

State of Alaska FY2012 Governor's Operating Budget

Department of Education and Early Development Administrative Services Component Budget Summary

Component: Administrative Services

Contribution to Department's Mission

To provide centralized, administrative management and financial support services to the department.

Core Services

- This component provides centralized administrative services to the department through the coordination of various functions such as human resources, payroll, travel, budget preparation and execution, federal and state reporting, accounting, procurement, leasing, property control and other administrative responsibilities in accordance with federal laws, state statutes and regulations.

Key Component Challenges

The Administrative Services component provides efficient and timely administrative, financial, budgetary and procurement support services to the department; however, due to the increase of workloads as a result of staff retirement and personal service vacancies, meeting departmental needs in a timely manner on a consistent basis can sometimes be challenging.

Significant Changes in Results to be Delivered in FY2012

There are no significant changes in the results to be delivered in FY2012.

Major Component Accomplishments in 2010

- Maintained timely and accurate financial management services
- Provided professional level procurement and administrative services
- Maintained high level of timely and accurate payroll services

Statutory and Regulatory Authority

AS Title 14 AS Title 39
AS Title 23 AS 28.05.104
AS Title 37

Contact Information

Contact: Anna Kim, Administrative Services Director
Phone: (907) 465-2875
Fax: (907) 463-3452
E-mail: anna.kim@alaska.gov

**Administrative Services
Component Financial Summary**

All dollars shown in thousands

	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	950.3	904.2	1,009.9
72000 Travel	4.1	5.4	5.4
73000 Services	455.0	491.4	501.4
74000 Commodities	33.2	12.0	20.8
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,442.6	1,413.0	1,537.5
Funding Sources:			
1002 Federal Receipts	99.7	145.0	145.0
1004 General Fund Receipts	531.1	643.0	689.5
1007 Inter-Agency Receipts	811.8	625.0	703.0
Funding Totals	1,442.6	1,413.0	1,537.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	99.7	145.0	145.0
Interagency Receipts	51015	811.8	625.0	703.0
Restricted Total		911.5	770.0	848.0
Total Estimated Revenues		911.5	770.0	848.0

**Summary of Component Budget Changes
From FY2011 Management Plan to FY2012 Governor**

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2011 Management Plan	643.0	0.0	625.0	145.0	1,413.0
Adjustments which will continue current level of service:					
-FY 2011 Over/Understated GGU/SU salary adjustments	-1.7	0.0	0.0	0.0	-1.7
-Correct Unrealizable Fund Sources for Personal Services Increases	20.6	0.0	-20.6	0.0	0.0
-FY 2012 Personal Services increases	27.6	0.0	20.6	0.0	48.2
Proposed budget increases:					
-Interagency Receipt Support for Administrative Services	0.0	0.0	78.0	0.0	78.0
FY2012 Governor	689.5	0.0	703.0	145.0	1,537.5

Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2011 Management Plan	FY2012 Governor		
Full-time	10	10	Annual Salaries	638,534
Part-time	0	0	COLA	2,957
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	368,483
			<i>Less 0.01% Vacancy Factor</i>	(74)
			Lump Sum Premium Pay	0
Totals	10	10	Total Personal Services	1,009,900

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	3	0	3
Budget Analyst IV	0	0	1	0	1
Division Director	0	0	1	0	1
Procurement Spec III	0	0	1	0	1
Totals	0	0	10	0	10

