

# **State of Alaska FY2015 Governor's Operating Budget**

## **Department of Labor and Workforce Development Management Services Component Budget Summary**

**Component: Management Services**

**Contribution to Department's Mission**

The Management Services component contributes to the department's mission by providing efficient and effective administrative services in support of the department's programs.

**Core Services**

- Financial Support Services.
- Budget Planning, Monitoring and Reporting.
- Procurement and Office Space Management.

**Major Component Accomplishments in 2013**

During FY2013, the Management Services component:

- Provided oversight of major renovation projects within the department's leased buildings requiring temporary moves of approximately 500 positions.
- Managed costs to keep the federally approved departmental indirect cost rate at five percent.
- Successfully obtained Department of Administration approval for a compromise on Universal Space Standards for the Division of Vocational Rehabilitation to meet the programmatic needs of the division and the cost savings goals of the space standards.

**Key Component Challenges**

A key challenge for the Management Services component is balancing level of service in providing financial management oversight and assistance to other divisions, and maintaining costs. Management Services is supported by the department's operating programs which are experiencing federal funding declines combined with increased operating costs.

**Significant Changes in Results to be Delivered in FY2015**

No significant changes in results to be delivered are anticipated.

**Statutory and Regulatory Authority**

## Federal Authority:

20 CFR part 601	Employment & Training Administrative Procedures
29 CFR part 97	Department of Labor Grants Administration
31 CFR part 205	Money & Finance – Fund Transfers
OMB Circular A-087	Cost Principals for State Government
OMB Circular A-102	Administrative Principals for State Government
OMB Circular A-133	Audit Principals for State Government

## Statutory Authority:

AS 23.05.010 - .130	Department of Labor, Administration
AS 23.20.005 - .278	Alaska Employment Security Act

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**Management Services  
Component Financial Summary**

*All dollars shown in thousands*

	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	2,904.8	3,137.7	3,135.9
72000 Travel	17.9	18.0	18.0
73000 Services	385.8	578.0	578.0
74000 Commodities	36.0	56.7	56.7
75000 Capital Outlay	39.9	10.0	10.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>3,384.4</b>	<b>3,800.4</b>	<b>3,798.6</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	2,281.3	2,453.8	2,452.5
1003 General Fund Match	210.9	215.3	215.2
1004 General Fund Receipts	0.0	0.0	0.0
1007 Interagency Receipts	892.2	1,131.3	1,130.9
<b>Funding Totals</b>	<b>3,384.4</b>	<b>3,800.4</b>	<b>3,798.6</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2013 Actuals	FY2014 Management Plan	FY2015 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>				
Federal Receipts	51010	2,281.3	2,453.8	2,452.5
Interagency Receipts	51015	892.2	1,131.3	1,130.9
<b>Restricted Total</b>		<b>3,173.5</b>	<b>3,585.1</b>	<b>3,583.4</b>
<b>Total Estimated Revenues</b>		<b>3,173.5</b>	<b>3,585.1</b>	<b>3,583.4</b>

**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>
<b>FY2014 Management Plan</b>	<b>215.3</b>	<b>0.0</b>	<b>1,131.3</b>	<b>2,453.8</b>	<b>3,800.4</b>
<b>Adjustments which will continue current level of service:</b>					
-Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)	-1.1	0.0	-4.5	-12.8	-18.4
-FY2015 Salary Increases	1.5	0.0	6.4	18.5	26.4
-FY2015 Health Insurance and Working Reserve Rate Reductions	-0.5	0.0	-2.3	-7.0	-9.8
<b>FY2015 Governor</b>	<b>215.2</b>	<b>0.0</b>	<b>1,130.9</b>	<b>2,452.5</b>	<b>3,798.6</b>

