

# **State of Alaska FY2013 Governor's Operating Budget**

## **Department of Administration Finance Component Budget Summary**

## Component: Finance

### Contribution to Department's Mission

The mission of the Division of Finance is to provide accounting, payroll, and travel services for state government.

### Core Services

- General ledger accounting including budgets and vendor payments for all three branches of State government.
- Electronic commerce services including electronic vendor payments and the One Card Alaska credit card payment program.
- Payroll processing and accounting for all three branches of government.
- Comprehensive Annual Financial Report and other statewide reporting responsibilities, including oversight of single audit requirements.
- User documentation and information technology to support all services.

### Results at a Glance

(Additional performance information is available on the web at <http://omb.alaska.gov/results>.)

#### End Result A: State payroll processing is accurate and timely.

Target #1: 100% of payroll transactions are processed without penalty pay caused by central processing problems.  
Status #1: Payroll transactions have been processed without penalty pay since FY2004.

Target #2: Maintain unscheduled downtime of the statewide payroll system (AKPAY) at less than 0.5%.  
Status #2: Unscheduled downtime was 1.3% for the statewide payroll system (AKPAY) during CY 2010 compared to .3% in CY 2009.

#### End Result B: Vendors and grantees are paid timely.

Target #1: Increase dollar value of Electronic Data Interchange (EDI) payments by 5% per year.  
Status #1: The Electronic Data Interchange (EDI) payments increased by 4% to \$5.0 billion in FY2011.

##### Strategy B1: Increase number of EDI (electronic data interchange) vendors.

Target #1: 10% increase in the number of Electronic Data Interchange (EDI) vendors.  
Status #1: In FY 2011, the number of Electronic Data Interchange (EDI) vendors increased by 31%, exceeding the target.

#### End Result C: Improved efficiency of credit card program for state agencies.

Target #1: Increase rebate on prior year's credit card program by 20% per year.  
Status #1: A \$641,839 credit card rebate was received in CY 2010 which is a 6% increase over CY 2009.

#### End Result D: Receive GFOA Certificate of Achievement for Excellence in Financial Reporting annually on audited CAFR.

Target #1: Beginning with the FY2003 Comprehensive Annual Financial Report (CAFR), receive the Government Finance Officers Association certificate annually.  
Status #1: The Government Finance Officers Association certificate has been received each year since issuing the FY 2003 Comprehensive Annual Financial Report (CAFR).

### Key Component Challenges

#### Aging Technology

Statewide accounting, payroll, and human resources systems are built with technology that is no longer taught in most colleges. When compared to current technology, these systems require more training for users and are more difficult to maintain. The existing administrative systems are approaching the end of their useful life cycle and will be replaced over the next 5 years with a fully integrated system, however, it will continue to be a maintenance challenge operating these legacy systems during the interim.

### **Employee Records Review**

The Division of Finance is responsible for approximately 193,000 payroll files for current and former employees. These files are full of confidential paper documents with a current retention schedule of 50 years. The division has initiated a multi-year project to review each file for misfiled documents, apply a bar-coded folder label, and rebuild the index system to ensure reliable retrieval. This is a prerequisite to a long-term goal of scanning these documents for electronic archive to improve access control and efficiency in operations.

### **Continued Improvement of Training and Documentation**

The systems and policies for which we are responsible change constantly and new users are added every day. Keeping the training sessions and documentation current requires substantial effort.

## **Significant Changes in Results to be Delivered in FY2013**

### **Alaska Statewide System for Employee Time (ASSET)**

The time and attendance system will be operational and fully deployed by the end of calendar year 2012. It is a web-based application to capture labor hours and leave for payroll processing. ASSET will replace manual payroll calculations with automated business rules, increasing the efficiency and accuracy of payroll processing. This system will integrate with AKSAS and AKPAY, and with the system that eventually replaces them. The building of the complex rules, varying rules across bargaining units, and performance concerns has caused delays to the original deployment schedule. This significant effort is a prerequisite to replacing the payroll system as it simplifies the remaining effort by calculating pay records based on bargaining unit specific rules and providing these records to the payroll system for processing.

### **Enterprise Resource Planning (ERP)**

An integrated financial, payroll, human resource, and procurement system has been procured after a lengthy process to ensure the proper selection of the application that will sustain the state for the foreseeable future. The effort associated with this project is substantial and will involve all agencies and impact every state employee. In order to manage change the ERP project has multiple implementation phases over a 5 year period:

Phase 1 – Enterprise Readiness. Prepares the state for significant business process change, initiates a statewide change management structure, establishes a governance structure, documents “as is” business processes, and identifies opportunities for efficiencies in operational costs across agencies.

Phase 2 – Envision. Prepares a blueprint design for configuring the software, data conversion, interfaces, define data warehouse reporting, and re-engineering of business processes to their “to be” state.

Phase 3 – Financial Management and Procurement. Implements the financial management and procurement components of the application, including general ledger, accounts payable, project and grant management, inventory and asset management, accounts receivable, procurement, and vendor self-service.

Phase 4 – Human Resources and Payroll. Implements the human resources and payroll management components of the application, along with employee self-service.

## **Major Component Accomplishments in 2011**

- Signed a professional services contract for the ERP project that will replace the existing accounting and payroll systems statewide administrative systems, along with providing an integrated procurement system.
- Improved security for personally identifiable and confidential information. Physical security improvements were completed in the State Office Building where confidential information is stored.
- Increased the number of vendors receiving payments electronically from 6,807 to 8,931, an increase of 31%. This is attributed to a focused effort on converting state employees to EDI for travel reimbursement and AMHS per diem and lodging reimbursements for vessel employees.
- Continued to support the Office of Management and Budget and various State departments in the implementation of controls and reporting requirements under the American Recovery and Reinvestment Act

of 2009.

- Received the Certificate of Excellence for Achievement in Financial Reporting from the Government Finance Officer Association. This award is the highest form of recognition in government accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The division received its eighth consecutive annual award for the FY2010 Comprehensive Annual Financial Report.

