

# **State of Alaska FY2011 Governor's Operating Budget**

## **Department of Labor and Workforce Development Management Services Component Budget Summary**

## Component: Management Services

### Contribution to Department's Mission

The 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

### Key Component Challenges

Management Services will continue to revise the department's Indirect Cost Allocation Plan and other allocation methods to minimize complexity while complying with all state and federal accounting requirements.

The department will address net declines in federal funding in the face of increased operating costs, including personal services cost increases and enterprise productivity rate increases.

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

No significant changes in results are anticipated.

### Major Component Accomplishments in 2009

Processed payments in a timely and efficient manner.

Complied with all federal reporting requirements and deadlines.

Reduced the time between making an expenditure and drawing down the funds from the federal government.

Timely processing of receipts and allocation of pooled costs.

Provided oversight of major renovation projects within leased buildings.

Converted state management accounting reports to the new ALDER system.

Increased outreach in training and oversight of operating divisions.

### 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

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**Management 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	2,397.4	2,638.1	2,675.5
72000 Travel	4.4	12.5	12.5
73000 Services	272.4	523.2	487.8
74000 Commodities	63.0	73.2	73.2
75000 Capital Outlay	0.0	10.0	10.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>2,737.2</b>	<b>3,257.0</b>	<b>3,259.0</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	1,808.9	2,276.3	2,277.7
1003 General Fund Match	170.2	188.3	188.4
1007 Inter-Agency Receipts	758.1	792.4	792.9
<b>Funding Totals</b>	<b>2,737.2</b>	<b>3,257.0</b>	<b>3,259.0</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	1,808.9	0.0	0.0	2,276.3	2,277.7
Interagency Receipts	51015	758.1	0.0	0.0	792.4	792.9
<b>Restricted Total</b>		<b>2,567.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3,068.7</b>	<b>3,070.6</b>
<b>Total Estimated Revenues</b>		<b>2,567.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3,068.7</b>	<b>3,070.6</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>188.3</b>	<b>2,276.3</b>	<b>792.4</b>	<b>3,257.0</b>
<b>Adjustments which will continue current level of service:</b>				
-FY2011 Health Insurance Cost	0.1	1.4	0.5	2.0
Increase Non-Covered Employees				
<b>FY2011 Governor</b>	<b>188.4</b>	<b>2,277.7</b>	<b>792.9</b>	<b>3,259.0</b>

**Management Services  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	33	33	Annual Salaries	1,841,494
Part-time	1	1	Premium Pay	0
Nonpermanent	1	1	Annual Benefits	986,498
			<i>Less 5.39% Vacancy Factor</i>	<i>(152,492)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>35</b>	<b>35</b>	<b>Total Personal Services</b>	<b>2,675,500</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	2	0	2
Accountant III	0	0	3	0	3
Accountant IV	0	0	1	0	1
Accountant V	0	0	1	0	1
Accounting Clerk	0	0	3	0	3
Accounting Tech I	0	0	3	0	3
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	5	0	5
Accounting Technician IV	0	0	1	0	1
Administrative Assistant II	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
Office Assistant II	1	0	0	0	1
Procurement Spec II	1	0	1	0	2
Procurement Spec III	0	0	0	1	1
Procurement Spec IV	0	0	1	0	1
Student Intern II	0	0	1	0	1
Supply Technician I	1	0	0	0	1
Supply Technician II	0	0	1	0	1
<b>Totals</b>	<b>4</b>	<b>0</b>	<b>30</b>	<b>1</b>	<b>35</b>

