

**State of Alaska  
FY2013 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**

The key challenges facing the component include:

- Minimizing federal and state accounting requirement complexities through a continued revision to the department's indirect cost allocation plan and other allocation methods.
- Providing fiscal management oversight and assistance to the divisions as they adapt to federal funding declines combined with increased operating costs.

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

No significant changes in results are anticipated.

**Major Component Accomplishments in 2011**

During FY2011, the Management services component:

- 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 funds from the federal government.
- Processed receipts and allocation of pooled costs in a timely manner.
- Provided oversight of major renovation projects within the agency's leased buildings.
- Increased the training and oversight of the agency's 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  
AS 23.20.005 - .278

Department of Labor, Administration  
Alaska Employment Security Act

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**Management Services  
Component Financial Summary**

*All dollars shown in thousands*

	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	2,770.0	2,957.1	3,236.2
72000 Travel	16.9	12.5	12.5
73000 Services	397.5	344.0	419.0
74000 Commodities	41.8	56.7	56.7
75000 Capital Outlay	9.6	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>3,235.8</b>	<b>3,380.3</b>	<b>3,734.4</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	2,101.3	2,306.8	2,407.6
1003 General Fund Match	193.3	203.3	211.6
1007 Inter-Agency Receipts	941.2	870.2	1,115.2
<b>Funding Totals</b>	<b>3,235.8</b>	<b>3,380.3</b>	<b>3,734.4</b>

**Estimated Revenue Collections**

<b>Description</b>	<b>Master Revenue Account</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
<b>Unrestricted Revenues</b>				
None.		0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Federal Receipts	51010	2,101.3	2,306.8	2,407.6
Interagency Receipts	51015	941.2	870.2	1,115.2
<b>Restricted Total</b>		<b>3,042.5</b>	<b>3,177.0</b>	<b>3,522.8</b>
<b>Total Estimated Revenues</b>		<b>3,042.5</b>	<b>3,177.0</b>	<b>3,522.8</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>203.3</b>	<b>0.0</b>	<b>870.2</b>	<b>2,306.8</b>	<b>3,380.3</b>
<b>Adjustments which will continue current level of service:</b>					
-Transfer Inter-Agency Authority from Human Resources to Budget Reimbursable Services Agreements	0.0	0.0	210.0	0.0	210.0
-FY2013 Salary Increases	6.5	0.0	27.3	78.7	112.5
-FY2013 Health Insurance Increases	1.8	0.0	7.7	22.1	31.6
<b>FY2013 Governor</b>	<b>211.6</b>	<b>0.0</b>	<b>1,115.2</b>	<b>2,407.6</b>	<b>3,734.4</b>

**Management Services  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2012 Management Plan	FY2013 Governor		
Full-time	34	34	Annual Salaries	2,110,149
Part-time	1	1	COLA	3,396
Nonpermanent	1	1	Premium Pay	0
			Annual Benefits	1,289,950
			<i>Less 4.92% Vacancy Factor</i>	<i>(167,295)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>36</b>	<b>36</b>	<b>Total Personal Services</b>	<b>3,236,200</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	2	0	2
Accountant III	0	0	1	0	1
Accountant IV	0	0	2	0	2
Accounting Clerk	0	0	3	0	3
Accounting Tech I	0	0	4	0	4
Accounting Tech III	0	0	5	0	5
Accounting Technician IV	0	0	1	0	1
Admin Operations Mgr II	0	0	1	0	1
Administrative Assistant II	0	0	2	0	2
Administrative Officer II	0	0	1	0	1
Budget Analyst III	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>31</b>	<b>1</b>	<b>36</b>

