

**State of Alaska
FY2016 Governor Amended 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 2014

- 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 FY2016

Implementation of the Integrated Resource Information System (IRIS) project, which will replace the statewide accounting system and implement an automated statewide procurement system, is set for a go live date of July 1, 2015.

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

	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,210.6	1,234.9	1,213.2
72000 Travel	7.5	5.4	8.4
73000 Services	378.6	388.4	422.7
74000 Commodities	16.6	20.8	30.8
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	1,613.3	1,649.5	1,675.1
Funding Sources:			
1002 Federal Receipts	121.8	145.0	145.0
1004 General Fund Receipts	754.5	769.1	782.7
1007 Interagency Receipts	737.0	735.4	747.4
Funding Totals	1,613.3	1,649.5	1,675.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	121.8	145.0	145.0
Interagency Receipts	51015	737.0	735.4	747.4
Restricted Total		858.8	880.4	892.4
Total Estimated Revenues		858.8	880.4	892.4

**Summary of Component Budget Changes
From FY2015 Management Plan to FY2016 Governor Amended**

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>
FY2015 Management Plan	769.1	0.0	735.4	145.0	1,649.5
Adjustments which continue current level of service:					
-FY2016 Salary Increases	14.0	0.0	12.8	0.0	26.8
-FY2016 Health Insurance Rate Reduction	-0.4	0.0	-0.8	0.0	-1.2
FY2016 Governor Amended	782.7	0.0	747.4	145.0	1,675.1

Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2015 Management Plan	FY2016 Governor Amended		
Full-time	10	10	Annual Salaries	761,724
Part-time	0	0	COLA	25,288
Nonpermanent	1	1	Premium Pay	0
			Annual Benefits	426,290
			<i>Less 0.01% Vacancy Factor</i>	(102)
			Lump Sum Premium Pay	0
Totals	11	11	Total Personal Services	1,213,200

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech II	0	0	3	0	3
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)

	FY2014 Actuals	FY2015 Conference Committee	FY2015 Authorized	FY2015 Management Plan	FY2016 Governor Amended	FY2015 Management Plan vs FY2016 Governor Amended	
71000 Personal Services	1,210.6	1,244.4	1,244.4	1,234.9	1,213.2	-21.7	-1.8%
72000 Travel	7.5	5.4	5.4	5.4	8.4	3.0	55.6%
73000 Services	378.6	378.9	378.9	388.4	422.7	34.3	8.8%
74000 Commodities	16.6	20.8	20.8	20.8	30.8	10.0	48.1%
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	1,613.3	1,649.5	1,649.5	1,649.5	1,675.1	25.6	1.6%
Fund Sources:							
1002Fed Rcpts (Fed)	121.8	145.0	145.0	145.0	145.0	0.0	0.0%
1004Gen Fund (UGF)	754.5	769.1	769.1	769.1	782.7	13.6	1.8%
1007I/A Rcpts (Other)	737.0	735.4	735.4	735.4	747.4	12.0	1.6%
Unrestricted General (UGF)	754.5	769.1	769.1	769.1	782.7	13.6	1.8%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	737.0	735.4	735.4	735.4	747.4	12.0	1.6%
Federal Funds	121.8	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 FY2015 Conference Committee To FY2015 Authorized *****												
FY2015 Conference Committee												
ConfCom		1,649.5	1,244.4	5.4	378.9	20.8	0.0	0.0	0.0	10	0	1
1002 Fed Rcpts		145.0										
1004 Gen Fund		769.1										
1007 I/A Rcpts		735.4										
Subtotal		1,649.5	1,244.4	5.4	378.9	20.8	0.0	0.0	0.0	10	0	1
***** Changes From FY2015 Authorized To FY2015 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines												
LIT		0.0	-9.5	0.0	9.5	0.0	0.0	0.0	0.0	0	0	0
This line item transfer brings personal services within vacancy factor guidelines and aligns authority with anticipated expenditure levels. There are no impacts on services associated with this transfer.												
Subtotal		1,649.5	1,234.9	5.4	388.4	20.8	0.0	0.0	0.0	10	0	1
***** Changes From FY2015 Management Plan To FY2016 Governor Amended *****												
FY2016 Salary Increases												
SalAdj		26.8	26.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		14.0										
1007 I/A Rcpts		12.8										
Cost of living adjustment for certain bargaining units: \$26.8												
Year three cost of living adjustment for non-covered employees - 2.5%: \$4.0												
Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$15.6												
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$4.6												
Year three cost of living adjustment for Confidential Employees Association - 1%: \$2.6												
FY2016 Health Insurance Rate Reduction												
SalAdj		-1.2	-1.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.4										
1007 I/A Rcpts		-0.8										
Select Benefits health insurance rate reduction from \$1,371 to \$1,346: \$-1.2												

