

State of Alaska FY2014 Governor's Operating Budget

Department of Education and Early Development Administrative Services Component Budget Summary

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

To provide centralized, administrative management and financial support services to the department.

Core Services

- This component provides centralized administrative services to the department through the coordination of various functions such as budget preparation and execution, federal and state financial reporting, accounting, procurement, contract administration, leasing, property control, human resources, payroll, travel, and other administrative responsibilities in accordance with federal laws, state statutes and regulations.

Major Component Accomplishments in 2012

- Maintained timely and accurate financial management services;
- Provided professional level procurement and administrative services; and,
- Effectively managed the appropriations and allocations established by session law to implement the budget and successfully close out the fiscal year while meeting the obligations of the department.

Key Component Challenges

The Administrative Services component provides efficient and timely administrative, financial, budgetary and procurement support services to the department; however, implementation of enterprise level statewide replacement systems will significantly impact the workload within this section.

Significant Changes in Results to be Delivered in FY2014

There are no significant changes in the results to be delivered in FY2014.

Statutory and Regulatory Authority

AS Title 14 AS Title 39
AS Title 23 AS 28.05.104
AS Title 37

Contact Information

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**Administrative Services
Component Financial Summary**

All dollars shown in thousands

	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	905.1	1,128.9	1,187.6
72000 Travel	2.0	5.4	5.4
73000 Services	493.5	353.8	408.2
74000 Commodities	20.4	20.8	20.8
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	1,421.0	1,508.9	1,622.0
Funding Sources:			
1002 Federal Receipts	145.0	145.0	145.0
1004 General Fund Receipts	577.1	638.6	751.7
1007 Interagency Receipts	698.9	725.3	725.3
Funding Totals	1,421.0	1,508.9	1,622.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	0.2	0.0	0.0
Unrestricted Total		0.2	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	145.0	145.0	145.0
Interagency Receipts	51015	698.9	725.3	725.3
Restricted Total		843.9	870.3	870.3
Total Estimated Revenues		844.1	870.3	870.3

**Summary of Component Budget Changes
From FY2013 Management Plan to FY2014 Governor**

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2013 Management Plan	638.6	0.0	725.3	145.0	1,508.9
Adjustments which will continue current level of service:					
-FY2014 Salary and Health Insurance Increases	0.7	0.0	0.0	0.0	0.7
Proposed budget increases:					
-Department of Administration Core Services Rates	112.4	0.0	0.0	0.0	112.4
FY2014 Governor	751.7	0.0	725.3	145.0	1,622.0

Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2013 Management Plan	FY2014 Governor		
Full-time	10	10	Annual Salaries	757,732
Part-time	0	0	Premium Pay	0
Nonpermanent	1	1	Annual Benefits	430,020
			<i>Less 0.01% Vacancy Factor</i>	(152)
			Lump Sum Premium Pay	0
Totals	11	11	Total Personal Services	1,187,600

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	2	0	2
Accounting Technician IV	0	0	1	0	1
Budget Analyst IV	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resource Specialist II	0	0	1	0	1
Procurement Spec III	0	0	1	0	1
Totals	0	0	11	0	11

Component Detail All Funds
Department of Education and Early Development

Component: Administrative Services (AR17745) (157)
RDU: Education Support Services (400)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Management Plan vs FY2014 Governor	
71000 Personal Services	905.1	992.3	992.3	1,128.9	1,187.6	58.7	5.2%
72000 Travel	2.0	5.4	5.4	5.4	5.4	0.0	0.0%
73000 Services	493.5	490.4	490.4	353.8	408.2	54.4	15.4%
74000 Commodities	20.4	20.8	20.8	20.8	20.8	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	1,421.0	1,508.9	1,508.9	1,508.9	1,622.0	113.1	7.5%
Fund Sources:							
1002 Fed Rcpts (Other)	145.0	145.0	145.0	145.0	145.0	0.0	0.0%
1004 Gen Fund (UGF)	577.1	638.6	638.6	638.6	751.7	113.1	17.7%
1007 I/A Rcpts (Other)	698.9	725.3	725.3	725.3	725.3	0.0	0.0%
Unrestricted General (UGF)	577.1	638.6	638.6	638.6	751.7	113.1	17.7%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	698.9	725.3	725.3	725.3	725.3	0.0	0.0%
Federal Funds	145.0	145.0	145.0	145.0	145.0	0.0	0.0%
Positions:							
Permanent Full Time	9	9	9	10	10	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	1	1	0	0.0%