Management Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2014 Management Plan	FY2015 Governor		
Full-time	33	33	Annual Salaries	1,973,272
Part-time	1	0	COLA	26,507
Nonpermanent	1	0	Premium Pay	0
			Annual Benefits	1,237,005
			<i>Less 3.12% Vacancy Factor</i>	(100,884)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>35</b>	<b>33</b>	<b>Total Personal Services</b>	<b>3,135,900</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	2	0	2
Accountant III	0	0	1	0	1
Accountant IV	0	0	2	0	2
Accountant V	0	0	1	0	1
Accounting Clerk	0	0	3	0	3
Accounting Tech I	0	0	4	0	4
Accounting Tech III	0	0	6	0	6
Administrative Assistant I	1	0	0	0	1
Administrative Assistant II	0	0	1	0	1
Administrative Officer II	0	0	1	0	1
Budget Analyst II	0	0	1	0	1
Budget Manager	0	0	1	0	1
Division Director	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Mail Svcs Courier	1	0	1	0	2
Procurement Spec II	1	0	1	0	2
Procurement Spec IV	0	0	1	0	1
Supply Technician I	1	0	0	0	1
Supply Technician II	0	0	1	0	1
<b>Totals</b>	<b>4</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>33</b>

**Component Detail All Funds**  
**Department of Labor and Workforce Development**

**Component:** Management Services (AR28140) (335)  
**RDU:** Commissioner and Administrative Services (109)

	FY2013 Actuals	FY2014 Conference Committee	FY2014 Authorized	FY2014 Management Plan	FY2015 Governor	FY2014 Management Plan vs FY2015 Governor	
71000 Personal Services	2,904.8	3,272.8	3,302.2	3,137.7	3,135.9	-1.8	-0.1%
72000 Travel	17.9	12.5	12.5	18.0	18.0	0.0	0.0%
73000 Services	385.8	484.0	484.0	578.0	578.0	0.0	0.0%
74000 Commodities	36.0	56.7	56.7	56.7	56.7	0.0	0.0%
75000 Capital Outlay	39.9	10.0	10.0	10.0	10.0	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%
<b>Totals</b>	<b>3,384.4</b>	<b>3,836.0</b>	<b>3,865.4</b>	<b>3,800.4</b>	<b>3,798.6</b>	<b>-1.8</b>	<b>0.0%</b>
<b>Fund Sources:</b>							
1002Fed Rcpts (Fed)	2,281.3	2,433.3	2,453.8	2,453.8	2,452.5	-1.3	-0.1%
1003G/F Match (UGF)	210.9	213.6	215.3	215.3	215.2	-0.1	0.0%
1004Gen Fund (UGF)	0.0	65.0	65.0	0.0	0.0	0.0	0.0%
1007I/A Rcpts (Other)	892.2	1,124.1	1,131.3	1,131.3	1,130.9	-0.4	0.0%
<b>Unrestricted General (UGF)</b>	<b>210.9</b>	<b>278.6</b>	<b>280.3</b>	<b>215.3</b>	<b>215.2</b>	<b>-0.1</b>	<b>0.0%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>892.2</b>	<b>1,124.1</b>	<b>1,131.3</b>	<b>1,131.3</b>	<b>1,130.9</b>	<b>-0.4</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>2,281.3</b>	<b>2,433.3</b>	<b>2,453.8</b>	<b>2,453.8</b>	<b>2,452.5</b>	<b>-1.3</b>	<b>-0.1%</b>
<b>Positions:</b>							
Permanent Full Time	34	34	34	33	33	0	0.0%
Permanent Part Time	1	1	1	1	0	-1	-100.0%
Non Permanent	1	1	1	1	0	-1	-100.0%

