSAS RICE RESEARCH AND PROMOTION BOARD
 FOR THE YEAR ENDED JUNE 30, 2012

Findings	Recommendations
None	None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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: 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. Expenditure of appropriation is contingent upon available funding.

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			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	8,458	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	4,553,480	6,966,496	6,966,496	6,966,496	6,966,496	6,966,496	6,966,496	6,966,496	6,966,496
Total		4,561,938	6,980,696	6,980,696	6,980,696	6,980,696	6,980,696	6,980,696	6,980,696	6,980,696
Funding Sources										
Fund Balance	4000005	541,438	194,328		144,328	144,328	144,328	63,632	63,632	63,632
Special Revenue	4000030	4,214,828	6,930,696		6,900,000	6,900,000	6,900,000	6,900,000	6,900,000	6,900,000
Total Funding		4,756,266	7,125,024		7,044,328	7,044,328	7,044,328	6,963,632	6,963,632	6,963,632
Excess Appropriation/(Funding)		(194,328)	(144,328)		(63,632)	(63,632)	(63,632)	17,064	17,064	17,064
Grand Total		4,561,938	6,980,696		6,980,696	6,980,696	6,980,696	6,980,696	6,980,696	6,980,696

Expenditure of appropriation is contingent upon available funding.

SOCIAL WORK LICENSING BOARD

Enabling Laws

Act 96 of 2014
A.C.A. §17-103-201

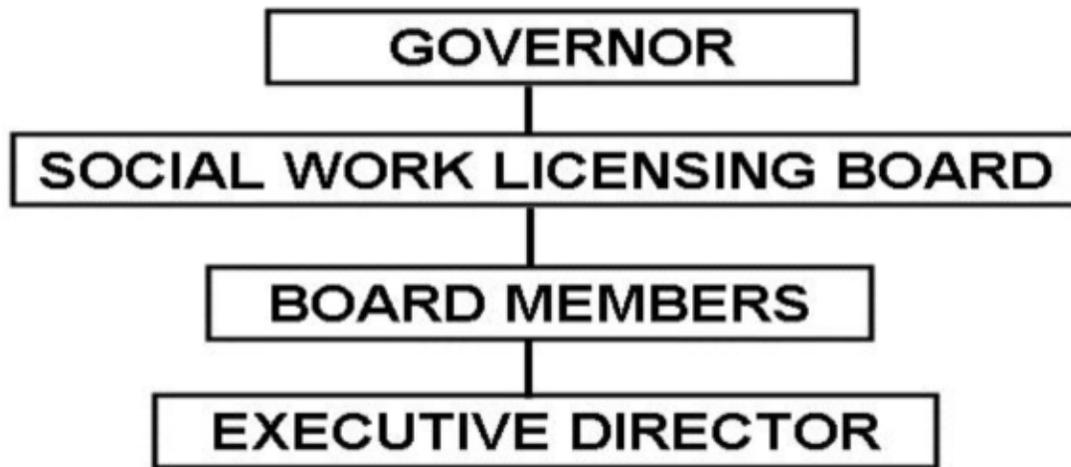
History and Organization

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.

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 Board is requesting an additional C112 Administrative Specialist III position for the 2015-2017 Biennium. If the Executive Director is out of the office due to meetings, vacation, illness, etc., the office is closed and public is not served.

The Board is requesting an increase in Operating Expenses each year in the amount of \$3,375 to cover the 3% increase in rent to ABA and \$2,000 in Office Supplies to purchase items needed for the new requested C112 position.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS SOCIAL WORK 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 2014

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	ACA 17-103-203(6)	N	N	4	Required by Law for Public Use	4	1.00
Board Meeting Minutes	ACA 25-1-204	N	N	4	Required by Regulations for Public Use	4	15.00
Financial Report	ACA 17-103-203(8)	N	N	4	Required by Law for Public Use.	4	1.00

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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: 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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Base Level request is \$168,697 each year of the biennium.

The Change Level request is \$39,362 each year of the biennium, and provides for the following:

- One new position - C112 Administrative Specialist III with Regular Salaries and Personal Service Matching totaling \$35,987 in both years of the biennium.
- An increase in Operating Expenses in the amount of \$3,375 each year. This increase will provide for a 3% increase in rent, and office supplies for the requested new position.