**Component Detail All Funds**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

	<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	2,397.4	2,662.8	2,662.8	2,638.1	2,675.5	37.4	1.4%
72000 Travel	4.4	12.5	12.5	12.5	12.5	0.0	0.0%
73000 Services	272.4	498.5	498.5	523.2	487.8	-35.4	-6.8%
74000 Commodities	63.0	73.2	73.2	73.2	73.2	0.0	0.0%
75000 Capital Outlay	0.0	10.0	10.0	10.0	10.0	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>2,737.2</b>	<b>3,257.0</b>	<b>3,257.0</b>	<b>3,257.0</b>	<b>3,259.0</b>	<b>2.0</b>	<b>0.1%</b>
<b>Fund Sources:</b>							
1002 Fed Rcpts	1,808.9	2,276.3	2,276.3	2,276.3	2,277.7	1.4	0.1%
1003 G/F Match	170.2	188.3	188.3	188.3	188.4	0.1	0.1%
1007 I/A Rcpts	758.1	792.4	792.4	792.4	792.9	0.5	0.1%
<b>General Funds</b>	<b>170.2</b>	<b>188.3</b>	<b>188.3</b>	<b>188.3</b>	<b>188.4</b>	<b>0.1</b>	<b>0.1%</b>
<b>Federal Funds</b>	<b>1,808.9</b>	<b>2,276.3</b>	<b>2,276.3</b>	<b>2,276.3</b>	<b>2,277.7</b>	<b>1.4</b>	<b>0.1%</b>
<b>Other Funds</b>	<b>758.1</b>	<b>792.4</b>	<b>792.4</b>	<b>792.4</b>	<b>792.9</b>	<b>0.5</b>	<b>0.1%</b>
<b>Positions:</b>							
Permanent Full Time	34	33	33	33	33	0	0.0%
Permanent Part Time	1	1	1	1	1	0	0.0%
Non Permanent	1	1	1	1	1	0	0.0%

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** 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 FY2010 Conference Committee To FY2010 Authorized *****												
<b>FY2010 Conference Committee</b>												
ConfCom		3,257.0	2,662.8	12.5	498.5	73.2	10.0	0.0	0.0	33	1	1
1002 Fed Rcpts		2,276.3										
1003 G/F Match		188.3										
1007 I/A Rcpts		792.4										
<b>Subtotal</b>		<b>3,257.0</b>	<b>2,662.8</b>	<b>12.5</b>	<b>498.5</b>	<b>73.2</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>33</b>	<b>1</b>	<b>1</b>
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
<b>ADN0701025 Delete Expired Non-Permanent Student Intern Position (PCN 07-N07028)</b>												
PosAdj		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	-1
The approval for the component's current Student Intern II position (07-N07028) has expired and is being deleted. A new Student Intern position (07-#004) is being added to replace it. The position is required to allow the component flexibility in meeting workload fluctuations and in dealing with vacancies. The position is supported by receipts from the department's federally approved Indirect Cost Plan.												
<b>ADN0701026 Add Non-Permanent Student Intern Position (PCN 07-#004) for Workload Fluctuations and Vacancies</b>												
PosAdj		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	1
The approval for the component's current Student Intern II position (07-N07028) has expired and is being deleted. A new Student Intern position (07-#004) is being added to replace it. The position is required to allow the component flexibility in meeting workload fluctuations and in dealing with vacancies. The position is supported by receipts from the department's federally approved Indirect Cost Plan.												
<b>ADN0701027 Line Item Transfer to Align Authorization with Anticipated Expenditures</b>												
LIT		0.0	-24.7	0.0	24.7	0.0	0.0	0.0	0.0	0	0	0
A line item transfer is necessary to align personal services authorization with planned expenditures. Personal services authorization is available for transfer due to staff retiring, resigning, or being promoted. These positions were filled at a lower range and step creating available personal services authorization. The transfer will leave the component with a 3% vacancy factor, the minimum recommended allowable under OMB guidelines for a component of this size, and is in line with expected staffing and turnover.												
The authorization is being transferred to the contractual line and will be used to support increased space lease and other core service costs from the Department of Administration as well as other necessary component expenditures.												
<b>Subtotal</b>		<b>3,257.0</b>	<b>2,638.1</b>	<b>12.5</b>	<b>523.2</b>	<b>73.2</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>33</b>	<b>1</b>	<b>1</b>
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
<b>Reclassify Accounting Tech I Position (PCN 07-1213) to Accounting Tech III to Align with Workload</b>												
PosRecl		0.0	0.0	0.0	0.0	0.0	0.0	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:** Administrative Services (109)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	

Reclassify Accounting Tech I Position (PCN 07-1213) to Accounting Tech III, this would result in a salary change from range 12 to range 16 and requires OMB approval. The original plan was to reclassify this position to an Accounting Tech II as shown in the FY10 Management Plan however further review indicates a need for a higher level position.

The change is being done to align with workload due to increases in federal funding and federal reporting requirements. The incumbent is responsible for monitoring financial activity for allowability, accuracy and completeness for account payable operations. The incumbent shall perform reconciliation, oversight and reporting for a variety of suspense accounts, to include asset and liability tracking. They will also be processing Core Services transactions as related to material costs billed to the agency, largely by the Department of Administration.

