

# **State of Alaska FY2005 Governor's Operating Budget**

## **Department of Education and Early Development Administrative Services Component Budget Summary**

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**Component: Administrative Services**

**Contribution to Department's Mission**

To provide centralized management and financial support services.

**Core Services**

This component provides services to the department in payroll, personnel, training, budget preparation and implementation, federal and state reporting, accounting, procurement and contracting services. The Finance and Accounting Unit processes budget transactions, revised programs, payments, grant awards, RSA's and certification of transactions input at the central or decentralized offices. The Supply and Procurement Unit processes mail, makes deliveries, processes delivery orders, provides bidding and procurement for supplies, professional services contracts and requests for quotations and proposals, reconciles invoices to deliverables prior to payment and is responsible for the department's inventory and lease contact.

| FY2005 Resources Allocated to Achieve Results |                   |          |
|---|-------------------|----------|
| <b>FY2005 Component Budget: \$1,134,600</b>   | <b>Personnel:</b> |          |
|   | Full time         | 9        |
|   | Part time         | 0        |
|   | <b>Total</b>      | <b>9</b> |

**Key Component Challenges**

Continuing to improve service delivery in support of department programs.

**Significant Changes in Results to be Delivered in FY2005**

Significant changes in business process have occurred and are designed to reduce cost and improve service delivery.

**Major Component Accomplishments in 2003**

- \* Maintained timely and accurate financial management services
- \* Conducted quarterly division staff/training meetings
- \* Provided professional level procurement services
- \* Maintained high level of timely and accurate payroll services
- \* Provided training opportunities for managers, supervisors and employees
- \* Developed performance standards and measures for employees

**Statutory and Regulatory Authority**

4 AAC 27      AS Title 39  
 AS Title 14    AS 28.05.104  
 AS Title 23  
 AS Title 37

**Contact Information**

**Contact:** Karen J. Rehfeld, Deputy Commissioner  
**Phone:** (907) 465-8650  
**Fax:** (907) 465-3452  
**E-mail:** Karen\_Rehfeld@eed.state.ak.us

### Administrative Services Component Financial Summary

*All dollars shown in thousands*

|                                | FY2003 Actuals | FY2004 Authorized | FY2005 Governor |
|--------------------------------|----------------|-------------------|-----------------|
| <b>Non-Formula Program:</b>    |                |                   |                 |
| <b>Component Expenditures:</b> |                |                   |                 |
| 71000 Personal Services        | 924.8          | 843.8             | 538.5           |
| 72000 Travel                   | 9.2            | 5.4               | 5.4             |
| 73000 Contractual              | 267.3          | 240.8             | 578.7           |
| 74000 Supplies                 | 26.5           | 12.0              | 12.0            |
| 75000 Equipment                | 6.4            | 0.0               | 0.0             |
| 76000 Land/Buildings           | 0.0            | 0.0               | 0.0             |
| 77000 Grants, Claims           | 0.0            | 0.0               | 0.0             |
| 78000 Miscellaneous            | 0.0            | 0.0               | 0.0             |
| <b>Expenditure Totals</b>      | <b>1,234.2</b> | <b>1,102.0</b>    | <b>1,134.6</b>  |
| <b>Funding Sources:</b>        |                |                   |                 |
| 1002 Federal Receipts          | 123.7          | 145.0             | 145.0           |
| 1004 General Fund Receipts     | 605.4          | 476.2             | 483.2           |
| 1007 Inter-Agency Receipts     | 505.1          | 480.8             | 506.4           |
| <b>Funding Totals</b>          | <b>1,234.2</b> | <b>1,102.0</b>    | <b>1,134.6</b>  |

### Estimated Revenue Collections

| Description                     | Master<br>Revenue<br>Account | FY2003<br>Actuals | FY2004<br>Authorized | FY2005<br>Governor |
|---------------------------------|------------------------------|-------------------|----------------------|--------------------|
| <b>Unrestricted Revenues</b>    |                              |                   |                      |                    |
| None.                           |                              | 0.0               | 0.0                  | 0.0                |
| <b>Unrestricted Total</b>       |                              | <b>0.0</b>        | <b>0.0</b>           | <b>0.0</b>         |
| <b>Restricted Revenues</b>      |                              |                   |                      |                    |
| Federal Receipts                | 51010                        | 123.7             | 145.0                | 145.0              |
| Interagency Receipts            | 51015                        | 505.1             | 480.8                | 506.4              |
| <b>Restricted Total</b>         |                              | <b>628.8</b>      | <b>625.8</b>         | <b>651.4</b>       |
| <b>Total Estimated Revenues</b> |                              | <b>628.8</b>      | <b>625.8</b>         | <b>651.4</b>       |

**Summary of Component Budget Changes  
From FY2004 Authorized to FY2005 Governor**

*All dollars shown in thousands*

|  | <u>General Funds</u> | <u>Federal Funds</u> | <u>Other Funds</u> | <u>Total Funds</u> |
|--|----------------------|----------------------|--------------------|--------------------|
| <b>FY2004 Authorized</b>   | <b>476.2</b>         | <b>145.0</b>         | <b>480.8</b>       | <b>1,102.0</b>     |
| <b>Adjustments which will continue<br/>current level of service:</b> |                      |                      |                    |                    |
| -Human Resources Integration<br>Funding from Division of Personnel   | 7.0                  | 0.0                  | 0.0                | 7.0                |
| -Changes to Retirement and Other<br>Personal Services Rates          | 0.0                  | 0.0                  | 25.6               | 25.6               |
| <b>FY2005 Governor</b>   | <b>483.2</b>         | <b>145.0</b>         | <b>506.4</b>       | <b>1,134.6</b>     |

**Administrative Services  
Personal Services Information**

| <b>Authorized Positions</b> |                              | <b>Personal Services Costs</b> |                                  |                 |
|-----------------------------|------------------------------|--------------------------------|----------------------------------|-----------------|
|                             | <b>FY2004<br/>Authorized</b> | <b>FY2005<br/>Governor</b>     |                                  |                 |
| Full-time                   | 14                           | 9                              | Annual Salaries                  | 379,069         |
| Part-time                   | 0                            | 0                              | Premium Pay                      | 0               |
| Nonpermanent                | 0                            | 0                              | Annual Benefits                  | 176,063         |
|                             |                              |                                | <i>Less 3.00% Vacancy Factor</i> | <i>(16,632)</i> |
|                             |                              |                                | Lump Sum Premium Pay             | 0               |
| <b>Totals</b>               | <b>14</b>                    | <b>9</b>                       | <b>Total Personal Services</b>   | <b>538,500</b>  |

**Position Classification Summary**

| <b>Job Class Title</b>     | <b>Anchorage</b> | <b>Fairbanks</b> | <b>Juneau</b> | <b>Others</b> | <b>Total</b> |
|----------------------------|------------------|------------------|---------------|---------------|--------------|
| Accounting Tech I          | 0                | 0                | 2             | 0             | 2            |
| Accounting Tech II         | 0                | 0                | 3             | 0             | 3            |
| Accounting Tech III        | 0                | 0                | 1             | 0             | 1            |
| Administrative Svcs Mgr    | 0                | 0                | 1             | 0             | 1            |
| Program Budget Analyst III | 0                | 0                | 1             | 0             | 1            |
| Supply Technician II       | 0                | 0                | 1             | 0             | 1            |
| <b>Totals</b>              | <b>0</b>         | <b>0</b>         | <b>9</b>      | <b>0</b>      | <b>9</b>     |