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

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 *****												
<b>FY2014 Conference Committee</b>												
	ConfCom	3,836.0	3,272.8	12.5	484.0	56.7	10.0	0.0	0.0	34	1	1
1002 Fed Rcpts		2,433.3										
1003 G/F Match		213.6										
1004 Gen Fund		65.0										
1007 I/A Rcpts		1,124.1										
<b>Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)</b>												
	Atrin	18.4	18.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		12.8										
1003 G/F Match		1.1										
1007 I/A Rcpts		4.5										
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.												
<b>Compensation of Non-Covered Employees Ch47 SLA2013 (SB95) (Sec2 Ch14 SLA2013 P43 L10 (HB65) and Sec2 Ch15 P8 L10 (HB66))</b>												
	FisNot	11.0	11.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		7.7										
1003 G/F Match		0.6										
1007 I/A Rcpts		2.7										
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.												
<b>Subtotal</b>		<b>3,865.4</b>	<b>3,302.2</b>	<b>12.5</b>	<b>484.0</b>	<b>56.7</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>34</b>	<b>1</b>	<b>1</b>
***** Changes From FY2014 Authorized To FY2014 Management Plan *****												
<b>Transfer Core Services Offset to Leasing</b>												
	Trout	-65.0	0.0	0.0	-65.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-65.0										
Transfer to the Lease component to pay anticipated increase in service expenses. The remaining service authority is sufficient to cover anticipated expenses.												
<b>Delete Long Term Vacant Administrative Assistant II (21-2048)</b>												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Delete long term vacant Administrative Assistant II (21-2048); effective September 6, 2013. The duties of this position have been absorbed by other staff.												
<b>Align Authority to Comply with Vacancy Factor Guidelines</b>												

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
	LIT	0.0	-164.5	5.5	159.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to pay anticipated travel and service expenses and meet vacancy guidelines. The remaining personal services authority is sufficient to cover anticipated expenses.												
<b>Subtotal</b>		<b>3,800.4</b>	<b>3,137.7</b>	<b>18.0</b>	<b>578.0</b>	<b>56.7</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>33</b>	<b>1</b>	<b>1</b>

\*\*\*\*\* **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	-18.4	-18.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		-12.8										
1003 G/F Match		-1.1										
1007 I/A Rcpts		-4.5										

Reverse one-time funding for a negotiated lump sum payment to employees in the general government unit, represented by the Alaska State Employees Association, in pay status on July 1, 2013.

**FY2015 Salary Increases**

	SalAdj	26.4	26.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		18.5										
1003 G/F Match		1.5										
1007 I/A Rcpts		6.4										

Cost of living allowance for certain bargaining units: \$26.4

Year two cost of living allowance for non-covered employees - 1%: \$1.5

Year two cost of living allowance for Alaska State Employees Association/General Government Unit - 1%: \$14.1

Year two cost of living allowance for Alaska Public Employees Association/Supervisory Unit - 1%: \$10.8

**FY2015 Health Insurance and Working Reserve Rate Reductions**

	SalAdj	-9.8	-9.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		-7.0										
1003 G/F Match		-0.5										
1007 I/A Rcpts		-2.3										

FY2015 budget reduction for decrease in the AlaskaCare health insurance premium and working reserve rates: \$-9.8

Working reserve rate decrease from 3.94% to 3.56%: Leave Cash-In = 2.17%, Terminal Leave = 1.03%, Unemployment Insurance = 0.36% : \$-7.5

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
AlaskaCare health benefit decrease from \$1,389 to \$1,371: \$-2.3												
<b>Delete Vacant Procurement Specialist III (07-1401) and Student Intern II (07-?004)</b>												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	-1	-1
Delete one vacant Procurement Specialist III (07-1401) and one vacant Student Intern II (07-?004). The duties of these positions have been assumed by other staff.												
<b>Totals</b>		<b>3,798.6</b>	<b>3,135.9</b>	<b>18.0</b>	<b>578.0</b>	<b>56.7</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>33</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Labor and Workforce Development**

