

REPORT  
OF THE  
COMMITTEE ON PERFORMANCE EVALUATION AND EXPENDITURE REVIEW  
(PEER)  
OF THE ARKANSAS LEGISLATIVE COUNCIL

March 19, 2010

Mr. Chairmen:

Your Committee on Performance Evaluation and Expenditure Review (PEER) met on March 11, 2010, and after having reviewed the following items, reports that the Committee's review and/or approval is complete:

**A. Cash Fund Appropriation Increase Requests - FY10**

1. Department of Workforce Services - \$153,750,000

**B. Budget Classification Transfer Requests - FY10**

1. Department of Career Education - Federal Adult Basic Education - \$15,000 from Operating Expenses to Conference and Travel Expense
2. Department of Veterans Affairs - Veteran's Home Division - State - \$8,300 from Operating Expenses to Capital Outlay
3. Department of Veterans Affairs - State Operations - \$3,559 from Operating Expenses to Capital Outlay
4. Motor Vehicle Commission - \$1,500 from Professional Fees to Capital Outlay

**C. Miscellaneous Federal Grant Appropriation Request - FY10**

1. Science and Technology Authority - Engaging America's Talent Conference - \$99,900
2. Science and Technology Authority - Arkansas Industrial Energy Clearinghouse - \$217,740
3. Department of Human Services - Division of Administrative Services - ARRA Grants Allowing Indirect Costs - \$482,000
4. Department of Human Services - Director's Office and Office of Chief Counsel - ARRA Grants Allowing Indirect Costs - \$218,000
5. Department of Finance and Administration - Management Services - Information Technology Projects - Federal - \$2,406,608
6. Department of Education - Educational Television Commission - Public Television Digital Transition Grant Program - \$749,417
7. Department of Workforce Services - Unemployment Insurance - \$1,500,000

**D. Contract Between State Agencies**

1. Department of Education and the University of Arkansas Fayetteville - College of Education and Health Professions - Amendment 3 in the amount of \$78,266

**E. Emergency Transfer Request**

1. Miscellaneous Federal Grant - FY10
  - a) DHS Division of County Operations - Home Energy Assistance Program - \$14,341,251

**F. Pay Plan Holding Account Transfer Request**

1. Department of Environmental Quality - \$713,500

**G. Item for Approval**

1. Budget Classification Transfer - FY10
  - a) Tobacco Settlement Commission - Operations - \$150,000 from Professional Fees to Operating Expenses

A Report of the Subcommittee's February 4, 2010 meeting is attached, reflecting those items reviewed by the Subcommittee on behalf of and under authority granted by the Legislative Council (Attachment 1)

Respectfully submitted,

---

Senator Steve Bryles, Co-Chair

---

Rep. Jonathan Dismang, Co-Chair

REPORT  
OF THE  
COMMITTEE ON PERFORMANCE EVALUATION AND EXPENDITURE REVIEW  
(PEER)  
OF THE ARKANSAS LEGISLATIVE COUNCIL

February 4, 2010

Mr. Chairmen:

Your Committee on Performance Evaluation and Expenditure Review (PEER) met on February 4, 2010, and after having reviewed the following items, reports that the Committee's review and/or approval is complete except for those noted by as asterisk (\*) on behalf of and under authority granted by the Legislative Council:

**A. Cash Fund Appropriation Increase Requests - FY10**

1. Arkansas State Medical Board - \$112,000
2. Rich Mountain Community College - \$750,000
3. Department of Veterans Affairs - \$35,000

**B. Budget Classification Transfer Requests - FY10**

1. Department of Finance and Administration - Division of Racing - Operations - \$16,950 from Operating Expense to Professional Fees

**C. Miscellaneous Federal Grant Appropriation Request - FY10**

1. Arkansas Agriculture Department - Plant Board - Tomato Leaf Miner Survey - \$10,000
2. Department of Community Correction - Justice Assistance Grant - \$53,822
3. Department of Community Correction - Justice Assistance Grant - \$43,017
4. Department of Health - Epidemiology - Immunization and Vaccine for Children - 4 positions
5. Game and Fish Commission - FEMA Disaster #1819 - \$10,153,477
6. Disability Determination for Social Security Administration - Disability Determination - \$2,550,000

**D. Contracts Between State Agencies**

1. Minority Health Commission and the Board of Trustees, University of Arkansas on behalf of UAMS Department of Pediatrics - \$40,670

**E. Items for Approval**

1. Appropriation and/or Fund Transfer - FY10
  - a. Arkansas State Police - \$7,141 Fund Transfer from the Court Awards Fund to the State Police Fund and \$7,141 Appropriation Transfer from the Confiscated Funds to the State Police Operations Appropriation Capital Outlay line item
2. Reallocation of Resources
  - a. Department of Human Services (See Attachment 1)

**F. Held from January PEER Meeting**

1. \*Miscellaneous Federal Grant Appropriation Request - FY10
  - a. Arkansas Building Authority - Sustainable Revolving Loan Fund - \$12,000,000 - **Held for Next PEER Meeting**

**G. The Subcommittee Reviewed the Following Items for the Fall, 2010 Budget Hearings:**

1. Proposed Fall, 2010 Budget Hearing Guidelines (Attachment 2 - Page 4)
2. 2011-2013 Biennial State Agency Budget Forms (Attachment 3 - Page 5)
3. 2011-2013 Biennial State Institutions of Higher Education Budget Forms (Attachment 4 - Page 43)

**H. The Committee also reviewed:**

The Quarterly Report of Inter-Agency and Inter-Divisional Match Fund Transfers for the Department of Human Services for the Second Quarter of Fiscal Year 2010

Respectfully submitted,

---

Senator Steve Bryles, Co-Chair

---

Rep. Jonathan Dismang, Co-Chair

**DEPARTMENT OF HUMAN SERVICES  
TRANSFER REQUEST SUMMARY  
FISCAL YEAR 2010**

|                                           | CHIEF<br>COUNSEL | AGING &<br>ADULT<br>SERVICES | CHILDREN<br>& FAMILY<br>SERVICES | CHILD<br>CARE<br>SERVICES | BEHAVIORAL<br>HEALTH<br>SERVICES | MEDICAL<br>SERVICES | COUNTY<br>OPERATIONS | ADMIN.<br>SERVICES | DEV.<br>DISABILITIES<br>SERVICES | SERVICES<br>FOR THE<br>BLIND | YOUTH<br>SERVICES | TOTAL       |
|-------------------------------------------|------------------|------------------------------|----------------------------------|---------------------------|----------------------------------|---------------------|----------------------|--------------------|----------------------------------|------------------------------|-------------------|-------------|
| <b>APPROPRIATION TRANSFERS</b>            |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| <b>A. WITHIN DIVISIONS</b>                |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| REGULAR SALARIES                          | (80,000)         |                              |                                  |                           | 2,185,000                        |                     |                      | (60,000)           |                                  |                              |                   | (140,000)   |
| EXTRA HELP                                |                  |                              |                                  |                           |                                  |                     |                      | 60,000             | 455,000                          |                              | (37,508)          | 2,662,492   |
| PERSONAL SERVICES MATCHING                |                  |                              |                                  |                           |                                  |                     |                      | (17,082)           |                                  |                              |                   | (17,082)    |
| OVERTIME                                  |                  |                              |                                  |                           | 741,371                          |                     |                      |                    |                                  |                              |                   | 741,371     |
| CONFERENCE FEES & TRAVEL                  |                  |                              |                                  |                           | (2,926,371)                      |                     |                      |                    |                                  |                              |                   | (2,926,371) |
| PROFESSIONAL FEES & SERVICES              |                  | 30,000                       |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | 30,000      |
| DATA PROCESSING SERVICES                  |                  | (30,000)                     |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| PURCHASE OF SERVICES                      |                  |                              |                                  |                           |                                  |                     |                      | 17,082             |                                  |                              | 14,426            | (2,563,693) |
| DCFS STATE FOSTER CARE                    |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | 61,508      |
| DCFS CHILD ABUSE AND NEGLECT PROGRAMS     |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (30,000)    |
| DBH GRANTS/PATIENT SERVICES               |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (282,678)   |
| DBH MENTAL HEALTH BLOCK GRANT             |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (455,000)   |
| DBH ALCOHOL/DRUG ABUSE PREVENTION         |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (282,678)   |
| DBH COMM. ALCOHOL SAFETY-SALARIES         |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (455,000)   |
| DBH COMM. ALCOHOL SAFETY-FRINGS           |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (704,003)   |
| DBH COMM. ALCOHOL SAFETY-OPER. EXP.       |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | 1,244,382   |
| DBH COMM. ALCOHOL SAFETY-GRANTS           |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (1,244,382) |
| DYS COMMUNITY BASED SANCTIONS             |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | 5,000       |
| <b>A. TOTAL</b>                           | 0                | 0                            | 0                                | 0                         | 0                                | 0                   | 0                    | 0                  | 0                                | 0                            | 23,082            | 23,082      |
| <b>B. BETWEEN DIVISIONS</b>               |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| REGULAR SALARIES                          | (42,830)         |                              |                                  | 506,544                   |                                  |                     |                      |                    |                                  | 80,000                       | (506,544)         | 37,170      |
| EXTRA HELP                                |                  |                              | 110,000                          |                           |                                  |                     |                      |                    |                                  | 10,000                       |                   | 120,000     |
| PERSONAL SERVICES MATCHING                |                  |                              |                                  | 122,308                   |                                  |                     |                      |                    |                                  |                              |                   | 0           |
| OPERATING EXPENSE                         |                  | (299,810)                    |                                  | 199,134                   | (455,001)                        |                     | 394,036              |                    | (42,830)                         | 51,434                       | (122,308)         | (352,171)   |
| CONFERENCE FEES & TRAVEL                  |                  |                              | 15,000                           |                           |                                  |                     |                      |                    |                                  | 20,000                       | (199,134)         | 35,000      |
| PROFESSIONAL FEES & SERVICES              |                  |                              | 1,575,344                        |                           |                                  |                     |                      |                    |                                  | 115,000                      |                   | 1,690,344   |
| CAPITAL OUTLAY                            |                  |                              | 50,000                           |                           |                                  |                     |                      |                    |                                  |                              |                   | 50,000      |
| AMERICAN RECOVERY & REINVEST. ACT OF 2009 |                  |                              | 400,000                          |                           |                                  |                     |                      |                    |                                  | 88,533                       |                   | 488,533     |
| DCFS STATE RESIDENTIAL TREATMENT          |                  |                              | 3,515,767                        |                           |                                  |                     |                      |                    |                                  | 400,000                      |                   | 3,915,767   |
| DCFS TANF/FOSTER CARE                     |                  |                              | 1,337,241                        |                           |                                  |                     |                      |                    |                                  |                              |                   | 1,337,241   |
| DCFS TANF/FOSTER CARE-ARRA OF 2009        |                  |                              | 138,207                          |                           |                                  |                     |                      |                    |                                  |                              |                   | 138,207     |
| DAS AMERICAN REC. & REINVEST. ACT OF 2009 |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (226,740)   |
| DSB PURCHASE OF SERVICES                  |                  |                              |                                  |                           |                                  |                     |                      | (226,740)          |                                  |                              |                   | 170,001     |
| DSB PURCHASE OF SERVICES-ARRA OF 2009     |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | 0           |
| DYS COMMUNITY SERVICES                    |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (4,090,767) |
| DYS RESIDENTIAL SERVICES                  |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (2,912,585) |
| <b>B. TOTAL</b>                           | (42,830)         | (299,810)                    | 7,141,559                        | 827,986                   | (455,001)                        | 0                   | 394,036              | (226,740)          | (42,830)                         | 534,968                      | (7,831,338)       | 0           |
| <b>FUND TRANSFERS</b>                     |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| <b>GENERAL REVENUE OPERATIONS</b>         |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| DAS FUND                                  |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (42,830)    |
| DAAS FUND                                 |                  | (171,320)                    |                                  |                           |                                  |                     |                      | (42,830)           |                                  |                              |                   | (171,320)   |
| DCC FUND                                  |                  |                              |                                  | 167,900                   |                                  |                     |                      |                    |                                  |                              |                   | 167,900     |
| DCF FUND                                  |                  |                              | 1330,260                         |                           |                                  |                     |                      |                    |                                  |                              |                   | (330,260)   |
| DCG FUND                                  |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | 398,782     |
| DDS FUND                                  |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   | (21,415)    |
| DSB FUND                                  |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  | (857)                        |                   | (857)       |
| <b>TOTAL FUND TRANSFERS</b>               | 0                | (171,320)                    | (330,260)                        | 167,900                   | 0                                | 0                   | 398,782              | (42,830)           | (21,415)                         | (857)                        | 0                 | 0           |
| <b>POSITION TRANSFERS</b>                 |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| TRANSFERS OUT                             |                  | (1)                          | (16)                             |                           |                                  | (1)                 |                      | (2)                | (1)                              |                              | (1)               | (22)        |
| TRANSFERS IN                              |                  | 2                            |                                  | 16                        |                                  | 4                   |                      |                    |                                  |                              |                   | 22          |
| <b>TOTAL POSITION TRANSFERS</b>           | 0                | 1                            | (16)                             | 16                        | 0                                | 3                   | 0                    | (2)                | (1)                              | 0                            | (1)               | 0           |
| <b>TRANSFER 1 OF 2</b>                    |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| Authority-Section 21(a), Act 1381 of 2009 |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| PREPARED BY: DFA - OFFICE OF BUDGET       |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |
| 01-Feb-10                                 |                  |                              |                                  |                           |                                  |                     |                      |                    |                                  |                              |                   |             |



Room 315, State Capitol Building  
Little Rock, AR 72201  
Phone (501) 682-1937 Fax (501) 682-1936

---

## Memorandum

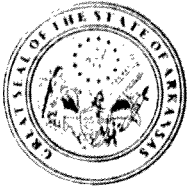
---

**Date:** February 4, 2010  
**To:** Senator Bryles and Representative Dismang, Co-Chairs PEER  
**From:**  Kevin Anderson, Administrator, Budget and Fiscal Review  
**Copies:** David Ferguson, Kim Arnall  
**Subject:** Fall 2010 Budget Hearings

---

During the Fall of 2010 the Legislative Council and Joint Budget Committee will hold hearings on the agencies' budget requests for fiscal years 2012 and 2013. As has been done in the past, we have presented guidelines for the hearings in order to accommodate the large number of people and the schedule of members of the General Assembly. The following suggested guidelines are based on those approved by the Legislative Council in February of 2008:

1. The Budget Hearings will begin in October 2010.
2. The committee hearings will begin at 9:00 a.m. and will be held in Room 171 of the State Capitol Building.
3. The Committee will meet Tuesday through Thursday.
4. Hearings will conclude around 4:30 p.m. except on Thursdays when they will conclude at noon.
5. Monday and Friday will be reserved for subcommittee meetings, Legislative Joint Audit and Legislative Council regular monthly meetings.
6. The Committee will **not** meet in November on Election Day, Veterans Day, and Thanksgiving.
7. Each agency director will appear and present his/her budget request before the whole Committee.
8. A member of the legislative staff will summarize the budget request of each agency before the agency presentation begins.
9. Special Budget Subcommittees will be appointed, as needed, to consider selected budgetary matters in more depth.
10. Each member will receive a schedule of the next week's hearings before adjournment on Thursdays.
11. Each member will receive the Summary Budget Manuals, Tax Handbook, "A" Book (Agency Expenditures for the previous 10 years) and "B" Book (Selected Statistical Data).
12. Press and Public are not allowed around the table.
13. Member's seats will not be permanently assigned around the table nor will name plates be used.



