

# **State of Alaska FY2020 Governor's Operating Budget**

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

<b>Component: Accounting</b>
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**Contribution to Department's Mission**

To provide back office support of common administrative transactions to allow state departments to use budget and staff to focus on their core mission and responsibilities.

**Core Services**

- Provide statewide project management services relating to process improvement of back-office administrative functions.
- Establish statewide business management policies and procedures of common back-office administrative functions.
- Process timely back-office accounting functions on behalf of agencies.

**Major Component Accomplishments in 2018**

- The Accounting component is now processing travel for all or part of 12 out of 15 state departments, with more travel volume to be added in 2019.
- Worked with our contractor to begin collections on delinquent accounts on behalf of state departments.

**Key Component Challenges**

Positions are being transferred from all other departments requiring set up of work spaces, computers, and other equipment. Service level agreements, key performance indicators, and rates for services are being established with each department for the services to be performed by the SSOA.

**Significant Changes in Results to be Delivered in FY2020**

Processes are being redesigned to take full advantage of the new Integrated Resource Information System (IRIS). Major initiatives planned and underway by the SSOA include Travel and Expense, Accounts Payable, and Collection of Delinquent Accounts Receivable.

**Statutory and Regulatory Authority**

No statutes and regulations.

<b>Contact Information</b>
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Accounting Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2019 Management Plan	FY2020 Governor		
Full-time	70	69	Annual Salaries	3,595,275
Part-time	0	0	COLA	113,938
Nonpermanent	0	0	Premium Pay	35,380
			Annual Benefits	2,566,800
			<i>Less 1.37% Vacancy Factor</i>	(86,393)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>70</b>	<b>69</b>	<b>Total Personal Services</b>	<b>6,225,000</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	1	0	1	0	2
Accounting Clerk	2	0	7	0	9
Accounting Tech I	10	0	21	0	31
Accounting Tech II	4	0	8	0	12
Accounting Tech III	1	0	5	0	6
Accounting Technician I	0	0	1	0	1
Accounting Technician IV	0	0	1	0	1
Administrative Assistant I	0	0	1	0	1
Administrative Assistant II	1	0	1	0	2
Office Assistant II	2	0	1	0	3
SSOA Project Manager	1	0	0	0	1
<b>Totals</b>	<b>22</b>	<b>0</b>	<b>47</b>	<b>0</b>	<b>69</b>

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

**Component:** Accounting (3134)  
**RDU:** Shared Services of Alaska (17)

Non-Formula Component

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor	
71000 Personal Services	2,782.5	6,179.4	6,179.4	6,032.3	6,225.0	192.7	3.2%
72000 Travel	4.9	3.0	3.0	3.0	3.0	0.0	0.0%
73000 Services	345.7	670.3	670.3	817.4	1,817.4	1,000.0	122.3%
74000 Commodities	8.4	15.0	15.0	15.0	15.0	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>3,141.5</b>	<b>6,867.7</b>	<b>6,867.7</b>	<b>6,867.7</b>	<b>8,060.4</b>	<b>1,192.7</b>	<b>17.4%</b>
<b>Fund Sources:</b>							
1005 GF/Prgm (DGF)	599.9	451.4	451.4	451.4	1,454.0	1,002.6	222.1%
1007 I/A Rcpts (Other)	2,541.6	6,416.3	6,416.3	6,416.3	6,606.4	190.1	3.0%
<b>Unrestricted General (UGF)</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>Designated General (DGF)</b>	<b>599.9</b>	<b>451.4</b>	<b>451.4</b>	<b>451.4</b>	<b>1,454.0</b>	<b>1,002.6</b>	<b>222.1%</b>
<b>Other Funds</b>	<b>2,541.6</b>	<b>6,416.3</b>	<b>6,416.3</b>	<b>6,416.3</b>	<b>6,606.4</b>	<b>190.1</b>	<b>3.0%</b>
<b>Federal Funds</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>Positions:</b>							
Permanent Full Time	75	74	74	70	69	-1	-1.4%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