**Scenario:** FY2015 Governor (11059)  
**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

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
07-?004	Student Intern II	NP	N	EE	Juneau	N05	7A	4.0		0	0	0	0	0	0
07-1101	Division Director	FT	A	XE	Juneau	N05	27A / B	12.0		107,964	1,454	0	53,946	163,364	9,475
07-1105	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		41,172	555	0	31,096	72,823	4,224
07-1106	Supply Technician I	FT	A	GP	Anchorage	200	10A / B	12.0		33,446	450	0	28,416	62,312	3,614
07-1107	Procurement Spec IV	FT	A	SS	Juneau	205	20A / B	12.0		71,298	960	0	41,371	113,629	6,591
07-1108	Supply Technician II	FT	A	GP	Juneau	205	12K / L	12.0		51,203	690	0	34,576	86,469	5,015
07-1201	Division Operations Manager	FT	A	SS	Juneau	205	24J / K	12.0		115,656	1,487	0	56,639	173,782	10,079
07-1202	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		36,528	492	0	29,485	66,505	3,857
07-1203	Accounting Tech III	FT	A	SS	Juneau	605	16A / B	12.0		54,168	730	0	35,429	90,327	5,239
07-1204	Administrative Assistant I	FT	A	GP	Anchorage	200	12F / G	12.0		43,833	590	0	32,019	76,442	4,434
07-1205	Budget Manager	FT	A	SS	Juneau	205	22A / B	12.0		81,917	1,103	0	45,055	128,075	7,428
07-1209	Accounting Tech III	FT	A	GP	Juneau	205	16A / B	12.0		52,368	705	0	34,980	88,053	5,107
07-1211	Accounting Tech III	FT	A	GP	Juneau	205	16F / G	12.0		61,687	831	0	38,213	100,731	5,842
07-1213	Accounting Tech III	FT	A	GP	Juneau	205	16D / E	12.0		58,152	783	0	36,987	95,922	5,564
07-1216	Accounting Tech III	FT	A	GP	Juneau	205	16M / N	12.0		75,168	1,012	0	42,890	119,070	6,906
07-1218	Accountant III	FT	A	SS	Juneau	205	18C / D	12.0		66,951	902	0	39,863	107,716	6,248
07-1221	Accountant IV	FT	A	SS	Juneau	205	20F	12.0		82,164	1,107	0	45,140	128,411	7,448
07-1222	Accountant IV	FT	A	GP	Juneau	205	20J / K	12.0		86,057	1,159	0	46,667	133,883	7,765
07-1223	Accounting Tech I	FT	A	GP	Juneau	205	12G / J	12.0		48,548	654	0	33,655	82,857	4,806
07-1224	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		41,172	555	0	31,096	72,823	4,224
07-1225	Accountant II	FT	A	GP	Juneau	205	16A / B	12.0		52,368	705	0	34,980	88,053	5,107
07-1226	Procurement Spec II	FT	A	SS	Juneau	205	16B / C	12.0		56,448	760	0	36,220	93,428	5,419
07-1401	Procurement Spec III	PT	A	GP	Wasilla	200	18A	12.0		0	0	0	0	0	0
07-1404	Mail Svcs Courier	FT	A	GP	Anchorage	200	9F / G	12.0		36,828	496	0	29,589	66,913	3,881
07-1405	Procurement Spec II	FT	A	SS	Anchorage	200	16M / N	12.0		70,108	944	0	40,958	112,010	6,497
07-1509	Mail Svcs Courier	FT	A	GP	Juneau	205	9C / D	12.0		35,328	476	0	29,069	64,873	3,763
07-1513	Accounting Clerk	FT	A	GP	Juneau	205	10A / B	12.0		35,073	472	0	28,981	64,526	3,743
07-1515	Administrative Officer II	FT	A	SS	Juneau	205	19A / B	12.0		67,236	906	0	39,962	108,104	6,270
07-1710	Accounting Tech III	FT	A	SS	Juneau	205	16N / O	12.0		76,968	1,037	0	43,338	121,343	7,038
07-5196	Administrative Assistant II	FT	A	GP	Juneau	205	14B / C	12.0		46,980	633	0	33,111	80,724	4,682
07-6034	Budget Analyst II	FT	A	GP	Juneau	205	16A / B	12.0		51,897	699	0	34,817	87,413	5,070
08-0475	Accounting Tech I	FT	A	GP	Juneau	205	12A / B	12.0		39,840	537	0	30,634	71,011	4,119
21-2007	Accountant II	FT	A	GP	Juneau	205	16A / B	12.0		51,897	699	0	34,817	87,413	5,070
21-2034	Accounting Clerk	FT	A	GP	Juneau	205	10G / J	12.0		42,888	578	0	31,692	75,158	4,359
21-2046	Accountant V	FT	A	SS	Juneau	205	22J / K	12.0		99,961	1,346	0	51,314	152,621	8,852

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.