Work performed requires ensuring compliance with our federally approved cost allocation plan, Federal OMB Circular A-87, financial reporting requirements, and Generally Accepted Accounting Principles. Failure to comply with any of these requirements may jeopardize federal funding levels, and may include rescissions or reductions in future federal awards. Given the volume and critical nature of the duties a higher level staff person is needed.

The cost increase for this change will be absorbed within existing funding from the department's federally approved Indirect Cost Plan and does not require a budget adjustment.

**Reclassify Administrative Assistant I Position (PCN 07-1222) to Accountant IV to Align with Workload**

PosRecl	0.0	35.4	0.0	-35.4	0.0	0.0	0.0	0.0	0.0	0	0	0
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Reclassify Administrative Assistant I Position (PCN 07-1222) to Accountant IV, this would result in a salary change from range 12 to range 20 and requires OMB approval.

The change is being done to align with workload due to increases in federal funding and federal reporting requirements. An additional Accountant position is needed to remain in compliance with the accounting and reporting associated with federal funds being received.

The incumbent is responsible for providing assistance and oversight of the Unemployment Insurance Compensation Trust Fund, and various special projects as assigned by the departments Finance Officer. Such projects include review of numerous subsidiary financial systems for compliance with Generally Accepted Accounting Principles, internal control review and compliance, and legacy systems replacement projects, both internal and statewide. The incumbent will act as liaison to operational divisions specific to various management information systems accounting processes and procedures.

The cost increase for this change would require a budget adjustment and line item transfer from contractual would be done. Contractual funding is available to support these costs due to operational efficiencies as some costs are now billed directly to the benefiting program and not paid by this component and then allocated to the programs. These funds are supported by receipts from the departments federally approved Indirect Cost Plan.

**FY2011 Health Insurance Cost Increase Non-Covered Employees**

	SalAdj	2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts	1.4											
1003 G/F Match	0.1											
1007 I/A Rcpts	0.5											

Costs associated with Health Insurance Increases.: \$2.0

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
	Totals	3,259.0	2,675.5	12.5	487.8	73.2	10.0	0.0	0.0	33	1	1

