

DFA - MANAGEMENT SERVICES

Enabling Laws

Act 2034 of 2005

A.C.A. §19-4-101 - §19-4-2004

History and Organization

Mission Statement - The Management Services Division provides leadership and assistance to all state agencies to ensure the uniformity, accountability, and efficiency in the management of human, financial and material resources necessary for those agencies to perform their missions.

The Department of Finance and Administration (DFA) in its present organization form was created by Act 38 of 1971 during the 68th Arkansas General Assembly. Effective February 4, 1971, the Administration Department and its functions, powers and duties were transferred to the newly created Department of Finance and Administration.

The Department consists of two major Divisions: The Management Services Division and the Revenue Services Division. The Management Services Division is composed of the Offices of Accounting, Budget, Personnel Management, Procurement and Intergovernmental Services. Other offices that play a major role in State Government are the Office of Administrative Services, the Office of Internal Audit, the Office of Information Services, and the Employee Benefits Division. In addition, the Racing Commission and the Alcoholic Beverage Control Administration Division were also transferred to the newly created Department of Finance and Administration. Act 729 of 1981 transferred the Alcoholic Beverage Control Enforcement Division from the Department of Public Safety to the Department of Finance and Administration.

Central Administration activity of the Department of Finance and Administration oversees the departmental goal which is to instill good management practices in Arkansas State Government and to provide the money to run it. As the Chief Fiscal Officer of the State, the DFA Director is charged with the responsibility of making certain that expenditures, use of property, purchases, and use of personnel are carried out in accordance with the laws of the State. Most of the responsibilities in this area are directed and authorized by Act 876 of the 69th General Assembly (General Accounting and Budgetary Procedures Law, § 19-4-101 et seq.).

Central Administration includes the Department of Finance and Administration top-level administration personnel and economic analysis. It is devoted to furthering the department goals with special emphasis placed upon services to agencies and citizens of the State.

The Department has two distinct functions within State Government. One function is to serve as the central collector of state revenues. The other function is to operate control management systems for State Government by providing assistance to all state agencies. This includes the management of their funds, personnel, and property, while exercising certain statutory controls over the agencies in these areas.

The Management Services Division has a primary goal of providing other agencies of State Government with services to assist them in meeting their primary goals and objectives. It continues to administer statutorily required controls in a manner that ensures agencies in State Government are operating legally, deriving maximum use of personnel, money and equipment available to them, and providing maximum service to the taxpayers. The Management Services Division has as its central objective the following program areas:

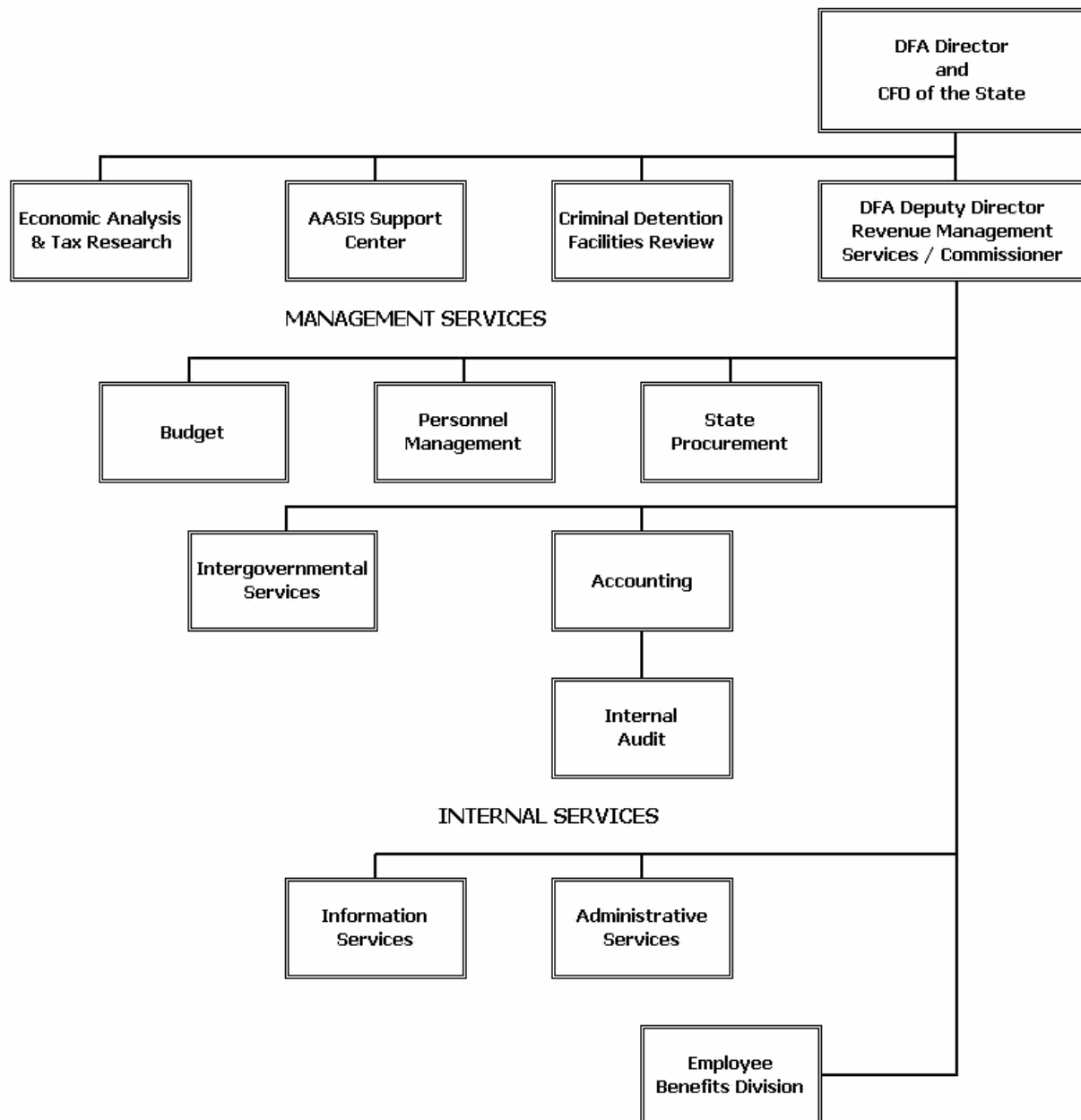
- 1) Accounting - Provide efficient and responsible fiscal management of all state programs or activities. Maintain a financial system providing information on all transactions of all state agencies for accounting and management services, apply sound pre-auditing procedures and maintain the State's accounting system in a timely and accurate manner. Additionally, the Office of Internal Audit (OIA) has merged with the Office of Accounting. The main goal for the OIA is to provide agency management with objective, pro-active advice and value-added recommendations that assists them in the achievement of their goals and objectives and provide for strong accountability of state resources. To achieve this goal set forth for the OIA, a three-fold audit approach is utilized. This approach includes the performance of agency audits, Executive Order 98-04 "Compliance Audits and Special Reviews" that may be requested by agency management.
- 2) Budget - Develop, analyze, recommend, present and execute State budget matters, assist state agencies in budgetary matters and enforce the deficit prohibition law.
- 3) Personnel Management - Develop procedures and methods for the continued efficient operation of the Arkansas Personnel Management Program. Maintain personnel records for all classified agencies and payroll records for all state agencies. Provide broad spectrum training opportunities for state and local government employees and provide technical assistance and guidance to all state agencies.
- 4) Procurement - Implement the State procurement program and establish policies, procedures and controls for that program and administer a quality assurance program. Maintain a State surplus property program through the Marketing and Redistribution section.
- 5) Intergovernmental Services - Administer federal grants directed to local governments, state agencies and non-profit organizations for the improvement of narcotics and general law enforcement, drug treatment within state prisons, services for victims of crime, and prison construction. Provide an opportunity for organizations and individuals to review and comment on federally supported programs prior to their implementation.

The Office of Administrative Services has with it human resources, fiscal accounting, purchasing and asset management, Administration of Justice Fund, and state messenger service. This Office performs numerous management-related functions for the Department of Finance and Administration, the Governor's Office, and smaller boards and commissions.

