

**State of Alaska
FY2016 Governor Amended 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 2014

During FY2014, the Management Services component:

- Successfully completed required milestones for the build phase of the new state accounting system (IRIS) implementation project.
- Managed costs to keep the federally approved departmental indirect cost rate at five percent.
- Maintained service levels for fiscal, procurement, and facility management operations.

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 FY2016

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

Contact Information

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**Management 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	2,784.4	3,142.8	3,164.2
72000 Travel	22.6	18.0	18.0
73000 Services	305.9	571.1	533.4
74000 Commodities	46.8	56.7	51.7
75000 Capital Outlay	0.0	10.0	5.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	3,159.7	3,798.6	3,772.3
Funding Sources:			
1002 Federal Receipts	2,179.7	2,452.5	2,496.8
1003 General Fund Match	156.4	215.2	129.1
1007 Interagency Receipts	823.6	1,130.9	1,146.4
Funding Totals	3,159.7	3,798.6	3,772.3

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	2,179.7	2,452.5	2,496.8
Interagency Receipts	51015	823.6	1,130.9	1,146.4
Restricted Total		3,003.3	3,583.4	3,643.2
Total Estimated Revenues		3,003.3	3,583.4	3,643.2

**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	215.2	0.0	1,130.9	2,452.5	3,798.6
Adjustments which continue current level of service:					
-FY2016 Salary Increases	3.9	0.0	16.3	46.7	66.9
-FY2016 Health Insurance Rate Reduction	-0.2	0.0	-0.8	-2.4	-3.4
Proposed budget decreases:					
-Reduce Authority to Recognize Cost Savings and Efficiency Gains	-11.2	0.0	0.0	0.0	-11.2
-FY2016 WIP Unallocated Reduction Distribution	-78.6	0.0	0.0	0.0	-78.6
FY2016 Governor Amended	129.1	0.0	1,146.4	2,496.8	3,772.3

**Management Services
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2015 Management Plan	FY2016 Governor Amended		
Full-time	34	33	Annual Salaries	2,036,126
Part-time	0	0	COLA	68,516
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,259,739
			<i>Less 5.95% Vacancy Factor</i>	<i>(200,181)</i>
			Lump Sum Premium Pay	0
Totals	34	33	Total Personal Services	3,164,200

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	3	0	3
Accountant III	0	0	1	0	1
Accountant IV	1	0	2	0	3
Accountant V	0	0	1	0	1
Accounting Clerk	0	0	2	0	2
Accounting Tech I	0	0	4	0	4
Accounting Tech III	0	0	5	0	5
Administrative Assistant I	1	0	0	0	1
Administrative Officer I	0	0	1	0	1
Administrative Officer II	0	0	1	0	1
Budget Analyst III	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	0	0	1	0	1
Procurement Spec III	1	0	0	0	1
Procurement Spec IV	0	0	1	0	1
Supply Technician I	1	0	0	0	1
Supply Technician II	0	0	1	0	1
Totals	5	0	28	0	33

Component Detail All Funds
Department of Labor and Workforce Development

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

	FY2014 Actuals	FY2015 Conference Committee	FY2015 Authorized	FY2015 Management Plan	FY2016 Governor Amended	FY2015 Management Plan vs FY2016 Governor Amended	
71000 Personal Services	2,784.4	3,135.9	3,135.9	3,142.8	3,164.2	21.4	0.7%
72000 Travel	22.6	18.0	18.0	18.0	18.0	0.0	0.0%
73000 Services	305.9	578.0	578.0	571.1	533.4	-37.7	-6.6%
74000 Commodities	46.8	56.7	56.7	56.7	51.7	-5.0	-8.8%
75000 Capital Outlay	0.0	10.0	10.0	10.0	5.0	-5.0	-50.0%
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	3,159.7	3,798.6	3,798.6	3,798.6	3,772.3	-26.3	-0.7%
Fund Sources:							
1002Fed Rcpts (Fed)	2,179.7	2,452.5	2,452.5	2,452.5	2,496.8	44.3	1.8%
1003G/F Match (UGF)	156.4	215.2	215.2	215.2	129.1	-86.1	-40.0%
1007I/A Rcpts (Other)	823.6	1,130.9	1,130.9	1,130.9	1,146.4	15.5	1.4%
Unrestricted General (UGF)	156.4	215.2	215.2	215.2	129.1	-86.1	-40.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	823.6	1,130.9	1,130.9	1,130.9	1,146.4	15.5	1.4%
Federal Funds	2,179.7	2,452.5	2,452.5	2,452.5	2,496.8	44.3	1.8%
Positions:							
Permanent Full Time	33	33	33	34	33	-1	-2.9%
Permanent Part Time	1	0	0	0	0	0	0.0%
Non Permanent	1	0	0	0	0	0	0.0%