Change Record Detail - Multiple Scenarios With Descriptions
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2013 Conference Committee To FY2013 Authorized *****												
FY2013 Conference Committee												
ConfCom		1,508.9	992.3	5.4	490.4	20.8	0.0	0.0	0.0	9	0	0
1002 Fed Rcpts		145.0										
1004 Gen Fund		638.6										
1007 I/A Rcpts		725.3										
Subtotal		1,508.9	992.3	5.4	490.4	20.8	0.0	0.0	0.0	9	0	0
***** Changes From FY2013 Authorized To FY2013 Management Plan *****												
Align Authority Due to the Human Resource Position Transferred from Administration												
LIT		0.0	136.6	0.0	-136.6	0.0	0.0	0.0	0.0	0	0	0
Due to the human resource specialist II position transferred to the Department of Education and Early Development from the Division of Personnel in the Department of Administration, a transfer is needed to align authority and balance the component's vacancy factor within acceptable limits.												
Transfer Human Resource Positions from the Department of Administration												
Atrin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Due to recruitment and management services being decentralized, a full-time, human resource specialist II (02-1008) is transferred from the Division of Personnel in the Department of Administration to the Department of Education and Early Development. The position is located in Juneau.												
Full-time, Human Resource Specialist, Range 18, Juneau (02-1008)												
Add Accounting Technician (05-N11008)												
PosAdj		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	1
This position is necessary to lead the activities associated with the financial services workload while the section continues to analyze workflow, accounting structures, budget execution, grant/project structures, revenue draws, review and develop policies and procedures, and produce guidance documents for procedural, reporting and audit purposes for the department. Additional unfunded responsibilities have been encumbered upon the department with the Department of Administration's Integrated Resource Information System (IRIS) project, which requires significant interaction with the department to ensure successful implementation of the project.												
Adequate funding exists to enable the department to extend the position to provide the necessary services within the finance section for the entire department.												
Non-Permanent, Accounting Technician, Range 18, Juneau (05-N11008)												
Subtotal		1,508.9	1,128.9	5.4	353.8	20.8	0.0	0.0	0.0	10	0	1

Change Record Detail - Multiple Scenarios With Descriptions
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2013 Management Plan To FY2014 Governor *****												
FY2014 Salary and Health Insurance Increases												
	SalAdj	0.7	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.7										
FY2014 Salary and Health Insurance increase : \$0.7												
FY2014 Health Insurance increase of \$59.00 per month per employee - from \$1,330 to \$1,389 per month Non-covered: \$0.7												
Align Authority to Comply with Vacancy Factor Guidelines												
	LIT	0.0	58.0	0.0	-58.0	0.0	0.0	0.0	0.0	0	0	0
A line item transfer is necessary within the Administrative Services component to balance the vacancy factor.												
Department of Administration Core Services Rates												
	Inc	112.4	0.0	0.0	112.4	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		112.4										
Rates for core services provided by the Department of Administration, including Risk Management, Personnel, Information Technology Services, and Public Building Fund, are estimated to be \$7.2 million higher in FY2014. Funding in the amount of \$4 million is being provided to departments.												
Department of Education and Early Development: \$140.8												
\$46.0 Risk Management (School Finance & Facilities)												
-\$17.6 Public Building Fund (State Facilities Rent)												
\$0.9 AKPAY/AKSAS (Administrative Services)												
\$37.1 ETS (Administrative Services)												
\$74.4 Personnel (Administrative Services)												
Totals		1,622.0	1,187.6	5.4	408.2	20.8	0.0	0.0	0.0	10	0	1

Personal Services Expenditure Detail
Department of Education and Early Development

Scenario: FY2014 Governor (10289)
Component: Administrative Services (157)
RDU: Education Support Services (400)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
02-1008	Human Resource Specialist II	FT	A	KK	Juneau	205	18B / C	12.0		62,838	0	0	37,740	100,578	10,058
05-1168	Budget Analyst IV	FT	A	GP	Juneau	205	21G / J	12.0		89,808	0	0	47,567	137,375	137,375
05-1351	Accountant IV	FT	A	SS	Juneau	205	20D / E	12.0		77,664	0	0	42,875	120,539	0
05-2059	Accounting Tech III	FT	A	GP	Juneau	205	16G	12.0		61,680	0	0	37,871	99,551	99,551
05-7008	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		46,334	0	0	32,582	78,916	0
05-7019	Accounting Tech II	FT	A	GP	Juneau	205	14G / J	12.0		55,752	0	0	35,828	91,580	77,843
05-7624	Accounting Tech III	FT	A	GP	Juneau	205	16J / K	12.0		65,336	0	0	39,132	104,468	0
05-7717	Accounting Tech I	FT	A	GP	Juneau	205	12G / J	12.0		48,480	0	0	33,321	81,801	0
05-8724	Procurement Spec III	FT	A	GP	Juneau	205	18J / K	12.0		74,652	0	0	42,343	116,995	92,353
05-8726	Division Director	FT	A	XE	Juneau	NAA	27E / F	12.0		117,624	0	0	56,972	174,596	174,596
05-N11008	Accounting Technician IV	NP	A	GP	Juneau	205	18A	12.0		57,564	0	0	23,789	81,353	0