**Personal Services Expenditure Detail**  
**Department of Labor and Workforce Development**

**Scenario:** FY2011 Governor (7749)  
**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

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
07-?004	Student Intern II	NP	N	EE	Juneau	AA	7A	4.0		8,984	0	0	923	9,907	575
07-1101	Division Director	FT	A	XE	Juneau	AA	27N	12.0		133,236	0	0	55,816	189,052	10,965
07-1105	Accounting Tech II	FT	A	GG	Juneau	2A	14J	12.0		50,532	0	0	28,225	78,757	4,568
07-1106	Supply Technician I	FT	A	GP	Anchorage	2A	10E / F	12.0		35,100	0	0	23,085	58,185	3,375
07-1107	Procurement Spec IV	FT	A	SS	Juneau	2A	20J	12.0		75,732	0	0	36,266	111,998	6,496
07-1108	Supply Technician II	FT	A	GP	Juneau	2A	12G / J	12.0		42,538	0	0	25,562	68,100	3,950
07-1201	Division Operations Manager	FT	A	SS	Juneau	2A	24F	12.0		95,472	0	0	42,842	138,314	8,022
07-1202	Accounting Clerk	FT	A	GP	Juneau	2A	10B / C	12.0		32,250	0	0	22,136	54,386	3,154
07-1203	Accounting Technician IV	FT	A	SS	Juneau	2A	18D / E	12.0		59,955	0	0	31,011	90,966	5,276
07-1204	Office Assistant II	FT	A	GP	Anchorage	2A	10G	12.0		36,960	0	0	23,704	60,664	3,519
07-1205	Budget Manager	FT	A	SS	Juneau	2A	22N / O	12.0		102,126	0	0	45,058	147,184	8,537
07-1209	Accounting Tech III	FT	A	GP	Juneau	2A	16L	12.0		62,664	0	0	32,266	94,930	5,506
07-1211	Accounting Tech III	FT	A	GP	Juneau	2A	16C / D	12.0		48,592	0	0	27,579	76,171	4,418
07-1213	Accounting Tech III	FT	A	GP	Juneau	2A	16B / C	12.0		47,818	0	0	27,321	75,139	4,358
07-1216	Accounting Tech III	FT	A	GP	Juneau	2A	16B / C	12.0		48,072	0	0	27,406	75,478	4,378
07-1218	Accountant III	FT	A	SS	Juneau	2A	18D / E	12.0		60,879	0	0	31,319	92,198	5,348
07-1221	Accountant III	FT	A	SS	Juneau	2A	18C / D	12.0		58,305	0	0	30,461	88,766	5,148
07-1222	Accountant IV	FT	A	GP	Juneau	2A	20B / C	12.0		62,842	0	0	32,326	95,168	5,520
07-1223	Accounting Tech I	FT	A	GP	Juneau	2A	12C / D	12.0		37,150	0	0	23,768	60,918	3,533
07-1224	Accounting Tech I	FT	A	GP	Juneau	2A	12A / B	12.0		35,276	0	0	23,143	58,419	3,388
07-1225	Accountant II	FT	A	GP	Juneau	2A	16C / D	12.0		48,592	0	0	27,579	76,171	4,418
07-1226	Procurement Spec II	FT	A	SS	Juneau	2A	16K	12.0		60,120	0	0	31,066	91,186	5,289
07-1401	Procurement Spec III	PT	A	GP	Wasilla	2A	18M	6.4		39,629	0	0	16,239	55,868	3,240
07-1404	Mail Svcs Courier	FT	A	GP	Anchorage	2A	9C / D	12.0		31,287	0	0	21,815	53,102	3,080
07-1405	Procurement Spec II	FT	A	SS	Anchorage	2A	16K / L	12.0		60,778	0	0	31,285	92,063	5,340
07-1509	Mail Svcs Courier	FT	A	GP	Juneau	2A	9B / C	12.0		30,425	0	0	21,528	51,953	3,013
07-1513	Accounting Clerk	FT	A	GP	Juneau	2A	10B / C	12.0		32,250	0	0	22,136	54,386	3,154
07-1515	Accountant III	FT	A	SS	Juneau	2A	18C / D	12.0		59,641	0	0	30,906	90,547	5,252
07-1710	Accounting Tech III	FT	A	SS	Juneau	2A	16L / M	12.0		63,546	0	0	32,207	95,753	5,554
07-5196	Administrative Assistant II	FT	A	GP	Juneau	2A	14A / B	12.0		40,048	0	0	24,733	64,781	3,757
08-0475	Accounting Tech II	FT	A	GP	Juneau	2A	14C / D	12.0		42,883	0	0	25,677	68,560	3,977
21-2007	Accountant II	FT	A	GP	Juneau	2A	16B / C	12.0		47,056	0	0	27,067	74,123	4,299
21-2034	Accounting Clerk	FT	A	GP	Juneau	2A	10E	12.0		34,704	0	0	22,953	57,657	3,344
21-2046	Accountant V	FT	A	SS	Juneau	2A	22D / E	12.0		79,542	0	0	37,535	117,077	6,791
21-2048	Accounting Tech I	FT	A	GP	Juneau	2A	12B / C	12.0		36,510	0	0	23,555	60,065	3,484

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:** FY2011 Governor (7749)  
**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

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
											<b>Total Salary Costs:</b>	1,841,494			
											<b>Total COLA:</b>	0			
											<b>Total Premium Pay:</b>	0			
											<b>Total Benefits:</b>	986,498			
<b>Total Positions</b>		<b>New</b>	<b>Deleted</b>												
<b>Full Time Positions:</b>		33	0	0											
<b>Part Time Positions:</b>		1	0	0											
<b>Non Permanent Positions:</b>		1	0	0											
<b>Positions in Component:</b>		35	0	0											
<b>Total Component Months:</b>		406.4													
											<b>Total Pre-Vacancy:</b>	2,827,992			
											<b>Minus Vacancy Adjustment of 5.39%:</b>	(152,492)			
											<b>Total Post-Vacancy:</b>	2,675,500			
											<b>Plus Lump Sum Premium Pay:</b>	0			
											<b>Personal Services Line 100:</b>	2,675,500			