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

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

	<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	2,770.0	2,997.4	2,997.4	2,957.1	3,236.2	279.1	9.4%
72000 Travel	16.9	12.5	12.5	12.5	12.5	0.0	0.0%
73000 Services	397.5	337.2	337.2	344.0	419.0	75.0	21.8%
74000 Commodities	41.8	73.2	73.2	56.7	56.7	0.0	0.0%
75000 Capital Outlay	9.6	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>3,235.8</b>	<b>3,430.3</b>	<b>3,430.3</b>	<b>3,380.3</b>	<b>3,734.4</b>	<b>354.1</b>	<b>10.5%</b>
<b>Fund Sources:</b>							
1002 Fed Rcpts (Other)	2,101.3	2,456.8	2,456.8	2,306.8	2,407.6	100.8	4.4%
1003 G/F Match (UGF)	193.3	203.3	203.3	203.3	211.6	8.3	4.1%
1007 I/A Rcpts (Other)	941.2	770.2	770.2	870.2	1,115.2	245.0	28.2%
<b>Unrestricted General (UGF)</b>	<b>193.3</b>	<b>203.3</b>	<b>203.3</b>	<b>203.3</b>	<b>211.6</b>	<b>8.3</b>	<b>4.1%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>941.2</b>	<b>770.2</b>	<b>770.2</b>	<b>870.2</b>	<b>1,115.2</b>	<b>245.0</b>	<b>28.2%</b>
<b>Federal Funds</b>	<b>2,101.3</b>	<b>2,456.8</b>	<b>2,456.8</b>	<b>2,306.8</b>	<b>2,407.6</b>	<b>100.8</b>	<b>4.4%</b>
<b>Positions:</b>							
Permanent Full Time	34	34	34	34	34	0	0.0%
Permanent Part Time	1	1	1	1	1	0	0.0%
Non Permanent	3	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 FY2012 Conference Committee To FY2012 Authorized *****												
<b>FY2012 Conference Committee</b>												
ConfCom		3,430.3	2,997.4	12.5	337.2	73.2	10.0	0.0	0.0	34	1	1
1002 Fed Rcpts		2,456.8										
1003 G/F Match		203.3										
1007 I/A Rcpts		770.2										
<b>Subtotal</b>		<b>3,430.3</b>	<b>2,997.4</b>	<b>12.5</b>	<b>337.2</b>	<b>73.2</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>34</b>	<b>1</b>	<b>1</b>
***** Changes From FY2012 Authorized To FY2012 Management Plan *****												
<b>ADN 07-2-1027 Line Item Transfer to Balance Personal Services</b>												
LIT		0.0	-40.3	0.0	40.3	0.0	0.0	0.0	0.0	0	0	0
Align component's personal services line within the anticipated vacancy level.												
This authority would better serve the component in the contractual services line to accommodate other anticipated expenses.												
<b>ADN 07-2-1025 Transfer Interagency Authority from Data Processing to Budget Reimbursable Services Agreements</b>												
Trin		100.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		100.0										
Transfer inter-agency (I/A) authority to the Management Services and Commissioner's Office components to collect anticipated indirect receipts without setting up unbudgeted reimbursable services agreements.												
The Management Services component will transfer an equal amount of its excess federal authority to the Data Processing (DP) component so that DP can collect and expend additional anticipated federal receipts.												
<b>ADN 07-2-1025 Transfer Federal Authority to Data Processing to Expend Anticipated Federal Receipts</b>												
Trout		-150.0	0.0	0.0	-133.5	-16.5	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		-150.0										
Transfer excess federal authority to the Data Processing (DP) component to collect and expend additional anticipated federal receipts.												
DP will transfer an equal amount of interagency authority to the Management Services and Commissioner's Office components so that they can collect anticipated indirect receipts without setting up unbudgeted reimbursable services agreements.												
<b>Subtotal</b>		<b>3,380.3</b>	<b>2,957.1</b>	<b>12.5</b>	<b>344.0</b>	<b>56.7</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>34</b>	<b>1</b>	<b>1</b>