**Personal Services Expenditure Detail**  
**Department of Labor and Workforce Development**

**Scenario:** FY2015 Governor (11059)  
**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

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
													<b>Total Salary Costs:</b>	1,973,272	
													<b>Total COLA:</b>	26,507	
													<b>Total Premium Pay:</b>	0	
													<b>Total Benefits:</b>	1,237,005	
													<b>Total Pre-Vacancy:</b>	3,236,784	
													<b>Minus Vacancy Adjustment of 3.12%:</b>	(100,884)	
													<b>Total Post-Vacancy:</b>	3,135,900	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	3,135,900	
<b>Total Component Months:</b>		396.0													

<b>PCN Funding Sources:</b>	<b>Pre-Vacancy</b>	<b>Post-Vacancy</b>	<b>Percent</b>
1002 Federal Receipts	2,262,512	2,191,994	69.90%
1003 General Fund Match	187,733	181,882	5.80%
1007 Interagency Receipts	786,539	762,024	24.30%
<b>Total PCN Funding:</b>	<b>3,236,784</b>	<b>3,135,900</b>	<b>100.00%</b>

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 Labor and Workforce Development**  
**Travel**

**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

Line Number	Line Name	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000	Travel	17.9	18.0	18.0

Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
<b>72000 Travel Detail Totals</b>			<b>17.9</b>	<b>18.0</b>	<b>18.0</b>

72110	Employee Travel (Instate)	Management Services staff travel throughout the state to provide training, review inventory, inspect facilities, perform audits, and perform special surveys and studies.	14.2	13.9	13.9
72410	Employee Travel (Out of state)	Management Services staff travel for federal grant administration and reporting trainings not available in Alaska.	3.6	4.0	4.0
72900	Other Travel Costs	Cash advance fees	0.1	0.1	0.1

**Line Item Detail**  
**Department of Labor and Workforce Development**  
**Services**

**Component:** Management Services (335)

**RDU:** Commissioner and Administrative Services (109)

Line Number	Line Name			FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000	Services			385.8	578.0	578.0
Expenditure Account				FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Expenditure Account	Servicing Agency	Explanation		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
<b>73000 Services Detail Totals</b>				<b>385.8</b>	<b>578.0</b>	<b>578.0</b>
73025	Education Services	Training tuition and fees, and conference registrations		7.0	5.0	5.0
73154	Software Licensing	Software licensing fee chargeback (I/A transfer to DOA)	Admin	8.4	7.4	7.4
73155	Software Maintenance	Maintenance costs for program-specific software		0.5	0.4	0.4
73156	Telecommunication	Long distance, cellular phone and data network service charges		3.0	4.5	4.5
73225	Delivery Services	Freight and express charges for shipping files, and courier service for sending documents between offices.		36.3	6.9	6.9
73254	Dp Operations Alloc	Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)	Data Processing	58.2	58.3	58.3
73421	Sef Fuel A87 Allowed	State equipment fleet fuel services (I/A transfer to DOT/PF)	State Equipment Fleet	4.2	3.4	3.4
73423	Sef Oper A87 Allowed	State equipment fleet fixed cost services (I/A transfer to DOT/PF)	State Equipment Fleet	2.2	2.6	2.6
73424	Sef Svc/Prt A87 Alwd	State equipment fleet maintenance and repair services (I/A transfer to DOT/PF)	State Equipment Fleet	0.8	0.4	0.4
73428	Sef F/C A87 Allowed	State equipment fleet fixed cost services for equipment replacement - portion A87 allowable (I/A transfer to DOT/PF)	State Equipment Fleet	6.3	6.4	6.4
73429	Sef F/C A87 Unallowd	State equipment fleet fixed cost services for equipment replacement - portion A87 unallowable (I/A transfer to DOT/PF)	State Equipment Fleet	1.8	1.4	1.4
73525	Utilities	Public utility services including electricity for the storage annex, heating oil and records disposal		3.6	2.9	2.9
73650	Struc/Infstruct/Land	Building repair and maintenance, and room and space rentals		10.6	31.8	31.8
73675	Equipment/Machinery	Office equipment repair and maintenance, and rentals/leases		12.4	10.8	10.8

