

# **State of Alaska FY2011 Governor's 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 human resources, payroll, travel, budget preparation and execution, federal and state reporting, accounting, procurement, leasing, property control and other administrative responsibilities in accordance with federal laws, state statutes and regulations.

### Key Component Challenges

Due to budget and personnel constraints, it is becoming increasingly difficult to provide comprehensive and detailed departmental support, especially regarding procurement, financial and human resource service delivery.

Priority Program: Education Foundation & Accountability.

### Significant Changes in Results to be Delivered in FY2011

There are no significant changes in the results to be delivered in FY2011.

### Major Component Accomplishments in 2009

- Maintained timely and accurate financial management services
- Provided professional level procurement and administrative services
- Maintained high level of timely and accurate payroll services

Priority Program: Education Foundation & Accountability.

### 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*

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	651.9	661.8	769.0
72000 Travel	5.3	5.4	5.4
73000 Services	495.9	611.8	599.4
74000 Commodities	16.6	12.0	12.0
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
<b>Expenditure Totals</b>	<b>1,169.7</b>	<b>1,291.0</b>	<b>1,385.8</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	117.5	145.0	145.0
1004 General Fund Receipts	587.7	614.0	615.8
1007 Inter-Agency Receipts	464.5	532.0	625.0
<b>Funding Totals</b>	<b>1,169.7</b>	<b>1,291.0</b>	<b>1,385.8</b>

### Estimated Revenue Collections

Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Federal Receipts	51010	117.5	0.0	0.0	145.0	145.0
Interagency Receipts	51015	464.5	0.0	0.0	532.0	625.0
<b>Restricted Total</b>		<b>582.0</b>	<b>0.0</b>	<b>0.0</b>	<b>677.0</b>	<b>770.0</b>
<b>Total Estimated Revenues</b>		<b>582.0</b>	<b>0.0</b>	<b>0.0</b>	<b>677.0</b>	<b>770.0</b>

**Summary of Component Budget Changes  
From FY2010 Management Plan to FY2011 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2010 Management Plan</b>	<b>614.0</b>	<b>145.0</b>	<b>532.0</b>	<b>1,291.0</b>
<b>Adjustments which will continue current level of service:</b>				
-FY2011 Health Insurance Cost Increase Non-Covered Employees	1.8	0.0	0.0	1.8
<b>Proposed budget increases:</b>				
-Interagency Receipt Authority To Support Procurement Officer	0.0	0.0	93.0	93.0
<b>FY2011 Governor</b>	<b>615.8</b>	<b>145.0</b>	<b>625.0</b>	<b>1,385.8</b>

**Administrative Services  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	9	9	Annual Salaries	519,559
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	273,145
			<i>Less 2.99% Vacancy Factor</i>	(23,704)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>9</b>	<b>9</b>	<b>Total Personal Services</b>	<b>769,000</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	2	0	2
Budget Analyst IV	0	0	1	0	1
Division Director	0	0	1	0	1
Procurement Spec III	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>