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

**Component:** Accounting (3134)  
**RDU:** Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2019 Conference Committee To FY2019 Authorized *****												
<b>FY2019 Conference Committee</b>	ConfCom	6,867.7	6,179.4	3.0	670.3	15.0	0.0	0.0	0.0	74	0	0
1005 GF/Prgm		451.4										
1007 I/A Rcpts		6,416.3										
<b>Subtotal</b>		<b>6,867.7</b>	<b>6,179.4</b>	<b>3.0</b>	<b>670.3</b>	<b>15.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>74</b>	<b>0</b>	<b>0</b>

***** Changes From FY2019 Authorized To FY2019 Management Plan *****												
<b>Transfer Accounting Technician (18-7636) to Environmental Conservation for Shared Services of Alaska Program Alignment</b>	Atroat	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0

The Department of Environmental Conservation transferred an initial wave of positions to the Shared Services of Alaska organization for accounts payable and travel and expense activities beginning in FY2018. As the Shared Services of Alaska program aligns the organization, positions are adjusted to reflect the roles and responsibilities performed.

The following position is transferred to the Department of Environmental Conservation:

Full-time Accounting Technician II (18-7636), range 14, located in Juneau

<b>Transfer Accounting Technician (18-7390) from Environmental Conservation for Shared Services of Alaska Program Alignment</b>	Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
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The Department of Environmental Conservation is transferring a wave of positions to the Shared Services of Alaska organization for accounts payable and travel and expense activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

Budget authority is retained by the department to fund a service level agreement with Shared Services of Alaska for the cost of services provided.

The following position is transferred to the Shared Services organization:

Full-time Accounting Technician III (18-7390), range 16, located in Juneau

<b>Transfer Administrative Assistant (06-4002) to Health &amp; Social Services for Shared Services of Alaska Program Alignment</b>	Atroat	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
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The Department of Health and Social Services transferred an initial wave of positions to the Shared Services of Alaska organization for accounts payable and travel and expense activities beginning in FY2018. As the Shared Services of Alaska program aligns the organization, positions are adjusted to reflect the roles and responsibilities performed.

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

**Component:** Accounting (3134)  
**RDU:** Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
The following position is transferred to the Department of Health and Social Services:												
Full-time Administrative Assistant I (06-4002), range 12, located in Juneau												
<b>Transfer Accounting Technician (06-0014) from Health &amp; Social Services for Shared Services of Alaska Program Alignment</b>	Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
The Department of Health and Social Services is transferring a wave of positions to the Shared Services of Alaska organization for accounts payable and travel and expense activities.												
The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.												
Budget authority is retained by the department to fund a service level agreement with Shared Services of Alaska for the cost of services provided.												
The following position is transferred to the Shared Services organization:												
Full-time Accounting Technician I (06-0014), range 12, located in Anchorage												
<b>Transfer Four Positions to Transportation and Public Facilities for Shared Services of Alaska Program Alignment</b>	Atrout	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-4	0	0
The Department of Transportation and Public Facilities transferred an initial wave of positions to the Shared Services of Alaska organization for accounts payable and travel and expense activities beginning in FY2018. As the Shared Services of Alaska program aligns the organization, positions are adjusted to reflect the roles and responsibilities performed.												
The following positions are transferred to the Department of Transportation and Public Facilities:												
Full-time Office Assistant II (25-0179), range 10, located in Juneau												
Full-time Administrative Assistant I (25-0498), range 12, located in Juneau												
Full-time Office Assistant II (25-2327), range 10, located in Juneau												
Full-time Accounting Clerk (25-2519), range 10, located in Juneau												
<b>Align Authority with Anticipated Expenditures</b>	LIT	0.0	-147.1	0.0	147.1	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to services to align authority with anticipated expenditures. The remaining authority is sufficient to cover anticipated expenses.												
<b>Subtotal</b>		<b>6,867.7</b>	<b>6,032.3</b>	<b>3.0</b>	<b>817.4</b>	<b>15.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>70</b>	<b>0</b>	<b>0</b>