	Total Positions	New	Deleted	Total Salary Costs:	Total COLA:	Total Premium Pay:	Total Benefits:
Full Time Positions:	10	0	0	757,732	0	0	430,020
Part Time Positions:	0	0	0				
Non Permanent Positions:	1	0	0				
Positions in Component:	11	0	0				
Total Component Months:	132.0						
				Total Pre-Vacancy:	1,187,752		
				Minus Vacancy Adjustment of 0.01%:	(152)		
				Total Post-Vacancy:	1,187,600		
				Plus Lump Sum Premium Pay:	0		
				Personal Services Line 100:	1,187,600		

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	591,776	591,700	49.82%
1007 Interagency Receipts	595,976	595,900	50.18%
Total PCN Funding:	1,187,752	1,187,600	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Education and Early Development
Travel

Component: Administrative Services (157)
RDU: Education Support Services (400)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000	Travel		2.0	5.4	5.4
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000 Travel Detail Totals			2.0	5.4	5.4
72111	Airfare (Instate Employee)	Transportation to provide training and follow-up sessions, audit of the various field offices, and attendance at State Board of Education & Early Development meetings.	0.8	1.0	1.0
72112	Surface Transport (Instate Employee)	Surface transportation relating to instate travel for State Board of Education and Early Development meetings, training and presentations.	0.3	0.5	0.5
72113	Lodging (Instate Employee)	Instate lodging for State Board of Education and Early Development meetings, training and presentations.	0.5	0.5	0.5
72114	Meals & Incidentals (Instate Employee)	Staff per diem while providing support for the various field offices statewide.	0.4	1.6	1.6
72411	Airfare (Out of state Emp)	Transportation for training and professional development.	0.0	1.1	1.1
72413	Lodging (Out of state Emp)	Lodging expenses for staff while traveling out of state on business.	0.0	0.5	0.5
72414	Meals & Incidentals (Out of state Emp)	Meals & incidental expenses for staff while traveling out of state on business.	0.0	0.2	0.2

Line Item Detail
Department of Education and Early Development
Services

Component: Administrative Services (157)
RDU: Education Support Services (400)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000	Services		493.5	353.8	408.2
Expenditure Account			FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000 Services Detail Totals			493.5	353.8	408.2
73025	Education Services	Professional training and conferences and professional membership fees (National Education Commission of the States, Council of Chief State School Officers).	0.0	2.5	0.0
73026	Training/Conferences	Conference and training fees for professional development and to represent the department at statewide sessions.	0.0	2.2	0.2
73029	Memberships		3.2	0.0	0.0
73155	Software Maintenance		42.2	0.0	0.0
73157	Television		0.3	0.0	0.0
73226	Freight		1.7	0.0	0.0
73401	Long Distance	Telephone, internet connect fees, long distance, and fax.	1.5	2.5	1.5
73676	Repairs/Maint. (Non IA-Eq/Machinery)		0.3	0.0	0.0
73753	Program Mgmt/Consult	Contract for Client Assistance Program independent oversight and other professional services contracts.	124.2	139.0	97.5
73805	IT-Non-Telecommunication	DOA ETS RSA to DOA Core Services chargebacks including AKPAY/AKSAS	5.5	7.0	7.9
73806	IT-Telecommunication	DOA ETS RSA to DOA Core Services chargebacks including telecommunications/computer services EPR and PBX	15.5	31.0	57.1
73807	Storage	Offsite storage for departmental records	0.9	2.0	2.0
73809	Mail	Central Mail RSA to DOA for Central Mail Services.	19.4	20.0	20.0
73810	Human Resources	Centralized HR RSA to DOA for Human Resource Integration	273.9	143.4	217.8
73815	Financial		0.7	0.0	0.0
73816	ADA Compliance	Voc Rehab Administration RSA to Department of Labor for ADA compliance.	3.9	4.0	4.0

Line Item Detail
Department of Education and Early Development
Services

Component: Administrative Services (157)

RDU: Education Support Services (400)

Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor	
73000 Services Detail Totals			493.5	353.8	408.2	
73818	Training (Services-IA Svcs)	Admin	Training provided by the Department of Administration for staff professional development	0.2	0.2	0.2
73819	Commission Sales (IA Svcs)			0.1	0.0	0.0