**Component Detail All Funds**  
**Department of Education and Early Development**

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

	<b>FY2009 Actuals</b>	<b>FY2010 Conference Committee</b>	<b>FY2010 Authorized</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>	<b>FY2010 Management Plan vs FY2011 Governor</b>	
71000 Personal Services	651.9	661.8	661.8	661.8	769.0	107.2	16.2%
72000 Travel	5.3	5.4	5.4	5.4	5.4	0.0	0.0%
73000 Services	495.9	611.8	611.8	611.8	599.4	-12.4	-2.0%
74000 Commodities	16.6	12.0	12.0	12.0	12.0	0.0	0.0%
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%
<b>Totals</b>	<b>1,169.7</b>	<b>1,291.0</b>	<b>1,291.0</b>	<b>1,291.0</b>	<b>1,385.8</b>	<b>94.8</b>	<b>7.3%</b>
<b>Fund Sources:</b>							
1002 Fed Rcpts	117.5	145.0	145.0	145.0	145.0	0.0	0.0%
1004 Gen Fund	587.7	614.0	614.0	614.0	615.8	1.8	0.3%
1007 I/A Rcpts	464.5	532.0	532.0	532.0	625.0	93.0	17.5%
<b>General Funds</b>	<b>587.7</b>	<b>614.0</b>	<b>614.0</b>	<b>614.0</b>	<b>615.8</b>	<b>1.8</b>	<b>0.3%</b>
<b>Federal Funds</b>	<b>117.5</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>464.5</b>	<b>532.0</b>	<b>532.0</b>	<b>532.0</b>	<b>625.0</b>	<b>93.0</b>	<b>17.5%</b>
<b>Positions:</b>							
Permanent Full Time	8	8	8	9	9	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	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 FY2010 Conference Committee To FY2010 Authorized *****												
<b>FY2010 Conference Committee</b>												
ConfCom		1,291.0	661.8	5.4	611.8	12.0	0.0	0.0	0.0	8	0	0
1002 Fed Rcpts		145.0										
1004 Gen Fund		614.0										
1007 I/A Rcpts		532.0										
<b>Subtotal</b>		<b>1,291.0</b>	<b>661.8</b>	<b>5.4</b>	<b>611.8</b>	<b>12.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8</b>	<b>0</b>	<b>0</b>
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
<b>ADN 0500114 Transfer from S&amp;SA to support Procurement Specialist position</b>												
Trin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
PCN 05-8724 Analyst Programmer II, Range 16, transferred from Student and School Achievement and was reclassified to a Procurement Specialist III, Range 18, to provide department-wide procurement related services.												
<b>Subtotal</b>		<b>1,291.0</b>	<b>661.8</b>	<b>5.4</b>	<b>611.8</b>	<b>12.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>9</b>	<b>0</b>	<b>0</b>
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
<b>FY2011 Health Insurance Cost Increase Non-Covered Employees</b>												
SalAdj		1.8	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.8										
Costs associated with Health Insurance Increases.: \$1.8												
<b>Interagency Receipt Authority To Support Procurement Officer</b>												
Inc		93.0	93.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		93.0										
The increase in I/A Receipt authority is necessary to support the Department's only Procurement Officer.												
<b>Line Item Transfer to Balance Vacancy Factor</b>												
LIT		0.0	12.4	0.0	-12.4	0.0	0.0	0.0	0.0	0	0	0
A line item transfer is necessary to balance the vacancy factor and to support position reclassifications that accurately align the positions with assigned duties.												
<b>Totals</b>		<b>1,385.8</b>	<b>769.0</b>	<b>5.4</b>	<b>599.4</b>	<b>12.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>9</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Education and Early Development**

**Scenario:** FY2011 Governor (7749)  
**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 Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
05-1168	Budget Analyst IV	FT	A	GP	Juneau	2A	21E / F	12.0		73,967	0	0	35,765	109,732	72,034
05-1351	Accountant IV	FT	A	SS	Juneau	2A	20C / D	12.0		66,412	0	0	32,923	99,335	0
05-2059	Accounting Tech III	FT	A	GP	Juneau	2A	16D / E	12.0		51,945	0	0	28,509	80,454	68,386
05-7008	Accounting Tech II	FT	A	GP	Juneau	2A	14B / C	12.0		41,936	0	0	25,211	67,147	57,075
05-7019	Accounting Tech II	FT	A	GP	Juneau	2A	14E / F	10.0		37,962	0	0	22,003	59,965	50,970
05-7624	Accounting Tech III	FT	A	GP	Juneau	2A	16F / G	12.0		55,896	0	0	29,811	85,707	85,707
05-7717	Accounting Tech I	FT	A	GP	Juneau	2A	12E / F	12.0		40,384	0	0	24,700	65,084	65,084
05-8724	Procurement Spec III	FT	A	GP	Juneau	2A	18C / D	12.0		56,296	0	0	29,943	86,239	0
05-8726	Division Director	FT	A	XE	Juneau	AA	27A / B	12.0		94,761	0	0	44,280	139,041	139,041