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF BUDGET**  
1509 West Seventh Street, Suite 402  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1941  
Fax: (501) 682-1086  
<http://www.state.ar.us/dfa>

**Attachment 3**

January 26, 2010

Senator Steve Bryles, Co-Chairman  
Representative Jonathan Dismang, Co-Chairman  
Performance Evaluation & Expenditure  
Review Committee  
Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Gentlemen:

It is my recommendation to the Committee that the attached forms be used in the Agency Request Budget Manuals (Summary, Supplemental and Special Language) for consideration by the Legislative Council during budget hearings for the 2011-2013 biennium.

As requested by members of the Arkansas Legislative Council, all forms in the Agency Request Budget Manuals will be in a landscape format.

Amendment 86 to the Arkansas Constitution provides that no appropriation authorized by the General Assembly can be for a period longer than one year. The Carry Forward of Unexpended Balance of Appropriation and/or Funding form that appears in the Summary Budget Manual has been modified to remove references to appropriation.

The Career Service and Professional & Executive Pay Plans Authorized by Act 688 of 2009 (page 2) will be reflected inside the front cover of the Summary and Supplemental Budget Manuals for the convenience of the Members.

I appreciate your consideration of this recommendation so that preparations for the next budget cycle may proceed in a timely manner.

Sincerely,

F. Mike Stormes  
Administrator

FMS:bs

Attachments

**ORDER OF STATE AGENCY BUDGET FORMS  
FOR PRESENTATION TO THE ARKANSAS LEGISLATIVE COUNCIL  
FOR THE 2011-2013 BIENNIUM**

**SUMMARY MANUAL**

**Page #**

|           |                                                          |                                                                                                                                                                                                                                                                                             |
|-----------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2</b>  | <b>PAY LEVELS</b>                                        | <ul style="list-style-type: none"><li>- Compensation Plan authorized by Act 688 of 2009 for Career Service Pay Plan (pay grades C101 through C130) and Professional &amp; Executive Pay Plan (pay grades N901 through N922) for July 1, 2009 and thereafter (inside front cover).</li></ul> |
| <b>3</b>  | <b>TABLE OF CONTENTS</b>                                 | <ul style="list-style-type: none"><li>- Listing of each agency and appropriation action required with corresponding page numbers.</li></ul>                                                                                                                                                 |
| <b>4</b>  | <b>AGENCY FUND TRANSFERS</b>                             | <ul style="list-style-type: none"><li>- Prepared by the DFA – Office of Budget and lists each agency's FY2010 fund transfers for Blanket Surety Bond Premiums, Claims and Workers' Compensation Administrative Cost Reimbursement.</li></ul>                                                |
| <b>5</b>  | <b>AGENCY USAGE REPORT</b>                               | <ul style="list-style-type: none"><li>- Listing of each agency and the number of authorized, budgeted (filled and unfilled), unbudgeted positions and % of authorized positions used for FY2011 with a three year average (FY2009, 2010, 2011).</li></ul>                                   |
| <b>6</b>  | <b>ENABLING LAWS AND HISTORY AND ORGANIZATION</b>        | <ul style="list-style-type: none"><li>- Prepared by the agency listing current appropriation acts, enabling laws, history of the agency including an organizational chart.</li></ul>                                                                                                        |
| <b>7</b>  | <b>AGENCY COMMENTARY</b>                                 | <ul style="list-style-type: none"><li>- Prepared by the agency explaining the budget request for the entire agency.</li></ul>                                                                                                                                                               |
| <b>8</b>  | <b>AUDIT FINDINGS</b>                                    | <ul style="list-style-type: none"><li>- Prepared by the Division of Legislative Audit based upon findings reflected in the most recent financial audit.</li></ul>                                                                                                                           |
| <b>8</b>  | <b>PERFORMANCE AUDIT FINDINGS (IF AVAILABLE)</b>         | <ul style="list-style-type: none"><li>- Prepared by the Division of Legislative Audit based upon findings reflected in the most recent performance audit.</li></ul>                                                                                                                         |
| <b>8</b>  | <b>EMPLOYMENT SUMMARY</b>                                | <ul style="list-style-type: none"><li>- Prepared by the DFA - Office of Personnel Management and verified by the agency to summarize current employment classifications pursuant to A.C.A. 19-4-307.</li></ul>                                                                              |
| <b>9</b>  | <b>CASH FUND BALANCE DESCRIPTION</b>                     | <ul style="list-style-type: none"><li>- Prepared by the agency to reflect cash fund balances held outside of the State Treasury, holding locations, statutory restrictions and provisions, necessity for and planned expenditures of fund balances.</li></ul>                               |
| <b>9</b>  | <b>AGENCY INFORMATION TECHNOLOGY PLAN NON-COMPLIANCE</b> | <ul style="list-style-type: none"><li>- Prepared by DFA IGS State Technology Planning Office with comments on the technology portion of the agency's budget if not in compliance with the agency's technology plan (A.C.A. 25-4-110(c)(1)).</li></ul>                                       |
| <b>9</b>  | <b>PUBLICATIONS</b>                                      | <ul style="list-style-type: none"><li>- Prepared by the agency providing a list of publications required by law. (A.C.A. 25-1-204).</li></ul>                                                                                                                                               |
| <b>10</b> | <b>CHANGE IN FEE SCHEDULE</b>                            | <ul style="list-style-type: none"><li>- Prepared by an agency requesting a change in a fee(s) levied for support of the agency.</li></ul>                                                                                                                                                   |
| <b>11</b> | <b>DEPARTMENT APPROPRIATION SUMMARY</b>                  | <ul style="list-style-type: none"><li>- Reflects the Executive Recommendation for the agency budget as prepared by the DFA - Office of Budget to serve as a summary document reflecting all the appropriations presented in the biennial budget manual by the agency.</li></ul>             |

## SUMMARY MANUAL (continued)

### Page #

- |    |                                                       |                                                                                                                                                                                                                                    |
|----|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | <b>AGENCY POSITION USAGE REPORT</b>                   | - Form reflects the number of authorized, budgeted (filled and unfilled), unbudgeted positions and % of authorized positions used for the FY2009, 2010 and 2011 by the agency.                                                     |
| 13 | <b>ANALYSIS OF BUDGET REQUEST</b>                     | - Prepared by the DFA - Office of Budget and explains the agency request and the Executive Recommendation for each appropriation.                                                                                                  |
| 14 | <b>APPROPRIATION SUMMARY</b>                          | - Reflects financial data by appropriation for Historical (2009-2010 actual expenditures and 2010-2011 budgeted), Base Level, Agency Request with the Executive Recommendation for Fiscal Years 2012 and 2013.                     |
| 15 | <b>CHANGE LEVEL BY APPROPRIATION</b>                  | - Reflects both financial data and justification for increases and / or decreases requested by the agency from the 2011-2013 Base Level.                                                                                           |
| 16 | <b>CARRY FORWARD OF UNEXPENDED BALANCE OF FUNDING</b> | - Reflects the estimated and actual carry forward funding for a program or a specific line item within a program remaining on June 30 <sup>th</sup> of a fiscal year along with a written justification and status of the funding. |
| 17 | <b>CHANGE LEVEL DESCRIPTIONS</b>                      | - Change level descriptions of increases or decreases to Base Level related to additional requests, reallocation of resources or deletions (inside back cover).                                                                    |

## SUPPLEMENTAL MANUAL

- |    |                                                           |                                                                                                                                                                                                                                         |
|----|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19 | <b>PAY LEVELS</b>                                         | - Compensation Plan authorized by Act 688 of 2009 for Career Service Pay Plan (pay grades C101 through C130) and Professional & Executive Pay Plan (pay grades N901 through N922) for July 1, 2009 and thereafter (inside front cover). |
| 20 | <b>TABLE OF CONTENTS</b>                                  | - Listing of each agency with corresponding page numbers.                                                                                                                                                                               |
| 21 | <b>EXECUTIVE RECOMMENDATION ON REGULAR POSITIONS</b>      | - Summary prepared by DFA – Office of Budget reflecting in total for each agency the number of Regular Salary positions recommended each year over FY2011 Budget and Authorized, 2011-2012 Base Level and 2012-2013 Base Level.         |
| 22 | <b>PERSONAL SERVICES SUMMARY - POSITION REQUEST</b>       | - Reflects detail of all position requests by the agency and recommended by the Executive.                                                                                                                                              |
| 23 | <b>PERSONAL SERVICES SUMMARY - NEW POSITIONS</b>          | - Reflects detail of new position requests by the agency and recommended by the Executive.                                                                                                                                              |
| 24 | <b>PERSONAL SERVICES SUMMARY - UNCLASSIFIED POSITIONS</b> | - Reflects detail of all unclassified position and corresponding salary requests by the agency and recommended by the Executive.                                                                                                        |

## **SUPPLEMENTAL MANUAL (continued)**

- |           |                                                                |                                                                                                                                   |
|-----------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>25</b> | <b>PERSONAL SERVICES SUMMARY<br/>- CLASSIFICATION REQUESTS</b> | - Reflects detail of classification requests by the agency and recommended by the Executive.                                      |
| <b>26</b> | <b>COMMITMENT ITEM DETAIL</b>                                  | - Reflects detail of financial data relating to the request made by the agency for the five maintenance and operation line items. |

## **SPECIAL LANGUAGE MANUAL**

- |           |                                      |                                                                                                                                                                                                                                                                                        |
|-----------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>28</b> | <b>TABLE OF CONTENTS</b>             | - Listing of each agency and special language section action required with corresponding page numbers.                                                                                                                                                                                 |
| <b>29</b> | <b>SPECIAL LANGUAGE<br/>REQUESTS</b> | - Reflects requests for continuation or changes to language included in the 2011 Appropriation Acts and the Executive Recommendation on the changes. Also reflects new language requested by the agency and the Executive Recommendation. Language is presented in a marked-up format. |