The Executive Recommendations provides for the Agency Request with the exception of the C112 Administrative Specialist III position.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	51,646	54,782	54,782	55,238	80,506	55,238	55,238	80,506	55,238
#Positions		1	1	1	1	2	1	1	2	1
Extra Help	5010001	1,118	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
#Extra Help		1	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	15,964	16,836	16,635	17,094	27,813	17,094	17,094	27,813	17,094
Operating Expenses	5020002	42,830	46,775	46,775	46,775	50,150	50,150	46,775	50,150	50,150
Conference & Travel Expenses	5050009	1,259	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Professional Fees	5060010	1,915	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	460	500	500	500	500	500	500	500	500
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		115,192	167,893	167,692	168,607	207,969	171,982	168,607	207,969	171,982
Funding Sources										
Fund Balance	4000005	525,687	562,310		534,417	534,417	534,417	510,810	471,448	507,435
Special Revenue	4000030	151,815	140,000		145,000	145,000	145,000	145,000	145,000	145,000
Total Funding		677,502	702,310		679,417	679,417	679,417	655,810	616,448	652,435
Excess Appropriation/(Funding)		(562,310)	(534,417)		(510,810)	(471,448)	(507,435)	(487,203)	(408,479)	(480,453)
Grand Total		115,192	167,893		168,607	207,969	171,982	168,607	207,969	171,982

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

Change Level by Appropriation

Appropriation: 2KZ - Social Work Licensing
Funding Sources: SSW - Social Work Licensing

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	168,607	1	168,607	100.0	168,607	1	168,607	100.0
C01	Existing Program	39,362	1	207,969	123.3	39,362	1	207,969	123.3

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	168,607	1	168,607	100.0	168,607	1	168,607	100.0
C01	Existing Program	14,094	0	182,701	108.4	14,094	0	182,701	108.4
C13	Not Recommended	(10,719)	0	171,982	102.0	(10,719)	0	171,982	102.0

Justification

C01	Reflects a \$35,987 increase in Regular Salaries and Personal Services Matching due to the request of an Administrative Specialist III position. An increase of \$1,375 in Operating Expenses due to the statewide 3% increase in rent to ABA. An increase of \$2,000 in Office Supplies for new Administrative Specialist III position.
-----	--

AR STATE BOARD OF PROFESSIONAL SOIL CLASSIFIERS

Enabling Laws

Act 147 of 2014
Act 460 of 1975 as amended
A.C.A. § 17-47-201

History and Organization

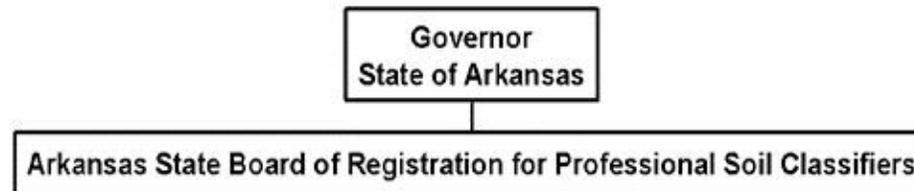
Act 460 of 1975 created the Arkansas State Board of Registration for Professional Soil Classifiers. It authorized a five-member board that is made up of three registered professional soil classifiers, one member who is a member of a conservation district board, and one member who represents the public 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 2015 - 2017 Biennium.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BOARD OF REGISTRATION FOR PROFESSIONAL SOIL CLASSIFIERS
FOR THE YEAR ENDED JUNE 30, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Cash Fund Balance Description as of June 30, 2014

Fund Account	Balance	Type	Location
3330000	\$10,636	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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 2015-2017 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			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	542	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
Total	542	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296
Funding Sources									
Fund Balance 4000005	10,212	10,636		10,165	10,165	10,165	9,694	9,694	9,694
Cash Fund 4000045	966	825		825	825	825	825	825	825
Total Funding	11,178	11,461		10,990	10,990	10,990	10,519	10,519	10,519
Excess Appropriation/(Funding)	(10,636)	(10,165)		(9,694)	(9,694)	(9,694)	(9,223)	(9,223)	(9,223)
Grand Total	542	1,296		1,296	1,296	1,296	1,296	1,296	1,296

ARKANSAS SOYBEAN PROMOTION BOARD

Enabling Laws

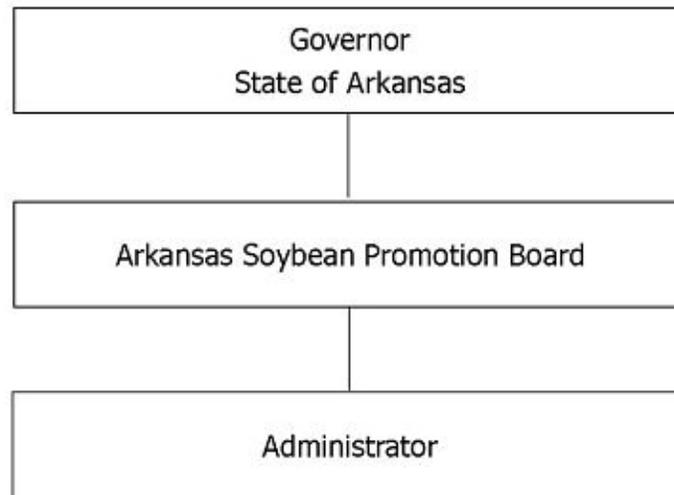
Act 165 of 2014
A.C.A. §2-20-404 et seq.

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.