\*\*\*\*\* Changes From FY2019 Management Plan To FY2020 Governor \*\*\*\*\*

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

**Component:** Accounting (3134)  
**RDU:** Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
<b>Transfer Accounting Clerk (03-0144) to Law for Shared Services of Alaska Program Alignment</b>												
	Atout	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
The Department of Law transferred an initial wave of positions to the Shared Services of Alaska organization for accounts payable, travel, and expense activities beginning in FY2018. As the Shared Services of Alaska program aligns the organization, positions are adjusted to reflect the roles and responsibilities performed.												
The following position is transferred to the Department of Law:												
Full-time Accounting Clerk (03-0144), range 10, located in Juneau												
<b>Debt Collection and Vendor Fees</b>												
	Inc	1,000.0	0.0	0.0	1,000.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		1,000.0										
Shared Services of Alaska (SSoA) is funded by inter-agency receipts based on the back-office work (travel and accounts payable) that is being completed by the positions transferred from other departments, and by investing general fund program receipts derived from debt collections and vendor fees assessed on statewide contracts. SSoA utilizes a contractor to collect debt on behalf of the State of Alaska. These efforts are combined with debt collections previously managed by the Department of Law. Through increased focus and successful management, additional program receipt collections are anticipated for FY2020.												
<b>Reverse SU 15 Hour Furlough Reduction</b>												
	SalAdj	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		1.0										
<b>FY2020 Salary Adjustments - GGU, CEA, TEAME</b>												
	SalAdj	191.7	191.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		2.6										
1007 I/A Rcpts		189.1										
FY2020 Salary Adjustments - GGU, CEA, TEAME: \$191.7												
FY2020 GGU HI from \$1432 to \$1530: \$73.0												
FY2020 GGU 3% COLA: \$118.7												
<b>Totals</b>		<b>8,060.4</b>	<b>6,225.0</b>	<b>3.0</b>	<b>1,817.4</b>	<b>15.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>69</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2020 Governor (15610)  
**Component:** Accounting (3134)  
**RDU:** Shared Services of Alaska (17)