The Employee Benefits Division makes available to State and Public School Employees group health and life insurance. State employees also have the option of selecting other optional benefits, including deferred compensation. The Division oversees that customer service is available from the

vendors for the participating members.

The Office of Information Services (OIS) is responsible for management of departmental information technology (IT) resources. This encompasses the Management Services and Revenue Services Divisions, and the Office of Child Support Enforcement. Functional areas include administration (including DFA web site maintenance and the Quick Copy Center), applications development and maintenance, and operations and support (computer operations, and local area network and desktop support). OIS also administers the State Vehicle Management Information and Acquisition System.



Agency Commentary

The Management Services Division_of the Department of Finance and Administration has a primary goal of providing other agencies of State Government with services to assist them in meeting their primary goals and objectives. It continues to administer statutorily required controls in a manner that ensures agencies in State Government are operating legally, deriving maximum use of personnel, money and equipment available to them, while providing maximum service to the taxpayer.

The main operating appropriation in Management Services (272) is funded from the State Central Services fund. The Agency is requesting an increase over Base Level in the amount of \$1,139,455 for each fiscal year. This amount includes requests for the following:

Restore 5 currently authorized clerical positions for unanticipated needs that may occur throughout the Management Services Division.

Transfer a total of 19 positions from Office of Child Support Enforcement (OCSE) to Management Services Division and 1 position from Management Services Division to the Revenue Division. The transfer of the 19 positions from OCSE to Management Services Division would help maximize federal funds in that state funds spent by OCSE for these positions would be used as matching funds to generate additional federal funding resulting in an additional \$1.7 million in federal funding for OCSE. This transfer of positions, along with the funding expected from the DFA Cost Allocation Plan would help OCSE replenish most of the \$3.0 million in state match funding lost as a result of the Federal Debt Reduction Act of 1995. The transfer of the DFA Assistant Administrator position from Management Services Division to Revenue Services Division - Legal Counsel is needed to address the continuing issues that require resolution with regard to the State's participation as a member of Streamlined Sales Tax. Current legislation provides for the Streamlined Sales Tax provisions to become effective in Arkansas on July 1, 2007.

Two new DFA Accounting Manager positions, grade 25, for the Office of Accounting. One position to oversee the compilation of the annual Statewide Single Audit report. This task had previously been performed by Legislative Audit. The second position to provide technical research and guidance to agency and CAFR staff on the implementation of accounting pronouncements and regulations made by regulatory bodies such as FASB, GASB, GAO and SEC. Current staff cannot support this work load.

Conference and Travel Expenses to provide continuing professional education for the Certified Public Accountants on staff in the Office of Accounting along with training seminars attended by various financial staff at key agencies within the State.

The Employee Benefits Division (278) is requesting a reallocation of \$20,000 from Professional Fees to Operating Expenses. Due to the changes in the procurement regulation, certain professional services contracts have been reclassified and are now considered Technical Contracts.

The DFA Management Services - Miscellaneous Cash appropriation (907) is used to provide spending authority for various activities such as the Inter-Agency Training Program, Office of State

Procurement seminars, vendor fees and rebates, and Employee Benefits Division. The Agency is requesting an increase over Base Level in the amount of \$1,082,542 for FY08 and \$1,078,542 for FY09. This amount includes requests for the following:

Conference and Seminar Fees to continue a cash fund letter approved in FY07 for the Office of State Procurement for vendor rebates.

Continuation of 3 supplemental positions to regular positions approved in FY06 for the Employee Benefits Division for the Centers of Medicaid and Medicare Services (CMS) Program and supporting Operating Expenses and Conference and Travel Expenses.

Four new positions for the Employee Benefits Division for detailed case management previously done on a minimal basis by the insurance providers and supporting Operating Expenses and Conference and Travel Expenses.

Operating Expenses for the Employee Benefits Division to provide reporting capabilities for the information that is assembled by the quality sub-committee for the Arkansas State and Public Employees Life and Health Insurance Board. This information will be used by the Board in making future quality of care enhancement decisions for the membership.

The Agency is requesting to discontinue the appropriation for the Violent Offender Incarceration Grant Program which will end on September 30, 2006. This grant program has been discontinued by the federal government.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
DEPARTMENT OF FINANCE AND ADMINISTRATION
FOR THE YEAR ENDED JUNE 30, 2004

Findings	Recommendations
None	None

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
DEPARTMENT OF FINANCE AND ADMINISTRATION
EMPLOYEE BENEFITS DIVISION
FOR THE YEAR ENDED JUNE 30, 2004

Findings	Recommendations
None	None

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS TREASURER OF STATE
AUDITOR OF STATE
DEPARTMENT OF FINANCE AND ADMINISTRATION
FUND RECONCILIATION REPORT
FOR THE YEAR ENDED JUNE 30, 2005

Findings	Recommendations
None	None

Performance Audit Findings

State Contracts – Price Comparisons, Bid Process, and Leases – Issued November 11, 2005

Findings and Conclusions:

- For 34 of 50 items randomly selected for testing, the computed average retail price exceeded the state contract price.
- Beginning July 1, 2004, AASIS fully implemented controls to prevent an individual transaction from being entered and approved by the same person. Testing conducted by Legislative Audit Information System auditors indicated the control was appropriately designed.
- Inadequate segregation of duties related to P-Cards existed at some agencies/universities for which P-Card transactions were reviewed.
- Questionable charges to and inadequate review of Business Travel Cards (BTCs) were noted. Individuals holding BTCs are solely responsible for charges and the State incurs no liability.
- Confusion exists concerning the requirement for certain technical procurements to be approved by the State's Chief Executive Information Officer.
- Arkansas Building Authority (ABA) does not maintain comparative lease rates for different areas of the State and does not retain documentation of any formal rate comparisons conducted by the Agency.

Recommendations:

- Agencies/universities adopt the internal control policies and guidelines established by the Office of State Procurement (OSP) for their respective P-Card programs.
- OSP determine if it is practical and beneficial to continue the BTC portion of the Travel Card Program.
- Clarify the process outlined in Arkansas Procurement Regulations requiring state agencies to obtain the ECIO's approval for technical procurements exceeding \$100,000.
- Arkansas Building Authority develop procedures to document lease negotiations for every lease in which they act as a leasing agent on behalf of a state agency.

Publications

A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
Annual Budget Instruction Packet	None	N	N	260	Assist State Agencies in the preparation of annual operations budgets. Electronic copy available on DFA Website.
Biennial Budget Book	None	N	N	25	Contains detailed information regarding agency changes, funding and positions for each agency, as well as capital projects. Assist State Agencies in the preparation of annual operations budgets. Electronic copy available on DFA Website.
Biennial Budget Instruction Packet	A.C.A. 19-4-304	N	N	275	Provide information and assistance to state agencies in the preparation of biennial budget requests. Electronic copy available on DFA Website.
Biennial Budget Manuals	A.C.A. 19-4-305	Y	N	2,260	Compile agency requests and Governor's recommendations for Legislative Council/Joint Budget Committee.
COBRA Packets	None	N	N	12,000	Federal legislation requires former employees or dependents have insurance benefits after termination of group benefits. Continuing coverage information is provided to individuals.
Comprehensive Annual Financial Report (CAFR)	A.C.A. 19-5-517	N	N	400	To provide the detailed information of the State's financial status and to ensure proper handling of the taxpayers' money.
EBD Buzz	None	N	N	324,000	Newsletter to be sent quarterly on insurance updates and information.
Enrollment Guide for Arkansas Public School Employees	None	N	N	80,000	Federal legislation requires that employees have an annual open enrollment. The enrollment guide provides information regarding open enrollment, rates and benefit changes.
Enrollment Guide for Arkansas State and Public School Retired Employees	None	N	N	30,000	Federal legislation requires that employees have an annual open enrollment. The enrollment guide provides information regarding open enrollment, rates and benefit changes.