Component Detail All Funds
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

	FY2010 Actuals	FY2011 Conference Committee (Final)	FY2011 Authorized	FY2011 Management Plan	FY2012 Governor	FY2011 Management Plan vs FY2012 Governor	
71000 Personal Services	950.3	793.8	796.2	904.2	1,009.9	105.7	11.7%
72000 Travel	4.1	5.4	5.4	5.4	5.4	0.0	0.0%
73000 Services	455.0	599.4	599.4	491.4	501.4	10.0	2.0%
74000 Commodities	33.2	12.0	12.0	12.0	20.8	8.8	73.3%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	1,442.6	1,410.6	1,413.0	1,413.0	1,537.5	124.5	8.8%
Fund Sources:							
1002 Fed Rcpts	99.7	145.0	145.0	145.0	145.0	0.0	0.0%
1004 Gen Fund	531.1	640.6	643.0	643.0	689.5	46.5	7.2%
1007 I/A Rcpts	811.8	625.0	625.0	625.0	703.0	78.0	12.5%
Unrestricted General (UGF)	531.1	640.6	643.0	643.0	689.5	46.5	7.2%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	811.8	625.0	625.0	625.0	703.0	78.0	12.5%
Federal Funds	99.7	145.0	145.0	145.0	145.0	0.0	0.0%
Positions:							
Permanent Full Time	9	9	9	10	10	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios With Descriptions
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2011 Conference Committee (Final) To FY2011 Authorized *****												
FY2011 Conference Committee												
ConfCom		1,410.6	793.8	5.4	599.4	12.0	0.0	0.0	0.0	9	0	0
1002 Fed Rcpts		145.0										
1004 Gen Fund		640.6										
1007 I/A Rcpts		625.0										
ADN 0510013 FY 2011 Non-covered Salary Increase Year 1 SLA 10 Chapter 56 (HB 421)												
FisNot		2.4	2.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		2.4										
Subtotal		1,413.0	796.2	5.4	599.4	12.0	0.0	0.0	0.0	9	0	0
***** Changes From FY2011 Authorized To FY2011 Management Plan *****												
ADN 0510103 Line Item Transfer to Support Accounting Technician III Position and Balance Vacancy Factor												
LIT		0.0	108.0	0.0	-108.0	0.0	0.0	0.0	0.0	0	0	0
This line item transfer moves authorization from the contractual line to the personal services line to accurately reflect anticipated personal services expenditures for FY11. Contractual obligations will be reviewed and reallocated as necessary to support the budget reallocation. Funds are needed in the personal services line to support position reclassifications based on an alignment of workload assignments and the true-up addition of an Accounting Technician III. (I/A receipts)												
ADN 0510212 True-Up Non-permanent Unbudgeted Position Changed to Budgeted Permanent Accounting Tech III Position												
PosAdj		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
The department's accounting and administrative services section has been supporting an unbudgeted, non-permanent accounting position for over a year. Accounting services support remains necessary and the workload continues to increase due to the addition of new departmental programs over the last few years. In efforts to true-up services and support positions, and based on the on-going and continued needs for accounting services to provide the department with efficient and professional support, the department is requesting an adjustment to this existing non-permanent position in order to create a budgeted, permanent full-time Accounting Tech III position.												
This is a range 16 position located in Juneau and funded in FY11 through interagency receipts.												
Subtotal		1,413.0	904.2	5.4	491.4	12.0	0.0	0.0	0.0	10	0	0
***** Changes From FY2011 Management Plan To FY2012 Governor *****												
FY 2011 Over/Understated GGU/SU salary adjustments												
SalAdj		-1.7	-1.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-1.7										

Change Record Detail - Multiple Scenarios With Descriptions
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	

When the SU and GGU salary adjustments were calculated, errors were made that understated some GGU amounts and overstated some SU amounts. This change record identifies the over and under stated amounts associated with these calculations. (-\$1.7)

Interagency Receipt Support for Administrative Services

1007 I/A Rcpts	IncM	78.0	78.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
----------------	------	------	------	-----	-----	-----	-----	-----	-----	---	---	---

The requested Interagency Receipts from chargeback will support the staffing plan for Administrative Services, where an accounting technician III was added during Management Plan. With an increase in mission-related programs performed by the Department of Education and Early Development, there continues to be a critical need for the support of the administrative services component to provide the necessary financial, budget and management related services as efficiently as possible.

Correct Unrealizable Fund Sources for Personal Services Increases

1004 Gen Fund	FndChg	20.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-20.6										

Administrative Services Interagency Receipts are received from the other Department of Education and Early Development (EED) divisions for administrative management and support services. Increasing the interagency chargebacks to offset the increases in health insurance and bargaining unit adjustment would result in placing the burden of the costs on the other EED divisions and require them to reallocate funding through a reduction in other program areas that would otherwise support critical component related services and mission-related programs. The administrative services staff is extremely limited and could not sustain further personnel reductions to offset the cost or reallocate the limited funding within this component.

Line Item Transfer to Balance Vacancy Factor

LIT		0.0	-18.8	0.0	10.0	8.8	0.0	0.0	0.0	0	0	0
-----	--	-----	-------	-----	------	-----	-----	-----	-----	---	---	---

A line item transfer is necessary to balance the personal services vacancy factor.