PREPARED FOR THE ARKANSAS LEGISLATIVE COUNCIL  
BY THE DEPARTMENT OF FINANCE & ADMINISTRATION  
OFFICE OF BUDGET

COMPARING APPROPRIATIONS AND OPERATIONS  
FOR THE  
2009 - 2011 BIENNIUM  
WITH REQUESTS FOR THE  
2011 - 2013 BIENNIUM

# SUMMARY BUDGET INFORMATION

Minority Health Commission

1

# **PAY LEVELS** **AUTHORIZED BY ACT 688 OF 2009** **EFFECTIVE JULY 1, 2009 AND THEREAFTER**

## **Career Service Pay Plan**

| PAY<br>GRADE | ENTRY    | BASE     | MIDPOINT | MAXIMUM  | CAREER   | PAY<br>GRADE | ENTRY    | BASE     | MIDPOINT | MAXIMUM  | CAREER   | PAY<br>GRADE | BASE      | MIDPOINT  | MAXIMUM   |
|--------------|----------|----------|----------|----------|----------|--------------|----------|----------|----------|----------|----------|--------------|-----------|-----------|-----------|
| C101         | \$15,080 | \$15,683 | \$18,663 | \$21,643 | \$23,374 | C123         | \$43,217 | \$45,877 | \$57,806 | \$69,734 | \$75,312 | N901         | \$65,000  | \$73,125  | \$81,250  |
| C102         | \$15,512 | \$16,467 | \$19,761 | \$23,054 | \$24,899 | C124         | \$45,377 | \$48,171 | \$60,214 | \$72,257 | \$78,038 | N902         | \$67,600  | \$76,050  | \$84,500  |
| C103         | \$16,288 | \$17,291 | \$20,922 | \$24,553 | \$26,517 | C125         | \$47,646 | \$50,580 | \$62,719 | \$74,858 | \$80,847 | N903         | \$70,304  | \$79,092  | \$87,880  |
| C104         | \$17,102 | \$18,155 | \$22,149 | \$26,144 | \$28,235 | C126         | \$50,029 | \$53,109 | \$65,324 | \$77,539 | \$83,742 | N904         | \$73,166  | \$82,256  | \$91,395  |
| C105         | \$17,957 | \$19,063 | \$23,448 | \$27,832 | \$30,059 | C127         | \$52,530 | \$55,764 | \$68,032 | \$80,301 | \$86,725 | N905         | \$76,041  | \$85,546  | \$95,051  |
| C106         | \$18,855 | \$20,016 | \$24,820 | \$29,624 | \$31,994 | C128         | \$55,156 | \$58,553 | \$70,849 | \$83,145 | \$89,796 | N906         | \$79,082  | \$88,968  | \$98,853  |
| C107         | \$19,798 | \$21,017 | \$26,271 | \$31,525 | \$34,048 | C129         | \$57,914 | \$61,480 | \$73,776 | \$86,072 | \$92,958 | N907         | \$82,246  | \$92,526  | \$102,807 |
| C108         | \$20,788 | \$22,068 | \$27,805 | \$33,543 | \$36,227 | C130         | \$60,810 | \$64,554 | \$76,819 | \$89,085 | \$96,212 | N908         | \$85,536  | \$96,228  | \$106,919 |
| C109         | \$21,827 | \$23,171 | \$29,427 | \$35,684 | \$38,538 |              |          |          |          |          |          | N909         | \$88,957  | \$100,077 | \$111,196 |
| C110         | \$22,919 | \$24,330 | \$31,142 | \$37,954 | \$40,991 |              |          |          |          |          |          | N910         | \$92,515  | \$104,080 | \$115,644 |
| C111         | \$24,065 | \$25,546 | \$32,955 | \$40,363 | \$43,592 |              |          |          |          |          |          | N911         | \$96,216  | \$108,243 | \$120,270 |
| C112         | \$25,268 | \$26,824 | \$34,871 | \$42,918 | \$46,351 |              |          |          |          |          |          | N912         | \$100,065 | \$112,573 | \$125,081 |
| C113         | \$26,531 | \$28,165 | \$36,614 | \$45,064 | \$48,669 |              |          |          |          |          |          | N913         | \$104,067 | \$117,075 | \$130,084 |
| C114         | \$27,858 | \$29,573 | \$38,445 | \$47,317 | \$51,102 |              |          |          |          |          |          | N914         | \$108,230 | \$121,759 | \$135,287 |
| C115         | \$29,251 | \$31,052 | \$40,367 | \$49,683 | \$53,657 |              |          |          |          |          |          | N915         | \$112,559 | \$126,629 | \$140,699 |
| C116         | \$30,713 | \$32,604 | \$42,386 | \$52,167 | \$56,340 |              |          |          |          |          |          | N916         | \$117,061 | \$131,694 | \$146,327 |
| C117         | \$32,249 | \$34,234 | \$44,505 | \$54,775 | \$59,157 |              |          |          |          |          |          | N917         | \$122,914 | \$138,279 | \$153,643 |
| C118         | \$33,861 | \$35,946 | \$46,730 | \$57,514 | \$62,115 |              |          |          |          |          |          | N918         | \$130,289 | \$146,575 | \$162,862 |
| C119         | \$35,554 | \$37,743 | \$49,067 | \$60,390 | \$65,221 |              |          |          |          |          |          | N919         | \$139,410 | \$156,836 | \$174,262 |
| C120         | \$37,332 | \$39,631 | \$51,124 | \$62,616 | \$67,626 |              |          |          |          |          |          | N920         | \$150,562 | \$169,383 | \$188,203 |
| C121         | \$39,199 | \$41,612 | \$53,264 | \$64,915 | \$70,108 |              |          |          |          |          |          | N921         | \$164,113 | \$184,627 | \$205,141 |
| C122         | \$41,159 | \$43,693 | \$55,490 | \$67,287 | \$72,670 |              |          |          |          |          |          | N922         | \$180,524 | \$203,090 | \$225,655 |

(Inside front cover)

**SUMMARY BUDGET INFORMATION**

**TABLE OF CONTENTS**

**VOLUME 1**

|                                                       |               |
|-------------------------------------------------------|---------------|
| <b>2010 Agency Fund Transfer</b> .....                | <b>Page #</b> |
| <b>Agency Position Usage Report</b> .....             | 4             |
| <b>Minority Health Commission, Arkansas</b> .....     | 5             |
| <b>Action Required: ( 2MF ) Cash Operations</b> ..... | 6             |
| <b>( 463 ) Minority Health Initiative</b> .....       | #             |
| <b>( 815 ) Minority Health Operations</b> .....       | 14            |
|                                                       | #             |

**2010 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

**Agency**

Minority Health Commission, Arkansas

Workers' Compensation  
Administrative  
Cost Reimbursement  
ACA §11-9-307      \$0

Blanket Surety  
Bond Premiums  
ACA §21-2-710      \$16

Claims  
ACA §19-10-204      \$0

EXAMPLE

# AGENCY POSITION USAGE REPORT

| Agency                                      | FY2010 - FY2011         |          |          |       |            |          | 3 YEAR AVERAGE(FY09,FY10,FY11) |                         |          |          |            |                              |
|---------------------------------------------|-------------------------|----------|----------|-------|------------|----------|--------------------------------|-------------------------|----------|----------|------------|------------------------------|
|                                             | Authorized<br>in<br>Act | Budgeted |          |       | Unbudgeted |          |                                | Authorized<br>in<br>Act | Budgeted |          | Unbudgeted |                              |
|                                             |                         | Filled   | Unfilled | Total | Filled     | Unfilled | Total                          |                         | Filled   | Unfilled | Total      | % of<br>Authorized<br>Unused |
| 0319 - Minority Health Commission, Arkansas | 9                       | 8        | 1        | 9     | 0          | 0        | 0                              | 8                       | 7        | 1        | 8          | 12.50 %                      |

EXAMPLE

# AR MINORITY HEALTH COMMISSION

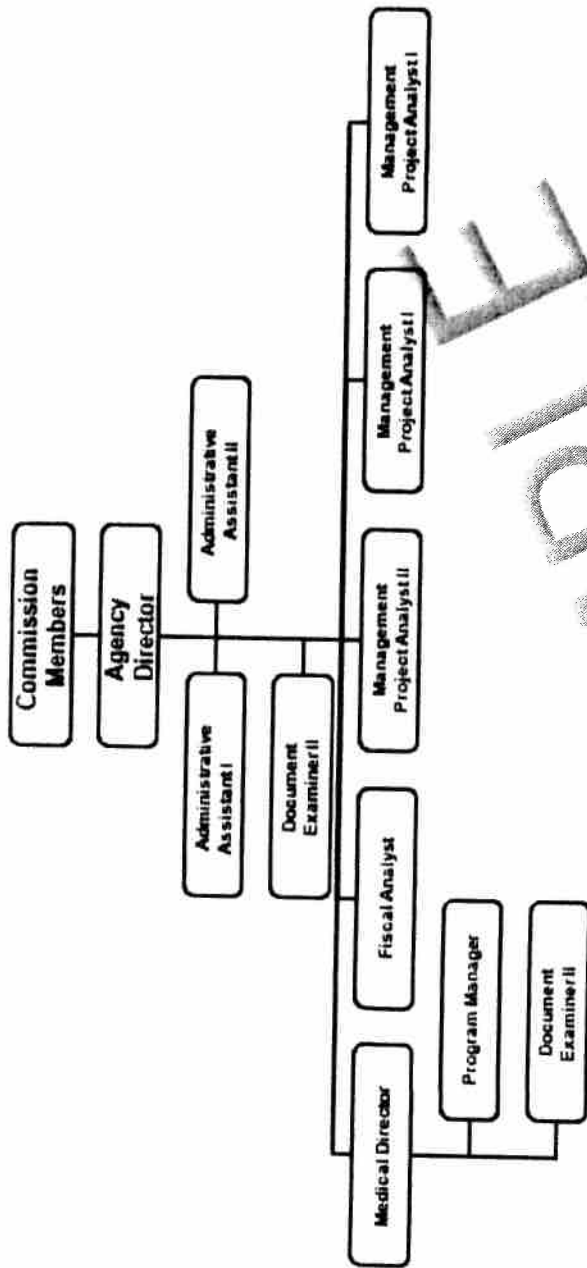
## Enabling Laws

Act 123 of 2010  
A.C.A. §20-2-101 et seq.  
A.C.A. §19-12-101 et seq.

## History and Organization

The Arkansas Minority Health Commission was created by Act 912 of 1991 to: 1) study the issues relating to the delivery of access to health services for minorities in the State; 2) identify any gaps in the health system delivery that particularly affect minorities; 3) make recommendations to the relevant agencies for minorities and implement programs that impact the health status of minorities; and 4) study and make recommendations as to whether adequate services are available to ensure future minority health needs will be met.

Initiated Act 1 of 2000 provides that the Arkansas Minority Health Commission shall establish and administer the Arkansas Minority Initiatives for screening, monitoring, and treating hypertension, strokes, and other disorders disproportionately critical to minority groups in Arkansas. The program is designed to: 1) increase awareness of hypertension, strokes, and other disorders disproportionately critical to minorities by utilizing different approaches that include but are not limited to the following: advertisements, distribution of educational materials and providing medications for high risk minority populations; 2) provide screenings or access to screenings for hypertension, strokes, and other disorders disproportionately critical to minorities but will also provide this service to any citizen within the State regardless of racial/ethnic group; 3) develop intervention strategies to decrease hypertension, strokes, and other disorders noted above, as well as associated complications, including: educational programs, modification of risk factors by smoking cessation programs, weight loss, promoting healthy lifestyles, and treatment of hypertension with cost-effective, well-tolerated medications, as well as case management for patients in these programs; and 4) develop and maintain a database.



### Agency Commentary

The mission of the Arkansas Minority Health Commission is to assure that all minority Arkansan's access to health care is equal to the care received by other citizens of the State. The Agency also seeks ways to address and treat diseases and conditions that are prevalent among minority populations. Funding for appropriation for the Arkansas Minority Health Commission is state general revenue, tobacco settlement funds, and cash funds from donations, grants, and reimbursements.

In addition to Base Level the Agency is requesting the following:

An increase in unfunded cash appropriation of \$71,000 in each year of the biennium to maintain budget as authorized in Act.

An increase in Tobacco Settlement funded appropriation of \$35,000 in each year of the biennium to support continued operations of current programs. The request is needed due to increases in rent, advertising due to the implementation of more programs and projects, rising fuel prices and travel expenses, postage and shipping costs, as well as increases in network services and wireless communication.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS MINORITY HEALTH COMMISSION

FOR THE YEAR ENDED JUNE 30, 2009

| Findings                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                | Recommendations |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Review of expenditures revealed that all travel reimbursements selected for testing were not approved by the travel supervisor, travel reimbursement forms were not always completed as required by the State's Financial Management Guide and invoices could not be located for three professional service payments. | Strengthen internal control by ensuring all travel reimbursements are properly approved and supported by the appropriate documentation as required by the State's Financial Management Guide. Also, adequate supporting documentation be retained to support all expenditures. |                 |
| <b><u>Performance Audit Findings</u></b>                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                |                 |
| Minority Health Initiative - Issued September 10, 2009                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                |                 |
| Findings and Conclusions:                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                |                 |
| • List of findings and conclusions                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                |                 |
| Recommendations:                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                |                 |
| • List of findings and recommendations                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                |                 |
| <b><u>Employment Summary</u></b>                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                |                 |
| White Employees                                                                                                                                                                                                                                                                                                       | Male                                                                                                                                                                                                                                                                           | Female          |
| Black Employees                                                                                                                                                                                                                                                                                                       | 0                                                                                                                                                                                                                                                                              | 1               |
| Other Racial Minorities                                                                                                                                                                                                                                                                                               | 1                                                                                                                                                                                                                                                                              | 6               |
|                                                                                                                                                                                                                                                                                                                       | 0                                                                                                                                                                                                                                                                              | 0               |
| Total Minorities                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                |                 |
| Total Employees                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                |                 |
|                                                                                                                                                                                                                                                                                                                       | Total                                                                                                                                                                                                                                                                          | %               |
|                                                                                                                                                                                                                                                                                                                       | 1                                                                                                                                                                                                                                                                              | 12 %            |
|                                                                                                                                                                                                                                                                                                                       | 7                                                                                                                                                                                                                                                                              | 88 %            |
|                                                                                                                                                                                                                                                                                                                       | 0                                                                                                                                                                                                                                                                              | 0 %             |
|                                                                                                                                                                                                                                                                                                                       | 7                                                                                                                                                                                                                                                                              | 88 %            |
|                                                                                                                                                                                                                                                                                                                       | 8                                                                                                                                                                                                                                                                              | 100 %           |

## Cash Fund Balance Description as of June 30, 2010

|              |         |          |                       |
|--------------|---------|----------|-----------------------|
| Fund Account | Balance | Type     | Location              |
| 1234567      | \$0     | Checking | Bank, Little Rock, AR |

Statutory/Other Restrictions on use:

A.C.A. #-#-##-## authorizes the ...

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. #-#-##-## authorizes the ...

Revenue Receipts Cycle:

Fees are collected each ...

Fund Balance Utilization:

Fund Balance is used ...

## Agency Information Technology Projects Recommended for Oversight

Statement will be inserted if agency is not in compliance with A.C.A. 25-4-110(c)(1).

## Publications

A.C.A. 25-1-204

| Name                                                   | Statutory Authorization            | Required for |                  | # of Copies | Reason(s) for Continued Publication and Distribution |
|--------------------------------------------------------|------------------------------------|--------------|------------------|-------------|------------------------------------------------------|
|                                                        |                                    | Governor     | General Assembly |             |                                                      |
| Arkansas Racial & Ethnic Health Disparity Study Report | A.C.A. §20-2-101 (Act 912 of 1991) | N            | Y                | 100         | Requests by the Public, Institutions, and Agencies   |

## Change in Fee Schedule

| CURRENT FEE STRUCTURE |            |                              |                            | PROPOSED CHANGE |                    |           |                      |
|-----------------------|------------|------------------------------|----------------------------|-----------------|--------------------|-----------|----------------------|
| Description           | Fee Amount | Estimated Receipts 2010-2011 | Authorizing Act or AR Code | Fee Amount      | Estimated Receipts |           | Reason for Change    |
|                       |            |                              |                            |                 | 2011-2012          | 2012-2013 |                      |
| Fee                   | \$0.00     | \$0                          | A.C.A. #-#-##              | \$0.00          | \$0                | \$0       | To cover cost of ... |

EXAMPLE

### Agency Request and Executive Recommendation

463 - FY2011 Budget amount exceeds the Authorized amount due to salary adjustments during the 2009-2011 biennium (\$902,002 was recouped).