Enrollment Guide for Arkansas State Employees	None	N	N	45,000	Federal legislation requires that employees have an annual open enrollment. The enrollment guide provides information regarding open enrollment, rates and benefit changes.
Facts about the Arkansas State Budget	None	N	N	1,000	Informational brochure for the public. Electronic copy available on DFA Website.
Summary Plan Description	None	N	N	125,000	The Department of Labor requires that a summary of the plan be provided to all employees. The summary plan description describes insurance benefits for the State and Public School Employees enrolled in the plan.

Department Appropriation Summary

		Historical Data						Agency Request and Executive Recommendation							
Appropriation		2005-2006		2006-2007		2006-2007		2007-2008				2008-2009			
		Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
1DF	Victims of Crime Justice Asst-Fed	4,922,499	5	12,700,097	6	12,727,545	6	12,708,689	6	12,708,689	6	12,708,689	6	12,708,689	6
1GA	Purchase / Corporate Travel Card Program	47,227	0	1,600,000	0	1,600,000	0	1,600,000	0	1,600,000	0	1,600,000	0	1,600,000	0
1RN	Local Law Enfrmcnt Block Grant	14,464	0	807,012	0	807,012	0	807,012	0	807,012	0	807,012	0	807,012	0
251	DLEP - State	500,378	0	1,185,000	0	1,185,000	0	1,185,000	0	1,185,000	0	1,185,000	0	1,185,000	0
252	DLEP - Federal	2,994,323	6	9,825,640	6	9,865,899	6	9,827,747	6	9,827,747	6	9,827,747	6	9,827,747	6
272	DFA Mgmt Services-Operations	14,996,895	253	16,431,792	256	16,933,346	264	17,865,299	281	17,865,299	281	17,866,309	281	17,866,309	281
274	Marketing and Redistribution	602,648	15	1,220,927	15	1,216,665	15	1,226,208	15	1,226,208	15	1,226,208	15	1,226,208	15
277	Quick Copy Service Center	179,396	4	497,766	4	500,431	4	499,166	4	499,166	4	499,166	4	499,166	4
278	Employee Benefits Division	2,433,042	34	2,877,278	36	2,756,109	33	2,890,378	36	2,890,378	36	2,890,378	36	2,890,378	36
279	Data Processing	19,358,665	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0	30,000,000	0
2HG	Personnel Mgmt-Employee Awards	289	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0	32,280	0
574	Statewide Payroll Paying	0	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0	2,100,000,000	0
583	CAFR	0	0	250,000	0	500,000	0	250,000	0	250,000	0	250,000	0	250,000	0
584	AASIS Support Center-Operations	3,880,650	58	4,431,839	60	4,459,442	60	4,468,057	60	4,468,057	60	4,468,057	60	4,468,057	60
907	DFA Mgmt Services - Misc Cash	442,144	10	816,487	10	588,197	7	1,679,385	14	1,679,385	14	1,675,385	14	1,675,385	14
NOT REQUESTED FOR THE BIENNIUM															
1RQ	Violent Offnd Incarceration Grant Program	27,576	0	0	0	6,503,100	0	0	0	0	0	0	0	0	0
Total		50,400,196	385	2,182,676,118	393	2,189,675,026	395	2,185,039,221	422	2,185,039,221	422	2,185,036,231	422	2,185,036,231	422

Funding Sources		%		%		%		%		%		%	
Fund Balance	4000005	1,299,144	2.5	1,484,904	0.1	1,298,229	0.1	1,298,229	0.1	1,001,386	0.0	1,001,386	0.0
General Revenue	4000010	753,879	1.5	1,435,000	0.1	1,435,000	0.1	1,185,000	0.1	1,435,000	0.1	1,185,000	0.1
Federal Revenue	4000020	8,624,314	16.6	23,332,749	1.1	23,343,448	1.1	23,343,448	1.1	23,343,448	1.1	23,343,448	1.1
State Central Services	4000035	40,577,799	78.2	53,773,189	2.5	55,256,014	2.5	55,256,014	2.5	55,257,024	2.5	55,257,024	2.5
Non-Revenue Receipts	4000040	2,403,267	4.6	3,248,505	0.1	3,325,374	0.2	3,325,374	0.2	3,325,374	0.2	3,325,374	0.2
Cash Fund	4000045	682,478	1.3	700,000	0.0	1,382,542	0.1	1,382,542	0.1	1,378,542	0.1	1,378,542	0.1
Agency Payroll Paying Accounts	4000085	0	0.0	2,100,000,000	96.1	2,100,000,000	95.9	2,100,000,000	96.1	2,100,000,000	96.0	2,100,000,000	96.1
DFA Motor Vehicle Acquisition	4000184	91,742	0.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Grant/SubGrant Refunds	4000273	48,112	0.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Interest	4000300	33,502	0.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Inter-agency Fund Transfer	4000316	(967,065)	(1.9)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Service Charges	4000447	(4,722)	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0

Funding Sources		%		%		%		%		%		%	
Transfer to DFA Disbursing	4000610	(1,657,350)	(3.2)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Unfunded Appropriation	4000715	0	0.0	0	0.0	0	0.0	250,000	0.0	0	0.0	250,000	0.0
Total Funds		51,885,100	100.0	2,183,974,347	100.0	2,186,040,607	100.0	2,186,040,607	100.0	2,185,740,774	100.0	2,185,740,774	100.0
Excess Appropriation/(Funding)		(1,484,904)		(1,298,229)		(1,001,386)		(1,001,386)		(704,543)		(704,543)	
Grand Total		50,400,196		2,182,676,118		2,185,039,221		2,185,039,221		2,185,036,231		2,185,036,231	

The FY07 Budget amount for appropriations 274, 278 and 907 exceeds Authorized amount due to Regular Salaries and Personal Services Matching rate adjustments and during the 2005-2007 biennium.

Inter-agency fund transfers for DLEP (State & Federal): Department of Corrections \$439,390.83; Department of Community Corrections \$148,108.12; Department of Finance and Administration \$1,065.03; Crime Lab \$107,912.54; State Police \$161,588.37 and Arkansas Crime Information Center \$109,000.00

\$1,657,350 fund transfer to DFA Disbursing Officer is for processing of net proceeds to Agencies from property sold through Marketing & Redistribution.

Actual and/or Budgeted number of positions may exceed the Authorized number due to the flexibility inherent in the authorization of all positions through one salary section.

Agency Position Usage Report

FY2004-2005						FY2005-2006						FY2006-2007					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
385	349	38	387	-2	9.35%	395	347	41	388	7	12.15%	395	347	46	393	2	12.15%

FY05 Unbudgeted Total reflects a negative amount due to the approval of Emergency Supplemental Positions.

Analysis of Budget Request

Appropriation: 1DF - Victims of Crime Justice Asst-Fed

Funding Sources: FVD - Victims of Crime Justice Assistance

This federally funded appropriation for the Victims of Crime Justice Assistance Program includes salary, operating expenses and the administration of federal funds received through the Victims of Crime Act (VOCA), STOP Violence Against Women and Family Violence Prevention and the Family Violence Prevention and Services Act (FVPSA). The program provides for statewide violence prevention activities.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

Base Level for this appropriation is \$12,708,689 each year and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 1DF Victims of Crime Justice Asst-Fed
Funding Sources: FVD - Victims of Crime Justice Assistance

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	179,506	211,178	231,290	211,178	211,178	211,178	211,178	211,178	211,178
#Positions	5	6	6	6	6	6	6	6	6
Extra Help 5010001	0	6,272	6,272	6,272	6,272	6,272	6,272	6,272	6,272
#Extra Help	0	1	1	1	1	1	1	1	1
Personal Services Matching 5010003	52,628	60,428	67,764	69,020	69,020	69,020	69,020	69,020	69,020
Overtime 5010006	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Operating Expenses 5020002	26,321	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Conference & Travel Expenses 5050009	0	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Professional Fees 5060010	0	74,219	74,219	74,219	74,219	74,219	74,219	74,219	74,219
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Grants and Aid 5100004	4,658,147	12,134,375	12,134,375	12,134,375	12,134,375	12,134,375	12,134,375	12,134,375	12,134,375
Refunds/Reimbursements 5110014	5,897	78,125	78,125	78,125	78,125	78,125	78,125	78,125	78,125
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	4,922,499	12,700,097	12,727,545	12,708,689	12,708,689	12,708,689	12,708,689	12,708,689	12,708,689
Funding Sources									
Federal Revenue 4000020	4,922,499	12,700,097		12,708,689	12,708,689	12,708,689	12,708,689	12,708,689	12,708,689
Total Funding	4,922,499	12,700,097		12,708,689	12,708,689	12,708,689	12,708,689	12,708,689	12,708,689
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	4,922,499	12,700,097		12,708,689	12,708,689	12,708,689	12,708,689	12,708,689	12,708,689

Analysis of Budget Request

Appropriation: 1GA - Purchase / Corporate Travel Card Program

Funding Sources: MPC - Purchase and Travel Card Program Fund

This appropriation is funded by a miscellaneous revolving fund and is used for rebates from vendor banks, distribution to participating agencies and for operating expenses connected with the administration of the Purchase and Corporate Travel Card Program.