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1002 Federal Receipts	1,976,766	1,870,174	69.90%
1003 General Fund Match	164,024	155,179	5.80%
1007 Inter-Agency Receipts	687,202	650,147	24.30%
<b>Total PCN Funding:</b>	<b>2,827,992</b>	<b>2,675,500</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 Labor and Workforce Development**  
**Travel**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		4.4	12.5	12.5
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>72000 Travel Detail Totals</b>			<b>4.4</b>	<b>12.5</b>	<b>12.5</b>
72110	Employee Travel (Instate)	Various staff members travel throughout the state to provide training, review inventory, inspect facilities, perform audits, and perform special surveys and studies.	4.4	10.0	10.0
72410	Employee Travel (Out of state)	Staff travel to attend federal grant administration and reporting training not available in state.	0.0	2.5	2.5

**Line Item Detail**  
**Department of Labor and Workforce Development**  
**Services**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

Line Number	Line Name			FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services			272.4	523.2	487.8
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>272.4</b>	<b>523.2</b>	<b>487.8</b>
73025		Education Services	Training tuition and fees and conference registrations.	3.7	3.7	3.7
73154	ADMIN	Software Licensing	Symantec and Microsoft software licenses (I/A transfer to DOA).	5.7	5.7	5.7
73155		Software Maintenance	Software maintenance.	0.3	0.5	0.5
73157		Television	Cable service to follow state and national news and legislative issues and actions.	0.9	0.9	0.9
73226		Freight	Freight and express charges for shipping files.	3.6	3.6	3.6
73227		Courier	Courier service for sending documents between offices.	2.7	3.6	3.6
73228		Postage	Postage and box rent.	0.1	0.3	0.3
73254	DOL DP	Dp Operations Alloc	Data processing services (I/A transfer to Data Processing).	52.6	54.2	54.2
73401		Long Distance	Long distance calls.	0.6	1.0	1.0
73402		Local/Equipment Charges	Local Service.	0.9	1.5	1.5
73403		Data/Network	Data and network communication costs.	0.7	0.7	0.7
73404		Cellular Phones	Cellular phone service to maintain contact when away from the office.	2.2	3.0	3.0
73525		Utilities	Public utility services including electricity for the storage annex, heating oil and records disposal.	8.0	11.0	11.0
73653		Inspections/Testing	Building inspection and testing.	0.3	0.5	0.5
73655		Repairs/Maint. (Non IA-Struct/Infs/Land)	Building repair and maintenance.	0.3	5.0	5.0
73665		Rentals/Leases (Non IA-Struct/Infs/Land)	Room and space rental.	0.0	4.5	4.5
73677		Office Furn & Equip(Non IA	Maintenance agreements on copiers and equipment.	0.0	8.0	8.0

**Line Item Detail**  
**Department of Labor and Workforce Development**  
**Services**

**Component:** Management Services (335)

**RDU:** Administrative Services (109)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>73000 Services Detail Totals</b>			<b>272.4</b>	<b>523.2</b>	<b>487.8</b>
		Repair/Maint)			
73681		Other Equip/Mach(Non IA Repair/Maint)	0.0	0.3	0.3
73687		Office Furn & Equip(Non IA Rental/Lease)	0.0	0.3	0.3
73750		Other Services (Non IA Svcs)	0.0	0.3	0.3
73756		Print/Copy/Graphics	1.6	2.4	2.4
73804	Economic/Development (IA Svcs) DOL DP	AKPAY downloads and interface with AKSAS (I/A transfer to DP).	2.5	2.5	2.5
73805	IT-Non-Telecommnctns ADMIN	Computer Services Enterprise Productivity Rates (I/A transfer to DOA).	16.4	16.4	16.4
73805	IT-Non-Telecommnctns ADMIN	Computer Services MICS (I/A transfer to DOA).	2.5	2.6	2.6
73806	IT-Telecommunication ADMIN	Telecommunications Enterprise Productivity Rates (I/A transfer to DOA).	49.4	50.0	50.0
73809	Mail ADMIN	Core Service: Mailroom (I/A transfer to DOA).	17.6	18.0	18.0
73810	Human Resources ADMIN	Human Resource services (I/A transfer to DOA).	22.4	22.5	22.5
73811	Building Leases ADMIN	Office space lease (I/A transfer to DOA).	50.0	50.0	50.0
73813	Auditing ADMIN	Core Service: Audit (I/A transfer to DOA).	0.4	0.5	0.5
73814	Insurance ADMIN	Risk Management (I/A transfer to DOA).	3.9	4.0	4.0
73815	Financial ADMIN	Core Service: AKPAY/AKSAS (I/A transfer to DOA).	2.3	2.3	2.3
73816	ADA Compliance DOL ETS	ADA Coordinator (I/A transfer to Employment and Training Services).	8.1	13.0	13.0
73816	ADA Compliance DOL ADA	Americans with Disabilities Act funding (I/A transfer to DOL ADA).	0.5	0.5	0.5
73818	Training (Services-IA Svcs) ADMIN	AKPAY/AKSAS and state procurement training (I/A transfer to DOA).	0.0	9.0	9.0
73819	Commission Sales (IA Svcs) ADMIN	State Travel Office (I/A transfer to DOA).	0.4	0.5	0.5
73848	State Equip Fleet TRANS	State equipment fleet vehicles (I/A transfer to DOT/PF).	11.8	12.0	12.0