463 - Tobacco Settlement fund balances are recouped at the end of the biennium and redistributed in the same proportion as the original distribution

# Agency Position Usage Report

| FY2008 - 2009           |          |          |       |            |        |                              |                         |          |       | FY2009 - 2010 |            |          |                              |                         |          | FY2010 - 2011 |            |  |                              |  |  |
|-------------------------|----------|----------|-------|------------|--------|------------------------------|-------------------------|----------|-------|---------------|------------|----------|------------------------------|-------------------------|----------|---------------|------------|--|------------------------------|--|--|
| Authorized<br>in<br>Act | Budgeted |          |       | Unbudgeted |        | % of<br>Authorized<br>Unused | Authorized<br>in<br>Act | Budgeted |       |               | Unbudgeted |          | % of<br>Authorized<br>Unused | Authorized<br>in<br>Act | Budgeted |               | Unbudgeted |  | % of<br>Authorized<br>Unused |  |  |
|                         | Filled   | Unfilled | Total | Total      | Filled |                              |                         | Unfilled | Total | Total         | Filled     | Unfilled |                              |                         | Total    | Total         |            |  |                              |  |  |
| 8                       | 8        | 0        | 8     | 0          | 0.00 % | 9                            | 6                       | 3        | 9     | 0             | 33.33 %    | 9        | 8                            | 1                       | 9        | 0             | 11.11 %    |  |                              |  |  |

EXAMPLE

## **Analysis of Budget Request**

**Appropriation:** 463 - Minority Health Initiative

**Funding Sources:** TSE - Targeted State Needs Program Account

The Tobacco Settlement Funded Minority Health Initiative is one of four targeted state needs programs established by Initiated Act 1 of 2000. This Initiative was established and is administered by the Agency to provide screening, monitoring, and treatment of hypertension, stroke, and other disorders disproportionately critical to the State's minorities.

Base Level Salaries reflect an X.X% Cost of Living Allowance each year of the biennium. The Base Level request for Regular Salaries may include board member Stipend payments and Career Service payments for eligible employees. Personal Services Matching includes a \$X increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$X.

Special Language allows the Agency to transfer from its Operating Expenses and/or Screening, Monitoring, Treating and Outreach appropriation and funds to be used in the acquisition of promotional items.

The Agency's total Base Level request for the 2011-2013 Biennium includes six (6) positions as well as appropriation in the amount of \$1,495,903 in FY2012 and \$1,498,669 in FY2013.

The Agency's total Change Level request includes appropriation in the amount of \$35,000 in each year of the biennium and is comprised of the following:

An increase in Operating Expenses appropriation of \$28,000 in each year of the biennium for normal operations including postage and shipping, rent and wireless phone service. An increase is requested in network service expenses to the Department of Information Systems (DIS) for service calls and website rates based on service. The Agency is implementing a radio and television campaign which will cause the need for an increase in advertising. Also included is an increase in rent, rent of office equipment, office supplies and travel related expenses including mileage, meals and lodging, board member travel, and fuel.

The Agency requests an increase in Conference and Travel Expenses appropriation of \$2,000 each year of the biennium due to increases in conference and seminar expenses and the attendance of more skill building conferences.

Finally, the Agency requests reallocation of \$5,000 from Operating Expenses to Conference and Travel Expenses to properly reclassify Conference and Seminar Fees.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 463 - Minority Health Initiative  
**Funding Sources:** TSE - Targeted State Needs Program Account

| Agency Request and Executive Recommendation |         |                  |                  |                      |            |           |           |            |           |           |
|---------------------------------------------|---------|------------------|------------------|----------------------|------------|-----------|-----------|------------|-----------|-----------|
| Commitment Item                             |         | Historical Data  |                  |                      | 2011-2012  |           |           | 2012-2013  |           |           |
|                                             |         | 2009-2010 Actual | 2010-2011 Budget | 2010-2011 Authorized | Base Level | Agency    | Executive | Base Level | Agency    | Executive |
| Regular Salaries                            | 5010000 | 128,180          | 178,473          | 174,648              | 175,380    | 175,380   | 175,380   | 177,710    | 177,710   | 177,710   |
| #Positions                                  |         | 6                | 6                | 6                    | 6          | 6         | 6         | 6          | 6         | 6         |
| Personal Services Matching                  | 5010003 | 50,255           | 58,503           | 59,348               | 63,433     | 63,433    | 63,433    | 63,869     | 63,869    | 63,869    |
| Operating Expenses                          | 5020002 | 309,038          | 333,643          | 333,643              | 333,643    | 361,643   | 361,643   | 333,643    | 361,643   | 361,643   |
| Conference & Travel Expenses                | 5050009 | 2,721            | 3,000            | 3,000                | 3,000      | 10,000    | 10,000    | 3,000      | 10,000    | 10,000    |
| Professional Fees                           | 5060010 | 410,993          | 498,559          | 498,559              | 498,559    | 498,559   | 498,559   | 498,559    | 498,559   | 498,559   |
| Data Processing                             | 5090012 | 0                | 0                | 0                    | 0          | 0         | 0         | 0          | 0         | 0         |
| Capital Outlay                              | 5120011 | 0                | 0                | 0                    | 0          | 0         | 0         | 0          | 0         | 0         |
| Promotional Items                           | 5900028 | 0                | 0                | 0                    | 0          | 0         | 0         | 0          | 0         | 0         |
| Screening, Monitor & Treatment              | 5900046 | 303,995          | 421,888          | 421,888              | 421,888    | 421,888   | 421,888   | 421,888    | 421,888   | 421,888   |
| Total                                       |         | 1,205,182        | 1,494,066        | 1,491,086            | 1,495,903  | 1,530,903 | 1,530,903 | 1,498,669  | 1,533,669 | 1,533,669 |
| Funding Sources                             |         |                  |                  |                      |            |           |           |            |           |           |
| Fund Balance                                | 4000005 | 0                | 495,155          |                      | 0          | 0         | 0         |            |           |           |
| Tobacco Settlement                          | 4000495 | 1,700,337        | 1,900,913        |                      | 1,865,913  | 1,900,913 | 1,900,913 | 1,865,913  | 1,900,913 | 1,900,913 |
| Total Funding                               |         | 1,700,337        | 2,396,068        |                      | 1,865,913  | 1,900,913 | 1,900,913 | 2,235,923  | 2,270,923 | 2,270,923 |
| Excess Appropriation/(Funding)              |         | (495,155)        | (902,002)        |                      | (370,010)  | (370,010) | (370,010) | (737,254)  | (737,254) | (737,254) |
| Grand Total                                 |         | 1,205,182        | 1,494,066        |                      | 1,495,903  | 1,530,903 | 1,530,903 | 1,498,669  | 1,533,669 | 1,533,669 |

Tobacco Settlement fund balances are recouped at the end of the biennium and redistributed in the same proportion as the original distribution.

## Change Level by Appropriation

**Appropriation:** 463 - Minority Health Initiative  
**Funding Sources:** TSE - Targeted State Needs Program Account

### Agency Request

| Change Level         | 2011-2012 | Pos | Cumulative | % of BL | 2012-2013 | Pos | Cumulative | % of BL |
|----------------------|-----------|-----|------------|---------|-----------|-----|------------|---------|
| <b>BL</b>            |           |     |            |         |           |     |            |         |
| Base Level           | 1,495,903 | 6   | 1,495,903  | 100.0   | 1,498,669 | 6   | 1,498,669  | 100.0   |
| C01 Existing Program | 30,000    | 0   | 1,525,903  | 102.0   | 30,000    | 0   | 1,528,669  | 102.0   |
| C04 Reallocation     | 0         | 0   | 1,525,903  | 102.0   | 0         | 0   | 1,528,669  | 102.0   |
| C08 Technology       | 5,000     | 0   | 1,530,903  | 102.3   | 5,000     | 0   | 1,533,669  | 102.3   |

### Executive Recommendation

| Change Level         | 2011-2012 | Pos | Cumulative | % of BL | 2012-2013 | Pos | Cumulative | % of BL |
|----------------------|-----------|-----|------------|---------|-----------|-----|------------|---------|
| <b>BL</b>            |           |     |            |         |           |     |            |         |
| Base Level           | 1,495,903 | 6   | 1,495,903  | 100.0   | 1,498,669 | 6   | 1,498,669  | 100.0   |
| C01 Existing Program | 30,000    | 0   | 1,525,903  | 102.0   | 30,000    | 0   | 1,528,669  | 102.0   |
| C04 Reallocation     | 0         | 0   | 1,525,903  | 102.0   | 0         | 0   | 1,528,669  | 102.0   |
| C08 Technology       | 5,000     | 0   | 1,530,903  | 102.3   | 5,000     | 0   | 1,533,669  | 102.3   |

### Justification

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C01 | Agency requests appropriation in the amount of \$23,000 each year of the biennium to cover projected increases in postage and shipping rates, wireless phone rates, advertising, rent, rent of copier equipment, and office supplies. Also included is an increase in travel related expenses including mileage, meals & lodging, board member travel, and fuel increases. The Agency also requests an increase of \$2,000 each year of the biennium in Conference and Travel expenses for conference and seminar fees. |
| C04 | \$5,000 reallocation from Operating Expenses to Conference and Travel Expenses done to properly reclassify Conference and Seminar Fees.                                                                                                                                                                                                                                                                                                                                                                                 |
| C08 | Agency requests \$5,000 in appropriation for projected increases in Network Service Expenses to the Department of Information Systems (DIS). This request is included in the Agency's approved IT Plan under IT Support Costs-Contracted Services.                                                                                                                                                                                                                                                                      |

# CARRY FORWARD OF ANY REMAINING FUND BALANCES FROM FISCAL YEAR 2010 TO FISCAL YEAR 2011

Agency: Minority Health Commission

Program: Minority Health Initiative

Act #: 1221 of 2007 Section(s) #: 2 & 4

Estimated Carry Forward Amount \$ 153,000.00

Funding Source: Tobacco Settlement

Accounting Information:

Business Area: 0319

Funds Center: 463

Fund: \_\_\_\_\_

TSE

Functional Area: \_\_\_\_\_

PROF

Current law requires a written statement be submitted to the DFA Office of Budget stating the reason(s) to carry forward funding for a program or a specific line item within a program remaining on June 30th of a fiscal year.

## Justification for carry forward of fund balance:

The Carry Forward is necessary to continue the normal operations of the Commission and specifically to ensure that the Arkansas Minority Initiatives for screening, monitoring, and treating hypertension, strokes and other disorders disproportionately critical to minority groups in Arkansas are addressed.

Actual Funding Carry Forward Amount \$ 0.00

## Current status of carry forward funding:

The Carry Forward is currently being utilized to continue the normal operations of the Agency as well as continuing to address the Minority Health Initiative.

## **2011-2013 CHANGE LEVELS**

- Any increase or decrease to Base Level related to additional requests, reallocation of resources or deletions
- Change Levels are:
  - C01 - Change in existing program
  - C02 - New Program
  - C03 - Discontinue Program
  - C05 - Unfunded Appropriation
  - C06 - Restore, Pool, MFG or Supplemental Positions
  - C07 - Transfers to a program and/or positions to/from an Agency
  - C08 - Technology-related items
  - C10 - Position reclassification requests
  - C11 - Position Upgrade/Downgrade requests
  - C12 - Authorized positions not requested for the 2011-2013 biennium
  - C14 - Position Title Change requests
  - C15 - Extraordinary Salary Increase requests
  - C19 - Executive changes not reflected in another change level

(Inside Back Cover)

Additional change levels may be added



PREPARED FOR THE ARKANSAS LEGISLATIVE COUNCIL  
BY THE DEPARTMENT OF FINANCE & ADMINISTRATION  
OFFICE OF BUDGET

COMPARING APPROPRIATIONS AND OPERATIONS  
FOR THE  
2009 - 2011 BIENNIUM  
WITH REQUESTS FOR THE  
2011 - 2013 BIENNIUM

# SUPPLEMENTAL BUDGET INFORMATION

Minority Health Commission

1

# PAY LEVELS

## AUTHORIZED BY ACT 688 OF 2009

### EFFECTIVE JULY 1, 2009 AND THEREAFTER

#### Career Service Pay Plan

| PAY GRADE | ENTRY    | BASE     | MIDPOINT | MAXIMUM  | CAREER   | PAY GRADE | ENTRY    | BASE     | MIDPOINT | MAXIMUM  | CAREER   |
|-----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|
| C101      | \$15,080 | \$15,683 | \$18,663 | \$21,643 | \$23,374 | C123      | \$43,217 | \$45,877 | \$57,806 | \$69,734 | \$75,312 |
| C102      | \$15,512 | \$16,467 | \$19,761 | \$23,054 | \$24,899 | C124      | \$45,377 | \$48,171 | \$60,214 | \$72,257 | \$78,038 |
| C103      | \$16,288 | \$17,291 | \$20,922 | \$24,553 | \$26,517 | C125      | \$47,646 | \$50,580 | \$62,719 | \$74,858 | \$80,847 |
| C104      | \$17,102 | \$18,155 | \$22,149 | \$26,144 | \$28,235 | C126      | \$50,029 | \$53,109 | \$65,324 | \$77,539 | \$83,742 |
| C105      | \$17,957 | \$19,063 | \$23,448 | \$27,832 | \$30,059 | C127      | \$52,530 | \$55,764 | \$68,032 | \$80,301 | \$86,725 |
| C106      | \$18,855 | \$20,016 | \$24,820 | \$29,624 | \$31,994 | C128      | \$55,156 | \$58,553 | \$70,849 | \$83,145 | \$89,796 |
| C107      | \$19,798 | \$21,017 | \$26,271 | \$31,525 | \$34,048 | C129      | \$57,914 | \$61,480 | \$73,776 | \$86,072 | \$92,958 |
| C108      | \$20,788 | \$22,068 | \$27,805 | \$33,543 | \$36,227 | C130      | \$60,810 | \$64,554 | \$76,819 | \$89,085 | \$96,212 |
| C109      | \$21,827 | \$23,171 | \$29,427 | \$35,684 | \$38,538 |           |          |          |          |          |          |
| C110      | \$22,919 | \$24,330 | \$31,142 | \$37,954 | \$40,991 |           |          |          |          |          |          |
| C111      | \$24,065 | \$25,546 | \$32,955 | \$40,363 | \$43,592 |           |          |          |          |          |          |
| C112      | \$25,268 | \$26,824 | \$34,871 | \$42,918 | \$46,351 |           |          |          |          |          |          |
| C113      | \$26,531 | \$28,165 | \$36,614 | \$45,064 | \$48,669 |           |          |          |          |          |          |
| C114      | \$27,858 | \$29,573 | \$38,445 | \$47,317 | \$51,102 |           |          |          |          |          |          |
| C115      | \$29,251 | \$31,052 | \$40,367 | \$49,683 | \$53,657 |           |          |          |          |          |          |
| C116      | \$30,713 | \$32,604 | \$42,386 | \$52,167 | \$56,340 |           |          |          |          |          |          |
| C117      | \$32,249 | \$34,234 | \$44,505 | \$54,775 | \$59,157 |           |          |          |          |          |          |
| C118      | \$33,861 | \$35,946 | \$46,730 | \$57,514 | \$62,115 |           |          |          |          |          |          |
| C119      | \$35,554 | \$37,743 | \$49,067 | \$60,390 | \$65,221 |           |          |          |          |          |          |
| C120      | \$37,332 | \$39,631 | \$51,124 | \$62,616 | \$67,626 |           |          |          |          |          |          |
| C121      | \$39,199 | \$41,612 | \$53,264 | \$64,915 | \$70,108 |           |          |          |          |          |          |
| C122      | \$41,159 | \$43,693 | \$55,490 | \$67,287 | \$72,670 |           |          |          |          |          |          |

