

State of Alaska FY2002 Governor's Operating Budget

Department of Education and Early Development
Administrative Services
Component

Component: Administrative Services

Contact: Karen J. Rehfeld, Director

Tel: (907) 465-8650 **Fax:** (907) 465-3452 **E-mail:** Karen_Rehfeld@eed.state.ak.us

Component Mission

To provide centralized management and financial support services.

Component Services Provided

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. The Human Resources Unit provides support for all payroll and personnel activities for the department. This unit provides collective bargaining services, ADA guidance, and employee training.

Component Goals and Strategies

1. Provide timely and accurate financial management services
 - * Budget preparation and implementation
 - * Revenue collection
 - * Federal and state reporting
 - * Process and certify payments
 - * Grant awards
 - * Reimbursable services agreements
2. Provide timely and accurate personnel/payroll services
 - * Payroll
 - * Recruitment
 - * Training
3. Provide purchasing and procurement services within state and federal requirements
 - * Purchasing of supplies
 - * Contracting for professional services
 - * Inventory and leasing
 - * Mail services

Key Component Issues for FY2001 – 2002

Continuing to improve service delivery in support of department programs.

Major Component Accomplishments for FY2000

- * 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

Administrative Services
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	962.3	1,018.2	1,010.8
72000 Travel	11.7	5.4	5.4
73000 Contractual	71.8	163.4	163.4
74000 Supplies	32.7	12.0	12.0
75000 Equipment	1.7	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
Expenditure Totals	1,080.2	1,199.0	1,191.6
Funding Sources:			
1004 General Fund Receipts	718.9	736.9	736.5
1007 Inter-Agency Receipts	361.3	462.1	455.1
Funding Totals	1,080.2	1,199.0	1,191.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	718.9	736.9	736.9	736.5	736.5
Unrestricted Total		718.9	736.9	736.9	736.5	736.5
Restricted Revenues						
Interagency Receipts	51015	361.3	462.1	462.1	455.1	455.1
Restricted Total		361.3	462.1	462.1	455.1	455.1
Total Estimated Revenues		1,080.2	1,199.0	1,199.0	1,191.6	1,191.6

Administrative Services

Proposed Changes in Levels of Service for FY2002

There are no proposed changes in the levels of service provided in FY2002.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	736.9	0.0	462.1	1,199.0
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	-0.4	0.0	-7.0	-7.4
FY2002 Governor	736.5	0.0	455.1	1,191.6

Administrative Services**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	18	18	Annual Salaries	771,369
Part-time	0	0	COLA	13,169
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	265,548
			<i>Less 3.74% Vacancy Factor</i>	<i>(39,286)</i>
			Lump Sum Premium Pay	0
Totals	18	18	Total Personal Services	1,010,800

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk II	0	0	1	0	1
Accounting Spvr II	0	0	1	0	1
Accounting Tech I	0	0	2	0	2
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	2	0	2
Administrative Clerk III	0	0	1	0	1
Administrative Svcs Mgr	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resources Mgr II	0	0	1	0	1
Mail Clerk Carrier II	0	0	1	0	1
Personnel Asst I	0	0	1	0	1
Personnel Asst II	0	0	1	0	1
Personnel Officer I	0	0	1	0	1
Procurement Spec I	0	0	1	0	1
Program Budget Analyst II	0	0	1	0	1
Totals	0	0	18	0	18