Arkansas Agency Travel Card Program

The Department of Finance and Administration (DFA) - Office of State Procurement (OSP), State Agencies and Institutions of Higher Education have developed and implemented the Arkansas Agency Travel Card Program for employees that have valid business related travel expenses. The Office of State Procurement has responsibility for the development of policy and procedures. Agencies and Higher Education Institutions are responsible for the development of procedures consistent with State policies implementing the program.

In October 2002, the State of Arkansas entered into a partnership with UMB Bank, Kansas City, Missouri, to be the official provider of a VISA Commercial Card Program as the State Travel Card.

Cardholders use the card for any authorized travel related expense at any establishment or merchant that accepts the VISA card. The Arkansas Travel Regulations govern most aspects of the State Travel Card Program.

Arkansas Purchasing Card Program

The State of Arkansas and participating organizations have implemented the Arkansas Purchasing Card Program (P-Card) with US Bank VISA Purchasing Card to simplify, streamline, and facilitate the purchase and payment process.

The P-Card is a fast, flexible purchasing tool offering an enhancement to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for supplies with a total maximum per cycle limit that will be determined on an individual basis. The default maximum charges per individual cardholder are \$2,000 per cycle. The P-Card is to be used only for official business purchases for the State of Arkansas. Any attempt to use the P-Card for a purchase in excess of the set card limit will result in the purchase being rejected by the bank and the vendor.

Base Level for this appropriation is \$1,600,000 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 1GA Purchase / Corporate Travel Card Program
Funding Sources: MPC - Purchase and Travel Card Program Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	0	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Conference & Travel Expenses 5050009	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Professional Fees 5060010	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements 5110014	47,227	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	47,227	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
Funding Sources									
Fund Balance 4000005	0	818		0	0	0	0	0	0
Non-Revenue Receipts 4000040	48,045	1,599,182		1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
Total Funding	48,045	1,600,000		1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
Excess Appropriation/(Funding)	(818)	0		0	0	0	0	0	0
Grand Total	47,227	1,600,000		1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000

Analysis of Budget Request

Appropriation: 1RN - Local Law Enforcement Block Grant

Funding Sources: FIG - DFA Federal Funds

This appropriation provides for expenditure of federal funds under the Local Law Enforcement Block Grant Program (LLEBG) administered by the U. S. Department of Justice. The purpose of this grant program is to provide funds to units of local government to enhance projects, reduce crime and improve public safety. Eligibility for the program is based on the number of violent crimes (rape, robbery, murder and aggravated assault) averaged over a three-year period as reported to the Arkansas Crime Information Center (ACIC) through the National Incident Based Reporting System (NIBRS). The LLEBG grant requires a cash match equal to one-ninth of the federal amount. The Department of Finance and Administration (DFA) is the State Administrative Agency (SAA) designated by the Governor to administer these funds.

Base Level for this appropriation is \$807,012 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 1RN Local Law Enfrcmnt Block Grant
Funding Sources: FIG - DFA Federal Funds

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2005-2006 Actual	2006-2007 Budget	2006-2007 Authorized	2007-2008			2008-2009		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	0	7,012	7,012	7,012	7,012	7,012	7,012	7,012	7,012
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Grants and Aid 5100004	14,464	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	14,464	807,012	807,012	807,012	807,012	807,012	807,012	807,012	807,012
Funding Sources									
Federal Revenue 4000020	14,464	807,012		807,012	807,012	807,012	807,012	807,012	807,012
Total Funding	14,464	807,012		807,012	807,012	807,012	807,012	807,012	807,012
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	14,464	807,012		807,012	807,012	807,012	807,012	807,012	807,012

Analysis of Budget Request

Appropriation: 251 - DLEP - State

Funding Sources: HUA - Miscellaneous Agencies Fund

This general revenue funded appropriation provides city and county governments and state agencies with matching funds to implement programs authorized under the Federal Drug Law Enforcement Program. This appropriation provides matching funds to the sub-grantees of the Federal Law Enforcement Block Grant, Violent Offender, and Substance Abuse Treatment Programs.

The Base Level for this appropriation is \$1,185,000 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 251 DLEP - State
Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2005-2006 Actual	2006-2007 Budget	2006-2007 Authorized	2007-2008			2008-2009		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Grants and Aid	5100004	500,378	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000
Total		500,378	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000
Funding Sources										
General Revenue	4000010	753,879	1,185,000		1,185,000	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000
Grant/SubGrant Refunds	4000273	48,112	0		0	0	0	0	0	0
Inter-agency Fund Transfer	4000316	(301,613)	0		0	0	0	0	0	0
Total Funding		500,378	1,185,000		1,185,000	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		500,378	1,185,000		1,185,000	1,185,000	1,185,000	1,185,000	1,185,000	1,185,000

Inter-agency fund transfers: Department of Corrections \$93,389.41; Department of Community Corrections \$36,735.39; Department of Finance and Administration \$1,065.03; State Police \$134,090.34 and Arkansas Crime Information Center \$36,333.00

Carry forward amount for FY07: DLEP-Grants and Aid \$648,289.40.

Analysis of Budget Request

Appropriation: 252 - DLEP - Federal

Funding Sources: FIGS - DFA Federal Funds

Department of Finance and Administration - Intergovernmental Services is responsible for the management of a federal grant program that supports improvements in the State's criminal justice system. This grant program provides funds to cities and counties, prosecuting attorneys, state courts and state agencies. Grant programs operated through Intergovernmental Services include the Edward Byrne Memorial Drug Law Enforcement Program (DLEP) for narcotics enforcement and violent crime control.

This grant program has varying eligibility requirements, and a twenty-five percent match requirement. Grant funds are made available for application after the State receives notification of a state level grant award. All federal grant funds are made available through the U. S. Department of Justice.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

Base Level for this appropriation is \$9,827,747 each year and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 252 DLEP - Federal
Funding Sources: FIGS - DFA Federal Funds

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	190,163	187,827	223,873	187,827	187,827	187,827	187,827	187,827	187,827
#Positions	6	6	6	6	6	6	6	6	6
Personal Services Matching 5010003	59,652	61,184	65,397	63,291	63,291	63,291	63,291	63,291	63,291
Operating Expenses 5020002	24,633	162,129	162,129	162,129	162,129	162,129	162,129	162,129	162,129
Conference & Travel Expenses 5050009	851	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Professional Fees 5060010	0	205,000	205,000	205,000	205,000	205,000	205,000	205,000	205,000
Data Processing 5090012	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Grants and Aid 5100004	2,715,599	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
Refunds/Reimbursements 5110014	3,425	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	2,994,323	9,825,640	9,865,899	9,827,747	9,827,747	9,827,747	9,827,747	9,827,747	9,827,747
Funding Sources									
Federal Revenue 4000020	3,659,775	9,825,640		9,827,747	9,827,747	9,827,747	9,827,747	9,827,747	9,827,747
Inter-agency Fund Transfer 4000316	(665,452)	0		0	0	0	0	0	0
Total Funding	2,994,323	9,825,640		9,827,747	9,827,747	9,827,747	9,827,747	9,827,747	9,827,747
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	2,994,323	9,825,640		9,827,747	9,827,747	9,827,747	9,827,747	9,827,747	9,827,747

Inter-agency fund transfers: Department of Corrections \$346,001.42; Department of Community Corrections \$111,372.73; Crime Lab \$107,912.54; State Police \$27,498.03 and Arkansas Crime Information Center \$72,667.00

Analysis of Budget Request

Appropriation: 272 - DFA Mgmt Services-Operations

Funding Sources: HSC - State Central Services

This State Central Services funded appropriation provides for operations of the Management Services Division of the Department of Finance and Administration. The Management Services Division provides state agencies with assistance in accounting, budgeting, personnel, purchasing, and administering statutorily required controls. The Division includes the Office of the Director, Economic Analysis and Tax Research, Office of Administrative Services, Office of Accounting, Office of Budget, Office of Personnel Management, Office of State Procurement, Office of Internal Audit, Office of Information Systems, Office of Intergovernmental Services and the Criminal Detention Facilities Coordinator.