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	UGF Amount
01-133X	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		42,349	1,707	0	33,046	77,102	0
02-2020	Accounting Tech I	FT	A	GP	Juneau	205	12J / K	12.0		51,930	2,093	0	36,339	90,362	0
02-3203	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		42,636	1,719	0	33,144	77,499	0
02-5001	Division Operations Manager	FT	A	SS	Juneau	205	24F	8.4	*	83,042	0	0	41,723	124,765	0
02-5005	Chief Procurement Off	FT	A	XE	Juneau	N05	25F	1.2	*	12,014	0	0	5,998	18,012	0
02-5034	Accountant III	FT	A	SS	Anchorage	200	18C / D	12.0		70,104	0	0	42,925	113,029	0
02-5068	Accounting Tech I	FT	A	GP	Juneau	205	12G	0.2	*	818	53	7,554	3,186	11,611	0
02-5108	Administrative Officer II	FT	A	SS	Juneau	205	19F	9.6	*	69,964	0	0	39,111	109,075	0
02-5138	Administrative Assistant II	FT	A	GP	Juneau	205	14A	2.8	*	10,618	622	5,079	9,709	26,028	0
02-5146	Accounting Tech I	FT	A	GP	Juneau	205	12J / K	12.0		50,895	2,125	1,832	36,613	91,465	0
02-5158	Accountant IV	FT	A	GP	Juneau	205	20C	1.8	*	11,210	452	0	6,626	18,288	0
02-5159	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		47,118	2,045	3,619	35,929	88,711	0
02-5170	Accountant IV	FT	A	SS	Juneau	205	20F / J	1.8	*	13,995	0	0	7,635	21,630	0
02-6305	Accounting Tech III	FT	A	SS	Juneau	605	16B / C	12.0		59,978	0	2,157	40,186	102,321	0
02-6306	Accounting Tech II	FT	A	GP	Juneau	205	14F / G	12.0		54,941	2,248	834	37,660	95,683	0
03-0058	Accounting Tech I	FT	A	GP	Juneau	205	12G / J	12.0		49,320	1,988	0	35,442	86,750	0
03-0213	SSOA Project Manager	FT	A	XE	Anchorage	N00	22F / J	12.0		95,736	0	0	51,591	147,327	0
03-0370	Accountant III	FT	A	SS	Juneau	205	18B / C	12.0		70,952	0	0	43,216	114,168	0
04-5015	Accounting Tech I	FT	A	GP	Juneau	205	12J / K	12.0		52,344	2,110	0	36,481	90,935	0
05-0506	Accounting Technician I	FT	A	XE	Juneau	P05	12B / C	12.0		45,127	0	0	34,196	79,323	0
05-1689	Accounting Tech I	FT	A	GP	Juneau	205	12A / B	12.0		41,256	1,663	0	32,670	75,589	0
05-3020	Administrative Assistant II	FT	A	GP	Juneau	99	14O / O	12.0		69,115	2,996	5,200	44,032	121,343	0
05-7008	Accounting Tech II	FT	A	GP	Juneau	205	14J / K	12.0		59,797	2,410	0	39,043	101,250	0
06-0014	Accounting Tech I	FT	A	GP	Anchorage	200	12E / F	12.0		43,763	1,764	0	33,532	79,059	0
06-0105	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		42,579	1,716	0	33,125	77,420	0
06-1713	Office Assistant II	FT	A	GP	Juneau	205	10F / G	12.0		41,486	1,672	0	32,749	75,907	0
06-3868	Accounting Tech II	FT	A	GP	Anchorage	200	14B / C	12.0		45,375	1,829	0	34,086	81,290	0
07-1202	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		42,291	1,705	0	33,026	77,022	0
07-1211	Accounting Tech III	FT	A	SS	Juneau	605	16B / C	12.0		61,005	0	5,521	41,695	108,221	0
07-1223	Accounting Tech II	FT	A	GP	Juneau	205	14K / L	12.0		61,659	2,486	0	39,683	103,828	0
08-0467	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		43,018	1,734	0	33,276	78,028	0
08-0475	Accounting Tech I	FT	A	GP	Juneau	205	12E / F	12.0		47,052	1,897	0	34,662	83,611	0
08-1112	Accounting Tech III	FT	A	SS	Juneau	605	16E / F	12.0		66,762	0	0	41,776	108,538	0
08-5065	Administrative Assistant II	FT	A	GP	Anchorage	200	14A / B	12.0		44,685	1,801	0	33,849	80,335	0
10-0204	Accounting Tech III	FT	A	SS	Juneau	205	16B / C	12.0		61,368	0	0	39,922	101,290	0
10-0211	Accounting Tech I	FT	A	GP	Juneau	205	12D / E	12.0		45,504	1,834	0	34,130	81,468	0
10-0225	Accounting Tech III	FT	A	GG	Anchorage	99	16N / N	12.0		73,103	2,947	0	43,616	119,666	0
10-0243	Accounting Tech I	FT	A	GP	Anchorage	200	12K / L	12.0		51,468	2,075	0	36,180	89,723	0

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2020 Governor (15610)  
**Component:** Accounting (3134)  
**RDU:** Shared Services of Alaska (17)