## Statutory and Regulatory Authority

<b>AK Statute</b>	<b>Description</b>
09.35.330	Attachment of salary, wages, etc. of employees (mandate)
11.56.210	Unsworn falsification on certifying officer affidavits for systems
11.56.860	Misuse of confidential information
14.40.170	Duties and powers of Board of Regents
14.40.290	Property and funds generally
14.40.400	Fund for money from sale or lease of land granted by Act of Congress
14.43.325	Payments to the memorial scholarship revolving loan fund
22.05.140	Judicial pay distribution restriction chief justice
22.07.090	Judicial pay distribution restriction court of appeals judges
22.10.190	Judicial pay distribution restriction superior court judges
22.15.220	Judicial pay distribution restriction supreme court judges
23.30.175	Computation for Workers' Compensation
23.30.220	Determination of spendable weekly wage for Workers' Compensation
23.40	Labor organizations
34.45.320	Payment or delivery of abandoned property
37.05.020	Adoption of regulations
37.05.040	Legal custody of records
37.05.130	General powers, responsible for all accounts and purchases
37.05.140	Accounting system
37.05.142	Accounting for program receipts
37.05.150	Fund and accounts
37.05.165	Petty cash accounts
37.05.170	Restrictions on payments and obligations
37.05.180	Limitation on payment of warrants
37.05.190	Pre-audit of claims
37.05.200	Pre-audit of receipts
37.05.210	Fiscal reporting and statistics
37.05.285	Payment for state purchases (includes interest provisions)
37.05.500	Special funds
37.05.510	Working reserve account
37.05.910	Applicability to University of Alaska (uniform financial procedures)
37.05.920	Fiscal year
37.10.010	Disbursements
37.10.030	Responsibility of officer or employee approving or certifying voucher
37.10.050	Charges for state services; collection, accounting, and deposit of state money
37.10.088	Department of Administration authorized to make advances to the University
37.15.012	Continuing debt service appropriation
37.15.170	State bond committee to certify annual principal, interest, and reserve requirements
37.25.010	Unexpended balances of one-year appropriations
37.25.020	Unexpended balances of appropriations for capital projects
37.25.050	Methods of disbursement
39.20	Compensation, allowances, and leave (includes travel regulations)
39.25	State Personnel Act - availability, confidentiality, and retention of employee information
39.27.025	Shift differential
39.30	Insurance and supplemental employee benefits

39.35.680 Definition of compensation for retirement system  
39.40 U.S. savings bonds  
39.45 Public Employees' deferred compensation plan  
43.05.170 Payment of warrants  
44.17.010 Delegation of functions  
44.17.030 Adoption of regulations  
44.21.020 Duties of department (2) keep general accounts, (3) approve vouchers and disburse funds for all purposes  
44.21.040 Records or accounts of claims and warrants  
44.62 Administrative procedure act  
44.77 Claims against the state

**Federal Requirements**

American Recovery and Reinvestment Act  
Internal Revenue Code  
Federal Funding Accountability and Transparency Act  
Federal Insurance Contributions Act  
Fair Labor Standards Act  
Federal Unemployment Tax Act  
Family and Medical Leave Act  
Federal Child Support Regulations  
Federal Maritime Act  
Cash Management Improvement Act  
Freedom of Information Act  
North American Free Trade Agreement (NAFTA)  
U.S. Office of Foreign Asset Control Sanctions  
2 CFR, Part 225 (formerly U.S. Office of Management and Budget - Circular A-87) Cost Principles for State and Local Governments  
U.S. Office of Management and Budget - Circular A-102, Grants and Cooperative Agreements with State and Local Governments  
U.S. Office of Management and Budget - Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

<b>Contact Information</b>
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**Finance  
Component Financial Summary**

*All dollars shown in thousands*

	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	5,348.8	5,692.4	7,421.8
72000 Travel	34.2	35.2	35.2
73000 Services	2,733.5	3,412.9	3,300.4
74000 Commodities	149.1	134.4	134.4
75000 Capital Outlay	290.2	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>8,555.8</b>	<b>9,274.9</b>	<b>10,891.8</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	5,707.2	6,039.2	6,243.9
1005 General Fund/Program Receipts	463.1	575.6	463.1
1007 Inter-Agency Receipts	1,601.6	1,831.0	1,831.0
1061 Capital Improvement Project Receipts	657.1	779.1	2,353.8
1212 Federal Stimulus: ARRA 2009	126.8	50.0	0.0
<b>Funding Totals</b>	<b>8,555.8</b>	<b>9,274.9</b>	<b>10,891.8</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>Unrestricted Revenues</b>				
General Fund Program Receipts	51060	178.7	0.0	0.0
<b>Unrestricted Total</b>		<b>178.7</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Interagency Receipts	51015	1,601.6	1,831.0	1,831.0
General Fund Program Receipts	51060	463.1	575.6	463.1
Federal Economic Stimulus	51118	126.8	50.0	0.0
Capital Improvement Project Receipts	51200	657.1	779.1	2,353.8
<b>Restricted Total</b>		<b>2,848.6</b>	<b>3,235.7</b>	<b>4,647.9</b>
<b>Total Estimated Revenues</b>		<b>3,027.3</b>	<b>3,235.7</b>	<b>4,647.9</b>

**Summary of Component Budget Changes  
From FY2012 Management Plan to FY2013 Governor**

*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>
<b>FY2012 Management Plan</b>	<b>6,039.2</b>	<b>575.6</b>	<b>2,610.1</b>	<b>50.0</b>	<b>9,274.9</b>
<b>Adjustments which will continue current level of service:</b>					
-Reverse Consolidated Omnibus Budget Reconciliation Act (COBRA) Funding for Premium Subsidy Coverage ARRA Fund Extension	0.0	0.0	0.0	-50.0	-50.0
-FY2013 Salary Increases	169.0	0.0	61.4	0.0	230.4
-FY2013 Health Insurance Increases	35.7	0.0	13.3	0.0	49.0
<b>Proposed budget decreases:</b>					
-Discontinue DataBasics	0.0	-112.5	0.0	0.0	-112.5
<b>Proposed budget increases:</b>					
-Integrated Resource Information System Positions Authority	0.0	0.0	1,500.0	0.0	1,500.0
<b>FY2013 Governor</b>	<b>6,243.9</b>	<b>463.1</b>	<b>4,184.8</b>	<b>0.0</b>	<b>10,891.8</b>

**Finance  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2012 Management Plan	FY2013 Governor		
Full-time	64	63	Annual Salaries	4,849,289
Part-time	0	0	COLA	8,848
Nonpermanent	2	2	Premium Pay	0
			Annual Benefits	2,741,626
			<i>Less 2.34% Vacancy Factor</i>	<i>(177,963)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>66</b>	<b>65</b>	<b>Total Personal Services</b>	<b>7,421,800</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	5	0	5
Accountant IV	0	0	10	0	10
Accountant V	0	0	3	0	3
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Assistant I	0	0	1	0	1
Administrative Assistant II	0	0	1	0	1
Administrative Officer II	0	0	1	0	1
Analyst/Programmer III	0	0	3	0	3
Analyst/Programmer IV	0	0	3	1	4
Analyst/Programmer V	0	0	3	0	3
Business Analyst I	0	0	4	0	4
Business Analyst II	0	0	3	0	3
Business Analyst III	0	0	4	0	4
College Intern I	0	0	1	0	1
Data Processing Mgr III	0	0	2	0	2
Database Specialist III	0	0	1	0	1
Deputy Director	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resource Technician II	0	0	3	0	3
Office Assistant I	0	0	1	0	1
Payroll Manager	0	0	1	0	1
Payroll Specialist I	0	0	2	0	2
Payroll Specialist II	0	0	3	0	3
Payroll Specialist III	0	0	1	0	1
Publications Spec III	0	0	1	0	1
State Accountant	0	0	1	0	1
Student Intern II	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>64</b>	<b>1</b>	<b>65</b>