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 FY2015 Conference Committee To FY2015 Authorized *****												
FY2015 Conference Committee												
	ConfCom	3,798.6	3,135.9	18.0	578.0	56.7	10.0	0.0	0.0	33	0	0
1002 Fed Rcpts		2,452.5										
1003 G/F Match		215.2										
1007 I/A Rcpts		1,130.9										
Subtotal		3,798.6	3,135.9	18.0	578.0	56.7	10.0	0.0	0.0	33	0	0
***** Changes From FY2015 Authorized To FY2015 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines												
	LIT	0.0	6.9	0.0	-6.9	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from services to pay anticipated personal services expenses and meet vacancy guidelines. The remaining personal services authority is sufficient to cover anticipated expenses.												
Transfer Office Assistant II (07-4517) from Mechanical Inspection for Accounting Support												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer vacant Mechanical Inspection Office Assistant II (07-4517) in Anchorage to Management Services in Juneau. The duties of this position have been absorbed by other staff. This position will provide additional accounting support required for the conversion of the state's accounting system.												
Subtotal		3,798.6	3,142.8	18.0	571.1	56.7	10.0	0.0	0.0	34	0	0
***** Changes From FY2015 Management Plan To FY2016 Governor Amended *****												
FY2016 Salary Increases												
	SalAdj	66.9	66.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		46.7										
1003 G/F Match		3.9										
1007 I/A Rcpts		16.3										
Cost of living adjustment for certain bargaining units: \$66.9												
Year three cost of living adjustment for non-covered employees - 2.5%: \$3.6												
Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$35.8												
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$27.5												
FY2016 Health Insurance Rate Reduction												

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	
	SalAdj	-3.4	-3.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		-2.4										
1003 G/F Match		-0.2										
1007 I/A Rcpts		-0.8										
Select Benefits health insurance rate reduction from \$1,371 to \$1,346: \$-3.4												
Reduce Authority to Recognize Cost Savings and Efficiency Gains												
	Dec	-11.2	0.0	0.0	-1.2	-5.0	-5.0	0.0	0.0	0	0	0
1003 G/F Match		-11.2										
Reduce training, commodities and capital outlay as part of a department-wide effort to realize efficiencies and consolidate support services. The remaining authority is sufficient to cover anticipated expenses.												
Transfer Administrative Officer I (07-1007) from Commissioner's Office												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer a range 17 Administrative Officer I (07-1007) located in Juneau, from the Commissioner's Office component to the Management Services component.												
FY2016 WIP Unallocated Reduction Distribution												
	Dec	-78.6	-42.1	0.0	-36.5	0.0	0.0	0.0	0.0	-2	0	0
1003 G/F Match		-78.6										
To attain the Governor's goal of redesigning administrative infrastructure to maintain maximum program and services delivery the department is going to bear the majority of the unallocated reduction from the FY2016 Work in Progress budget that was distributed on December 15, 2014 in the Commissioner's Office and the Administrative Services Division. The department will be deleting three positions from these sections and streamlining services to ensure minimal impact to support services provided to the department's programs.												
The deleted positions within the Management Services component include:												
Range 10, full-time, vacant, Accounting Clerk, 07-1513, Juneau												
Range 14, full-time, vacant, Administrative Assistant II, 07-5196, Juneau												
The duties of these positions will be assumed by remaining staff. The component will also reduce services expenses as part of the effort to realize efficiencies. The remaining authority is sufficient to cover anticipated services.												
Totals		3,772.3	3,164.2	18.0	533.4	51.7	5.0	0.0	0.0	33	0	0

Personal Services Expenditure Detail
Department of Labor and Workforce Development