\*\*\*\*\* Changes From FY2012 Management Plan To FY2013 Governor \*\*\*\*\*

**Transfer Inter-Agency Authority from Human Resources to Budget Reimbursable Services Agreements**



**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	
1007 I/A Rcpts	Trin	210.0	135.0	0.0	75.0	0.0	0.0	0.0	0.0	0	0	0
Transfer inter-agency (I/A) receipt authority from the Human Resources (HR) component to the Management Services component. This change will improve efficiency and transparency within the department by allowing the Management Services to collect anticipated indirect receipts without setting up unbudgeted reimbursable services agreements. The department will direct bill human resource expenses to divisions eliminating the need for I/A authority in the HR component.												
<b>FY2013 Salary Increases</b>												
1002 Fed Rcpts	SalAdj	78.7	112.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1003 G/F Match		6.5										
1007 I/A Rcpts		27.3										
FY2013 Salary Increases: \$112.5												
<b>FY2013 Health Insurance Increases</b>												
1002 Fed Rcpts	SalAdj	22.1	31.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1003 G/F Match		1.8										
1007 I/A Rcpts		7.7										
FY2013 Health Insurance Increases: \$31.6												
<b>Totals</b>		<b>3,734.4</b>	<b>3,236.2</b>	<b>12.5</b>	<b>419.0</b>	<b>56.7</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>34</b>	<b>1</b>	<b>1</b>

**Department of Labor and Workforce Development**

**Scenario:** FY2013 Governor (9494)  
**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

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
07-?004	Student Intern II	NP	N	EE	Juneau	NAA	7A	4.0		9,348	206	0	973	10,527	611
07-1101	Division Director	FT	A	XE	Juneau	NAA	27K	12.0		124,128	3,190	0	57,871	185,189	10,741
07-1105	Accounting Tech I	FT	A	GG	Juneau	205	12B / C	12.0		39,731	0	0	30,365	70,096	4,066
07-1106	Supply Technician I	FT	A	GP	Anchorage	200	10F / G	12.0		38,832	0	0	30,054	68,886	3,995
07-1107	Procurement Spec IV	FT	A	SS	Juneau	205	20J / K	12.0		87,552	0	0	46,414	133,966	7,770
07-1108	Supply Technician II	FT	A	GP	Juneau	205	12J / K	12.0		48,860	0	0	33,526	82,386	4,778
07-1201	Division Operations Manager	FT	A	SS	Juneau	205	24F / J	12.0		110,376	0	0	54,097	164,473	9,539
07-1202	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		35,921	0	0	29,046	64,967	3,768
07-1203	Accounting Technician IV	FT	A	SS	Juneau	205	18C / D	12.0		65,248	0	0	38,693	103,941	6,029
07-1204	Office Assistant II	FT	A	GP	Anchorage	200	10G / J	12.0		40,440	0	0	30,611	71,051	4,121
07-1205	Budget Manager	FT	A	SS	Juneau	205	22C / D	12.0		86,741	0	0	46,134	132,875	7,707
07-1209	Accounting Tech III	FT	A	GP	Juneau	205	16B / C	12.0		52,895	0	0	34,923	87,818	5,093
07-1211	Accounting Tech III	FT	A	GP	Juneau	205	16B / C	12.0		53,103	0	0	34,995	88,098	5,110
07-1213	Accounting Tech III	FT	A	GP	Juneau	205	16C / D	12.0		54,105	0	0	35,341	89,446	5,188
07-1216	Accounting Tech III	FT	A	GP	Juneau	205	16L / M	12.0		71,736	0	0	41,445	113,181	6,565
07-1218	Accountant IV	FT	A	SS	Juneau	205	20E / F	12.0		81,348	0	0	44,267	125,615	7,286
07-1221	Accountant III	FT	A	SS	Juneau	205	18D / E	12.0		68,018	0	0	39,652	107,670	6,245
07-1222	Accountant IV	FT	A	GP	Juneau	205	20G / J	12.0		83,892	0	0	45,654	129,546	7,514
07-1223	Accounting Tech I	FT	A	GP	Juneau	205	12F / G	12.0		46,334	0	0	32,651	78,985	4,581
07-1224	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		41,721	0	0	31,054	72,775	4,221
07-1225	Accountant II	FT	A	GP	Juneau	205	16E / F	12.0		57,650	0	0	36,569	94,219	5,465
07-1226	Procurement Spec II	FT	A	SS	Juneau	205	16A / B	12.0		53,756	0	0	34,714	88,470	5,131
07-1401	Procurement Spec III	PT	A	GP	Wasilla	200	18N	6.4		43,194	0	0	19,383	62,577	3,630
07-1404	Mail Svcs Courier	FT	A	GP	Anchorage	200	9E / F	12.0		34,960	0	0	28,713	63,673	3,693
07-1405	Procurement Spec II	FT	A	SS	Anchorage	200	16L / M	12.0		66,905	0	0	39,267	106,172	6,158
07-1509	Mail Svcs Courier	FT	A	GP	Juneau	205	9D / E	12.0		35,673	0	0	28,960	64,633	3,749
07-1513	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		36,546	0	0	29,263	65,809	3,817
07-1515	Administrative Officer II	FT	A	SS	Juneau	205	19E / F	12.0		76,039	0	0	42,429	118,468	6,871
07-1710	Accounting Tech III	FT	A	SS	Juneau	205	16M / N	12.0		73,452	0	0	41,533	114,985	6,669
07-5196	Administrative Assistant II	FT	A	GP	Juneau	205	14C / D	12.0		48,097	0	0	33,261	81,358	4,719
07-6034	Budget Analyst III	FT	A	GP	Juneau	205	19A / B	12.0		63,080	0	0	38,449	101,529	5,889
08-0475	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		40,829	0	0	30,745	71,574	4,151
21-2007	Accountant II	FT	A	GP	Juneau	205	16C / D	12.0		53,854	0	0	35,255	89,109	5,168
21-2034	Accounting Clerk	FT	A	GP	Juneau	205	10F / G	12.0		40,776	0	0	30,727	71,503	4,147
21-2046	Admin Operations Mgr II	FT	A	SS	Juneau	205	23E / F	12.0		99,564	0	0	50,573	150,137	8,708
21-2048	Administrative Assistant II	FT	A	GP	Juneau	205	14B / C	12.0		45,445	0	0	32,343	77,788	4,512

