

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

## **Department of Public Safety Administrative Services Component Budget Summary**

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**Component: Administrative Services****Contribution to Department's Mission**

Provides centralized administrative support services to department programs.

**Core Services****Accounting and other fiscal services**

- Reviews and certifies for payment over 48,000 vendor invoices using the Alaska State Accounting System (AKSAS) and audits decentralized payment centers;
- Develops and distributes accounting reports to assist in financial management;
- Processes revenue collections, interagency billings, field warrants, transportation requests, travel authorizations, 1099 tax reconciliation, and travel/move taxation reports;
- Obligates funding and processes payments for professional services contracts, federal contracts, grants, federal grants-in-aid, and audits petty cash/change funds activities;
- Maintains and reconciles the department's liability accounts;
- Prepares the schedule of all federal grants and performs other research for the Department of Administration, Division of Finance.
- Coordinates audit responses to Legislative Audit.
- Develops and/or reviews cost allocation plans according to federal standards.

**Budget development, implementation, and monitoring**

- Provides professional expertise, problem solving, and research capabilities to department management, OMB staff, DOA-Finance, and other statewide agencies' budget staff on numerous budget and management related topics.
- Develops departmental instructions for operating and capital budget preparation and provides assistance and training to program managers and administrative staff in all budgetary processes;
- Reviews, analyzes and edits operating and capital budget submissions in the Alaska Budget System and recommends changes where appropriate;
- Works with program managers to analyze financial impacts of budget recommendations throughout the budget process and recommends changes, if necessary, to allow programs to operate effectively;
- Analyzes and records capital and operating appropriations and other budget transactions throughout the fiscal year and works with program managers to ensure spending is within authorized levels;
- Conducts special studies and financial analyses for department's management team, and makes recommendations based on analyses and historical financial trends;

**Procurement and supply functions**

- Manages major procurements (aircraft, vessels, facilities, and law enforcement supplies);
- Trains, assists, and monitors division procurement officers;
- Stores and issues centrally-stocked law enforcement supplies (uniforms, ammunition, weapons, etc.);
- Maintains department state property information;

**Facilities maintenance coordination**

- Manages 50 departmental facilities and 34 trooper housing units in 14 rural locations;
- Contracts for aircraft and vessel maintenance, recruitment-related services, forensics, public safety training, and criminal justice information systems.

### FY2005 Resources Allocated to Achieve Results

<b>FY2005 Component Budget: \$3,022,400</b>	<b>Personnel:</b>	
	Full time	32
	Part time	0
	<b>Total</b>	<b>32</b>

### Key Component Challenges

Developing and implementing more effective and efficient administrative procedures to improve support provided to the department's direct service programs.

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

No significant change in current level of services is anticipated.

### Major Component Accomplishments in 2003

As part of the department's reorganization, assumed responsibility for most department administrative functions, including providing direct administrative support previously managed by line divisions.

### Statutory and Regulatory Authority

- 1) Executive Budget Act (AS 37.07)
- 2) Fiscal Procedures Act (AS 37.05)
- 3) State Procurement Code (AS 36.30 and 2 AAC 12)

### Contact Information

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### 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	1,656.4	1,578.3	2,057.5
72000 Travel	13.3	19.4	23.7
73000 Contractual	102.4	187.6	890.2
74000 Supplies	35.0	38.2	49.0
75000 Equipment	19.1	2.0	2.0
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>1,826.2</b>	<b>1,825.5</b>	<b>3,022.4</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	817.9	1,506.8	2,213.9
1007 Inter-Agency Receipts	308.3	318.7	808.5
1173 Miscellaneous Earnings	700.0	0.0	0.0
<b>Funding Totals</b>	<b>1,826.2</b>	<b>1,825.5</b>	<b>3,022.4</b>

### Estimated Revenue Collections

Description	Master Revenue Account	FY2003 Actuals	FY2004 Authorized	FY2005 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>				
Interagency Receipts	51015	308.3	318.7	808.5
Misc Earnings	51475	700.0	0.0	0.0
<b>Restricted Total</b>		<b>1,008.3</b>	<b>318.7</b>	<b>808.5</b>
<b>Total Estimated Revenues</b>		<b>1,008.3</b>	<b>318.7</b>	<b>808.5</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>1,506.8</b>	<b>0.0</b>	<b>318.7</b>	<b>1,825.5</b>
<b>Adjustments which will continue current level of service:</b>				
-Transfer IA from R&I to Administrative Services-ADN 1240089	0.0	0.0	117.0	117.0
-Human resources integration funding transfer	39.7	0.0	0.0	39.7
-Changes to Retirement and Other Personal Services Rates	51.7	0.0	15.3	67.0
-Consolidate supply operations in Administrative Services	65.5	0.0	0.0	65.5
-Consolidate fiscal operations in Administrative Services - (Enf/ISU)	88.3	0.0	0.0	88.3
-Consolidate fiscal operations in Administrative Services - (FWP Dir Ofc 491)	96.8	0.0	0.0	96.8
-Consolidate fiscal operations in Administrative Services (AST Dir Ofc 508)	364.8	0.0	0.0	364.8
-Consolidate fiscal operations in Administrative Services - (APSIN)	72.4	0.0	0.0	72.4
-Transfer & reclassify administrative position to Court Services Officer in Fairbanks	-32.1	0.0	0.0	-32.1
-Transfer & reclassify administrative position to Court Services Officer in Anchorage	-40.0	0.0	0.0	-40.0
<b>Proposed budget decreases:</b>				
-Delete Interagency Receipts funding for positions transferred to Judicial Services	0.0	0.0	-31.7	-31.7
<b>Proposed budget increases:</b>				
-Consolidate fiscal operations in Administrative Services - I/A Receipts funding for Positions	0.0	0.0	389.2	389.2
<b>FY2005 Governor</b>	<b>2,213.9</b>	<b>0.0</b>	<b>808.5</b>	<b>3,022.4</b>

**Administrative Services  
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2004</u> <u>Authorized</u>	<u>FY2005</u> <u>Governor</u>		
Full-time	26	32	Annual Salaries	1,420,635
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	710,214
			<i>Less 3.44% Vacancy Factor</i>	<i>(73,349)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>26</b>	<b>32</b>	<b>Total Personal Services</b>	<b>2,057,500</b>

**Position Classification Summary**

<b>Job Class Title</b>	<b>Anchorage</b>	<b>Fairbanks</b>	<b>Juneau</b>	<b>Others</b>	<b>Total</b>
Accountant III	0	0	1	0	1
Accountant IV	0	0	1	0	1
Accounting Clerk I	1	0	0	0	1
Accounting Clerk II	5	0	2	0	7
Accounting Spvr I	1	0	1	0	2
Accounting Tech I	0	0	1	0	1
Accounting Tech II	1	0	1	0	2
Accounting Tech III	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	1	0	0	0	1
Administrative Manager II	2	0	0	0	2
Administrative Manager III	1	0	0	0	1
Administrative Manager IV	1	0	0	0	1
Division Director	0	0	1	0	1
Grants Administrator I	1	0	0	0	1
Grants Administrator II	1	0	0	0	1
Procurement Spec I	1	0	0	0	1
Procurement Spec III	1	0	0	0	1
Procurement Spec IV	1	0	0	0	1
Program Budget Analyst IV	0	0	1	0	1
Stock & Parts Svcs Journey I	2	0	0	0	2
<b>Totals</b>	<b>20</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>32</b>