Audit Findings

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

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 Fund

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 of \$11,895,066 each year of the 2015-2017 Biennium.

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

Appropriation Summary

Appropriation: 026 - Arkansas Soybean Board
Funding Sources: SBB - Arkansas Soybean Promotion Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	21,222	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	11,476,119	11,832,566	11,937,500	11,832,566	11,832,566	11,832,566	11,832,566	11,832,566	11,832,566
Total		11,497,341	11,895,066	12,000,000	11,895,066	11,895,066	11,895,066	11,895,066	11,895,066	11,895,066
Funding Sources										
Fund Balance	4000005	3,243,866	895,066		0	0	0	0	0	0
Special Revenue	4000030	9,148,541	11,000,000		11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000
Total Funding		12,392,407	11,895,066		11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000
Excess Appropriation/(Funding)		(895,066)	0		895,066	895,066	895,066	895,066	895,066	895,066
Grand Total		11,497,341	11,895,066		11,895,066	11,895,066	11,895,066	11,895,066	11,895,066	11,895,066

Expenditure of appropriation is contingent upon available funding.

SPEECH-LANGUAGE PATHOLOGY & AUDIOLOGY

Enabling Laws

Act 190 of 2014
A.C.A. §17-100-101 et seq.

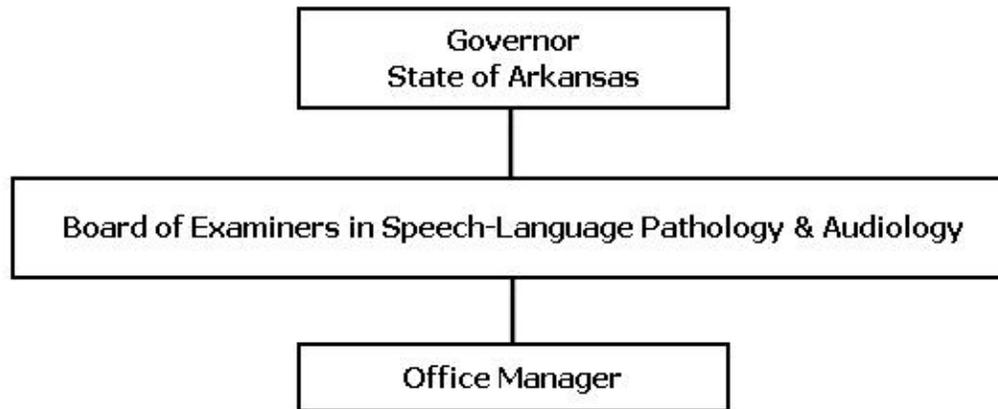
History and Organization

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 June 12, 2005.

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

Granting and maintaining licenses and registrations for Speech-Language Pathologists, Speech Pathology Assistants, and Audiologists is an ongoing function of the Board of Examiners in Speech-Language Pathology and Audiology according to A.C.A. §17-100-101 et seq. The operations of the Board, which includes one full-time employee and one part-time extra help position, are funded from the receipt of fees charged by the Agency.

The Board is requesting Base Level for the 2015-2017 Biennium.

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 2014

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				
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

FY2012 - 2013					FY2013 - 2014					FY2014 - 2015							
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 continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases.

The Agency is requesting Base Level of \$140,096 for each year of the 2015-2017 Biennium.

The Executive Recommendation provides for 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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	54,288	52,479	52,479	53,096	53,096	53,096	53,096	53,096	53,096
#Positions		1	1	1	1	1	1	1	1	1
Extra Help	5010001	5,418	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
#Extra Help		1	1	1	1	1	1	1	1	1
Personal Services Matching	5010003	17,553	17,140	16,903	17,434	17,434	17,434	17,434	17,434	17,434
Operating Expenses	5020002	36,249	47,516	47,516	47,516	47,516	47,516	47,516	47,516	47,516
Conference & Travel Expenses	5050009	59	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250
Professional Fees	5060010	2,164	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
Total		115,731	139,185	138,948	140,096	140,096	140,096	140,096	140,096	140,096

Funding Sources										
Fund Balance	4000005	1,007,252	1,140,055		1,248,184	1,248,184	1,248,184	1,355,402	1,355,402	1,355,402
Special Revenue	4000030	248,534	247,314		247,314	247,314	247,314	247,314	247,314	247,314
Total Funding		1,255,786	1,387,369		1,495,498	1,495,498	1,495,498	1,602,716	1,602,716	1,602,716
Excess Appropriation/(Funding)		(1,140,055)	(1,248,184)		(1,355,402)	(1,355,402)	(1,355,402)	(1,462,620)	(1,462,620)	(1,462,620)
Grand Total		115,731	139,185		140,096	140,096	140,096	140,096	140,096	140,096

FY15 budget amount in Personal Service Matching exceeds the authorized amount due to the matching rate adjustments during the 2013 - 2015 Biennium.

