

State of Alaska FY2015 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 2013

- 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 FY2015

There are no significant changes in the results to be delivered in FY2015.

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

	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,123.4	1,221.2	1,244.4
72000 Travel	4.6	5.4	5.4
73000 Services	331.0	404.3	378.9
74000 Commodities	15.3	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	1,474.3	1,651.7	1,649.5
Funding Sources:			
1002 Federal Receipts	117.5	145.0	145.0
1004 General Fund Receipts	635.7	769.7	769.1
1007 Interagency Receipts	721.1	737.0	735.4
Funding Totals	1,474.3	1,651.7	1,649.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	0.8	0.0	0.0
Unrestricted Total		0.8	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	117.5	145.0	145.0
Interagency Receipts	51015	721.1	737.0	735.4
Restricted Total		838.6	882.0	880.4
Total Estimated Revenues		839.4	882.0	880.4

**Summary of Component Budget Changes
From FY2014 Management Plan to FY2015 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>
FY2014 Management Plan	769.7	0.0	737.0	145.0	1,651.7
Adjustments which will continue current level of service:					
-Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)	-4.2	0.0	-4.8	0.0	-9.0
-FY2015 Salary Increases	5.3	0.0	5.1	0.0	10.4
-FY2015 Health Insurance and Working Reserve Rate Reductions	-1.7	0.0	-1.9	0.0	-3.6
FY2015 Governor	769.1	0.0	735.4	145.0	1,649.5

Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2014 Management Plan	FY2015 Governor		
Full-time	10	10	Annual Salaries	792,146
Part-time	0	0	COLA	10,428
Nonpermanent	1	1	Premium Pay	0
			Annual Benefits	441,888
			Less 0.00% Vacancy Factor	(62)
			Lump Sum Premium Pay	0
Totals	11	11	Total Personal Services	1,244,400

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 Consultant III	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)

	FY2013 Actuals	FY2014 Conference Committee	FY2014 Authorized	FY2014 Management Plan	FY2015 Governor	FY2014 Management Plan vs FY2015 Governor	
71000 Personal Services	1,123.4	1,198.8	1,217.3	1,221.2	1,244.4	23.2	1.9%
72000 Travel	4.6	5.4	5.4	5.4	5.4	0.0	0.0%
73000 Services	331.0	408.2	408.2	404.3	378.9	-25.4	-6.3%
74000 Commodities	15.3	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	1,474.3	1,633.2	1,651.7	1,651.7	1,649.5	-2.2	-0.1%
Fund Sources:							
1002Fed Rcpts (Fed)	117.5	145.0	145.0	145.0	145.0	0.0	0.0%
1004Gen Fund (UGF)	635.7	756.0	769.7	769.7	769.1	-0.6	-0.1%
1007I/A Rcpts (Other)	721.1	732.2	737.0	737.0	735.4	-1.6	-0.2%
Unrestricted General (UGF)	635.7	756.0	769.7	769.7	769.1	-0.6	-0.1%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	721.1	732.2	737.0	737.0	735.4	-1.6	-0.2%
Federal Funds	117.5	145.0	145.0	145.0	145.0	0.0	0.0%
Positions:							
Permanent Full Time	10	10	10	10	10	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	1	1	1	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 FY2014 Conference Committee To FY2014 Authorized *****												
FY2014 Conference Committee												
ConfCom		1,633.2	1,198.8	5.4	408.2	20.8	0.0	0.0	0.0	10	0	1
1002 Fed Rcpts		145.0										
1004 Gen Fund		756.0										
1007 I/A Rcpts		732.2										
Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)												
Atrin		9.0	9.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		4.2										
1007 I/A Rcpts		4.8										
The Alaska State Employees Association, representing the general government unit, negotiated a lump sum payment of \$755 less mandatory deductions, per employee in pay status on July 1, 2013. The lump sum will be paid in the second pay period of August 2013.												
Compensation of Non-Covered Employees Ch47 SLA2013 (SB95) (Sec2 Ch14 SLA2013 P43 L10 (HB65) and Sec2 Ch15 P8 L10 (HB66))												
FisNot		9.5	9.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		9.5										
SB95 relates to the compensation, allowances, geographic differentials in pay, and leave of certain public officials, officers, and employees not covered by collective bargaining agreements, and relates to certain petroleum engineers and petroleum geologists employed by the Department of Natural Resources.												
Subtotal		1,651.7	1,217.3	5.4	408.2	20.8	0.0	0.0	0.0	10	0	1
***** Changes From FY2014 Authorized To FY2014 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines												
LIT		0.0	3.9	0.0	-3.9	0.0	0.0	0.0	0.0	0	0	0
This will bring personal services within vacancy factor guidelines and align authority with anticipated expenditure levels. There are no impacts on services associated with this transfer.												
Subtotal		1,651.7	1,221.2	5.4	404.3	20.8	0.0	0.0	0.0	10	0	1
***** Changes From FY2014 Management Plan To FY2015 Governor *****												
Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)												
OTI		-9.0	-9.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-4.2										
1007 I/A Rcpts		-4.8										

