

# **State of Alaska FY2008 Governor's Operating Budget**

## **Department of Revenue Administrative Services Component Budget Summary**

## Component: Administrative Services

### Contribution to Department's Mission

The mission of the Administrative Services Division is to provide support services for departmental programs.

### Core Services

Services provided to Department of Revenue's divisions, authorities, corporations and boards include:

- Financial accounting
- Budget development and implementation
- Certification of financial transactions
- Travel desk coordination, training, and assistance
- Policy and procedure development
- Purchasing delegations, training, and advice
- Professional and non-professional procurement of goods and services for divisions
- Financial management and contract administration of Stranded Gas and Alaska Natural Gas Development Authority projects
- Staff development and structure reorganization support
- State Property Management
- Records Management
- Desktop network and other computer services
- IT server administration
- Network security
- Web services
- IT planning services
- Database administration

### FY2008 Resources Allocated to Achieve Results

<b>FY2008 Component Budget: \$1,590,900</b>	<b>Personnel:</b>	
	Full time	15
	Part time	0
	<b>Total</b>	<b>15</b>

### Key Component Challenges

- Increase the level of communication between the Administrative Services Division and the department's divisions, authorities, corporations, and boards to ensure their administrative needs are being met.
- To absorb the workload impacts of the various enterprise initiatives that have unforeseen consequences to administrative support functions.
- Migrate the entire department to the Enterprise Microsoft Active Directory Domain and Exchange mail servers.

### Significant Changes in Results to be Delivered in FY2008

The Administrative Services Division will continue to support the Department of Revenue divisions, authorities, corporations, and boards to assist them in meeting their missions and the mission of the department.

## Major Component Accomplishments in 2006

- For the third consecutive year, the Department of Revenue received no audit findings or recommendations from Legislative Audit in the annual Statewide Single Audit. The most recent fiscal year audited was FY2005.
- Implemented the State Travel Office by reorganizing the department's travel processes and conducting department-wide training for all travelers and travel desk personnel.
- Completed a department-wide Controlled Property Inventory.
- Completed 11th floor State Office Building (SOB) maintenance, upgrade and consolidation projects including carpet replacement, painting, and office reconfiguration to relocate the Unclaimed Property program, and move the Juneau office of Child Support Services into the SOB from leased space in another building; cleared excess property to accommodate offices being relocated; added handicapped access doors to men's bathroom for ADA compliance; and standardized office locks to improve office security.
- In preparation for data replication and enhanced disaster recovery, upgraded file servers in Anchorage Mental Health Trust, Tax Division and Commissioner's Office to the department's Active Directory Domain running Windows 2000 R2.
- Migrated all Treasury computers and servers from Novell to the department's Microsoft Active Directory Domain.
- Completed installation of a high availability, clustered agency wide MS SQL database and imaging system used by Mental Health Trust, Tax, Permanent Fund, and Treasury Divisions. Migrated databases from Sybase to the new MS SQL system. Pilot for Microsoft Beta of MS SQL 2005.
- Completed implementation of Cisco Security Agent installation, configuration and tuning on all workstations; completed upgrade of workstations to Microsoft Office XP, Outlook mail client using Microsoft RIS server for image build and push to devices and implementation of Microsoft Windows Update Server to provide automated system software updates (patch management) to all workstations and servers used by Mental Health Trust, Commissioner's Office, Tax, Permanent Fund, Administrative Services and Treasury Divisions; completed migration of tape backup software to state standards.
- Coordinated the removal and re-installation of IT equipment for Mental Health Trust office relocation from Atwood Building to Trust-owned facility.

## Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.05	Fiscal Procedures Act
AS 37.07	Executive Budget Act
AS 37.10	Public Funds
AS 43.05.010	Duties of Commissioner
AS 43.23.055	Permanent Fund Dividends - Duties of the Department

### Contact Information

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### Administrative Services Component Financial Summary

*All dollars shown in thousands*

	FY2006 Actuals	FY2007 Management Plan	FY2008 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	940.4	1,143.7	1,306.1
72000 Travel	19.2	7.5	7.5
73000 Services	662.6	258.8	260.3
74000 Commodities	76.3	17.0	17.0
75000 Capital Outlay	39.5	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>1,738.0</b>	<b>1,427.0</b>	<b>1,590.9</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	334.1	202.5	232.7
1007 Inter-Agency Receipts	742.0	533.7	608.4
1133 CSSD Administrative Cost Reimbursement	661.9	690.8	749.8
<b>Funding Totals</b>	<b>1,738.0</b>	<b>1,427.0</b>	<b>1,590.9</b>

### Estimated Revenue Collections

Description	Master Revenue Account	FY2006 Actuals	FY2007 Management Plan	FY2008 Governor
<b>Unrestricted Revenues</b>				
Indirect Cost Reimbursement	51115	90.3	0.0	0.0
<b>Unrestricted Total</b>		<b>90.3</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Interagency Receipts	51015	742.0	533.7	608.4
Indirect Cost Reimbursement	51115	661.9	690.8	749.8
<b>Restricted Total</b>		<b>1,403.9</b>	<b>1,224.5</b>	<b>1,358.2</b>
<b>Total Estimated Revenues</b>		<b>1,494.2</b>	<b>1,224.5</b>	<b>1,358.2</b>

**Summary of Component Budget Changes  
From FY2007 Management Plan to FY2008 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2007 Management Plan</b>	<b>202.5</b>	<b>690.8</b>	<b>533.7</b>	<b>1,427.0</b>
<b>Adjustments which will continue current level of service:</b>				
-FY 08 Health Insurance Increases for Exempt Employees	0.0	0.1	0.1	0.2
<b>Proposed budget increases:</b>				
-Retirement and Non-covered Employee Health Insurance Increases for Division of Personnel	1.5	0.0	0.0	1.5
-FY 08 Retirement Systems Rate Increases	28.7	58.9	74.6	162.2
<b>FY2008 Governor</b>	<b>232.7</b>	<b>749.8</b>	<b>608.4</b>	<b>1,590.9</b>

Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2007</u> <u>Management</u> <u>Plan</u>	<u>FY2008</u> <u>Governor</u>		
Full-time	15	15	Annual Salaries	867,696
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	635,022
			<i>Less 13.08% Vacancy Factor</i>	(196,618)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>15</b>	<b>15</b>	<b>Total Personal Services</b>	<b>1,306,100</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Clerk III	0	0	1	0	1
Administrative Manager IV	0	0	1	0	1
Data Processing Mgr II	0	0	1	0	1
Database Specialist III	0	0	1	0	1
Division Director	0	0	1	0	1
Micro/Network Spec I	0	0	1	0	1
Micro/Network Spec II	0	0	1	0	1
Micro/Network Tech I	0	0	1	0	1
Micro/Network Tech II	2	0	0	0	2
Procurement Spec II	0	0	1	0	1
Program Budget Manager	0	0	1	0	1
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>15</b>