The Base Level request is \$16,725,844 for FY08 and \$16,726,854 for FY09. A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

Change Level requests total \$1,139,455 each year of the biennium and include the following:

- Restoration of five (5) currently authorized clerical positions for unanticipated needs that may occur throughout the Management Services Division:
 - Four (4) K153 Secretary II - grade 13
 - One (1) K039 Document Examiner II - grade 12
- Two (2) new positions are requested for the Office of Accounting. One to oversee the compilation of the Statewide Single Audit report, which was previously performed by Legislative Audit. The second to provide technical assistance and guidance to the Agency and Comprehensive Annual Financial Report (CAFR) staff on the implementation of accounting pronouncements and regulations made by regulatory bodies.
 - Two (2) 122Z DFA Accounting Manager - grade 25
- Transfer of nineteen (19) positions from the Office of Child Support Enforcement (OCSE) to assist with administrative functions as a result of OCSE operations. Positions not utilized 100% for OCSE functions are not eligible for Federal Financial Participation (FFP). This transfer will help OCSE maximize federal funds resulting in a projected \$1,700,000 in FFP annually and will enhance the ability to offset a projected \$3,000,000 of lost FFP due to recent federal funding changes.

		<u>Grade</u>		<u>#</u>
R170	Attorney Specialist	24	-	1
D064	Sr Systems Programmer	24	-	1
D038	Systems Programmer	22	-	3
D124	Lead Programmer Analyst	22	-	1
D121	User Support Analyst	20	-	1

R200	OCSE Program Coordinator	20	-	1
R266	Management Project Analyst II	20	-	1
A110	Accountant II	19	-	1
R030	Asst Personnel Manager	19	-	1
D032	Jr Systems Programmer	18	-	2
D128	PC Support Specialist	18	-	3
V040	Purchase Agent II / Purchase Agent	18	-	1
W030	Records Mangement Analyst II	18	-	1
A063	Payroll Officer	15	-	<u>1</u>
				19

- Transfer of one (1) position from Management Services Division to Revenue Division - Legal Counsel is needed to address continuing issues that require resolution with regard to the State's participation as a member of Streamlines Sales Tax. Current legislation provides for Streamlined Sales Tax provisions to become effective in Arkansas on July 1, 2007.
 - One (1) R187 DFA Assistant Administrator/Budget Analysis - grade 25 (currently cross-graded as an R170 Attorney Specialist - grade 25)
- \$20,000 each year in Conference and Travel Expenses to provide continuing professional education for the Certified Public Accountants on staff in the Office of Accounting along with training seminars attended by various financial staff at key agencies within the State.

Summary of Agency Request:

	<u>#POS</u>	<u>FY2008</u>	<u>FY2009</u>
Restored Positions - Administrative Services	5	93,348	93,348
New Positions - Accounting	2	120,000	120,000
Transfer position to Revenue Division	(1)	(40,277)	(40,277)
Transfer positions in from OCSE	<u>19</u>	<u>670,341</u>	<u>670,341</u>
Regular Salaries (00)	25	\$ 843,412	\$ 843,412
Personal Services Matching (03)		\$ 276,043	\$ 276,043
Conference & Travel Expenses (09)		<u>\$ 20,000</u>	<u>\$ 20,000</u>
Total Request above Base Level	25	\$ 1,139,455	\$ 1,139,455

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 272 DFA Mgmt Services-Operations
Funding Sources: HSC - State Central Services

Commitment Item	Historical Data			Agency Request and Executive Recommendation					
	2005-2006 Actual	2006-2007 Budget	2006-2007 Authorized	2007-2008			2008-2009		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	10,580,149	11,218,568	11,574,966	11,218,568	12,061,980	12,061,980	11,218,568	12,061,980	12,061,980
#Positions	253	256	264	256	281	281	256	281	281
Extra Help 5010001	2,011	41,512	41,512	41,512	41,512	41,512	41,512	41,512	41,512
#Extra Help	3	20	20	20	20	20	20	20	20
Personal Services Matching 5010003	2,872,346	3,057,067	3,202,223	3,351,119	3,627,162	3,627,162	3,352,129	3,628,172	3,628,172
Overtime 5010006	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Operating Expenses 5020002	1,258,866	1,709,645	1,759,645	1,709,645	1,709,645	1,709,645	1,709,645	1,709,645	1,709,645
Conference & Travel Expenses 5050009	62,416	90,000	40,000	90,000	110,000	110,000	90,000	110,000	110,000
Professional Fees 5060010	7,450	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Data Processing 5090012	213,657	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	14,996,895	16,431,792	16,933,346	16,725,844	17,865,299	17,865,299	16,726,854	17,866,309	17,866,309
Funding Sources									
State Central Services 4000035	14,996,895	16,431,792		16,725,844	17,865,299	17,865,299	16,726,854	17,866,309	17,866,309
Total Funding	14,996,895	16,431,792		16,725,844	17,865,299	17,865,299	16,726,854	17,866,309	17,866,309
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	14,996,895	16,431,792		16,725,844	17,865,299	17,865,299	16,726,854	17,866,309	17,866,309

Actual and Budget exceeds Authorized Appropriation in Conference & Travel Expenses by authority of Budget Classification Transfer.

Carry forward amounts for FY07: Operating Expenses \$476,803.13; Conference & Travel Fees \$10,583.69; Professional Fees \$ 2,550.20; Data Processing \$86,342.58

Change Level by Appropriation

Appropriation: 272-DFA Mgmt Services-Operations

Funding Sources: HSC - State Central Services

Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	16,725,844	256	16,725,844	100.0	16,726,854	256	16,726,854	100.0
C01	Existing Program	153,279	5	16,879,123	100.9	153,279	5	16,880,133	100.9
C02	New Program	152,736	2	17,031,859	101.8	152,736	2	17,032,869	101.8
C07	Agency Transfer	833,440	18	17,865,299	106.8	833,440	18	17,866,309	106.8

Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	16,725,844	256	16,725,844	100.0	16,726,854	256	16,726,854	100.0
C01	Existing Program	153,279	5	16,879,123	100.9	153,279	5	16,880,133	100.9
C02	New Program	152,736	2	17,031,859	101.8	152,736	2	17,032,869	101.8
C07	Agency Transfer	833,440	18	17,865,299	106.8	833,440	18	17,866,309	106.8

Justification

C01	This request includes \$133,279 each fiscal year for salaries and matching to restore 5 currently authorized clerical positions, 4 Secretary II's, grade 13 and 1 Document Examiner II, grade 12, for unanticipated needs that may occur throughout the Management Services Division and \$20,000 each fiscal year for Conference and Seminar Fees to provide continuing professional education for the Certified Public Accountants on staff in the Office of Accounting along with training seminars attended by various financial staff at key agencies within the State.
C02	This request of \$152,736 each fiscal year includes salaries and matching for 2 new DFA Accounting Manager positions, grade 25, for the Office of Accounting. One position would oversee the compilation of the annual Statewide Single Audit report. This task had previously been performed by Legislative Audit. The second position would provide technical research and guidance to agency and CAFR staff on the implementation of accounting pronouncements and regulations made by regulatory bodies such as FASB, GASB, GAO and SEC. Current staff can not support this work load.
C07	This request of \$833,440 each fiscal year is to transfer 19 positions from Child Support to Management Services and 1 position from Management Services to the Revenue Division. The transfer of the 19 positions from Child Support to DFA would help maximize federal funds in that state funds spent by Child Support for these positions would be used as matching funds to generate additional federal funding resulting in an additional 1.7 million in federal funding for OCSE. This transfer of positions, along with the funding expected from the DFA Cost Allocation Plan would help Child Support replenish most of the 3.0 million in state match funding lost as a result of the Federal Debt Reduction Act of 1995. The transfer of the Attorney Specialist position from Management Services to Revenue Legal Counsel is needed to address the continuing issues that require resolution with regard to the State's participation as a member of Streamlined Sales Tax. Current legislation provides for the Streamlined Sales Tax provisions to become effective in Arkansas on July 1, 2007.