**Line Item Detail**  
**Department of Labor and Workforce Development**  
**Services**

**Component:** Management Services (335)

**RDU:** Commissioner and Administrative Services (109)

Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor	
<b>73000 Services Detail Totals</b>			<b>385.8</b>	<b>578.0</b>	<b>578.0</b>	
73750	Other Services (Non IA Svcs)	Miscellaneous professional services expenses such as printing of publications or program management and consulting services	0.4	63.0	63.0	
73750	Other Services (Non IA Svcs)	Program management/consulting, safety-related services, printing, copying and other services	0.0	161.0	161.0	
73805	IT-Non-Telecommunication	Admin	Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA)	24.0	24.8	24.8
73806	IT-Telecommunication	Admin	Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA)	55.0	55.0	55.0
73809	Mail	Admin	Centralized mail services chargeback (I/A transfer to DOA)	4.4	4.8	4.8
73810	Human Resources	Admin	Human resource services chargeback (I/A transfer to DOA)	20.0	22.3	22.3
73811	Building Leases	Admin	Building leases chargeback (I/A transfer to DOA)	120.6	98.4	98.4
73813	Auditing	Admin	Auditing services chargeback (I/A transfer to DOA)	0.8	1.3	1.3
73814	Insurance	Admin	Risk management services chargeback (I/A transfer to DOA)	2.3	2.3	2.3
73815	Financial	Admin	State payroll and accounting system chargeback (I/A transfer to DOA)	2.1	2.0	2.0
73816	ADA Compliance	Admin	Americans with Disabilities Act chargeback (I/A transfer to DOA)	0.5	0.4	0.4
73819	Commission Sales (IA Svcs)	Admin	State Travel Office (I/A transfer to DOA)	0.4	0.5	0.5

**Line Item Detail**  
**Department of Labor and Workforce Development**  
**Commodities**

**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000	Commodities		36.0	56.7	56.7
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
<b>74000 Commodities Detail Totals</b>			<b>36.0</b>	<b>56.7</b>	<b>56.7</b>
74200	Business	Training materials, office equipment and furniture, personal computers, and miscellaneous office supplies	36.0	56.7	56.7

**Line Item Detail**  
**Department of Labor and Workforce Development**  
**Capital Outlay**

**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
75000	Capital Outlay		39.9	10.0	10.0
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
<b>75000 Capital Outlay Detail Totals</b>			<b>39.9</b>	<b>10.0</b>	<b>10.0</b>
75700	Equipment	Capitalized office equipment purchases	39.9	10.0	10.0

**Restricted Revenue Detail**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

<b>Master Account</b>	<b>Revenue Description</b>	<b>FY2013 Actuals</b>	<b>FY2014 Management Plan</b>	<b>FY2015 Governor</b>
51010	Federal Receipts	2,281.3	2,453.8	2,452.5

**Detail Information**

<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2013 Actuals</b>	<b>FY2014 Management Plan</b>	<b>FY2015 Governor</b>
57115	Fed Indirect Recovery		07142500	11100	2,281.3	2,453.8	2,452.5

The Management Services component is primarily funded by an annual federally-approved Indirect Cost Plan. Under this plan, the federal government funds a percentage of component expenditures equal to the percentage of federally-funded personal services within the department. Other fund sources provide the remainder.

**Restricted Revenue Detail**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

<b>Master Account</b>	<b>Revenue Description</b>	<b>FY2013 Actuals</b>	<b>FY2014 Management Plan</b>	<b>FY2015 Governor</b>
51015	Interagency Receipts	892.2	1,131.3	1,130.9

**Detail Information**

<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2013 Actuals</b>	<b>FY2014 Management Plan</b>	<b>FY2015 Governor</b>
59070	Labor	Department-wide	07141500	11100	892.2	1,131.3	1,130.9

The Management Services component is primarily funded by an annual federally-approved Indirect Cost Plan. Under this plan, the federal government funds a percentage of component expenditures equal to the percentage of federally-funded personal services within the department. Other fund sources provide the remainder.