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	UGF Amount
10-0247	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		42,176	1,700	0	32,986	76,862	0
10-4231	Office Assistant II	FT	A	GP	Anchorage	200	10E / F	12.0		39,288	1,584	0	31,994	72,866	0
10-5115	Accounting Tech I	FT	A	GP	Anchorage	200	12F / G	12.0		45,501	1,834	0	34,129	81,464	0
11-0213	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		37,452	1,510	0	31,363	70,325	0
11-0219	Accounting Tech II	FT	A	GP	Juneau	205	14C / D	12.0		49,391	1,991	0	35,466	86,848	0
12-1762	Office Assistant II	FT	A	GP	Anchorage	200	10A / B	12.0		34,836	1,404	0	30,463	66,703	0
12-2038	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		47,118	1,899	0	34,685	83,702	0
12-4403	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		43,890	1,769	0	33,575	79,234	0
12-4405	Accounting Tech I	FT	A	GP	Juneau	205	12G / J	12.0		49,833	2,009	0	35,618	87,460	0
12-6001	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		42,061	1,696	0	32,947	76,704	0
18-7252	Accounting Tech II	FT	A	GP	Anchorage	200	14K	12.0		57,324	2,311	0	38,193	97,828	0
18-7390	Accounting Tech II	FT	A	GP	Juneau	205	14F / G	12.0		54,579	2,200	0	37,249	94,028	0
20-1054	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		47,184	1,902	0	34,707	83,793	0
20-1070	Administrative Assistant I	FT	A	GP	Juneau	205	12A / B	12.0		41,256	1,663	0	32,670	75,589	0
20-1077	Accounting Tech I	FT	A	GP	Juneau	205	12N	12.0		57,612	2,322	0	38,292	98,226	0
20-1079	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		37,606	1,516	0	31,416	70,538	0
20-7008	Accounting Tech III	FT	A	GP	Juneau	205	16N	12.0		76,332	3,077	0	44,726	124,135	0
21-2034	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		38,736	1,562	0	31,804	72,102	0
25-0085	Accounting Tech II	FT	A	GP	Anchorage	200	14B / C	12.0		44,997	1,814	0	33,956	80,767	0
25-0268	Accounting Tech I	FT	A	GP	Anchorage	200	12B / C	12.0		40,223	1,621	0	32,315	74,159	0
25-0276	Accounting Tech I	FT	A	GP	Anchorage	200	12K / L	12.0		50,388	2,031	0	35,809	88,228	0
25-0277	Accounting Tech I	FT	A	GP	Anchorage	200	12B / C	12.0		40,168	1,619	0	32,296	74,083	0
25-0279	Accounting Clerk	FT	A	GP	Anchorage	200	10D / E	12.0		37,572	1,515	0	31,404	70,491	0
25-0281	Accounting Tech I	FT	A	GP	Anchorage	200	12L / M	12.0		52,997	2,136	0	36,705	91,838	0
25-0444	Accounting Tech I	FT	A	GP	Anchorage	200	12A / B	12.0		39,288	1,584	0	31,994	72,866	0
25-0761	Accounting Tech I	FT	A	GP	Anchorage	200	12C / D	12.0		41,024	1,654	0	32,590	75,268	0
25-1031	Accounting Tech II	FT	A	GP	Anchorage	200	14B / B	12.0		44,808	1,806	0	33,891	80,505	0
25-1219	Accounting Clerk	FT	A	GP	Anchorage	200	10G / J	12.0		41,378	1,668	0	32,712	75,758	0
25-1353	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		37,709	1,520	0	31,451	70,680	0
25-2260	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		37,503	1,512	0	31,380	70,395	0
25-2261	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		43,181	1,741	0	33,332	78,254	0
25-2302	Accounting Tech I	FT	A	GP	Juneau	205	12B / B	12.0		41,256	1,663	0	32,670	75,589	0
25-2328	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		43,018	1,734	0	33,276	78,028	0
25-3091	Accounting Technician IV	FT	A	SS	Juneau	205	18E / F	12.0		79,088	0	0	46,013	125,101	0
25-3104	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		43,944	1,771	0	33,594	79,309	0
25-3106	Accounting Clerk	FT	A	GP	Juneau	205	10F / G	12.0		41,544	1,675	0	32,769	75,988	0
25-3111	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		37,349	1,506	0	31,327	70,182	0
25-3480	Accounting Tech I	FT	A	GP	Anchorage	200	12A / B	12.0		39,288	1,728	3,584	33,225	77,825	0

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2020 Governor (15610)  
**Component:** Accounting (3134)  
**RDU:** Shared Services of Alaska (17)