**Component Detail All Funds**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

	<b>FY2011 Actuals</b>	<b>FY2012 Conference Committee</b>	<b>FY2012 Authorized</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>	<b>FY2012 Management Plan vs FY2013 Governor</b>	
71000 Personal Services	5,348.8	5,669.8	5,692.4	5,692.4	7,421.8	1,729.4	30.4%
72000 Travel	34.2	1.2	0.2	35.2	35.2	0.0	0.0%
73000 Services	2,733.5	3,539.8	3,547.9	3,412.9	3,300.4	-112.5	-3.3%
74000 Commodities	149.1	34.4	34.4	134.4	134.4	0.0	0.0%
75000 Capital Outlay	290.2	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>8,555.8</b>	<b>9,245.2</b>	<b>9,274.9</b>	<b>9,274.9</b>	<b>10,891.8</b>	<b>1,616.9</b>	<b>17.4%</b>
<b>Fund Sources:</b>							
1004 Gen Fund (UGF)	5,707.2	6,009.5	6,039.2	6,039.2	6,243.9	204.7	3.4%
1005 GF/Prgm (DGF)	463.1	575.6	575.6	575.6	463.1	-112.5	-19.5%
1007 I/A Rcpts (Other)	1,601.6	1,831.0	1,831.0	1,831.0	1,831.0	0.0	0.0%
1061 CIP Rcpts (Other)	657.1	779.1	779.1	779.1	2,353.8	1,574.7	202.1%
1212 Fed ARRA (Other)	126.8	50.0	50.0	50.0	0.0	-50.0	-100.0%
<b>Unrestricted General (UGF)</b>	<b>5,707.2</b>	<b>6,009.5</b>	<b>6,039.2</b>	<b>6,039.2</b>	<b>6,243.9</b>	<b>204.7</b>	<b>3.4%</b>
<b>Designated General (DGF)</b>	<b>463.1</b>	<b>575.6</b>	<b>575.6</b>	<b>575.6</b>	<b>463.1</b>	<b>-112.5</b>	<b>-19.5%</b>
<b>Other Funds</b>	<b>2,258.7</b>	<b>2,610.1</b>	<b>2,610.1</b>	<b>2,610.1</b>	<b>4,184.8</b>	<b>1,574.7</b>	<b>60.3%</b>
<b>Federal Funds</b>	<b>126.8</b>	<b>50.0</b>	<b>50.0</b>	<b>50.0</b>	<b>0.0</b>	<b>-50.0</b>	<b>-100.0%</b>
<b>Positions:</b>							
Permanent Full Time	52	52	52	64	63	-1	-1.6%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	2	2	2	2	2	0	0.0%

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2012 Conference Committee To FY2012 Authorized *****												
<b>FY2012 Conference Committee</b>												
	ConfCom	9,245.2	5,669.8	1.2	3,539.8	34.4	0.0	0.0	0.0	52	0	2
1004 Gen Fund		6,009.5										
1005 GF/Prgm		575.6										
1007 I/A Rcpts		1,831.0										
1061 CIP Rcpts		779.1										
1212 Fed ARRA		50.0										
<b>ETS/HR Chargeback Transfer to the Division of Finance ADN 02-12-0028</b>												
	Trin	5.3	0.0	0.0	5.3	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		5.3										

Pursuant to Section 1, Chapter 3, FSSLA 2011, pages 2, lines 22-25, \$1,328,200 is distributed to state departments and agencies in order to pay service costs charged by the Department of Administration in FY2012, primarily for Personnel and Enterprise Technology Services.

The DOA portion of \$94.4 is distributed as follows:

- Office of Administrative Hearings: .9
- Office of the Commissioner: .6
- Division of Administrative Services: 1.5
- DOA Information Technology Support: .6
- Division of Finance: 5.3
- E-Travel: 1.7
- Division of Personnel: 6.5
- Labor Relations: .6
- Purchasing: .8
- Property Management: .3
- Central Mail: 2.2
- Retirement and Benefits: 8.7
- Lease Administration: .8
- Facilities: 7.7
- Facilities Administration: .8
- Enterprise Technology Services:
- Risk Management: 2.0
- Alaska Oil and Gas Conservation Commission: 3.3
- Office of Public Advocacy: 14.7
- Public Defender Agency: 14.1
- Violent Crimes Compensation Board: .2
- Alaska Public Offices Commission: .9
- Motor Vehicles: 10.7

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
<b>ETS/HR Transfer within Department of Administration ADN 02-12-0044</b>												
1004 Gen Fund	Trin	29.0	22.6	0.0	6.4	0.0	0.0	0.0	0.0	0	0	0

Pursuant to Section 1, Chapter 3, FSSLA 2011, pages 2, lines 22-25, \$1,328,200 is distributed to state departments and agencies in order to pay service costs charged by the Department of Administration in FY2012. DOA's Unrealizable Fund Sources for Personal Services and DOA Internal Core Services Allocation totals \$291.2 and is shown below:

- Office of Administrative Hearings: 34.8
- Office of the Commissioner: .7
- Division of Administrative Services: .7
- DOA Information Technology Support: .6
- Division of Finance: 29.0
- E-Travel: 21.0
- Division of Personnel: 11.8
- Labor Relations: .9
- Purchasing: 1.0
- Property Management: 22.8
- Central Mail: 2.5
- Retirement and Benefits: 10.4
- Lease Administration: 34.3
- Facilities: 9.3
- Facilities Administration: 1.0
- Enterprise Technology Services: 32.4
- Risk Management: 2.4
- Alaska Oil and Gas Conservation Commission: 4.0
- Office of Public Advocacy: 29.0
- Public Defender Agency: 16.8
- Violent Crimes Compensation Board: 12.2
- Alaska Public Offices Commission: 1.0
- Motor Vehicles: 12.6

**ADN 02-12-0035 Line Item Transfer to Meet Unallocated Travel Reduction ADN 02-12-0028**

LIT	0.0	0.0	3.6	-3.6	0.0	0.0	0.0	0.0	0.0	0	0	0
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A line item transfer is necessary for this component to meet the requirements of the unallocated travel reduction as per (FSSLA 11 Ch 3 Sec 1 pg 3 In 15 (CSSHB108)).

**ADN 02-12-0027 Centralized Administrative Services Unallocated GF Reduction -Travel - Finance**

1004 Gen Fund	Unalloc	-4.6	0.0	-4.6	0.0	0.0	0.0	0.0	0.0	0	0	0
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Pursuant to Section 1, Chapter 3, FSSLA 2011, page 3, line 15, -\$9,200, Centralized Administrative Services Unallocated GF Travel reduction is distributed as

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
shown below:												
Office of Administrative Hearings, -\$0.4;												
Office of the Commissioner, -\$0.3;												
Administrative Services Division, -\$0.1;												
Division of Personnel, -\$1.5;												
Labor Relations, -\$1.0;												
Retirement and Benefits, -\$0.1;												
Division of Finance, -\$4.6;												
Purchasing, -\$1.1;												
Property Management, -\$0.1.												
<b>Subtotal</b>		<b>9,274.9</b>	<b>5,692.4</b>	<b>0.2</b>	<b>3,547.9</b>	<b>34.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>52</b>	<b>0</b>	<b>2</b>

\*\*\*\*\* **Changes From FY2012 Authorized To FY2012 Management Plan** \*\*\*\*\*

<b>ADN 02-11-0118 Establish Twelve Permanent Positions for the Statewide Administrative Replacement Project</b>												
PosAdj		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12	0	0

The Division of Finance is leading the project, but it will take many individuals from all administrative disciplines to successfully implement the system. Active agency participation will be critical throughout the design, development and deployment. The first phase will implement financial and procurement functionality. The second phase will implement human resources and payroll functionality.