**Department of Labor and Workforce Development**

**Scenario:** FY2013 Governor (9494)  
**Component:** Management Services (335)  
**RDU:** Administrative Services (109)

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
												<b>Total Salary Costs:</b>	2,110,149		
												<b>Total COLA:</b>	3,396		
												<b>Total Premium Pay:</b>	0		
												<b>Total Benefits:</b>	1,289,950		
												<b>Total Pre-Vacancy:</b>	3,403,495		
												<b>Minus Vacancy Adjustment of 4.92%:</b>	(167,295)		
												<b>Total Post-Vacancy:</b>	3,236,200		
												<b>Plus Lump Sum Premium Pay:</b>	0		
												<b>Personal Services Line 100:</b>	3,236,200		
<b>Total Component Months:</b>		418.4													

<b>PCN Funding Sources:</b>	<b>Pre-Vacancy</b>	<b>Post-Vacancy</b>	<b>Percent</b>
1002 Federal Receipts	2,379,043	2,262,104	69.90%
1003 General Fund Match	197,403	187,700	5.80%
1007 Inter-Agency Receipts	827,049	786,397	24.30%
<b>Total PCN Funding:</b>	<b>3,403,495</b>	<b>3,236,200</b>	<b>100.00%</b>

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

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

Line Number	Line Name	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel	16.9	12.5	12.5

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>72000 Travel Detail Totals</b>			<b>16.9</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. Various staff members travel throughout the state to provide training, review inventory, inspect facilities, perform audits, and perform special surveys and studies.	16.8	10.0	10.0
72410	Employee Travel (Out of state)	Staff travel to attend federal grant administration and reporting training not available in Alaska. Staff travel to attend federal grant administration and reporting training not available in Alaska.	0.0	2.4	2.4
72900	Other Travel Costs	Cash advance fees Cash advance fees	0.1	0.1	0.1

