

**State of Alaska
FY2004 Governor's Operating Budget**

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

Component: Administrative Services

Contact: Karen J. Rehfeld, Acting Commissioner

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 FY2003 – 2004

Continuing to improve service delivery in support of department programs.

Major Component Accomplishments in 2002

- * 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

	FY2002 Actuals	FY2003 Authorized	FY2004 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	922.1	899.9	882.3
72000 Travel	24.3	5.4	5.4
73000 Contractual	123.3	308.4	240.8
74000 Supplies	27.7	12.0	12.0
75000 Equipment	5.5	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	1,102.9	1,225.7	1,140.5
Funding Sources:			
1002 Federal Receipts	0.0	145.0	145.0
1004 General Fund Receipts	686.5	617.6	524.1
1007 Inter-Agency Receipts	416.4	463.1	471.4
Funding Totals	1,102.9	1,225.7	1,140.5

Administrative Services

Proposed Changes in Levels of Service for FY2004

Improved services and efficiencies (-\$100.0)

Savings will be realized through reorganization and increased efficiencies within a new organizational structure and eliminating programs. A total of two positions will also be deleted.

Annualize FY2003 COLA increase for General Government and Supervisory Bargaining Units (\$4.1)

In FY2003 COLA increases were not in effect for the entire year for the General Government, Confidential and Supervisory bargaining units. This request adds funding to pay the COLA for these bargaining units for the full year in FY2004.

\$75 per Month Health Insurance for Non-covered Staff (\$10.7)

The employer contribution to health insurance for non-covered staff will increase by \$75.00 from \$630.00 per month to \$705.00 per month.

Summary of Component Budget Changes

From FY2003 Authorized to FY2004 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2003 Authorized	617.6	145.0	463.1	1,225.7
Adjustments which will continue current level of service:				
-Annualize FY2003 COLA Increase for General Government, Confidential and Supervisory Bargaining Units	0.0	0.0	4.1	4.1
-\$75 per Month Health Insurance for Non-covered Staff	6.5	0.0	4.2	10.7
Proposed budget decreases:				
-Improved services and efficiencies	-100.0	0.0	0.0	-100.0
FY2004 Governor	524.1	145.0	471.4	1,140.5

Administrative Services
Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2003</u> <u>Authorized</u>	<u>FY2004</u> <u>Governor</u>		
Full-time	17	15	Annual Salaries	674,620
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	237,439
			<i>Less 3.26% Vacancy Factor</i>	(29,759)
			Lump Sum Premium Pay	0
Totals	17	15	Total Personal Services	882,300

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	0	0	3	0	3
Accounting Tech II	0	0	1	0	1
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
Personnel Asst I	0	0	1	0	1
Personnel Asst II	0	0	1	0	1
Personnel Officer I	0	0	1	0	1
Program Budget Analyst II	0	0	1	0	1
Supply Technician II	0	0	1	0	1
Totals	0	0	15	0	15