The establishment of twelve positions for the Statewide Administrative Replacement Project (also known as the Enterprise Replacement Project (ERP)) is necessary to implement the integration of these administrative systems hardware.

For FY2013, these positions will be funded using CIP receipts via the unbudgeted RSA process.

Approved by OMB on 06/23/2011

- 02-4102, Business Analyst III
- 02-4103, Business Analyst I
- 02-4104, Business Analyst I
- 02-4105, Business Analyst III
- 02-4106, Business Analyst I
- 02-4107, Business Analyst II
- 02-4109, Business Analyst III
- 02-4110, Business Analyst I
- 02-4111, Business Analyst II
- 02-4112, Business Analyst II
- 02-4113, Business Analyst II

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
02-4114, Administrative Assistant II												
<b>ADN 02-12-0045 Line Item Transfer to Meet Operational Needs</b>												
	LIT	0.0	0.0	35.0	-135.0	100.0	0.0	0.0	0.0	0	0	0
A line item transfer from the contractual line to the travel and supplies line is necessary to meet operational needs.												
<b>ADN 02-12-0047 Reclassify PCN 02-4098 To Deputy Director</b>												
	PosRecl	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
The Department of Administration is leading the effort to replace the aging statewide accounting and payroll systems with an integrated solution that includes a procurement system. Significant project related duties will be the responsibility of the Director of Finance during the multi-year development and deployment of the replacement system. Separating operation duties and assigning those primarily to a Deputy Director will be important to maintain continuity of operations while the Director is engaged in guiding and performing project related activities.												
<b>Subtotal</b>		<b>9,274.9</b>	<b>5,692.4</b>	<b>35.2</b>	<b>3,412.9</b>	<b>134.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>64</b>	<b>0</b>	<b>2</b>

***** Changes From FY2012 Management Plan To FY2013 Governor *****												
<b>Reverse Consolidated Omnibus Budget Reconciliation Act (COBRA) Funding for Premium Subsidy Coverage ARRA Fund Extension</b>												
	OTI	-50.0	-50.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1212 Fed ARRA		-50.0										

The American Recovery and Reinvestment Act (AARA) of 2009 included a program whereby an involuntary terminated employee would be eligible to obtain a 65% premium subsidy for health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. This was later extended by the Department of Defense Appropriation Act of 2010 and the Temporary Extension Act of 2010. As a result, to qualify for the COBRA premium subsidy, the involuntary termination must occur during the period that began September 1, 2008 through May 31, 2010. The period of premium subsidy was also extended to be a 15 month period (this was previously 9 months). As a result, the potential coverage for a qualifying event that occurred on May 31, 2010 could result in 15 months of premium subsidy activity and payments through August of 2011. Original request was Finance Federal Stimulus AR 11725, per sec 1, Ch 41, SLA 2010, page 2, line 25 (HB 300) which lapsed June 30, 2011.

This program has ended and the remaining ARRA funds are being decremented.

<b>Integrated Resource Information System Positions Authority</b>												
	Inc	1,500.0	1,500.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1061 CIP Rcpts		1,500.0										

The Department of Administration is preparing to implement integrated administrative system software to replace the aging statewide accounting and payroll systems, along with adding functionality for an integrated procurement system. Preparations have been ongoing for several years for this massive overhaul and automation of our administrative processes.

The Division of Finance is leading the project, but it will take many individuals from all administrative disciplines to successfully implement the system. Active

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
agency participation will be critical throughout the design, development, and deployment.												
As this project moves forward, and to bring this project on budget and allow for transparency, capital improvement project (CIP) receipts are being requested in the operating budget to provide the authorization to spend from the capital appropriation for this project.												
<b>Discontinue DataBasics</b>												
1005 GF/Prgm	Dec	-112.5	0.0	0.0	-112.5	0.0	0.0	0.0	0.0	0	0	0
In fiscal year 2012 general fund program receipt authority was requested to expend the additional credit card rebate to cover the costs of Databasics software (a statewide electronic travel solution). It has been determined that DataBasics will not be deployed; therefore, a decrement is being put forward.												
<b>Delete Long-Term Vacant Positions</b>												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Position(s) that have been vacant for a year are being deleted. This transaction is for: 02-4080 (FT)												
<b>FY2013 Salary Increases</b>												
	SalAdj	230.4	230.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		169.0										
1061 CIP Rcpts		61.4										
FY2013 Salary Increases: \$230.4												
<b>FY2013 Health Insurance Increases</b>												
	SalAdj	49.0	49.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		35.7										
1061 CIP Rcpts		13.3										
FY2013 Health Insurance Increases: \$49.0												
<b>Totals</b>		<b>10,891.8</b>	<b>7,421.8</b>	<b>35.2</b>	<b>3,300.4</b>	<b>134.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>63</b>	<b>0</b>	<b>2</b>