**Line Item Detail**  
**Department of Labor and Workforce Development**  
**Services**

**Component:** Management Services (335)

**RDU:** Administrative Services (109)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor	
<b>73000 Services Detail Totals</b>			<b>272.4</b>	<b>523.2</b>	<b>487.8</b>	
73970	Contractual Cost Trf	ADMIN	Cost consolidation for allocation and accounting efficiency (I/A transfer to DOA).	0.0	208.4	173.0



**Line Item Detail**  
**Department of Labor and Workforce Development**  
**Commodities**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		63.0	73.2	73.2
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>74000 Commodities Detail Totals</b>			<b>63.0</b>	<b>73.2</b>	<b>73.2</b>
74222	Books And Educational	Training books and educational supplies.	1.5	4.5	4.5
74226	Equipment & Furniture	Office equipment for staff including copiers, fax machines, etc.	17.6	18.0	18.0
74229	Business Supplies	Office supplies such as stationery, pens, pencils, file folders, first aid and safety supplies and other operating supplies.	23.0	23.0	23.0
74233	Info Technology Equip	Personal computers.	20.0	26.5	26.5
74236	Subscriptions	Subscriptions to professional magazines, newsletters, and training materials.	0.1	0.2	0.2
74820	Sm Tools/Minor Equip	Small tools and minor equipment for office equipment repair and maintenance.	0.8	1.0	1.0

**Line Item Detail**  
**Department of Labor and Workforce Development**  
**Capital Outlay**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
75000	Capital Outlay		0.0	10.0	10.0
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>75000 Capital Outlay Detail Totals</b>			<b>0.0</b>	<b>10.0</b>	<b>10.0</b>
76150	Other Equipment	Replace furniture and office equipment	0.0	10.0	10.0

**Restricted Revenue Detail**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51010	Federal Receipts	1,808.9	2,276.3	2,277.7

**Detail Information**

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51010	Federal Receipts		07142500	11100	1,808.9	2,276.3	2,277.7

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, with other fund sources providing the remainder.

**Restricted Revenue Detail**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51015	Interagency Receipts	758.1	792.4	792.9

**Detail Information**

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
59070	Labor	Department-wide	07141500	11100	758.1	792.4	792.9

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, with other fund sources providing the remainder. To be collected from the department's internal cost allocation plan - amounts per component uncertain at this time.