AR TOWING AND RECOVERY BOARD

Enabling Laws

Act 98 of 2014
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 77th 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)]. Appropriations legislation was not enacted until 1993; therefore, implementation did not begin to be accomplished until late 1994.

The 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.

During FY01 and FY02, the participation of municipal, county and state law enforcement agencies across the state continued to increase. Office staff continued to work with law enforcement agencies on a daily basis in helping bring and keep tow businesses in compliance.

Fiscal years FY03 and FY04 were years of transition, the Board moved to a new location, established a web site and continued to work with municipal, county and state law enforcement agencies with compliance issues.

Fiscal years FY05 and FY06 the Board set to the task of regulating and reviewing excessive pricing in the towing industry. A towing investigator was added to the staff to help with the review and investigations for noncompliance and pricing complaints. The Board also

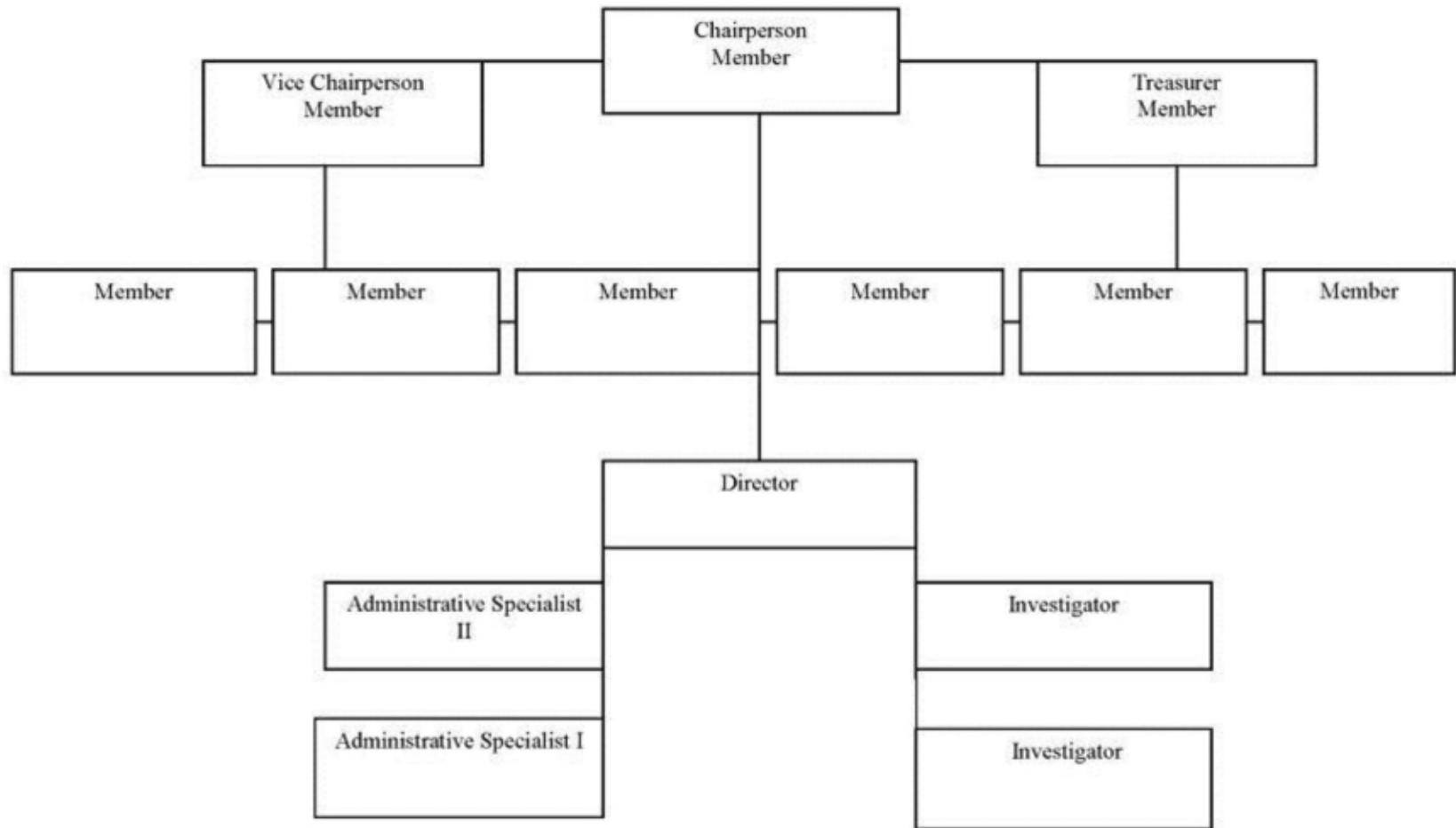
updated the Rules and Regulations to reflect new regulatory authority to be current with the new legislation passed in the 2005 Legislative Session.