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	
Align Authority to Adjust for Reduction of Budgeted Months for Non-permanent Position												
	LIT	0.0	-47.3	3.0	34.3	10.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to comply with vacancy factor guidelines and align authority with anticipated expenditure levels. There are no impacts on services associated with this transfer. A non-permanent position will not be retained after the FY2015 reappropriation period. The position will only be required during July and August of 2015.												
Totals		1,675.1	1,213.2	8.4	422.7	30.8	0.0	0.0	0.0	10	0	1

Personal Services Expenditure Detail
Department of Education and Early Development

Scenario: FY2016 Governor Amended (12201)
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	UGF Amount
02-1008	Human Resource Consultant III	FT	A	KK	Juneau	205	19E / F	12.0		76,521	2,565	0	42,400	121,486	29,060
05-1168	Budget Analyst IV	FT	A	GP	Juneau	205	21J / K	12.0		95,052	3,186	0	49,217	147,455	147,455
05-1351	Accountant IV	FT	A	SS	Juneau	205	20F	12.0		82,980	2,782	0	44,626	130,388	0
05-2059	Accounting Tech III	FT	A	GP	Juneau	205	16J	12.0		65,520	2,196	0	39,150	106,866	106,866
05-7008	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		46,158	1,547	0	32,549	80,254	0
05-7019	Accounting Tech II	FT	A	GP	Juneau	205	14K	12.0		59,004	1,978	0	36,928	97,910	83,224
05-7624	Accounting Tech III	FT	A	GP	Juneau	205	16K / L	12.0		69,146	2,318	0	40,386	111,850	0
05-7717	Accounting Tech II	FT	A	GP	Juneau	205	14G	12.0		54,600	1,830	0	35,427	91,857	0
05-8724	Procurement Spec III	FT	A	GP	Juneau	205	18K / L	12.0		79,013	2,649	0	43,749	125,411	100,088
05-8726	Division Director	FT	A	XE	Juneau	N05	27E / F	12.0		123,512	3,951	0	57,900	185,363	185,363
05-N14002	Accounting Technician IV	NP	N	SS	Juneau	205	18A	2.0		10,218	286	0	3,958	14,462	0

	Total Positions	New	Deleted
Full Time Positions:	10	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	1	0	0
Positions in Component:	11	0	0

Total Salary Costs:	761,724
Total COLA:	25,288
Total Premium Pay:	0
Total Benefits:	426,290
Total Pre-Vacancy:	1,213,302
Minus Vacancy Adjustment of 0.01%:	(102)
Total Post-Vacancy:	1,213,200
Plus Lump Sum Premium Pay:	0
Personal Services Line 100:	1,213,200

Total Component Months: 122.0

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	652,055	652,000	53.74%
1007 Interagency Receipts	561,247	561,200	46.26%
Total PCN Funding:	1,213,302	1,213,200	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		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
72000	Travel		7.5	5.4	8.4
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
72000 Travel Detail Totals			7.5	5.4	8.4
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	3.3	1.0	3.0
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	2.0	0.5	1.5
72114	Meals & Incidentals (Instate Employee)	Staff per diem while providing support for the various field offices statewide	1.0	1.6	1.6
72411	Airfare (Out of state Emp)	Transportation for training and professional development	0.5	1.1	1.1
72413	Lodging (Out of state Emp)	Lodging expenses for staff while traveling out of state on business	0.5	0.5	0.5
72414	Meals & Incidentals (Out of state Emp)	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			FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000	Services			378.6	388.4	422.7
Expenditure Account				FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000 Services Detail Totals				378.6	388.4	422.7
73026	Training/Conferences		Conference and training fees for professional development and to represent the department at statewide sessions	0.7	0.2	0.2
73150	Information Technlgy			5.8	0.0	0.0
73157	Television			0.5	0.0	0.0
73225	Delivery Services			1.0	0.0	0.0
73401	Long Distance		Telephone, internet connect fees, long distance, and fax	1.8	1.5	2.0
73528	Disposal			0.3	0.0	0.0
73655	Repairs/Maint. (Non IA-Struct/Infs/Land)			0.3	0.0	0.0
73753	Program Mgmt/Consult		Contract for Client Assistance Program independent oversight and other professional services contracts	121.8	96.9	120.0
73756	Print/Copy/Graphics			0.6	0.0	0.0
73805	IT-Non-Telecommunication	DOA ETS	RSA to DOA Core Services chargebacks including AKSAS and AKPAY	0.0	10.0	10.0
73806	IT-Telecommunication	DOA ETS	RSA to DOA Core Services chargebacks including telecommunications/computer services EPR and PBX	22.0	45.1	45.1
73807	Storage		Offsite storage for departmental records	1.2	2.0	2.0
73809	Mail	Central Mail	RSA to DOA for Central Mail Services	17.7	20.0	20.0
73810	Human Resources	Centralized HR	RSA to DOA for Human Resource Integration	200.0	208.5	219.2
73812	Legal			0.3	0.0	0.0
73815	Financial			0.8	0.0	0.0
73816	ADA Compliance	Voc Rehab Administration	RSA to Department of Labor for ADA compliance	3.5	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	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000 Services Detail Totals			378.6	388.4	422.7
73818	Training (Services-IA Svcs)	Admin	Training provided by the Department of Administration for staff professional development	0.3	0.2