**Department of Administration**

**Scenario:** FY2013 Governor (9494)  
**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

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	GF Amount
01-712X	Accountant IV	FT	A	GP	Juneau	205	20J / K	12.0		86,643	0	0	47,317	133,960	133,960
02-2133	Analyst/Programmer III	FT	1	KK	Juneau	205	18D / E	12.0		68,018	0	0	40,186	108,204	108,204
02-4001	Division Director	FT	A	XE	Juneau	NAA	27F / J	12.0		115,680	2,992	0	56,413	175,085	175,085
02-4004	Accountant IV	FT	A	GP	Juneau	205	20J / K	12.0		84,809	0	0	46,667	131,476	131,476
02-4005	Accountant IV	FT	A	SS	Juneau	205	20E / F	12.0		78,786	0	0	44,026	122,812	122,812
02-4010	State Accountant	FT	A	XE	Juneau	NAA	24L / M	12.0		114,960	2,973	0	56,202	174,135	174,135
02-4011	Data Processing Mgr III	FT	A	SS	Juneau	205	24F	12.0		106,380	0	0	53,805	160,185	160,185
02-4012	Accountant III	FT	A	GP	Juneau	205	18J	12.0		73,392	0	0	42,620	116,012	116,012
02-4013	Accountant IV	FT	1	GP	Juneau	205	20A / B	12.0		67,842	0	0	40,653	108,495	108,495
02-4014	Accountant IV	FT	A	SS	Juneau	205	20F	12.0		81,348	0	0	44,934	126,282	126,282
02-4017	Accountant IV	FT	A	GP	Juneau	205	20C / D	12.0		70,821	0	0	41,709	112,530	112,530
02-4020	Payroll Specialist II	FT	A	KK	Juneau	205	18K / L	12.0		78,480	0	0	43,893	122,373	122,373
02-4021	Accountant III	FT	A	GP	Juneau	205	18K / L	12.0		76,260	0	0	43,637	119,897	119,897
02-4022	Human Resource Technician II	FT	A	KK	Juneau	205	14F	12.0		54,168	0	0	35,277	89,445	89,445
02-4023	Payroll Specialist II	FT	A	KK	Juneau	205	18E / F	12.0		70,806	0	0	41,174	111,980	111,980
02-4025	Payroll Specialist III	FT	A	KK	Juneau	205	20K / L	12.0		89,890	0	0	47,937	137,827	137,827
02-4026	Analyst/Programmer IV	FT	A	GP	Claremore, Oklahoma	200	20L	12.0		86,004	0	0	47,090	133,094	133,094
02-4027	Accountant IV	FT	A	GP	Juneau	205	20A	12.0		65,904	0	0	39,967	105,871	105,871
02-4029	Accountant III	FT	A	GP	Juneau	205	18G	12.0		70,500	0	0	41,595	112,095	112,095
02-4030	Publications Spec III	FT	A	GP	Juneau	205	19F / G	12.0		73,536	0	0	42,671	116,207	116,207
02-4035	Payroll Manager	FT	A	KK	Juneau	205	22P	12.0		120,240	0	0	57,869	178,109	178,109
02-4036	Accountant IV	FT	A	GP	Juneau	205	20F / G	12.0		79,700	0	0	44,856	124,556	124,556
02-4038	Accountant IV	FT	A	GP	Juneau	205	20C / D	12.0		71,142	0	0	41,823	112,965	112,965
02-4039	Accounting Tech II	FT	A	GP	Juneau	205	14A	12.0		43,512	0	0	32,031	75,543	75,543
02-4040	Accountant V	FT	A	SS	Juneau	205	22C / D	12.0		86,868	0	0	46,890	133,758	133,758
02-4041	Accounting Tech III	FT	A	GP	Juneau	205	16A / B	12.0		51,462	0	0	34,848	86,310	86,310
02-4043	Human Resource Technician II	FT	1	KK	Juneau	205	14C / D	12.0		50,279	0	0	33,899	84,178	84,178
02-4044	Accounting Tech I	FT	1	GP	Juneau	205	12B / C	12.0		40,721	0	0	31,042	71,763	71,763
02-4045	Human Resource Technician II	FT	1	KK	Juneau	205	14C / D	12.0		49,772	0	0	33,719	83,491	83,491
02-4050	Accountant III	FT	A	GP	Juneau	205	18F / G	12.0		69,158	0	0	41,120	110,278	110,278
02-4052	Payroll Specialist I	FT	A	KK	Juneau	205	16C / D	12.0		56,776	0	0	36,201	92,977	92,977
02-4053	Office Assistant I	FT	A	KK	Juneau	205	8K / L	12.0		40,505	0	0	30,435	70,940	70,940
02-4074	Data Processing Mgr III	FT	A	SS	Juneau	205	24N	12.0		127,908	0	0	60,141	188,049	188,049
02-4075	Accountant V	FT	A	SS	Juneau	205	22L / M	12.0		103,950	0	0	52,944	156,894	156,894
02-4077	Analyst/Programmer V	FT	A	SS	Juneau	205	22P / Q	12.0		122,496	0	0	58,554	181,050	181,050
02-4078	Analyst/Programmer V	FT	A	KK	Juneau	205	22C / D	12.0		86,868	0	0	46,866	133,734	133,734
02-4079	Analyst/Programmer IV	FT	1	GP	Juneau	205	20A	12.0		65,904	0	0	39,967	105,871	105,871
02-4080	Analyst/Programmer IV	FT	A	KK	Juneau	205	20A	12.0		0	0	0	0	0	0

**Department of Administration**

**Scenario:** FY2013 Governor (9494)  
**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

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	GF Amount		
02-4081	Analyst/Programmer IV	FT	A	GP	Juneau	205	20K / L	12.0		87,172	0	0	47,504	134,676	134,676		
02-4082	Analyst/Programmer V	FT	A	GP	Juneau	205	22L / M	12.0		105,002	0	0	53,823	158,825	158,825		
02-4084	Analyst/Programmer III	FT	1	GP	Juneau	205	18A / B	12.0		59,112	0	0	37,560	96,672	96,672		
02-4085	Payroll Specialist I	FT	A	KK	Juneau	205	16E / F	12.0		61,701	0	0	37,947	99,648	99,648		
02-4086	Administrative Officer II	FT	A	SS	Juneau	205	19K	12.0		81,972	0	0	45,155	127,127	127,127		
02-4091	Accountant III	FT	A	GP	Juneau	205	18J	12.0		73,392	0	0	42,620	116,012	116,012		
02-4094	Administrative Assistant I	FT	1	GP	Juneau	205	12B / C	12.0		39,786	0	0	30,710	70,496	70,496		
02-4096	Accountant IV	FT	A	GP	Juneau	205	20F / G	12.0		79,290	0	0	44,711	124,001	0		
02-4097	Payroll Specialist II	FT	A	KK	Juneau	205	18M / N	12.0		82,935	0	0	45,472	128,407	0		
02-4098	Deputy Director	FT	A	XE	Juneau	NAA	25A	12.0		90,072	2,440	0	47,882	140,394	140,394		
02-4099	Accountant V	FT	A	GP	Juneau	205	22L	12.0		103,548	0	0	53,308	156,856	0		
02-4100	Analyst/Programmer IV	FT	A	GP	Juneau	205	20C / D	12.0		70,607	0	0	41,633	112,240	0		
02-4101	Database Specialist III	FT	A	GP	Juneau	205	22D / E	12.0		85,862	0	0	47,040	132,902	0		
02-4102	Business Analyst III	FT	A	SS	Juneau	205	22D / E	12.0		88,992	0	0	47,643	136,635	0		
02-4103	Business Analyst I	FT	A	GP	Juneau	205	18A	12.0		57,564	0	0	37,011	94,575	0		
02-4104	Business Analyst I	FT	A	GP	Juneau	205	18A	12.0		57,564	0	0	37,011	94,575	0		
02-4105	Business Analyst III	FT	A	SS	Juneau	205	22M	12.0		107,676	0	0	54,211	161,887	0		
02-4106	Business Analyst I	FT	A	GP	Juneau	205	18A	12.0		57,564	0	0	37,011	94,575	0		
02-4107	Business Analyst II	FT	A	GP	Juneau	205	20A	12.0		65,904	0	0	39,967	105,871	0		
02-4109	Business Analyst III	FT	A	SS	Juneau	205	22F	12.0		92,928	0	0	49,038	141,966	0		
02-4110	Business Analyst I	FT	A	GP	Juneau	205	18A	12.0		57,564	0	0	37,011	94,575	0		
02-4111	Business Analyst II	FT	A	GP	Juneau	205	20E / F	12.0		77,144	0	0	43,950	121,094	0		
02-4112	Business Analyst II	FT	A	GP	Juneau	205	20K	12.0		87,036	0	0	47,456	134,492	0		
02-4113	Business Analyst III	FT	A	GP	Juneau	205	22A	12.0		75,312	0	0	43,301	118,613	0		
02-4114	Administrative Assistant II	FT	1	GP	Juneau	205	14A / B	12.0		44,628	0	0	32,426	77,054	0		
02-IN0904	College Intern I	NP	N	EE	Juneau	NAA	8A	12.0		10,937	243	0	1,228	12,408	12,408		
02-N06006	Student Intern II	NP	N	EE	Juneau	NAA	7A	12.0		8,973	200	0	1,008	10,181	10,181		
11-0224	Analyst/Programmer III	FT	1	GP	Juneau	205	18A	12.0		57,564	0	0	37,011	94,575	94,575		
													<b>Total Salary Costs:</b>	4,849,289			
													<b>Total COLA:</b>	8,848			
													<b>Total Premium Pay:</b>	0			
													<b>Total Benefits:</b>	2,741,626			
													<b>Total Pre-Vacancy:</b>	7,599,763			
													<b>Minus Vacancy Adjustment of 2.34%:</b>	(177,963)			
													<b>Total Post-Vacancy:</b>	7,421,800			
													<b>Plus Lump Sum Premium Pay:</b>	0			
													<b>Personal Services Line 100:</b>	7,421,800			
<b>Total Component Months:</b>		780.0															
<b>Positions in Component:</b>		65	<b>New</b>	0	<b>Deleted</b>	1											
<b>Full Time Positions:</b>		63	0	1													
<b>Part Time Positions:</b>		0	0	0													
<b>Non Permanent Positions:</b>		2	0	0													