Fiscal years FY07 and FY08 the Board set to the task of regulating and reviewing excessive pricing complaints and fining some towing companies for excessive charges. The Board was able to complete more investigations, resulting in several hearings for violations. Fees for the Tow Safety license were raised to \$100.00 and Tow Safety permits were raised to \$36.00 in FY08. Both consent and non-consent tow companies were required to purchase a safety license, as the Board requires verification of minimum state and federal insurance. In January 2008, the Board started working with the Department of Finance & Administration - Revenue Division with regards to the new "tow license plate." To get this license plate, tow operators must provide proof the tow vehicle has a tow vehicle safety permit issued by this agency.

In FY09, the Board raised its Tow Safety Permit Fee to \$48, to help cover the increase in operating expenses. In FY11 and FY 12 the Board reviewed and updated the Rules and Regulations to reflect legislative changes and better address some definitions in relations to the towing industry. In FY12, the agency hired an "Extra Help" person to allow more efficient processing of applications due to the increase in applications and additional clerical duties for Board investigator. In July 2011, the Board lost revenues with the exemption of tow companies who tow only vehicles they own. The Board continues to investigate possible violations and holds hearings to address those companies with violations.

In FY13 and FY14, the Board was able to increase efficiencies by bringing on line a towing database and by hiring a second investigator. The increase in complaint investigations has created an administrative backlog. Additional correspondence, hearing notices, findings, etc are being generated as a result of a faster completion of complaint investigations. In FY 15, The Board reviewed and updated the Rules and Regulations to reflect the addition of vehicle immobilization services and other legislative changes.

The Arkansas Towing and Recovery Board is a nine-member board appointed by the Governor with a make-up of 4 Non-consent towing representatives, 2 Consent towing representatives, 2 citizen representatives, and 1 insurance representative. The Board has five employment positions: ATRB Director, ATRB Clerical Typist and 3 ATRB Tow Investigator, and one extra help position.



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.

With the current operating expenditures, the Board was able to purchase database software which has increased the efficiency of the office staff in processing towing applications for license and permits. It now produces renewals and other correspondence with minimal input by staff. The Board has also hired a second investigator, which has reduced the backlog of pending complaint investigations by over half (ie. pending complaint investigations before hiring of second investigator 102, current pending complaint investigations 34). Stage 2 of the database is in the process of being implemented to include complaints, hearings and hearing resolutions to help our investigators be even more efficient. The increase of investigations has produced a great deal of time sensitive correspondence, which has caused other administrative activities to be backlogged; with more efficient use of existing staff and the discontinuation of the extra help position, the Board hopes to reallocate current appropriations, to take care of the back log of administrative processes.

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 a change level reduction of \$10,771 each year of the biennium for the Extra Help position and Personal Services Matching; better utilization of existing staff has made the position unnecessary.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS TOWING AND RECOVERY BOARD
FOR THE YEAR ENDED JUNE 30, 2013

Findings

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

Recommendations

Obtain training for employees, deposit funds timely, and provide additional financial reporting to the Board.

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS TOWING AND RECOVERY BOARD
FOR THE YEAR ENDED JUNE 30, 2013

Findings

review of 30 receipts revealed an average of 23 days from the day of receipt to the deposit in the bank account. Lack of expediency in depositing public monies could allow for misappropriation and is a result of lack of management oversight.

A review of professional service invoices identified two vendors that were paid over \$5,000, in violation of state procurement regulations and Arkansas Code. In one instance, half the amount was paid in fiscal year 2012, and the rest was paid in fiscal year 2013. By splitting the procurement, the competitive bid limit was circumvented, in violation of Ark. Code Ann. § 19-11-234(d). In the second instance, the service was obtained without three competitive bids or a sole source justification, in violation of Ark. Code Ann. §§ 19-11-234(a)(3), -234(b)(1).

Ark. Code Ann. § 19-4-706 states that agencies may enter into contracts that contemplate the payment of interest and late fees only when such late charges are incurred 60 days after payment is due. We noted one instance in which the Agency paid interest and late fees that were assessed prior to 60 days after payment was due.

Recommendations

Agency Response:

The Agency strives to accomplish the deposits in a timely fashion. However, as this function falls to the Director, the accounting and deposits are processed as time permits. A monthly treasurer's report is given to the Board members at each meeting as well as an annual treasurer's report at the end of each fiscal year. A clerical report of all license and permits issued is included.

The Agency will make a priority to cross-train additional personnel, the Administrative Specialist, to help with the backlog of accounting and deposits in order to maintain the weekly deposit of funds received.

Review state accounting policies and regulations to ensure compliance with Arkansas law.

Agency Response:

The Arkansas Towing and Recovery Board staff was unaware of the requirement to bid the professional services over \$5,000. We thought the maximum was \$10,000. However, when our Agency was advised of this requirement, in March 2013, we completed the justification/ratification letter and the sole source justification and provided copies of all of the service contracts signed by the current vendor. These were submitted to OSP [Office of State Procurement] in May of 2013 and to my understanding subsequently approved. In the second instance, the vendor, who was contracted for miscellaneous technical support, had only provided services in the amount for which they were paid. It was determined the vendor could not be paid for services not rendered in FY 2012, and therefore, when the services were performed in FY 2013, payment was then made.