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

**Component:** Management Services (335)

**RDU:** Administrative Services (109)

Line Number	Line Name			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services			397.5	344.0	419.0
Expenditure Account	Servicing Agency	Explanation		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>73000 Services Detail Totals</b>				<b>397.5</b>	<b>344.0</b>	<b>419.0</b>
73025	Education Services	Training tuition and fees, and conference registrations Training tuition and fees, and conference registrations		16.7	18.1	18.1
73050	Financial Services	Interest expense Interest expense		0.1	0.0	0.0
73150	Information Technlgy	Maintenance and licensing costs for program specific software Maintenance and licensing costs for program specific software		0.3	0.3	0.3
73154	Software Licensing	Admin Symantec and Microsoft software licensing fees (I/A transfer to DOA) Symantec and Microsoft software licensing fees (I/A transfer to DOA)		5.7	6.4	6.4
73156	Telecommunication	Long distance, local services, and cellular phone service Long distance, local services, and cellular phone service		3.1	3.2	3.2
73225	Delivery Services	Freight and express charges for shipping files, and courier service for sending documents between offices. Freight and express charges for shipping files, and courier service for sending documents between offices.		6.9	6.9	6.9
73254	Dp Operations Alloc	Data Processing Allocation for Data Processing network and supportive services (I/A transfer to Data Processing) Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)		52.7	57.0	57.0
73525	Utilities	Public utility services including electricity for the storage annex, heating oil and records disposal. Public utility services including electricity for the storage annex, heating oil and records disposal.		1.7	2.0	2.0
73650	Struc/Infstruct/Land	Building repair and maintenance, and room and space		13.9	13.9	13.9

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

**Component:** Management Services (335)

**RDU:** Administrative Services (109)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>73000 Services Detail Totals</b>			<b>397.5</b>	<b>344.0</b>	<b>419.0</b>
		rentals. Building repair and maintenance, and room and space rentals.			
73675	Equipment/Machinery	Office equipment repair and maintenance, and rentals/leases	10.8	10.8	10.8
		Office equipment repair and maintenance, and rentals/leases			
73750	Other Services (Non IA Svcs)	Miscellaneous professional services, and printing of policy and procedure updates, telephone directories, etc.	18.7	18.7	18.7
		Miscellaneous professional services, and printing of policy and procedure updates, telephone directories, etc.			
73804	Economic/Development (IA Svcs)	Data Processing			
		Data Processing support for AKPAY downloads and interface with AKSAS (I/A transfer to DP).	6.1	12.5	12.5
		Data Processing support for AKPAY downloads and interface with AKSAS (I/A transfer to DP).			
73805	IT-Non-Telecommunication	Admin			
		Computer services Enterprise Productivity Rates (EPR) charges (I/A transfer to DOA)	23.6	26.0	26.0
		Computer services Enterprise Productivity Rates (EPR) charges (I/A transfer to DOA)			
73806	IT-Telecommunication	Admin			
		Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) charges (I/A transfer to DOA)	49.5	54.3	54.3
		Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) charges (I/A transfer to DOA)			
73809	Mail	Admin			
		Core Service: Mail (I/A transfer to DOA)	9.5	10.5	10.5
		Core Service: Mail (I/A transfer to DOA)			
73810	Human Resources	Admin			
		Human resource services (I/A transfer to DOA)	39.1	22.9	39.1
		Human resource services (I/A transfer to DOA)			
73811	Building Leases	Admin			
		Building lease charges (I/A transfer to DOA)	120.0	60.9	119.7
		Building lease charges (I/A transfer to DOA)			
73813	Auditing	Admin			
		Core Service: Audit (I/A transfer to DOA)	0.5	0.5	0.5