Scenario: FY2016 Governor Amended (12201)
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	UGF Amount
07-1007	Administrative Officer I	FT	A	SS	Juneau	205	17C / D	12.0		62,847	2,120	0	38,290	103,257	30,977
07-1101	Division Director	FT	A	XE	Juneau	N05	27C / D	12.0		113,519	3,829	0	55,846	173,194	31,175
07-1105	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		40,528	1,367	0	30,970	72,865	0
07-1106	Supply Technician I	FT	A	GP	Anchorage	200	10E / F	12.0		38,234	1,290	0	30,169	69,693	0
07-1107	Procurement Spec IV	FT	A	SS	Juneau	205	20C / D	12.0		76,983	2,597	0	43,228	122,808	0
07-1108	Supply Technician II	FT	A	GP	Juneau	205	12A	12.0		39,060	1,318	0	30,457	70,835	0
07-1201	Division Operations Manager	FT	A	SS	Juneau	205	24K	12.0		116,808	3,773	0	57,139	177,720	0
07-1202	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		35,938	1,212	0	29,367	66,517	0
07-1203	Accounting Tech III	FT	A	SS	Juneau	605	16C / D	12.0		57,000	1,923	0	36,248	95,171	0
07-1204	Administrative Assistant I	FT	A	GP	Anchorage	200	12G	12.0		45,192	1,524	0	32,599	79,315	0
07-1205	Budget Manager	FT	A	SS	Juneau	205	22B / C	12.0		85,290	2,877	0	46,130	134,297	0
07-1209	Accounting Tech III	FT	A	GP	Juneau	205	16C / D	12.0		54,857	1,850	0	35,975	92,682	0
07-1211	Accounting Tech III	FT	A	GP	Juneau	205	16B / C	12.0		53,393	1,801	0	35,464	90,658	0
07-1213	Accounting Tech III	FT	A	GP	Juneau	205	16F / G	12.0		61,429	2,072	0	38,271	101,772	0
07-1216	Accounting Tech III	FT	A	GP	Juneau	205	16N / O	12.0		77,221	2,605	0	43,787	123,613	0
07-1218	Accountant III	FT	A	SS	Juneau	205	18D / E	12.0		69,734	2,352	0	40,696	112,782	0
07-1221	Accountant IV	FT	A	SS	Anchorage	200	20C / D	12.0		72,660	2,451	0	41,718	116,829	58,415
07-1222	Accountant IV	FT	A	GP	Juneau	205	20K	12.0		88,788	2,995	0	47,827	139,610	0
07-1223	Accounting Tech I	FT	A	GP	Juneau	205	12J	12.0		49,452	1,668	0	34,087	85,207	0
07-1224	Accounting Tech I	FT	A	GP	Juneau	205	12D / E	12.0		43,380	1,463	0	31,966	76,809	0
07-1225	Accountant II	FT	A	GP	Juneau	205	16A	12.0		50,988	1,720	0	34,624	87,332	0
07-1226	Procurement Spec II	FT	A	SS	Juneau	205	16D / E	12.0		59,627	2,011	0	37,165	98,803	0
07-1404	Mail Svcs Courier	FT	A	GP	Anchorage	200	9G / J	12.0		38,045	1,283	0	30,103	69,431	0
07-1405	Procurement Spec III	FT	A	SS	Anchorage	200	18M / N	12.0		81,577	2,752	0	44,833	129,162	0
07-1509	Mail Svcs Courier	FT	A	GP	Juneau	205	9E / F	12.0		37,062	1,250	0	29,760	68,072	0
07-1513	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		0	0	0	0	0	0
07-1515	Administrative Officer II	FT	A	SS	Juneau	205	19B / C	12.0		68,684	2,317	0	40,329	111,330	0
07-1710	Accountant II	FT	A	GP	Juneau	205	16A	12.0		50,988	1,720	0	34,624	87,332	0
07-4517	Accountant IV	FT	A	SS	Juneau	205	20A	12.0		69,996	2,361	0	40,787	113,144	0
07-5196	Administrative Assistant II	FT	A	GP	Juneau	205	14A	12.0		0	0	0	0	0	0
07-6034	Budget Analyst III	FT	A	GP	Juneau	205	19A / B	12.0		63,901	2,156	0	39,134	105,191	0
08-0475	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		41,699	1,407	0	31,379	74,485	0
21-2007	Accountant II	FT	A	GP	Juneau	205	16B / C	12.0		53,322	1,799	0	35,439	90,560	0
21-2034	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		35,888	1,211	0	29,349	66,448	0
21-2046	Accountant V	FT	A	SS	Juneau	205	22K	12.0		102,036	3,442	0	51,979	157,457	0

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: FY2016 Governor Amended (12201)
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	UGF Amount
		Total Positions	New	Deleted										Total Salary Costs:	2,036,126
														Total COLA:	68,516
	Full Time Positions:	33	0	2										Total Premium Pay::	0
	Part Time Positions:	0	0	0										Total Benefits:	1,259,739
	Non Permanent Positions:	0	0	0											
	Positions in Component:	33	0	2										Total Pre-Vacancy:	3,364,381
														Minus Vacancy Adjustment of 5.95%:	(200,181)
														Total Post-Vacancy:	3,164,200
	Total Component Months:	396.0												Plus Lump Sum Premium Pay:	0
														Personal Services Line 100:	3,164,200