A current review of all the state accounting policies and regulations is in progress to ensure Agency compliance with Arkansas law.

Review state accounting policies and regulations to ensure compliance with Arkansas law.

Agency Response:

The Arkansas Towing and Recovery Board staff was aware of the Agency not

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS TOWING AND RECOVERY BOARD
FOR THE YEAR ENDED JUNE 30, 2013

Findings

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. During review of expenditures, we noted a vendor overpayment of \$335 without management approval.

Financial Management Guide Regulation R1-19-4-903 states that private vehicle mileage will be reimbursed at the distance between the travel destination and the employee's official station or residence, whichever is less. The regulation further defines "official station" as the geographic location or address "where the employee normally reports for duty...and must be designated as such in writing by the employer." A review of travel reimbursements and supporting documentation noted the following:

- One employee claimed mileage from his residence instead of his official station for 10 roundtrips during the 2013 fiscal year, resulting in reimbursement of \$840 for 2,000 unallowable miles.

Recommendations

responsible for paying late fees and interest prior to 60 days after the invoice. However, having spoken to vendor and reviewing state contract, our Agency could not determine if this was included in contract. To prevent finance charges from accruing on top of finance charges, our Agency opted to pay the late fee and interest.

A current review of all the state accounting policies and regulations is in progress to ensure Agency compliance with Arkansas law.

Seek reimbursement from the vendor for the overpayment and thoroughly review invoices prior to payment.

Agency Response:

In FY 2012, the vendor in question applied a credit to our mobile account for our land lines account, which resulted in a large credit balance. In review of the invoice, I contacted said vendor to correct the misapplication of funds. This process went on for several months. Having spoken repeatedly to vendor, the vendor attempted to correct our account with credits and adjustments. In November of 2012, we finally got an invoice for a larger than normal amount. I, again, contacted the vendor to inquire as to why the bill was so large; they advised the invoice was comprised of all the missed/unbilled charges their system calculated after the final application of the monies, charges, and adjustments made to correct the accounts. There was no overpayment to this vendor.

Review the Financial Management Guide regulations and review travel reimbursements for proper mileage prior to disbursement of funds. In addition, seek reimbursements for the travel overpayments.

Agency Response:

The Arkansas Towing and Recovery Board Investigators' official work stations are their homes. This is a requirement of employment. Each investigator maintains all their open files and workable documentation in their office. Each investigator meets with the Agency Director one day a week in the office in Searcy to apprise the Director of their progress and any ongoing investigations and to pick up any mail/correspondence they may have received. All agency employees have a business mailing address of P.O. Box

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 ARKANSAS TOWING AND RECOVERY BOARD
 FOR THE YEAR ENDED JUNE 30, 2013

Findings

Recommendations

their official stations during the 2014 fiscal year, resulting in reimbursement of \$529 and \$297, for 1,260 and 716 unallowable miles, to

8285, Searcy, AR 72145. This allows the Agency to account for and document all mail/monies received by U.S. Mail, FedEx, UPS, and certified mail.

The Agency will consult with DFA to see how this information/official work station can be maintained on file in AASIS and with each employee it is applicable to.

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	1	3	4	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			4	100 %

Cash Fund Balance Description as of June 30, 2014

Fund Account	Balance	Type	Location
3600000	\$268,637	Checking	Simmons First Bank - Searcy AR

Statutory/Other Restrictions on use:

Sections of 2, 3, 4, and 5 of Act 1209 of 2007.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 27-50-1203 (f) authorizes the Board to levy applicable towing license fees, safety permit fees, and late filing fees. A.C.A. 27-50-1204 (d) authorizes the Board to prescribe monetary penalties.

Revenue Receipts Cycle:

Funds are collected throughout the year.

Fund Balance Utilization:

Warrants are written as necessary for Board expenditures with the balance remaining on deposit in the interest-bearing account.

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 %	5	4	0	4	1	20.00 %	5	4	1	5	0	20.00 %

Analysis of Budget Request

Appropriation: A28 - Cash Operations

Funding Sources: 360 - Towing & Recovery - Cash

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.

Funding is derived from fees levied on towing businesses.

Base Level Regular Salaries and Personal Services Matching include the continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service payments for eligible employees. Personal Services Matching also includes a \$10 increase in 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 Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Board requests a Change Level decrease of \$10,771 each year for the following:

- Elimination of Extra Help and Personal Services Matching of \$10,771. Better utilization of the existing staff has made the Extra Help position unnecessary.