Reverse one-time funding for a negotiated lump sum payment to employees in the general government unit, represented by the Alaska State Employees

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	
Association, in pay status on July 1, 2013.												
FY2015 Salary Increases												
	SalAdj	10.4	10.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		5.3										
1007 I/A Rcpts		5.1										
Cost of living allowance for certain bargaining units: \$10.4												
Year two cost of living allowance for non-covered employees - 1%: \$1.6												
Year two cost of living allowance for Alaska State Employees Association/General Government Unit - 1%: \$6.8												
Year two cost of living allowance for Alaska Public Employees Association/Supervisory Unit - 1%: \$1.1												
Year two cost of living allowance for Confidential Employees Association - 1%: \$0.9												
FY2015 Health Insurance and Working Reserve Rate Reductions												
	SalAdj	-3.6	-3.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-1.7										
1007 I/A Rcpts		-1.9										
FY2015 budget reduction for decrease in the AlaskaCare health insurance premium and working reserve rates: \$-3.6												
Working reserve rate decrease from 3.94% to 3.56%: Leave Cash-In = 2.17%, Terminal Leave = 1.03%, Unemployment Insurance = 0.36% : \$-3.0												
AlaskaCare health benefit decrease from \$1,389 to \$1,371: \$-0.6												
Align Authority to Comply with Vacancy Factor Guidelines												
	LIT	0.0	25.4	0.0	-25.4	0.0	0.0	0.0	0.0	0	0	0
This will bring personal services within vacancy factor guidelines and align authority with anticipated expenditure levels. There are no impacts on services associated with this transfer.												
Totals		1,649.5	1,244.4	5.4	378.9	20.8	0.0	0.0	0.0	10	0	1

Personal Services Expenditure Detail
Department of Education and Early Development

Scenario: FY2015 Governor (11059)
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 Consultant III	FT	A	KK	Juneau	205	19C / D	12.0		70,854	951	0	40,867	112,672	26,951
05-1168	Budget Analyst IV	FT	A	GP	Juneau	205	21J / K	12.0		91,982	1,235	0	48,299	141,516	141,516
05-1351	Accountant IV	FT	A	SS	Juneau	205	20E / F	12.0		81,176	1,090	0	44,424	126,690	0
05-2059	Accounting Tech III	FT	A	GP	Juneau	205	16G / J	12.0		64,550	866	0	38,909	104,325	104,325
05-7008	Accounting Tech II	FT	A	GP	Juneau	205	14C / D	12.0		48,503	651	0	33,416	82,570	0
05-7019	Accounting Tech II	FT	A	GP	Juneau	205	14J / K	12.0		56,924	764	0	36,299	93,987	79,889
05-7624	Accounting Tech III	FT	A	GP	Juneau	205	16K	12.0		67,308	903	0	39,853	108,064	0
05-7717	Accounting Tech I	FT	A	GP	Juneau	205	12J / K	12.0		50,269	675	0	34,021	84,965	0
05-8724	Procurement Spec III	FT	A	GP	Juneau	205	18K	12.0		76,908	1,032	0	43,139	121,079	99,888
05-8726	Division Director	FT	A	XE	Juneau	N05	27F / J	12.0		125,520	1,608	0	58,735	185,863	185,863
05-N11008	Accounting Technician IV	NP	N	GP	Juneau	205	18A	12.0		58,152	653	0	23,926	82,731	0