	Total Positions	New	Deleted	Total Salary Costs:
<b>Full Time Positions:</b>	9	0	0	519,559
<b>Part Time Positions:</b>	0	0	0	<b>Total COLA:</b> 0
<b>Non Permanent Positions:</b>	0	0	0	<b>Total Premium Pay:</b> 0
<b>Positions in Component:</b>	9	0	0	<b>Total Benefits:</b> 273,145
				<b>Total Pre-Vacancy:</b> 792,704
				<b>Minus Vacancy Adjustment of 2.99%:</b> (23,704)
				<b>Total Post-Vacancy:</b> 769,000
<b>Total Component Months:</b> 106.0				<b>Plus Lump Sum Premium Pay:</b> 0
				<b>Personal Services Line 100:</b> 769,000

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	538,297	522,200	67.91%
1007 Inter-Agency Receipts	254,407	246,800	32.09%
<b>Total PCN Funding:</b>	<b>792,704</b>	<b>769,000</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 Education and Early Development**  
**Travel**

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

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		5.3	5.4	5.4
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>72000 Travel Detail Totals</b>			<b>5.3</b>	<b>5.4</b>	<b>5.4</b>
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 & Early Development meetings.	0.0	2.0	2.0
72113	Lodging (Instate Employee)	Lodging costs associated with travel related to training and follow-up sessions, audit of the various field offices, and attendance at State Board of Education & Early Development meetings.	0.5	0.0	0.0
72114	Meals & Incidentals (Instate Employee)	Staff per diem while providing support for the various field offices statewide.	0.2	1.6	1.6
72411	Airfare (Out of state Emp)	Transportation for training and professional development.	2.0	1.1	1.1
72413	Lodging (Out of state Emp)	Lodging expenses for staff while traveling out of state on business.	1.1	0.5	0.5
72414	Meals & Incidentals (Out of state Emp)	Meals & incidental expenses for staff while traveling out of state on business.	0.3	0.2	0.2
72971	Akpay Travel Expense	AKPAY travel expenses	1.2	0.0	0.0

**Line Item Detail**  
**Department of Education and Early Development**  
**Services**

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

Line Number	Line Name			FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services			495.9	611.8	599.4
Expenditure Account				FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
Expenditure Account	Servicing Agency	Explanation		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>73000 Services Detail Totals</b>				<b>495.9</b>	<b>611.8</b>	<b>599.4</b>
73002	Interagency Services	Law	RSA to the Department of Law for legal services.	0.0	0.0	0.0
73002	Interagency Services	Admin - Core Services	RSA to DOA Core Services chargebacks including AKPAY/AKSAS, telecommunications/computer services EPR and PBX.	23.4	32.8	32.8
73002	Interagency Services	Admin - HR	Human Resource Integration	269.6	273.8	273.8
73002	Interagency Services	Admin - Central Mail	Central Mail Services.	-2.0	14.7	14.7
73002	Interagency Services	Admin - SWSA	Audit cost chargeback for the Statewide Single Audit.	0.0	14.0	14.0
73002	Interagency Services	Admin - EEO	RSA to Department of Administration for Equal Employment Opportunity investigations.	0.0	4.4	4.4
73002	Interagency Services	DOL - ADA	RSA to Department of Labor for ADA compliance.	4.5	4.1	4.1
73025	Education Services		Professional training and conferences and professional membership fees (National Education Commission of the States, Council of Chief State School Officers) .	0.0	85.9	85.9
73026	Training/Conferences		Conference and training fees for professional development and to represent the department at statewide sessions.	32.1	10.0	10.0
73029	Memberships		Memberships related to professional development and other educational programs	28.5	0.0	0.0
73155	Software Maintenance		Information technology software maintenance and renewals	10.9	0.0	0.0
73225	Delivery Services		Delivery, freight and courier charges.	1.8	2.0	2.0
73401	Long Distance		Telephone, internet connect fees, long distance, and fax.	0.9	2.0	2.0
73404	Cellular Phones		Costs related to cell phone purchases, replacements, services and usage	2.7	0.0	0.0