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

Appropriation Summary

Appropriation: A28 - Cash Operations
Funding Sources: 360 - Towing & Recovery - Cash

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	102,836	139,781	143,169	140,840	140,840	140,840	140,840	140,840	140,840
#Positions		4	5	5	5	5	5	5	5	5
Extra Help	5010001	7,556	10,000	10,000	10,000	0	0	10,000	0	0
#Extra Help		1	1	1	1	0	0	1	0	0
Personal Services Matching	5010003	42,661	55,733	49,305	56,657	55,886	55,886	56,657	55,886	55,886
Operating Expenses	5020002	50,564	47,124	47,124	47,124	47,124	47,124	47,124	47,124	47,124
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	6,000	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
Total		209,617	259,838	256,798	261,821	251,050	251,050	261,821	251,050	251,050
Funding Sources										
Fund Balance	4000005	237,989	268,637		214,313	214,313	214,313	184,992	195,763	195,763
Cash Fund	4000045	240,265	205,514		232,500	232,500	232,500	232,500	232,500	232,500
Total Funding		478,254	474,151		446,813	446,813	446,813	417,492	428,263	428,263
Excess Appropriation/(Funding)		(268,637)	(214,313)		(184,992)	(195,763)	(195,763)	(155,671)	(177,213)	(177,213)
Grand Total		209,617	259,838		261,821	251,050	251,050	261,821	251,050	251,050

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

Change Level by Appropriation

Appropriation: A28 - Cash Operations
Funding Sources: 360 - Towing & Recovery - Cash

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	261,821	5	261,821	100.0	261,821	5	261,821	100.0
C03	Discontinue Program	(10,771)	0	251,050	95.9	(10,771)	0	251,050	95.9

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	261,821	5	261,821	100.0	261,821	5	261,821	100.0
C03	Discontinue Program	(10,771)	0	251,050	95.9	(10,771)	0	251,050	95.9

Justification

C03	The Board requests a change level reduction of \$10,771 each year of the biennium for the Extra Help position and Personal Services Matching; better utilization of existing staff has made the position unnecessary.
-----	---

VETERINARY MEDICAL EXAMINING BOARD

Enabling Laws

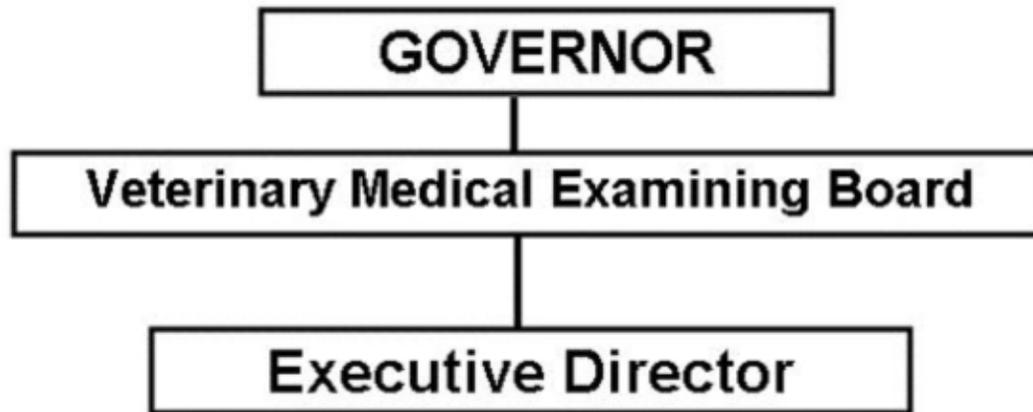
Act 188 of 2014
A.C.A. §17-101-201

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 for the Arkansas Veterinary Medical Examining Board is based solely on revenues collected from yearly renewal and license fees and fines.

The Board is requesting Base Level in each year of the biennium. This will provide appropriation for the operations of the Board to administer the veterinary statutes with the highest degree of integrity, competence, and efficiency.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 VETERINARY MEDICAL EXAMINING BOARD
 FOR THE YEAR ENDED JUNE 30, 2012

Findings	Recommendations
None	None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013					FY2013 - 2014					FY2014 - 2015							
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	0	1	1	0	100.00 %

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 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Bases level salaries will not include Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Board is requesting Base Level for each year of the biennium.

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		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	73,043	61,282	61,282	61,869	61,869	61,869	61,869	61,869	61,869
#Positions		1	1	1	1	1	1	1	1	1
Extra Help	5010001	2,500	9,775	9,775	9,775	9,775	9,775	9,775	9,775	9,775
#Extra Help		1	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	19,371	19,165	18,897	19,459	19,459	19,459	19,459	19,459	19,459
Operating Expenses	5020002	17,099	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	2,838	11,571	11,571	11,571	11,571	11,571	11,571	11,571	11,571
Total		114,851	119,771	119,503	120,652	120,652	120,652	120,652	120,652	120,652