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1002 Federal Receipts	2,255,967	2,121,737	67.05%
1003 General Fund Match	120,567	113,393	3.58%
1007 Interagency Receipts	987,847	929,070	29.36%
Total PCN Funding:	3,364,381	3,164,200	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 Labor and Workforce Development
Travel

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

Line Number	Line Name	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
72000	Travel	22.6	18.0	18.0

Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
72000 Travel Detail Totals			22.6	18.0	18.0
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	10.7	11.5	11.0
72410	Employee Travel (Out of state)	Management Services staff travel to federal grant administration and reporting training events not available in Alaska	11.9	6.5	7.0

Line Item Detail
Department of Labor and Workforce Development
Services

Component: Management Services (335)

RDU: Commissioner and Administrative Services (109)

Line Number	Line Name		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000	Services		305.9	571.1	533.4
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000 Services Detail Totals			305.9	571.1	533.4
73025	Education Services	Training tuition and fees, and conference registrations	14.6	15.0	15.0
73050	Financial Services	Financial services such as accounting/auditing, penalties and fines, etc.	0.6	1.0	0.7
73154	Software Licensing	Admin Software licensing fee chargeback (I/A transfer to DOA)	7.2	7.4	7.3
73155	Software Maintenance	Maintenance costs for program-specific software	0.6	0.6	0.6
73156	Telecommunication	Long distance, cellular phone and data network service charges	4.2	4.5	4.5
73225	Delivery Services	Freight and express charges for shipping files, and courier service for sending documents between offices.	18.1	18.0	18.0
73254	Dp Operations Alloc	Data Processing Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)	60.0	60.0	60.4
73421	Sef Fuel A87 Allowed	State Equipment Fleet State equipment fleet fuel services (I/A transfer to DOT/PF)	2.8	3.0	3.0
73423	Sef Oper A87 Allowed	State Equipment Fleet State equipment fleet fixed cost services (I/A transfer to DOT/PF)	1.1	1.5	1.5
73424	Sef Svc/Prt A87 Alwd	State Equipment Fleet State equipment fleet maintenance and repair services (I/A transfer to DOT/PF)	0.0	0.5	0.5
73428	Sef F/C A87 Allowed	State Equipment Fleet State equipment fleet fixed cost services for equipment replacement - portion A87 allowable (I/A transfer to DOT/PF)	5.6	6.5	6.5
73429	Sef F/C A87 Unallowd	State Equipment Fleet State equipment fleet fixed cost services for equipment replacement - portion A87 unallowable (I/A transfer to DOT/PF)	1.1	1.4	1.4
73525	Utilities	Public utility services including electricity for the storage annex, heating oil and records disposal	4.2	4.0	4.5
73650	Struc/Infstruct/Land	Building repair and maintenance, and room and space rentals	9.0	10.0	10.0

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	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended	
73000 Services Detail Totals			305.9	571.1	533.4	
73675	Equipment/Machinery	Office equipment repair and maintenance, and rentals/leases	3.3	5.0	5.0	
73750	Other Services (Non IA Svcs)	Services authority for purposes yet to be determined	0.0	216.5	174.6	
73805	IT-Non-Telecommunication	Admin	Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA)	26.6	27.0	27.0
73806	IT-Telecommunication	Admin	Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA)	52.5	55.0	55.0
73809	Mail	Admin	Centralized mail services chargeback (I/A transfer to DOA)	4.6	4.8	4.8
73810	Human Resources	Admin	Human resource services chargeback (I/A transfer to DOA)	20.7	22.3	23.0
73811	Building Leases	Admin	Building leases chargeback (I/A transfer to DOA)	62.6	98.4	101.3
73813	Auditing	Admin	Auditing services chargeback (I/A transfer to DOA)	1.0	1.3	1.3
73814	Insurance	Admin	Risk management services chargeback (I/A transfer to DOA)	2.9	4.5	4.5
73815	Financial	Admin	State payroll and accounting system chargeback (I/A transfer to DOA)	2.0	2.0	2.0
73816	ADA Compliance	Admin	Americans with Disabilities Act chargeback (I/A transfer to DOA)	0.3	0.4	0.5
73819	Commission Sales (IA Svcs)	Admin	State Travel Office (I/A transfer to DOA)	0.3	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		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
74000	Commodities		46.8	56.7	51.7
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
74000 Commodities Detail Totals			46.8	56.7	51.7
74200	Business	Training materials, office equipment and furniture, personal computers, and miscellaneous office supplies	46.8	56.7	51.7