	Total Positions	New	Deleted	Total Salary Costs:	Total COLA:	Total Premium Pay:	Total Benefits:
Full Time Positions:	10	0	0	792,146	10,428	0	441,888
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:	1,244,462		
				Minus Vacancy Adjustment of 0.00%:	(62)		
				Total Post-Vacancy:	1,244,400		
				Plus Lump Sum Premium Pay:	0		
				Personal Services Line 100:	1,244,400		

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	638,432	638,400	51.30%
1007 Interagency Receipts	606,030	606,000	48.70%
Total PCN Funding:	1,244,462	1,244,400	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		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000	Travel		4.6	5.4	5.4
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000 Travel Detail Totals			4.6	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 and Early Development meetings.	0.5	1.0	1.0
72112	Surface Transport (Instate Employee)	Surface transportation relating to in-state travel for State Board of Education and Early Development meetings, training and presentations.	0.2	0.5	0.5
72113	Lodging (Instate Employee)	In-state lodging for State Board of Education and Early Development meetings, training and presentations.	0.3	0.5	0.5
72114	Meals & Incidentals (Instate Employee)	Staff per diem while providing support for the various field offices statewide.	0.2	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 and incidental expenses for staff while traveling out of state on business.	0.0	0.2	0.2
72723	Move Meals		0.9	0.0	0.0
72728	Other Moving Exps		2.5	0.0	0.0

Line Item Detail
Department of Education and Early Development
Services

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

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000	Services		331.0	404.3	378.9
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000 Services Detail Totals			331.0	404.3	378.9
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	0.0	0.0
73026	Training/Conferences	Conference and training fees for professional development and to represent the department at statewide sessions.	0.4	0.2	0.2
73029	Memberships		0.1	0.0	0.0
73157	Television		0.5	0.0	0.0
73226	Freight		0.6	0.0	0.0
73401	Long Distance	Telephone, internet connect fees, long distance, and fax.	0.2	1.5	1.5
73665	Rentals/Leases (Non IA-Struct/Infs/Land)		0.3	0.0	0.0
73676	Repairs/Maint. (Non IA-Eq/Machinery)		3.2	0.0	0.0
73753	Program Mgmt/Consult	Contract for Client Assistance Program independent oversight and other professional services contracts.	118.3	97.5	96.9
73805	IT-Non-Telecommunication	DOA ETS RSA to DOA Core Services chargebacks including AKPAY/AKSAS.	9.9	10.0	10.0
73806	IT-Telecommunication	DOA ETS RSA to DOA Core Services chargebacks including telecommunications/computer services EPR and PBX.	26.1	57.1	45.1
73807	Storage	Offsite storage for departmental records	0.4	2.0	1.0
73809	Mail	Central Mail RSA to DOA for Central Mail Services.	17.6	20.0	20.0
73810	Human Resources	Centralized HR RSA to DOA for Human Resource Integration	146.3	211.8	200.0
73812	Legal		1.1	0.0	0.0
73815	Financial		1.3	0.0	0.0

Line Item Detail
Department of Education and Early Development
Services

Component: Administrative Services (157)

RDU: Education Support Services (400)

Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000 Services Detail Totals			331.0	404.3	378.9
73816	ADA Compliance	Voc Rehab Administration RSA to Department of Labor for ADA compliance.	4.1	4.0	4.0
73818	Training (Services-IA Svcs)	Admin Training provided by the Department of Administration for staff professional development.	0.0	0.2	0.2
73913	Employee Tuition		0.6	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		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000	Commodities		15.3	20.8	20.8
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000 Commodities Detail Totals			15.3	20.8	20.8
74222	Books And Educational	Reference books and educational materials.	0.0	0.2	0.2
74229	Business Supplies	Consumable office supplies for mailings, fax, printers, and copy machines. Binders, calendars, toner cartridges, paper, file folders, labels, etc.	9.0	15.0	15.0
74233	Info Technology Equip	Data processing supplies for printers, diskettes, and software upgrades.	3.9	4.6	4.6
74236	Subscriptions	Subscriptions to education-based periodicals.	2.1	1.0	1.0
74237	I/A Purchases (Commodities/Business)		0.2	0.0	0.0
74490	Non-Food Supplies		0.1	0.0	0.0

Unrestricted Revenue Detail
Department of Education and Early Development

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

Master Account	Revenue Description				FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
68515	Unrestricted Fund				0.8	0.0	0.0
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
66190	Py Reimburse Recvry				0.8	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	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
51010	Federal Receipts	117.5	145.0	145.0

Detail Information					FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund			
51010	Federal Receipts		05432221	11100	117.5	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	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
51015	Interagency Receipts	721.1	737.0	735.4

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
51015	Interagency Receipts	Department-wide	05437231	11100	721.1	737.0	735.4
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: \$110.2
- Student & School Achievement: \$247.9
- State System of Support: \$8.5
- Teacher Certification: \$16.3
- Child Nutrition Services: \$33.0
- Early Learning Coordination: \$24.6
- Professional Teaching Practices Commission \$3.6
- Alaska State Council on the Arts \$5.7
- Mt. Edgecumbe High School \$25.4
- Library Operations: \$144.3
- Archives: \$5.6
- Museums: \$60.3
- Alaska Commission on Postsecondary Education \$50.0

Total \$735.4

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	FY2013 Actuals	FY2014		
					Management Plan	FY2015 Governor	
73805	IT-Non-Telecommunication	RSA to DOA Core Services chargebacks including AKPAY/AKSAS.	Inter-dept	DOA ETS	9.9	10.0	10.0
73805 IT-Non-Telecommunication subtotal:					9.9	10.0	10.0
73806	IT-Telecommunication	RSA to DOA Core Services chargebacks including telecommunications/computer services EPR and PBX.	Inter-dept	DOA ETS	26.1	57.1	45.1
73806 IT-Telecommunication subtotal:					26.1	57.1	45.1
73809	Mail	RSA to DOA for Central Mail Services.	Inter-dept	Central Mail	17.6	20.0	20.0
73809 Mail subtotal:					17.6	20.0	20.0
73810	Human Resources	RSA to DOA for Human Resource Integration	Inter-dept	Centralized HR	146.3	211.8	200.0
73810 Human Resources subtotal:					146.3	211.8	200.0
73812	Legal		Inter-dept		1.1	0.0	0.0
73812 Legal subtotal:					1.1	0.0	0.0
73815	Financial		Inter-dept		1.3	0.0	0.0
73815 Financial subtotal:					1.3	0.0	0.0
73816	ADA Compliance	RSA to Department of Labor for ADA compliance.	Inter-dept	Voc Rehab Administration	4.1	4.0	4.0
73816 ADA Compliance subtotal:					4.1	4.0	4.0
73818	Training (Services-IA Svcs)	Training provided by the Department of Administration for staff professional development.	Inter-dept	Admin	0.0	0.2	0.2
73818 Training (Services-IA Svcs) subtotal:					0.0	0.2	0.2
Administrative Services total:					206.4	303.1	279.3
Grand Total:					206.4	303.1	279.3