

## **PERFORMANCE EVALUATION & EXPENDITURE REVIEW (PEER) ITEMS COMMONLY REVIEWED**

- **CASH FUND APPROPRIATION INCREASES**

Requests from various agencies, boards, commissions and institutions of higher education for additional appropriation authority to spend money which is maintained in financial institutions, or the State Treasury from a \$300 million appropriation to the Department of Finance & Administration-Disbursing Officer. Agencies request a transfer from this appropriation from the Chief Fiscal Officer of the State who must approve it. Positions cannot be created or established in addition to those established in the agency's appropriation act.

- The Legislative Council **reviews** cash fund appropriation requests pursuant to A.C.A. 19-5-107.

- **APPROPRIATION, FUND AND/OR POSITION TRANSFERS**

Requests from various agencies and institutions of higher education for transfers between any line item, fund source, department or division. Various provisions of law authorize these transfers and generally require the approval of both the Governor and the Chief Fiscal Officer of the State, or the Legislative Council.

- **BUDGET CLASSIFICATION TRANSFERS**

Requests from various agencies, boards, commissions and institutions of higher education for transfer of appropriation only among the five (5) subclassifications of Maintenance and General Operation, which are operating expenses, conference fees and travel, professional fees and services, capital outlay and data processing. Transfers cannot increase the total amount appropriated in Maintenance and General Operations. The Chief Fiscal Officer of the State can approve transfers less than five (5) percent, up to \$2,500, of the affected subclassification. Cumulative transfers that exceed these amounts are submitted to the subcommittee by the Chief Fiscal Officer of the State.

- The Legislative Council provides **review** for Budget Classification Transfer requests pursuant to A.C.A. 19-4-522.

- **MISCELLANEOUS FEDERAL GRANT APPROPRIATION REQUESTS**

Requests from various agencies for additional appropriation authority, through a \$2.5 billion appropriation to the Department of Finance & Administration-Disbursing Officer, to spend unanticipated Federal grant funds. Arkansas Code 19-7-501 et seq. establishes the procedures for the transfer of appropriation to the various agencies. The Governor and the Chief Fiscal Officer must approve the requests. Additional positions may be established. The salary rate of the position cannot exceed the highest rate authorized in the agency's appropriation act. The Personnel Subcommittee reviews position titles and grades for appropriateness.

- The Legislative Council provides **review** for all Miscellaneous Federal Grant requests pursuant to the Miscellaneous Federal Grant Programs Act, Arkansas Code 19-7-501 et. seq.

- **CONTRACTS BETWEEN STATE AGENCIES**

Professional/Consultant Services contracts between state agencies with total amount of \$25,000 or more are forwarded by the Chief Fiscal Officer of the State for the Subcommittee's review.

- The Legislative Council **reviews** contracts between State Agencies as submitted by the Office of the State Procurement pursuant to Arkansas code 19-11-1011.

- **REGULAR SALARY AND PERSONAL SERVICES MATCHING APPROPRIATION INCREASES (PAY PLAN HOLDING ACCOUNT/MERIT ADJUSTMENT FUND)**

Requests from various agencies, boards, commissions and institutions of higher education for additional Treasury or Cash appropriation authority to pay Regular Salaries or Personal Services Matching or both. Appropriation authority is provided to the Department of Finance & Administration - Disbursing Officer for Personal Services Matching and Regular Salaries for State Employees. Transfers are requested from these appropriations from the Chief Fiscal Officer of the State who must approve it for State Agencies or process the request for elected Constitutional Officers and their employees.

- The Legislative Council provides **review** for Regular Salary and Personal Services Matching appropriation increase requests.

- **ITEMS APPROVED ON AN EMERGENCY BASIS BY THE CHIEF FISCAL OFFICER OF THE STATE**  
Any of the various requests normally reviewed by the Subcommittee from various agencies, boards, commissions and institutions of higher education, which have been approved by the Chief Fiscal Officer of the State prior to **review** by the Committee based upon emergency circumstances. The Subcommittee requires an explanation from the Chief Fiscal Officer of the State for such action.
  
- **OVERTIME APPROPRIATION INCREASES**  
Requests from various agencies, board, commissions and institutions of higher education for additional appropriation authority to pay overtime for state employee through a \$5 million appropriation to the Department of Finance & Administration - Disbursing Officer. Arkansas Code 19-4-1612 establishes the procedures for the use of overtime appropriation by the various agencies. The Chief Fiscal Officer of the State specifies which employees are eligible for overtime in order to comply with the Federal Fair Labor Standards Act. Agencies request a transfer from this appropriation from the Chief Fiscal Officer of the State who must approve it.
  - The Legislative Council provides **review** for Overtime Appropriation Increase requests.
  
- **STUDENT ASSISTANCE GRANTS AND VARIOUS SCHOLARSHIP TRANSFERS**  
Appropriation authority is granted to the Department of Higher Education for student assistance grants and various scholarships. Financial Aid Program funds and appropriations may be transferred between other financial aid programs, except funds and appropriations from either the Governor's Scholars Program or the Academic Challenge Scholarships Program may not be transferred in excess of \$1,000,000 in the aggregate in a fiscal year.
  - The Legislative Council provides **review** of transfer requests for financial aid programs.
  
- **MONTHLY REPORTS**
  - Monthly Revenue Report** – Compares current actual state general revenues with the previous year and the official general revenue forecast.
  
  - General Improvement Fund Report** – Reflects the current status of the General Improvement Fund (Construction Fund), including income and funds released.
  
  - Budget Stabilization Trust Fund Report** – Reflects the Dept. of Finance & Administration's estimate of the fiscal year ending balance for this fund, which provides a cash flow mechanism to agencies for operating purposes.
  
  - Emergency Purchases Report** – Reflects purchases made by state agencies on an emergency basis. Three (3) telephone quote bids are generally required for these purchases.
  
  - Tobacco Settlement Report** - Summary of Tobacco Settlement monies received by the state reflecting income, expenses and fund balances.
  
  - State Central Services Fund Report** - Reflects the financial condition of the State Central Services Fund.