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		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
75000	Capital Outlay		0.0	10.0	5.0
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
75000 Capital Outlay Detail Totals			0.0	10.0	5.0
75700	Equipment	Capitalized office equipment purchases	0.0	10.0	5.0

Restricted Revenue Detail
Department of Labor and Workforce Development

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

Master Account	Revenue Description	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51010	Federal Receipts	2,179.7	2,452.5	2,496.8

Detail Information					FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund			
57115	Fed Indirect Recovery		07142500	11100	2,179.7	2,452.5	2,496.8

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)

Master Account	Revenue Description	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51015	Interagency Receipts	823.6	1,130.9	1,146.4

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
59070	Labor	Department-wide	07141500	11100	823.6	1,130.9	1,146.4

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.

Interagency 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 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73154	Software Licensing	Software licensing fee chargeback (I/A transfer to DOA)	Inter-dept Admin	7.2	7.4	7.3
73154 Software Licensing subtotal:				7.2	7.4	7.3
73254	Dp Operations Alloc	Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)	Intra-dept Data Processing	60.0	60.0	60.4
73254 Dp Operations Alloc subtotal:				60.0	60.0	60.4
73421	Sef Fuel A87 Allowed	State equipment fleet fuel services (I/A transfer to DOT/PF)	Inter-dept State Equipment Fleet	2.8	3.0	3.0
73421 Sef Fuel A87 Allowed subtotal:				2.8	3.0	3.0
73423	Sef Oper A87 Allowed	State equipment fleet fixed cost services (I/A transfer to DOT/PF)	Inter-dept State Equipment Fleet	1.1	1.5	1.5
73423 Sef Oper A87 Allowed subtotal:				1.1	1.5	1.5
73424	Sef Svc/Prt A87 Alwd	State equipment fleet maintenance and repair services (I/A transfer to DOT/PF)	Inter-dept State Equipment Fleet	0.0	0.5	0.5
73424 Sef Svc/Prt A87 Alwd subtotal:				0.0	0.5	0.5
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	5.6	6.5	6.5
73428 Sef F/C A87 Allowed subtotal:				5.6	6.5	6.5
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	1.1	1.4	1.4
73429 Sef F/C A87 Unallowd subtotal:				1.1	1.4	1.4
73805	IT-Non-Telecommunication	Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA)	Inter-dept Admin	26.6	27.0	27.0
73805 IT-Non-Telecommunication subtotal:				26.6	27.0	27.0
73806	IT-Telecommunication	Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA)	Inter-dept Admin	52.5	55.0	55.0
73806 IT-Telecommunication subtotal:				52.5	55.0	55.0
73809	Mail	Centralized mail services chargeback (I/A transfer to DOA)	Inter-dept Admin	4.6	4.8	4.8
73809 Mail subtotal:				4.6	4.8	4.8
73810	Human Resources	Human resource services chargeback (I/A transfer to DOA)	Inter-dept Admin	20.7	22.3	23.0
73810 Human Resources subtotal:				20.7	22.3	23.0
73811	Building Leases	Building leases chargeback (I/A transfer to DOA)	Inter-dept Admin	62.6	98.4	101.3
73811 Building Leases subtotal:				62.6	98.4	101.3
73813	Auditing	Auditing services chargeback (I/A transfer to DOA)	Inter-dept Admin	1.0	1.3	1.3
73813 Auditing subtotal:				1.0	1.3	1.3
73814	Insurance	Risk management services chargeback (I/A transfer to	Inter-dept Admin	2.9	4.5	4.5

Interagency 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 Actuals	FY2015 Management Plan	FY2016 Governor Amended
	DOA)					
73815	Financial	Inter-dept	Admin	73814 Insurance subtotal: 2.9	4.5 2.0	4.5 2.0
73816	ADA Compliance	Inter-dept	Admin	73815 Financial subtotal: 2.0	2.0 0.3	2.0 0.5
73819	Commission Sales (IA Svcs)	Inter-dept	Admin	73816 ADA Compliance subtotal: 0.3	0.4 0.5	0.5 0.5
				73819 Commission Sales (IA Svcs) subtotal:	0.3	0.5
				Management Services total:	251.3	300.5
				Grand Total:	251.3	300.5