FY 2012 Personal Services increases

1004 Gen Fund	SalAdj	27.6	48.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		20.6										

This change record includes the following personal services increases totalling \$48.2:

- Alaska State Employees Assn (GGU) FY2012 Health Insurance Increased Costs: \$15.3
- Alaska Public Employees Assn (SU) FY2012 Health Insurance Increased Costs: \$1.9
- Non-Covered Employees FY2012 Health Insurance Increased Costs: \$1.9
- Alaska State Employees Association (GGU) FY 12 COLA increases: \$11.2
- Alaska Public Employees Association (SU) FY 12 COLA increases: \$1.8
- Non-Covered Employees FY 12 COLA increases: \$2.8
- Alaska State Employees Association - ASEA Geographic Differential for GGU: \$11.5

Change Record Detail - Multiple Scenarios With Descriptions
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Alaska Public Employees Association - APEA Geographic Differential for SU: \$1.8												
	Totals	1,537.5	1,009.9	5.4	501.4	20.8	0.0	0.0	0.0	10	0	0

Personal Services Expenditure Detail
Department of Education and Early Development

Scenario: FY2012 Governor (8665)
Component: Administrative Services (157)
RDU: Education Support Services (400)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
05-?023	Accounting Tech III	FT	A	GG	Juneau	202	16C / D	12.0		52,010	0	0	33,257	85,267	0
05-1168	Budget Analyst IV	FT	A	GP	Juneau	202	21F / G	12.0		80,454	0	0	42,902	123,356	123,356
05-1351	Accountant IV	FT	A	SS	Juneau	202	20C / D	12.0		71,772	0	0	39,482	111,254	76,820
05-2059	Accounting Tech III	FT	A	GP	Juneau	202	16E / F	12.0		56,540	0	0	34,793	91,333	0
05-7008	Accounting Tech II	FT	A	GP	Juneau	202	14C / D	12.0		45,674	0	0	31,108	76,782	76,782
05-7019	Accounting Tech II	FT	A	GP	Juneau	202	14G	10.0		42,480	0	0	27,422	69,902	69,902
05-7624	Accounting Tech III	FT	A	GP	Juneau	202	16G / J	12.0		59,857	0	0	35,918	95,775	0
05-7717	Accounting Tech I	FT	A	GP	Juneau	202	12G / J	12.0		45,630	0	0	31,093	76,723	76,723
05-8724	Procurement Spec III	FT	A	GP	Juneau	202	18G / J	12.0		68,405	0	0	38,816	107,221	0
05-8726	Division Director	FT	A	XE	Juneau	AA	27F / J	12.0		115,712	2,957	0	53,692	172,361	172,361
													Total Salary Costs:	638,534	
													Total COLA:	2,957	
													Total Premium Pay:	0	
													Total Benefits:	368,483	
													Total Pre-Vacancy:	1,009,974	
													Minus Vacancy Adjustment of 0.01%:	(74)	
													Total Post-Vacancy:	1,009,900	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	1,009,900	

	Total Positions	New	Deleted
Full Time Positions:	10	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	10	0	0

Total Component Months: 118.0

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	595,944	595,900	59.01%
1007 Inter-Agency Receipts	414,030	414,000	40.99%
Total PCN Funding:	1,009,974	1,009,900	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Education and Early Development
Travel

Component: Administrative Services (157)
RDU: Education Support Services (400)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000	Travel		4.1	5.4	5.4
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000 Travel Detail Totals			4.1	5.4	5.4
72111	Airfare (Instate Employee)	Transportation to provide training and follow-up sessions, audit of the various field offices, and attendance at State Board of Education & Early Development meetings.	1.4	2.0	2.0
72112	Surface Transport (Instate Employee)	Surface transportation costs	0.5	0.0	0.0
72113	Lodging (Instate Employee)	Lodging costs associated with travel related to training and follow-up sessions, audit of the various field offices, and attendance at State Board of Education & Early Development meetings.	0.4	0.0	0.0
72114	Meals & Incidentals (Instate Employee)	Staff per diem while providing support for the various field offices statewide.	0.3	1.6	1.6
72411	Airfare (Out of state Emp)	Transportation for training and professional development.	0.8	1.1	1.1
72412	Surface Transport (Out of state Emp)	Surface transportation costs	0.1	0.0	0.0
72413	Lodging (Out of state Emp)	Lodging expenses for staff while traveling out of state on business.	0.4	0.5	0.5
72414	Meals & Incidentals (Out of state Emp)	Meals & incidental expenses for staff while traveling out of state on business.	0.2	0.2	0.2

Line Item Detail
Department of Education and Early Development
Services

Component: Administrative Services (157)
RDU: Education Support Services (400)