Analysis of Budget Request

Appropriation: 274 - Marketing and Redistribution

Funding Sources: MPH - Property Sales Holding Fund

This appropriation provides for operation of the Department of Finance and Administration - Management Services Division - Marketing and Redistribution (M&R) Program. State agencies are required to dispose of furnishings, equipment, vehicles and other inventory items through M&R. State and public agencies have first option to purchase these items. Funding for this service is provided via fees charged for goods and services offered through the M&R Warehouse.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matchings also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

Base Level for this appropriation is \$1,226,208 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 274 Marketing and Redistribution
Funding Sources: MPH - Property Sales Holding Fund

Commitment Item	Historical Data			Agency Request and Executive Recommendation					
	2005-2006 Actual	2006-2007 Budget	2006-2007 Authorized	2007-2008			2008-2009		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	368,184	419,202	420,509	419,202	419,202	419,202	419,202	419,202	419,202
#Positions	15	15	15	15	15	15	15	15	15
Extra Help 5010001	1,587	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
#Extra Help	1	1	1	1	1	1	1	1	1
Personal Services Matching 5010003	132,173	143,120	137,551	148,401	148,401	148,401	148,401	148,401	148,401
Operating Expenses 5020002	100,544	128,605	128,605	128,605	128,605	128,605	128,605	128,605	128,605
Conference & Travel Expenses 5050009	160	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Special Maintenance 5120032	0	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Purchase Data Processing 5900044	0	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Total	602,648	1,220,927	1,216,665	1,226,208	1,226,208	1,226,208	1,226,208	1,226,208	1,226,208
Funding Sources									
Fund Balance 4000005	573,581	514,909		514,909	514,909	514,909	514,909	514,909	514,909
Non-Revenue Receipts 4000040	2,201,326	1,220,927		1,226,208	1,226,208	1,226,208	1,226,208	1,226,208	1,226,208
Transfer to DFA Disbursing 4000610	(1,657,350)	0		0	0	0	0	0	0
Total Funding	1,117,557	1,735,836		1,741,117	1,741,117	1,741,117	1,741,117	1,741,117	1,741,117
Excess Appropriation/(Funding)	(514,909)	(514,909)		(514,909)	(514,909)	(514,909)	(514,909)	(514,909)	(514,909)
Grand Total	602,648	1,220,927		1,226,208	1,226,208	1,226,208	1,226,208	1,226,208	1,226,208

The FY07 Budget amount in Personal Services Matching exceeds authorized amount due to matching rate adjustments during the 2005-2007 biennium.

\$1,657,350 fund transfer to DFA Disbursing Officer is for processing of net proceeds to Agencies from property sold through M & R.

Analysis of Budget Request

Appropriation: 277 - Quick Copy Service Center

Funding Sources: MRC - Quick Copy Service Center Revolving Fund

This appropriation provides for operation of the Department of Finance and Administration - Management Services Division - Quick Copy Service Center. Quick Copy provides high speed copying, bindery, lamination and graphic design products and services to State Agencies. Funding to support this function is derived from fees charged for services.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

Base Level for this appropriation is \$499,166 each year and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 277 Quick Copy Service Center
Funding Sources: MRC - Quick Copy Service Center Revolving Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	111,918	113,895	117,464	113,895	113,895	113,895	113,895	113,895	113,895
#Positions	4	4	4	4	4	4	4	4	4
Extra Help 5010001	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
#Extra Help	0	3	3	3	3	3	3	3	3
Personal Services Matching 5010003	37,518	39,271	38,367	40,671	40,671	40,671	40,671	40,671	40,671
Operating Expenses 5020002	28,937	318,600	318,600	318,600	318,600	318,600	318,600	318,600	318,600
Conference & Travel Expenses 5050009	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements 5110014	1,023	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	179,396	497,766	500,431	499,166	499,166	499,166	499,166	499,166	499,166
Funding Sources									
Fund Balance 4000005	94,870	69,370		0	0	0	0	0	0
Non-Revenue Receipts 4000040	153,896	428,396		499,166	499,166	499,166	499,166	499,166	499,166
Total Funding	248,766	497,766		499,166	499,166	499,166	499,166	499,166	499,166
Excess Appropriation/(Funding)	(69,370)	0		0	0	0	0	0	0
Grand Total	179,396	497,766		499,166	499,166	499,166	499,166	499,166	499,166

The FY07 Budget amount in Personal Services Matching exceeds authorized amount due to matching rate adjustments during the 2005-2007 biennium.

Analysis of Budget Request

Appropriation: 278 - Employee Benefits Division

Funding Sources: HSC - State Central Services

The Department of Finance and Administration - Employees Benefit Division manages the group health and life programs, other select benefit programs for active and retired state and public school employees, and builds quality programs that operate in an efficient manner to ensure responsive customer service, promote product education, affordability and accessibility.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. The Base Level request of \$1,295,101 for FY08 and FY09 for Regular Salaries does include board member Stipend payments. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

The Base Level for this appropriation is \$2,890,378 each year of the biennium. The Agency Request is to reallocate \$20,000 in Professional Fees to Operating Expenses due to changes in the Procurement Regulations where certain professional services contracts previously paid from Professional Fees are now considered technical contracts and paid from Operating Expenses.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 278 Employee Benefits Division
Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	1,187,017	1,295,101	1,217,682	1,295,101	1,295,101	1,295,101	1,295,101	1,295,101	1,295,101
#Positions		34	36	33	36	36	36	36	36	36
Personal Services Matching	5010003	363,350	404,261	360,511	417,361	417,361	417,361	417,361	417,361	417,361
Overtime	5010006	0	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Operating Expenses	5020002	870,076	1,096,827	1,096,827	1,096,827	1,116,827	1,116,827	1,096,827	1,116,827	1,116,827
Conference & Travel Expenses	5050009	11,999	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000
Professional Fees	5060010	600	49,089	49,089	49,089	29,089	29,089	49,089	29,089	29,089
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		2,433,042	2,877,278	2,756,109	2,890,378	2,890,378	2,890,378	2,890,378	2,890,378	2,890,378
Funding Sources										
State Central Services	4000035	2,433,042	2,877,278		2,890,378	2,890,378	2,890,378	2,890,378	2,890,378	2,890,378
Total Funding		2,433,042	2,877,278		2,890,378	2,890,378	2,890,378	2,890,378	2,890,378	2,890,378
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		2,433,042	2,877,278		2,890,378	2,890,378	2,890,378	2,890,378	2,890,378	2,890,378

Actual and/or Budget amount in Regular Salaries and Personal Services Matching exceeds authorized amount due to salary and matching rate adjustments during the 2005-2007 biennium.

Change Level by Appropriation

Appropriation: 278-Employee Benefits Division

Funding Sources: HSC - State Central Services

Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	2,890,378	36	2,890,378	100.0	2,890,378	36	2,890,378	100.0
C04	Reallocation	0	0	2,890,378	100.0	0	0	2,890,378	100.0

Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	2,890,378	36	2,890,378	100.0	2,890,378	36	2,890,378	100.0
C04	Reallocation	0	0	2,890,378	100.0	0	0	2,890,378	100.0

Justification

C04	Due to the changes in the Procurement Regulation certain professional services contracts expensed from Professional Fees have been reclassified and are now considered technical contracts expensed from Operating Expenses.
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Analysis of Budget Request

Appropriation: 279 - Data Processing

Funding Sources: HSC - State Central Services

The Department of Finance and Administration (DFA) - Office of Information Technology facilitates a more effective and efficient management of the Department's information technology assets. Funded from State Central Services, this appropriation provides for data processing, development, implementation, enhancement, and operation of automated systems within the Department of Finance and Administration. The AASIS Billings line item represents the amount the Department of Information Systems bills the Department of Finance and Administration for the AASIS Support Center.