#### Professional & Executive Pay Plan

| PAY GRADE | BASE      | MIDPOINT  | MAXIMUM   |
|-----------|-----------|-----------|-----------|
| N901      | \$65,000  | \$73,125  | \$81,250  |
| N902      | \$67,600  | \$76,050  | \$84,500  |
| N903      | \$70,304  | \$79,092  | \$87,880  |
| N904      | \$73,166  | \$82,256  | \$91,395  |
| N905      | \$76,041  | \$85,546  | \$95,051  |
| N906      | \$79,082  | \$88,968  | \$98,853  |
| N907      | \$82,246  | \$92,526  | \$102,807 |
| N908      | \$85,536  | \$96,228  | \$106,919 |
| N909      | \$88,957  | \$100,077 | \$111,196 |
| N910      | \$92,515  | \$104,080 | \$115,644 |
| N911      | \$96,216  | \$108,243 | \$120,270 |
| N912      | \$100,065 | \$112,573 | \$125,081 |
| N913      | \$104,067 | \$117,075 | \$130,084 |
| N914      | \$108,230 | \$121,759 | \$135,287 |
| N915      | \$112,559 | \$126,629 | \$140,699 |
| N916      | \$117,061 | \$131,694 | \$146,327 |
| N917      | \$122,914 | \$138,279 | \$153,643 |
| N918      | \$130,289 | \$146,575 | \$162,862 |
| N919      | \$139,410 | \$156,836 | \$174,262 |
| N920      | \$150,562 | \$169,383 | \$188,203 |
| N921      | \$164,113 | \$184,627 | \$205,141 |
| N922      | \$180,524 | \$203,090 | \$225,655 |

(Inside front cover)

**SUPPLEMENTAL BUDGET INFORMATION**

**TABLE OF CONTENTS**

**VOLUME 1**

|                                                     | <b><u>Page #</u></b> |
|-----------------------------------------------------|----------------------|
| Executive Recommendation on Regular Positions ..... | 21                   |
| Minority Health Commission, Arkansas .....          | 22                   |

EXAMPLE

**Executive Recommendation  
on  
Regular Positions**

| <u>Agency</u>                           | # of positions recommended over |                         |                         |                         |
|-----------------------------------------|---------------------------------|-------------------------|-------------------------|-------------------------|
|                                         | 2010-2011<br>Budget             | 2010-2011<br>Authorized | 2011-2012<br>Base Level | 2012-2013<br>Base Level |
| Agriculture, Department of              | 7                               | 6                       | 7                       | 7                       |
| Disabled Veterans Service Office        | 0                               | 0                       | 0                       | 0                       |
| Arkansas Building Authority             | 4                               | 4                       | 4                       | 4                       |
| Claims Commission, Arkansas State       | 0                               | 0                       | 0                       | 0                       |
| Public Employees Retirement System      | 6                               | 6                       | 4                       | 6                       |
| Science and Technology Authority        | (1)                             | (1)                     | (1)                     | (1)                     |
| Teacher Retirement System               | 6                               | 6                       | 6                       | 6                       |
| Development Finance Authority, Arkansas | 0                               | 0                       | 0                       | 0                       |
| Public Defender Commission, Arkansas    | 4                               | 4                       | 4                       | 4                       |
| Veterans Affairs, Department of         | 19                              | 5                       | 19                      | 19                      |
| Sentencing Commission, Arkansas         | 0                               | 0                       | 0                       | 0                       |
| Veterans Child Welfare Service Office   | 0                               | 0                       | 0                       | 0                       |
| War Memorial Stadium Commission         | 0                               | 0                       | 0                       | 0                       |
| Workers' Compensation Commission        | 0                               | 0                       | 0                       | 0                       |
| Parole Board                            | 0                               | 0                       | 0                       | 0                       |
| Minority Health Commission, Arkansas    | 0                               | 0                       | 0                       | 0                       |
| Motor Vehicle Commission, Arkansas      | 0                               | 0                       | 0                       | 0                       |
| Rice Research & Promotion Board         | 0                               | 0                       | 0                       | 0                       |
| Soybean Promotion Board, Arkansas       | 0                               | 0                       | 0                       | 0                       |
| Student Loan Authority, Arkansas        | 0                               | 0                       | 0                       | 0                       |
| Teacher Housing Development Foundation  | (2)                             | (2)                     | (2)                     | (2)                     |
| Wheat Promotion Board, Arkansas         | 0                               | 0                       | 0                       | 0                       |
| Tobacco Settlement Commission, Arkansas | 1                               | 1                       | 1                       | 1                       |
| Waterways Commission, Arkansas          | (1)                             | (1)                     | (1)                     | (1)                     |

**Personal Services Summary - Position Request**

**Appropriation:** 815 Minority Health Operations

**Funding Sources:** HUA - Miscellaneous Agencies Fund

**Agency Request and Executive Recommendation**

| Job                                       | Pay Grade | 2010-2011            | 2011-2012        |                     | 2012-2013        |                     |
|-------------------------------------------|-----------|----------------------|------------------|---------------------|------------------|---------------------|
|                                           |           | Authorized Positions | Agency Positions | Executive Positions | Agency Positions | Executive Positions |
| U319U DIRECTOR MINORITY HEALTH COMMISSION | U319U     | 1                    | 1                | 1                   | 1                | 1                   |
| N319N AGENCY FISCAL OFFICER               | N901      | -                    | 1                | -                   | 1                | -                   |
| C037C ADMINISTRATIVE ANALYST              | C115      | 1                    | 1                | 1                   | 1                | 1                   |
| C056C ADMINISTRATIVE SPECIALIST III       | C112      | 1                    | 1                | 1                   | 1                | 1                   |
| <b>TOTAL NUMBER OF POSITIONS</b>          |           | <b>3</b>             | <b>4</b>         | <b>3</b>            | <b>4</b>         | <b>3</b>            |

**Personal Services Summary - New Positions**

**Appropriation:** 815 Minority Health Operations  
**Funding Sources:** HUA - Miscellaneous Agencies Fund

**Agency Request and Executive Recommendation**

| Job                              | Pay Grade | 2011-2012        |                     | 2012-2013        |                     |
|----------------------------------|-----------|------------------|---------------------|------------------|---------------------|
|                                  |           | Agency Positions | Executive Positions | Agency Positions | Executive Positions |
| N319N AGENCY FISCAL OFFICER      | N901      | 1                | 0                   | 1                | 0                   |
| <b>TOTAL NUMBER OF POSITIONS</b> |           | <b>1</b>         | <b>0</b>            | <b>1</b>         | <b>0</b>            |

EXAMPLE

# **Personal Services Summary - Unclassified Positions**

**Appropriation:** 815 Minority Health Operations  
**Funding Sources:** HUA - Miscellaneous Agencies Fund

## **Agency Request and Executive Recommendation**

|                                           | 2010-2011<br>Authorized<br>Salary | 2011-2012 |          |           | 2012-2013 |        |           |
|-------------------------------------------|-----------------------------------|-----------|----------|-----------|-----------|--------|-----------|
|                                           |                                   | Agency    |          | Executive | Agency    |        | Executive |
| Job                                       |                                   | Salary    | Pos      | Salary    | Pos       | Salary | Pos       |
| U319U DIRECTOR MINORITY HEALTH COMMISSION | 86,671                            | 91,004    | 1        | 91,004    | 1         | 93,097 | 1         |
| <b>TOTAL NUMBER OF POSITIONS</b>          |                                   |           | <b>1</b> |           | <b>1</b>  |        | <b>1</b>  |

**Personal Services Summary - Classification Requests**

**Appropriation:** 815 Minority Health Operations

**Funding Sources:** HUA - Miscellaneous Agencies Fund

**Agency Request and Executive Recommendation**

| Job                                          | Pay Grade |      | 2010-2011  | 2011-2012 |           | 2012-2013 |           |
|----------------------------------------------|-----------|------|------------|-----------|-----------|-----------|-----------|
|                                              | Auth      | Req  | Authorized | Agency    | Executive | Agency    | Executive |
| C037C ADMINISTRATIVE ANALYST                 | C115      | -    | 1          | -         | 1         | -         | 1         |
| G080C NATIONAL & COMMUNITY SERVICES EXEC DIR | -         | C123 | -          | 1         | -         | 1         | -         |
| <b>TOTAL NUMBER OF POSITIONS</b>             |           |      | <b>1</b>   | <b>1</b>  | <b>1</b>  | <b>1</b>  | <b>1</b>  |

# Commitment Item Detail

Appropriation: 815 - Minority Health Operations  
Funding Sources: HUA - Miscellaneous Agencies Fund

| Commitment                   | Item        | Expenditure Code                                  | 2009-2010 |        | 2010-2011  | 2011-2012    |       |       | 2012-2013  |              |       |      |
|------------------------------|-------------|---------------------------------------------------|-----------|--------|------------|--------------|-------|-------|------------|--------------|-------|------|
|                              |             |                                                   | Actual    | Budget | Base Level | Change Level | Total | %     | Base Level | Change Level | Total | %    |
| Operating Expenses           |             | 5020003000 Telecommunications Wireless            | 0         | 200    | 200        | 200          | 400   | 100   | 200        | 200          | 400   | 100  |
|                              |             | 5020004000 Network Services Expense               | 0         | 50     | 50         | 50           | 50    | 100   | 50         | 50           | 100   | 100  |
|                              |             | 5030001000 Printing                               | 237       | 250    | 250        | 250          | 250   | 0     | 250        | 0            | 250   | 0    |
|                              |             | 5040007000 Rent of Office Equipment               | 0         | 541    | 541        | (150)        | 391   | (28)  | 541        | (150)        | 391   | (28) |
|                              |             | 5050003000 Meals & Lodging                        | 336       | 400    | 400        | 100          | 500   | 25    | 400        | 100          | 500   | 25   |
|                              |             | 5070002000 Vehicle Insurance                      | 0         | 82     | 82         | 0            | 82    | 0     | 82         | 0            | 82    | 0    |
|                              |             | 5080019000 Vehicle License & Title Fees           | 0         | 43     | 43         | 0            | 43    | 0     | 43         | 0            | 43    | 0    |
|                              |             | 5090018000 Subscriptions & Publications           | 0         | 33     | 33         | 0            | 33    | 0     | 33         | 0            | 33    | 0    |
|                              |             | 5090030000 Other Commodities Materials & Supplies | 0         | 190    | 190        | 0            | 190   | 0     | 190        | 0            | 190   | 0    |
|                              |             | Total                                             | 573       | 1,789  | 1,789      | 200          | 1,989 | 11    | 1,789      | 200          | 1,989 | 11   |
| Conference & Travel Expenses |             | 5050002000 Mileage                                | 0         | 500    | 500        | 0            | 500   | 0     | 500        | 0            | 500   | 0    |
|                              | Total       | 0                                                 | 500       | 500    | 0          | 500          | 0     | 500   | 0          | 500          | 0     |      |
| Professional Fees            |             | 5060001000 Professional & Administrative Fees     | 0         | 250    | 250        | 0            | 250   | 0     | 250        | 0            | 250   | 0    |
|                              | Total       | 0                                                 | 250       | 250    | 0          | 250          | 0     | 250   | 0          | 250          | 0     |      |
|                              | Grand Total | 573                                               | 2,539     | 2,539  | 200        | 2,739        | 8     | 2,539 | 200        | 2,739        | 8     |      |



# **SPECIAL LANGUAGE VOLUME 1 2011 - 2013**

MINORITY HEALTH COMMISSION

REQUEST FOR SPECIAL LANGUAGE  
IN APPROPRIATION ACT

TABLE OF CONTENTS

VOLUME 1

|                                             | <u>Page #</u> |
|---------------------------------------------|---------------|
| <b>Minority Health Commission, Arkansas</b> |               |
| Carry Forward .....                         | 29            |
| Transfer Restrictions .....                 | 31            |
| Transfers Of Appropriation .....            | 32            |
| Positions .....                             | 34            |

EXAMPLE

**2011 - 2013 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0319 Minority Health Commission, Arkansas**

**ACT#: 799**

**SECTION#: 4**

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

**AGENCY REQUEST**

CARRY FORWARD. Such funding as is authorized in this Act which remains at the end of the first fiscal year of the biennium may be carried forward into the second fiscal year of the biennium there to be used for the same purposes.