Line Item Detail
Department of Education and Early Development
Commodities

Component: Administrative Services (157)
RDU: Education Support Services (400)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities		20.4	20.8	20.8
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000 Commodities Detail Totals			20.4	20.8	20.8
74222	Books And Educational	Reference books and educational materials.	0.4	0.2	0.2
74226	Equipment & Furniture		2.0	0.0	0.0
74229	Business Supplies	Consumable office supplies for mailings, fax, printers, and copy machines. Binders, calendars, toner cartridges, paper, file folders, labels, etc.	14.7	15.0	15.0
74233	Info Technology Equip	Data processing supplies for printers, diskettes, software upgrades	2.4	4.6	4.6
74236	Subscriptions	Subscriptions to education based periodicals	0.9	1.0	1.0

Unrestricted Revenue Detail
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Master Account	Revenue Description				FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
68515	Unrestricted Fund				0.2	0.0	0.0
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
66190	Py Reimburse Recvry				0.2	0.0	0.0

Restricted Revenue Detail
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Master Account	Revenue Description	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51010	Federal Receipts	145.0	145.0	145.0

Detail Information					FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund			
51010	Federal Receipts		05432221	11100	145.0	145.0	145.0
<p>Federal funds are available on an ongoing basis to assist clients of vocational rehabilitation services in resolving issues. These services are provided through a contract. When the Division of Vocational Rehabilitation (DVR) was part of the Department of Education, these contractual funds were administered by the Office of the Governor. With the transfer of DVR to the Department of Labor and Workforce Development, it is no longer necessary for the Governor's Office to administer the program.</p>							

Restricted Revenue Detail
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Master Account	Revenue Description	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51015	Interagency Receipts	698.9	725.3	725.3

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51015	Interagency Receipts	Department-wide	05437231	11100	698.9	725.3	725.3
	Receipts are collected from all divisions in the department for support provided by Administrative Services including, finance & accounting, human resources, payroll, supply, procurement, leasing and budget preparation.						

Estimated Interagency Receipts by Component

- School Finance & Facilities: 109.4
- Student & School Achievement: \$244.1
- State System of Support: \$8.1
- Teacher Certification: \$16.0
- Child Nutrition Services: \$32.5
- Early Learning Coordination: \$24.3
- Professional Teaching Practices Commission \$3.5
- Alaska State Council on the Arts \$5.4
- Mt. Edgecumbe High School \$25.0
- Library Operations: \$142.4
- Archives: \$5.0
- Museums: \$29.6
- Alaska Commission on Postsecondary Education \$50.0

Total \$725.3

Inter-Agency Services
Department of Education and Early Development

Component: Administrative Services (157)
RDU: Education Support Services (400)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2012 Actuals	FY2013		
					Management Plan	FY2014 Governor	
73805	IT-Non-Telecommunication	RSA to DOA Core Services chargebacks including AKPAY/AKSAS	Inter-dept	DOA ETS	5.5	7.0	7.9
73805 IT-Non-Telecommunication subtotal:					5.5	7.0	7.9
73806	IT-Telecommunication	RSA to DOA Core Services chargebacks including telecommunications/computer services EPR and PBX	Inter-dept	DOA ETS	15.5	31.0	57.1
73806 IT-Telecommunication subtotal:					15.5	31.0	57.1
73807	Storage	Offsite storage for departmental records	Inter-dept		0.9	2.0	2.0
73807 Storage subtotal:					0.9	2.0	2.0
73809	Mail	RSA to DOA for Central Mail Services.	Inter-dept	Central Mail	19.4	20.0	20.0
73809 Mail subtotal:					19.4	20.0	20.0
73810	Human Resources	RSA to DOA for Human Resource Integration	Inter-dept	Centralized HR	273.9	143.4	217.8
73810 Human Resources subtotal:					273.9	143.4	217.8
73815	Financial		Inter-dept		0.7	0.0	0.0
73815 Financial subtotal:					0.7	0.0	0.0
73816	ADA Compliance	RSA to Department of Labor for ADA compliance.	Inter-dept	Voc Rehab Administration	3.9	4.0	4.0
73816 ADA Compliance subtotal:					3.9	4.0	4.0
73818	Training (Services-IA Svcs)	Training provided by the Department of Administration for staff professional development	Inter-dept	Admin	0.2	0.2	0.2
73818 Training (Services-IA Svcs) subtotal:					0.2	0.2	0.2
73819	Commission Sales (IA Svcs)		Inter-dept		0.1	0.0	0.0
73819 Commission Sales (IA Svcs) subtotal:					0.1	0.0	0.0
Administrative Services total:					320.1	207.6	309.0
Grand Total:					320.1	207.6	309.0