Department of Administration

Scenario: FY2013 Governor (9494)  
Component: Finance (59)  
RDU: Centralized Administrative Services (13)

<b>PCN Funding Sources:</b>	<b>Pre-Vacancy</b>	<b>Post-Vacancy</b>	<b>Percent</b>
1004 General Fund Receipts	5,569,445	5,439,026	73.28%
1061 Capital Improvement Project Receipts	2,030,318	1,982,774	26.72%
<b>Total PCN Funding:</b>	<b>7,599,763</b>	<b>7,421,800</b>	<b>100.00%</b>

**Line Item Detail**  
**Department of Administration**  
**Travel**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel		34.2	35.2	35.2
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>72000 Travel Detail Totals</b>			<b>34.2</b>	<b>35.2</b>	<b>35.2</b>
72110	Employee Travel (Instate)	Travel costs for training state employees	21.6	22.4	25.2
72410	Employee Travel (Out of state)	Employee travel out of state	12.6	12.8	10.0

**Line Item Detail**  
**Department of Administration**  
**Services**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor	
73000	Services		2,733.5	3,412.9	3,300.4	
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor	
<b>73000 Services Detail Totals</b>			<b>2,733.5</b>	<b>3,412.9</b>	<b>3,300.4</b>	
73025	Education Services	Training and conference fees	24.5	25.0	21.0	
73050	Financial Services	Contract payroll direct deposit and financial EDI processing, consulting for the preparation of the Statewide Cost Allocation Plan and annual GFOA CAFR certificate review	91.3	92.0	99.6	
73150	Information Technlgy	Contracts for the maintenance for AKSAS and AKPAY.	532.4	548.2	502.8	
73151	IT Training	Information technology training	0.0	54.0	54.0	
73154	Software Licensing	Licensing for statewide systems and new software	0.0	83.5	83.5	
73155	Software Maintenance	Software maintenance for statewide systems	0.0	335.3	335.3	
73156	Telecommunication	Telecommunications services costs	1.7	2.5	2.5	
73225	Delivery Services	Freight and courier delivery services costs	1.0	5.0	5.0	
73450	Advertising & Promos	Cost to publicize public notices and other required postings	2.9	5.0	5.0	
73525	Utilities	Utility costs	0.8	9.6	9.6	
73650	Struc/Infstruct/Land	Structure service fees	48.1	70.9	70.9	
73675	Equipment/Machinery	Cost of equipment maintenance fees	7.8	25.6	25.6	
73750	Other Services (Non IA Svcs)	Other services	21.7	124.6	53.6	
73805	IT-Non-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Computer Services	1,416.7	1,416.7	1,416.7
73806	IT-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	73.6	85.5	85.5
73808	Building Maintenance	Facilities	Building maintenance service costs	2.4	2.5	3.0
73809	Mail	Central Mail	Costs for central mail room services	14.8	16.0	16.0

**Line Item Detail**  
**Department of Administration**  
**Services**

**Component:** Finance (59)

**RDU:** Centralized Administrative Services (13)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor	
<b>73000 Services Detail Totals</b>			<b>2,733.5</b>	<b>3,412.9</b>	<b>3,300.4</b>	
73813	Auditing	Legislative Audit	Auditing services including compliance audits	300.0	300.0	300.0
73814	Insurance	Risk Management	Risk Management chargeback for services	1.4	1.6	1.4
73815	Financial	Finance	Division of Finance chargeback for services	3.7	3.7	3.7
73816	ADA Compliance	Americans With Disabilities	ADA Compliance charges from the Department of Labor and Workforce Development	0.5	0.5	0.5
73818	Training (Services-IA Svcs)	Admin	Procurement and accounting training costs	0.2	0.3	0.3
73819	Commission Sales (IA Svcs)	E-Travel	US Travel service fees	0.4	0.4	0.4
73913	Employee Tuition		Employee tuition costs	0.0	4.5	4.5
73979	Mgmt/Consulting (IA Svcs)	Admin	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	187.6	200.0	200.0

**Line Item Detail**  
**Department of Administration**  
**Commodities**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities		149.1	134.4	134.4
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>74000 Commodities Detail Totals</b>			<b>149.1</b>	<b>134.4</b>	<b>134.4</b>
74200	Business	Business and office supplies	148.8	134.0	134.0
74480	Household & Instit.	Cleaning supplies	0.3	0.4	0.4

**Line Item Detail**  
**Department of Administration**  
**Capital Outlay**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
75000	Capital Outlay		290.2	0.0	0.0
<b>Expenditure Account</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
		<b>75000 Capital Outlay Detail Totals</b>	<b>290.2</b>	<b>0.0</b>	<b>0.0</b>
75700	Equipment		290.2	0.0	0.0

**Unrestricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51060	General Fund Program Receipts				178.7	0.0	0.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
55030	3Rd Party Collection		2400210	11100	178.7	0.0	0.0