Any carry forward of unexpended balance of funding as authorized herein, may be carried forward under the following conditions:

(1) Prior to June 30, ~~2011~~ 2012 the Agency shall by written statement set forth its reason(s) for the need to carry forward said funding to the Department of Finance and Administration Office of Budget;

(2) The Department of Finance and Administration Office of Budget shall report to the Arkansas Legislative Council all amounts carried forward from the first fiscal year of the biennium to the second fiscal year of the biennium by the September Arkansas Legislative Council or Joint Budget Committee meeting in the second fiscal year of the biennial period which report shall include the name of the Agency, Board, Commission or Institution and the amount of the appropriation and/or funding carried forward from the first fiscal year to the second fiscal year, the program name or line item, the funding source of that appropriation and a copy of the written request set forth in (1) above;

(3) Each Agency, Board, Commission or Institution shall provide a written report to the Arkansas Legislative Council or Joint Budget Committee containing all information set forth in item (2) above, along with a written statement as to the current status of the project, contract, purpose etc. for which the carry forward was originally requested no later than thirty (30) days prior to the time the Agency, Board, Commission or

**2011 - 2013 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0319 Minority Health Commission, Arkansas**

**ACT#: 799**

**SECTION#: 4**

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

Institution presents its budget request to the Arkansas Legislative Council/Joint Budget Committee; and

(4) Thereupon, the Department of Finance and Administration shall include all information obtained in item (3) above in the biennial budget manuals and/or a statement of non-compliance by the Agency, Board, Commission or Institution.

**2011 - 2013 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0319 Minority Health Commission, Arkansas**

**ACT#: 799**

**SECTION#: 5**

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

TRANSFER RESTRICTIONS. The appropriations provided in this act shall not be transferred under the provisions of Arkansas Code 19-4-522, but only as provided by this act.

**NOT RECOMMENDED**

The provisions of this section shall be in effect only from July 1, ~~2010~~ 2011 through June 30, ~~2011~~ 2012.

**2011 - 2013 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

0319 Minority Health Commission, Arkansas

ACT#: 799

SECTION#: 6

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

TRANSFERS OF APPROPRIATION. In the event the amount of any of the budget classifications of maintenance and general operation in this act are found by the administrative head of the agency to be inadequate, then the agency head may request, upon forms provided for such purpose by the Chief Fiscal Officer of the State, a modification of the amounts of the budget classification. In that event, he shall set out on the forms the particular classifications for which he is requesting an increase or decrease, the amounts thereof, and his reasons therefore. In no event shall the total amount of the budget exceed either the amount of the appropriation or the amount of the funds available, nor shall any transfer be made from the capital outlay or data processing subclassifications unless specific authority for such transfers is provided by law, except for transfers from capital outlay to data processing when determined by the Department of Information Systems that data processing services for a state agency can be performed on a more cost-efficient basis by the Department of Information Systems than through the purchase of data processing equipment by that state agency.

The General Assembly has determined that the agency in this act could be operated more efficiently if some flexibility is given to that agency and that flexibility is being accomplished by providing authority to transfer between certain items of appropriation made by this act. Since the General Assembly has granted the agency broad powers under the transfer of appropriations, it is both necessary and appropriate that the General Assembly maintain oversight of the utilization of the transfers by requiring prior approval of the Legislative Council in the utilization of the transfer

TRANSFERS OF APPROPRIATION. In the event the amount of any of the budget classifications of maintenance and general operation in this act are found by the administrative head of the agency to be inadequate, then the agency head may request, upon forms provided for such purpose by the Chief Fiscal Officer of the State, a modification of the amounts of the budget classification. In that event, he shall set out on the forms the particular classifications for which he is requesting an increase or decrease, the amounts thereof, and his reasons therefore. In no event shall the total amount of the budget exceed either the amount of the appropriation or the amount of the funds available, nor shall any transfer be made from the capital outlay or data processing subclassifications unless specific authority for such transfers is provided by law, except for transfers from capital outlay to data processing when determined by the Department of Information Systems that data processing services for a state agency can be performed on a more cost-efficient basis by the Department of Information Systems than through the purchase of data processing equipment by that state agency. In considering the proposed modification as prepared and submitted by each state agency, the Chief Fiscal Officer of the State shall make such studies as he deems necessary. The Chief Fiscal Officer of the State shall, after obtaining the approval of the Legislative Council, approve the requested transfer if in his opinion it is in the best interest of the state.

The General Assembly has determined that the agency in this act could be operated more efficiently if some flexibility is given to that agency and that flexibility is being accomplished by providing authority to

**2011 - 2013 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0319 Minority Health Commission, Arkansas**

**ACT#: 799**

**SECTION#: 6**

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

authority. Therefore, the requirement of approval by the Legislative Council is not a severable part of this section. If the requirement of approval by the Legislative Council is ruled unconstitutional by a court of competent jurisdiction, this entire section is void.

The provisions of this section shall be in effect only from July 1, 2010 2011 through June 30, 2011 2012.

transfer between certain items of appropriation made by this act. Since the General Assembly has granted the agency broad powers under the transfer of appropriations, it is both necessary and appropriate that the General Assembly maintain oversight of the utilization of the transfers by requiring prior approval of the Legislative Council in the utilization of the transfer authority. Therefore, the requirement of approval by the Legislative Council is not a severable part of this section. If the requirement of approval by the Legislative Council is ruled unconstitutional by a court of competent jurisdiction, this entire section is void.

The provisions of this section shall be in effect only from July 1, 2010 2011 through June 30, 2011 2012.

**2011 - 2013 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0319 Minority Health Commission, Arkansas**

**ACT#: 799**

**SECTION#: 7**

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

**AGENCY REQUEST**

POSITIONS. (a) Nothing in this act shall be construed as a commitment of the State of Arkansas or any of its agencies or institutions to continue funding any position paid from the proceeds of the Tobacco Settlement in the event that Tobacco Settlement funds are not sufficient to finance the position.

(b) State funds will not be used to replace Tobacco Settlement funds when such funds expire, unless appropriated by the General Assembly and authorized by the Governor.

(c) A disclosure of the language contained in (a) and (b) of this Section shall be made available to all new hire and current positions paid from the proceeds of the Tobacco Settlement by the Tobacco Settlement Commission.

(d) Whenever applicable the information contained in (a) and (b) of this Section shall be included in the employee handbook and/or Professional Services Contract paid from the proceeds of the Tobacco Settlement.

The provisions of this section shall be in effect only from July 1, ~~2010~~ 2011 through June 30, ~~2011~~ 2012.



## Arkansas Department of Higher Education

114 East Capitol • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Mike Beebe  
Governor

Dr. Jim Purcell  
Director

February 1, 2010

Senator Steve Bryles  
Representative Jonathan Dismang  
Arkansas Legislative Council – PEER Subcommittee  
State Capitol Building, Room 171  
Little Rock, Arkansas 72201

Dear Senator Bryles and Representative Dismang:

Attached are the proposed forms to be used in the 2011-13 Biennial budget recommendations for the institutions of higher education. We are submitting these forms for your review. The forms have been revised to reflect the appropriate dates and current fiscal year. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Purcell".

Jim Purcell, Ed.D.  
Director

(NAME OF INSTITUTION)

INSTITUTIONAL GOALS, OBJECTIVES, AND STRATEGIES AS RELATED  
TO THE 2011-13 APPROPRIATION REQUESTS

---

TO SET THE OVERALL CONTEXT FOR THE REQUEST, IDENTIFY INSTITUTIONAL GOALS, OBJECTIVES, AND STRATEGIES BEHIND THE APPROPRIATION REQUEST. ADDRESS BOTH SHORT AND LONG TERM INSTITUTIONAL OBJECTIVES.

DESCRIBE THE IMPLEMENTATION OF ANY NEW PROGRAMS APPROVED BY THE ARKANSAS HIGHER EDUCATION COORDINATING BOARD, THE DELETION OF PROGRAMS, AND THE RESULTING REALLOCATION OF FUNDS. HAS THE INSTITUTION TARGETED FUNDS TO AN "AREA OF EXCELLENCE?" DISCUSS ANY PROGRAM AWARDS OR SPECIAL RECOGNITION.

BRIEFLY DESCRIBE ANY PERFORMANCE GOALS/WORKFORCE DEVELOPMENT INITIATIVES SET AND MEASUREMENTS TO BE USED IN DETERMINING INSTITUTIONAL SUCCESS IN MEETING GOALS/INITIATIVES. ALSO DESCRIBE ANY INSTITUTIONAL STRATEGIES FOR MEETING THE GOALS/INITIATIVES.

# INSTITUTION APPROPRIATION SUMMARY 2011-13 BIENNium

INSTITUTION \_\_\_\_\_

| APPROPRIATION                        | HISTORICAL DATA |      |          |      | INSTITUTION REQUEST & AHECB RECOMMENDATION |      |              |           |              |           |     |      |
|--------------------------------------|-----------------|------|----------|------|--------------------------------------------|------|--------------|-----------|--------------|-----------|-----|------|
|                                      | 2009-10         |      | 2010-11  |      | 2010-11                                    |      | 2011-12      |           | 2012-13      |           | POS |      |
|                                      | ACTUAL          | POS  | BUDGETED | POS  | AUTHORIZED                                 | POS  | INST REQUEST | AHECB REC | INST REQUEST | AHECB REC |     |      |
| 1 STATE TREASURY                     |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 2 CASH                               |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 3 OTHER (TYPE APPROPRIATION NAME)    |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 4 OTHER (TYPE APPROPRIATION NAME)    |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 5 OTHER (TYPE APPROPRIATION NAME)    |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 6 OTHER (TYPE APPROPRIATION NAME)    |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 7 OTHER (TYPE APPROPRIATION NAME)    |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 8 OTHER (TYPE APPROPRIATION NAME)    |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 9                                    |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 10                                   |                 |      |          |      |                                            |      |              |           |              |           |     |      |
| 11 TOTAL                             | \$0             |      | \$0      | %    | \$0                                        |      | \$0          |           | \$0          |           | \$0 |      |
| FUNDING SOURCES                      |                 | %    |          | #### |                                            | %    |              |           |              | %         |     | %    |
| 12 PRIOR YEAR FUND BALANCE *         |                 | #### |          | #### |                                            | #### |              |           |              | ####      |     | #### |
| 13 GENERAL REVENUE                   |                 | #### |          | #### |                                            | #### |              |           |              | ####      |     | #### |
| 14 EDUCATIONAL EXCELLENCE TRUST FUND |                 | #### |          | #### |                                            | #### |              |           |              | ####      |     | #### |
| 15 WORKFORCE 2000                    |                 | #### |          | #### |                                            | #### |              |           |              | ####      |     | #### |
| 16 CASH FUNDS                        |                 | #### |          | #### |                                            | #### |              |           |              | ####      |     | #### |
| 17 SPECIAL REVENUES                  |                 | #### |          | #### |                                            | #### |              |           |              | ####      |     | #### |
| 18 FEDERAL FUNDS                     |                 | #### |          | #### |                                            | #### |              |           |              | ####      |     | #### |
| 19 TOBACCO SETTLEMENT FUNDS          |                 | #### |          | #### |                                            | #### |              |           |              | ####      |     | #### |
| 20 OTHER FUNDS                       |                 | #### |          | #### |                                            | #### |              |           |              | ####      |     | #### |
| 21 TOTAL INCOME                      | \$0             | #### | \$0      | #### |                                            | #### | \$0          |           | \$0          | ####      | \$0 | #### |
| 22 EXCESS (FUNDING)/APPROPRIATION    | \$0             |      | \$0      |      |                                            |      | \$0          |           | \$0          |           | \$0 |      |

|                                                                      |     |
|----------------------------------------------------------------------|-----|
| UNRESTRICTED EDUCATIONAL & GENERAL FUND BALANCE AS OF JUNE 30, 2010: |     |
| LESS RESERVES FOR                                                    |     |
| ACCOUNTS RECEIVABLE                                                  |     |
| INVENTORIES                                                          |     |
| YEAR-END ENCUMBRANCES NOT YET RECORDED AS LIABILITIES                |     |
| INSURANCE DEDUCTIBLES                                                |     |
| MAJOR CRITICAL SYSTEMS FAILURES                                      |     |
| 60 DAYS OF SALARIES & BENEFITS (CASH FLOW PURPOSES)                  |     |
| RESERVE FOR SPECIFIC ITEM (SOFTWARE, EQUIPMENT, ETC.)                |     |
| OTHER (FOOTNOTE BELOW)                                               |     |
| UNRESERVED EDUCATIONAL & GENERAL FUND BALANCE                        | \$0 |

\*Line 12 Prior Year Fund Balance includes only the portion of the fund balance needed to balance that fiscal year's budget

# SUMMARY OF UNRESTRICTED EDUCATIONAL AND GENERAL CURRENT FUND EXPENDITURES AND INCOME AND AHECB GENERAL REVENUE RECOMMENDATIONS FOR THE 2011-13 BIENNIUM

NAME OF INSTITUTION

| EXPENDITURE CATEGORIES       | 2009-10 ACTUAL | 2010-11 BUDGETED * | 2011-13 INSTITUTIONAL REQUESTS / AHECB RECOMMENDATIONS |                                  |
|------------------------------|----------------|--------------------|--------------------------------------------------------|----------------------------------|
|                              |                |                    | 2011-12 REQUEST / RECOMMENDATION                       | 2012-13 REQUEST / RECOMMENDATION |
| 1 INSTRUCTION                |                |                    |                                                        |                                  |
| 2 RESEARCH                   |                |                    |                                                        |                                  |
| 3 PUBLIC SERVICE             |                |                    |                                                        |                                  |
| 4 ACADEMIC SUPPORT           |                |                    |                                                        |                                  |
| 5 STUDENT SERVICES           |                |                    |                                                        |                                  |
| 6 INSTITUTIONAL SUPPORT      |                |                    |                                                        |                                  |
| 7 PHYSICAL PLANT M&O         |                |                    |                                                        |                                  |
| 8 SCHOLARSHIPS & FELLOWSHIPS |                |                    |                                                        |                                  |
| 9 OTHER ENTITY               |                |                    |                                                        |                                  |
| 10 OTHER ENTITY              |                |                    |                                                        |                                  |
| 11 OTHER ENTITY              |                |                    |                                                        |                                  |
| 12 OTHER ENTITY              |                |                    |                                                        |                                  |
| 13 MANDATORY TRANSFERS       |                |                    |                                                        |                                  |
| 14 AUXILIARY TRANSFERS       |                |                    |                                                        |                                  |
| 15 NON-MANDATORY TRANSFERS   |                |                    |                                                        |                                  |
| 16 TOTAL UNREST. E&G EXP.    | \$0            | \$0                | \$0                                                    | \$0                              |
| 17 NET LOCAL INCOME          |                |                    |                                                        |                                  |
| 18 PRIOR YEAR BALANCE***     |                |                    |                                                        |                                  |
| STATE FUNDS                  |                |                    |                                                        |                                  |
| 19 GENERAL REVENUE           |                |                    |                                                        |                                  |
| 20 EDUCATIONAL EXCELLENCE    |                |                    |                                                        |                                  |
| 21 WORKFORCE 2000            |                |                    |                                                        |                                  |
| 22 TOBACCO SETTLEMENT FUNDS  |                |                    |                                                        |                                  |
| 23 OTHER STATE FUNDS **      |                |                    |                                                        |                                  |
| 24 TOTAL SOURCES OF INCOME   | \$0            | \$0                | \$0                                                    | \$0                              |

FORM 11-2

\* The amounts for Revenue Stabilization Act, Educational Excellence Trust Fund, and Workforce 2000 are based on the DF&A forecast

\*\* Funds received for operating purposes from state appropriations other than RSA, EETF, and WF2000 (e.g. General Improvement) should be reported on Line 23 "Other State Funds" and identified in a footnote

\*\*\* Line 18 Prior Year Fund Balance includes only the portion of the fund balance needed to balance that fiscal year's budget.