The Base Level for this appropriation is \$30,000,000 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 279 Data Processing
Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2005-2006 Actual	2006-2007 Budget	2006-2007 Authorized	2007-2008			2008-2009		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Data Processing Services	5900044	14,264,285	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000	23,500,000
AASIS Billings	5900046	5,094,380	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000
Total		19,358,665	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000
Funding Sources										
State Central Services	4000035	19,266,923	30,000,000		30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000
DFA Motor Vehicle Acquisition	4000184	91,742	0		0	0	0	0	0	0
Total Funding		19,358,665	30,000,000		30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		19,358,665	30,000,000		30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000

Carry forward amounts for FY07: Data Processing Services \$9,355,089.90; AASIS Billings \$1,405,620.31.

Analysis of Budget Request

Appropriation: 2HG - Personnel Mgmt-Employee Awards

Funding Sources: HSC - State Central Services

This appropriation provides authority for payment of awards made through the Arkansas Employee Suggestion System (A.C.A § 21-11-101 et seq.). Through this program, state employees are encouraged to submit cost saving ideas for State Government. Employees eligible to participate in the Employee Suggestion System Program are those who are full-time state employees of all departments, agencies, institutions, boards, commissions or other agencies of the State supported by state and/or federal funds.

Up to \$5,000 in cash awards is given for suggestions that provide tangible monetary savings. Awards are paid in an amount equal to 10% of the first year's estimated net cost savings. There is a maximum award possible for tangible savings of \$5,000 and a Certificate of Recognition. Certificates are given for suggestions providing intangible benefits such as more efficient procedures and forms and improved employee morale, employee health or safety. Awards for intangible savings range from a Certificate of Recognition to \$100.

Funds disbursed for awards from the State Central Services Fund are reimbursed from funds of the benefiting Agency.

Base Level of this appropriation is \$32,280 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 2HG Personnel Mgmt-Employee Awards
Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	0	4,951	4,951	4,951	4,951	4,951	4,951	4,951	4,951
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Employee Awards	5900046	289	27,329	27,329	27,329	27,329	27,329	27,329	27,329	27,329
Total		289	32,280	32,280	32,280	32,280	32,280	32,280	32,280	32,280
Funding Sources										
State Central Services	4000035	289	32,280		32,280	32,280	32,280	32,280	32,280	32,280
Total Funding		289	32,280		32,280	32,280	32,280	32,280	32,280	32,280
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		289	32,280		32,280	32,280	32,280	32,280	32,280	32,280

Analysis of Budget Request

Appropriation: 574 - Statewide Payroll Paying

Funding Sources: PAY - State Payroll Fund

This appropriation provides the authority for disbursement of personal services of the various state agencies as a result of the consolidation to one federal identification number for all state agencies in the State of Arkansas. Actual expenditures are reflected at the individual agency level.

Base Level for this appropriation is \$2,100,000,000 each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 574 Statewide Payroll Paying
Funding Sources: PAY - State Payroll Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Statewide Payroll Paying 5900046	0	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Total	0	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Funding Sources									
Agency Payroll Paying Accounts 4000085	0	2,100,000,000		2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Total Funding	0	2,100,000,000		2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	2,100,000,000		2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000	2,100,000,000

Analysis of Budget Request

Appropriation: 583 - CAFR

Funding Sources: HUA - Miscellaneous Agencies Fund

This general revenue funded appropriation provides the necessary expenses for preparing and auditing the Comprehensive Annual Financial Report (CAFR) for the State of Arkansas. Special language specifies that the Legislative Auditor and the Chief Fiscal Officer of the State shall jointly select the independent auditor. Special Language provides for the transfer of any funds or appropriation authorized in Department of Finance and Administration - Management Services to be supplemental to this appropriation in the event that the appropriation or funding provided for the audit of the CAFR is inadequate.

Base Level for this appropriation is \$250,000 for each year of the biennium and represents the Agency Request.

The Executive Recommendation provides for Basel Level appropriation without general revenue funding.

Appropriation Summary

Appropriation: 583 CAFR
Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Comprehensive Annual Financial Report 5900044	0	250,000	500,000	250,000	250,000	250,000	250,000	250,000	250,000
Total	0	250,000	500,000	250,000	250,000	250,000	250,000	250,000	250,000
Funding Sources									
General Revenue 4000010	0	250,000		250,000	250,000	0	250,000	250,000	0
Unfunded Appropriation 4000715	0	0		0	0	250,000	0	0	250,000
Total Funding	0	250,000		250,000	250,000	250,000	250,000	250,000	250,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	250,000		250,000	250,000	250,000	250,000	250,000	250,000

Carry forward amount for FY07: CAFR \$500,000; Carry forward amount is blocked.

Analysis of Budget Request

Appropriation: 584 - AASIS Support Center-Operations

Funding Sources: HSC - State Central Services

This State Central Services funded appropriation provides the necessary expenses for personal services and operating expenses of the Arkansas Administrative Statewide Information System (AASIS) Support Center.

The AASIS Support Center, an Office within the Department of Finance and Administration (DFA) - Management Services Division, is responsible for ensuring the AASIS and Planning Budgeting and Administrative System (PBAS) systems comply with and support policies and procedures promulgated by the DFA Office of Budget, Personnel Management, Accounting, State Procurement, and the Employee Benefits Division. The AASIS Support Center provides user support and training for approximately 30,000 state employees and over 200 state agencies, boards and commissions.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

Base Level for this appropriation is \$4,468,057 each year and represents the Agency Request.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 584 AASIS Support Center-Operations
Funding Sources: HSC - State Central Services

Commitment Item	Historical Data			Agency Request and Executive Recommendation					
	2005-2006 Actual	2006-2007 Budget	2006-2007 Authorized	2007-2008			2008-2009		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	2,702,062	2,915,162	2,959,420	2,915,162	2,915,162	2,915,162	2,915,162	2,915,162	2,915,162
#Positions	58	60	60	60	60	60	60	60	60
Personal Services Matching 5010003	745,783	806,978	790,323	843,196	843,196	843,196	843,196	843,196	843,196
Operating Expenses 5020002	271,910	442,100	542,100	442,100	442,100	442,100	442,100	442,100	442,100
Conference & Travel Expenses 5050009	160,895	267,599	167,599	267,599	267,599	267,599	267,599	267,599	267,599
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	3,880,650	4,431,839	4,459,442	4,468,057	4,468,057	4,468,057	4,468,057	4,468,057	4,468,057
Funding Sources									
State Central Services 4000035	3,880,650	4,431,839		4,468,057	4,468,057	4,468,057	4,468,057	4,468,057	4,468,057
Total Funding	3,880,650	4,431,839		4,468,057	4,468,057	4,468,057	4,468,057	4,468,057	4,468,057
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	3,880,650	4,431,839		4,468,057	4,468,057	4,468,057	4,468,057	4,468,057	4,468,057

The FY07 Budget amount in Personal Services Matching exceeds authorized amount due to matching rate adjustments during the 2005-2007 biennium.

Budget exceeds Authorized Appropriation in Conference & Travel Expenses by authority of Budget Classification Transfer.

Analysis of Budget Request

Appropriation: 907 - DFA Mgmt Services - Misc Cash

Funding Sources: NFA - DFA Miscellaneous Paying - Cash in Treasury

This appropriation is used to provide spending authority for various activities such as the DFA Office of Personnel Management - Inter-Agency Training Program, DFA Office of State Procurement seminars, vendor fees and rebates, and DFA - Employee Benefits Division. The source of funding for this appropriation is registration fees collected from participants attending training sessions, seminars, payment of vendor fees, and other miscellaneous reimbursements and revenues.