**Inter-Agency Services**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2009 Actuals	FY2010		
					Management Plan	FY2011 Governor	
73154	Software Licensing	Symantec and Microsoft software licenses (I/A transfer to DOA).	Inter-dept	ADMIN	5.7	5.7	5.7
<b>73154 Software Licensing subtotal:</b>					<b>5.7</b>	<b>5.7</b>	<b>5.7</b>
73254	Dp Operations Alloc	Data processing services (I/A transfer to Data Processing).	Intra-dept	DOL DP	52.6	54.2	54.2
<b>73254 Dp Operations Alloc subtotal:</b>					<b>52.6</b>	<b>54.2</b>	<b>54.2</b>
73804	Economic/Development (IA Svcs)	AKPAY downloads and interface with AKSAS (I/A transfer to DP).	Inter-dept	DOL DP	2.5	2.5	2.5
<b>73804 Economic/Development (IA Svcs) subtotal:</b>					<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
73805	IT-Non-Telecommnctns	Computer Services Enterprise Productivity Rates (I/A transfer to DOA).	Inter-dept	ADMIN	16.4	16.4	16.4
73805	IT-Non-Telecommnctns	Computer Services MICS (I/A transfer to DOA).	Inter-dept	ADMIN	2.5	2.6	2.6
<b>73805 IT-Non-Telecommnctns subtotal:</b>					<b>18.9</b>	<b>19.0</b>	<b>19.0</b>
73806	IT-Telecommunication	Telecommunications Enterprise Productivity Rates (I/A transfer to DOA).	Inter-dept	ADMIN	49.4	50.0	50.0
<b>73806 IT-Telecommunication subtotal:</b>					<b>49.4</b>	<b>50.0</b>	<b>50.0</b>
73809	Mail	Core Service: Mailroom (I/A transfer to DOA).	Inter-dept	ADMIN	17.6	18.0	18.0
<b>73809 Mail subtotal:</b>					<b>17.6</b>	<b>18.0</b>	<b>18.0</b>
73810	Human Resources	Human Resource services (I/A transfer to DOA).	Inter-dept	ADMIN	22.4	22.5	22.5
<b>73810 Human Resources subtotal:</b>					<b>22.4</b>	<b>22.5</b>	<b>22.5</b>
73811	Building Leases	Office space lease (I/A transfer to DOA).	Inter-dept	ADMIN	50.0	50.0	50.0
<b>73811 Building Leases subtotal:</b>					<b>50.0</b>	<b>50.0</b>	<b>50.0</b>
73813	Auditing	Core Service: Audit (I/A transfer to DOA).	Inter-dept	ADMIN	0.4	0.5	0.5
<b>73813 Auditing subtotal:</b>					<b>0.4</b>	<b>0.5</b>	<b>0.5</b>
73814	Insurance	Risk Management (I/A transfer to DOA).	Inter-dept	ADMIN	3.9	4.0	4.0
<b>73814 Insurance subtotal:</b>					<b>3.9</b>	<b>4.0</b>	<b>4.0</b>
73815	Financial	Core Service: AKPAY/AKSAS (I/A transfer to DOA).	Inter-dept	ADMIN	2.3	2.3	2.3
<b>73815 Financial subtotal:</b>					<b>2.3</b>	<b>2.3</b>	<b>2.3</b>
73816	ADA Compliance	ADA Coordinator (I/A transfer to Employment and Training Services).	Intra-dept	DOL ETS	8.1	13.0	13.0
73816	ADA Compliance	Americans with Disabilities Act funding (I/A transfer to DOL ADA).	Intra-dept	DOL ADA	0.5	0.5	0.5
<b>73816 ADA Compliance subtotal:</b>					<b>8.6</b>	<b>13.5</b>	<b>13.5</b>
73818	Training (Services-IA Svcs)	AKPAY/AKSAS and state procurement training (I/A transfer to DOA).	Inter-dept	ADMIN	0.0	9.0	9.0
<b>73818 Training (Services-IA Svcs) subtotal:</b>					<b>0.0</b>	<b>9.0</b>	<b>9.0</b>
73819	Commission Sales (IA Svcs)	State Travel Office (I/A transfer to DOA).	Inter-dept	ADMIN	0.4	0.5	0.5
<b>73819 Commission Sales (IA Svcs) subtotal:</b>					<b>0.4</b>	<b>0.5</b>	<b>0.5</b>
73848	State Equip Fleet	State equipment fleet vehicles (I/A transfer to DOT/PF).	Inter-dept	TRANS	11.8	12.0	12.0
<b>73848 State Equip Fleet subtotal:</b>					<b>11.8</b>	<b>12.0</b>	<b>12.0</b>

**Inter-Agency Services**  
**Department of Labor and Workforce Development**

**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

<u>Expenditure Account</u>	<u>Service Description</u>	<u>Service Type</u>	<u>Servicing Agency</u>	<u>FY2009 Actuals</u>	<u>FY2010</u>	
					<u>Management Plan</u>	<u>FY2011 Governor</u>
73970	Contractual Cost Trf	Inter-dept	ADMIN	0.0	208.4	173.0
<b>73970 Contractual Cost Trf subtotal:</b>				<b>0.0</b>	<b>208.4</b>	<b>173.0</b>
<b>Management Services total:</b>				<b>246.5</b>	<b>472.1</b>	<b>436.7</b>
<b>Grand Total:</b>				<b>246.5</b>	<b>472.1</b>	<b>436.7</b>