**Inter-Agency Services**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Commissioner and Administrative Services (109)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2014			
				FY2013 Actuals	Management Plan	FY2015 Governor	
73154	Software Licensing	Software licensing fee chargeback (I/A transfer to DOA)	Inter-dept	Admin	8.4	7.4	7.4
<b>73154 Software Licensing subtotal:</b>					<b>8.4</b>	<b>7.4</b>	<b>7.4</b>
73254	Dp Operations Alloc	Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)	Intra-dept	Data Processing	58.2	58.3	58.3
<b>73254 Dp Operations Alloc subtotal:</b>					<b>58.2</b>	<b>58.3</b>	<b>58.3</b>
73421	Sef Fuel A87 Allowed	State equipment fleet fuel services (I/A transfer to DOT/PF)	Inter-dept	State Equipment Fleet	4.2	3.4	3.4
<b>73421 Sef Fuel A87 Allowed subtotal:</b>					<b>4.2</b>	<b>3.4</b>	<b>3.4</b>
73423	Sef Oper A87 Allowed	State equipment fleet fixed cost services (I/A transfer to DOT/PF)	Inter-dept	State Equipment Fleet	2.2	2.6	2.6
<b>73423 Sef Oper A87 Allowed subtotal:</b>					<b>2.2</b>	<b>2.6</b>	<b>2.6</b>
73424	Sef Svc/Prt A87 Alwd	State equipment fleet maintenance and repair services (I/A transfer to DOT/PF)	Inter-dept	State Equipment Fleet	0.8	0.4	0.4
<b>73424 Sef Svc/Prt A87 Alwd subtotal:</b>					<b>0.8</b>	<b>0.4</b>	<b>0.4</b>
73428	Sef F/C A87 Allowed	State equipment fleet fixed cost services for equipment replacement - portion A87 allowable (I/A transfer to DOT/PF)	Inter-dept	State Equipment Fleet	6.3	6.4	6.4
<b>73428 Sef F/C A87 Allowed subtotal:</b>					<b>6.3</b>	<b>6.4</b>	<b>6.4</b>
73429	Sef F/C A87 Unallowd	State equipment fleet fixed cost services for equipment replacement - portion A87 unallowable (I/A transfer to DOT/PF)	Inter-dept	State Equipment Fleet	1.8	1.4	1.4
<b>73429 Sef F/C A87 Unallowd subtotal:</b>					<b>1.8</b>	<b>1.4</b>	<b>1.4</b>
73805	IT-Non-Telecommunication	Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA)	Inter-dept	Admin	24.0	24.8	24.8
<b>73805 IT-Non-Telecommunication subtotal:</b>					<b>24.0</b>	<b>24.8</b>	<b>24.8</b>
73806	IT-Telecommunication	Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA)	Inter-dept	Admin	55.0	55.0	55.0
<b>73806 IT-Telecommunication subtotal:</b>					<b>55.0</b>	<b>55.0</b>	<b>55.0</b>
73809	Mail	Centralized mail services chargeback (I/A transfer to DOA)	Inter-dept	Admin	4.4	4.8	4.8
<b>73809 Mail subtotal:</b>					<b>4.4</b>	<b>4.8</b>	<b>4.8</b>
73810	Human Resources	Human resource services chargeback (I/A transfer to DOA)	Inter-dept	Admin	20.0	22.3	22.3
<b>73810 Human Resources subtotal:</b>					<b>20.0</b>	<b>22.3</b>	<b>22.3</b>
73811	Building Leases	Building leases chargeback (I/A transfer to DOA)	Inter-dept	Admin	120.6	98.4	98.4
<b>73811 Building Leases subtotal:</b>					<b>120.6</b>	<b>98.4</b>	<b>98.4</b>
73813	Auditing	Auditing services chargeback (I/A transfer to DOA)	Inter-dept	Admin	0.8	1.3	1.3
<b>73813 Auditing subtotal:</b>					<b>0.8</b>	<b>1.3</b>	<b>1.3</b>
73814	Insurance	Risk management services chargeback (I/A transfer to DOA)	Inter-dept	Admin	2.3	2.3	2.3