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,601.6	1,831.0	1,831.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
59015	Office Of The Governr Allocation to agency for payroll and accounting system processing	Elections	2400210	11100	4.0	5.0	5.0
59015	Office Of The Governr Allocation to agency for payroll and accounting system processing	Executive Office	2400210	11100	3.0	4.8	4.8
59015	Office Of The Governr Allocation to agency for payroll and accounting system processing	Governor's House	2400210	11100	0.3	0.3	1.0
59015	Office Of The Governr Allocation to agency for payroll and accounting system processing	Human Rights Commission	2400210	11100	2.0	2.0	2.0
59015	Office Of The Governr Allocation to agency for payroll and accounting system processing	Lieutenant Governor	2400210	11100	1.0	1.0	1.0
59015	Office Of The Governr Allocation to agency for payroll and accounting system processing	Office of Management & Budget	2400210	11100	1.1	1.4	1.4
59015	Office Of The Governr Billing to agencies for accounting and data warehouse reporting training sessions(ALDER)	Department-wide	2400300	11100	0.7	0.7	0.0
59020	Administration Allocation to agency for payroll and accounting system processing	Department-wide	2400210	11100	40.6	83.7	83.7
59020	Administration Billing to agencies for accounting and data warehouse reporting training sessions	Department-wide	2400300	11100	3.6	3.6	3.6
59020	Administration Allocation of Federal Compliance Audit charges	Department-wide	2409001	11100	0.1	0.1	0.1
59030	Law Allocation to agency for payroll and accounting system processing	Administrative Services	2400210	11100	29.2	35.2	35.2



**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,601.6	1,831.0	1,831.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
59030	Law Billing to agencies for accounting and data warehouse reporting training sessions	Department-wide	2400300	11100	0.2	0.3	0.3
59040	Revenue Allocation to agency for payroll and accounting system processing	Administrative Services	2400210	11100	1.0	1.0	1.0
59040	Revenue Allocation to agency for payroll and accounting system processing	AK Retirement Management Board	2400210	11100	1.3	1.3	1.3
59040	Revenue Allocation to agency for payroll and accounting system processing	AMBBA Operations	2400210	11100	0.1	0.1	0.1
59040	Revenue Allocation to agency for payroll and accounting system processing	ANGDA Operations	2400210	11100	0.2	0.2	0.2
59040	Revenue Allocation to agency for payroll and accounting system processing	APFC Custody and Mgt Fees	2400210	11100	1.8	1.8	1.8
59040	Revenue Allocation to agency for payroll and accounting system processing	Child Support Services	2400210	11100	12.7	12.7	12.7
59040	Revenue Allocation to agency for payroll and accounting system processing	Commissioner's Office	2400210	11100	0.4	0.4	0.4
59040	Revenue Allocation to agency for payroll and accounting system processing	Department-wide	2400210	11100	28.0	66.3	66.3
59040	Revenue Allocation to agency for payroll and accounting system processing	Long Term Care Ombudsman Office	2400210	11100	0.2	0.2	0.2

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,601.6	1,831.0	1,831.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
59040	Revenue Allocation to agency for payroll and accounting system processing	Mental Health Trust Operations	2400210	11100	0.9	0.9	0.9
59040	Revenue Allocation to agency for payroll and accounting system processing	Permanent Fund Dividend Division	2400210	11100	39.3	39.3	39.3
59040	Revenue Allocation to agency for payroll and accounting system processing	Tax Division	2400210	11100	6.6	6.6	6.6
59040	Revenue Allocation to agency for payroll and accounting system processing	Treasury Division	2400210	11100	75.8	75.8	75.8
59040	Revenue Allocation to agency for payroll and accounting system processing	Unclaimed Property	2400210	11100	0.9	0.9	0.9
59040	Revenue Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions	Department-wide	2400300	11100	1.6	1.6	1.6
59040	Revenue Allocation of federal compliance audit charges	Administrative Services	2409001	11100	7.6	7.6	7.6
59050	Education Allocation to agency for payroll and accounting system processing	Department-wide	2400210	11100	52.4	32.4	32.4
59050	Education Billing to agencies for accounting and data warehouse reporting training issues	Department-wide	2400300	11100	1.2	1.2	1.2
59050	Education Billing to agencies for accounting and data warehouse reporting training issues	Child Nutrition	2409001	11100	5.3	5.3	5.3
59050	Education Allocation of federal compliance audit charges	School Finance & Facilities	2409001	11100	5.3	5.3	5.3

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,601.6	1,831.0	1,831.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
59050	Education Allocation of federal compliance audit charges	Student and School Achievement	2409001	11100	15.4	16.2	16.2
59060	Health & Social Svcs Allocation to agency for payroll and accounting system processing	Administrative Support Svcs	2400210	11100	263.6	329.6	329.6
59060	Health & Social Svcs Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions	Department-wide	2400300	11100	4.6	4.6	4.6
59060	Health & Social Svcs Allocation of federal compliance audit charges	Administrative Support Svcs	2409001	11100	125.1	125.1	125.1
59070	Labor Allocation to agency for payroll and accounting system processing	Department-wide	2400210	11100	45.2	65.2	65.2
59070	Labor Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions	Department-wide	2400300	11100	3.7	3.7	3.7
59070	Labor Allocation of federal compliance audit charges	Department-wide	2409001	11100	23.3	38.2	38.2
59080	Commrc & Economc Dev Allocation to agency for payroll and accounting system processing	Department-wide	2400210	11100	44.1	34.1	34.1
59080	Commrc & Economc Dev Billing to agencies for accounting and data warehouse reporting training sessions	Department-wide	2400300	11100	2.7	2.7	2.7
59080	Commrc & Economc Dev	Commissioner's Office	2409001	11100	5.4	4.4	4.4

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,601.6	1,831.0	1,831.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
	Allocation of federal compliance audit charges						
59090	Military & Vet Affrs	Department-wide	2400210	11100	18.6	21.0	21.0
	Allocation to agency for payroll and accounting system processing						
59090	Military & Vet Affrs	Department-wide	2400300	11100	0.4	0.4	0.4
	Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions						
59090	Military & Vet Affrs	Department-wide	2409001	11100	0.0	0.4	0.4
	Allocation of federal compliance audit charges						
59090	Military & Vet Affrs	Office of the Commissioner	2409001	11100	0.6	0.5	0.5
	Allocation of federal compliance audit charges						
59100	Natural Resources	Department-wide	2400210	11100	72.7	71.7	71.7
	Allocation to agency for payroll and accounting system processing						
59100	Natural Resources	Department-wide	2400300	11100	3.4	3.0	3.0
	Billing to agencies for accounting and data warehouse reporting training sessions						
59100	Natural Resources	Administrative Services	2409001	11100	0.7	0.7	0.7
	Allocation of federal compliance audit charges						
59110	Fish & Game	Administrative Services	2400210	11100	75.1	75.4	75.4
	Allocation to agency for payroll and accounting system processing						
59110	Fish & Game	Department-wide	2400210	11100	0.0	25.0	25.0
	Allocation to agency for payroll and accounting system processing						
59110	Fish & Game	Department-wide	2400300	11100	8.0	8.0	8.0
	Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions						