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

**Component:** Management Services (335)

**RDU:** Administrative Services (109)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>73000 Services Detail Totals</b>			<b>397.5</b>	<b>344.0</b>	<b>419.0</b>
		Core Service: Audit (I/A transfer to DOA)			
73814	Insurance	Admin			
		Risk management (I/A transfer to DOA)	2.7	2.9	2.9
		Risk management (I/A transfer to DOA)			
73815	Financial	Admin			
		Core Service: AKPAY/AKSAS (I/A transfer to DOA)	2.0	2.2	2.2
		Core Service: AKPAY/AKSAS (I/A transfer to DOA)			
73816	ADA Compliance	Americans With Disabilities			
		Americans with Disabilities Act support (I/A transfer to DOL ADA)	0.4	0.4	0.4
		Americans with Disabilities Act support (I/A transfer to DOL ADA)			
73819	Commission Sales (IA Svcs)	Admin			
		State Travel Office (I/A transfer to DOA)	0.3	0.5	0.5
		State Travel Office (I/A transfer to DOA)			
73848	State Equip Fleet	State Equipment Fleet			
		State vehicle charges for vehicle operation and replacement (I/A transfer to DOT/PF)	13.2	13.1	13.1
		State vehicle charges for vehicle operation and replacement (I/A transfer to DOT/PF)			

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

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

Line Number	Line Name	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities	41.8	56.7	56.7

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>74000 Commodities Detail Totals</b>			<b>41.8</b>	<b>56.7</b>	<b>56.7</b>
74200	Business	Training materials, office equipment and furniture, personal computers, and miscellaneous office supplies	41.3	56.7	56.7
		Training materials, office equipment and furniture, personal computers, and miscellaneous office supplies			
74480	Household & Instit.	Food supplies for meetings and presentations	0.3	0.0	0.0
		Food supplies for meetings and presentations			
74600	Safety (Commodities)	Fire suppression supplies	0.1	0.0	0.0
		Fire suppression supplies			
74650	Repair/Maintenance (Commodities)	Small tools and minor equipment for office equipment repair and maintenance	0.1	0.0	0.0
		Small tools and minor equipment for office equipment repair and maintenance			



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

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
75000	Capital Outlay		9.6	10.0	10.0
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>75000 Capital Outlay Detail Totals</b>			<b>9.6</b>	<b>10.0</b>	<b>10.0</b>
75700	Equipment	Capitalized office equipment purchases	9.6	10.0	10.0
		Capitalized office equipment purchases			

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

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

<b>Master Account</b>	<b>Revenue Description</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51010	Federal Receipts	2,101.3	2,306.8	2,407.6

<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>			
57115	Fed Indirect Recovery		07142500	11100	2,101.3	2,306.8	2,407.6

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. Other fund sources provide the remainder.

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

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

<b>Master Account</b>	<b>Revenue Description</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts	941.2	870.2	1,115.2

**Detail Information**

<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>
59070	Labor	Department-wide	07141500	11100	941.2	870.2	1,115.2

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. Other fund sources provide the remainder.

