

# **State of Alaska FY2006 Governor's Operating Budget**

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

**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 more than 50 departmental facilities and 33 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.

### FY2006 Resources Allocated to Achieve Results

<b>FY2006 Component Budget: \$3,131,800</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 FY2006

No changes in results delivered.

### Major Component Accomplishments in 2004

Facilitated purchase of a building and adjacent land for the new Ketchikan State Trooper office.

Implemented consolidated administrative services to all departmental programs.

Coordinated changing of departmental procedures in response to the integration of the Division of Personnel.

Developed updated federal cost allocation plans for the department.

### 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*

	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	1,225.0	2,018.3	2,091.2
72000 Travel	21.2	23.7	23.7
73000 Services	572.2	990.7	951.0
74000 Commodities	65.3	63.9	63.9
75000 Capital Outlay	6.5	2.0	2.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>1,890.2</b>	<b>3,098.6</b>	<b>3,131.8</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	1,462.5	2,289.2	2,299.5
1007 Inter-Agency Receipts	427.7	809.4	832.3
<b>Funding Totals</b>	<b>1,890.2</b>	<b>3,098.6</b>	<b>3,131.8</b>

### Estimated Revenue Collections

Description	Master Revenue Account	FY2004 Actuals	FY2005 Managem ent Plan	FY2006 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	427.7	809.4	832.3
<b>Restricted Total</b>		<b>427.7</b>	<b>809.4</b>	<b>832.3</b>
<b>Total Estimated Revenues</b>		<b>427.7</b>	<b>809.4</b>	<b>832.3</b>

**Summary of Component Budget Changes  
From FY2005 Management Plan to FY2006 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2005 Management Plan</b>	<b>2,289.2</b>	<b>0.0</b>	<b>809.4</b>	<b>3,098.6</b>
<b>Adjustments which will continue current level of service:</b>				
-FY 05 Bargaining Unit Contract Terms: GGU	9.6	0.0	5.5	15.1
-Re-allocate FY2005 Human Resources consolidation GF allocation	-39.7	0.0	0.0	-39.7
-FY06 Cost Increases for Bargaining Units and Non-Covered Employees	40.4	0.0	17.4	57.8
<b>FY2006 Governor</b>	<b>2,299.5</b>	<b>0.0</b>	<b>832.3</b>	<b>3,131.8</b>

### Administrative Services Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2005</u> <u>Management</u> <u>Plan</u>	<u>FY2006</u> <u>Governor</u>		
Full-time	32	32	Annual Salaries	1,427,018
Part-time	0	0	COLA	18,045
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	784,639
			<i>Less 3.09% Vacancy Factor</i>	(69,002)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>32</b>	<b>32</b>	<b>Total Personal Services</b>	<b>2,160,700</b>

### Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	1	0	1	0	2
Accountant IV	0	0	1	0	1
Accounting Clerk I	1	0	0	0	1
Accounting Clerk II	4	0	2	0	6
Accounting Spvr I	1	0	0	0	1
Accounting Tech I	1	0	1	0	2
Accounting Tech II	1	0	1	0	2
Accounting Tech III	0	0	1	0	1
Administrative Assistant	1	0	1	0	2
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	1	0	0	0	1
Administrative Manager II	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 III	0	0	1	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>