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,601.6	1,831.0	1,831.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
59110	Fish & Game Allocation of federal compliance audit charges	Commercial Fisheries	2409001	11100	6.6	6.6	6.6
59110	Fish & Game Allocation of federal compliance audit charges	Sport Fisheries	2409001	11100	6.2	6.2	6.2
59110	Fish & Game Allocation of federal compliance audit charges	State Subsistence	2409001	11100	0.5	0.5	0.5
59110	Fish & Game Allocation of federal compliance audit charges	Wildlife Conservation	2409001	11100	5.1	5.1	5.1
59120	Public Safety Allocation to agency for payroll and accounting system processing	Department-wide	2400210	11100	53.6	61.3	61.3
59120	Public Safety Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions	Department-wide	2400300	11100	1.6	1.6	1.6
59120	Public Safety Allocation of federal compliance audit charges	Department-wide	2409001	11100	0.2	0.5	0.5
59180	Environmental Consvn Allocation to agency for payroll and accounting system processing	Administrative Services	2400210	11100	50.8	37.4	37.4
59180	Environmental Consvn Billing to agencies for accounting and data warehouse reporting training sessions	Department-wide	2400300	11100	2.1	2.1	2.1
59180	Environmental Consvn Allocation of federal compliance audit charges	Administrative Services	2409001	11100	3.4	3.4	3.4
59200	Corrections Allocation to agency for payroll and accounting system processing	Department-wide	2400210	11100	74.0	86.5	86.5

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,601.6	1,831.0	1,831.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
59200	Corrections Billing to agencies for accounting and data warehouse reporting training sessions	Department-wide	2400300	11100	2.4	2.6	1.3
59200	Corrections Allocation of federal compliance audit charges	Department-wide	2409001	11100	0.0	0.0	1.3
59250	Dotpf Op, Tpb,& Othr Allocation to agency for payroll and accounting system processing	Department-wide	2400210	11100	245.2	269.7	269.7
59250	Dotpf Op, Tpb,& Othr Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions	Department-wide	2400300	11100	6.6	6.6	6.6
59250	Dotpf Op, Tpb,& Othr Allocation of federal compliance audit charges	Statewide Admin Services	2409001	11100	26.9	26.9	26.9
59310	Legislative Affairs Allocation to agency for payroll and accounting system processing	Department-wide	2400210	11100	27.2	30.5	30.5
59310	Legislative Affairs Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions	Administrative Services	2400300	11100	0.4	0.4	0.4
59330	Legislative Audit Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions	Legislative Audit	2400300	11100	3.9	4.1	4.1
59410	Alaska Court System Allocation to agency for payroll and accounting system processing	Administration and Support	2400210	11100	4.5	4.5	4.5
59410	Alaska Court System Allocation to agency for payroll and accounting system processing	Appellate Courts	2400210	11100	2.9	2.9	2.9
59410	Alaska Court System	Department-wide	2400210	11100	36.2	42.4	42.4

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,601.6	1,831.0	1,831.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
	Allocation to agency for payroll and accounting system processing						
59410	Alaska Court System Billing to agencies for accounting and data warehouse (ALDER) reporting training sessions	Department-wide	2400300	11100	0.3	0.3	0.2
59410	Alaska Court System Allocation of federal compliance audit charges	Department-wide	2409001	11100	0.0	0.0	0.1

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51060	General Fund Program Receipts	463.1	575.6	463.1

<b>Detail Information</b>					<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>			
55030	3Rd Party Collection Credit card rebate		2400210	11100	463.1	575.6	463.1



**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51118	Federal Economic Stimulus				126.8	50.0	0.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51118	Federal Economic Stimulus ARRA Funding		2400205	11100	126.8	50.0	0.0

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51200	Capital Improvement Project Receipts				657.1	779.1	2,353.8
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51200	Cap Improv Proj Rec Integrated Resource Information System (IRIS) Project	Finance	02408671	11100	0.0	0.0	1,500.0
51200	Cap Improv Proj Rec	Finance	2408641	11100	0.0	25.0	0.0
51200	Cap Improv Proj Rec Alaska Statewide System for Employee Time (ASSET) project	Finance	2408642	11100	0.0	525.0	595.3
51200	Cap Improv Proj Rec Alaska Statewide System for Employee Time (ASSET) project	Finance	2408643	11100	0.0	229.1	258.5
59021	CIP Receipts from Dept of Administration	Finance	2400205	11100	657.1	0.0	0.0

**Inter-Agency Services  
Department of Administration**

**Component:** Finance (59)  
**RDU:** Centralized Administrative Services (13)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2012			
				FY2011 Actuals	Management Plan	FY2013 Governor	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	1,416.7	1,416.7	1,416.7
<b>73805 IT-Non-Telecommunication subtotal:</b>					<b>1,416.7</b>	<b>1,416.7</b>	<b>1,416.7</b>
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	73.6	85.5	85.5
<b>73806 IT-Telecommunication subtotal:</b>					<b>73.6</b>	<b>85.5</b>	<b>85.5</b>
73808	Building Maintenance	Building maintenance service costs	Intra-dept	Facilities	2.4	2.5	3.0
<b>73808 Building Maintenance subtotal:</b>					<b>2.4</b>	<b>2.5</b>	<b>3.0</b>
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	14.8	16.0	16.0
<b>73809 Mail subtotal:</b>					<b>14.8</b>	<b>16.0</b>	<b>16.0</b>
73813	Auditing	Auditing services including compliance audits	Inter-dept	Legislative Audit	300.0	300.0	300.0
<b>73813 Auditing subtotal:</b>					<b>300.0</b>	<b>300.0</b>	<b>300.0</b>
73814	Insurance	Risk Management chargeback for services	Intra-dept	Risk Management	1.4	1.6	1.4
<b>73814 Insurance subtotal:</b>					<b>1.4</b>	<b>1.6</b>	<b>1.4</b>
73815	Financial	Division of Finance chargeback for services	Intra-dept	Finance	3.7	3.7	3.7
<b>73815 Financial subtotal:</b>					<b>3.7</b>	<b>3.7</b>	<b>3.7</b>
73816	ADA Compliance	ADA Compliance charges from the Department of Labor and Workforce Development	Inter-dept	Americans With Disabilities	0.5	0.5	0.5
<b>73816 ADA Compliance subtotal:</b>					<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
73818	Training (Services-IA Svcs)	Procurement and accounting training costs	Intra-dept	Admin	0.2	0.3	0.3
<b>73818 Training (Services-IA Svcs) subtotal:</b>					<b>0.2</b>	<b>0.3</b>	<b>0.3</b>
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.4	0.4	0.4
<b>73819 Commission Sales (IA Svcs) subtotal:</b>					<b>0.4</b>	<b>0.4</b>	<b>0.4</b>
73979	Mgmt/Consulting (IA Svcs)	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	Intra-dept	Admin	187.6	200.0	200.0
<b>73979 Mgmt/Consulting (IA Svcs) subtotal:</b>					<b>187.6</b>	<b>200.0</b>	<b>200.0</b>
<b>Finance total:</b>					<b>2,001.3</b>	<b>2,027.2</b>	<b>2,027.5</b>
<b>Grand Total:</b>					<b>2,001.3</b>	<b>2,027.2</b>	<b>2,027.5</b>