**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	FY2011 Actuals	FY2012	
					Management Plan	FY2013 Governor
73154	Software Licensing Symantec and Microsoft software licensing fees (I/A transfer to DOA) Symantec and Microsoft software licensing fees (I/A transfer to DOA)	Inter-dept	Admin	5.7	6.4	6.4
<b>73154 Software Licensing subtotal:</b>				<b>5.7</b>	<b>6.4</b>	<b>6.4</b>
73254	Dp Operations Alloc Allocation for Data Processing network and supportive services (I/A transfer to Data Processing) Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)	Intra-dept	Data Processing	52.7	57.0	57.0
<b>73254 Dp Operations Alloc subtotal:</b>				<b>52.7</b>	<b>57.0</b>	<b>57.0</b>
73804	Economic/Development (IA Svcs) Data Processing support for AKPAY downloads and interface with AKSAS (I/A transfer to DP). Data Processing support for AKPAY downloads and interface with AKSAS (I/A transfer to DP).	Inter-dept	Data Processing	6.1	12.5	12.5
<b>73804 Economic/Development (IA Svcs) subtotal:</b>				<b>6.1</b>	<b>12.5</b>	<b>12.5</b>
73805	IT-Non-Telecommunication Computer services Enterprise Productivity Rates (EPR) charges (I/A transfer to DOA) Computer services Enterprise Productivity Rates (EPR) charges (I/A transfer to DOA)	Inter-dept	Admin	23.6	26.0	26.0
<b>73805 IT-Non-Telecommunication subtotal:</b>				<b>23.6</b>	<b>26.0</b>	<b>26.0</b>
73806	IT-Telecommunication Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) charges (I/A transfer to DOA) Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) charges (I/A transfer to DOA)	Inter-dept	Admin	49.5	54.3	54.3
<b>73806 IT-Telecommunication subtotal:</b>				<b>49.5</b>	<b>54.3</b>	<b>54.3</b>
73809	Mail Core Service: Mail (I/A transfer to DOA) Core Service: Mail (I/A transfer to DOA)	Inter-dept	Admin	9.5	10.5	10.5
<b>73809 Mail subtotal:</b>				<b>9.5</b>	<b>10.5</b>	<b>10.5</b>
73810	Human Resources Human resource services (I/A transfer to DOA) Human resource services (I/A transfer to DOA)	Inter-dept	Admin	39.1	22.9	39.1
<b>73810 Human Resources subtotal:</b>				<b>39.1</b>	<b>22.9</b>	<b>39.1</b>
73811	Building Leases Building lease charges (I/A transfer to DOA) Building lease charges (I/A transfer to DOA)	Inter-dept	Admin	120.0	60.9	119.7
<b>73811 Building Leases subtotal:</b>				<b>120.0</b>	<b>60.9</b>	<b>119.7</b>
73813	Auditing Core Service: Audit (I/A transfer to DOA) Core Service: Audit (I/A transfer to DOA)	Inter-dept	Admin	0.5	0.5	0.5
<b>73813 Auditing subtotal:</b>				<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
73814	Insurance Risk management (I/A transfer to DOA) Risk management (I/A transfer to DOA)	Inter-dept	Admin	2.7	2.9	2.9

**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	FY2011 Actuals	FY2012	
					Management Plan	FY2013 Governor
			<b>73814 Insurance subtotal:</b>	<b>2.7</b>	<b>2.9</b>	<b>2.9</b>
73815	Financial	Core Service: AKPAY/AKSAS (I/A transfer to DOA) Core Service: AKPAY/AKSAS (I/A transfer to DOA)	Inter-dept Admin	2.0	2.2	2.2
			<b>73815 Financial subtotal:</b>	<b>2.0</b>	<b>2.2</b>	<b>2.2</b>
73816	ADA Compliance	Americans with Disabilities Act support (I/A transfer to DOL ADA) Americans with Disabilities Act support (I/A transfer to DOL ADA)	Intra-dept Americans With Disabilities	0.4	0.4	0.4
			<b>73816 ADA Compliance subtotal:</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>
73819	Commission Sales (IA Svcs)	State Travel Office (I/A transfer to DOA) State Travel Office (I/A transfer to DOA)	Inter-dept Admin	0.3	0.5	0.5
			<b>73819 Commission Sales (IA Svcs) subtotal:</b>	<b>0.3</b>	<b>0.5</b>	<b>0.5</b>
73848	State Equip Fleet	State vehicle charges for vehicle operation and replacement (I/A transfer to DOT/PF) State vehicle charges for vehicle operation and replacement (I/A transfer to DOT/PF)	Inter-dept State Equipment Fleet	13.2	13.1	13.1
			<b>73848 State Equip Fleet subtotal:</b>	<b>13.2</b>	<b>13.1</b>	<b>13.1</b>
			<b>Management Services total:</b>	<b>325.3</b>	<b>270.1</b>	<b>345.1</b>
			<b>Grand Total:</b>	<b>325.3</b>	<b>270.1</b>	<b>345.1</b>