**SUMMARY OF UNRESTRICTED EDUCATIONAL AND GENERAL CURRENT FUND EXPENDITURES AND INCOME  
AND AHECB GENERAL REVENUE RECOMMENDATIONS  
FOR THE 2011-13 BIENNIUM (Non-Formula Entities)**

NAME OF INSTITUTION \_\_\_\_\_

| EXPENDITURE CATEGORIES      | 2009-10<br>ACTUAL | 2010-11<br>BUDGETED * | 2011-13 INSTITUTIONAL REQUESTS / AHECB RECOMMENDATIONS |                |         |                |
|-----------------------------|-------------------|-----------------------|--------------------------------------------------------|----------------|---------|----------------|
|                             |                   |                       | 2011-12                                                |                | 2012-13 |                |
|                             |                   |                       | REQUEST                                                | RECOMMENDATION | REQUEST | RECOMMENDATION |
| 1                           |                   |                       |                                                        |                |         |                |
| 2                           |                   |                       |                                                        |                |         |                |
| 3                           |                   |                       |                                                        |                |         |                |
| 4                           |                   |                       |                                                        |                |         |                |
| 5                           |                   |                       |                                                        |                |         |                |
| 6                           |                   |                       |                                                        |                |         |                |
| 7                           |                   |                       |                                                        |                |         |                |
| 8                           |                   |                       |                                                        |                |         |                |
| 9                           |                   |                       |                                                        |                |         |                |
| 10                          |                   |                       |                                                        |                |         |                |
| 11                          |                   |                       |                                                        |                |         |                |
| 12                          |                   |                       |                                                        |                |         |                |
| 13 MANDATORY TRANSFERS      |                   |                       |                                                        |                |         |                |
| 14 AUXILIARY TRANSFERS      |                   |                       |                                                        |                |         |                |
| 15 NON-MANDATORY TRANSFERS  |                   |                       |                                                        |                |         |                |
| 16 TOTAL UNREST. E&G EXP.   | \$0               | \$0                   | \$0                                                    | \$0            | \$0     | \$0            |
| 17 NET LOCAL INCOME         |                   |                       |                                                        |                |         |                |
| 18 PRIOR YEAR BALANCE***    |                   |                       |                                                        |                |         |                |
| STATE FUNDS:                |                   |                       |                                                        |                |         |                |
| 19 GENERAL REVENUE          |                   |                       |                                                        |                |         |                |
| 20 EDUCATIONAL EXCELLENCE   |                   |                       |                                                        |                |         |                |
| 21 WORKFORCE 2000           |                   |                       |                                                        |                |         |                |
| 22 TOBACCO SETTLEMENT FUNDS |                   |                       |                                                        |                |         |                |
| 23 OTHER STATE FUNDS **     |                   |                       |                                                        |                |         |                |
| 24 TOTAL SOURCES OF INCOME  | \$0               | \$0                   | \$0                                                    | \$0            | \$0     | \$0            |

FORM 11-2A

\* The amounts for Revenue Stabilization Act, Educational Excellence Trust Fund, and Workforce 2000 are based on the DF&A forecast.

\*\* Funds received for operating purposes from state appropriations other than RSA, EETF, and WF2000 (e.g. General Improvement) should be reported on Line 23 "Other State Funds" and identified in a footnote.

\*\*\* Line 18 Prior Year Fund Balance includes only the portion of the fund balance needed to balance that fiscal year's budget.

**ESTIMATED UNRESTRICTED EDUCATIONAL AND GENERAL CURRENT FUND  
CASH INCOME FOR THE 2011-13 BIENNIUM**

(NAME OF INSTITUTION) \_\_\_\_\_

|    | SOURCE                                                                                                        | ACTUAL<br>2009-10 | BUDGETED<br>2010-11 | ESTIMATED INCOME |         |
|----|---------------------------------------------------------------------------------------------------------------|-------------------|---------------------|------------------|---------|
|    |                                                                                                               |                   |                     | 2011-12          | 2012-13 |
| 1  | TUITION AND MANDATORY FEES                                                                                    |                   |                     |                  |         |
| 2  | ALL OTHER FEES                                                                                                |                   |                     |                  |         |
| 3  | OFF-CAMPUS CREDIT                                                                                             |                   |                     |                  |         |
| 4  | NON-CREDIT INSTRUCTION                                                                                        |                   |                     |                  |         |
| 5  | ORGANIZED ACTIVITIES RELATED TO<br>EDUCATIONAL DEPARTMENTS                                                    |                   |                     |                  |         |
| 6  | INVESTMENT INCOME                                                                                             |                   |                     |                  |         |
| 7  | OTHER CASH INCOME                                                                                             |                   |                     |                  |         |
| 8  | TOTAL UNRESTRICTED CURRENT FUND CASH INCOME                                                                   | 0                 | 0                   | 0                | 0       |
| 9  | LESS: TWO-YEAR COLLEGE ACTIVITY FEES                                                                          |                   |                     |                  |         |
| 10 | NET UNRESTRICTED CURRENT FUND CASH INCOME<br>AVAILABLE FOR UNRESTRICTED EDUCATIONAL<br>AND GENERAL OPERATIONS | \$0               | \$0                 | \$0              | \$0     |

FORM 11-3

# **APPROPRIATION ACT FORM - STATE TREASURY 2011-13 BIENNIUM**

| FUND                                                         |                   | INSTITUTION         |                                        | APPROPRIATION                                                           |     |                                                    |     |
|--------------------------------------------------------------|-------------------|---------------------|----------------------------------------|-------------------------------------------------------------------------|-----|----------------------------------------------------|-----|
| DESCRIPTION                                                  | ACTUAL<br>2009-10 | BUDGETED<br>2010-11 | AUTHORIZED<br>APPROPRIATION<br>2010-11 | INSTITUTIONAL REQUEST /<br>AHECB RECOMMENDATION<br>2011-12      2012-13 |     | LEGISLATIVE RECOMMENDATION<br>2011-12      2012-13 |     |
| 1 REGULAR SALARIES                                           |                   |                     |                                        |                                                                         |     |                                                    |     |
| 2 EXTRA HELP WAGES                                           |                   |                     |                                        |                                                                         |     |                                                    |     |
| 3 OVERTIME                                                   |                   |                     |                                        |                                                                         |     |                                                    |     |
| 4 PERSONAL SERVICES MATCHING                                 |                   |                     |                                        |                                                                         |     |                                                    |     |
| 5 OPERATING EXPENSES                                         |                   |                     |                                        |                                                                         |     |                                                    |     |
| 6 CONFERENCE FEES & TRAVEL                                   |                   |                     |                                        |                                                                         |     |                                                    |     |
| 7 PROFESSIONAL FEES AND SERVICES<br>(EXCEPT DATA PROCESSING) |                   |                     |                                        |                                                                         |     |                                                    |     |
| 8 CAPITAL OUTLAY                                             |                   |                     |                                        |                                                                         |     |                                                    |     |
| 9 DATA PROCESSING SERVICES                                   |                   |                     |                                        |                                                                         |     |                                                    |     |
| 10 FUNDED DEPRECIATION                                       |                   |                     |                                        |                                                                         |     |                                                    |     |
| 11                                                           |                   |                     |                                        |                                                                         |     |                                                    |     |
| 12                                                           |                   |                     |                                        |                                                                         |     |                                                    |     |
| 13                                                           |                   |                     |                                        |                                                                         |     |                                                    |     |
| 14 TOTAL APPROPRIATION                                       | \$0               | \$0                 | \$0                                    | \$0                                                                     | \$0 | \$0                                                | \$0 |
| 15 PRIOR YEAR FUND BALANCE**                                 |                   |                     |                                        |                                                                         |     |                                                    |     |
| 16 GENERAL REVENUE                                           |                   |                     |                                        |                                                                         |     |                                                    |     |
| 17 EDUCATIONAL EXCELLENCE TRUST FUND                         |                   |                     |                                        |                                                                         |     |                                                    |     |
| 18 SPECIAL REVENUES * [WF2000]                               |                   |                     |                                        |                                                                         |     |                                                    |     |
| 19 FEDERAL FUNDS IN STATE TREASURY                           |                   |                     |                                        |                                                                         |     |                                                    |     |
| 20 TOBACCO SETTLEMENT FUNDS                                  |                   |                     |                                        |                                                                         |     |                                                    |     |
| 21 OTHER STATE TREASURY FUNDS                                |                   |                     |                                        |                                                                         |     |                                                    |     |
| 22 TOTAL INCOME                                              | \$0               | \$0                 |                                        | \$0                                                                     | \$0 | \$0                                                | \$0 |
| 23 EXCESS (FUNDING)/APPROPRIATION                            | \$0               | \$0                 |                                        | \$0                                                                     | \$0 | \$0                                                | \$0 |

\* Report WF2000 funds on line 18 - "Special Revenues".

\*\*Line 15 Prior Year Fund Balance includes only the portion of the fund balance needed to balance that fiscal year's budget

**CARRY FORWARD OF ANY REMAINING FUND BALANCES  
FROM FISCAL YEAR 2010 TO FISCAL YEAR 2011**

Institution: \_\_\_\_\_

Program: \_\_\_\_\_

Act #: \_\_\_\_\_

Section(s) #: \_\_\_\_\_

Estimated Carry Forward Amount \_\_\_\_\_

Funding Source \_\_\_\_\_

Accounting Information: \_\_\_\_\_

Business Area: \_\_\_\_\_

Funds Center: \_\_\_\_\_

Fund: \_\_\_\_\_

Functional Area \_\_\_\_\_

Current law requires a written statement be submitted to the DFA Office of Budget stating the reason(s) to carry forward funding for a program or a specific line item within a program remaining on June 30th of a fiscal year.

**Justification for carry forward of fund balance:**

**Actual Funding Carry Forward Amount      \$ \_\_\_\_\_**

**Current status of carry forward funding:**



# AUXILIARY ENTERPRISE CASH INCOME AND EXPENDITURES

(NAME OF INSTITUTION)

| ACTIVITY                                                                                  | ACTUAL<br>2009-10 |                       |                 |               | BUDGETED<br>2010-11 |                       |                 |               |
|-------------------------------------------------------------------------------------------|-------------------|-----------------------|-----------------|---------------|---------------------|-----------------------|-----------------|---------------|
|                                                                                           | INCOME            | OPERATING<br>EXPENSES | DEBT<br>SERVICE | NET<br>INCOME | INCOME              | OPERATING<br>EXPENSES | DEBT<br>SERVICE | NET<br>INCOME |
| 1 INTERCOLLEGIATE ATHLETICS *                                                             |                   |                       |                 | \$0           |                     |                       |                 | \$0           |
| 2 RESIDENCE HALL                                                                          |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 3 MARRIED STUDENT HOUSING                                                                 |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 4 FACULTY HOUSING                                                                         |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 5 FOOD SERVICES                                                                           |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 6 COLLEGE UNION                                                                           |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 7 BOOKSTORE                                                                               |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 8 STUDENT ORGANIZATIONS<br>AND PUBLICATIONS                                               |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 9 STUDENT HEALTH SERVICES                                                                 |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 10 OTHER                                                                                  |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 11 SUBTOTAL                                                                               | \$0               | \$0                   | \$0             | \$0           | \$0                 | \$0                   | \$0             | \$0           |
| 12 ATHLETIC TRANSFER **                                                                   |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 13 OTHER TRANSFERS ***                                                                    |                   |                       |                 | 0             |                     |                       |                 | 0             |
| 14 GRAND TOTAL INCOME, OPERATING<br>EXPENSES, & DEBT SERVICE FOR<br>AUXILIARY ENTERPRISES | \$0               | \$0                   | \$0             | \$0           | \$0                 | \$0                   | \$0             | \$0           |

\* Intercollegiate athletic income should include the institutional board of trustees' approved student athletic fees

\*\* For both two-year and four-year institutions, line 12, Athletic Transfer should contain the amount transferred from E&G to athletics.