Line Item Detail
Department of Education and Early Development
Commodities

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

Line Number	Line Name		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
74000	Commodities		16.6	20.8	30.8
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
74000 Commodities Detail Totals			16.6	20.8	30.8
74222	Books And Educational	Reference books and educational materials	0.1	0.2	0.2
74226	Equipment & Furniture		0.5	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.	14.0	15.0	20.0
74233	Info Technology Equip	Data processing supplies for printers, diskettes, and software upgrades	2.0	4.6	7.5
74236	Subscriptions	Subscriptions to professional publications	0.0	1.0	3.1

Restricted Revenue Detail
Department of Education and Early Development

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

Master Account	Revenue Description				FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51010	Federal Receipts				121.8	145.0	145.0
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51010	Federal Receipts		05432221	11100	121.8	145.0	145.0
	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.						

Restricted Revenue Detail
Department of Education and Early Development

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

Master Account	Revenue Description	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51015	Interagency Receipts	737.0	735.4	747.4

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51015	Interagency Receipts	Department-wide	05437231	11100	737.0	735.4	747.4

Receipts are collected as chargebacks from department divisions for support provided by Administrative Services including, finance and accounting, human resources, payroll, supply, procurement, leasing and budget preparation.

Estimated Interagency Receipts by Component

- School Finance & Facilities: \$111.1
- Student & School Achievement: \$252.3
- State System of Support: \$9.0
- Teacher Certification: \$16.6
- Child Nutrition Services: \$33.6
- Early Learning Coordination: \$24.9
- Professional Teaching Practices Commission \$3.7
- Alaska State Council on the Arts \$6.1
- Mt. Edgecumbe High School \$25.9
- Library Operations: \$146.7
- Archives: \$6.2
- Museums: \$61.3
- Alaska Commission on Postsecondary Education \$50.0

Total \$747.4

Interagency Services
Department of Education and Early Development

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

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended	
73805	IT-Non-Telecommunication	RSA to DOA Core Services chargebacks including AKSAS and AKPAY	Inter-dept	DOA ETS	0.0	10.0	10.0
				73805 IT-Non-Telecommunication subtotal:	0.0	10.0	10.0
73806	IT-Telecommunication	RSA to DOA Core Services chargebacks including telecommunications/computer services EPR and PBX	Inter-dept	DOA ETS	22.0	45.1	45.1
				73806 IT-Telecommunication subtotal:	22.0	45.1	45.1
73809	Mail	RSA to DOA for Central Mail Services	Inter-dept	Central Mail	17.7	20.0	20.0
				73809 Mail subtotal:	17.7	20.0	20.0
73810	Human Resources	RSA to DOA for Human Resource Integration	Inter-dept	Centralized HR	200.0	208.5	219.2
				73810 Human Resources subtotal:	200.0	208.5	219.2
73812	Legal		Inter-dept		0.3	0.0	0.0
				73812 Legal subtotal:	0.3	0.0	0.0
73815	Financial		Inter-dept		0.8	0.0	0.0
				73815 Financial subtotal:	0.8	0.0	0.0
73816	ADA Compliance	RSA to Department of Labor for ADA compliance	Inter-dept	Voc Rehab Administration	3.5	4.0	4.0
				73816 ADA Compliance subtotal:	3.5	4.0	4.0
73818	Training (Services-IA Svcs)	Training provided by the Department of Administration for staff professional development	Inter-dept	Admin	0.3	0.2	0.2
				73818 Training (Services-IA Svcs) subtotal:	0.3	0.2	0.2
				Administrative Services total:	244.6	287.8	298.5
				Grand Total:	244.6	287.8	298.5