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	UGF Amount
		<b>Total Positions</b>	<b>New</b>	<b>Deleted</b>										<b>Total Salary Costs:</b>	3,595,275
														<b>Total COLA:</b>	113,938
	<b>Full Time Positions:</b>	69	0	0										<b>Total Premium Pay::</b>	35,380
	<b>Part Time Positions:</b>	0	0	0										<b>Total Benefits:</b>	2,566,800
	<b>Non Permanent Positions:</b>	0	0	0											
	<b>Positions in Component:</b>	69	0	0											
	<b>Total Component Months:</b>	853.8												<b>Total Pre-Vacancy:</b>	6,311,393
														<b>Minus Vacancy Adjustment of 1.37%:</b>	(86,393)
														<b>Total Post-Vacancy:</b>	6,225,000
														<b>Plus Lump Sum Premium Pay:</b>	0
														<b>Personal Services Line 100:</b>	6,225,000

<b>PCN Funding Sources:</b>	<b>Pre-Vacancy</b>	<b>Post-Vacancy</b>	<b>Percent</b>
1005 General Fund/Program Receipts	122,343	120,669	1.94%
1007 Interagency Receipts	6,189,050	6,104,331	98.06%
<b>Total PCN Funding:</b>	<b>6,311,393</b>	<b>6,225,000</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Line Item Detail (1676)**  
**Department of Administration**  
**Travel**

**Component:** Accounting (3134)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
2000	Travel		4.9	3.0
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
<b>2000 Travel Detail Totals</b>			<b>4.9</b>	<b>3.0</b>
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	4.6	3.0
2001	In-State Non-Employee Travel	Transportation costs for travel relating to meetings and boards for non-employees	0.3	0.0

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** Accounting (3134)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
3000	Services		345.7	817.4
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>3000 Services Detail Totals</b>			<b>345.7</b>	<b>817.4</b>
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	2.4	2.4
3001	Financial Services	Accounting, auditing, management consulting and fees	43.6	52.8
3003	Information Technology	Software licensing and maintenance, training, and consulting	0.5	50.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	0.3	1.0
3006	Delivery Services	Freight, courier services, and postage	0.1	0.0
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	81.1	40.0
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	1.4	1.4
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	63.9	80.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	67.3	70.0
3021	Inter-Agency Mail	Admin - Print Services (2333) Centralized mail services chargeback	0.4	1.0

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** Accounting (3134)

Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan	
<b>3000 Services Detail Totals</b>			<b>345.7</b>	<b>817.4</b>	
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human Resources services chargeback	0.7	40.3
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	78.1	114.2
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Workers compensation and liability claims reimbursement	1.7	1.7
3027	Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	0.0	139.2
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) chargeback	0.1	1.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.0	43.1
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.0	139.2
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.0	33.5
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	4.1	6.6

**Line Item Detail (1676)**  
**Department of Administration**  
**Commodities**

**Component:** Accounting (3134)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
4000	Commodities		8.4	15.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>4000 Commodities Detail Totals</b>			<b>8.4</b>	<b>15.0</b>
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	8.4	15.0

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2018 Actuals	FY2019 Management Plan
<b>5005 GF/Prgm (1005 GF/Prgm)</b>			<b>599.9</b>	<b>451.4</b>
5103 Program Receipts - Charges for Services		Revenue generated from Shared Services of Alaska fee initiatives such as debt collections and vendor fees	599.9	451.4
<b>5007 I/A Rcpts (1007 I/A Rcpts)</b>			<b>2,541.6</b>	<b>6,416.3</b>
5301 Inter-Agency Receipts	Admin - Accounting (3134)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	0.9	790.0
5301 Inter-Agency Receipts	Admin - Administrative Hearings (2771)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	7.2	12.6
5301 Inter-Agency Receipts	Admin - AK Oil & Gas Conservation Comm (2010)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	23.1	25.2
5301 Inter-Agency Receipts	Admin - Alaska Division of IT (3141)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	85.3	195.4
5301 Inter-Agency Receipts	Admin - Alaska Public Offices Comm (70)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	1.5	6.3
5301 Inter-Agency Receipts	Admin - Business Transformation Office (3136)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	4.3	3.9
5301 Inter-Agency Receipts	Admin - Facilities Administration (2430)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	1.1	7.9
5301 Inter-Agency Receipts	Admin - Finance (59)	Reimbursable services agreement	2.1	39.3