**Line Item Detail**  
**Department of Education and Early Development**  
**Services**

**Component:** Administrative Services (157)

**RDU:** Education Support Services (400)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>73000 Services Detail Totals</b>			<b>495.9</b>	<b>611.8</b>	<b>599.4</b>
73451	Advertising	Advertising regulations and legal notices.	0.3	6.3	6.3
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Pro rated department share of copier, fax and printer maintenance, conference/meeting room rentals, office equipment/furniture repairs and maintenance.	2.7	16.8	4.4
73753	Program Mgmt/Consult	Contract for Client Assistance Program independent oversight and other professional services contracts.	117.5	145.0	145.0
73755	Safety Services	Costs related to safety services and maintenance	0.9	0.0	0.0
73756	Print/Copy/Graphics	Advertising costs related to employee recruitment, formal solicitations; and printing costs related to operational materials.	2.1	0.0	0.0

**Line Item Detail**  
**Department of Education and Early Development**  
**Commodities**

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

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		16.6	12.0	12.0
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>74000 Commodities Detail Totals</b>			<b>16.6</b>	<b>12.0</b>	<b>12.0</b>
74222	Books And Educational	Reference books and educational materials.	0.0	0.2	0.2
74226	Equipment & Furniture	Office/administrative commodities	2.1	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.	12.6	5.8	5.8
74233	Info Technology Equip	Data processing supplies for printers, diskettes, software upgrades	1.8	3.5	3.5
74236	Subscriptions	Subscriptions to education based periodicals.	0.0	2.5	2.5
74237	I/A Purchases (Commodities/Business)	Service award pins.	0.1	0.0	0.0

**Restricted Revenue Detail**  
**Department of Education and Early Development**

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

<b>Master Account</b>	<b>Revenue Description</b>	<b>FY2009 Actuals</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>
51010	Federal Receipts	117.5	145.0	145.0

**Detail Information**

<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2009 Actuals</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>
51010	Federal Receipts		5112005	11100	117.5	145.0	145.0
<p>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.</p>							

**Restricted Revenue Detail**  
**Department of Education and Early Development**

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

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51015	Interagency Receipts	464.5	532.0	625.0

**Detail Information**

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
59050	Education	Department-wide	Department-wide	11100	464.5	532.0	625.0
	Receipts are collected from all divisions in the department for support provided by Administrative Services including, finance & accounting, human resources, payroll, supply, procurement, leasing and budget preparation.						

Estimated Interagency Receipts by Division:

Teaching & Learning Support \$216.0  
 Education Support Services \$88.9  
 Professional Teaching Practices Commission \$3.5  
 Alaska State Council on the Arts \$5.4  
 Mt. Edgecumbe High School \$24.0  
 Library, Archives & Museums \$144.2  
 Alaska Commission on Postsecondary Education \$50.0  
 Total \$532.0

**Inter-Agency Services**  
**Department of Education and Early Development**

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

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2009 Actuals	FY2010		
					Management Plan	FY2011 Governor	
73002	Interagency Services	RSA to the Department of Law for legal services.	Inter-dept	Law	0.0	0.0	0.0
73002	Interagency Services	RSA to DOA Core Services chargebacks including AKPAY/AKSAS, telecommunications/computer services EPR and PBX.	Inter-dept	Admin - Core Services	23.4	32.8	32.8
73002	Interagency Services	Human Resource Integration	Inter-dept	Admin - HR	269.6	273.8	273.8
73002	Interagency Services	Central Mail Services.	Inter-dept	Admin - Central Mail	-2.0	14.7	14.7
73002	Interagency Services	Audit cost chargeback for the Statewide Single Audit.	Inter-dept	Admin - SWSA	0.0	14.0	14.0
73002	Interagency Services	RSA to Department of Administration for Equal Employment Opportunity investigations.	Inter-dept	Admin - EEO	0.0	4.4	4.4
73002	Interagency Services	RSA to Department of Labor for ADA compliance.	Inter-dept	DOL - ADA	4.5	4.1	4.1
<b>73002 Interagency Services subtotal:</b>					<b>295.5</b>	<b>343.8</b>	<b>343.8</b>
<b>Administrative Services total:</b>					<b>295.5</b>	<b>343.8</b>	<b>343.8</b>
<b>Grand Total:</b>					<b>295.5</b>	<b>343.8</b>	<b>343.8</b>