Funding Sources										
Fund Balance	4000005	377,462	391,524		371,753	371,753	371,753	351,101	351,101	351,101
Special Revenue	4000030	128,913	100,000		100,000	100,000	100,000	100,000	100,000	100,000
Total Funding		506,375	491,524		471,753	471,753	471,753	451,101	451,101	451,101
Excess Appropriation/(Funding)		(391,524)	(371,753)		(351,101)	(351,101)	(351,101)	(330,449)	(330,449)	(330,449)
Grand Total		114,851	119,771		120,652	120,652	120,652	120,652	120,652	120,652

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

ARKANSAS WHEAT PROMOTION BOARD

Enabling Laws

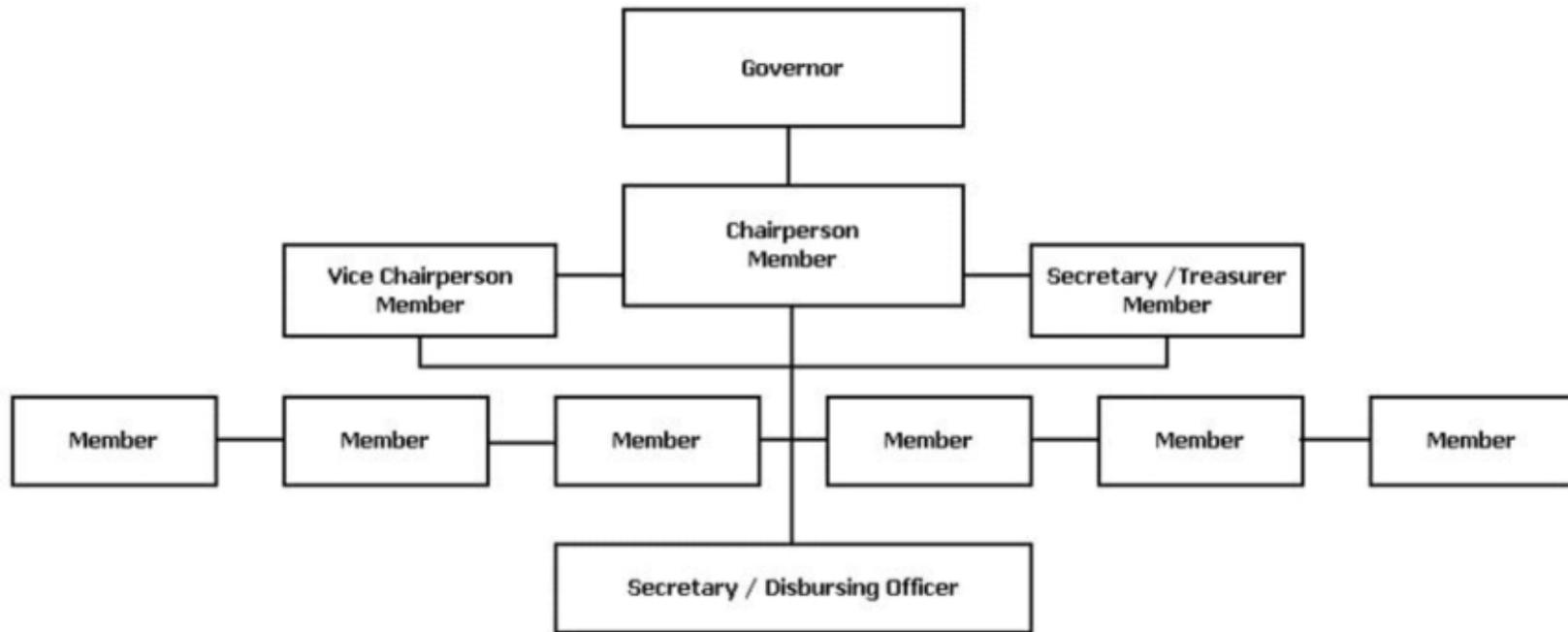
Act 168 of 2014
A.C.A. §2-20-604 et seq.

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, 2012

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

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

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 Fund

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 \$450,895 each year of the 2015-2017 Biennium.

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

Appropriation Summary

Appropriation: 999 - Arkansas Wheat Promotion

Funding Sources: SWP - Arkansas Wheat Promotion Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	1,391	10,000	10,000	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	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	291,085	440,895	781,871	440,895	440,895	440,895	440,895	440,895	440,895
Total		292,476	450,895	791,871	450,895	450,895	450,895	450,895	450,895	450,895
Funding Sources										
Fund Balance	4000005	22,192	100,895		0	0	0	0	0	0
Special Revenue	4000030	371,179	350,000		350,000	350,000	350,000	350,000	350,000	350,000
Total Funding		393,371	450,895		350,000	350,000	350,000	350,000	350,000	350,000
Excess Appropriation/(Funding)		(100,895)	0		100,895	100,895	100,895	100,895	100,895	100,895
Grand Total		292,476	450,895		450,895	450,895	450,895	450,895	450,895	450,895

Expenditure of appropriation is contingent upon available funding.