

**State of Alaska
FY2007 Governor's Operating Budget**

**Department of Revenue
Administrative Services
Component Budget Summary**

Component: Administrative Services

Contribution to Department's Mission

The mission of the Administrative Services Division is to provide support services for departmental programs.

Core Services

- Financial accounting
- Budget development
- Certification of financial transactions
- Professional and non-professional services procurement
- Financial management and contract administration of Stranded Gas and Alaska Natural Gas Development Authority projects.
- State property management
- Records management
- Desk top network and other computer services
- IT server administration
- Provide network security
- Departmental web services
- Department IT planning services
- Staff development and structure reorganization support

End Results	Strategies to Achieve Results
<p>A: Departmental agencies are provided with service levels adequate to support their mission in compliance with state and federal statutes and regulations.</p> <p><u>Target #1:</u> No procurement violations. <u>Measure #1:</u> Number of procurement violations.</p> <p><u>Target #2:</u> No audit exceptions. <u>Measure #2:</u> Number of audit exceptions.</p>	<p>A1: Timely review and oversight of all departmental procurement activities.</p> <p>A2: Periodic review of fiscal processes and internal controls.</p>

FY2007 Resources Allocated to Achieve Results							
<p>FY2007 Component Budget: \$1,426,700</p>	<p>Personnel:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Full time</td> <td style="text-align: right;">14</td> </tr> <tr> <td style="padding-left: 20px;">Part time</td> <td style="text-align: right;">1</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: right; border-top: 1px solid black;">15</td> </tr> </table>	Full time	14	Part time	1	Total	15
Full time	14						
Part time	1						
Total	15						

Performance Measure Detail

A: Result - Departmental agencies are provided with service levels adequate to support their mission in compliance with state and federal statutes and regulations.

Target #1: No procurement violations.

Measure #1: Number of procurement violations.

Number of Procurement Violations

Fiscal Year	YTD Total
FY 1999	1
FY 2000	1
FY 2001	0
FY 2002	0
FY 2003	0
FY 2004	2
FY 2005	0
FY 2006	Target: 0

Target #2: No audit exceptions.

Measure #2: Number of audit exceptions.

Audit Exceptions for Department

Fiscal Year	Number of Exceptions
FY 1999	6
FY 2000	5
FY 2001	3
FY 2002	2
FY 2003	0
FY 2004	0
FY 2005	Target: 0
FY 2006	Target: 0

A1: Strategy - Timely review and oversight of all departmental procurement activities.

A2: Strategy - Periodic review of fiscal processes and internal controls.

Key Component Challenges

- Managing the administrative workload with existing resources.
- Increasing the level of communication between the Division of Administrative Services and divisions and corporations/authorities to ensure excellent customer service is provided.
- Implementation of State Travel Office
- Completion of the MS SQL / Imaging Server. This includes the migration of all databases from Sybase to MS SQL and all PFD Images from Legato to MS SQL.

Significant Changes in Results to be Delivered in FY2007

The Division will continue to support the Department of Revenue divisions, boards, and authorities to assist them in providing the best possible service and end results.

Major Component Accomplishments in 2005

- The 2004 State Single Audit was completed with no audit findings for the Department of Revenue.
- Upgraded file servers in Anchorage Tax and Commissioner's Office to Active Directory.
- Installed SQL Imaging System.

- Implemented a patch management system for all workstations in ASD, OOC, PFD and Tax Divisions.
- Completed upgrading all workstations in ASD, OOC, PFD and Tax divisions to MS Office XP and MS Outlook mail client.
- Upgraded tape backup hardware and software to accommodate upcoming MS SQL and Imaging systems.
- Completed a department-wide Controlled Property Inventory.
- Implemented a remote patching software to improve efficiency.
- Eliminated a server in Anchorage and Fairbanks. Staff in these areas now use Terminal server to connect to the server in Juneau.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.05	Fiscal Procedures Act
AS 37.07	Executive Budget Act
AS 37.10	Public Funds
AS 43.05.010	Duties of Commissioner
AS 43.23.055	Permanent Fund Dividends - Duties of the Department

Contact Information
<p>Contact: Jerry Burnett, Director, Administrative Services Phone: (907) 465-2312 Fax: (907) 465-1685 E-mail: jerry_burnett@revenue.state.ak.us</p>

**Administrative Services
Component Financial Summary**

All dollars shown in thousands

	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	806.7	1,080.9	1,143.7
72000 Travel	9.3	7.5	7.5
73000 Services	304.3	571.7	258.5
74000 Commodities	62.3	17.0	17.0
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	1,182.6	1,677.1	1,426.7
Funding Sources:			
1004 General Fund Receipts	131.7	504.5	202.2
1007 Inter-Agency Receipts	409.4	510.7	533.7
1133 CSSD Administrative Cost Reimbursement	641.5	661.9	690.8
Funding Totals	1,182.6	1,677.1	1,426.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	409.4	510.7	533.7
Indirect Cost Reimbursement	51115	641.5	661.9	690.8
Restricted Total		1,050.9	1,172.6	1,224.5
Total Estimated Revenues		1,050.9	1,172.6	1,224.5

**Summary of Component Budget Changes
From FY2006 Management Plan to FY2007 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2006 Management Plan	504.5	661.9	510.7	1,677.1
Adjustments which will continue current level of service:				
-Transfer DOA chargeback funding to components affected by rate increases	-314.3	0.0	0.0	-314.3
-FY 07 Wage Increases for Bargaining Units and Non-Covered Employees	3.5	9.2	7.3	20.0
-FY 07 Health Insurance Cost Increases for Bargaining Units and Non-Covered Employees	0.4	1.1	0.9	2.4
-FY 07 Retirement Systems Cost Increase	6.6	17.5	13.9	38.0
-FY2007 Wage, Health Insurance, Retirement, and Risk Management Increases for Division of Personnel	1.1	0.0	0.0	1.1
Proposed budget increases:				
-Risk Management Self-Insurance Funding Increase	0.4	1.1	0.9	2.4
FY2007 Governor	202.2	690.8	533.7	1,426.7

**Administrative Services
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2006</u> <u>Management</u> <u>Plan</u>	<u>FY2007</u> <u>Governor</u>		
Full-time	14	14	Annual Salaries	756,522
Part-time	1	1	COLA	20,302
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	410,213
			<i>Less 3.65% Vacancy Factor</i>	<i>(43,337)</i>
			Lump Sum Premium Pay	0
Totals	15	15	Total Personal Services	1,143,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant IV	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Clerk III	0	0	1	0	1
Administrative Manager III	0	0	1	0	1
Data Processing Mgr I	0	0	1	0	1
Division Director	0	0	1	0	1
Micro/Network Spec I	0	0	1	0	1
Micro/Network Spec II	0	0	1	0	1
Micro/Network Tech I	0	0	1	0	1
Micro/Network Tech II	3	0	0	0	3
Procurement Spec II	0	0	1	0	1
Totals	3	0	12	0	15