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2018 Actuals	FY2019 Management Plan
5301 Inter-Agency Receipts	Admin - Labor Relations (58)	within the Department of Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	6.0	5.5
5301 Inter-Agency Receipts	Admin - Lease Administration (2304)	within the Department of Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	1.1	7.9
5301 Inter-Agency Receipts	Admin - Motor Vehicles (2348)	within the Department of Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	8.7	115.0
5301 Inter-Agency Receipts	Admin - Office of Public Advocacy (43)	within the Department of Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	51.9	110.3
5301 Inter-Agency Receipts	Admin - Office of the Commissioner (45)	within the Department of Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	13.4	3.9
5301 Inter-Agency Receipts	Admin - Personnel (56)	within the Department of Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	12.0	34.7
5301 Inter-Agency Receipts	Admin - Public Defender Agency (1631)	within the Department of Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	75.0	135.5
5301 Inter-Agency Receipts	Admin - Purchasing (60)	within the Department of Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	8.2	12.6
5301 Inter-Agency Receipts	Admin - Retirement and Benefits (64)	within the Department of Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	14.9	93.8

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2018 Actuals	FY2019 Management Plan
5301 Inter-Agency Receipts	Admin - Risk Management (71)	Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	1.0	3.9
5301 Inter-Agency Receipts	Admin - Violent Crimes Comp Board (2694)	Administration for travel and accounts payable services. Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	2.6	2.4
5301 Inter-Agency Receipts	Commerce - Department-wide	Administration for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	163.2	322.1
5301 Inter-Agency Receipts	Correct - Department-wide	Administration for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	99.7	409.9
5301 Inter-Agency Receipts	E&ED - Department-wide	Administration for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	154.2	342.4
5301 Inter-Agency Receipts	EnvCon - Department-wide	Administration for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	73.2	172.4
5301 Inter-Agency Receipts	FishGm - Department-wide	Administration for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	4.6	145.5
5301 Inter-Agency Receipts	H&SS - Department-wide	Administration for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	254.2	290.5
5301 Inter-Agency Receipts	Labor - Department-wide	Administration for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	243.1	262.7
5301 Inter-Agency Receipts	Law - Department-wide	Administration for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	156.7	380.0
5301 Inter-Agency Receipts	NatRes - Department-wide	Administration for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	142.4	569.0

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** Accounting (3134)

<b>Revenue Type (OMB Fund Code)</b> <b>Revenue Source</b>	<b>Component</b>	<b>Comment</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
5301 Inter-Agency Receipts	PubSaf - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	148.2	364.4
5301 Inter-Agency Receipts	Rev - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	88.0	82.3
5301 Inter-Agency Receipts	Trans - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	693.8	1,469.0

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** Accounting (3134)

				FY2018 Actuals	FY2019 Management Plan
<b>Component Totals</b>				<b>216.3</b>	<b>669.8</b>
With Department of Administration				216.3	669.8
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	63.9	80.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	67.3	70.0	
3021	Inter-Agency Mail	Admin - Print Services (2333) Centralized mail services chargeback	0.4	1.0	
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human Resources services chargeback	0.7	40.3	
3023	Inter-Agency Building Leases	Admin - Facilities (2429) Rent for state-owned facilities and lease payments	78.1	114.2	
3026	Inter-Agency Insurance	Admin - Risk Management (71) Workers compensation and liability claims reimbursement	1.7	1.7	
3027	Inter-Agency Financial	Admin - Finance (59) State payroll and accounting system chargeback	0.0	139.2	
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56) Americans with Disabilities Act (ADA) chargeback	0.1	1.0	
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.0	43.1	
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.0	139.2	
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.0	33.5	

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** Accounting (3134)

<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
3038 Inter-Agency Management/Consulting	Admin - Purchasing (60)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	4.1	6.6