\*\*\* For both two-year and four-year institutions, line 13, Other Transfers should contain the amount either transferred from E&G to support the college union, student organizations and student publications, or from auxiliary to other funds (e.g. plant funds), shown as a negative number

FORM 11-6

# EMPLOYMENT INFORMATION IDENTIFICATION BY EMPLOYMENT CLASSIFICATION

(NAME OF INSTITUTION)

| TOTAL NUMBER OF EMPLOYEES IN FISCAL YEAR 2009-10<br>(As of November 1, 2009) |  |                                          |  |                                          |  |                |  |                  |  |
|------------------------------------------------------------------------------|--|------------------------------------------|--|------------------------------------------|--|----------------|--|------------------|--|
| Nondclassified Administrative Employees                                      |  | Black Male:<br>Black Female:             |  | Other Male:<br>Other Female:             |  | Total<br>Total |  | Male:<br>Female: |  |
| Nondclassified Health Care Employees:                                        |  | Black Male:<br>Black Female:             |  | Other Male:<br>Other Female:             |  | Total<br>Total |  | Male:<br>Female: |  |
| Classified Employees:                                                        |  | Black Male:<br>Black Female:             |  | Other Male:<br>Other Female:             |  | Total<br>Total |  | Male:<br>Female: |  |
| Faculty:                                                                     |  | Black Male:<br>Black Female:             |  | Other Male:<br>Other Female:             |  | Total<br>Total |  | Male:<br>Female: |  |
| Total White Male:<br>Total White Female:                                     |  | Total Black Male:<br>Total Black Female: |  | Total Other Male:<br>Total Other Female: |  | Total<br>Total |  | Male:<br>Female: |  |
| Total White:                                                                 |  | Total Black:                             |  | Total Other:                             |  | Total<br>Total |  | Male:<br>Female: |  |
|                                                                              |  |                                          |  | Total Minority:                          |  |                |  |                  |  |

FORM 11-8

**DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF  
(NAME OF INSTITUTION)  
June 30, 2009**

|                                |                                                                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <i>Finding:</i>                | In our test of payroll, one employee tested was overpaid \$3,100 due to clerical calculation error.                                |
| <i>Recommendation:</i>         | The college should review salary payments to determine overpayment on contracted salaries and seek repayment for amounts overpaid. |
| <i>Institution's Response:</i> | The college agrees with the finding and will attempt to recover employee overpayment.                                              |

**2011 – 2013 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**INST.:**

**ACT#:**

**SECTION#:**

| CURRENT SPECIAL LANGUAGE (WITH INST. REQUEST) | ARKANSAS HIGHER EDUCATION<br>COORDINATING BOARD RECOMMENDATION |
|-----------------------------------------------|----------------------------------------------------------------|
|                                               |                                                                |

FORM A  
HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2011-13 BIENNium

| T<br>C | CL<br>CODE | ITEM<br># | POSITION<br>TITLE                        | AUTHORIZED<br># | 2010-11<br>ANNUAL SAL | PAID<br>2009-10<br>ANNUAL SAL | BUDGETED<br>2010-11<br>ANNUAL SAL | #   | 2011-12<br>ANNUAL SAL | REQUESTED<br>2012-13<br>ANNUAL SAL | #   | 2011-12<br>ANNUAL SAL | RECOMMENDED<br>2012-13<br>ANNUAL SAL |
|--------|------------|-----------|------------------------------------------|-----------------|-----------------------|-------------------------------|-----------------------------------|-----|-----------------------|------------------------------------|-----|-----------------------|--------------------------------------|
|        |            |           | DELTA STATE UNIVERSITY                   |                 |                       |                               |                                   |     |                       |                                    |     |                       |                                      |
|        |            |           | TWELVE MONTH EDUCATIONAL AND GENERAL     |                 |                       |                               |                                   |     |                       |                                    |     |                       |                                      |
|        |            |           | ADMINISTRATIVE POSITIONS                 |                 |                       |                               |                                   |     |                       |                                    |     |                       |                                      |
|        |            | (1)       | Chancellor, DSU                          | 1               | 110,650               | 107,846                       | 110,650                           | 1   | 115,828               | 118,145                            | 1   | 115,828               | 118,145                              |
|        |            | (2)       | Vice-Chanc. for Academic Affairs         | 1               | 88,150                | 85,916                        | 88,150                            | 1   | 92,641                | 94,494                             | 1   | 92,641                | 94,494                               |
|        |            | (3)       | Vice-Chanc. for Student Affairs          | 1               | 82,523                | 80,432                        | 82,523                            | 1   | 86,799                | 88,535                             | 1   | 86,799                | 88,535                               |
|        |            | (4)       | Vice-Chanc. for Fiscal Affairs           | 1               | 82,523                | 80,432                        | 82,523                            | 1   | 86,799                | 88,535                             | 1   | 86,799                | 88,535                               |
|        |            | (5)       | Asst. to the Chancellor                  | 1               | 82,523                | 80,432                        | 82,523                            | 1   | 86,799                | 88,535                             | 1   | 86,799                | 88,535                               |
| N      |            | (5.01)    | Director of Development                  | 1               | 69,642                | 67,877                        | 69,642                            | 1   | 73,424                | 74,892                             | 1   | 73,424                | 74,892                               |
|        |            | (6)       | Dir. of Human Services                   | 1               | 69,642                | 67,877                        | 69,642                            | 1   | 73,424                | 74,892                             | 1   | 73,424                | 74,892                               |
|        |            | (7)       | Dir. of Institutional Adv.               | 1               | 69,642                | 67,877                        | 69,642                            | 1   | 73,424                | 74,892                             | 1   | 73,424                | 74,892                               |
|        |            | (8)       | Counselor                                | 3               | 66,829                | 65,135                        | 66,829                            | 3   | 70,503                | 71,913                             | 3   | 70,503                | 71,913                               |
| X      |            | (9)       | Registrar                                | 1               | 64,001                | 62,379                        | 64,001                            | 1   | 67,567                | 69,118                             | 1   | 67,567                | 69,118                               |
|        |            | (10)      | Dir. of Continuing Education             | 1               | 64,001                | 62,379                        | 64,001                            | 1   | 67,567                | 69,118                             | 1   | 67,567                | 69,118                               |
|        |            | (11)      | Dir. of Student Financial Aid            | 1               | 63,869                | 61,882                        | 63,869                            | 1   | 67,430                | 68,779                             | 1   | 67,430                | 68,779                               |
|        |            | (12)      | Dir. of Institutional Research           | 1               | 63,869                | 61,882                        | 63,869                            | 1   | 67,430                | 68,779                             | 1   | 67,430                | 68,779                               |
|        |            | (13)      | Dir. of Computer Services                | 1               | 62,726                | 61,136                        | 62,726                            | 1   | 66,243                | 67,568                             | 1   | 66,243                | 67,568                               |
|        |            | (14)      | Business Manager                         | 1               | 61,273                | 59,720                        | 61,273                            | 1   | 64,734                | 66,029                             | 1   | 64,734                | 66,029                               |
|        |            | (15)      | Controller                               | 1               | 61,273                | 59,720                        | 61,273                            | 1   | 64,734                | 66,029                             | 1   | 64,734                | 66,029                               |
|        |            | (16)      | Dean of Advanced Studies                 | 1               | 60,733                | 0                             | 60,733                            | 1   | 64,173                | 65,456                             | 1   | 64,173                | 65,456                               |
| G      |            | (16.01)   | Dir. of Physical Plant                   | 1               | 59,077                | 57,580                        | 59,077                            | 1   | 62,453                | 63,702                             | 1   | 62,453                | 63,702                               |
| T      |            | (17)      | Dir. of Admissions                       | 1               | 58,189                | 56,714                        | 58,189                            | 1   | 61,532                | 62,763                             | 1   | 61,532                | 62,763                               |
|        |            | (17.01)   | Director of Enrollment Management        | 1               | 47,357                | 46,157                        | 47,357                            | 1   | 50,241                | 51,246                             | 1   | 50,241                | 51,246                               |
| T      |            | (18)      | Dir. of Disability Services              | 1               | 42,260                | 41,189                        | 42,260                            | 1   | 44,833                | 45,730                             | 1   | 44,833                | 45,730                               |
|        |            | (19)      | Director of Administrative Support Svcs. | 1               | 42,260                | 41,189                        | 42,260                            | 1   | 44,833                | 45,730                             | 1   | 44,833                | 45,730                               |
|        |            |           |                                          | 22              |                       |                               |                                   | 23  |                       |                                    | 22  |                       |                                      |
|        |            |           | TWELVE MONTH EDUCATIONAL AND GENERAL     |                 |                       |                               |                                   |     |                       |                                    |     |                       |                                      |
|        |            |           | ACADEMIC POSITIONS                       |                 |                       |                               |                                   |     |                       |                                    |     |                       |                                      |
|        |            | (20)      | Division Chairperson                     | 4               | 75,388                | 73,478                        | 75,388                            | 4   | 79,390                | 80,978                             | 4   | 79,390                | 80,978                               |
|        |            | (21)      | Head Librarian                           | 1               | 68,279                | 66,549                        | 68,279                            | 1   | 72,008                | 73,448                             | 1   | 72,008                | 73,448                               |
|        |            | (22)      | Dir. of Resource Center                  | 1               | 50,600                | 49,318                        | 50,600                            | 1   | 53,651                | 54,724                             | 1   | 53,651                | 54,724                               |
|        |            | (23)      | Student Development Specialist           | 4               | 43,289                | 42,192                        | 43,289                            | 4   | 45,926                | 46,845                             | 4   | 45,926                | 46,845                               |
|        |            | (24)      | Asst. Librarian                          | 2               | 42,034                | 40,969                        | 42,034                            | 2   | 44,594                | 45,466                             | 2   | 44,594                | 45,466                               |
|        |            |           |                                          | 12              |                       |                               |                                   | 12  |                       |                                    | 12  |                       |                                      |
|        |            |           | NINE MONTH EDUCATIONAL AND GENERAL       |                 |                       |                               |                                   |     |                       |                                    |     |                       |                                      |
|        |            |           | ACADEMIC POSITIONS                       |                 |                       |                               |                                   |     |                       |                                    |     |                       |                                      |
|        |            | (85)      | Faculty                                  | 62              | 62,516                | 60,932                        | 62,516                            | 62  | 66,025                | 67,346                             | 62  | 66,025                | 67,346                               |
|        |            |           | Professor                                |                 | 58,838                | 57,347                        | 58,838                            |     | 62,206                | 63,450                             |     | 62,206                | 63,450                               |
|        |            |           | Assoc. Professor                         |                 | 51,854                | 50,540                        | 51,854                            |     | 54,953                | 56,052                             |     | 54,953                | 56,052                               |
|        |            |           | Asst. Professor                          |                 | 45,051                | 43,909                        | 45,051                            |     | 47,795                | 48,751                             |     | 47,795                | 48,751                               |
| A      |            | (86)      | Instructor                               | 100             | 35,596                | 34,694                        | 35,596                            | 105 | 37,764                | 38,519                             | 105 | 37,764                | 38,519                               |
|        |            |           | Part-Time Faculty                        | 162             |                       |                               |                                   | 167 |                       |                                    | 167 |                       |                                      |
|        |            |           | TWELVE MONTH AUXILIARY ENTERPRISES       |                 |                       |                               |                                   |     |                       |                                    |     |                       |                                      |
|        |            |           | NON-CLASSIFIED POSITIONS                 |                 |                       |                               |                                   |     |                       |                                    |     |                       |                                      |
|        |            | (97)      | Dir. of Food Service                     | 1               | 53,982                | 0                             | 53,982                            | 0   | 0                     | 0                                  | 0   | 0                     | 0                                    |
| D      |            |           |                                          | 1               |                       |                               |                                   | 0   |                       |                                    | 0   |                       |                                      |
|        |            |           | TOTAL DSU                                | 197             |                       |                               |                                   | 182 |                       |                                    | 202 |                       | 201                                  |

# Higher Education University Position Usage Report

(data reported as of September 15th of each Fiscal Year)

| Institution                        | FY 2009           |          |          |       | FY 2010    |          |                   |       | FY 2011  |          |            |       | 3 Year Average    |          |          |       |
|------------------------------------|-------------------|----------|----------|-------|------------|----------|-------------------|-------|----------|----------|------------|-------|-------------------|----------|----------|-------|
|                                    | Authorized in Act |          | Budgeted |       | Unbudgeted |          | Authorized in Act |       | Budgeted |          | Unbudgeted |       | Authorized in Act |          | Budgeted |       |
|                                    | Filled            | Unfilled | Total    | Total | Filled     | Unfilled | Total             | Total | Filled   | Unfilled | Total      | Total | Filled            | Unfilled | Total    | Total |
| adnc<br>Arkansas State University  |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| Arkansas Tech University           |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| Henderson State University         |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| Southern Arkansas University       |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| Univ of Arkansas Fund              |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| Univ of Arkansas- Little Rock      |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| Univ of Arkansas- Fort Smith       |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| Univ of Arkansas- Monticello       |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| Univ of Arkansas- Pine Bluff       |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| University of Central Arkansas     |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |
| Univ of Arkansas- Medical Sciences |                   |          |          |       |            |          |                   |       |          |          |            |       |                   |          |          |       |

# Higher Education Two-Year College Position Usage Report (data reported as of September 15th of each Fiscal Year)

| Institution                                                                                                       | FY 2009           |          |          |          | FY 2010          |  |                   |          | FY 2011  |          |                  |  | 3 Year Average    |          |          |                  |
|-------------------------------------------------------------------------------------------------------------------|-------------------|----------|----------|----------|------------------|--|-------------------|----------|----------|----------|------------------|--|-------------------|----------|----------|------------------|
|                                                                                                                   | Authorized in Act |          | Budgeted |          | Unbudgeted Total |  | Authorized in Act |          | Budgeted |          | Unbudgeted Total |  | Authorized in Act |          | Budgeted |                  |
|                                                                                                                   | Filled            | Unfilled | Filled   | Unfilled | Total            |  | Filled            | Unfilled | Filled   | Unfilled | Total            |  | Filled            | Unfilled | Total    | Unbudgeted Total |
|  Arkansas Northeastern College |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Arkansas State Univ - Beebe                                                                                       |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Arkansas State Univ - Mtn Home                                                                                    |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Arkansas State Univ - Newport                                                                                     |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Black River Technical College                                                                                     |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Cossatot Community College UofA                                                                                   |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| East Arkansas Community College                                                                                   |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Mid-South Community College                                                                                       |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| North Arkansas College                                                                                            |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| National Park Community College                                                                                   |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Northwest Arkansas Comm. College                                                                                  |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Ouachita Technical College                                                                                        |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Ozarka College                                                                                                    |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Phillips Community College UofA                                                                                   |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Pulaski Technical College                                                                                         |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Rich Mountain Community College                                                                                   |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| South Arkansas Community College                                                                                  |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Southern Arkansas University - Tech                                                                               |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| Southeast Arkansas Comm. College                                                                                  |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| UA Community College- Batesville                                                                                  |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| UA Community College- Hope                                                                                        |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |
| UA Community College- Morrilton                                                                                   |                   |          |          |          |                  |  |                   |          |          |          |                  |  |                   |          |          |                  |