The Base Level request is \$596,843 each year of the biennium. A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum income limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

Change Level Requests total \$1,082,542 each year of the biennium and include the following:

- Continuation of three (3) supplemental positions to regular positions, approved in FY07 for the Employee Benefits Division (EBD), Centers for Medicaid and Medicare Services (CMS) Program, in order to assume the responsibilities created through the new federally mandated Medicare Part D Program of sponsoring a pharmacy benefit for retirees.
 - One (1) D010 Data Base Analyst - grade 21
 - Two (2) R266 Management Project Analyst II - grade 20
- Four (4) new positions are requested for the Employee Benefits Division (EBD), Health Services Department, in order to assume the responsibilities of detailed case management previously done by the insurance providers at minimal level. This internal case management practice will help in keepings costs down.
 - Three (3) L078 Nurse Supervisor - grade 22
 - One (1) L084 Patient Care Supervisor - grade 22
- \$50,000 in Conference & Travel Expenses to continue Cash Fund Letter approved in FY07 for the Office of State Procurement (OSP) to provide professional training in public procurement for team leaders and buyers that will lead to certification.
- \$11,000 in FY08 and \$7,000 in FY09 in Operating Expenses and \$12,600 each year in Conference & Travel Expenses to support the 4 new positions requested for the Heath Services Department within EBD;
- \$15,000 each year in Operating Expenses and \$2,100 each year in Conference & Travel Expenses to continue Cash Fund Letter approved for EBD in FY07 for the Centers of Medicaid and Medicare Services (CMS) Program.
- \$600,000 in Operating Expenses for Technical Services is requested to enhance the insurance benefit system capabilities to capture the Health Employer Data Information Sets (HEDIS) and to report this information to the Quality of Care Committee of the State and Public School Employees Life and Health Insurance Board that was created during the last legislative session.

This information can then be used by the Board in making future quality of care enhancement decisions for the membership.

Summary of Agency Request:

	#POS	FY2008	FY2009
Continuation of Supplemental Positions - EBD	3	\$ 119,136	\$ 119,136
New Positions - EBD	<u>4</u>	<u>182,196</u>	<u>182,196</u>
Regular Salaries (00)	7	\$ 301,332	\$ 301,332
Personal Services Matching (03)		\$ 90,510	\$ 90,510
Office Supplies; Telephone, etc. - EBD		\$ 26,000	\$ 22,000
Miscellaneous Technical Services - EBD		<u>600,000</u>	<u>600,000</u>
Operating Expenses (02)		\$ 626,000	\$ 622,000
Conference, Seminar, Travel - EBD		\$ 14,700	\$ 14,700
Conference & Seminar Fees - OSP		<u>50,000</u>	<u>50,000</u>
Conference & Travel Expenses (09)		\$ 64,700	\$ 64,700
Total Request over Base Level	7	\$ 1,082,542	\$ 1,078,542

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

Appropriation Summary

Appropriation: 907 DFA Mgmt Services - Misc Cash
Funding Sources: NFA - DFA Miscellaneous Paying - Cash in Treasury

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	201,420	209,030	206,269	209,030	510,362	510,362	209,030	510,362	510,362
#Positions		7	7	7	7	14	14	7	14	14
Personal Services Matching	5010003	79,285	105,199	65,906	71,791	162,301	162,301	71,791	162,301	162,301
Supplemental Emerg Positions	5010007	61,066	119,136	0	0	0	0	0	0	0
Operating Expenses	5020002	77,674	281,222	266,222	266,222	892,222	892,222	266,222	888,222	888,222
Conference & Travel Expenses	5050009	22,490	59,200	7,100	7,100	71,800	71,800	7,100	71,800	71,800
Professional Fees	5060010	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	209	17,700	17,700	17,700	17,700	17,700	17,700	17,700	17,700
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		442,144	816,487	588,197	596,843	1,679,385	1,679,385	596,843	1,675,385	1,675,385
Funding Sources										
Fund Balance	4000005	630,693	899,807		783,320	783,320	783,320	486,477	486,477	486,477
Cash Fund	4000045	682,478	700,000		300,000	1,382,542	1,382,542	300,000	1,378,542	1,378,542
Interest	4000300	33,502	0		0	0	0	0	0	0
Service Charges	4000447	(4,722)	0		0	0	0	0	0	0
Total Funding		1,341,951	1,599,807		1,083,320	2,165,862	2,165,862	786,477	1,865,019	1,865,019
Excess Appropriation/(Funding)		(899,807)	(783,320)		(486,477)	(486,477)	(486,477)	(189,634)	(189,634)	(189,634)
Grand Total		442,144	816,487		596,843	1,679,385	1,679,385	596,843	1,675,385	1,675,385

Actual and/or Budget exceeds Authorized Appropriation in Personal Services Matching, Supplemental Positions, Operating Expenses and Conference & Travel Expenses due to a transfer from the Cash Fund Holding Account. 3 Positions authorized by Supplemental Emergency Positions.

Change Level by Appropriation

Appropriation: 907-DFA Mgmt Services - Misc Cash
Funding Sources: NFA - DFA Miscellaneous Paying - Cash in Treasury

Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	596,843	7	596,843	100.0	596,843	7	596,843	100.0
C01	Existing Program	326,645	4	923,488	154.7	322,645	4	919,488	154.0
C02	New Program	600,000	0	1,523,488	255.2	600,000	0	1,519,488	254.5
C06	Restored Position	155,897	3	1,679,385	281.3	155,897	3	1,675,385	280.7

Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	596,843	7	596,843	100.0	596,843	7	596,843	100.0
C01	Existing Program	326,645	4	923,488	154.7	322,645	4	919,488	154.0
C02	New Program	600,000	0	1,523,488	255.2	600,000	0	1,519,488	254.5
C06	Restored Position	155,897	3	1,679,385	281.3	155,897	3	1,675,385	280.7

Justification

C01	\$50,000 in Conference & Travel Expenses to continue cash fund letter approved in FY07 for the Office of State Procurement (OSP) to provide professional training in public procurement for team leaders and buyers that will lead to certification.\$235,945 each year in salaries and related matching for 4 new positions to be used for case management, 3 Nurse Supervisors and 1 Patient Care Supervisor, for the Employee Benefits Division (EBD) for the Health Services Department within EBD;\$11,000 in FY08 and \$7,000 in FY09 in Operating Expenses and \$12,600 each year in Conference & Travel Expenses to support the 4 new positions requested for the Health Services Department within EBD; and\$15,000 each year in Operating Expenses and \$2,100 each year in Conference & Travel Expenses to continue cash fund letter approved for EBD in FY07 for the Centers of Medicaid and Medicare Services (CMS) Program.
C02	\$600,000 in Operating Expenses for Technical Services is requested to enhance the insurance benefit system capabilities to capture the Health Employer Data Information Sets (HEDIS) and to report this information to the Quality of Care Committee of the State and Public School Employees Life and Health Insurance Board (the Board) that was created during the last legislative session. This information can then be used by the Board in making future quality of care enhancement decisions for the membership.
C06	This request includes \$155,897 each year for salaries and matching for the continuation of 3 supplemental positions to regular positions, 2 Management Project Analyst II positions and 1 Data Base Analyst position, approved in FY06 for the Centers of Medicaid and Medicare Services (CMS) Program.

Appropriation Summary

Appropriation: 1RQ Violent Offnd Incarceration Grant Program - Federal
Funding Sources: FFB - DFA Federal Funds

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	0	0	1,900	0	0	0	0	0	0
Conference & Travel Expenses 5050009	0	0	1,200	0	0	0	0	0	0
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Grants and Aid 5100004	27,576	0	6,500,000	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	27,576	0	6,503,100	0	0	0	0	0	0
Funding Sources									
Federal Revenue 4000020	27,576	0		0	0	0	0	0	0
Total Funding	27,576	0		0	0	0	0	0	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	27,576	0		0	0	0	0	0	0

THIS APPROPRIATION IS NOT REQUESTED FOR THE 2007-2009 BIENNIUM.

As of September 30, 2006 this grant program was discontinued by the federal government.