Line Number	Line Name			FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000	Services			455.0	491.4	501.4
				FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Expenditure Account	Servicing Agency	Explanation		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000 Services Detail Totals				455.0	491.4	501.4
73002	Interagency Services	Admin - Core Services	RSA to DOA Core Services chargebacks including AKPAY/AKSAS, telecommunications/computer services EPR and PBX.	27.2	32.8	32.8
73002	Interagency Services	Admin - HR	Human Resource Integration	273.3	273.8	273.8
73002	Interagency Services	Admin - Central Mail	Central Mail Services.	20.6	21.0	24.0
73002	Interagency Services	DOL - ADA	RSA to Department of Labor for ADA compliance.	4.0	4.1	4.1
73025	Education Services		Professional training and conferences and professional membership fees (National Education Commission of the States, Council of Chief State School Officers) .	1.4	5.0	5.0
73026	Training/Conferences		Conference and training fees for professional development and to represent the department at statewide sessions.	0.7	2.0	2.0
73225	Delivery Services		Delivery, freight and courier charges.	0.8	2.0	2.0
73401	Long Distance		Telephone, internet connect fees, long distance, and fax.	1.2	2.0	2.0
73451	Advertising		Advertising regulations and legal notices.	0.0	6.3	6.3
73676	Repairs/Maint. (Non IA-Eq/Machinery)		Pro rated department share of copier, fax and printer maintenance, conference/meeting room rentals, office equipment/furniture repairs and maintenance.	1.1	4.4	4.4
73753	Program Mgmt/Consult		Contract for Client Assistance Program independent oversight and other professional services contracts.	124.7	138.0	145.0

Line Item Detail
Department of Education and Early Development
Commodities

Component: Administrative Services (157)
RDU: Education Support Services (400)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000	Commodities		33.2	12.0	20.8
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000 Commodities Detail Totals			33.2	12.0	20.8
74222	Books And Educational	Reference books and educational materials.	0.1	0.2	0.2
74226	Equipment & Furniture	Office/administrative commodities	1.1	0.0	0.0
74229	Business Supplies	Consumable office supplies for mailings, fax, printers, and copy machines. Binders, calendars, toner cartridges, paper, file folders, labels, etc.	16.3	5.8	10.0
74233	Info Technology Equip	Data processing supplies for printers, diskettes, software upgrades	15.0	5.0	9.6
74236	Subscriptions	Subscriptions to education based periodicals.	0.7	1.0	1.0

Restricted Revenue Detail
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51010	Federal Receipts	99.7	145.0	145.0

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51010	Federal Receipts		5112005	11100	99.7	145.0	145.0
	Federal funds are available on an ongoing basis to assist clients of vocational rehabilitation services in resolving issues. These services are provided through a contract. When the Division of Vocational Rehabilitation (DVR) was part of the Department of Education, these contractual funds were administered by the Office of the Governor. With the transfer of DVR to the Department of Labor and Workforce Development, it is no longer necessary for the Governor's Office to administer the program.						

Restricted Revenue Detail
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51015	Interagency Receipts	811.8	625.0	703.0

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51015	Interagency Receipts	Department-wide	Department-wide	11100	811.8	625.0	703.0
Receipts are collected from all divisions in the department for support provided by Administrative Services including, finance & accounting, human resources, payroll, supply, procurement, leasing and budget preparation.							

Estimated Interagency Receipts by Division:

Teaching & Learning Support \$311.5
 Education Support Services \$102.5
 Professional Teaching Practices Commission \$3.5
 Alaska State Council on the Arts \$5.4
 Mt. Edgecumbe High School \$24.0
 Library, Archives & Museums \$206.1
 Alaska Commission on Postsecondary Education \$50.0
 Total \$703.0

Inter-Agency Services
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010 Actuals	FY2011		FY2012 Governor
					Management Plan		
73002	Interagency Services	RSA to DOA Core Services chargebacks including AKPAY/AKSAS, telecommunications/computer services EPR and PBX.	Inter-dept	Admin - Core Services	27.2	32.8	32.8
73002	Interagency Services	Human Resource Integration	Inter-dept	Admin - HR	273.3	273.8	273.8
73002	Interagency Services	Central Mail Services.	Inter-dept	Admin - Central Mail	20.6	21.0	24.0
73002	Interagency Services	RSA to Department of Labor for ADA compliance.	Inter-dept	DOL - ADA	4.0	4.1	4.1
73002 Interagency Services subtotal:					325.1	331.7	334.7
Administrative Services total:					325.1	331.7	334.7
Grand Total:					325.1	331.7	334.7