

State of Alaska FY2009 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 gas line development 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

FY2009 Resources Allocated to Achieve Results

FY2009 Component Budget: \$1,466,500	Personnel:	
	Full time	14
	Part time	0
	Total	14

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.

Significant Changes in Results to be Delivered in FY2009

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 2007

- For the fourth 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 FY2006.
- Fiscal and budget staff contributed to or served on the following: the Joint Application Design and User Acceptance Testing for the new statewide ALDER database and reporting system, the department's MS Outlook user training, and the Proposal Evaluation Committee for the state's depository bank contract.
- Completed migration to the SOA Enterprise Exchange Email System. Reconfigured MS Outlook on all client workstations; rebuilt all email groups, lists, and DOR Sponsored accounts. Migrated wireless devices, old email and calendar data.
- Upgraded Tape backup software to latest version of Varitas Backup Exec and implemented data encryption on all backup tapes. Added additional offsite storage of tape backups from the Juneau to the Anchorage facility.
- Upgraded UPS in the Juneau CPU room. UPS replaced was over 15 years old.
- Implemented clustered/load balanced Terminal Services servers in Juneau providing high availability file and application services to employees in both Anchorage and Fairbanks field offices whereby reducing WAN traffic and eliminating the need for file servers in these remote locations.
- Implemented public wireless network services in both our Juneau and Anchorage offices. Contractors and other business partners now have the ability to access the internet without using Secure SOA / DOR networks.
- Reconciled and closed all Professional Services Contracts and Reimbursable Services Agreements for the Alaska Stranded Gas Development Act. Reconciled special appropriations allocated to this project and completed financial activities as appropriate to close.
- Administrative Services has been proactive toward cross-training and staff development in preparation for efficient transfer of knowledge and promoting promotional opportunities for staff. The result has been retaining qualified, knowledgeable employees.

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

	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,207.6	1,143.0	1,218.2
72000 Travel	23.1	7.5	17.5
73000 Services	231.4	258.8	213.8
74000 Commodities	68.3	17.0	17.0
75000 Capital Outlay	31.7	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,562.1	1,426.3	1,466.5
Funding Sources:			
1004 General Fund Receipts	222.3	201.6	223.3
1007 Inter-Agency Receipts	649.0	533.8	552.3
1133 CSSD Administrative Cost Reimbursement	690.8	690.9	690.9
Funding Totals	1,562.1	1,426.3	1,466.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	649.0	533.8	552.3
Indirect Cost Reimbursement	51115	690.8	690.9	690.9
Restricted Total		1,339.8	1,224.7	1,243.2
Total Estimated Revenues		1,339.8	1,224.7	1,243.2

**Summary of Component Budget Changes
From FY2008 Management Plan to FY2009 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2008 Management Plan	201.6	690.9	533.8	1,426.3
Adjustments which will continue current level of service:				
-Correct Unrealizable Fund Sources for Salary Adjustments: GGU	14.6	-14.6	0.0	0.0
-Correct Unrealizable Fund Sources for Salary Adjustments: Exempt	0.1	-0.1	0.0	0.0
-FY 09 Health Insurance Increases for Exempt Employees	0.0	0.1	0.1	0.2
-FY 09 Bargaining Unit Contract Terms: General Government Unit	7.0	14.6	18.4	40.0
FY2009 Governor	223.3	690.9	552.3	1,466.5

**Administrative Services
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2008</u>	<u>FY2009</u>		
	<u>Management</u>	<u>Governor</u>		
	<u>Plan</u>			
Full-time	14	14	Annual Salaries	814,854
Part-time	0	0	COLA	38,410
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	412,347
			<i>Less 3.75% Vacancy Factor</i>	<i>(47,411)</i>
			Lump Sum Premium Pay	0
Totals	14	14	Total Personal Services	1,218,200

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	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
Budget Manager	0	0	1	0	1
Data Processing Mgr II	0	0	1	0	1
Division Director	0	0	1	0	1
Micro/Network Spec I	1	0	1	0	2
Micro/Network Spec II	0	0	1	0	1
Micro/Network Tech II	1	0	1	0	2
Procurement Spec II	0	0	1	0	1
Totals	2	0	12	0	14